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Pennine Lancs Building Control Joint Committee

Tuesday, 4th September, 2018

4.30 pm

AGENDA

- 1. Pennine Lancs Building Control Committee**
Pennine Lancs Building Control Committee Agenda **2 - 25**

Date Published: 22nd August 2018
Harry Catherall, Chief Executive



Pennine Lancashire

PENNINE LANCS BUILDING CONTROL COMMITTEE
Meeting at Blackburn Town Hall

Tuesday, 4th September, 2018 @ 4.30 pm

AGENDA

Item No.	Issue	Notes	Page No.
1.	Welcome and Apologies	To welcome attendees to the meeting and receive any apologies for absence	
2.	Minutes of the last meeting -19 June 2018	To approve as a correct record the Minutes of the last meeting held on 19 June 2018 (enclosed)	3 - 6
3.	Additional Items of Business	To determine whether there are any additional items of business which, by reason of special circumstances, the Chair decides should be considered at the meeting as a matter of urgency.	
4.	Declarations of Interest	To receive any declarations of interest – if you declare an interest you should complete the appropriate form (available from the Committee Secretary) and, if necessary, seek advice on whether you can speak or vote on the item in question.	

5.	Exclusion of the Public	To determine which items, if any, the public are to be excluded from the meeting.	
6.	Public Question Time	To consider questions or statements received in writing from Members of the public by 4.00pm on the day before the meeting, on any issue within the remit of the Joint Committee	
7.	Questions by Non Executive Members	To consider questions or statements received in writing from Non-Executive Members by 4.00pm on the day before the meeting, on any issue within the remit of the Joint Committee	
8.	Budget and Income Monitoring	To provide the Joint Committee with Pennine Lancs. Building Control 2018/19 fee income monitoring information for the financial period June and July 2018/19	7 - 10
9.	Performance Monitoring	To provide the Joint Committee with performance monitoring information updated to include period June – July 2018.	11 - 24
10.	Date of Next Meetings	To consider the date of the next meeting to be held on Tuesday 30 th October 2018 at 4.30pm in Burnley Town Hall, and future meetings to be held on 22 January and 19 June 2019.	
<u>Membership</u>		<u>Published</u>	
Councillor John Harbour		Wednesday, 22 nd August 2018	



**MINUTES OF THE
PENNINE LANCASHIRE BUILDING CONTROL COMMITTEE**
Meeting held at Burnley Town Hall
On Tuesday 19th June 2018

@ 4.30 pm

<i>NAME</i>	<i>TITLE</i>	<i>COUNCIL</i>
Councillor Phil Riley	Deputy Leader and Executive Member for Regeneration	Blackburn Council
Councillor John Harbour	Deputy Leader and Executive Member for Housing and Environment	Burnley Borough Council
Nick Bargh	Head of Pennine Lancashire Building Control	PLBC
Denise Park	Deputy Chief Executive	Blackburn Council
Paul Gatrell	Head of Housing & Development Control	Burnley Borough Council
Eric Dickinson	Democracy Officer	Burnley Borough Council

Item No.	Issue
1	Appointment of Chair and Vice-Chair
	Councillor Phil Riley was appointed as Chair, and Councillor John Harbour was appointed as Vice Chair, of the Pennine Lancashire Joint Committee for the 2018/19 Municipal Year.
2	Welcome and Apologies
	The Chair, Councillor Phil Riley, welcomed everyone to the meeting.
3	Minutes
	Minutes of the last meeting held on 23 rd January 2018 were approved as a correct record
4	Budget and Income Monitoring
	Purpose

