

# Public Document Pack

## Pennine Lancashire Building Control Joint Committee

Thursday, 20th January, 2022

4.00 pm

Walker Room at One Cathedral Square, Blackburn

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### AGENDA

1. **Welcome and apologies**
2. **Minutes of the meeting held on 21st January 2020**  
**Agenda Item 2 - PLBC Minutes Jan 2020** **3 - 5**
3. **Declarations of Interest**  
**DECLARATIONS OF INTEREST FORM** **6**
4. **Exclusion of the Public**  
To determine which items, if any, are to be excluded from the meeting.
5. **Public Question Time**  
To consider questions or statements received from members of the public by the deadline of 4pm on the day before the meeting.
6. **Questions by Non Executive Members**  
To consider questions or statements received from Non Executive Members by the deadline of 4pm on the day before the meeting.
7. **Budget and Income Monitoring**  
**Agenda Item 7 - Report on Fee Income Monitoring** **7 - 9**  
**Appendix A - Fee Income Monitoring**
8. **Performance Monitoring**  
**Agenda Item 8 - Report on Performance Monitoring** **10 - 16**  
**Appendix B - Performance Monitoring**  
**Appendix C - Performance Monitoring**  
**Appendix D - Performance Monitoring**

**Appendix E - Performance Monitoring**

**Appendix F - Performance Monitoring**

**9. Budget 2021/22 to 2022/23**

**Agenda Item 9 - Report on Budgets**

**17 - 21**

**Appendix G - Budget Summary**

**Appendix H - PLBC Reserve Sheet**

**10. Appointment of Secretary**

To consider the appointment of Secretary for the remainder of 2022.

**11. Future Options for the Pennine Lancashire Building Control Service**

**Agenda Item 11 - Report on Future Options**

**22 - 23**

**12. Date of Next Meeting and Future Meetings in 2022/23**

To agree the provisional date of the next meeting.

Date Published: 12<sup>th</sup> January 2022



**MINUTES OF THE  
PENNINE LANCs BUILDING CONTROL COMMITTEE**  
Meeting held at Blackburn Town Hall  
Tuesday 21<sup>st</sup> January 2020

@ 4.30 pm

<b>NAME</b>	<b>TITLE</b>	<b>COUNCIL</b>
Councillor Ivor Emo	Executive Member for Housing & Leisure	Burnley Borough Council
Councillor Phil Riley	Deputy Leader and Executive Member for Regeneration	Blackburn with Darwen Borough Council
Nick Bargh	Head of Pennine Lancs Building Control	PLBC
Martin Kelly	Director of Growth and Development	Blackburn with Darwen Borough Council
Paul Gatrell	Head of Housing & Development Control	Burnley Borough Council
Eric Dickinson	Democracy Officer	Burnley Borough Council

<b>Item No.</b>	<b>Issue</b>
<b>10</b>	<b>Welcome and Apologies</b>
	Councillor Ivor Emo, the Chair, welcomed all attendees to the meeting.
<b>11</b>	<b>Minutes of last meeting</b>
	The Minutes of the last meeting held on the 19 <sup>th</sup> November 2019 were agreed as a correct record and signed by the Chair.
<b>12</b>	<b>Budget and Income Monitoring</b>
	Purpose To provide the Joint Committee with Pennine Lancs Building Control 2019/20 fee income monitoring information for the

