

Pennine Lancashire



PENNINE LANCS BUILDING CONTROL COMMITTEE
Annual General Meeting
Burnley Town Hall

Tuesday, 2nd July, 2019 @ 4.30 pm

AGENDA

Item No.	Issue	Notes	Page No.
1.	Appointment of Chair and Vice-Chair for 2019-20	To consider the appointment of Chair and Vice-Chair for the 2019-20 Municipal Year regarding PLBC.	
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 31 st January 2019 (enclosed)	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 2018/19 out-turn figures and 2019/20 fee income monitoring information for the financial period April to May 2019.	9 - 16
10.	Performance Monitoring	To provide the Joint Committee with performance monitoring information updated to include period January to May 2019.	17 - 30
11.	Dates of next and future meetings for 2019-20	Dates of next and future meetings for 2019-20 are as follows, at 4.30pm; 3 rd September 2019- Blackburn	

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



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		29 th October 2019-Burnley 21 st January 2019-Blackburn	
<u>Membership</u>		<u>Published</u>	
Councillor Margaret Lishman (Substitute) Councillor Ivor Emo		Monday, 24 June 2019	

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**MINUTES OF THE
PENNINE LANCS BUILDING CONTROL COMMITTEE**
Meeting held at
Blackburn Town Hall
@ 3.30 pm
on 31st January 2019

NAME	TITLE	COUNCIL
Councillor Phil Riley	Deputy Leader and Executive Member for Regeneration	Blackburn with Darwen Borough Council
Councillor John Harbour	Deputy Leader and Executive Member for Housing and Leisure	Burnley 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

Item No.	Issue
7	Welcome and Apologies
	The Chair, Councillor Phil Riley, welcomed everyone to the meeting in particular Martin Kelly as the new Director of Growth and Development at Blackburn with Darwen Borough Council.
8	Minutes
	The Minutes of the last meeting, held on the 30 th October 2018, were approved as a correct record
9	Budget and Income Monitoring
	Purpose To provide the Joint Committee with Pennine Lancs. Building

	<p>Control's 2018/19 fee income monitoring information for the financial period October to December 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 Lancs. Building Control 2018/19 fee income monitoring information for the financial period October to December 2018 be noted.</p>
10	Performance Monitoring
	<p>Purpose To provide the Joint Committee with performance monitoring information updated to include period October to December 2018.</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 Pennine Lancashire's Building Control's performance monitoring data provided from October to December 2018 be noted.</p>
11	Budget 2018/19 to 2020/21
	<p>Purpose To provide the Joint Committee with Pennine Lancashire Building Control's (PLBC) Revised 2018/19 Budget and advise both BwD and Burnley of their partnership contributions.</p> <p>To provide the Joint Committee with the PLBC Original 2019/20 Budget and advise both BwD and Burnley of their partnership contributions.</p> <p>To provide the Joint Committee with the PLBC Draft 2020/21 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's budget position for 2018/19 to 2020/21 and details of partnership contributions, in accordance with Schedule 2 (Financial arrangements) of the PLBC Service Level Agreement (SLA), in</p>

	<p>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 2018/19 Budget outlined in Appendix 1 and forecast partnership contributions of £160,145 and £88,142 for BwD and Burnley respectively be noted;</p> <p>(2) That the PLBC Original 2019/20 Budget outlined in Appendix 1 and forecast partnership contributions of £187,639 and £103,274 for BwD and Burnley respectively be noted; and</p> <p>(3) That the PLBC Draft 2020/21 Budget outlined in Appendix 1 and forecast partnership contributions of £198,629 and £109,323 for BwD and Burnley respectively be noted.</p>
12	Date of Next Meeting
	<p>Decision</p> <p>To confirm that the next meeting will be the AGM to be held at 4.30pm on Tuesday 18th June 2019 at Burnley Town Hall.</p>

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REPORT TO PENNINE LANCS BUILDING CONTROL



DATE	2 nd , July 2019
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Nick Bargh
TEL NO	01254 505024
EMAIL	nick.bargh@blackburn.gov.uk

Pennine Lancs. BC – 2018/19 Out-turn and Fee Income Monitoring 2019/20

PURPOSE

1. To provide the Joint Committee with Pennine Lancs. Building Control 2018/19 out-turn figures and 2019/20 fee income monitoring information for the financial period April to May 2019.

