

Pennine Lancashire

PENNINE LANCS BUILDING CONTROL COMMITTEE
Annual General Meeting
Burnley Town Hall
Tuesday, 19th June, 2018 @ 4.30 pm

AGENDA

Item No.	Issue	Notes	Page No.
1.	Appointment of Chair and Vice-Chair	To appoint a Chair and Vice-Chair for 2018/19	
2.	Welcome and Apologies	To welcome attendees to the meeting and receive any apologies for absence	
3.	Minutes	To approve as a correct record the Minutes of the last meeting held on 23rd January 2018	5 - 8
4.	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.	
5.	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.	
6.	Exclusion of the Public	To determine which items, if any, the public are to be excluded from the meeting.	
7.	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	
8.	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	
9.	Budget and Income Monitoring	To provide the Joint Committee with Pennine Lancs. Building Control 2017/2018 out-turn figures and 2018/19 fee income monitoring information for the financial period April to May 2018.	9 - 16
10.	Performance Monitoring	To provide the Joint Committee with performance monitoring information updated to include period January – May 2018	17 - 30
11.	PLBC Replacement System IT	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	31 - 34

Pennine Lancs Building Control service is managed and controlled by Blackburn with Darwen and Burnley Borough Councils



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		approval to re-commence invitations to tender and subsequent procurement of such a system following due diligence and defined BwD Corporate purchasing/ IT requirements.	
<u>Membership</u>		<u>Published</u>	
Councillor John Harbour - Burnley Relevant Executive Member - Blackburn		Monday, 11 June 2018	

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**MINUTES OF THE
PENNINE LANCS BUILDING CONTROL COMMITTEE**
Meeting held at Blackburn Town Hall
on Tuesday 23rd January 2018

@ 4.30 pm

<i>NAME</i>	<i>TITLE</i>	<i>COUNCIL</i>
Councillor John Harbour	Deputy Leader and Executive Member for Housing and Environment	Burnley Borough Council
Councillor Maureen Bateson	Executive Member for Children's Services	Blackburn Borough Council
Nick Bargh	Head of Pennine Lancashire Building Control	PLBC
Ian Richardson	Director of Growth and Development	Blackburn Borough Council
Paul Gatrell	Head of Housing & Development Control	Burnley Borough Council
Eric Dickinson	Democracy Officer	Burnley Borough Council

Item No.	Issue
18	Welcome and Apologies
	The Chair, Councillor John Harbour, welcomed everyone to the meeting.
19	Minutes of Last Meeting
	The Minutes of the last meeting held on the 31 st October 2017 were approved as a correct record.
20	Budget and Income Monitoring
	<p>Purpose To provide the Joint Committee with Pennine Lancashire Building Control 2017/18 fee income monitoring information for the financial period October to December 2017.</p> <p>Reason for decision To ensure that the Joint Committee is kept fully informed of</p>

	<p>Pennine Lancashire Building Control's budget position, income targets and performance.</p> <p>Decision That the Pennine Lancashire Building Control 2017/18 fee income monitoring information for the financial period October to December 2017 be noted.</p>
21	Performance Monitoring
	<p>Purpose To provide the Joint Committee with updated performance monitoring information updated to include the period October to December 2017.</p> <p>Reason for decision 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.</p> <p>Decision That the Pennine Lancashire Building Control performance monitoring data provided from October to December 2017 be noted.</p>
22	Budgets 2017/8 to 2019/20
	<p>Purpose To provide the Joint Committee with Pennine Lancashire Building Control (PLBC) Revised 2017/18 Budget and advise both BwD and Burnley of their partnership contributions.</p> <p>To provide the Joint Committee with the PLBC Original 2018/19 Budget and advise both BwD and Burnley of their partnership contributions.</p> <p>To provide the Joint Committee with the PLBC Draft 2019/20 Budget and advise both BwD and Burnley of their estimated partnership contributions.</p> <p>Reason for decision To ensure the Joint Committee is kept fully informed of PLBC budget position for 2017/18 to 2019/20 and details of partnership contributions, in accordance with Schedule 2 (Financial arrangements) of the PLBC Service Level Agreement (SLA), 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.</p>