	<p>financial period October to November 2019.</p> <p><b>Reason For Decision</b> To ensure the Joint Committee is kept fully informed of Pennine Lancashire Building Control's budget position, income targets and performance.</p> <p><b>Decision</b> That the Pennine Lancs Building Control 2019/20 fee income monitoring information for the financial period October to November 2019 be noted.</p>
<b>13</b>	<b>Performance Monitoring</b>
	<p><b>Purpose</b> To provide the Joint Committee with performance monitoring information updated to include the period October to November 2019.</p> <p><b>Reason For Decision</b> To ensure 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><b>Decision</b> That the performance monitoring data provided for the period October to November 2019.</p>
<b>14</b>	<b>Budget 2019/20 to 2021/22</b>
	<p><b>Purpose</b> To provide the Joint Committee with Pennine Lancs BC Revised 2019/20 Budget and advise both BwD and Burnley of their partnership contributions.</p> <p>To provide the Joint Committee with the Pennine Lancs BC Original 2020/21 Budget and advise both BwD and Burnley of their partnership contributions.</p> <p>To provide the Joint Committee with the Pennine Lancs BC Draft 2021/22 Budget and advise both BwD and Burnley of their estimated partnership contributions.</p> <p><b>Reasons For Decision</b> To ensure the Joint Committee is kept fully informed of Pennine Lancashire Building Control budget position for 2019/20 to 2021/22 and details of partnership contributions, in accordance with Schedule 2 (Financial arrangements) of the PLBC SLA, in order that each party may be notified of their estimated annual</p>

	<p>contribution for inclusion in their own budget setting process for the following financial years.</p> <p>Decision</p> <p>(1) That the Joint Committee notes the PLBC Revised 2019/20 Budget outlined in Appendix 1 and forecast partnership contributions of £162,978 and £89,701 for BwD and Burnley respectively;</p> <p>(2) That the Joint Committee notes the PLBC Original 2020/21 Budget outlined in Appendix 1 and forecast partnership contributions of £168,166 and £92,556 for BwD and Burnley respectively; and</p> <p>(3) That the Joint Committee notes the PLBC Draft 2021/22 Budget outlined in Appendix 1 and forecast partnership contributions of £170,163 and £93,655 for BwD and Burnley respectively.</p>
<b>15</b>	<b>Appointment of Secretary</b>
	<p>Decision</p> <p>That Burnley Council would continue to provide the Secretary for the remainder of 2019/20 until the AGM in June 2020, after which the Secretary would alternate with Blackburn with Darwen Council and be from the same Authority as the Chair for subsequent years- with all the meetings each year to be held at that Authority.</p>
<b>16</b>	<b>Date of Next Meeting and Future Meetings in 2020/21</b>
	<p>That the date of the next meeting in 2019/20, and future meetings during 2020/21 be agreed as follows at 4.30pm on Tuesdays;</p> <p>16<sup>th</sup> June 2020 AGM- Burnley  1<sup>st</sup> Sept 2020- Blackburn  27<sup>th</sup> October 2020- Blackburn  19<sup>th</sup> January 2021- Blackburn  2021 AGM - Blackburn</p>

## DECLARATIONS OF INTEREST IN ITEMS ON THIS AGENDA

**Members attending a Council, Committee, Board or other meeting with a personal interest in a matter on the Agenda must disclose the existence and nature of the interest and, if it is a Disclosable Pecuniary Interest or an Other Interest under paragraph 16.1 of the Code of Conduct, should leave the meeting during discussion and voting on the item.**

**Members declaring an interest(s) should complete this form and hand it to the Democratic Services Officer at the commencement of the meeting and declare such an interest at the appropriate point on the agenda.**

MEETING: **Pennine Lancashire Building Control JC**

DATE: **20<sup>th</sup> JANUARY 2022**

AGENDA ITEM NO.:

DESCRIPTION (BRIEF):

NATURE OF INTEREST:

DISCLOSABLE PECUNIARY/OTHER (delete as appropriate)

SIGNED :

PRINT NAME:

(Paragraphs 8 to 17 of the Code of Conduct for Members of the Council refer)

## REPORT TO PENNINE LANCS BUILDING CONTROL



DATE	20 <sup>th</sup> January 2022
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Helen Holland
TEL NO	01254 595672
EMAIL	helen.holland@blackburn.gov.uk

## Pennine Lancs. BC - Fee Income Monitoring 2021/22

### PURPOSE

1. To provide the Joint Committee with Pennine Lancs. Building Control 2021/22 Fee Income monitoring information for the latest financial period.

