



PORTFOLIO HOLDER DECISION NOTICE

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.

Contact Officer:

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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

DECISION

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

REASON FOR THE 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: 30.04.10

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 |