



Melton Mowbray Borough Council
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Electrical Fixed Wiring Management Plan – Housing Assets

2024

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1. Introduction, Objectives and Purpose

- 1.1. This Management Plan (MP) sets out the arrangements and procedures for the safe management of electrical inspections and follow-on works in properties owned, managed, and maintained by the housing department of Melton Borough Council.
- 1.2. This MP provides detailed advice for the safe management of these electrical systems, including those in individual properties, sheltered schemes and offices.
- 1.3. The MP has been prepared to comply with legislative guidance detailed in a subsequent section of this document. The plan is in accordance with the statutory requirements set out in the Health and Safety at Work Act 1974, aiming to protect the health, safety, and welfare of all residents, employees of Melton Borough Council (MBC), contractors, consultants, and members of the public who may enter the buildings and/or perform work on any electrical fixed wiring.
- 1.4. To ensure best practices, the Housing Department of MBC will manage all electrical fixed wiring in the properties for which it is responsible. MBC, as the landlord, is required to ensure that the Electrical Installation Condition Report (EICR) is carried out every 5 years by a competent contractor. This interval can change if the property becomes void or a mutual exchange takes place.
- 1.5. The Housing Asset Management Team recognises that properties without a certificate or with an unsatisfactory report pose an increased risk of fires and injuries. A main objective of this plan is, therefore, to ensure that controls of the highest standards are in place for all responsive and planned building-related works and projects, ensuring the safety, health, and wellbeing of all those who undertake the works, those who may be affected by the work activities—principally the residents—and all others who may visit the properties upon completion of the works.
- 1.6. This document details the organisational arrangements to ensure the objectives of this MP are achieved, and the responsibilities and duties of all those who are directly or indirectly involved in the Housing Department's procedures to ensure that the MP is safely managed at all times.

2. Scope of this Management Plan

- 2.1. This MP applies to the safe management, inspections, and repairs of properties owned by MBC and managed by the MBC Housing Department.
- 2.2. As of April 2024, the housing portfolio includes 1,784 properties. This stock includes the following types of properties:
 - 1 Bed Bungalow
 - 1 Bed Flat (Extra Care)
 - 1 Bed Flat
 - 1 Bed Flat (Sheltered)
 - 2 Bed Bungalow
 - 2 Bed Flat
 - 2 Bed House
 - 2 Bed Maisonette
 - 2 Bed Flat (Sheltered)
 - 3 Bed Bungalow
 - 3 Bed Flat (Extra Care)
 - 3 Bed House
 - 3 Bed Maisonette
 - 4 Bed House
 - Bedsit Flat (Extra Care)
 - Bedsit Flat
 - Bedsit (Sheltered)
- 2.3. There are 3 sheltered accommodation schemes which include offices:
 - Granby House in Melton Mowbray
 - Bradgate Flats in Asfordby
 - Wilton Court in Melton Mowbray
- 2.4. In addition, there is an extra care scheme at Gretton Court with offices.

3. Legislative Requirements

- 3.1 In preparing this Electrical Fixed Wiring Management Plan, the Housing Department of MBC recognises that consideration must be given to the requirements and compliance with the following legislation, regulations, approved codes of practice, and guidance documents published by the Health and Safety Executive:
- The Health and Safety at Work, etc. Act 1974 (HSW Act) requires employers to conduct their work in a manner that minimises health and safety risks to employees and to provide information to anyone else about their workplace that might affect their health and safety. Section 3 of the Act contains general duties to persons other than employees, and Section 4 contains general duties for anyone who has control over a workplace.
 - The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to themselves, their employees, and anyone else affected by their business activities. These regulations require employers to make appropriate arrangements to protect the health and safety of those directly involved in work activities and those who may be affected.
 - The Workplace (Health, Safety and Welfare) Regulations 1992 require employers to maintain workplace buildings to ensure the safety of all building occupants.
 - The Construction (Design and Management) Regulations 2015 require clients in construction, refurbishment, and demolition projects to provide pre-construction information relating to the risks associated with the works to be undertaken, including the presence of hazardous materials. Additionally, these regulations require that at the conclusion of projects, a Health and Safety file is prepared, which must include all relevant information.
 - The Defective Premises Act 1972 requires landlords to take reasonable care to ensure that tenants and other people are safe from personal injury or disease caused by a defect in the state of the premises.
 - The Housing Act 2004 requires housing authorities to assess housing conditions and take relevant enforcement action should any conditions detrimental or harmful to tenants be identified.
 - The Housing Health and Safety Rating System – Operating Guidance as made under the provisions of the Housing Act 2014 – holds the landlord responsible for the provision, state, and proper working order of electrical systems.
 - Landlord and Tenant Act 1984 - A landlord must ensure homes are safe and fit to live in during the whole of a tenancy.
 - Electricity at Work Regulations 1989 – Highlighting what can be done by duty holders to achieve electrical safety compliance.
 - The Building Regulations 2010 - Part P, how to ensure electrics comply with the regulation including technical requirements.
- 3.2 In preparing this Electrical Fixed Wiring Management Plan, the MBC Housing Department is particularly aware of the need to specifically address compliance with Regulation 4 of the Control of Asbestos Regulations 2012 when completing a rewire or making changes. The existing survey for the site must be checked, and advice

