



DRAFT PORTFOLIO HOLDER DECISION NOTICE

PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR PLANNING AND ACCESS

TOPIC – BUILDING CONTROL BUSINESS PLAN 2010/11 ONWARDS

PROCEDURAL INFORMATION

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Corporate Director (Governance), the Chief Executive and the Head of Finance are consulted together with Chairman and Vice Chairman of the Principal Scrutiny Committee and all Members of the relevant Scrutiny Panel (individual Ward Members are consulted separately where appropriate). In addition, all Members are notified.

Five or more of these consulted Members can require that the matter be referred to Cabinet for determination.

If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Committee Administrator by 5.00pm on 30 April 2010.

Contact Officer:

Chris Griffith-Jones, Head of Building Control, Tel 01962 848 151,

Email: <mailto:cgriffith-jones@winchester.gov.uk>

Committee Administrator:

Nancy Graham, Tel: 01962 848 235, Email: ngraham@winchester.gov.uk

SUMMARY

Approval is sought to the detailed Business Plan for this Division. The Business Plan sets out the key actions that the Division will undertake over the coming five year period, with SMART (Specific, Measurable, Agreed, Resourced and Timed) targets (both through actions and performance indicators) by which progress will be measured and monitored. The Plan also gives additional information about the role of the Division, the resources allocated to it (in terms of both staff and budgets) and the key risks that are being addressed through its work.

Key actions to be undertaken in this Division are:

- To continue to enforce Part L Conservation of Fuel and Power to mitigate climate change, new energy regulations 2010, 2013 and 2016.
- Continue to monitor the buildings of the District so that incident's of emergency response to dangerous structures are kept to a minimum.
- Implementation of Part B Fire and Safety in line with the Government's Regulatory Reform Order for the prevention of fire.
- Continue to apply the Building Regulations to new, altered and extended buildings to increase living standards

The Head of Division is satisfied that the actions put forward in this Business Plan will work towards the Council's objectives, as set out in the Sustainable Community Strategy 2009-14 and Corporate Business Plan or otherwise ensure that the Council meets the statutory obligations put on it by central Government. Other than where indicated, these actions can be achieved within the resources available. Plans are in place, or will be developed, to ensure that targets shown for key performance indicators can be achieved in the timescales shown

PROPOSED DECISION

That the Business Plan for the Building Control Division be approved as attached at Appendix A.

REASON FOR THE PROPOSED DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

Business Plans form an important part of the Council's performance management process as they set out the key actions for the coming year. The Business Plan put forward for adoption sets out the actions that will best help the Council achieve the outcomes as set out in the Sustainable Community Strategy and meet its statutory obligations within the resources available to it.

The Environment Scrutiny Panel has been consulted on the Business Plan and raised the following issues:

None.

FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE

N/A

DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED

None.

DISPENSATION GRANTED BY THE STANDARDS COMMITTEE

N/A

Approved by: (signature)

Date of Decision

Councilor Keith Wood. Portfolio Holder for Planning and Access

Division Business Plan 2010 - 2015

1. Brief Description of the Service and its Purpose

Building Control

Building Control is a statutory service that the Council has to provide. It regulates the built environment for the protection of the public through the implementation and enforcement of Building Regulations and other legislation. Under the Building Act, those undertaking most building operations must make an application to the Local Authority or to other building control service providers. Plans are checked for compliance with Building Regulations, Health and Safety Regulations, British Standards and European Construction Product Directives. Site visits are carried out to ensure compliance. The building regulation service is charged with being self financing and the cost of the service provided is required to equal the fees charged. The elements which the service undertakes for the Council e.g. the public protection and enforcement cost in the region of £200,000. Building Control is a team of 13 professional surveyors and administrators.

Building Control is in direct competition with private building control service providers for work in this area.

Other public protection areas of building control are dangerous structures, demolitions, dilapidated buildings, planning consultations, licensing advice, and enforcement: The building control division hold a register of work inspected by approved inspectors and works carried out by competent persons, i.e. electrical installations and replacement windows. It advises other departments on building issues such as planning and communities and offers advice across the council on accessibility including Disability Discrimination Act and Fire Risk assessment issues.

Land charges are supplied with building control information and solicitors are furnished with the information they require. All these are publicly financed.

Building Regulations and Building Control exists

- To ensure the health and safety of people in and around all types of buildings
- To provide for energy efficiency in buildings to combat climate change
- Improve accessibility and convenience for all people in the built environment.