	<p>Decision</p> <p>(1) That the PLBC Revised 2017/18 Budget outlined in Appendix 1 and forecast partnership contributions of £150,664 and £82,923 for BwD and Burnley respectively be noted;</p> <p>(2) That the PLBC Original 2018/19 Budget outlined in Appendix 1 and forecast partnership contributions of £163,060 and £89,746 for BwD and Burnley respectively be noted; and</p> <p>(3) That the PLBC Draft 2019/20 Budget outlined in Appendix 1 and forecast partnership contributions of £169,358 and £93,212 for BwD and Burnley respectively be noted.</p>
23	Date of Next Meeting
	<p>Decision</p> <p>It was agreed that the next meeting be held on Tuesday 19th June 2018 at Burnley Town Hall at 4.30pm.</p>

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PENNINE LANCASHIRE BUILDING CONTROL JOINT COMMITTEE



DATE	19th June 2018
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Nick Bargh
TEL NO	01254 505024
EMAIL	nick.bargh@blackburn.gov.uk

Pennine Lancs. BC – 2017/18 Out-turn and Fee Income Monitoring 2018/19

PURPOSE

1. To provide the Joint Committee with Pennine Lancs. Building Control 2017/2018 out-turn figures and 2018/19 fee income monitoring information for the financial period April to May 2018.

RECOMMENDATION

2. That the Joint Committee notes the Pennine Lancs. Building Control 2017/18 out-turn figures and 2018/19 fee income monitoring information for the financial period April to May 2018.

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 – Actual 2017/18 fee income was £369k which is £36k lower than the £405k Revised 2017/18 Budget forecast and therefore lower than the £412k Original 2017/18 Budget forecast by £43k. The Actual 2017/18 fee income of £369k is also £24k lower than £393k Actual 2016/2017 which is disappointing.

Looking at the year ahead, April to May 2018/2019 has seen a reasonably good combined fee income return of £61k for the first two months of Q1, in comparison with the previous year's combined figure of £43k for April and May 2017.

Appendix B – PLBC Budget summary shows 2017/18 Actual expenditure of £598k, which is £127k lower than the £725k 2017/18 Original Budget forecast, £58k lower than the £656k Revised 2017/18 Budget forecast and even £14k lower than the £611k 2016/17 Actual.

The Actual 2017/18 shows a Net Deficit of £239k, as compared to the £234k Revised 2017/18 Net Deficit forecast, a net budget increase of £6k. However, this £239k 2017/18 Net Deficit figure is £4k lower than the £243k 2016/17 Actual and, even more pleasing, a further £51k lower than the £290k 2017/18 Original Budget Net Deficit forecast.

The £96k Actual to Revised 2017/18 Budget savings relate mainly to:

- £72k one-off saving attributed to delayed special item purchases relating to PLBC Replacement IT system.
- £21k saving on supplies and services which includes a reduction in charges attributed to Capita hired services.
- £3k saving relating to transport costs

The £37k Actual to Revised 2017/18 Budget overspends relate mainly to:

- £19k increase on third party payments to private contractors for work carried out on dangerous buildings although the vast majority of this expenditure is recovered by recharging to the owner of the properties.
- £14k increase on employee costs salaries and superannuation.
- £3k increase on premises.

PLBC Budget summary shows 2017/18 Actual income of £386k, which is £36k lower than the £422k 2017/18 Original budget forecast, £29k lower than the £415k 2017/18 Revised Budget forecast and £20k lower than the £423k 2016/17 Actual income.

Overall, the final PLBC out-turn sees a reduction in the 2017/18 Partnership contributions, resulting in BwD's contribution at £154k (Original Budget £187k, Revised Budget £151k and Actual 2016/17 £157k), and Burnley's contribution at £85k (Original Budget £103k, Revised Budget £83k and Actual 2016/17 £86k).