from the Senior Surveyor or Senior Compliance Officer should be sought if support is required. The broad legal requirements of this regulation are to:

- Undertake a suitable and sufficient assessment to determine whether asbestos-containing materials (ACMs) are present in the buildings for which they are responsible.
- Take reasonable steps to locate materials liable to contain asbestos.
- Presume that materials contain asbestos unless there is strong evidence to support that they do not.
- Assess the risks posed by the presence of the identified ACMs.
- Assess the likelihood of anyone being exposed to asbestos from such materials.
- Make a written record of the location and condition of the ACMs and presumed ACMs and keep it up to date.
- Ensure that any asbestos materials, or materials suspected of containing asbestos, are maintained in good condition or, where necessary, safely removed.
- Prepare a plan to manage the risk associated with the presence of the asbestos and put this into effect to ensure that information on the condition of ACMs is given to all persons likely to disturb them.

4. The Principles of Electrical Fixed Wiring Management

4.1 The main principles of Electrical Fixed Wiring Management are to inspect, record, maintain, and monitor.

- **Inspect:** Complete all Electrical Installation Condition Reports (EICR) to ensure all properties have safe electrics.
- **Maintain:** Any issues with electrics or associated electrical fixed wiring will be repaired and maintained by MBC.
- **Record:** All rewires, inspections, and repair documents are recorded and kept on MBC computer systems in a central file location. These records are available when required and provide evidence of the property's history. The information and records are updated on our internal systems by our systems officer, enabling the production of record reports and status updates for each property.
- **Monitor:** Maintain and monitor the status of all mains electrics with monthly reports produced from the records that are kept up to date.

5. Organisational Arrangements for Electrical Management and Associated Employee Responsibilities

5.1 Responsibilities of Melton Borough Council

5.1.1 The Melton Borough Council have the ultimate responsibility for ensuring that appropriate arrangements are in place for the safe management of all electrical fixed wiring included all the properties owned, managed, and maintained by the Council including those properties included within the Housing Portfolio.

5.1.2 The Council must ensure that there are adequate arrangements and procedures in place to ensure the safe management of electrical fixed wiring within the residential housing stock and sheltered schemes owned, managed, and maintained by the Council.

5.1.3 The Council have delegated the Duty Holder responsibilities for electrical fixed wiring management to the Chief Executive Officer who must ensure that adequate arrangements and procedures are in place to ensure all properties that are MBC owned.

5.2 Responsibilities of the Chief Executive Officer

5.2.1 As the post holder to whom the Duty Holder responsibilities for electrical fixed wiring management are assigned, the Chief Executive Officer must ensure that the requirements of The Housing Act 2014 to manage and maintain electrical fixed wiring in properties owned by MBC and that there are sufficient financial and employee resources available at all times to facilitate consistent compliance with the requirements of the Regulations and the associated Approved Code of Practice and Guidance Notes published by the Health and Safety Executive.

5.2.2 In the context of this Electrical Fixed Wiring Management Plan, the Chief Executive must ensure that the electrical fixed wiring across the Council's Housing stock are safely managed.

5.2.3 In addition, the Chief Executive Officer must ensure, in compliance with the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Defective Premises Act 1972, and the relevant provisions of the Housing Act 2014, that electrical fixed wiring is managed and maintained in a safe condition at all times to ensure that residents, employees of the Council, consultants, contractors engaged for maintenance and other building related works and others who may gain authorised access to the properties are in a safe environment.