### RECOMMENDATION

2. That the Joint Committee notes the Pennine Lancs. Building Control Fee Income monitoring information.

### 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. Fee Income monitoring indicates for the Q3 financial period, October to November 2021/22, a combined figure of £47k which results in an overall April – November 2021/22 figure of £261k, which is £68k higher than the preceding 2020/21 April – November financial period with a figure of £193k. It is also £7k higher than the £253k recorded for the same financial period in 2019/20.

### FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. This latest trend in Fee Income has resulted in the current Fee Income projection being indicated at £416k, £31k higher than the Original Budget 2021/22 figure of £385k.

### POLICY IMPLICATIONS

6. None.

### DETAILS OF CONSULTATION

7. Gaynor Simons, Finance Unit - Blackburn with Darwen Borough Council  
Martin Dixon, Finance Unit - Burnley Borough Council  
Paul Gatrell – Head of Housing and Development - Burnley Borough Council

Martin Kelly – Director of Growth and Development - Blackburn with Darwen Borough Council  
Simon Jones – Growth Director – Blackburn with Darwen Borough Council.

<b>BACKGROUND PAPERS</b>
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8. Appendix A – Fee Income Monitoring

<b>FURTHER INFORMATION</b>
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<b>PLEASE CONTACT: Helen Holland     01254 585672</b>
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				APPENDIX A			
<u>Pennine Lancashire Building Control - Fee Income Monitoring</u>							
	Year 11	Year 12	Year 13				
			Original			Actual	Shortfall /
	Actual	Actual	Budget	Actual	Projection	+ Projection	(Surplus)
<u>Month</u>	2019/20	2020/21	2021/22	2021/22	2021/22	2021/22	2021/22
	£	£	£	£	£	£	£
April	40,872	11,639	13,896	34,638	-	34,638	(20,742)
May	33,160	15,608	18,635	22,414	-	22,414	(3,779)
June	35,685	47,196	56,349	29,771	-	29,771	26,578
Q1	109,717	74,443	88,880	86,823	-	86,823	2,057
July	51,585	25,093	29,960	45,585	-	45,585	(15,625)
August	24,164	26,930	32,153	39,581		39,581	(7,428)
September	16,970	22,040	26,315	41,875	-	41,875	(15,560)
Q2	92,719	74,063	88,428	127,041	-	127,041	(38,613)
October	26,119	21,344	25,484	23,010		23,010	2,474
November	24,923	22,876	27,313	23,872		23,872	3,441
December	15,286	27,222	32,502		32,502	32,502	-
Q3	66,328	71,442	85,299	46,882	32,502	79,384	5,915
January	28,727	32,409	38,694		38,694	38,694	-
February	24,168	29,614	35,357		35,357	35,357	-
March	33,892	40,490	48,342		48,342	48,342	-
Q4	86,787	102,513	122,393	-	122,393	122,393	-
Total	355,551	322,461	385,000	260,745	154,895	415,640	(30,640)
<u>Financial Period</u>							
April - November	253,478	192,726	230,105	260,745	-	260,745	(30,640)
December to March	102,073	129,735	154,895	-	154,895	154,895	-
Total	355,551	322,461	385,000	260,745	154,895	415,640	(30,640)

## REPORT TO PENNINE LANCS BUILDING CONTROL



DATE	20 <sup>th</sup> January 2022
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Helen Holland
TEL NO	01254 595672
EMAIL	helen.holland@blackburn.gov.uk

## Performance Monitoring

### PURPOSE

1. To provide the Joint Committee with the latest monitoring information, for the period October to December 2021.

### RECOMMENDATION

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

### REASONS FOR RECOMMENDATION

3. To ensure 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.

### SUMMARY OF KEY POINTS

4. Performance monitoring takes place on a continuous basis, and latest data is contained within Appendices B-F.
  - Appendix B – operational team performance, with all but one of the targets met. The target for plans to be checked and responded to within 10 working days has not always been met in the monitoring period, due to reduced resources (vacant posts and sickness absences) within the team.
  - Appendix C – Highlights technical support team performance. Tasks 3-6 were recorded as excellent, however tasks 1-2 (registering applications and decisions) received a poor rating. This was due to staff shortages causing backlogs which have now been resolved.
  - Appendix D – Indicates a summary of building regulations applications received, showing a combined figure of 112no. for Oct-Dec, lower than previous years (156no. in 2020).