2. Links between Council Sustainable Community Strategy Outcomes and Services

<i>Strategic Outcome</i>	<i>Departmental Responsibility</i>
High Quality Environment The District meets the challenge of climate change	Contributes to the efficient use of energy by the application of Part L of the Building Regulations: Conservation of Fuel and Power. The Building Regulations are one of the main contributors in the programme to combat climate change and form an integral part in the governments' sustainability strategy allowing for incremental changes to energy efficiency policy.
Inclusive Society People have access to housing that meets their needs	All new houses are accessible and have facilities for all members of the community
Safe and Strong Communities Statutory	Implementer of Part B Fire and safety in line with the Government's Regulatory Reform Order for the prevention of fire.
Safe and Strong Communities Statutory	Monitors and enforces on deteriorating, hazardous and dangerous building fabric and structures in the community in the interests of public safety and the environment
Safe and Strong Communities Statutory	Applying the Building Regulations to new, altered and extended buildings to increase living standards
Economic prosperity	Provides a service, which facilitates the construction process for business by advice. It also provides as fast plan turnaround time as possible. Swift turnaround of search enquiries Achieved by securing durable, robust construction, lifelong design standards, etc
Efficient and Effective Council	Leading area for the mobile/ flexible home working project for Council services

3. Summary of Progress in 2009-10

This has been a difficult year not only for the Building Control Division but for the whole industry and local authorities. The new water efficiency regulations were supposed to be introduced in October but due to last minute intervention from the EU the regulations have been put back to April this year. There was a document on the future of Building Control by the Communities department however the basic message was supportive of the current regime.

We have settled into our new smaller area to accommodate the new flexible working arrangements in City Offices and are getting to grips with the scanning of our old files to cut down on storage. Most of the service priority targets from last year are continuing to be met or will be met by the year end. The mobile working solution for Building Control which caused a serious workload problem with testing of one kind or another is now functioning well by either broadband or using docking stations and printing from home is also possible. The background of financial problems and a downturn in the building industry were major concerns and made it imperative to keep our market share of Building Control work. This has overshadowed everything we have done. Application numbers and fee income held up quite well through the summer but it was clear that the latter part of the year was going to be difficult. Therefore further measures were taken to cut cost including not replacing staff, cutting one member down to a four day week changing the post regime not sending back approved plans etc. We have not seen an increase in the level of electronic applications which was expected with the introduction of the Planning 1app application form.

At present we have a full complement of qualified surveyors who have accepted changes in practice and priorities very well however maternity leave has produced pressures. The administration team has worked very hard being again being short staffed for much of the year.

There are ten partnerships with local Architects or builders which are working well. The Hampshire County Councils building control work was won by the Hampshire building control partnership a consortium led by Fareham Building Control Partnership, time has been spent helping to develop the plan checking and reporting mechanism. This partnership has produced a number of school applications in the Winchester area. Major developments have stalled in 2009 but we are expecting work to increase in 2010 around the district which could have significant effects on resources in the coming year.

4. Service Priorities 2010/15 – Key Priorities

Code	What will we do	What are we doing this?	Planned Start Date	Milestones	Milestones Due Date	Action Due Date	Expected Outcome	Who's Accountable
BCD/BCD/001	Continue to enforce Part L Conservation of Fuel and Power to mitigate climate change, new energy regulations in 2010, 2013 and 2016	High Quality Environment	01 Apr 2010			31 Mar 2011	Reduction in Greenhouse gas emissions in the District	Chris Griffith-Jones
BCD/BCD/003	Office reorganization to accommodate new flexible working regime	Efficient and Effective Council	01 Apr 2010			31 Jul 2010	Building Control completed files accessible through the Retriever system	Chris Griffith-Jones
BCD/BCD/004	Contribute to the Council's flexible working project	Efficient and Effective Council	01 Apr 2010			31 Sept 2010	Surveyors able to work more fully remotely	Chris Griffith-Jones
BCD/BCD/005	Implementer of Part B Fire and Safety in line with the Government's Regulatory Reform Order for the prevention of fire.	High Quality Environment	01 Apr 2010			31 Mar 2015	Buildings in the District are safer for people to frequent	Chris Griffith-Jones
BCD/BCD/006	Apply the Building Regulations to new, altered and extended buildings to increase living standards	High Quality Environment	01 Apr 2010			31 Mar 2015	Better quality and more sustainable buildings measured nationally.	Chris Griffith-Jones
BCD/BCD/007	Continue to monitor the buildings of the District	High Quality Environment	01 Apr 2010			31 Mar 2015	Incident's of emergency response to dangerous structures kept to only those which have an outside influence e.g. car accident	Chris Griffith-Jones

