



DRAFT PORTFOLIO HOLDER DECISION NOTICE

PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR PLANNING AND TRANSPORT

TOPIC – BUILDING CONTROL BUSINESS PLAN

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 City Secretary and Solicitor, the Chief Executive and the Director 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 21 March 2007

Contact Officers:

Case Officer: Chris Griffith-Jones, Head of Building Control, ext 2151

Committee Administrator: Colin Veal, ext 2438

SUMMARY

Approval is sought to the detailed Business Plan for this Division. The Business Plan sets out the key tasks that the Division will undertake over the coming five years, 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 avoid climate change new energy regulations in 2010 and 2013
- To contribute to the Council's flexible working project as pilot for mobile working
- 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 corporate objectives, as set out in the Corporate Strategy 2007-12 or otherwise ensure that the Council meets the statutory obligations place 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 timescale shown.

PROPOSED DECISION

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

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 its corporate objectives and meet its statutory obligations within the resources available to it, as far as can be seen in the light of current circumstances. While alternative approaches would be possible in many parts of the Plan, the actions being recommended are believed to give best value to the authority.

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

None.

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

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

[CLICK AND ENTER TEXT]

DISPENSATION GRANTED BY THE STANDARDS COMMITTEE

[CLICK AND ENTER TEXT]

Approved by: (signature)

Date of Decision

Councillor Keith Wood – Portfolio Holder for Planning and Transport

Division Business Plan 2007 - 2012

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 Council 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 service undertakes for the Council e.g. the public protection and enforcement cost in the region of £180,000. Building Control is a team of 13 professional surveyors and administrators.

Other public protection areas of building control are dangerous structures, demolitions, dilapidated buildings, 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 strategic priorities and services

<i>Strategic priority</i>	<i>Departmental responsibility</i>
High Quality Environment	Contributes to the efficient use of energy by the imposing 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.
Efficient and Effective Council	Pilot area for the mobile/ flexible working project for Council services
Safe and Strong Communities	Implement Part B Fire and safety in line with the Government's Regulatory Reform Order for the prevention of fire.
Safe and Strong Communities	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	Applying the Building Regulations to new, altered and extended buildings to increase living standards

3.

Summary of Progress in 2007/12

The Building Control Division has had a transitional year. New Staff and new regulations have brought fresh challenges. The implementation of the Part L Conservation of Fuel and Power was initially difficult as the Government failed to produce the documentation necessary, meaning that training could only be undertaken after the regulations had been implemented. The division however soon came to grips with the intricacies of the new Regulations. 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 has been slow. The mobile working solution for Building Control has been delayed by the procurement of a corporate mobile platform for which we are a pilot area. This is being developed at the moment with a provisional start for the pilot in April.

Although it is still difficult to find qualified staff, we have been very successful in attracting very good quality people. The Building Control Division is seen as one of the “employers of choice” due to its reputation in Hampshire.

There are now ten partnerships with local Architects or builders which are working well. Reports from the Caps uniform computer system have continued to be a problem and it is due to be upgraded again in March which will bring its own challenges.

4.

Service Priorities 2007/12 – Key Priorities

A) Key Service Priorities 2007/12

Target No.	Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
1.	High Quality Environment	Continue to enforce Part L Conservation of Fuel and Power to avoid climate change new energy regulations in 2010 and 2013	<i>Continuously</i>	<i>Measured nationally</i>	<i>Significant. Each regulation change 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. External consultants may be needed to cover complexity of compliance</i>	<i>Head of Building Control</i>
2.	Efficient and Effective Council	Office move	<i>June 2007</i>	<i>Move completed with no discernable effect on performance</i>	<i>Ten days officer time x 12</i>	<i>Head of Building Control</i>

Target No.	Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
3.	Efficient and Effective Council	EDRMS preparatory work	<i>4th quarter 2007 onwards for implementation 4th quarter 2008</i>	<i>Applications scanned and accessible electronically</i>	<i>30 -55 days</i>	<i>Head of Building Control</i>
4.	Efficient and Effective Council	Contribute to the Council's flexible working project as pilot for mobile working	<i>2007</i>	<i>Surveyors able to work remotely proving concept for other departments to be able work remotely</i>	<i>Scope of project and proof of concept being established</i>	<i>Head of Building Control</i>
5.	Safe and Strong Communities	Apply the Building Regulations to new, altered and extended buildings to increase living standards	<i>2007-2012</i>	<i>Measured nationally</i>	<i>Covered by Building Regulations normal activity</i>	<i>Head of Building Control</i>
6.	Safe and Strong Communities	Continue monitoring the buildings of the district	<i>2007-2012</i>	<i>Incidence of emergency response to dangerous structures kept to only those which have an outside influence e.g. car accident</i>	<i>This is an ongoing process as surveyors are constantly monitoring in their areas for dangerous and dilapidated buildings</i>	<i>Head of Building Control</i>