5.2.4 Specifically the Chief Executive Officer will ensure that

- there is an appropriate management structure to facilitate the compliant and safe management of electrical fixed wiring in all the properties managed and maintained by the Council's Housing Assets Team

- detailed responsibilities and functions for electrical fixed wiring management are appropriately defined and delegated.
- those to whom electrical fixed wiring management responsibilities and functions are delegated, have the necessary skills, knowledge, experience, and time to effectively carry out their duties
- where necessary, additional training is provided to those to whom electrical fixed wiring management functions and responsibilities are delegated in order to provide them with the necessary knowledge and skills to effectively carry out their duties
- there is a detailed Plan in place i.e., Electrical Fixed Wiring Management Plan, which sets out how the Housing Department will manage the electrical fixed wiring across the housing portfolio and that the plan is reviewed and updated periodically at intervals not exceeding 12 months, and more regularly where circumstances may dictate, to ensure that the electrical fixed wiring management arrangements are current and effective at all times.
- ensure that adequate financial provisions are made for the required and effective management of electrical fixed wiring across the Housing property portfolio.

5.2.5 Through this Electrical Fixed Wiring Plan, the Chief Executive has delegated the Duty Holder responsibilities for electrical fixed wiring across the housing property portfolio to the Director for Housing and Communities who together with the Assistant Director of Housing must ensure that the Duty Holder requirements for electrical fixed wiring management for the housing property portfolio are complied with. Notwithstanding, the Chief Executive Officer will continue to retain the ultimate responsibility on behalf of the Council for ensuring the safe management of electrical fixed wiring in all buildings owned, managed, and maintained by the Council.

5.3 Responsibilities of the Director for Housing and Communities

5.3.1 As a consequence of the delegation of the Duty Holder responsibilities for electrical fixed wiring management made by the Chief Executive Officer, the Director for Housing and Communities must ensure that the Duty Holder responsibilities for electrical fixed wiring management across the Council's Housing property portfolio, all as detailed in section 5.2.3 of this Electrical Fixed Wiring Management Plan, are fulfilled on an ongoing basis.

5.3.2 To ensure that the Duty Holder responsibilities for electrical fixed wiring management are being fulfilled, the Director for Housing and Communities will, together with the Assistant Director for Housing will monitor the compliance of the Housing Asset Management Team in achieving the electrical fixed wiring management requirements of legislation and Guidance referred to earlier in this management plan.

5.3.3 Where the Director for Housing and Communities receives any reports or indications that electrical fixed wiring management provisions are not being complied with, consideration will be given to the necessity for preparing a report to be submitted to the

Chief Executive for informing the Cabinet and Members of the Council as the ultimate Duty Holders.

5.4 The Responsibilities of the Assistant Director of Housing

5.4.1 The Assistant Director of Housing will be accountable to the Director of Housing and Communities to ensure that all electrical fixed wiring management requirements within the Housing Asset Management Team are undertaken and complied with on a day-to-day basis, all as set out in in this Electrical Fixed Wiring Management Plan.

5.4.2 In addition, the Assistant Director of Housing will be responsible for ensuring that the housing asset team have the necessary skills, knowledge and experience required to effectively undertake their electrical fixed wiring management roles and that they are provided with the necessary levels of authority, time, and financial provision to undertake their duties effectively.

5.5. The Responsibilities of the Housing Asset Manager

5.5.1 The Housing Asset Manager will ensure the following is complete by the housing asset team;

- Records are available to include EICR to provide evidence of suitable inspections and repairs.
- Systems are in place for the periodic inspections (EICR) of identified electrical fixed wiring at periods not in excess of 5 years for the common and communal electrical fixed wiring.
- Where rewire or repair works need to be undertaken, appropriate Refurbishment and Demolition Asbestos Surveys are commissioned and carried out to identify any ACMs which may be concealed. Where there is a requirement to remove ACM to complete work safely which may include enclosure, encapsulation or detailed cleans to remove asbestos debris, ensure that the works are undertaken by competent HSE Licensed Contractors independently managed by a UKAS accredited Asbestos Management Consultancy and the MBC appointed persons detailed in the Asbestos Management Plan.
- Following the undertaking of asbestos removal or other abatement works, complete records of work are obtained and stored securely for future reference with appropriate updates made to the Asbestos Register and provided to the Senior Asset Strategy Officer supported by the Systems Officer to update NEC system.
- Electrical fixed wiring management work generally, the Housing Asset Manager will ensure, through discussions with the Deputy Director of Housing, and the Senior Technical Accountant for the Housing Revenue account, that adequate financial provisions are included in annual budgets to facilitate the undertaking of necessary additional electrical fixed wiring works.

- Ensure that all members of Housing Asset Management Team involved in work where they may have a role in electrical fixed wiring management, receive the appropriate level of training.