	<p>To provide the Joint Committee with Pennine Lancashire Building Control 2017/2018 out-turn figures and 2018/19 fee Income monitoring information for the financial period April to May 2018.</p> <p>Reason for decision To ensure the Joint Committee is kept fully informed of Pennine Lancashire Building Control's budget position, income targets and performance</p> <p>Decision That the Pennine Lancashire Building Control 2017/18 out-turn figures and 2018/19 fee income monitoring information for the financial period April to May 2018 be noted.</p>
5	Performance Monitoring
	<p>Purpose. To provide the Joint Committee with performance monitoring information updated to include period January to May 2018.</p> <p>Reason For Decision To ensure that the Joint Committee is kept fully informed of Pennine Lancashire Building Control's operational performance against the targets set out in the Business Plan and the Policy and Procedures Manual.</p> <p>Decision. That the Pennine Lancashire Building Control's performance monitoring data provided from January to May 2018 be noted.</p>
6	PLBC Replacement IT System
	<p>Purpose To provide the Joint Committee with information relating to the proposed procurement of a single integrated PLBC IT system to replace the existing separate IT systems serving each current office base location with a view to seeking further Joint Committee approval to re-commence invitations to tender and subsequent procurement of such a system following due diligence and defined BwD Corporate purchasing/ IT requirements.</p> <p>Reason For Decision The current separate two IT system operation is evidenced as being inefficient and out-of-date; the previous BwD Business Case Cost/ Benefit Impact analysis has documented appropriate and measurable quantified and intangible benefits if a new single PLBC IT system is procured.</p> <p>If the IT system position remains the same with a "do nothing"</p>

	<p>approach significant risks and issues have been identified which would further disadvantage PLBC business operations.</p> <p>An up-to-date and modern PLBC IT system will allow measurable improvements to be made to both client and staff experiences. It is anticipated such an IT system will greatly assist PLBC, helping to sustain and maximise income generation as it continues to operate within an ever-increasing competitive Building Control environment.</p> <p>A new modern up-dated IT system will also meet both respective Partner Corporate digital strategies.</p> <p>Decision That the report information be noted and the procurement of a replacement IT system following due diligence and defined BwD Corporate purchasing/ IT requirements be approved.</p>
7	<p>Dates of Future Meetings for 2018/19</p>
	<p>Decision That future meetings during 2018/19 will take place on Tuesdays at 4.30pm as follows;</p> <p>4th September 2018 (Blackburn) 30th October 2018 (Burnley) 22nd January 2019 (Blackburn) 18th June 2019 AGM (Burnley)</p>

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PENNOINE LANCS BUILDING CONTROL



DATE	4th September 2018
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Nick Bargh
TEL NO	01254 505024
EMAIL	nick.bargh@blackburn.gov.uk

Pennine Lancs. BC – Fee Income Monitoring 2018/19

PURPOSE

1. To provide the Joint Committee with Pennine Lancs. Building Control 2018/19 fee income monitoring information for the financial period June and July 2018/19.

RECOMMENDATION

2. That the Joint Committee notes the Pennine Lancs. Building Control 2018/19 fee income monitoring information for the financial period June and July 2018/19.

REASONS FOR RECOMMENDATION

3. To ensure the Joint Committee is kept fully informed of Pennine Lancashire Building Control's budget position, income targets and performance.

SUMMARY OF KEY POINTS

4. Appendix A – fee income monitoring shows an improved start to the financial year 2018/19 with a Q1 return of £99k which although is £3k lower than the Original Budget 2018/19 Q1 figure of £102k it is £13k higher than the previous year Actual Budget 2017/18 figure of £86k and identical to Actual Budget 2016/17 figure of £99k.

The start of Q2 has seen a figure of £27k recorded for the month of July which is disappointing to report when compared to the £38k Original Budget 2018/19 figure (£11k lower) and the Actual Budget 2017/18 figure of £32k (£5k lower).

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. Based upon, and to reflect the reported solid financial performance over the Q1 period of 2018/19, the fee income forecast will remain at £440k. However, with the low figure for July 2018 fee earning income will be monitored closely.

POLICY IMPLICATIONS

6. None.

DETAILS OF CONSULTATION

7. Simon Ross, Finance Unit - Blackburn with Darwen Borough Council
Martin Dixon, Finance Unit - Burnley Borough Council
Paul Gatrell – Head of Housing and Development - Burnley Borough Council
Denise Park – Deputy Chief Executive - Blackburn with Darwen Borough Council;

BACKGROUND PAPERS

8. Pennine Lancashire Building Control budget working papers

FURTHER INFORMATION

PLEASE CONTACT: Nick Bargh

01254 - 505024

ALSO:

Pennine Lancashire Building Control - Fee Income Monitoring

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10		
Month	Actual 2009/10	Actual 2010/11	Actual 2011/12	Actual 2012/13	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Actual 2017/18	Original Budget 2018/19	Actual 2018/19	Latest Projection 2018/19
	£	£	£	£	£	£	£	£	£	£		£
April	-	43,761	25,167	35,942	32,063	52,141	47,504	40,089	22,750	27,137	36,468	36,468
May	-	26,944	32,788	41,820	53,489	32,008	35,793	31,262	20,647	24,629	23,999	23,999
June	-	75,398	43,747	29,022	38,116	25,250	44,026	27,764	42,450	50,636	38,820	38,820
Q1	-	146,103	101,702	106,784	123,668	109,399	127,323	99,115	85,847	102,402	99,287	99,287
July	-	57,857	41,189	35,790	38,521	38,470	31,703	36,663	32,115	38,308	27,278	27,278
August	-	33,892	36,498	45,017	41,946	30,435	27,951	32,235	31,551	37,635		-
September	20,001	79,656	32,362	27,630	27,727	30,283	22,611	34,370	44,842	53,489		-
Q2	20,001	171,405	110,049	108,437	108,194	99,188	82,265	103,268	108,508	129,432	27,278	27,278
October	75,300	33,794	32,557	52,466	40,420	28,608	37,751	47,438	42,063	50,174		-
November	21,288	44,056	25,101	24,713	29,880	35,208	41,803	29,972	28,284	33,738		-
December	62,483	22,112	18,869	23,301	20,256	23,513	25,616	23,327	19,014	22,681		-
Q3	159,071	99,962	76,527	100,480	90,556	87,329	105,170	100,737	89,361	106,593	-	-
January	48,457	24,388	28,490	43,950	38,056	22,870	26,947	24,843	19,499	23,259		-
February	27,790	51,987	29,498	34,292	29,964	25,907	28,934	31,499	43,899	52,364		-
March	58,373	42,864	29,911	32,114	26,290	49,938	40,800	32,921	21,754	25,950		-
Q4	134,620	119,239	87,899	110,356	94,310	98,715	96,681	89,263	85,152	101,573	-	-
Total	313,692	536,709	376,177	426,057	416,728	394,631	411,439	392,383	368,868	440,000	126,565	126,565
Financial Period												
April - February	255,319	493,845	346,266	393,943	390,438	344,693	370,639	359,462	347,114	414,050	126,565	126,565
March	58,373	42,864	29,911	32,114	26,290	49,938	40,800	32,921	21,754	25,950	-	-
Total	313,692	536,709	376,177	426,057	416,728	394,631	411,439	392,383	368,868	440,000	126,565	126,565

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PENNINE LANCS BUILDING CONTROL



DATE	4 th September 2018
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Nick Bargh
TEL NO	01254 505024
EMAIL	nick.bargh@blackburn.gov.uk

Performance Monitoring

PURPOSE

1. To provide the Joint Committee with performance monitoring information updated to include period June – July 2018.

RECOMMENDATION

2. That the Joint Committee notes the performance monitoring data provided.

REASONS FOR RECOMMENDATION

3. To ensure that the Joint Committee is kept fully informed of Pennine Lancashire's Building Control's operational performance against the targets set out in the Business Plan and the Policy and Procedures Manual.

SUMMARY OF KEY POINTS

4. Performance monitoring takes place on a continuous basis and the subsequent data is contained within Appendices 1-5.

Appendix 1 – records operational team performance.

Appendix 2 – highlights technical support team performance for June through to July 2018 and all tasks are being reported as satisfactory.

Appendix 3 – indicates a summary of Building Regulations applications received and for

2018/19 Q1 period a total of 187no. applications were received which compares favourably with the previous year's 2017/18 Q1 period figure of 195no.

The start of the 2018/19 Q2 period has seen 73no. applications registered with PLBC for the month of July.

Appendix 4 - highlights site commencements and for 2018/19 Q1 period a total of 179no. were registered which is lower when compared with the previous year's 2017/18 Q1 period figure of 204no.

The start of the 2018/19 Q2 period has seen 52no. site commencements recorded with PLBC.

Appendix 5 – contains data relating to private sector Approved Inspector (AI) activity within PLBC and the Q1 2018/19 figure of registered Initial Notices (IN) was recorded at 115no. IN which is an increase from the previous year's 2017/18 Q1 period figure of 84no. IN.