Appendix C - the 2017/18 contribution to the Building Control Earmarked Reserve for the surplus income on fee-earning work is £27k which results in an overall balance as at 31/03/18 of £209k.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. The £369k 2017/18 fee income was some £43k down from the £412k 2017/18 Original Budget forecast and, disappointingly £36k lower than the 2017/18 Revised Budget income forecast.

The PLBC replacement IT system implementation is planned to go ahead in 2018/19 and therefore the Building Control Reserve fund monies will be utilised in this regard and, as previously reported at the 2016 PLBC Joint Committee AGM on 21st June 2016 and also reported within this Agenda the monies involved are expected to be in the region of between £73 - £90k to fund the initial purchase of a new replacement IT system with £16k and £19k for on-going revenue costs. In addition to the above service improvement outlay, potential future financing of electronic archiving circa £30- £40k is planned. The above two service improvement budget spends will be of course subject to PLBC Joint Committee approval.

The above service improvement financial spends will be made whilst being mindful of the maintenance of the minimum level of the Building Control Reserve of £65k in accordance

with the SLA Building Control Reserve policy.

POLICY IMPLICATIONS

6. None.

DETAILS OF CONSULTATION

7. Simon Ross, Finance Unit - Blackburn with Darwen Borough Council
Nadeem Ukadia, 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. None.

FURTHER INFORMATION

PLEASE CONTACT: Nick Bargh

01254 - 505024

ALSO:

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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		-
Q1	-	146,103	101,702	106,784	123,668	109,399	127,323	99,115	85,847	102,402	60,467	60,467
July	-	57,857	41,189	35,790	38,521	38,470	31,703	36,663	32,115	38,308		-
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	-	-
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	60,467	60,467
Financial Period												
April - February	255,319	493,845	346,266	393,943	390,438	344,693	370,639	359,462	347,114	414,050	60,467	60,467
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	60,467	60,467

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Pennine Lancs BC - Budget Summary

	Year 7	Year 8	Year 9		Actual 2017/18 £	Variances	
	Actual 2015/16 £	Actual 2016/17 £	Original Budget 2017/18 £	Revised Budget 2017/18 £		Actual to Revised £	Actual to Actual £
	Expenditure						
Employees	443,174	433,449	506,313	404,028	418,325	14,297	(15,124)
Premises related expenditure	21,168	17,086	21,800	17,600	20,482	2,882	3,396
Transport related expenditure	21,319	21,489	23,230	22,000	19,370	(2,630)	(2,119)
Supplies & Services	56,573	27,456	54,325	40,300	19,585	(20,715)	(7,871)
Third party payments	20,057	14,092	15,000	15,000	33,908	18,908	19,816
Third party payments - BBC	9,918	22,894	20,204	19,818	19,599	(219)	(3,295)
Support services - BwD	75,197	71,448	83,964	65,220	66,476	1,256	(4,972)
Special Items	-	3,565	-	72,228	-	(72,228)	(3,565)
	647,406	611,479	724,836	656,194	597,745	(58,449)	(13,734)
Income							
Fee Earning Income	(411,439)	(392,383)	(412,000)	(405,000)	(368,869)	36,131	23,514
Other Income	(11,859)	(13,062)	(10,000)	(10,000)	(17,059)	(7,059)	(3,997)
	(423,298)	(405,445)	(422,000)	(415,000)	(385,928)	29,072	19,517
Net Expenditure	224,108	206,034	302,836	241,194	211,817	(29,377)	5,783
Transfer To / (From) Building Control Reserve	29,331	37,132	(12,902)	(7,607)	27,281	34,888	(9,851)
Total Net Deficit	253,439	243,166	289,934	233,587	239,098	5,511	(4,068)
Financed By :							
Blackburn with Darwen (64.5%)	163,468	156,842	187,007	150,664	154,218	3,554	(2,624)
Burnley (35.5%)	89,971	86,324	102,927	82,923	84,880	1,957	(1,444)
	253,439	243,166	289,934	233,587	239,098	5,511	(4,068)