5.6 Responsibilities of the Senior Surveyor

5.6.1 The primary responsibility of the Senior Surveyor is to manage the undertaking of the responsive repairs across the whole of the Housing property portfolio including those required in occupied properties and in void properties prior to them being re-occupied.

5.6.2 In undertaking this role, the Senior Surveyor oversees the work being undertaken by the Repair and Maintenance Contractors and the appointed electrical contractor is contract managed by the Senior Compliance Officer.

5.6.3 The Senior Surveyor will, in conjunction with the Voids and Responsive Repairs Officers and the Repair and Maintenance Contractors determine whether any work may be required to the electrical fixed wiring items previously referenced in this section.

5.6.4 In the event of it being necessary to undertake works the Senior Surveyor will, in conjunction with the Voids and Responsive Repairs Officers will consider if there is an ACM risk by checking existing in date surveys or ordering a new survey, the Senior Surveyor will liaise with the Compliance Officer to arrange and undertake the necessary asbestos works.

5.6.5 In relation to void properties the Senior Surveyor will liaise with the Voids and Repairs Coordinator and the Voids and Responsive Repairs Officers to determine what repairs works may be necessary to prepare the void properties for re-occupation. During this process consideration will be given to the possible rewires in the properties.

5.6.6 The Senior Surveyor will in addition be a point of contact for the Housing Officers for them to raise any concerns relating to the condition of properties or repairs including electrical fixed wiring which they may identify following any visits they undertake to occupied properties. The necessity for repairs will be assessed by the Repairs Officer.

5.7 The Responsibilities of the Compliance Officer

5.7.1 The primary responsibility of the Compliance Officer is to oversee and provide advice on Health and Safety Compliance for the Housing Asset Management Team.

5.7.2 In relation to electrical fixed wiring management the Compliance Officer will

- Ensure that appropriate and adequate EICR are in place for all properties across the whole of the Housing Property Portfolio
- Where necessary order new inspections to replace those that are thought to be incomplete or inadequate
- Receive the inspection reports and data when this becomes available

- Review the new reports to ensure they meet requirements
- Provide all reports to the Senior Asset Strategy Officer and System Officer for input of data to the NEC system.
- To receive records of completed rewires and provide these to the Senior Asset Strategy Officer and Systems Officer for updating NEC system.
- To administer the Contractor Approvals Procedures for the Housing Asset Management Team

5.7.6 The Compliance Assistant will assist the Compliance Officer in undertaking the work allocated to that role.

5.8 The Responsibilities of the Voids and Responsive Repairs Officers

5.8.1 When completing a general inspection or fixed wiring inspection to a property the Voids and Responsive Repairs Officer must check all fixed electrical equipment on site for condition and report any concerns.

5.8.2 Prior to organising any responsive repairs works, the Voids and Responsive Repairs Officers must ensure that the Asbestos Material Register has been interrogated to determine whether there are any known ACMs at the proposed work locations. If there is any doubt as to the completeness of the available asbestos survey information, the Voids and Responsive Repairs Officer must liaise with the Senior Surveyor and / or the Compliance Officer so that consideration can be given to the necessity for undertaking further survey works prior to the undertaking of the required responsive repairs work. The Voids and Responsive Repairs Officers must not commission asbestos surveys directly.

5.8.3 The Voids and Responsive Repairs Officer must ensure when works are completed, they inspect the works before sign off and ensure paperwork is completed and provided to the compliance officer.

5.8.4 When a property does become void, they will arrange to have an electrical fixed wiring inspection completed.

5.9 The Responsibilities of the Senior Planned Surveyor

5.9.1 Together with all Officers of the Housing Asset Management Team, the Planned Maintenance Officer must ensure that during the design phase for planned maintenance work consideration is given to any impact the work may have on electrical fixed wiring in the property.

5.9.2 The Planned Maintenance Officer must make his team aware of the below which includes the project officer, planned maintenance surveyor and Planned Maintenance administrator.

5.9.3 Report any concern to electrical fixed wiring equipment on site straight away.

5.9.4 Speak to the senior compliance officer if there are any upgrades needed to fixed electrical fixed wiring as part of any planned project.

5.9.4 Check the asbestos survey for any ACM that may be located around the electrical fixed wiring and take appropriate action for removal or encapsulate with guidance from the Compliance Officer and Senior Surveyor.

5.10 The Responsibilities of the Project Officer

5.10.2 ensure that during the design phase for planned maintenance work consideration is given to any impact the work may have on electrical fixed wiring in the property.

5.10.2 Report any concern to fixed electrical fixed wiring on site straight away.

5.10.3 Speak to the senior compliance officer if there are any upgrades needed to electrical fixed wiring as part of any planned project.

