

F/T: 0300 244 4000
E: dfmcse@gov.scot

Local Authority Directors of Education

(CC: Local Authority Chief Executives)

By email.

1 August 2017

Dear Colleagues,

On 24 June, I wrote to you asking whether Aluminium Composite Material (ACM) had been used in cladding systems on any school buildings.

I would like to take this opportunity to thank you for responding to the request for information and providing the templates for each school building with ACM. Having reviewed these, I thought it would be helpful to provide a summary of the position across Scotland and clarify what next steps should be considered.

The returns indicated that ACM had been not used on any school buildings over 18 metres in height. From the returns for low rise school buildings, ACM was identified on 27 buildings across 12 local authorities which represents 1% of the schools estate. The returns identified that different types of ACM have been used and the extent of coverage on individual buildings varies significantly. These would be appropriate if installed correctly and in accordance with building regulations.

Local authorities are responsible for ensuring the safety of school buildings in their areas and I understand that checks are being undertaken by local authorities and the Scottish Fire and Rescue Service on these buildings. As part of your checks, it is also important for a fire risk assessment to be carried out and that any necessary and appropriate interim fire safety measures put in place. You should also seek and follow professional advice on next steps depending on your own particular circumstances and what, if anything, these further checks and assessments show.

If your information was obtained from a desk-based review, it is important for you to be sure that the as-built construction aligns with the design. Your own building standards service is well placed to advise on building standards matters.

Building owners should take professional advice on what further steps to take with respect to their cladding system. This may be obtained from a qualified engineer with relevant experience in fire safety, including fire testing of building products and systems, such as a chartered engineer registered with the Engineering Council by the Institution of Fire Engineers. Alternatively, this professional advice may be obtained from an assessor employed by a test laboratory accredited by the United Kingdom Accreditation Service to carry out BS 8414 and classify results to BR 135.

In view of the need for us all to be sure of the health, safety and wellbeing of children, young people, teachers and staff, I would ask you to confirm the following:

1. That you are content that your school buildings are considered safe in terms of building regulations and fire safety; and
2. Where you have identified any action(s) to be carried out, what action(s) you are taking and the timescales involved.

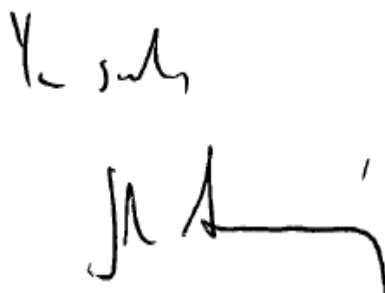
These should be returned to scott.johnston@gov.scot by 17.00 on Friday 11 August.

You will be aware that the Scottish Government convened a Ministerial Working Group on Building and Fire Safety to oversee a review of building and safety regulatory frameworks, and any other relevant matters, in order to help ensure that people are safe in Scotland's buildings, including schools. The Working Group will make recommendations for improvements as required.

This review is at an early stage but the Working Group will be considering all relevant factors, including the construction of cladding to new, existing and refurbished high rise domestic buildings. The next meeting of the Working Group is scheduled for 9 August.

Further information on the Working Group can be found at <https://beta.gov.scot/groups/building-and-fire-safety-working-group/>.

Once again, I greatly appreciate your continuing assistance in this matter and I am copying this letter to local authority Chief Executives.



JOHN SWINNEY

F/T: 0300 244 4000
E: dfmcse@gov.scot

Local Authority Directors of Education

By email

24 June 2017

Dear colleagues

I am writing you in your capacity as Education Authorities, following the tragic events at Grenfell Tower in London. The Scottish Government's first priority has been to seek assurances about high rise domestic properties (over 18 metres), and we are very grateful for the work which Scottish local authorities have already done to enable us quickly to provide positive assurances to the public about their domestic properties. Given the paramount importance of health and safety we are now widening this process to seek assurances about school buildings.

You will be aware that concerns have been raised about the cladding material used at Grenfell Tower. In line with the information that is available so far about Grenfell Tower, we are seeking assurances about external cladding systems used in the school buildings for which you are responsible. In particular, we are asking whether any panels used in new build or refurbishment are made of a particular type of cladding made of Aluminium Composite Material (ACM). Further detail about ACM is provided in the Annex to this letter.

I would be grateful if you would reply to this letter as follows:

- by 5pm on Tuesday 27 June, confirm whether ACM has been used in cladding systems used on school buildings over 18 metres or 4 or more storeys in height. If any ACM has been used in such buildings please complete the attached template; and
- by 5pm on Thursday 13 July, confirm whether ACM has been used in cladding systems used on any school buildings (i.e. of any height). If any ACM has been used in such buildings please also complete the attached template.

Please submit your returns, and any requests for clarification to Andrew.Dailly@gov.scot

I greatly appreciate the continuing assistance from local authorities in enabling us to respond quickly to secure the assurance needed.

I am copying this letter to local authority Chief Executives.

Yours truly,

A handwritten signature in black ink, appearing to read 'John Swinney', with a long horizontal stroke extending to the right.

JOHN SWINNEY

Aluminium Composite Material (ACM) is a type of flat panel that consists of two thin aluminium sheets bonded to a non-aluminium core, typically between 3 and 7mm thick. The panels can have a painted or metallic finish (eg copper or zinc effects).

Request 1

- By 5pm on Tuesday 27 June, please confirm whether ACM has been used in cladding systems used on your school buildings over 18 metres or 4 or more storeys in height. If any ACM has been used in such buildings please complete the template below.

Request 2

- By 5pm on Thursday 13 July, confirm whether ACM has been used in cladding systems used on any of your school buildings (ie of any height). If any ACM has been used in such buildings please also complete the attached template

If ACM is found in cladding systems used on schools, please complete and return the following template in line with the deadines above. One template should be completed for each building identified to have ACM in its cladding system.


Building name and location	
When was the application for the relevant building warrant <u>submitted</u> ?	
Does the school have a sprinkler system?	
Is the school building physically distanced from other buildings? If so by how much?	
Approximately what percentage of the total external wall area of the building is clad?	
What is the specific product type and class of ACM?	
Does the product used have a technical approval, eg British Board of Agreement?	

[REDACTED]

From: [REDACTED]
Sent: 13 July 2017 15:14
To: MacKinnon D (Donna); [REDACTED] Hogg KJ (Kenneth); Dodds WH (Bill);
Cc: Hicks C (Clare); [REDACTED]
Subject: FW: School Construction - Aluminium Composite Materials
Attachments: Grenfell Return - Notre Dame.docx

Glasgow response to Part 2.

[REDACTED]
School Infrastructure Unit
Scottish Government
[REDACTED]

 Save Paper - Do you really need to print this e-mail?

From: [REDACTED]
Sent: 13 July 2017 14:33
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: School Construction - Aluminium Composite Materials

[REDACTED]

Further to our stage 1 submission below, we can now comment on the stage 2 question that was raised in the original letter received by GCC on the 24th June 2017, specifically related to the following question:

- By 5pm on Thursday 13th July, confirm whether ACM has been used in cladding systems on any of your school buildings (ie of any height). If any ACM has been used in such buildings please also complete the attached template.

Having undertaken an analysis of the Education Estate including Secondary, Primary, ASL and Early Years buildings, we can report that we have identified only one building within our primary school estate which has an ACM used in its construction – Notre Dame Primary School. A completed template for this school is attached. The material was used on a very small portion of the external façade (a small cantilevered box protrusion) and due to the low relative volume of material, the material's classification and BBA certification along with the fact that the building has L1 fire detection and P1 sprinkler protection, we do not intend to remove the material and retro-fit an alternative.

We have identified a further 31 properties which **MAY** have a very small amount of ACM present in the closure pieces at the sides, top and bottom of the curtain walling systems where they butt against the masonry. The reason we say "**MAY**", is because this will be dependent on the size of the closure panel. Anything under 50mm is a simple folded aluminium extrusion, anything over 50mm may be an ACM material. Notwithstanding this, we believe the overall surface area of these closure panels to be insignificant in their ability to spread flame, accounting for less than 0.1% of the overall external surface area of the building/s, and the fact that all of these schools had sprinkler systems installed at the time of their construction. In like manner to the above, due to the almost insignificant proportionate surface area and the fact that the buildings have L1 fire detection and P1 sprinkler protection, we have no plans to undertake further investigative works or replacement works.

