

BOLSOVER DISTRICT COUNCIL
MEETING OF COUNCIL 4TH MARCH 2026
FIRE DOOR SAFETY INSPECTIONS
REPORT OF THE PORTFOLIO HOLDER FOR HEALTH AND SAFETY

Classification	This report is Public
Contact Officer	Strategic Director Services

PURPOSE/SUMMARY OF REPORT

Seek Council approval to increase the Council's Health and Safety Team staffing level to establish resource capacity in the undertaking of fire door safety inspections

REPORT DETAILS

1. Background

- 1.1 Fire door inspections across the Council's property portfolio are required by the Fire Safety Act 2021 and as set out by British Standard BS 9999:2017 (Fire Safety in the Design, Management and Use of Buildings - Code of Practice) requiring all fire doors be inspected every six months (twice annually).
- 1.2 Across Bolsover District Council, 1,001 (approx.) fire doors have been identified as requiring inspection.
- 1.3 In meeting British Standard requirements, each door has need to be inspected on a biannual basis, totalling 2,002 (approx.) door inspections annually.

2. Details of Proposal or Information

- 2.1 External and internal supply options have been considered in the procurement of fire door safety inspections.

External Supply of a Fire Door Inspection Service

- 2.2 Pricing was received from an external supplier which informed inspection costs of £24 for single doors and £36 per double door (£30 averaged).
- 2.3 Assessment of service provision cost based external supply for Bolsover fire doors, is approximately £60,060 (2,002 doors x £30 per door).

In-House Supply of a Fire Door Inspection Service

- 2.4 The Council's Health and Safety Apprentice is trained to Level 3 Health, Safety and Environmental Technician (equivalent to NEBOSH Certificate level) and Level 3 Award in the Inspection of Fire Doors.

- 2.5 Undertaking Fire Door Inspections by way of in-house arrangements has been assessed within the Health and Safety Team and based on grade 7 (Scpt18) Health and Safety Advisor salary would be £48,391, inclusive of Pension and National Insurance costs.
- 2.6 When comparing external and in-house options, an in-house approach presents a more economically advantageous solution offering £11,669 reduced delivery cost based on 2025\26 salary.
- 2.7 The in-house approach further offers increased capacity and flexibility to develop each site's facility risk assessment in line with fire door checks, ensuring the Council remains compliant with requirement of the Fire Safety Act 2021 and (BS 9999:2017).
- 2.8 The proposal is to establish a Bolsover in-house inspection service and not a shared resource with North East Derbyshire. This will also provide opportunity to undertake fire door inspection on behalf of Parish and Town Councils offering income generation to reduce net cost of service delivery. To date 6 Parish and Town Councils have requested the Council's Health and Safety Team provide them with fire door inspection service.
- 2.9 The Council's Health and Safety Apprentice's contract of employment is due to terminate 31st March 2026. It is proposed the member of staff is employed in the position of Health and Safety Advisor (Grade 7, Scpt18) of which a salary budget of £48,391 has need to be established, inclusive of Pension and National Insurance costs. This will be a general fund cost with potential to generate income as set out at 2.8.

3. Reasons for Recommendation

- 3.1 To meet Council's statutory duty (Fire Safety Act 2021) in the inspection of fire safety doors

4 Alternative Options and Reasons for Rejection

- 4.1 The Council must undertake fire door inspections; if it did not, this would undermine its statutory responsibility and duty of care to staff, members and visitors of workplace and public buildings in the Council's tenure.

RECOMMENDATION(S)

1. Council approves budget of £48,391 for establishing fire door inspections.
2. Council approves an increase in the Health and Safety Team of one Health and Safety Advisor (Grade 7, Scpt18).
3. The Health and Safety Apprentice's contract of employment is established in the position of Health and Safety Advisor (Grade 7, Scpt18).

Approved by Councillor Hiney-Saunders, Portfolio Holder for Health and Safety.

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Details: This will result in a cost to the Council's general fund of £48,391 per year (subject to pay award). There is the potential of income to be generated by delivering a service to other external bodies. <p style="text-align: right;">On behalf of the Section 151 Officer</p>
<u>Legal (including Data Protection)</u> Yes <input type="checkbox"/> No <input type="checkbox"/> Details: The Council must undertake fire door inspection's as required by the Fire Safety Act 2021, in line with British Standard BS 9999:2017 (Fire Safety in the Design, Management and Use of Buildings - Code of Practice) requiring inspections every six months (twice annually). <p style="text-align: right;">On behalf of the Solicitor to the Council</p>
<u>Staffing</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Details: It is proposed establish one further Health and Safety Advisor (Grade 7, Scpt18) in the Council's Health and Safety Team to undertake fire door safety inspections. <p style="text-align: right;">On behalf of the Head of Paid Service</p>
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Details: None arising from this report.
<u>Environment</u> Yes <input type="checkbox"/> No <input type="checkbox"/> Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. Details: None arising from this report

DECISION INFORMATION:

<input checked="" type="checkbox"/> <i>Please indicate which threshold applies:</i>	
Is the decision a Key Decision? A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

<p>Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more.</p>	<p>(a) <input type="checkbox"/> (b) <input type="checkbox"/></p>
<p>Capital (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more.</p>	<p>(a) <input type="checkbox"/> (b) <input type="checkbox"/></p>
<p>District Wards Significantly Affected: <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick All if all wards are affected:</p>	<p>All <input type="checkbox"/></p>

<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Leader <input type="checkbox"/> Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input checked="" type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	

<p>Links to Council Ambition: Customers, Economy, Environment, Housing</p>
<ul style="list-style-type: none"> • Customers – maintaining safe places to visit and play. • Economy – maintaining safe Council business premises. • Housing – maintaining safe multi-occupancy housing and communal facilities.

DOCUMENT INFORMATION:

Appendix No	Title
N/a	N/a

<p>Background Papers</p>
<p><i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive, you must provide copies of the background papers).</i></p>
<p>N/a</p>