- Appendix E - Highlights site commencements and for Oct-Dec 2021 a figure of 93no. is recorded, which is lower than the same period in the previous year (116no.).
- Appendix F – Contains data relating to private sector Approved Inspector (AI) activity within PLBC and the current running total for INs during 2021/22 is recorded at 395no. applications, representing a 45.09% market share. This indicates a slight increase from the 44.53% AI market share reported in January 2020.

## **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

5. Despite the reported down-turn in activities, the indicative latest income forecast is £425,640, up £30,640 from the original budget 2021/22 figure of £395,000. See Fee Income monitoring report contained later in the agenda.

## **POLICY IMPLICATIONS**

6. None.

## **DETAILS OF CONSULTATION**

7. Paul Gatrell – Head of Housing and Development - Burnley Borough Council  
Martin Kelly – Director of Growth and Development - Blackburn with Darwen Borough Council  
Simon Jones – Growth Director – Blackburn with Darwen Borough Council.

## **BACKGROUND PAPERS**

8. Appendix B, C, D, E and F – Performance Monitoring

## **FURTHER INFORMATION**

**PLEASE CONTACT: Helen Holland    01254 585672**

## Performance Monitoring

<b>Table 1. - Team performance (operational)</b> <b>October – December 2021</b>			
		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	✓  ✓	

Nb. 2. Due to lack of staff this area had fallen behind. Additional surveyors have been brought in to assist with clearing the backlogs.

# PLBC Performance Monitoring

October - December 2021

APPENDIX C

Table 2 - Team Performance (Technical Support) Blackburn Office							
Ref	Task & Criteria	P.I. Target (working days)	Level of Performance <small>based on number of anomalies found in audit</small>			Comment of Level of Performance	Action Required
			Poor 5 or more	Good 2-4	Excellent 0-1		
1	<b>BOOKING IN OF NEW APPLICATIONS</b> To register all new applications onto the Database system within 3 working days from being received by PLBC.	3 days	✓			Recently signed off by development team. Now being processed in M3 Assure by the PLBC team. Task is uptodate	No action required. Backlogs were due to staff shortages / illness which have now been resolved. Operating well and uptodate
2	<b>FORMAL DECISION</b> To register all decisions onto the Database system within 3 working days from the plan checking surveyor signing off.	3 days	✓			Area currently in development, so delays previously experienced. Backlogs have been dealt with and currently up to date.	No issues. Development due to be signed off in January 2022. Task will be handed back to PLBC TSOs to process in M3 Assure.
3	<b>INVOICING</b> 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			✓	Processed on the BwD Debtors system and task continues as previous. Up to date.	No Issues.
4	<b>COMPLETIONS</b> 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			✓	Processed on old BwD Building Control Database. Up to date	No issues. Area has been in development but training and handover booked in w/c: 03/01/2022.
5	<b>SEARCHES</b> 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: <a href="mailto:bc@penninelancsplace.org">bc@penninelancsplace.org</a> 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			✓	Planning provided assistance with this task over a few months. Following successful recruitment of staff this task has been brought back in house. Up to date.	No issues.
6	<b>DEMOLITION SECTION 80</b> 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			✓	This task is being dealt with by the development team and is currently up to date	No Issues. Development due to be signed off in January 2022. Task will be handed back to PLBC TSOs to process in M3 Assure.