I trust this information is sufficient for your purposes, however, please do not hesitate to contact me should you require anything further.

Kind Regards,

[REDACTED] Glasgow City Council | 40 John Street | Glasgow G1 1JL
[REDACTED]

From: [REDACTED]

Sent: 27 June 2017 16:19

To: [REDACTED]

Cc: [REDACTED]

Subject: School Construction - Aluminium Composite Materials

[REDACTED]

Further to the letter received by Glasgow City Council of the 24th June 2017 seeking information from each local authority on the use of Aluminium Composite Materials within the Education Estate, we would comment against the first question as follows:

- *By 5pm on Tuesday 27 June, confirm whether ACM has been used in cladding systems used on school buildings over 18 metres or 4 or more storeys in height. If any ACM has been used in such buildings please complete the attached template...*

Having undertaken an analysis of the Education Estate including Secondary, Primary, ASL and Early Years buildings, we can report that we do not have any buildings that fall within this criteria. Any buildings that we have that are 4 storeys or that approach 18 metres in height, are Govan Parish sandstone buildings and therefore do not contain any ACMs.

We will – of course – be undertaking a fuller analysis of the Education Estate in order to prepare a detailed response to the second question regarding the use of ACMs in buildings under 4 storeys or 18 metres in height and will do so on or before the requested deadline of 5pm on Thursday 13th July 2017.

I trust this information is useful.

Yours Sincerely,

[REDACTED] Glasgow City Council | 40 John Street | Glasgow G1 1JL
[REDACTED]

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Building Name & Location:	Notre Dame Primary School, 30 Havelock Street, Glasgow, G11 5JE
When was the application of the relevant building warrant <u>submitted</u> ?	7 th March 2011
Does the school have a sprinkler system?	Yes
Is the school building physically distanced from other buildings? If so, by how much?	Yes – around 25m
Approximately what percentage of the total external wall area of the building is clad?	4%
What is the specific product type and class of ACM?	Alucobond Plus
Does the product used have a technical approval, eg British Board of Agreement?	BS 476-6/7 Class O

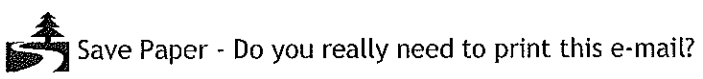
[REDACTED]

From: [REDACTED]
Sent: 11 December 2017 11:55
To: [REDACTED]
Subject: FW: URGENT - Schools Cladding Safety
Attachments: DFM letter to Directors of Education - August 2017.pdf

From: [REDACTED]
Sent: 10 August 2017 09:50
To: Pathirana S (Stephen); [REDACTED] Hogg KJ (Kenneth); Dodds WH (Bill); [REDACTED]
Cc: Hicks C (Clare); [REDACTED]
Subject: FW: URGENT - Schools Cladding Safety

Glasgow City Council's response to DFM's letter of 1 August.

[REDACTED] Scottish Government | Area 2-A (South) | Victoria Quay | Edinburgh | EH6 6QQ | email: [REDACTED]



From: [REDACTED]
Sent: 10 August 2017 07:21
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: URGENT - Schools Cladding Safety

Dear [REDACTED]

Further to the email received on behalf of Mr Swinney dated 1st August 2017 titled School Cladding Safety (letter attached), we would respond as follows:

In the days following the Grenfell tragedy, Glasgow – like other local authorities – undertook an assessment of their estate in an effort to identify any buildings where Aluminium Composite Materials (ACMs) may have been used. Glasgow has a hugely diverse and mixed school estate comprising over 300 establishments, some on shared campuses. A detailed survey of each of these buildings was impossible within the timescales, and therefore a more strategic analysis was undertaken based on the data that was immediately available to our estates colleagues. Notwithstanding this fact, we believe that the initial analysis was accurate in determining whether there were any particular buildings that were assessed as being “at risk” from a similar incident to Grenfell.

Our secondary school estate is currently part of a PPP contract and our PPP partners were able to provide assurances that there were no buildings within the Secondary School estate that contained ACMs or that presented an increased fire risk. Additionally, they were able to confirm that Fire Risk Assessment (FRA) Part B surveys had been carried out and that all appropriate fire barriers and other mitigation measures are in place.

Our initial strategic analysis of the remainder of our Educational Estate identified only one building where ACMs have been used in any meaningful quantities, and even in that particular case, they account for only 4% of the building's overall external surface area, have a Class O fire rating and BBA Certification, and the building itself benefits from the highest category of both fire detection and suppression systems (L1/P1). We also noted that

ACMs may have been used in some of our other recently constructed schools in very small quantities as closure panels around external curtain walling panels. Even assuming that these panels are indeed ACMs, they would account for less than 1% of the building's external surface area, and the buildings themselves also have the highest category fire detection and suppression systems fitted (L1/P1).

On the basis of the above, we have satisfied ourselves that none of our buildings within the educational estate present a unique fire risk, or present a higher risk than any other building within our estate. Notwithstanding the foregoing, we do intend to carry out a more detailed review of our estate in relation to fire risk. Having undertaken a significant amount of new-build and refurbishment investment, which included the installation of L1 fire detection systems in many establishments, we intend to refresh all of the Fire Risk Assessment Part B documentation to reflect this investment. We will continue to liaise with our colleagues within Scottish Fire and Rescue (Glasgow) to ensure that our buildings are as safe as they possibly can be, and that our management procedures augment and compliment the built education estate. We will be undertaking this FRA refresh on a rolling basis commencing in September 2017. A desktop fire risk assessment will be used to identify the order in which the establishments will be reviewed, with the newer estate with L1/P1 systems being a lower priority.

We trust the above information is useful in answering the specific questions posed in Mr Swinney's letter.

Yours Sincerely,

[Redacted]
[Redacted]
(On Behalf of Glasgow City Council)

[Redacted] | Glasgow City Council | 40 John Street | Glasgow G1 1JL
[Redacted]

[REDACTED]

From: [REDACTED]
Sent: 26 September 2017 14:38
To: Barlow, Raymond (DRS)
Cc: [REDACTED]
Subject: RE: Information Request

Raymond

Thanks for the confirmation that [REDACTED] and [REDACTED] have now started.

[REDACTED]

[REDACTED]

Scottish Government
Directorate for Local Government and Communities
Ground Floor
Denholm House

[REDACTED]

[REDACTED]

[REDACTED]

BSD Web: www.gov.scot/bsd
Twitter: [@ScotGovBldgStds](https://twitter.com/ScotGovBldgStds)
YouTube Channel https://www.youtube.com/channel/UCoyQNrDj qx_FOZPub59CY6A



From: Barlow, Raymond (DRS) [mailto:Raymond.Barlow@glasgow.gcsx.gov.uk]
Sent: 26 September 2017 14:28
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Information Request

[REDACTED]

Just to confirm, as requested, that [REDACTED] and [REDACTED] have started at 2.00pm today with our staff in the City Archivist at the Mitchell Library. They will be working there until 8.00pm this evening and will kick off again tomorrow morning

Regards

Raymond

Raymond Barlow
Assistant Head of Planning & Building Standards

Development & Regeneration Services
Glasgow City Council
Tel: [REDACTED]
Fax: [REDACTED]
E-Mail: raymond.barlow@glasgow.gov.uk

From: [REDACTED]
Sent: 22 September 2017 20:29
To: Barlow, Raymond (DRS) <Raymond.Barlow@glasgow.gov.uk>
Cc: [REDACTED]
Subject: RE: Information Request

Raymond

Thank you for your phone calls yesterday lunch time and evening when we discussed further the level of detail that we are looking for and the level of assistance you think you need me to arrange. On the question of detail, where you identify ACM on a high rise domestic building, you should collate as much quality information on the ACM cladding system as possible. This will be essential when sharing your findings with the relevant owners in order to help them understand about their building and what actions that they might need to consider.