Code	What will we do	What are we doing this?	Planned Start Date	Milestones	Milestones Due Date	Action Due Date	Expected Outcome	Who's Accountable
IMT/PROJ/003j	Implementation of Retriever across Building Control to incorporate electronic workflow, filing and storage	Efficient and Effective Council	01 Sept 2009			31 Mar 2010	Use of electronic workflow and storage of documents in Retriever	Chris Griffith-Jones
IMT/PROJ/003o	Back-scanning of Building Control files	Efficient and Effective Council	01 Dec 2009			16 Apr 2010	Use of electronic workflow and storage of documents in Retriever	Chris Griffith-Jones

Other ongoing areas of work (including 'business as usual')

Code	What will we do	What are we doing this?	Planned Start Date	Milestones	Milestones Due Date	Action Due Date	Expected Outcome	Who's Accountable
BCD/BCD/008	Develop electronic information and interactive discussions with Hampshire Fire and Rescue Service over electronic consultations	Efficient and Effective Council	01 Apr 2010			31 Mar 2011	Better interaction with our customers and consultees electronically	Chris Griffith-Jones
BCD/BCD/009	Continue to implement part M of the Building Regulations Access and use of buildings	High Quality Environment	01 Apr 2010			31 Mar 2011	All new homes are accessible for all members of the community	Chris Griffith-Jones
BCD/BCD/010	Develop further partnerships between Building Control, local companies and other service providers	Efficient and Effective Council	01 Apr 2010			31 Mar 2011	Increased number of partnerships with local businesses. Increased joint working with other service providers	Chris Griffith-Jones
BCD/BCD/011	Improve use of computerised information including e-plan submission, developments towards an integrated GIS, scanning archive documentation	High Quality Environment	01 Apr 2010			31 Aug 2010	Increase in the number of E submissions to 10% in 2010 Building Control archive 100% scanned	Chris Griffith-Jones
BCD/BCD/012	Continue discussions with other LA service providers; national marketing strategy developed to counteract any loss of market share. New training programme being developed to service industry needs. This is in order to win back the larger firms business	Efficient and Effective Council	01 Apr 2010			31 Mar 2011	National marketing director and training director reporting significant inroads into training market expected up to 80% of the market by 2009/10	Chris Griffith-Jones

Code	What will we do	What are we doing this?	Planned Start Date	Milestones	Milestones Due Date	Action Due Date	Expected Outcome	Who's Accountable
	who target training in building regulations as one of their greatest needs.							
BCD/BCD/013	Develop E-government strategy in line with Parsol project and standards for Building Control above the minimum standards	Efficient and Effective Council	01 Apr 2010			31 Mar 2011	To improve upon the minimum Building Control e-government rating following work by national working group	Chris Griffith-Jones
BCD/BCD/014	To take into consideration the future of building control and other documents from the DCLG	Efficient and Effective Council	01 Apr 2010			31 Mar 2011	By being able to demonstrate adherence to any new standards introduced	Chris Griffith-Jones
BCD/BCD/015	Prepare Surveyors to qualify for appropriate Construction skills certification scheme health and safety examination	Efficient and Effective Council	01 Apr 2010			31 Dec 2011	All surveyors having achieved the appropriate card	Chris Griffith-Jones
BCD/BCD/016	Increase level of competency in sustainability issues and energy conservation	High Quality Environment	01 Apr 2010			31 Mar 2011	By being able to give more expert advice on sustainability issues	Chris Griffith-Jones
	Develop new fee schedule	Efficient and Effective Council	01 Apr 2010			30 Sept 2010	Fee schedule in place to achieve full cost recovery on building control chargeable work	Chris Griffith-Jones
BCD/BCD/017	Building Control – Customer satisfaction survey	Efficient and Effective Council	01 Sept 2010	Send out questionnaires	31 Oct 2010	31 Mar 2011	Information for improvement of Building Control service	Chris Griffith-Jones
				Return of questionnaires	31 Nov 2010			

Code	What will we do	What are we doing this?	Planned Start Date	Milestones	Milestones Due Date	Action Due Date	Expected Outcome	Who's Accountable
				Analysis and report	31 Mar 2011			