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

## Performance Monitoring

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

MONTH	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
APR	112	90	73	58	68	55	19	52
MAY	74	79	81	75	59	75	33	49
JUN	77	116	72	62	60	59	61	61
JUL	78*	94	109	57	73	68	64	58
AUG	78	71	85	66	80	63	64	68
SEP	73	75	75	75	65	40	64	81
OCT	96	82	87	64	63	56	67	43
NOV	62	78	67	50	75	56	48	50
DEC	58	64	63	41	34	35	41	19
JAN	67	77	59	52	50	64	40	
FEB	78	81	68	54	50	55	78	
MAR	109	97	94	54	83	38	75	
<b>TOTAL</b>	<b>962</b>	<b>1004</b>	<b>933</b>	<b>708</b>	<b>760</b>	<b>664</b>	<b>654</b>	<b>481</b>

\*Typo, reported as 58 on Tues 9<sup>th</sup> Sept 14

## Performance Monitoring

**Table 4. - Summary of Site Commencements**

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
APR	83	109	72	65	42	52	17	33
MAY	39	70	34	61	76	55	16	18
JUN	79	71	67	78	61	31	23	37
JUL	58*	54	59	107	52	73	51	44
AUG	85	62	78	55	68	61	52	50
SEP	50	54	46	79	52	53	44	48
OCT	63	91	55	84	47	36	48	47
NOV	63	67	72	49	73	39	30	29
DEC	40	52	34	34	16	38	38	17
JAN	46	209**	43	23	40	43	49	
FEB	66	27	81	40	43	54	63	
MAR	42	102	47	47	66	169	78	
<b>TOTAL</b>	<b>714</b>	<b>968</b>	<b>688</b>	<b>722</b>	<b>636</b>	<b>704</b>	<b>509</b>	<b>323</b>

\*Typo, reported as 78 on Tues 9<sup>th</sup> Sept 14

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

## Performance Monitoring

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

	<b>Notifications received</b> <i>(excludes solar panel, regularisation &amp; demolition applications)</i>											
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	2016/17		2017/18		2018/19		2019/20		2020/21		2021/22	
	No. of I.N.s	Market Share %	No. of I.N.s	Market Share %	No. of I.N.s	Market Share %	No. of I.N.s	Market Share %	No. of I.N.s	Market Share %	No. of I.N.s	Market Share %
APR	21	23.60%	24	31.17%	33	33.00%	56	51.85%	27	61.36%	34	39.53%
MAY	17	18.52%	26	27.37%	36	39.13%	40	36.70%	19	38.00%	52	51.49%
JUN	17	20.48%	34	35.79%	46	44.66%	51	48.11%	43	43.43%	59	49.17%
JUL	28	21.87%	36	39.56%	41	37.96%	52	42.72%	46	42.59%	54	48.21%
AUG	21	21.21%	35	35.71%	47	39.17%	48	44.86%	45	42.06%	50	42.37%
SEPT	17	20.00%	24	25.81%	35	38.40%	47	55.29%	50	43.86%	46	36.22%
OCT	21	20.59%	27	30.34%	49	46.23%	34	40.00%	42	38.53%	53	38.15%
NOV	20	24.10%	32	41.03%	28	31.11%	22	29.33%	29	37.66%	34	40.48%
DEC	16	22.22%	31	44.93%	15	31.25%	25	43.10%	25	37.88%	13	40.63%
JAN	13	20.00%	36	42.35%	33	41.77%	37	38.54%	34	45.95%		
FEB	31	31.63%	38	41.76%	36	43.37%	23	31.94%	37	32.17%		
MAR	27	22.88%	38	43.18%	45	38.46%	37	52.11%	35	31.82%		
<b>TOTAL</b>	<b>249</b>	<b>22.35%</b>	<b>381</b>	<b>36.42%</b>	<b>444</b>	<b>39.02%</b>	<b>472</b>	<b>43.58%</b>	<b>432</b>	<b>39.78%</b>	<b>395</b>	<b>45.09%</b>



## REPORT TO PENNINE LANCS BUILDING CONTROL



DATE	20 <sup>th</sup> January 2022
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Helen Holland
TEL NO	01254 595672
EMAIL	helen.holland@blackburn.gov.uk

## Budgets – 2021/22 and 2022/23

### PURPOSE

1. i) To provide the Joint Committee with Pennine Lancs BC Revised 2021/22 Budget and advise both BwD and Burnley of their partnership contributions.
- ii) To provide the Joint Committee with the Pennine Lancs BC Original 2021/22 Budget and advise both BwD and Burnley of their partnership contributions.
- iii) To provide the Joint Committee with the Pennine Lancs BC Draft 2022/23 Budget and advise both BwD and Burnley of their estimated partnership contributions.

