



**DRAFT PORTFOLIO HOLDER DECISION NOTICE**

**PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR PLANNING AND ACCESS**

**TOPIC – BUILDING CONTROL BUSINESS PLAN 2009/10 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 March 2009**

**Contact Officer:**

Chris Griffith-Jones, Head of Building Control, Tel 01962 848 151,  
Email: [cgriffith-jones@winchester.gov.uk](mailto:cgriffith-jones@winchester.gov.uk)

**Committee Administrator:**

Ellie Hogston, Tel: 01962 848 155, Email: [ehogston@winchester.gov.uk](mailto:ehogston@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.
- To reorganize the office layout to accommodate new flexible working arrangements.
- 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 2009 - 2014

## 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 and 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 supposed 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**

<b><i>Strategic Outcome</i></b>	<b><i>Departmental Responsibility</i></b>
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
Efficient and Effective Council Assist employees to adopt flexible work patterns to help improve service to our customers	Leading area for the mobile/ flexible home working project for Council services

### **3. Summary of Progress in 2008/9**

The Building Control Division has had another interesting year. Unusually there were no new regulations published this year however consultation documents on the future of Building Control, access to records, and on the system of enforcement were brought out by the Department of Communities and Local Government. Up to now however changes in leadership in the Sustainable buildings division have led to some uncertainty in the direction for that future but may have significant impacts in the coming year.

At the moment we are preparing for the office move to accommodate the new flexible working arrangements in City Offices which should be completed by the middle of March. Most of the service priority targets from last year are continuing to be met or will be met by the year end. There have however been some areas where progress not been as expected and some where we have met with success. The mobile working solution for Building Control which caused a serious workload problems with testing of one kind or another, continued until November 2008, is now functioning well by either broadband or using docking stations and printing from home is also possible. This led to the Division winning the Alfie for Innovation this year. 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 was done well at the beginning of the year but the signs were already there that a slow down was about to happen. To combat this, costs such as external consultancy were reduced by reallocating priorities within the division. After a very poor November and December we have seen an increase in income over the last month so we are increasingly confident of at least breaking even at the end of the year. 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 and the administration team in particular has worked very hard being short staffed for much of the year.

There are ten partnerships with local Architects or builders which are working well however greater effort in this area was deflected by the opportunity to assist in a bid for Hampshire County Councils building control work which had been carried out by Approved inspectors over the last few years. The consortium led by Fareham Building Control Partnership was successful in its bid and an announcement is expected soon. Major developments are likely to stall in 2009 but we are expecting work to increase in 2010 around the district e.g. Silverhill, West of Waterlooville, etc. these could have significant effects on resources in the coming years.

4. Service Priorities 2009/14 – Key Priorities

A) Significant Areas of Work and Projects for 2009/10 (*Top Ten Priorities*)

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
1	High Quality Environment The District meets the challenge of climate change	Continue to enforce Part L Conservation of Fuel and Power to mitigate climate change, new energy regulations in 2010, 2013 and 2016	01/04/09	31/03/10	Reduction in Greenhouse gas emissions in the district.	Each regulation change proposed in 2010, 2013, and 2016 involves Initial training approximately £2500. 2 days per officer covered by Building Regulation fee income. Further training likely to be needed. Specialist software may need to be resourced. Consultants may be needed to cover complexity of compliance	Head of Building Control

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
2.	Efficient and Effective Council Assist employees to adopt flexible work patterns to help improve service to our customers	Office reorganisation to accommodate new flexible working regime	1/04/09	31/8/09	Changes implemented with no discernable effects to our clients	Five days officers time	Head of Building Control
3	Efficient and Effective Council Invest in information technology where it will improve our effectiveness	Introduce EDRMS for completed applications	1/4/09	1/9/09	Building Control completed files accessible through the retriever system	30-55 days	Head of Building Control
4.	Efficient and Effective Council Assist employees to adopt flexible work patterns to help improve service to our customers	Contribute to the Council's flexible working project.	1/4/09	31/3/09	Surveyors able to work more fully remotely	Initial project completed development work continuing	Head of Building Control



Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
5.	Statutory Duty	Implementer of Part B Fire and Safety in line with the Government's Regulatory Reform Order for the prevention of fire	2009	2014	Buildings in the District are safer for people to frequent	Part of normal Building Control activity	Head of Building Control
6.	Statutory Duty	Apply the Building Regulations to new, altered and extended buildings to increase living standards	2009	2014	Better quality more sustainable buildings measured nationally	Covered by Building Regulations normal activity	Head of Building Control
7.	Statutory Duty	Continue monitoring the buildings of the district	2009	2014	Incidence of emergency response to dangerous structures kept to only those which have an outside influence e.g. car accident	Ongoing process as surveyors are constantly monitoring their areas for dangerous and dilapidated buildings	Head of Building Control

4. Service Priorities 2009/14 – Key Priorities

B) Other areas of work (including ‘business as usual’)

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
1	High Quality Environment  The district meets the challenge of climate change	Increase level of competency in sustainability issues and energy conservation	1/4/09	31/3/10	By being able to give more expert advice on sustainability issues	One or two days training per surveyor	Head of Building Control
2	Inclusive Society  People are able to access services and information that meet their needs	Develop electronic information and interaction  Discussions with Hampshire Fire and rescue service over electronic consultations	1/9/09	1/11/09	Better interaction with our customers and consultants electronically	12 days officer time costs not known at this time	Head of Building Control
3	Inclusive Society  People have access to housing that meets their needs	Continue to implement part M of the Building Regulations Access and use of buildings	1/4/09	31/3/10	All new houses are accessible for all members of the community	Normal Building Control activity	Head of Building Control