5. Resource Implications

A) Financial

Divisional Summary

	<i>Subjective Analysis</i>	<i>Actual 08-09</i>	<i>Original 09-10</i>	<i>Revised 09-10</i>	<i>Budget 10-11</i>
Expenditure	Employees	458,802	494,010	489,267	463,741
	Premises	483	300	300	300
	Transport	34,311	35,419	35,828	32,366
	Supplies & Services	97,788	120,430	129,625	109,103
	Third party payments	0	0	0	0
	Depreciation & Impairment Losses	0	0	0	0
	Expenditure Total	591,384	650,159	655,020	605,510
Income	Income	(603,580)	(637,498)	(637,498)	(639,498)
	Income (Internal)				
	Income Total	(603,580)	(637,498)	(637,498)	(639,498)
Support Services		187,686	186,595	152,900	152,900
Building Control Total		175,489	199,256	170,422	118,912

Budget Book Line Summary

	<i>Budget Book Line</i>	<i>Actual 08-09</i>	<i>Original 09-10</i>	<i>Revised 09-10</i>	<i>Budget 10-11</i>
	Business Unit	175,489	199,256	170,422	118,912
Building Control Total		175,489	199,256	170,422	118,912

B) Workforce

KEY EXTERNAL DRIVERS	KEY INTERNAL DRIVERS
<ul style="list-style-type: none"> • Part L Building Regulation changes • Changes in enforcement procedures • More complex regulations/legislative changes • Skills/workforce shortages • Competition for business • Workload • Government Initiatives • Growth in competition • Significant major developments e.g. Silver Hill, West of Waterlooville and others. 	<ul style="list-style-type: none"> • Temp / Agency staff • Accommodation for staff • Finding suitable staff • Changes in working practices
WORKFORCE IMPLICATIONS	

6. Key Performance Indicators

Code	Description	Managed By	How frequently is data gathered	2007/08	2008/09	2009/10		2010/11	2011/12
				Actual	Actual	Estimate	Target	Target	Target
LPI0009	Number of Building Control applications received	Chris Griffith-Jones	Monthly	1,445	1,149	773	N/A	N/A	N/A
LPI0235	LABC Total Quality Performance Matrix	Chris Griffith-Jones	Annually	72	72	N/A	90	90	90
LPI0236	Percentage of applications acknowledged within 3 days	Chris Griffith-Jones	Annually	100.00%	100.00%	N/A	100.00%	100.00%	100.00%
LPI0237	Percentage of plans checked within 10-day turnaround. (80% in 10 days)	Chris Griffith-Jones	Annually	87.00%	88.00%	N/A	89.00%	89.00%	90.00%
LPI0238	Percentage of Inspection requests conducted the same day.	Chris Griffith-Jones	Annually	98.00%	98.00%	N/A	100.00%	100.00%	100.00%

7. Key Elements of Risk Management

Risk Number	Short Name	Risk Ownership	Cause	Consequence	Current Risk Matrix	Target Risk Matrix	Linked Strategic Risk
OP0032	Change in volume of building control applications	Chris Griffith-Jones	Property market /economic downturn .Loss of business to competitors.	Loss of revenue. Increased cost to tax base			SR0009
OP0036	Compliance with Disability Discrimination Act	Chris Griffith-Jones	Failure to provide suitable access arrangements.	Poor service to public. Prosecution. Loss of reputation.			SR0009
OP0067	Change in prescribed Building Control Fee Regulations	Chris Griffith-Jones	Change by Government of Building Control fee regulations Complexity of forms increased, enhanced training/skills requirement	More demanding workloads/reduced efficiency Potential increase in costs and possible overspend			
OP0068	Technological Advances in the Building Industry	Chris Griffith-Jones	More complexity Staff training and increase in skills required	More demanding workloads Reduced efficiencies Potential increase in costs, possible overspend			

Risk Number	Short Name	Risk Ownership	Cause	Consequence	Current Risk Matrix	Target Risk Matrix	Linked Strategic Risk
OP0069	Legal action against Council for negligence of Building Control Surveyor	Chris Griffith-Jones	Damage to property caused by inadequate works Incorrect advice given by Building Control surveyor	Damage to property Legal costs Damage to reputation			
OP0029	Identification of dangerous structures/defective premises	Chris Griffith-Jones	Incorrectly defining a structure as dangerous/not dangerous. Insufficient response to call out in emergency situations	Risk to public safety. Award of costs or maladministration against the Council			SR0010