### RECOMMENDATION

2. i) That the Joint Committee notes the PLBC Revised 2021/22 Budget outlined in Appendix G and forecast partnership contributions of £176,811 and £97,315 for BwD and Burnley respectively.
- ii) That the Joint Committee notes the PLBC Original 2021/22 Budget outlined in Appendix G and forecast partnership contributions of £170,163 and £93,655 for BwD and Burnley respectively.
- iii) That the Joint Committee notes the PLBC Draft 2022/23 Budget outlined in Appendix G and forecast partnership contributions of £203,814 and £112,176 for BwD and Burnley respectively.

### REASONS FOR RECOMMENDATION

3. To ensure the Joint Committee is kept fully informed of Pennine Lancashire Building Control budget position for 2021/22 to 2022/23 and details of partnership contributions; in accordance with Schedule 2 (Financial arrangements) of the PLBC SLA and in order that each party may be notified of their estimated annual contribution for inclusion in their own budget setting process for the following financial years.

## SUMMARY OF KEY POINTS

4. The Revised 2021/22 Budget shown in Appendix G forecasts a Total Net Deficit of £274,126, as compared to the Original 2021/22 Budget Net Deficit of £263,818. This small increase has arisen from increased employee costs attributed mainly to increased salaries following re-grades to reflect increased responsibilities of the Building Surveyors, recruitment of additional technical support team capacity, and funding of temporary consultants to cover vacant posts and long-term sickness absence.

Whilst costs are now expected to be higher than the original forecast, income is also expected to be higher. The original forecast income for 2021/22 was £395,000 whereas the latest forecast indicates income of £425,640.

Overall, the adjustments show an anticipated increase in the 2021/22 Partnership contributions, which sees BwD's contribution at £176,811 (Original Budget £170,163 and Actual 2020/21 £159,905), and Burnley's contribution at £97,315 (Original Budget £93,655 and Actual 2020/21 £88,009).

Fee Earning Income forecast has been increased to £415,640 from £322,461 for Original Budget 2021/22 to reflect recent actual performance of Fee Earning Income to date.

The Draft Budget 2022/23, shown at Appendix G, anticipates a Total Net Deficit of £315,990. This would result in a contribution of £203,814 for BwD and £112,176 for Burnley.

The Building Control Reserve balance, shown at Appendix H, was £154,326 as at the 31st March 2021, and a forecast balance in the Reserve of £148,506 is expected as at the 31st March 2022. This is after allowing for £14,451 to be added due to income increase, and a £20,271 transfer from the Reserve for special items for the continued financing of the new IT system. The forecast Building Control Reserve balance of £148,506 as at 31st March 2022 meets the required SLA Building Control Reserve policy minimum retained balance of £65k.

## FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. The Building Control Reserve fund, if income and expenditure projections are achieved, should see a balance of approximately £148,506 at the end of 2021/22. Both BwD and Burnley have made sufficient provision in their 2022/23 budgets to meet the recommended 2021/22 partnership contributions of £176,811 and £97,315 respectively.

## POLICY IMPLICATIONS

6. None.

## DETAILS OF CONSULTATION

7. Gaynor Simons, Finance Unit - Blackburn with Darwen Borough Council  
Martin Dixon, Finance Unit - Burnley Borough Council  
Paul Gatrell – Head of Housing and Development - Burnley Borough Council  
Martin Kelly – Director of Growth and Development - Blackburn with Darwen Borough Council  
Simon Jones – Growth Director – Blackburn with Darwen Borough Council.

<b>BACKGROUND PAPERS</b>
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8. Pennine Lancashire Building Control budget working papers (Appendix G and H).