As I explained earlier today, I have now arranged for two agency staff to start with you next week- [REDACTED] and [REDACTED]. They are experienced ex. local authority construction professionals and helped out City of Edinburgh Council last month doing the same thing, so I expect them to get straight onto the work you need.

They are set up to start at **14.00 on Tuesday 26 September**, and will come to **The Mitchell Library, North Street, Glasgow G3 7DN**, reporting to [REDACTED] from your building standards team. I have advised the agency of your initial indication that 48 staff-hours should be enough which equates to two surveyors for three days at eight hours a day..

Looking forward to next week, please confirm that [REDACTED] have started, ideally letting me know before 15.30 on Tuesday so I can update Ministers. Once they have finished, confirm the final hours for each person as I will need to sign-off their weekly timesheets. Also if your estimate of the hours needed increases, let me know as a matter of urgency.

Finally, I am pleased to have got you the assistance at such short notice and if you need any further help, do not hesitate to contact me.

Thanks
[REDACTED]
[REDACTED]

Scottish Government
Directorate for Local Government and Communities
Ground Floor
Denholm House

[REDACTED]

[REDACTED]

[REDACTED]

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Twitter: [@ScotGovBldgStds](https://twitter.com/ScotGovBldgStds)
YouTube Channel https://www.youtube.com/channel/UCoyQNrDjgx_FOZPub59CY6A



*

From: Barlow, Raymond (DRS) [mailto:Raymond.Barlow@glasgow.gcsx.gov.uk]

Sent: 26 September 2017 23:26

To: [REDACTED]

Cc: [REDACTED]

Subject: Glasgow Update

[REDACTED]

Further to our previous e-mails I thought I would update you on Glasgow City Council's current and planned activities over the coming few days.

Firstly just to recap that we have examined in excess of 14,500 paper and digital records. As noted in my previous e-mail of the 08 Aug we have also looked at the period pre-2005 back to the 2000 following our discussions and information that factors in the city brought to light. We have managed to bring this number down to 57 privately owned domestic buildings in excess of 18M tall where ACM is possibly present.

Part of this process involved working with the City's Housing Associations and we have previously been able to confirm that no social housing above 18M is affected by ACM cladding systems.

From the information gathered at this stage of the process on ACM use on the 57 properties, it is the Council's current position that the hazard arising from the extent of its use is such that we have not recommended that any of the affected buildings be vacated for safety reasons. Nevertheless we have, as an additional safety measure provided Fire and Rescue Scotland with the list of the 57 affected properties.

The next stage of the process is to have the more detailed information that the Ministerial Working Group has now requested with you no later than close of business on Friday 29th September and therefore our main work plan actions are as follows

- Researching further information - as noted the agency staff are currently assisting our staff at the Mitchell Library to re-visit the historical paper records/applications previously identified in order to gather the information that we hold. I have had a positive report on progress this evening. This exercise will be completed by the close of business tomorrow (27th September).
- We will also make further attempts to contact agents/architects or the developers for each of the original warrant applications where clarification was previously sought on possible ACM use but has not yet been obtained. An element of additional information has already been requested over the weekend. It would be helpful, if the Minister were in a position to do so, if he could encourage all parties previously involved in the construction of the buildings to assist us should we require to contact them
- If thought necessary to ascertain the extent of ACM coverage on individual properties then non-intrusive site visits will also be undertaken

- Thereafter we will draw all of this together into a bespoke report, which will contain appropriate recommendations, for each property that will be sent to you for information..
- The reports are intended to give as clear a picture as we can produce with the available information on the possible use of ACM and include general information such as the height and number of storeys involved, the type of ACM (if known) and an adequate description of its size and location on the building. We intend descriptions will be augmented by views or photographs of the relevant elevations cross referenced as appropriate.
- For any properties where we have not been able to establish or rule out ACM the report will inform the owners of this.

Importantly in relation to the owners/occupiers we are currently liaising and meeting with the property managers association. Through discussion with them and the factors for each property we will also be sending these reports to the buildings owners and factors to enable, where required, further discussion. We are looking at the range of advice currently provided by DCLG on testing and ongoing fire safety matters and would intend providing appropriate recommendations to owners relevant to their circumstances.

Regards

Raymond

Raymond Barlow
Assistant Head of Planning & Building Standards

Development & Regeneration Services
Glasgow City Council
Tel: [REDACTED]
Fax: [REDACTED]
E-Mail: raymond.barlow@glasgow.gov.uk

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From: Dodds WH (Bill)
Sent: 27 September 2017 16:30
To: Raymond.barlow@glasgow.gov.uk
Cc: [REDACTED]
Subject: Information

Raymond

I have enclosed a link to the UK Government Grenfell website as discussed.

<https://www.gov.uk/government/collections/grenfell-tower>

Of particular interest will be the consolidated advice for building owners I mentioned in our phone call.

<https://www.gov.uk/government/publications/building-safety-programme-update-and-consolidated-advice-for-building-owners-following-large-scale-testing>

You will also see arrange of letters on the website to building owners that sets out their responsibility and gives advice on any relevant actions they should take.

Bill

Bill Dodds | Head of Building Standards
Scottish Government | Building Standards Division
Local Government and Communities

Address: Denholm House | Almondvale Business Park | Livingston | EH54 6GA

☎: 0131 244 6533

✉: Bill.Dodds@gov.scot



From: Dodds WH (Bill)
Sent: 29 September 2017 14:21
To: Barlow, Raymond (DRS); Pathirana S (Stephen)
Cc: [REDACTED]
Subject: RE: Cladding Reports

Raymond

Thanks for this information. The reports look comprehensive and will hopefully provide some clarity to occupiers about the nature of the risk. These will also provide owners/factors with some sound information to base any future action they may deem necessary. I understand there will also be an accompanying letter that goes out with each report?

What we need to know now is of the original 57 buildings identified as having possible ACM cladding, how many are still a concern and how many have been taken off the original list.

Additionally are these two buildings the ones of most concern and others are of a lower risk?

It would therefore be good to see a comprehensive list of buildings and a risk profiling that shows that those with the greatest issues are being prioritised, and factors and occupiers are being notified accordingly.

I will be about all afternoon if you wish to discuss further.

Regards

Bill

From: Barlow, Raymond (DRS) [<mailto:Raymond.Barlow@glasgow.gcsx.gov.uk>]
Sent: 29 September 2017 13:34
To: Dodds WH (Bill); Pathirana S (Stephen)
Cc: [REDACTED]

Subject: Cladding Reports

Bill

Please find attached the two reports intended to go out this afternoon

Can you come back to us as soon as you can with any comments you have.

Regards

Raymond

Raymond Barlow
Assistant Head of Planning & Building Standards

Development & Regeneration Services
Glasgow City Council
Tel: [REDACTED]
Fax: [REDACTED]
E-Mail: raymond.barlow@glasgow.gov.uk

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From: Barlow, Raymond (DRS) [mailto:Raymond.Barlow@glasgow.gcsx.gov.uk]
Sent: 29 September 2017 15:50
To: Dodds WH (Bill); Pathirana S (Stephen)
Cc: [REDACTED]
Subject: RE: Cladding Reports

Bill

Here is [REDACTED] – the other part of [REDACTED] – to follow

There will be a scanned letter as the Appendix to this which is not yet attached.

Regards

Raymond

Raymond Barlow
Assistant Head of Planning & Building Standards

Development & Regeneration Services
Glasgow City Council
Tel: [REDACTED]
Fax: [REDACTED]
E-Mail: raymond.barlow@glasgow.gov.uk

From: Barlow, Raymond (DRS) [mailto:Raymond.Barlow@glasgow.gcsx.gov.uk]

Sent: 29 September 2017 16:34

To: Dodds WH (Bill); Pathirana S (Stephen)

Cc: [REDACTED]

Subject: RE: Cladding Reports

Bill

Please find attached the DRAFT of the second [REDACTED] report referred to below

Regards

Raymond

Raymond Barlow
Assistant Head of Planning & Building Standards

Development & Regeneration Services

Glasgow City Council

Tel: [REDACTED]

Fax: [REDACTED]

E-Mail: raymond.barlow@glasgow.gov.uk

From: Dodds WH (Bill)

Sent: 29 September 2017 16:38

To: Barlow, Raymond (DRS); Pathirana S (Stephen)

Cc: [REDACTED]

Subject: RE: Cladding Reports

Raymond

Can you phone me urgently. I have tried phoning both your land line and mobile phone.