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
4	Efficient and Effective Council  Generate the maximum amount of income from our operations consistent with meeting our corporate priorities	Develop further partnerships between Building Control, local companies and other service providers	1/04/09	31/3/10	Increased number of partnerships with local businesses Increased joint working with other service providers	2 team managers Head of BC 12 meetings a year of 3hrs	Head of Building Control
5	Efficient and Effective Council  Invest in information technology where it will improve our effectiveness	Improve use of computerised information including e-plan submission, developments towards an integrated GIS, scanning archive documentation.	1/4/09	31/8/09	Increase in the number of E submissions to 10% in 2008 Building Control archive 100% scanned	This was partially successful in 2008 however no archive scanning carried out.	Head of Building Control
6	Efficient and Effective Council  Generate the maximum amount of	Continue discussions with other LA service providers; develop a national marketing	1/04/09	31/03/10	National marketing director and training director reporting significant inroads into training market	Head of BC approximately 10 meetings of LABC Council and	Head of Building Control

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
	income from our operations consistent with meeting our corporate priorities	<p>strategy to counteract any loss of market share.</p> <p>New training programme being developed to service industry needs.</p> <p>This is order to win back the larger firms business who target training in building regulations as one of their greatest needs</p>			expected up to 80% of the market by 2009/10	management services group to input to marketing group plus 2hrs preparation per meeting	
7	<p>Efficient and Effective Council</p> <p>Invest in information technology where it will improve our effectiveness</p>	Develop E-government strategy in line with Parsol project and standards for Building Control above the minimum standards			To improve upon the minimum Building Control e-government rating following work by national working group	20 days work mainly by Head of BC as member of working group	Head of Building Control

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
8	Efficient and Effective Council Statutory Duty	To take into consideration the future of building control and other documents from the DCLG	1/04/09	31/3/10	By being able to demonstrate adherence to any new standards introduced	The documents have not been circulated yet but the changes are supposed to be introduced from April	Head of Building Control
9	Health and safety Statutory Duty	Prepare Surveyors to qualify for appropriate Construction skills certification scheme health and safety examination	1/04/09	31/12/09	All surveyors having achieved the appropriate card	3 days plus exam each surveyor. Plus approximately £100 each.	Head of Building Control

5. Resource Implications

A) Financial

2008/09 Revised					2009/10 Estimate					
Exp.	Income	Net Overheads	Net Exp.	Service Activity	Exp.	Income	Net Overheads	Net Exp.	FTEs	Notes
£000's	£000's	£000's	£000's		£000's	£000's	£000's	£000's		
652	(607)	182	227	<i>Building Control</i>	653	(607)	195	241	11.46	

**B) Workforce**

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

6. Key Performance Indicators

Ref. No.	What does this show?1	Who reports this?	Achieved 2005/06	Achieved 2006/07	Achieved 2007/08	Achieved 2008/09	Target 2009/10	Target 2011/12
LPI0235	DSA Total Quality Performance Matrix.	Head of Building Control	72%	72%	72%	72%	90%	90%
LPI0236	Percentage of applications acknowledged within 3 days.	Head of Building Control	100%	100%	100%	100%	100%	100%
LPI0237	Percentage of plans checked within 10-day turnaround. (80% in 10 days)	Head of Building Control	85%	86%	87%	88%	89%	90%
LPI0238	Percentage of Inspection requests conducted the same day.	Head of Building Control	98%	98%	98%	98%	100%	100%



**7. Proposals for Consultation**

What Research or consultation do we intend to carry out	How will we be doing it?	When will we be doing it?	How will we use the results?
Customer satisfaction survey	Postal survey	By November this year	To inform us of areas which are important to customers and of areas in which we can improve

**8. Key Elements of Risk Management**

Area	Risk number	Rating	Cluster and MAP link	Short name	Risk ownership	Cause	Consequence	Action required
Operational	OP0029	Impact – Medium  Likelihood - Unlikely	Physical/ Professional/Managerial	Dangerous structures / defective premises	Chris G. Jones	Incorrectly defining a structure as dangerous. Poor advice. Call out in emergency situations - stand by	Having to meet costs / expenses including officer time.	Qualified Surveyors able to take appropriate action Procedure in place to escalate to more senior surveyors
Operational	OP0032	Impact – Major  Likelihood - Possible	Financial	Building control - private sector. Applications down	Chris G. Jones	Property market /economic downturn. Loss of business to competitors.	Loss of revenue. Service therefore not able to meet overhead costs	Increase partnership working Flexible employment
Operational	OP0067	Impact – Medium  Likelihood - Certain	Legislative / Financial	Change in prescribed fee regulations - BI - control	Chris G. Jones	Complexity requiring enhanced staff skills/training requirement	More demanding workloads/reduced efficiency, potential increased costs vs. profits and budget overspend.	None, fees set by central government

Area	Risk number	Rating	Cluster and MAP link	Short name	Risk ownership	Cause	Consequence	Action required
Operational	OP0068	Impact – Major Likelihood - Certain	Technological	Technological advances in the building industry	Chris G. Jones	Complexity requiring enhanced staff skills/training requirement	More demanding workloads/reduced efficiency, potential increased costs vs. profits and budget overspend.	Employ qualified BCS
Operational	OP0036	Impact – Minor Likelihood - Possible	Legislative / Legal	DDA	Chris G. Jones	Access issues sorted by reception building design.	Do car parks fulfil DDA Requirements? Will we be liable?	Car park issues
Operational	OP0069	Impact – Minor Likelihood - Unlikely	Legal	Legal action against Council for negligence of Building Control Surveyor	Chris G. Jones	Damage to property or inadequate building works?	Legal costs, reputation etc.	Employ qualified BCS