5.10.4 Check the asbestos survey for any ACM that may be located around the electrical fixed wiring and take appropriate action for removal or encapsulate with guidance from the Senior Planned Surveyor, Compliance Officer, and Senior Surveyor.

5.11 The Responsibilities the Planned Maintenance Surveyor

5.11.1 ensure that during the design phase for planned maintenance work consideration is given to any impact the work may have on electrical fixed wiring in the property.

5.11.2 Report any concern to electrical fixed wiring on site straight away.

5.11.3 Speak to the senior compliance officer if there are any upgrades needed to electrical fixed wiring as part of any planned project.

5.11.4. Check the asbestos survey for any ACM that may be located around the electrical fixed wiring and take appropriate action for removal or encapsulate with guidance from the Senior Planned Surveyor, Compliance Officer, and Senior Surveyor.

5.12 The Responsibilities of the Voids and Responsive Repairs Coordinator and Housing Repairs Administrators

The Voids and Responsive Repairs Coordinator, assisted by the Housing Repairs Administrators, is the most senior administrator within the Housing Asset Management Team.

5.12.1 Requests for repairs associated with unsafe fixed electricals must be treated an emergency and when needed the DNO may need to be informed.

5.12.2 Request for a full rewire must be approved by the Senior Surveyor or Senior Compliance Officer and approval must be sent before the admin team raise any orders.

5.12.3 For responsive repairs, the Customer Services Team will pass the request for repairs through to the Housing Administration Inbox. The Housing Repairs Administrators enter the repair request on to the NEC System.

The request for the repair is conveyed to the relevant Repairs and Maintenance Contractor via NEC and where there is a warning that ACMs may be present in the property the information is passed onto the contractor.

5.12.4 On the completion of all repairs work, the Repairs Administrators will process the invoices received for the work undertaken and the issue of payments. It will be confirmed with the Senior Surveyor and Compliance Officer that works have been completed and paperwork has been received.

5.13 The Responsibilities of the Tenancy Services Manager

5.13.1 The Tenancy Services Manager has overall responsibility for managing all tenancy related matters including

- The sign up of new tenants at the beginning of new tenancies
- The termination of tenancies
- The payments of rents and arrears
- Possible nuisance situations
- Passing information to the Voids and Repairs Team on termination of tenancies

5.13.2 The Senior Housing Officer and Housing Officers included in the Tenancy Services Manager's Team will visit the properties included in the Housing portfolio in all probability on a more regular basis than other Officers of the Housing Asset Management Team and during these visits it is imperative that they generally check on the condition of the properties. Ideally when time allows the Housing Officers should check the electrical fixed wiring while on site including electrical meters, these issues must then be reported to the repairs team.

5.13.3 The Senior Housing Officer and Housing Officers communicate to the housing asset team that a new fixed electrical inspection is required on properties that are having a mutual exchange.

5.13.4 The Senior Housing Officer and Housing Officers will communicate to new tenants that a fixed electrical inspection needs to be completed and provide information to new tenants.

5.13.5 The Tenancy Services Manager must ensure that the Senior Housing Officer and Housing Officers are aware the above requirement for electrical fixed wiring management and carry out their duties accordingly.

5.14 The Responsibilities of the Senior Housing Officer and Housing Officers

5.14.1 The Senior Housing Officer is accountable to the Tenancy Services Manager to ensure that during the execution of their duties the Housing Officers will report any potential or confirmed electrical fixed wiring issues in the property.

5.14.2 The Senior Officer is accountable to the Tenancy Services Manager to ensure that during the execution of their duties the Housing Officers will report any damage to electrical fixed wiring equipment in the property.

5.15 The Responsibilities of the Intensive Housing Management Team Leader and Officers (IHMOs)

5.15.1 The Intensive Housing Management Team Leader and Officers provide on-site management services for the Sheltered Schemes to which they are allocated. It is important for these Officers to report any potential or confirmed electrical fixed wiring issues in the property.

5.15.2 The Intensive Housing Management Team Leader and Officers provide on-site management services for the Sheltered Schemes to which they are allocated. It is important for these Officers to report any damage to electrical fixed wiring issues in the property.

5.15.4 The Intensive Housing Management Team Leader and Officers provide on-site management services for the Sheltered Schemes to which they are allocated. They will complete weekly checks the site and will report any electrical fixed wiring issues on site.

5.16 Responsibilities of the Corporate Health and Safety Officer

5.16.1 The Corporate Health and Safety Officer will generally oversee the electrical fixed wiring management arrangements and procedures of the Housing Asset Management Team and will provide guidance and advice as and when required.