This latest report does not give sufficient detail to give a response. Are you content that there is limited ACM? Do you have photographs or more detailed plans or specifications?

I appreciate you will be trying to coordinate press releases etc. but if we are to be supportive of your approach we really need to have a clear statement on what you have found. There is no additional information to that previously supplied.

Bill

From: O'Donnell, Annemarie (CED) [mailto:annemarie.odonnell@glasgow.gcsx.gov.uk]
Sent: 29 September 2017 16:54
To: Dodds WH (Bill); Barlow, Raymond (DRS); Pathirana S (Stephen)
Cc: [REDACTED]
Subject: RE: Cladding Reports

Bill

I have spoken with the factor. The information is held by the owners and the factor cannot release any of it without their approval.

I have amended the factsheet to reflect this. Revised version attached.

We cannot compel the release of this information

Annemarie

Chief Executive
Glasgow City Council
City Chambers
Glasgow G2 1DU
[REDACTED]

annemarie.odonnell@glasgow.gov.uk

From: Dodds WH (Bill)

Sent: 29 September 2017 23:31

To: annemarie.odonnell@glasgow.gov.uk

Cc: [REDACTED]

Subject: Information Request on High Rise Domestic Buildings in Glasgow

Annemarie

I am writing to follow up communications received today about building safety in domestic high rise buildings in Glasgow and seek a meeting with you on Monday morning. Kenneth Hogg and Jonathan Astwood will accompany me and I understand you intend to speak to Kenneth tomorrow on the matters raised.

We received today 4 reports and an e-mail from Richard Brown setting out the position with ACM material in cladding systems in high rise privately owned domestic buildings. We have not as yet seen the final accompanying letter to building owners/occupiers or any additional information that forms part of the information pack. A summary of information given to us, as I understand it is:

- the initial list of 57 domestic properties over 18 M on the list that was sent to us on the 5th September 2017 has been reduced to 19 properties in 4 distinct locations, all of which have some element of ACM but further details about the extent of its use are unavailable;

- of the properties removed from the list there are 8 properties where you hold no written information but you have other knowledge of the cladding on these properties which leads you to conclude that they have no ACM. For these properties you will now engage with property factors and/or owners to potentially recommend that they carry out further investigation into the cladding on their properties;

- in relation to the other properties removed from the list you have been able to establish from written records that no ACM is present. This was established by further interrogation of the Building Warrant documentations and confirmation from architects/developers/agents/factors.

The information supplied to us so far is fairly detailed in relation to some properties but less so with others and some explanation on why this is the case has been given. I do not consider that adds up to a final report or a complete picture of the position - a view shared by Ministers. In order to provide further help in establishing urgently a definitive position, Ministers have asked that Scottish Government Building Standards Division officials examine the relevant building warrant documentation (plans, specifications etc.) for those buildings that are known to have ACM and those where there remains doubt about its existence. I understand that this information should be readily available as it would likely have been the source material for assisting in the decision making process used today by Glasgow City Council in narrowing down the original list.

I have also attached a copy of a letter sent by Mr Stewart today to all Chief Executives setting out the range of powers local authorities have available in relation to building safety. I appreciate the letter was only issued recently and you may not have had a chance to see it as yet but I would be more than happy to discuss the content with you when we meet.



Letter to LA from
Minister enf...

Can I suggest meeting you at 10.00 am? After meeting you I would be grateful if you could make the necessary arrangements to have the material I have requested above made available and a suitable space for us to undertake this verification work.

I am copying this email to the recipients of your email today of 6.18pm to Stephen Pathirana.

Yours sincerely

Bill Dodds | Head of Building Standards
Scottish Government | Building Standards Division
Local Government and Communities

Address: Denholm House | Almondvale Business Park | Livingston | EH54 6GA



[Redacted phone number]

✉: Bill.Dodds@gov.scot



gov.scot

Minister for Local Government and Housing
Kevin Stewart MSP



Scottish Government
Riaghaltas na h-Alba
gov.scot

T: 0300 244 4000
E: scottish.ministers@gov.scot

Local authority Chief Executives

Copy to: Building Standards Managers and to Senior
Housing Managers

29 September 2017

Dear Chief Executives

Building Regulations and Fire Safety in Scotland

The Local Government and Communities Committee, as part of its current work programme, have been scrutinising Building Regulations and Fire Safety in Scotland. Following the meeting on Wednesday 27 September of the Local Government and Communities Committee I agreed to write to local authorities to reinforce the range of enforcement powers available to them.

The safety of people in or around buildings is of paramount importance, as has been seen in the tragic events at Grenfell Tower in June. Scotland's 32 local authorities are responsible for providing a range of public services and have a number of powers and duties which arise from different pieces of legislation. Regulatory powers may cover a wide range of policy areas.

The building standards system operates under the Building (Scotland) Act 2003 and is intended to ensure that building work on both new and existing buildings results in buildings that meet reasonable standards. The local authority can take action when a building warrant was not obtained when it should have been, also take action when work is not done in accordance with the building warrant. They can serve notice and undertake work themselves if the notice is not complied with.

Building owners are responsible for preventing their buildings falling into a dangerous condition. The powers given to local authorities under the Act do not diminish this responsibility but are a safety net that must be used to protect the public when it appears that a building owner has failed in their duty to fulfil this responsibility.

The powers can be applied to any structure that meets the definition in the Act and can be used on a building that has not been subject to the building regulations or the building warrant process.

St Andrew's House, Regent Road, Edinburgh EH1 3DG
www.gov.scot



The local authority must take action on any building they consider to be dangerous. They can serve notice on the owner and undertake work themselves if the notice is not complied with. They can also take emergency action to remove or mitigate the danger if they think fit, which may include demolition or evacuation.

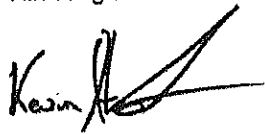
The local authority can also take action on any building they consider to be defective, in order to prevent significant deterioration. They can serve notice on the owner and undertake work themselves if the notice is not complied with.

In all enforcement cases the local authority can recover their reasonable costs and for most may make a charging order or repayment charge and lodge it in the appropriate land register.

Local authorities also have powers under the Housing (Scotland) Act 2006 to issue work notices and maintenance orders on owners in blocks of flats. When owners are unable or unwilling to comply with a notice or order the local authority can carry out the work itself and recover costs from owners.

Finally I would ask you to consider carefully what actions you take regarding the safety of people in and around buildings and an expanded list of relevant powers are attached at Annex A. Although informal enforcement can often achieve the right outcome, there are times when formal enforcement is required and needs to be done urgently.

