



## Building Safety Panel Terms of Reference

Policy Version Control		
Policy Guardian	Head of Property Services	
Version no.	FINAL	
Approved by the panel on	25 <sup>th</sup> June 2024	
Effective from	25 <sup>th</sup> June 2024	
Due for review	June 2027	
Signature (Chair)		

### Terms of Reference

1. Leathermarket JMB resolves to set up Building Safety Panel with the residents of the high-rise buildings on its estates.
2. The purpose of the panel is for the JMB to avail itself of the advice from the residents regarding its building safety strategy and plans.

### Membership

3. Any resident who owns or resides in one of the following high-rise blocks, whether they are members of the Company or not, shall be entitled to attend and participate in the meetings:
  - 1) Burwash House
  - 2) Joyce Newman House
  - 3) Marklake Court

- 4) Nashe House
  - 5) Peveril House
  - 6) Simla House
  - 7) Symington House
4. Non-residents cannot attend the Panel meetings.
  5. Head of Property Services shall be chairing the Panel meetings.

### **General**

6. The JMB's Code of Conduct shall apply to all Panel meetings and any attendee is expected to abide by it. Copies shall be made available upon request.
7. Where a topic arises which falls under the delegated responsibility of a Sub-Committee the matter must be referred to that Sub-Committee for discussion and/or decision.
8. The Chair shall ensure that the meeting is properly minuted.

### **Attendance at meetings**

10. All Board members and residents in the seven high-rise blocks as listed above shall have the right of attendance at meetings.
11. The JMB Head of Property Services will be expected to attend and chair the meetings, supported by the Major Works Manager, Data Compliance Officer, and Resident Engagement Officer. Other JMB managers/officers may be required to attend, subject to the topic under discussion.

### **Frequency of meetings**

12. Meetings shall be held at least quarterly and, in some cases, more frequently should the need arise.

## **Primary purpose**

13. The Panel should meet quarterly with key members of the JMB Team to:
- a) Propose and discuss recommendations on behalf of fellow residents;
  - b) Discuss improvements in building safety management practices;
  - c) Advise how we engage with residents around building safety;
  - d) Periodically review the strategy, engagement plans, and information packs to ensure they remain fit for purpose.

## **Reporting procedures**

14. The Chair shall ensure that meetings are minuted and the minutes are circulated to all the attendees.
15. Any policies and documents discussed/reviewed at the Panel meetings shall be made available to the residents via updating procedure as advised by the Panel.

## **Changes to the Terms of Reference**

16. Any changes to these Terms of Reference must be approved by the Panel.