RECOMMENDATION

2. That the Joint Committee notes the Pennine Lancs. Building Control 2018/19 out-turn figures and 2019/20 fee income monitoring information for the financial period April to May 2019.

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 2018/19 fee income was £370k which is £20k lower than the £390k Revised 2018/19 Budget forecast and therefore lower than the £440k Original 2018/19 Budget forecast by £70k. However, the Actual 2018/19 fee income of £370k is on a par with the previous Actual 2017/18 fee earning income figure of £369k.

Looking at the year ahead, April to May 2019/20 has seen a very good combined fee income return of £74k for the first two months of Q1, in comparison with the previous year's combined figure of £61k for April and May 2018.

Appendix B – PLBC Budget summary shows 2018/19 Actual expenditure of £655k, which is £97k lower than the £752k 2018/19 Original Budget forecast whilst being £3k marginally higher than the £652k Revised 2018/19 Budget forecast.

The Actual 2018/19 shows a Net Deficit of £240k, as compared to the £248k Revised 2018/19 Net Deficit forecast, a net budget reduction of £8k. Furthermore, this £240k

2018/19 Net Deficit figure is more or less identical to the £239k 2017/18 Actual and, even more pleasing, a further £13k lower than the £253k 2018/19 Original Budget Net Deficit forecast.

The £9k Actual to Revised 2018/19 Budget savings relate mainly to:

- £6k savings on employee costs salaries and superannuation;
- £2k savings 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.
- £1k saving relating to transport costs

The £12k Actual to Revised 2018/19 Budget overspends relate mainly to:

- £7k increase on support services – BwD;
- £3k increase on supplies and services;
- £2k increase on premises.

PLBC Budget summary shows 2018/19 Actual income of £406k, which is £49k lower than the £450k 2018/19 Original budget forecast but £5k higher than the £402k 2018/19 Revised Budget forecast and £20k higher than the £386k 2017/18 Actual income.

Overall, the final PLBC out-turn sees a reduction in the 2018/19 Partnership contributions, resulting in BwD's contribution at £155k (Original Budget £163k, Revised Budget £160k and Actual 2017/18 £154k), and Burnley's contribution at £85k (Original Budget £88k, Revised Budget £88k and Actual 2017/18 £85k).

Appendix C - the 2018/19 contribution to the Building Control Earmarked Reserve for the surplus income on fee-earning work is £9k which results in an overall balance as at 31/03/19 of £201k.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. The £370k 2018/19 fee income was some £70k down from the £440k 2018/19 Original Budget forecast and, disappointingly £20k lower than the 2018/19 Revised Budget income forecast of £390k. However, the Actual 2018/19 fee income of £370k is on a par with the previous Actual 2017/18 fee earning income figure of £369k.

The PLBC replacement IT system implementation has been delayed further however, once BwD Planning Digitisation has been completed a planned and committed implementation start date is scheduled for October 2019 and therefore the Building Control Reserve fund monies will be utilised in this regard. In addition to this service improvement, electronic archiving is planned for both of our respective Partner office base locations.

The above service improvement financial spends have been budgeted for 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
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;

BACKGROUND PAPERS

8. Pennine Lancashire Building Control budget working papers

FURTHER INFORMATION

PLEASE CONTACT: Nick Bargh

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ALSO:

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Pennine Lancs BC - Budget Summary