<b>FURTHER INFORMATION</b>
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<b>PLEASE CONTACT: Helen Holland    01254 585672</b>
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Pennine Lancs BC - Budget Summary						Appendix G
	Year 10	Year 11	Year 12	Year 13	Year 13	Year 14
	Actual 2018/19 £	Actual 2019/20 £	Actual 2020/21 £	Original Budget 2021/22 £	Revised Budget 2021/22 £	Draft Budget 2022/23 £
<b>Expenditure</b>						
Employees	462,160	477,438	426,662	483,759	511,197	599,562
Premises related expenditure	20,569	22,005	17,501	19,300	19,000	19,300
Transport related expenditure	21,669	21,296	13,778	23,500	15,000	23,500
Supplies & Services	25,495	22,138	30,385	31,800	32,550	35,200
Third party payments	13,290	5,344	(3,205)	15,000	15,000	15,000
Third party payments - BBC	15,858	12,200	12,450	12,700	13,300	12,700
Support services - BwD	74,314	76,523	65,596	73,486	79,268	84,714
	633,355	636,944	563,167	659,545	685,315	789,976
<b>Special Items</b>						
Replacement of Plotter	-	-	-	-	-	-
New IT system - implementation	21,900	-	3,991	-	20,271	-
Archive scanning of records	-	7,841	3,217	-	-	30,000
	21,900	7,841	7,208	-	20,271	30,000
<b>Total Expenditure</b>	<b>655,255</b>	<b>644,785</b>	<b>570,375</b>	<b>659,545</b>	<b>705,586</b>	<b>819,976</b>
<b>Income</b>						
Fee Earning Income	(406,475)	(355,549)	(322,461)	(385,000)	(415,640)	(423,300)
Other Income	-	-	-	(10,000)	(10,000)	(10,000)
<b>Total Income</b>	<b>(406,475)</b>	<b>(355,549)</b>	<b>(322,461)</b>	<b>(395,000)</b>	<b>(425,640)</b>	<b>(433,300)</b>
<b>Net Expenditure</b>	<b>248,780</b>	<b>289,236</b>	<b>247,914</b>	<b>264,545</b>	<b>279,946</b>	<b>386,676</b>
<b>Transfer To / (From) Building Control Reserve</b>	<b>(8,578)</b>	<b>(39,163)</b>	<b>-</b>	<b>(727)</b>	<b>(5,820)</b>	<b>(70,686)</b>
<b>Total Net Deficit</b>	<b>240,202</b>	<b>250,073</b>	<b>247,914</b>	<b>263,818</b>	<b>274,126</b>	<b>315,990</b>
<b>Financed By :</b>						
Blackburn with Darwen (64.5%)	154,930	161,297	159,905	170,163	176,811	203,814
Burnley (35.5%)	85,272	88,776	88,009	93,655	97,315	112,176
<b>Total Financing</b>	<b>240,202</b>	<b>250,073</b>	<b>247,914</b>	<b>290,914</b>	<b>274,126</b>	<b>315,990</b>

#### Budget Assumptions

- Salaries are based on the staffing establishment required to run the Pennine Lancs. Building Control Service, and includes contractual increases for annual salary increments and 1.75% estimated pay award with effect from the 1st April 2021, and 2.00% estimated pay award with effect from the 1st April 2022
- The cost of Employer's Superannuation is now split between the pension cost of current employees (Primary rate) and pension cost of former employees (Secondary Rate) which has been estimated as follows :