Pennine Lancs BC - Building Control Reserve

											Transfer (To) / From Reserve					
Year			Total	Fee Earning	Fee Earning	Fee Earning	Net	Other	Special	Total	Fee	Non- Fee	Special	Total	Cumulative	
			Expenditure	Expenditure	Expenditure	Income	Fee Earning	Income	Income	Items	Income	Earning	Earning	Items	Total	Balance
			£	%	£	£	£	£	£	£	£	£	£	£	£	£
2009/10	1	Actual	508,802	63%	321,963	(321,963)	-	-	-	-	-	-	-	-	-	
2010/11	2	Actual	839,024	69%	577,026	(656,303)	(79,277)	-	-	(79,277)	(79,277)	-	-	(79,277)	(79,277)	
2011/12	3	Actual	723,498	60%	430,728	(384,880)	45,848	-	-	45,848	45,848	-	-	45,848	(33,429)	
2012/13	4	Actual	686,395	60%	411,837	(447,572)	(35,735)	(9,824)	-	(45,559)	(46,315)	756	-	(45,559)	(78,988)	
2013/14	5	Actual	684,925	60%	410,955	(425,189)	(14,234)	-	-	(14,234)	(14,234)	-	-	(14,234)	(93,222)	
2014/15	6	Actual	674,034	60%	404,420	(426,729)	(22,309)	-	-	(22,309)	(22,309)	-	-	(22,309)	(115,531)	
2015/16	7	Actual	647,406	60%	380,159	(423,298)	(43,139)	13,808	-	(29,331)	(29,331)	-	-	(29,331)	(144,862)	
2016/17	8	Actual	607,914	60%	364,748	(405,445)	(40,697)	-	3,565	(37,132)	(40,697)	-	3,565	(37,132)	(181,994)	
			5,371,998		3,301,836	(3,491,379)	(189,543)	3,984	3,565	(181,994)	(186,315)	756	3,565	(181,994)		
2017/18	9	Actual	597,745	60%	358,647	(385,928)	(27,281)	-	-	(27,281)	(27,281)	-	-	(27,281)	(209,275)	
			5,969,743		3,660,483	(3,877,307)	(216,824)	3,984	3,565	(209,275)	(213,596)	756	3,565	(209,275)	(209,275)	

PENNINE LANCASHIRE BUILDING CONTROL JOINT COMMITTEE



DATE	19 th June 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 January – May 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 January – May 2018 and all tasks are being reported as satisfactory.

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

2017/18 a final figure of 708no. was recorded which is significantly lower than the previous 3 year average of 966no. applications when compared to previous like-for-like periods – 2014/15 – 962no; 2015/16 – 1004no. and 2016/17 – 1004no. This is also reflected within the increase in market share of private Approved Inspector activity as recorded in Appendix 5.

The start of the 2018/19 year has seen for the first two months of Q1 a total of 127no. applications received which appears in line with the previous year Q1 period of 133no.

Appendix 4 - highlights site commencements and for 2017/18 a final figure of 722no. is recorded which is lower than the previous 3 year average of 790no. when compared to previous like-for-like periods – 2014/15 – 714no; 2015/16 – 968no. and 2016/17 688no.

The start of the 2018/19 year has seen for the first two months of Q1 a total of 118no. site commencements recorded which again appears in line with the previous year Q1 period of 126no.

Appendix 5 – contains data relating to private sector Approved Inspector (AI) activity within PLBC and the final figure of registered Initial Notices (IN) for 2017/18 was recorded at 381no. IN resulting in an increased AI market share percentage of 36.42% for the year.