	Year 8	Year 9	Year 10			Variances
	Actual 2016/17 £	Actual 2017/18 £	Original Budget 2018/19 £	Revised Budget 2018/19 £	Actual 2018/19 £	Actual to Revised £
Expenditure						
Employees	433,449	418,325	520,595	468,513	462,160	(6,353)
Premises related expenditure	17,086	20,482	18,150	18,300	20,569	2,269
Transport related expenditure	21,489	19,370	22,500	22,500	21,669	(831)
Supplies & Services	27,456	19,585	53,883	22,300	25,495	3,195
Third party payments	14,092	33,908	15,000	15,000	13,290	(1,710)
Third party payments - BBC	22,894	19,599	15,858	15,858	15,858	-
Support services - BwD	71,448	66,476	76,318	67,833	74,314	6,481
Special Items	3,565	-	30,000	21,900	21,900	-
	611,479	597,745	752,304	652,204	655,255	3,051
Income						
Fee Earning Income	(392,383)	(368,869)	(440,000)	(390,000)	(369,847)	20,153
Other Income	(13,062)	(17,059)	(10,000)	(12,000)	(36,628)	(24,628)
	(405,445)	(385,928)	(450,000)	(402,000)	(406,475)	(4,475)
Net Expenditure	206,034	211,817	302,304	250,204	248,780	(1,424)
Transfer To / (From) Building Control Reserve	37,132	27,281	(49,498)	(1,918)	(8,578)	(6,660)
Total Net Deficit	243,166	239,098	252,806	248,286	240,202	(8,084)
Financed By :						
Blackburn with Darwen (64.5%)	156,842	154,218	163,060	160,144	154,930	(5,214)
Burnley (35.5%)	86,324	84,880	89,746	88,142	85,272	(2,870)
	243,166	239,098	252,806	248,286	240,202	(8,084)

Pennine Lancs BC - Building Control Reserve

			Pennine Lancs BC - Building Control Reserve										Transfer (To) / From Reserve		
			Total	Fee Earning	Fee Earning	Fee Earning	Net	Other	Special	Total	Fee	Non- Fee	Special	Total	Cumulative
	Year		Expenditure	Expenditure	Expenditure	Income	Fee Earning	Income	Items	Income	Earning	Earning	Items	£	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)
2017/18	9	Actual	597,745	60%	358,647	(385,928)	(27,281)	-	-	(27,281)	(27,281)	-	-	(27,281)	(209,275)
2018/19	10	Actual	655,255	60%	393,153	(406,475)	(13,322)	-	21,900	8,578	(13,322)	-	21,900	8,578	(200,697)
			6,624,998		4,053,636	(4,283,782)	(230,146)	3,984	25,465	(200,697)	(226,918)	756	25,465	(200,697)	(1,137,275)

Pennine Lancashire Building Control - Fee Income Monitoring

Month	Year 8	Year 9	Year 10	Year 11			Shortfall / (Surplus) 2019/20
	Actual 2016/17	Actual 2017/18	Actual 2018/19	Original Budget 2019/20	Actual 2019/20	Projection 2019/20	
	£	£	£	£	£	£	
April	40,089	22,750	36,468	43,385	40,872	-	2,513
May	31,262	20,647	23,999	28,551	33,160	-	(4,609)
June	27,764	42,450	38,820	46,183	-	46,183	-
Q1	99,115	85,847	99,287	118,119	74,032	46,183	(2,096)
July	36,663	32,115	27,278	32,452	-	32,452	-
August	32,235	31,551	45,882	54,585	-	54,585	-
September	34,370	44,842	30,252	35,990	-	35,990	-
Q2	103,268	108,508	103,412	123,027	-	123,027	-
October	47,438	42,063	35,692	42,462	-	42,462	-
November	29,972	28,284	25,145	29,915	-	29,915	-
December	23,327	19,014	10,220	12,159	-	12,159	-
Q3	100,737	89,361	71,057	84,536	-	84,536	-
January	24,843	19,499	19,156	22,790	-	22,790	-
February	31,499	43,899	22,586	26,870	-	26,870	-
March	32,921	21,755	54,349	64,658	-	64,658	-
Q4	89,263	85,153	96,091	114,318	-	114,318	-
Total	392,383	368,869	369,847	440,000	74,032	368,064	(2,096)
Financial Period							
April - May	71,351	43,397	60,467	71,936	74,032	-	(2,096)
June - March	321,032	325,472	309,380	368,064	-	368,064	-
Total	392,383	368,869	369,847	440,000	74,032	368,064	(2,096)

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ITEM NO	
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REPORT TO PENNINE LANCS BUILDING CONTROL



DATE	2 nd July 2019
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 to May 2019.