Kind regards



KEVIN STEWART

Annex A

Power	Legislation	Scope of Power
Notice to rectify building in need of repair	Civic Government (Scotland) Act 1982	The local authority may require the owner to rectify defects in order to bring the building into a reasonable state of repair.
Closing Order and Demolition Order	Housing (Scotland) Act 1987	The local authority may prohibit the use of a house for human habitation if it is BTS, and may require demolition of a building which consists only of houses that are BTS.
Statutory Nuisance Abatement Notice	Environmental Protection Act 1990	The local authority may require the execution of works needed to abate a statutory nuisance, which includes any premises in such a state as to be prejudicial to health or a nuisance.
Statutory Notice	City of Edinburgh District Council Order Confirmation Act 1991	(Only applies in Edinburgh) the Council may require the owner of a building to execute any works necessary for securing, restoring or repairing it.
Defective Building Notice and Dangerous Building Notice	Building (Scotland) Act 2003	The local authority may require the owner of a building to rectify defects to bring the building into a reasonable state of repair and may require the owner to carry out work (including demolition) on a building that appears to constitute a danger.
Missing Share	Tenements (Scotland) Act 2004 (inserted by the Housing (Scotland) Act 2014)	Where a majority of owners have agreed to carry out work under title deeds or the Tenement Management Scheme the local authority may pay a missing share on behalf of an owner who is unable or unwilling to pay their share of the costs.
Work Notice	Housing (Scotland) Act 2006	The local authority may require the owner to carry out work in a housing renewal area or to repair any house which is sub-standard or to improve safety or security.
Demolition Notice	Housing (Scotland) Act 2006	The local authority may require the owner to demolish a house in a housing renewal area which is in serious disrepair.
Repairing Standard Enforcement Order	Housing (Scotland) Act 2006	The Private Rented Housing Panel may notify the local authority that a private landlord is unable or has failed to comply with the repairing standard.
Maintenance Order	Housing (Scotland) Act 2006	The local authority may require the owner to prepare a maintenance plan if (1) lack of maintenance has reduced the benefit of work done under a work notice or repairing standard enforcement order, (2) the house is unlikely to be maintained to a reasonable standard, or (3) there is an outstanding work notice.
HMO Amenity Notice	Housing (Scotland) Act 2006	The local authority may require the owner to carry out work to make a house in multiple occupation reasonably fit for habitation by the occupiers.

-----Original Message-----

From: O'Donnell, Annemarie (CED)

[mailto:annemarie.odonnell@glasgow.gcsx.gov.uk]

Sent: 29 September 2017 23:51

To: Dodds WH (Bill)

Cc: Brown, Richard (DRS); Barlow, Raymond (DRS); Turley, Tom (DRS);

MacAlpine, Kirsty (Senior Adviser to the Leader); Hogg KJ (Kenneth); Astwood J (Jonathan)

Subject: Re: Information Request on High Rise Domestic Buildings in Glasgow

Bill

I will consider this and respond over the weekend.

Regards

Annemarie

Annemarie O'Donnell

Chief Executive

0141 287 4522

From: O'Donnell, Annemarie (CED) [mailto:annemarie.odonnell@glasgow.gcsx.gov.uk]

Sent: 01 October 2017 16:39

To: Dodds WH (Bill)

Cc: [REDACTED]

Subject: RE: Information Request on High Rise Domestic Buildings in Glasgow

Bill

I have had a discussion with Kenneth and agreed that we will meet at 10am tomorrow at 231 George Street.

Following a short discussion colleagues will share with you the work done and information gathered to support the conclusions drawn in reducing the number of potential sites with ACM.

I have added some clarification to your email below.

Separately, during Monday, the Council will be meeting with Factors to progress further investigations into the buildings over 18m that are silent on the cladding system(s) deployed as well as progressing discussions with Hacking & Paterson/Dandara. I will provide updates to Kenneth as available.

The Council will also be writing to the residents over the course of Monday.

Regards

Annemarie

Chief Executive
Glasgow City Council
City Chambers
Glasgow G2 1DU

[REDACTED]
annemarie.odonnell@glasgow.gov.uk

From: [REDACTED] **On Behalf Of** Turley,
Tom (DRS)
Sent: 02 October 2017 13:55
To: Dodds WH (Bill); [REDACTED]
Subject: RESIDENT LETTER ISSUED

As requested please find attached letter issued to residents on 29th September 2017 and [REDACTED]
and [REDACTED]

Tom Turley

Glasgow - UK Council of the Year 2015

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Chief Executive
Annemarie O'Donnell
LLB DipLP

Chief Executive's Office
Glasgow City Council
City Chambers
George Square
Glasgow G2 1DU
Email: annemarie.odonnell@glasgow.gov.uk
Telephone: 0141 287 4622
Fax No: 0141 287 3627

Friday 29 September 2017

Dear Resident / Owner / Occupier

Investigation into privately-owned domestic high-rise properties with Aluminium Composite Material

You may be aware that Glasgow City Council was asked by the Scottish Government's Ministerial Working Group to identify properties above 18m which featured Aluminium Composite Material (ACM) as part of their construction.

The review of the records and information held by the council for all properties in this category has now been completed.

The reason I am writing to you is because elements of Aluminium Composite Material (ACM) have been identified on your property.

The extent and location of ACM details can be found on the attached fact sheet along with any associated recommendation(s) for you to consider.

I apologise for any alarm that this may cause you, but it's important, as the owner or occupier of this property that we share this information with you now.

We are also working with your factor, who has been sent the same information and who will liaise with you on the next steps, if any are required.

The council will continue to provide support and guidance where necessary.

Should you require any additional information please contact your factor, if applicable.

Yours faithfully,

**ANNEMARIE O'DONNELL
CHIEF EXECUTIVE**

From: Dodds WH (Bill)

Sent: 02 October 2017 21:02

To: Turley, Tom (DRS) (Tom.Turley@glasgow.gcsx.gov.uk); 'Raymond.barlow@glasgow.gov.uk'

Subject: Letters

Tom/Raymond

Did the letters issue to the 17 remaining properties with ACM today? If so could you let us have a copy? Our Cabinet Secretary has asked for confirmation of this ahead of Cabinet meeting tomorrow.

Many thanks.

Bill

Bill Dodds | Head of Building Standards
Scottish Government | Building Standards Division
Local Government and Communities

Address: Denholm House | Almondvale Business Park | Livingston | EH54 6GA



[Redacted phone number]

✉: Bill.Dodds@gov.scot



gov.scot

From: Barlow, Raymond (DRS) [mailto:Raymond.Barlow@glasgow.gcsx.gov.uk]

Sent: 03 October 2017 12:10

To: Dodds WH (Bill); Turley, Tom (DRS)

Subject: RE: Letters

Bill

Sorry my inbox had reached capacity overnight. The letters were being delivered yesterday evening.

Regards

Raymond

Raymond Barlow
Assistant Head of Planning & Building Standards

Development & Regeneration Services
Glasgow City Council

Tel: [REDACTED]

Fax: [REDACTED]

E-Mail: raymond.barlow@glasgow.gov.uk

From: [REDACTED] On Behalf Of Turley,
Tom (DRS)
Sent: 03 October 2017 17:49
To: Dodds WH (Bill)
Cc: [REDACTED]
Subject: RE: High Rise Buildings - Email 1 of 2

Bill

Tom tried to get you and left message on voicemail.

I fully appreciate you are currently at the dentist.

Given the information that we received this afternoon from Hacking & Paterson I think it would be off benefit if Jonathan and yourself could come through to Glasgow tomorrow morning to discuss.

There are also additional drawings that I would like you to view.

More than happy to take a phone call later on tonight on [REDACTED]

Tom

From: Bill.Dodds@scotland.gsi.gov.uk [mailto:Bill.Dodds@scotland.gsi.gov.uk]
Sent: 03 October 2017 17:26
To: Turley, Tom (DRS)
[REDACTED]
Subject: RE: High Rise Buildings - Email 1 of 2

Thanks for this Tom.. I am travelling through to Glasgow just now for a dental appointment but would be happy to talk to you on the phone if you want to give me call.

Bill

-----Original Message-----

From: [REDACTED]
Sent: 04 October 2017 08:59
To: Dodds WH (Bill); Pathirana S (Stephen)
Cc: [REDACTED]
Subject: RE: cladding issue

Thanks Bill.

We will call on the numbers below.

[REDACTED]
[REDACTED]

Richard Brown, Executive Director and
Tom Turley, Assistant Director
Development & Regeneration Services
231 George Street
Glasgow G1 1RX

Tel: [REDACTED]
[REDACTED]

-----Original Message-----

From: Bill.Dodds@scotland.gsi.gov.uk [mailto:Bill.Dodds@scotland.gsi.gov.uk]

Sent: 04 October 2017 08:53

To: [REDACTED]; Stephen.Pathirana@scotland.gsi.gov.uk
[REDACTED]

Subject: RE: cladding issue

Good Morning [REDACTED]

That's fine. I let Stephen know last night that we had arranged a call with Tom.

We will phone in using the contact details supplied.

