

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

@ 4.30 pm

NAME	TITLE	COUNCIL
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>