The start of the 2018/19 year has seen for the first two months of Q1 a total of 69no. IN received which indicates the continued upward trend and an increase in AI market share currently at 36%.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. As reported previously reported at the last Joint Committee meeting held on 23rd January 2018, the Revised 2017/18 Budget income forecast was reduced down to £405k. However, as reported later within the Agenda this income forecast has unfortunately not been achieved and a shortfall is noted of £36k when compared to Actual 2017/18 Budget income of £369k.

In terms of overall respective Partnership contributions however, a reduction can be seen from the previous like-for-like period and again, this is reported later within the Agenda.

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. None.

FURTHER INFORMATION

PLEASE CONTACT: Nick Bargh

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ALSO:

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Performance Monitoring

Table 1. - Team performance (operational)			
January – May 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

January - May 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. 2/10 took 4 days. 1/10 had no audit data	Reminder on the importance of creating audit data.
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. 1/10 took 4 days. 1/10 had no audit data	Reminder on the importance of creating audit data.
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 - 8/10 LA & Con29 searches were processed within the required 5 days. Met - 100% EIR applications are dealt with weekly, under 20 days target.	No issues. Timescales fluctate during annual leave and number of requests.
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 - 1/2 processed on time. 2/6 took 8 days.	No issues. Delays were due pending additional information from the applicant.

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	
JUL	100	124	76	102	78*	94	109	57	
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	127

*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	
JUL	118	112	82	74	58*	54	59	107	
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	118

*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%		
JUL	7	11	5	14	14	10	28	21.87%	36	39.56%		
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%	69	35.94%

Apr 18 - May18 inc

Bldg Reg Apps total 123. 64.06% (excludes 2x Regularisations & 2x Demolitions)

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ITEM NO	
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PENNINE LANCASHIRE BUILDING CONTROL JOINT COMMITTEE



DATE	19 th June 2018
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Nick Bargh
TEL NO	01254 505024
EMAIL	nick.bargh@blackburn.gov.uk

PLBC Replacement IT System Report

PURPOSE

1. 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.

RECOMMENDATION

2. That the Joint Committee notes the report information and approves the procurement of a replacement IT system following due diligence and defined BwD Corporate purchasing/ IT requirements.

REASONS FOR RECOMMENDATION

3. 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.

If the IT system position remains the same with a “do nothing” approach significant risks and issues have been identified which would further disadvantage PLBC business operations.

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. A new modern up-dated IT system will also meet both respective Partner Corporate digital strategies.

SUMMARY OF KEY POINTS

4. An informative Agenda paper was presented to Joint Committee on the 21st June 2016 highlighting the need for a new replacement single IT system.

A separate Business Case was previously approved by BwD CADS Board to ensure compliance with the Corporate digital strategy and the BwD Management Board to seek resourcing of the project.

Numerous IT suppliers had been identified through the Local Authority Software Applications (LASA) framework. A selection of such providers were invited to attend PLBC to give demonstrations of their systems to PLBC and BwD IT colleagues as part of and prior to formal invite to tender and ultimate procurement.

For example, some shortfalls of note identified within each of the two existing systems include:

- the lack of useable Management Information i.e. all reports and, EIR / FOI searches have to be completed manually which is a time-consuming process;
- Access to each system is restricted to each office base;
- No provision for agile working;
- Staff ownership, experience and engagement is limited;

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. The initial investment to implement the new IT system will be met from the Building Control Reserve fund which, as reported earlier within this Agenda currently stands at £209k.

Actual IT costs have not yet been confirmed but are expected to be in the region of between £73k and £90k, initial investment and, between £16k and £19k annual charges (BwD Revenue costs).

The initial IT procurement maintaining the minimum level of the Building Control Reserve of £65k, in accordance with the SLA Building Control Reserve Policy, all subject to Joint Committee approval.

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;
Simon Ross, Finance Unit - Blackburn with Darwen Borough Council;
Nadeem Ukadia, Finance Unit - Blackburn with Darwen Borough Council.

BACKGROUND PAPERS

8. None.

FURTHER INFORMATION

PLEASE CONTACT: Nick Bargh

01254 - 505024

ALSO:

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