Regards

Bill

-----Original Message-----
[REDACTED]

Sent: 04 October 2017 08:48

To: Pathirana S (Stephen); Dodds WH (Bill)

Subject: RE: cladding issue

Morning Bill

Richard has asked me to set up a conference call today at 10am.

Can you confirm that this is ok and can we use the method below which we used last week.

[REDACTED]
[REDACTED]
[REDACTED]
Richard Brown, Executive Director and
Tom Turley, Assistant Director
Development & Regeneration Services
231 George Street
Glasgow G1 1RX

[REDACTED]
-----Original Message-----

From: Stephen.Pathirana@scotland.gsi.gov.uk
[mailto:Stephen.Pathirana@scotland.gsi.gov.uk]
Sent: 27 September 2017 12:47
To: Hamilton, Lynn (DRS)
Cc: [REDACTED]
Subject: RE: cladding issue

[REDACTED]
Let's do it this way

Please can Richard call into the following number at 2pm

Dial In - [REDACTED]

Conference Code - [REDACTED]

Best wishes

Stephen

Deputy Director
Building and Fire Safety Coordination Team Directorate for Local Government and
Communities

[REDACTED]
mob: [REDACTED]

Please note my work pattern is Monday to Thursday-Office, Friday morning - working from home

-----Original Message-----

From: [REDACTED]
Sent: 27 September 2017 12:21
To: Pathirana S (Stephen)
Subject: RE: cladding issue

Stephen

Having spoken to our officer who sets up the machine he has advised that there isn't one required -the number I gave is the only number you require as our system doesn't operate that way.

Regards.

[REDACTED]
[REDACTED]
Richard Brown, Executive Director and
Tom Turley, Assistant Director
Development & Regeneration Services
231 George Street
Glasgow G1 1RX

-----Original Message-----

From: Stephen.Pathirana@scotland.gsi.gov.uk
[mailto:Stephen.Pathirana@scotland.gsi.gov.uk]
Sent: 26 September 2017 17:30
To: [REDACTED]
Subject: RE: cladding issue

Can we do it via a conference call number as it would be good to have Bill Dodds in on the call S

Deputy Director
Building and Fire Safety Coordination Team Directorate for Local Government and Communities

mob: [REDACTED]
Please note my work pattern is Monday to Thursday-Office, Friday morning - working from home

-----Original Message-----

From: [REDACTED]
Sent: 26 September 2017 17:22
To: Pathirana S (Stephen)
Subject: RE: cladding issue

Thanks

Do you want to call [REDACTED] and I will put you through to Richard please.

Thank you.

[REDACTED]
Richard Brown, Executive Director and
Tom Turley, Assistant Director
Development & Regeneration Services
231 George Street
Glasgow G1 1RX

-----Original Message-----

From: Stephen.Pathirana@scotland.gsi.gov.uk
[mailto:Stephen.Pathirana@scotland.gsi.gov.uk]
Sent: 26 September 2017 17:20
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: cladding issue

That should be fine

S

Deputy Director
Building and Fire Safety Coordination Team Directorate for Local Government and
Communities

[REDACTED]
mob: [REDACTED]

Please note my work pattern is Monday to Thursday-Office, Friday morning - working
from home

-----Original Message-----

From: [REDACTED]



Sent: 26 September 2017 12:42
To: Pathirana S (Stephen)
Subject: RE: cladding issue

Dear Stephen


Richard is free for a telephone call tomorrow at 2pm if this is suitable.

I look forward to hearing from you.

Regards.



Richard Brown, Executive Director and
Tom Turley, Assistant Director
Development & Regeneration Services
231 George Street
Glasgow G1 1RX

-----Original Message-----


From: Stephen.Pathirana@scotland.gsi.gov.uk
[mailto:Stephen.Pathirana@scotland.gsi.gov.uk]
Sent: 26 September 2017 10:23
To: Brown, Richard (DRS); Bill.Dodds@scotland.gsi.gov.uk

Subject: RE: cladding issue

Richard that would be really good

We should also involve Bill Dodds who is our head of Building standards, and more technically proficient than me.

S

Deputy Director
Building and Fire Safety Coordination Team Directorate for Local Government and
Communities


Please note my work pattern is Monday to Thursday-Office, Friday morning - working
from home

-----Original Message-----

From: Brown, Richard (DRS) [mailto:Richard.Brown@glasgow.gcsx.gov.uk]
Sent: 26 September 2017 09:28
To: Pathirana S (Stephen)
Cc: [REDACTED]
Subject: Re: cladding issue

Stephen

Thanks for this message. As you will imagine I have been busy over the last few days.

It would be good to have another conversation before Friday and I will ask my PA to make contact with your office to organise any suitable time.

Regards

Richard

Sent from my iPhone

On 20 Sep 2017, at 15:55,
"Stephen.Pathirana@scotland.gsi.gov.uk<mailto:Stephen.Pathirana@scotland.gsi.gov.uk>"
<Stephen.Pathirana@scotland.gsi.gov.uk<mailto:Stephen.Pathirana@scotland.gsi.gov.uk>> wrote:

Richard it was good to speak to you earlier

Today's events are happening a bit more in real time than I would like. I have seen Glasgow's press release and you will have seen SG's press release.

These are my details below, happy to speak at any point.

Stephen

Deputy Director
Building and Fire Safety Coordination Team Directorate for Local Government and Communities

[REDACTED]
Please note my work pattern is Monday to Thursday-Office, Friday morning - working from home

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From: Turley, Tom (DRS) [mailto:Tom.Turley@glasgow.gcsx.gov.uk]

Sent: 06 October 2017 16:22

To: David Doran; nwatt@hackingandpaterson.co.uk; Pathirana S (Stephen); Dodds WH (Bill)

Cc: [REDACTED]

Subject: Based on the information received on the testing of the panels removed on 05 October 2017

All,

Please find attached the updated information and action notes following today's meeting at Glasgow City Council with Strathclyde Fire & Rescue Scotland, Hacking & Paterson and Glasgow City Council.

Please take note of the actions that have been assigned to you or your organisation.

This is a working document and please add commentary as progress is made and actions completed.

Please also share any relevant information and communications as they develop.

Thanks and kind regards

Tom

Glasgow - UK Council of the Year 2015

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From: Turley, Tom (DRS) [mailto:Tom.Turley@glasgow.gcsx.gov.uk]

Sent: 06 October 2017 17:30

To: David Doran; nwatt@hackingandpaterson.co.uk; Pathirana S (Stephen); Dodds WH (Bill)

Cc: [REDACTED]

Subject: RE: Based on the information received on the testing of the panels removed on 05 October 2017

All,

Updated Action List; new items highlighted red.

Regards,
Tom

From: Dodds WH (Bill)
Sent: 09 October 2017 15:22
To: Barlow, Raymond (DRS) (Raymond.Barlow@glasgow.gcsx.gov.uk)
Cc: [REDACTED]
Subject: Information Request

Good Afternoon Raymond

Could you give us an idea of when the property in [REDACTED] will be confirmed as having ACM or not? If you don't have the information yet could you give a timeframe of when you are likely to get it?

Regards

Bill

Bill Dodds | Head of Building Standards
Scottish Government | Building Standards Division
Local Government and Communities

Address: Denholm House | Almondvale Business Park | Livingston | EH54 6GA

 [REDACTED]
 bill.dodds@gov.scot

 **gov.scot**

From: Dodds WH (Bill)
Sent: 10 October 2017 08:46
To: Barlow, Raymond (DRS)
Cc: [REDACTED]
Subject: RE: Information Request

Thanks Raymond. We are preparing an update for our Minister so this is helpful information.

Bill

From: Barlow, Raymond (DRS) [<mailto:Raymond.Barlow@glasgow.gcsx.gov.uk>]
Sent: 09 October 2017 18:55
To: Dodds WH (Bill)
Cc: [REDACTED]
Subject: RE: Information Request

Hi Bill

We haven't been able to establish whether it is ACM or not.

The attached letter and report was sent to the owners and residents on Friday afternoon last week notifying them of such. Apologies we weren't able to speak to you in advance of these going out as our main efforts on Thursday and Friday were very much centred around [REDACTED] development following on from the initial test results on the panels we took from the two tower blocks.