B) Other Service we aim to deliver 2007/12

Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time/money will it take/	Who's accountable?
Efficient and Effective Council To maintain an effective market share of Building Control work in the district	Develop further partnerships between Building Control local companies and other service providers	Ongoing	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
Efficient and Effective Council To increase the efficiency of the service	Improve use of computerised information including e-plan submission, developments towards an integrated GIS, scanning archive documentation.	Ongoing	Increase in the number of E submissions from 0 to 10% in 2007 Building Control archive 100% scanned	Head of BC will need to identify funding initially 10 days	Head of Building Control
Efficient and Effective Council	Implement a Mobile and flexible working system for Building Control.	April- Sept 2007	Successful implementation of Flexible working in BC Leading to efficiencies in service	Proof of concept provider appointed project to go live in April	Head of Building Control
Efficient and Effective Council To provide a quality service to our customers	Maintain current plan-checking performance, target of 85% plans checked within 10 days, through prioritisation of resource and performance monitoring.	2007	Maintaining plan checking performance at current level 85 in 10 days	Monitoring access report needed Access expert help required or alternative reporting tool resource to be informed from IMT	Head of Building Control

Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time/money will it take/	Who's accountable?
Efficient and Effective Council To maintain a sustainable market share of Building Control work in the district	Continue discussions with other LA service providers; develop a national marketing strategy to counteract loss of market share.	April – June 2007	A new national marketing director was appointed on the 1 st of January A Group has been established to develop a national marketing strategy. New website launch April	Head of BC approximately 10 meetings of LABC Council and management services group to input to marketing group plus 2hrs preparation per meeting	Head of Building Control
Efficient and Effective Council	To work toward producing performance standard reports in line with the national performance standards	Marc 2008	Performance indicators produced	10 days officer time plus consultancy for reports	Head of Building Control
Efficient and Effective Council To increase the efficiency of the service	Introduce new databases, expand utilisation of the Uniform system and develop further reports and management information.	April- Sept 2007	Management reports work	IMT help and resource required for Access reports or similar.	Head of Building Control
Efficient and Effective Council	Develop E-government strategy in line with Parsol project and standards for Building Control	2007	To achieve the minimum Building Control e-government rating	20 days work mainly by Head of BC	Head of Building Control

5.

Resource Implications

A) Financial

2006/07 Revised			Service Activity	2007/08 Estimate			FTEs	Notes
Exp. £000's	Income £000's	Net £000's		Exp. £000's	Income £000's	Net £000's		
789	(601)	188	<i>Building Control</i>	827	(602)	225	11.46	

B) Workforce

KEY EXTERNAL DRIVERS	KEY INTERNAL DRIVERS
<ul style="list-style-type: none"> • Part L Building Regulation changes • Part B Building Regulation changes • More complex regulations/legislative changes • Skills/workforce shortages • Competition for business • Workload • Government Initiatives • Growth in competition 	<ul style="list-style-type: none"> • Temp / Agency staff • Accommodation for staff • Finding suitable staff • Changes in working practices
WORKFORCE IMPLICATIONS	
<p>Exploring partnership working with other Building Control Suppliers for specialist staff requirements Flexible more mobile working required Recruit apprentice using LABC training system and develop to produce qualified/skilled staff</p>	

6. Key Performance Indicators

Ref. No.	What does this show?1	Who reports this?	Achieved 2004/05	Achieved 2005/06	Estimate 2006/07	Target 2007/08	Target 2008/2009	Target 2011/2012
<i>BVPI 156</i>	Public buildings with access for the disabled (Top 25% = 53%)	Head of Building Control	30.70%	38.46%	46.15%	45.45	50.00%	54.54%
<i>LPI0235</i>	DSA Total Quality Performance Matrix.	Head of Building Control	72%	72%	72%	90%	90%	90%
<i>LPI0236</i>	Percentage of applications acknowledged within 3 days.	Head of Building Control	100%	100%	100%	100%	100%	100%
<i>LPI0237</i>	Percentage of plans checked within 10-day turnaround. (80% in 10 days)	Head of Building Control	80%	85%	86%	87%	88%	89%
<i>LPI0238</i>	Percentage of Inspection requests conducted the same day.	Head of Building Control	98%	98%	98%	100%	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	Bi annually	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
Building Control	3005	D3	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
Building Control	3009	C2	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
Building Control	3014	A3	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
Building Control	3015	A3	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

Area	Risk number	Rating	Cluster and MAP link	Short name	Risk ownership	Cause	Consequence	Action required
Building Control	3020	C4	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
Building Control	3032	D1	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.	