5.16.2 In addition the Corporate Health and Safety Officer will arrange for audits on site internally that include the electrical fixed wiring management procedures of the Housing Asset Management Team on a periodic basis.

5.16.3 In the event of any electrical fixed wiring incidents, the Corporate Health and Safety Officer will be informed so that the incident can be investigated and decisions taken as to whether the occurrence is reportable to the Health and Safety Executive under the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

5.17 The Responsibilities of the Corporate Human Resources Team

5.17.1 In the event of electrical fixed wiring incident to employees the Corporate Human Resources Team will provide all necessary support to the employees to address their concerns.

5.17.2 In the unlikely event of it being considered necessary for an individual to be subject to medical examination following an incident, this will be arranged by the HR Team.

5.18 Senior Asset Strategy Officer

5.18.1 The Senior Asset Strategy Officer is responsible for making sure that all the fixed electrical data is loaded into the NEC system.

5.19 The Responsibilities of the Data Systems Officer

5.19.1 The Data Systems Officer is responsible for assisting the Senior Asset Strategy Officer by loading the fixed electrical data is loaded into the shared systems.

5.20 The Responsibilities of the Appointed Electrical Fixed Wiring Contractor

5.20.1 The Housing Management Asset Team will work with the appointed electrical contractor to ensure the fixed wiring inspections are completed to the agreed standard and timeframe.

5.20.2 The requirement for the appointment of electrical fixed wiring Contractor will be that

- Have employees completing electrical fixed wiring reports are qualified and competent.
- They have relevant experience in delivering electrical fixed wiring reports.
- They hold the required Employee Liability Insurance, Public and Products insurance and Professional Indemnity Insurance and provide evidence to MBC.
- On completion of any inspection or rewire certification is provided.

5.20.3 In summary the services provided by the electrical fixed wiring contractor will be

- 5 yearly inspections to fixed wiring.
- Full rewires when required.
- Provide certification and evidence or inspections or rewires.
- Call outs, including out of hours.
- Provide evidence of all relevant training and certification.

5.21 The Responsibilities of all Contractors

5.21.1 All Contractors who undertake work on the properties managed by the Housing Asset Management Team must

- Report any damages or electrical issues in any property they are working for MBC to the person running the project work.
- Develop emergency procedures, which should be agreed with the Senior Surveyor and Compliance Officer, which can be followed in the event of any inadvertent or accidental disturbance and damages that could to electrical relates issues.

6. The Arrangements for establishing the Location and Condition in the Properties Owned and Managed by the Housing Asset Management Team of Melton Borough Council

- 6.1 All electrical reports and certificates are stored on our shared system. Electrical Installation Condition Reports (EICR) are sent weekly by the procured contractor for the planned EICR programme. These reports are checked by the compliance team, stored, and the system is updated accordingly.

For mutual exchanges and voids, EICRs are completed by the contractor who handles all general repairs. These reports are updated and filed by the repairs team, who arrange for the system to be updated.

For any upgrade works that involve electrical fixed wiring a minor electrical installation works certificate will be required and a where required a new EICR will be completed.

- 6.2 The nominated repairs contractor handles raised repair requests, informs us if they have been repaired, or indicates what follow-on work is required. This is managed by the Senior Surveyor.
- 6.3 Stock condition surveys completed in 2021, 2022, and 2023 have provided information on the condition of electrics in properties and estimated their age. This enables the housing asset team to plan works.
- 6.4 The Senior Compliance Officer makes the decision on what work is to take place when information returned following an EICR on the programme is analysed. If a major repair, full or part rewire, or fire installation is needed, the Senior Compliance Officer determines the suitable solution.

If the information returned pertains to a void property, the Senior Surveyor makes the decision on what work is to take place and informs the Senior Compliance Officer.

7. Reports and Electronic Databases

- 7.1 A weekly list of where the contractor has attended are emailed over to the compliance team which detail inspections, rewires and any other work that have been completed, these are saved on the SharePoint in the weekly report folder.
- 7.2 All inspection documents are emailed across weekly, the Senior Compliance Officer checks these documents and they are saved on the SharePoint.
- 7.3 The above data is used by the Senior Compliance Officer and Compliance Assistant to update the Systems Officer who can update the element on the NEC system.
- 7.4 The data will then generate a report showing completed inspections which will be shared in a monthly Compliance Report.