Regards

Raymond

Raymond Barlow
Assistant Head of Planning & Building Standards

Development & Regeneration Services
Glasgow City Council
Tel: [REDACTED]
Fax: [REDACTED]
E-Mail: raymond.barlow@glasgow.gov.uk

[REDACTED]

From: [REDACTED]
Sent: 14 July 2017 13:39
To: 'Flynn, Patrick (DRS)'; [REDACTED]
Cc: Robinson A (Andrew)
Subject: RE: Declined: Grenfell Tower: private high rise domestic properties - follow up meeting to review how best to finalise returns

Patrick

Thanks for letting me know. Will see what we can set up either jointly with Edinburgh Council colleagues or separately and then follow up afterwards.

Regards

[REDACTED]

[REDACTED]

[REDACTED] Better Homes Division, Housing and Social Justice Directorate, The Scottish Government,
[REDACTED] www.gov.scot/Topics/Built-Environment/Housing

-----Original Appointment-----

From: Flynn, Patrick (DRS) [mailto:Patrick.Flynn@glasgow.gcsx.gov.uk]

Sent: 14 July 2017 13:28

To: [REDACTED]

Cc: [REDACTED]

Subject: Declined: Grenfell Tower: private high rise domestic properties - follow up meeting to review how best to finalise returns

When: 18 July 2017 15:00-16:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: Atlantic Quay - Slessor & Victoria Quay - 1G-75 by Video Conference

[REDACTED]

Unfortunately we cannot field anyone appropriate for this time

Many apologies

Would it be possible to rearrange for a time we can attend?

Patrick

Glasgow - UK Council of the Year 2015

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[REDACTED]

From: [REDACTED]
Sent: 13 July 2017 16:42
To: 'Flynn, Patrick (DRS)'
Cc: [REDACTED]
Subject: RE: Follow up Survey of Glasgow Housing Associations with MSFs

Patrick
Cc for info

Sorry missed you by phone. Will try calling again tomorrow. In the meantime a meeting request will go out for Tuesday afternoon for a Video Conference meeting also with colleagues from Edinburgh council as well if you are able to go to Atlantic Quay to use the Scottish Government VC facilities.

Regards

[REDACTED]

[REDACTED]

Better Homes Division, Housing and Social Justice Directorate, The Scottish Government.
www.gov.scot/Topics/Built-Environment/Housing

From: Flynn, Patrick (DRS) [mailto:Patrick.Flynn@glasgow.gcsx.gov.uk]
Sent: 13 July 2017 10:38
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Follow up Survey of Glasgow Housing Associations with MSFs

[REDACTED]

Many thanks

Please do get back to me on this.

I am in discussion with Alison at PMAS regarding a meeting with the Factors in the City.

I would welcome a discussion with yourself regarding the collation of anything that your group would want us to highlight in that meeting or include as an agenda item.

You also might want to be represented.

How did the meeting with GWSF go. Anything we need to do?

Patrick

From: [REDACTED]
Sent: 12 July 2017 17:19
To: Flynn, Patrick (DRS) <Patrick.Flynn@glasgow.gov.uk>
Cc: [REDACTED]

[REDACTED]
Subject: RE: Follow up Survey of Glasgow Housing Associations with MSFs

Patrick
Cc for info

Thanks for your e-mail and the useful chat yesterday. This is just to confirm that Bill Dodds and I are happy to convene and small meeting in the next few days to discuss if and how the SG can help in finalising the process of reporting on the presence of Aluminium Composite material cladding and can also pick up on wider work of the Ministerial Working Group.

As discussed it makes sense to do this with colleagues from Edinburgh council as well who are also working to complete their reporting on private sector high rise blocks. I have contacted Edinburgh colleagues to check who might best come from them and availability. Would you and Forbes be the best people to invite from Glasgow and are there any days in the next week or so that would work best for you? We might try to arrange the meeting with video conferencing from the SG buildings in Glasgow and Edinburgh if that is easiest.

Thanks very much and happy to discuss further

Regards

[REDACTED]
[REDACTED]
Better Homes Division, Housing and Social Justice Directorate, The Scottish Government.
www.gov.scot/Topics/Built-Environment/Housing

From: Flynn, Patrick (DRS) [mailto:Patrick.Flynn@glasgow.gcsx.gov.uk]
Sent: 11 July 2017 13:48
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Follow up Survey of Glasgow Housing Associations with MSFs

[REDACTED]
Thanks for the call this morning. Please do get back to me and we can finalise arrangements for our meeting.

I attach the survey I mentioned. This would be useful background for the meeting you suggested that you would be having with the GWSF.

Patrick

From: [REDACTED]
Sent: 10 July 2017 11:44
To: [REDACTED]
Subject: FW: Follow up Survey of Glasgow Housing Associations with MSFs

Hi [REDACTED]

Housing Association colleagues have responded to the survey and have no objections or comments.

Can you let me know of any feedback from Scottish Government colleagues, please?

I hope to get the survey out by tomorrow.

Thanks

[REDACTED]
[REDACTED]
Housing and Regeneration Services
Development and Regeneration Services
Exchange House
231, George Street
Glasgow
G1 1RX



From: [REDACTED]
Sent: 05 July 2017 15:22
To: [REDACTED]
Cc: [REDACTED]
Subject: Follow up Survey of Glasgow Housing Associations with MSFs

Hi [REDACTED]

I sent a copy of the above to [REDACTED] before he stopped for annual leave (email attached). The email sets out our thinking on a follow up survey of RSLs asking for [REDACTED] and colleagues comments on it. I was also checking that it wouldn't cut across anything the Scottish Government was doing.

The attached is an updated version following comments from Glasgow and West of Scotland Forum of Housing Associations (GWSF). GWSF advised on sending to two HAs for their comments – I've asked the two contacted to return comments by Friday, 7 July.

I'm contacting you to see if [REDACTED] had time to circulate for comments. If so, is there any feedback and if he hadn't had time could you circulate, please?

Happy to discuss.

Regards,

[REDACTED]
[REDACTED]
Housing and Regeneration Services
Development and Regeneration Services
Exchange House
231, George Street
Glasgow

G1 1RX

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Tha am post-d seo (agus faidhle neo ceanglan còmhla ris) dhan neach neo luchd-almichte a-mhàin. Chan eil e ceadachd a chleachdadh ann an dòigh sam bith, a' toirt a-steach còraichean, foillseachadh neo sgaoileadh, gun chead. Ma 's e is gun d'fhuir sibh seo le gun fhiosd', bu choir cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh, leig fios chun neach a sgaoil am post-d gun dàil.

[REDACTED]

From: [REDACTED]
Sent: 28 November 2017 10:38
To: [REDACTED]
Subject: FW: Property Managers association Scotland

[REDACTED]
Better Homes Division, Housing and Social Justice Directorate, The Scottish Government.
[REDACTED] www.gov.scot/Topics/Built-Environment/Housing

From: [REDACTED]
Sent: 27 September 2017 09:52
To: Flynn, Patrick (DRS); [REDACTED]
Cc: [REDACTED]
Subject: RE: Property Managers association Scotland

Hi Patrick

Thanks for the invitation, I'm afraid I can't make it as got something else on and Stephen will be in Edinburgh. Let me know how you get on.

All the best

[REDACTED]

[REDACTED]

Better Homes Division
5th Floor
5 Atlantic Quay
G2 8LU

From: Flynn, Patrick (DRS) [mailto:Patrick.Flynn@glasgow.gcsx.gov.uk]
Sent: 27 September 2017 08:49
To: [REDACTED]
Cc: [REDACTED]
Subject: Property Managers association Scotland

[REDACTED]

We are meeting the above today at 1.00 in the Chambers.

We would be happy for yourselves or a representative from Scottish Government to be in attendance.

Apologies for the short notice but the details were only firmed up late yesterday.

Please do get back to me if you think this would be useful for your purposes.