Current AI market share percentage which, includes July 2018 IN return, is at 38.71% for the year (156no.).

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. Whilst there is a downturn in recorded site commencements for the first part of 2018/19, when compared to the previous year, registered application numbers are in line with 2017/18 data and, as such, monitoring of fee income will continue with the fee income earning forecast remaining at £440k.

POLICY IMPLICATIONS

6. None.

DETAILS OF CONSULTATION

7. Paul Gatrell - Head of Housing and Development - Burnley Borough Council;
Denise Park – Deputy Chief Executive - Blackburn with Darwen Borough Council;

BACKGROUND PAPERS

8. Business Plan 2015/17 & Building Control Policy and Procedures Manual 2011.

FURTHER INFORMATION

PLEASE CONTACT: Nick Bargh

01254 - 505024

ALSO:

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Performance Monitoring

Table 1. - Team performance (operational)			
June – July 2018			
		Target Met ✓	Target Not Met ✖
1.	Inspections requested before 10.00am will be visited on the same day.	✓	
2.	Plans deposited to be checked promptly, in all cases a check to be carried out and communication made with the applicant in less than 10 working days.	✓	
3.	Reports of dangerous structure to be attended to within the following time limits: i) Out of working hours – within one hour ii) During working hours – risk assessed as an emergency – within one hour iii) During working hours – risk assessed as a non-emergency same day	✓ ✓ ✓	
4.	Reports of non- domestic buildings open to access being attended to within the following time limits: i) Out of working hours – If risk assessed as an emergency within two hours, otherwise next day ii) During working hours – If risk assessed as emergency within two hours, otherwise same day	✓ ✓	

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PLBC Performance Monitoring

June - July 2018

APPENDIX 2

Table 2 - Team Performance (Technical Support) Blackburn Office							
Ref	Task & Criteria	P.I. Target (working days)	Level of Performance based on number of anomalies found in audit			Comment of Level of Performance	Action Required
			Poor 5 or more	Good 2-4	Excellent 0-1		
1	BOOKING IN OF NEW APPLICATIONS To register all new applications onto the Database system within 3 working days from being received by PLBC.	3 days		✓		Met - 7/10 applications were input under the 3 days target. 3/10 took 5-7 days.	Delays occurred during or immediately following annual leave. No issues
2	FORMAL DECISION To register all decisions onto the Database system within 3 working days from the plan checking surveyor signing off.	3 days		✓		Met - 8/10 applications processed within the desired times. 2/10 took 4-7 days.	Delays occurred during or immediately following annual leave. No issues
3	INVOICING To request an account no. from the Debtors team following Site Surveyor recording an application as commenced on the monthly Site Inspection register, not required payment if any, create & send out invoice, update database. Ensure transfers are placed on following month sheets.	Monthly			✓	Met - 10/10 applications approved within the desired times.	No Issues.
4	COMPLETIONS To carry out the Completion validation checks, if able complete and produce a Completion Certificate. Ensure queries are followed up and deferred onto next months sheets as necessary. Validation checks include: Final Inspection fee paid and Part P Electrical notification or paperwork received.	Monthly			✓	Met - 10/10 Completions had been correctly processed.	No Issues.
5	SEARCHES To process fee paying search lists 5 working days from receipt into PLBC to supplying the completed response proformas to the Land Charges team. A fee paying search maybe a Local Land Search from Solicitors or as a Con29 from private search companies. Search lists are received electronically into the PLBC teams generic email address: bc@penninelancsplace.org on almost a daily basis. This email address is checked each morning and afternoon. Requests made under the Freedom of Information or Environmental Information Regulations legislations are subject to their own legal timescales of 20 working days from receipt into the Council to response being given.	LA/Con29 5 days. EIRs 20 days		✓		Met - 6/8 LA & Con29 searches were processed within the required 5 days. 2/8 took 6-7 days. Met - 100% EIR applications are dealt with weekly, under 20 days target.	Delays occurred during or immediately following annual leave. No issues
6	DEMOLITION SECTION 80 To record Demolition Section 80 notices within 5 working days being received by PLBC. Recording consists of registering, issue a Section 81 notice and send out letters to statutory undertakers.	15 days			✓	Met - 1/1 processed on time.	No issues.