8. Assessing the Risks Associated in the Properties Owned and Managed Melton Borough Council Housing Asset Management Team

- 8.1 To effectively manage the risks associated with electrical systems in MBC properties, we are committed to ensuring that the 5-yearly fixed wiring checks are conducted and any necessary remedial actions are completed.
All void properties will have a new EICR conducted before it is relet, and any property that is subject to a mutual exchange will have a new EICR conducted. This frequency is subject to change if there is reason for it to be conducted more often.
- 8.2 We ensure that all repairs are promptly addressed and faults are reported and recorded on the NEC system in a timely manner.
- 8.3 Managing and monitoring electrical systems in MBC properties involves collaboration between the housing asset team and tenancy services, both of which regularly access the properties.
- 8.4 Key areas of monitoring include:
- The condition of electrical equipment, alongside the overall property condition.
 - The extent of any damage or deterioration observed.
 - Detection of suspicious smells (e.g., burning odours).
 - Monitoring what residents are storing near electrical equipment for potential safety hazards.

9. The Selection and Control of Contractors

- 9.1 All contractors undertaking work for Melton Borough Council must satisfactorily complete an Assessment of Competence and Resources of Contractors Questionnaire to confirm their ability to meet the Authority's requirements before being added to the Approved Contractors List.
- 9.2 The selected electrical contractor for EICR and rewires has been procured following procurement regulations ensuring they meet the necessary requirements for the contract.
- 9.3 Contractors are regularly reviewed for compliance, and each employee must provide evidence of training and qualifications to MBC.
- 9.4 The Housing Senior Compliance Officer gathers additional information from contractors, covering:
- Accreditation for health and safety management systems such as CHAS, Safe contractor, and Constructionline.
 - Accreditation to BS EN ISO 9001 for the contractor's Quality Management System.
 - Accreditation to ISO 14001 for the contractor's Environmental Management System.
 - Accreditation to OHSAS 45001 for the contractor's Occupational Health and Safety Management Systems.
 - Accreditation to ISO 27001 for Data Security Management.
- 9.5 This additional information is recorded and monitored by the Housing Asset Management Administration Team and the Senior Compliance Officer to ensure ongoing compliance with all requirements.
- 9.6 Site-specific risk assessments and method statements are obtained from the contractor before any rewires commence. These are reviewed by the Senior Compliance Officer before approving the works.
- 9.7 Project works are supervised by the Senior Compliance Officer, who reports to the Housing Asset Manager. For larger projects, supervision may involve the Project Surveyor along with a Principal Contractor. Project pre-start meetings confirm that the Principal Contractor and all subcontractors maintain necessary accreditations, approvals, and training. Assurance is also sought that all required insurances, including employee, public, products, and contractors' all risks, are in place.

10. Actions to Be Taken in the Event of an Emergency

It is a landlord's responsibility to ensure fixed wiring is in a safe condition. MBC has a duty to arrange inspections to prevent avoidable emergencies, and tenants have a duty to allow access as stated in their tenancy agreement. However, there will be unavoidable events that need to be dealt with appropriately.

- 10.1 If the contractor finds any faults considered to be C1 when completing an EICR, they will repair these before leaving the site.
This includes metering equipment, the contractor will inform MBC if the DNO needs to attend if they find any faults or issues.
- 10.2 If the contractor experiences an incident on site that poses a danger, they will report this immediately to MBC. MBC will conduct its own investigation into the incident and may request external auditors to attend the site for a detailed investigation.
- 10.3 For all emergency incidents that occur on site, an Incident Form will be completed and sent to corporate health and safety. They will inform on the actions being taken, which may include reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

11. The Disposal of Redundant Equipment and Materials

- 11.1 The contractor responsible for replacing any item on site is also responsible for its safe and appropriate disposal. They will remove and dispose of items correctly at a waste and recycling facility.

12. The Action Plan

12.1 In order to ensure that the objectives and actions detailed in this Electrical Fixed Wiring Management Plan are progressed and complied with, The Housing Asset Management Team have developed a Electrical Fixed Wiring Management Action Plan, progress against which will be assessed on an ongoing basis by the Housing Asset Manager, together with the Senior Compliance Officer. The Action Plan is provided below.

12.2 The findings of the review will be reported on an annual report to the Assistant Director of Housing. Where there are indications that the objectives of the Electrical Fixed Wiring Action Plan are not being achieved, the Assistant Director of Housing will ensure that appropriate actions are taken to address any shortcomings identified.