	<u>Primary</u>	<u>Secondary</u>
2019/20	14.80%	
2020/21	14.80%	
2021/22	16.60%	
2022/23	16.60%	
- BwD provides all Support Services, with the exception of Burnley IT costs.  
Following the introduction of the new PLBC IT system there will no longer be a requirement for Burnley's £4k IT costs, so this cost was removed from the Third Party payment in 2019/20.
- Burnley is currently paid an accommodation fee, in order to maintain a local Building Control officer presence.
- BwD's contribution for providing Support services is calculated as 20% of salaries, provided that income for each year does not fall below £290,000 and / or salaries costs do not fall below £315,000 per annum.
- For 2019/20 and 2020/21 Expenditure is split 60:40 between Fee Earning and Non-Fee earning work respectively.
- 2022/23 Fee Income has been increased to reflect the actual performance of income in 2021/22 to date.  
2022/23 Fee income includes a £8300k increase, based on a price increase in fees and charges with effect from 1st January 2022.
- The minimum balance to remain in the Building Control Reserve at any one time is £65k.
- Special items - £30k for the archive scanning of records in 2022/23, to be funded from the PLBC Reserve (will be spent in 22/23)



## REPORT TO PENNINE LANCS BUILDING CONTROL



DATE	20 <sup>th</sup> January 2022
PORTFOLIO	Pennine Lancashire Building Control
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## Future Options for the Pennine Lancashire Building Control Service

### PURPOSE

1. To consider options for future delivery of the service via Blackburn with Darwen Council and Burnley Council working separately, but assisting each other where necessary.

### RECOMMENDATION

2. That the Joint Committee agrees to progress joint withdrawal from the agreement, with details of exit arrangements to be agreed by each authority.

### REASONS FOR RECOMMENDATION

3. To allow for the Blackburn with Darwen and Burnley Building Control sub-teams to be better integrated within their wider respective departments at each authority. This will enable more effective local decisions to be taken regarding new back-office systems, procedures and resourcing whilst continuing to collaborate and support each other when necessary.

### SUMMARY OF KEY POINTS

4. The Pennine Lancashire Building Control (PLBC) agreement was set up in 2009, and established a single shared service for the delivery of statutory Building Control functions, with an integrated strategy and ICT solution.
5. As the service has evolved over the years, a number of issues have arisen, with key issues identified as follows, some of which are long-standing and some which are new:
  - The service is a statutory service which operates in a competitive market amongst approved inspectors;
  - Recruitment and retention of building surveyors has been extremely challenging due to competition from approved inspectors and increasing expectations, causing a shortage of resources within the team and added pressure on individuals;
  - The post-Grenfell Building Safety Bill anticipates more responsibility and accountability for Building Control professionals and authorities;

- Despite being a joint service, the team operates as two distinct sub-teams at two separate locations with two separate websites which combine to limit the scope for greater service integration and resource utilisation; and
  - Whilst the digitisation of procedures is underway, there are significant process inefficiencies and differing operating systems within the two office bases.
6. For the reasons set out above, along with the potential to improve team integration for the Building Control teams within their respective authorities, the recommendation is to progress joint withdrawal from the PLBC agreement. Subject to the approval of the joint committee, formal withdrawal notices will be taken to the relevant decision-making meetings of each Council for approval with further work undertaken to finalise agreed exit arrangements and timescales.
  7. The alternative option, to work towards addressing the above issues, would be to reconfigure and restructure the service. This would involve ensuring that the service is truly joined, by operating from a single office base, creating a single web presence and working as one team under one set of procedures. This option would however still result in the Building Control teams being disconnected from their wider Council teams, and therefore has not been recommended to members.
  8. Officers from both teams have worked positively to develop the current arrangements but it is clear that the priorities and operational needs of each Council could be better served by re-integrating each Building Control team within their respective growth and development services.

#### **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

9. Any exit arrangements will be subject to agreement of financial implications, including division of remaining reserves, debts and staff TUPE transfers.

#### **POLICY IMPLICATIONS**

10. Should the recommendation be approved, and exit agreed formally by each Local Authority, the formal PLBC agreement, constitution and service level agreements would terminate.

#### **DETAILS OF CONSULTATION**

11. Paul Gatrell – Head of Housing and Development - Burnley Borough Council  
 Martin Kelly – Strategic Director for Place - Blackburn with Darwen Borough Council  
 Simon Jones – Growth Director – Blackburn with Darwen Borough Council

#### **BACKGROUND PAPERS**

12. None.

#### **FURTHER INFORMATION**

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