Regards

Patrick Flynn
Head of Housing and Regeneration Services
Development and Regeneration Services
231 George Street
Glasgow G1 1QU

email: patrick.flynn@glasgow.gov.uk
web: www.glasgow.gov.uk



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[REDACTED]

From: [REDACTED]
Sent: 28 November 2017 10:38
To: [REDACTED]
Subject: FW: Declined: Grenfell Tower: private high rise domestic properties - follow up meeting to review how best to finalise returns

[REDACTED]
Better Homes Division: Housing and Social Justice Directorate. The Scottish Government.
[REDACTED] www.gov.scot/Topics/Built-Environment/Housing

From: Flynn, Patrick (DRS) [mailto:Patrick.Flynn@glasgow.gcsx.gov.uk]
Sent: 14 July 2017 13:43
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Declined: Grenfell Tower: private high rise domestic properties - follow up meeting to review how best to finalise returns

[REDACTED]

Thanks for this. It is very unfortunate but unavoidable.

[REDACTED]

Can you liaise with Raymond, Forbes and Cal to get a meeting arranged

Patrick

From: [REDACTED]
Sent: 14 July 2017 13:39
To: Flynn, Patrick (DRS) <Patrick.Flynn@glasgow.gov.uk>; [REDACTED]
Cc: [REDACTED]
Subject: RE: Declined: Grenfell Tower: private high rise domestic properties - follow up meeting to review how best to finalise returns

Patrick

Thanks for letting me know. Will see what we can set up either jointly with Edinburgh Council colleagues or separately and then follow up afterwards.

Regards

[REDACTED]

[REDACTED]
Better Homes Division, Housing and Social Justice Directorate. The Scottish Government.
[REDACTED] www.gov.scot/Topics/Built-Environment/Housing

-----Original Appointment-----

From: Flynn, Patrick (DRS) [mailto:Patrick.Flynn@glasgow.gcsx.gov.uk]

Sent: 14 July 2017 13:28

To: [REDACTED]

Cc: [REDACTED]

Subject: Declined: Grenfell Tower: private high rise domestic properties - follow up meeting to review how best to finalise returns

When: 18 July 2017 15:00-16:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: Atlantic Quay - Slessor & Victoria Quay - 1G-75 by Video Conference

[REDACTED]
Unfortunately we cannot field anyone appropriate for this time

Many apologies

Would it be possible to rearrange for a time we can attend?

Patrick

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Harper S (Shona)

From: [REDACTED]
Sent: 28 June 2017 12:11
To: [REDACTED]
Cc: [REDACTED]
Subject: Follow up Survey of Glasgow Housing Associations with MSFs
Attachments: Follow Up Survey of RSLs on MSFs Draft 28 June 17.docx; MSF Follow Up Survey.xlsx

Hi [REDACTED]

I hope you are well.

We are receiving a lot of enquiries from MPs, MSPs and Councillors about aspects of health and safety in MSFs (social rented sector). We know anecdotally that Housing Associations have responded very quickly and have invested a lot of time and resources in reassuring residents in MSFs. In order to respond fully to enquiries we thought a survey of Housing Associations on these aspects would be useful.

The draft survey is attached and would appreciate your and colleagues comments/views on it. It will require formatting etc when finalised.

The survey focuses on various aspects of health and safety in tower blocks including measures, procedures and actions taken to reassure residents. But we also wanted to use the survey to also fill a gap in information not previously requested i.e. that of gas supplies, sprinklers and alarms (hence the accompanying spreadsheet attached). It is mainly asking for a narrative response to questions.

I realise that this may also throw up some strategic housing issues which we may have to reflect on.

I'm also sending this draft to Glasgow West of Scotland Forum of Housing Associations (GWSF) for their comments.

This might cut across work that Scottish Government was planning; if so we would be happy to feed into that rather than duplicate.

I look forward to your comments; I was hoping to send out in the next week.

Regards,

[REDACTED]
[REDACTED]
Housing and Regeneration Services
Development and Regeneration Services
Exchange House
231, George Street
Glasgow
G1 1RX
[REDACTED]
[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 28 November 2017 10:36
To: [REDACTED]
Subject: FW: Information request - hi-rise domestic - Edinburgh and Glasgow

[REDACTED]
Better Homes Division, Housing and Social Justice Directorate. The Scottish Government.
[REDACTED] www.gov.scot/Topics/Built-Environment/Housing

From: Barlow, Raymond (DRS) [mailto:Raymond.Barlow@glasgow.gcsx.gov.uk]
Sent: 08 August 2017 11:37
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Information request - hi-rise domestic - Edinburgh and Glasgow

[REDACTED]

Further to my conversations with you and Bill.

As has been previously indicated in communications from our Council the logistics in firstly trying to identify domestic properties above 18m was very problematic, Initial attempts had extracted reports on a possible 14500 records that we would have to go through to eliminate those not applicable. We had managed to take this down to around 1000 actual properties within the last week or so and then taking off social housing we were at a list in the 700's.

The exercise over the last week that we have diverted our Surveying staff onto brought that down further to around 300 and as of today, whilst not fully complete, we have again brought that down to around 60. These properties now need further investigation in relation to any warrant consents. Whilst we would always have had to carry out the initial scoping exercise in relation to height and use bringing the figure down to 60 has been helped by the knowledge that it is ACM, mentioned in the 2nd Minsiters letter, where the focus is (as opposed to also including the construction of the building mentioned in the first letter).

The current estimate of 60 does involve a number of buildings where the warrants are in the earlier parts of the 2000's and as its unclear when ACM was first specified we believe it's appropriate to investigate those.

As the records are a mix of scanned images and hard copy plans at the moment I am not able to give an approximation on the timeframe to complete the exercise. I will have that over the next couple of days and relay that to you as will also have to consider the resourcing aspect and effect on our daily business. I will let you know as soon as I have that.

I trust this is of assistance but if you require anything further meantime please let me know

Regards

Raymond

Raymond Barlow
Assistant Head of Planning & Building Standards

Development & Regeneration Services

Glasgow City Council

Tel: [REDACTED]

Fax: [REDACTED]

E-Mail: raymond.barlow@glasgow.gov.uk

From: [REDACTED]

Sent: 07 August 2017 11:07

To: Barlow, Raymond (DRS) <Raymond.Barlow@glasgow.gov.uk>

Cc: [REDACTED]

Subject: Information request - hi-rise domestic - Edinburgh and Glasgow

Raymond
[REDACTED]

Further to my phone call last Thursday, I should be grateful if you would provide an update on your current position in providing the information requested by Kevin Stewart, Minister for Local Government and Housing, on hi-rise domestic properties (i.e. those with a storey over 18 metres above the ground) in June, following the Grenfell Tower fire.

Mr Stewart sits on the Ministerial Working Group on building and fire safety which was set up following the fire, and he has offered to provide assistance on collating this information. The Group has its fourth meeting on Wednesday 9 August and it is important that they can be advised of your up to date position, particularly in regard to how far you are through the records, how many buildings you have identified with aluminium composite cladding (ACM), the type of any ACM found and how long you think it will take to finish going through the records.

Please provide this **by 11.00 Tuesday 8 August** so it can be included in the Ministerial Working Group meeting papers.

Please be assured that we understand the difficulties you have had in gathering the information, and the time involved to analyse it. We appreciate your continued assistance in this matter.

Thanks
[REDACTED]
[REDACTED]
[REDACTED]

BSD Web: www.gov.scot/bsd

Twitter: [@ScotGovBldgStds](https://twitter.com/ScotGovBldgStds)

YouTube Channel https://www.youtube.com/channel/UCoyQNrDjqx_FOZPub59CY6A

From: [REDACTED] **On Behalf Of** Turley, Tom (DRS)
Sent: 03 October 2017 17:12
To: Dodds WH (Bill)
Cc: Brown, Richard (DRS); Barlow, Raymond (DRS); O'Donnell, Annemarie (CED)
Subject: FW: High Rise Buildings - Email 1 of 2

Bill

Please find enclosed documents received from Hacking & Paterson this afternoon.

Raymond and his team are currently going through the documents and accompanying drawings.

Would you be available for a chat around 5.30pm and if so I will call your mobile?

Tom