Objective	Responsibly	Target Commencement Date	Target Completion Date	Confirmation of Completion of Action	Budget
Complete the preparation for the new MBC Electrical Fixed Wiring Management Plan.	Housing Asset Manager and Senior Compliance Officer.	01/06/2024	02/12/2024	TBC	NA
All employees of MBC Housing to be provided with access to the completed Electrical Fixed Wiring Management Plan to confirm the duties which are assigned to them within the document.	Housing Asset Manager	02/12/2024	06/12/2024	TBC	NA
Ensure that adequate financial provisions are in place for the servicing, repairs and rewires.	Deputy Director for Housing, the Housing Asset Manager, and the Senior Technical Accountant			Completed	Budget Set Annually.
Continue to update the NEC system with new inspections and rewires.	Senior Asset Strategy Officer & The Systems Officer			Completed and Ongoing.	
Continue to store all reports on the shared system	Compliance Officer				
Undertake review of Electrical Fixed Wiring Management Plan annually.	Assistant Director of Housing, Housing Asset Manager, Senior Surveyor, and Compliance Officer	01/06/2024	27/06/2025		

13. Controlling Entries to the Plan

- 13.1 The entries to this Electrical Plan will be managed by the Housing Asset Manager, with support from the Senior Surveyor and Senior Compliance Officer. However, ultimate control resides with the Housing Asset Manager.

14. Monitoring Progress Against Plan Objectives

- 14.1 Progress in comparison with the objectives of the Electrical Management Plan will be collectively reviewed by the Housing Asset Manager, the Senior Surveyor, and the Compliance Officer on an annual basis. If deemed necessary, the Housing Asset Manager will invite the appointed contractor to relevant parts of these meetings to provide advice on specific electrical management issues as required.
- 14.2 The primary method for monitoring progress will involve identifying achievements against the objectives outlined within the Electrical Action Plan.

15. Review of the Plan Timescales

- 15.1 Following the completion and adoption of this Electrical Fixed Wiring Plan, the entire document will undergo a formal annual review during meetings involving the Housing Asset Management, Senior Surveyor, and Senior Compliance Officer. If deemed appropriate, the appointed contractor will be invited to attend relevant parts of these meetings to provide advice on specific electrical fixed wiring management issues. The review will encompass the entirety of the Electrical Fixed Wiring Management Plan document, with consideration given to any necessary amendments.
- 15.2 The Electrical Fixed Wiring Management Plan will also be reviewed following any incidents or accidental exposures to determine whether the occurrence was due to a failure of the procedures outlined within the Plan or a failure of individuals to comply with the document's requirements.
- 15.3 In addition to complying with statutory requirements, the reasons for conducting a review of the Electrical Fixed Wiring Management Plan include:
- Ensuring that inspections and repairs are conducted at the required intervals and within specified timescales.

- Updating electrical fixed wiring records following inspections or rewires.
- Evaluating the effectiveness of communication methods.
- Assessing if the requirements of the Electrical Fixed Wiring Management Plan have been effectively communicated to employees and contractors.
- Reviewing any electrical fixed wiring incidents that may have occurred.
- Analysing the effectiveness of emergency procedures and identifying lessons learned.
- Considering amendments and strengthening of the Electrical Fixed Wiring Management Plan in response to incidents.
- Evaluating if the Electrical Fixed Wiring Management Plan has effectively prevented incidents.
- Reviewing changes in key appointments, arrangements, and responsibilities related to electrical fixed wiring management, and determining necessary amendments to the Plan as a result.
- Confirming ongoing commitment from Senior Management for effective control and management of electrical fixed wiring in the premises.

These reviews are essential to maintain and enhance the effectiveness of the Electrical Fixed Wiring Management Plan, ensuring it remains aligned with operational needs and regulatory requirements.

16. Independent Auditing and Review

- 16.1 Following an internal review of our services, MBC has appointed an external auditor procured through our procurement team who meets the essential criteria to complete all audits.
- 16.2 The auditor receives all the weekly reports we receive so they can see where our contractor has been and can make suitable appointments to audit where a recent service has taken place.
- 16.3 The auditor has been provided access to the portal where all paperwork and certificates from our primary contractor for EICRs are stored. This allows them to confirm attendance and check that the paperwork has been completed correctly.
- 16.4 If the auditor finds any issues, they notify the Senior Compliance Officer the same day via an automated email when it is logged on their portal. The portal details the full report and the concerns they have found on site or in the paperwork.
- 16.5 If there are issues and concerns with the contractor completing the EICR, the Senior Compliance Officer, who is the contract manager, will address these with the contractor's contract manager and take appropriate action where required.
- 16.6 For any contractors MBC will audit all across all workstreams via site audits/desktop reviews/WIPs on a risk-based approach.