NB. Due to the restrictions on extracting data from the existing Building Control database system, only manual audits are available and therefore a % sample of data is used from the Blackburn team in agreement with the Audit team for auditing of Technical Performance Monitoring.

Key: TSOs - Technical Support Officers

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Performance Monitoring

Table 3. - Summary of Building Regulation Applications Received
(includes regularisation & demolition applications)

<i>MONTH</i>	<i>2010/11</i>	<i>2011/12</i>	<i>2012/13</i>	<i>2013/14</i>	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>
APR	110	68	94	93	112	90	73	58	68
MAY	98	89	97	93	74	79	81	75	59
JUN	124	103	74	77	77	116	72	62	60
JUL	100	124	76	102	78*	94	109	57	73
AUG	81	90	84	83	78	71	85	66	
SEP	107	73	77	81	73	75	75	75	
OCT	73	89	82	87	96	82	87	64	
NOV	84	64	59	85	62	78	67	50	
DEC	54	62	49	59	58	64	63	41	
JAN	80	64	74	103	67	77	59	52	
FEB	94	70	76	98	78	81	68	54	
MAR	135	77	80	106	109	97	94	54	
TOTAL	1140	973	922	1067	962	1004	933	708	260

*Typo, reported as 58 on Tues 9th Sept 14

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Performance Monitoring

Table 4. - Summary of Site Commencements

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
APR	99	61	51	67	83	109	72	65	42
MAY	55	78	102	87	39	70	34	61	76
JUN	160	158	84	70	79	71	67	78	61
JUL	118	112	82	74	58*	54	59	107	52
AUG	96	79	101	57	85	62	78	55	
SEP	104	74	38	76	50	54	46	79	
OCT	82	88	129	116	63	91	55	84	
NOV	70	96	66	66	63	67	72	49	
DEC	65	48	48	43	40	52	34	34	
JAN	49	72	71	56	46	209**	43	23	
FEB	71	62	58	80	66	27	81	40	
MAR	87	49	71	54	42	102	47	47	
TOTAL	1,056	977	901	846	714	968	688	722	231

*Typo, reported as 78 on Tues 9th Sept 14

**Jan16 Plot adjustment on housing sites at Burnley Borough Council. & update system for future monitoring.

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Performance Monitoring

Table 5. - Summary of Schemes Notified as being subject to Private Sector Building Control

	Notifications received											
	<i>(excludes solar panel, regularisation & demolition applications)</i>											
	2010/ 11	2011/ 12	2012/ 13	2013/ 14	2014/ 15	2015/ 16	2016 / 17		2017 / 18		2018 / 19	
							Number of Initial Notices	Market Share % of Applications	Number of Initial Notices	Market Share % of Applications	Number of Initial Notices	Market Share % of Applications
APR	15	7	11	6	20	14	21	23.60%	24	31.17%	33	33.00%
MAY	2	5	10	5	20	16	17	18.52%	26	27.37%	36	39.13%
JUN	8	3	6	10	12	19	17	20.48%	34	35.79%	46	44.66%
JUL	7	11	5	14	14	10	28	21.87%	36	39.56%	41	37.96%
AUG	14	8	10	11	21	13	21	21.21%	35	35.71%		
SEP*	22	7	8	11	15	7	17	20.00%	24	25.81%		
OCT	10	13	20	21	15	13	21	20.59%	27	30.34%		
NOV	5	12	15	10	6	9	20	24.10%	32	41.03%		
DEC	4	5	4	12	8	14	16	22.22%	31	44.93%		
JAN	5	3	10	4	16	12	13	20.00%	36	42.35%		
FEB	9	9	11	12	6	23	31	31.63%	38	41.76%		
MAR	7	10	11	21	8	22	27	22.88%	38	43.18%		
TOTAL	108 8.94%	92 8.89%	121 11.6%	137 12.08 %	161 12.08 %	172 15.72%	249	22.35%	381	36.42%	156	38.71%

Apr 18 - July18 inc

Bldg Reg Apps total 247. 61.02% (excludes 8x Regularisations & 5x Demolitions)

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