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 with all targets being met within the required time periods.

Appendix 2 – highlights technical support team performance for January to May 2019 and all tasks except one were reported as being excellent. Task 5 was rated as good. Overall, a strong performance to report for the opening period of 2019.

Appendix 3 – indicates a summary of Building Regulations applications received and for 2018/19 a final figure of 760no. was recorded, higher than the previous year 2017/18 by 52no. applications (708no.)

The start of the 2019/20 year has seen for the first two months of Q1 a total of 130no. applications received which appears in line with the previous year Q1 periods – 2017/18 – 133no.; 2018/19 – 127no.

Appendix 4 - highlights site commencements and for 2018/19 a final figure of 636no. is recorded which is lower than the previous year 2017/18 by 86no. applications (722no.)

The start of 2019/20 year has seen for the first two months of Q1 a total of 107no. site commencements which is comparable with the previous year Q1 period – 2018/19 – 118no.

Appendix 5 – contains data relating to private sector Approved Inspector (AI) activity within PLBC and the final figure of registered Initial Notices (IN) for 2018/19 was recorded at 444no. resulting in an AI market share percentage of 39.02%. This indicates the continuing trend of increase in private Building Control service provider activity as these final figures are higher than the previous year 2017/18 381no. applications – 36.02%.

The start of 2019/20 year has seen for the first two months of Q1 a total of 96no. IN received resulting in 46.83% market share.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. As previously reported at the last Joint Committee meeting held on 31st January 2019, the Revised 2018/19 Budget Fee Earning Income forecast was reduced down to £390k.

However, as reported further within the Agenda, this Fee Earning Income forecast has unfortunately not been achieved and a shortfall is noted of £20k with Actual 2018/19 Fee Earning Income being recorded at £370k.

In terms of overall respective Partnership contributions however, a reduction can be recorded and this is detailed further within the appended 2018/19 Out-turn paper.

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;

BACKGROUND PAPERS

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

FURTHER INFORMATION

PLEASE CONTACT: Nick Bargh

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ALSO:

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Performance Monitoring

Table 1. - Team performance (operational)			
January - May 2019			
		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 2019

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 - 9/10 applications were input under the 3 days target. 1/10 took 4 days.	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 - 9/10 applications processed within the desired times. 1/10 had no audit trail to confirm.	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 - 8/10 LA & Con29 searches were processed within the required 5 days. 2/10 LLC took 6 & 8 days. EIRs are being processed within desired timescales.	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			✓	Only 1 Blackburn demolition processed during this audit period. Dealt with in 4 days.	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>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/2020</i>
APR	112	90	73	58	68	55
MAY	74	79	81	75	59	75
JUN	77	116	72	62	60	
JUL	78*	94	109	57	73	
AUG	78	71	85	66	80	
SEP	73	75	75	75	65	
OCT	96	82	87	64	63	
NOV	62	78	67	50	75	
DEC	58	64	63	41	34	
JAN	67	77	59	52	50	
FEB	78	81	68	54	50	
MAR	109	97	94	54	83	
TOTAL	962	1004	933	708	760	130

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

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Performance Monitoring

Table 4. - Summary of Site Commencements

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
APR	83	109	72	65	42	52
MAY	39	70	34	61	76	55
JUN	79	71	67	78	61	
JUL	58	54	59	107	52	
AUG	85	62	78	55	68	
SEP	50	54	46	79	52	
OCT	63	91	55	84	47	
NOV	63	67	72	49	73	
DEC	40	52	34	34	16	
JAN	46	209..	43	23	40	
FEB	66	27	81	40	43	
MAR	42	102	47	47	66	
TOTAL	714	968	688	722	636	107

**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>							
	2016 / 17		2017 / 18		2018 / 19		2019 / 20	
	Number of Initial Notices	Market Share % of Applications	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	21	23.60%	24	31.17%	33	33.00%	56	51.85%
MAY	17	18.52%	26	27.37%	36	39.13%	40	36.70%
JUN	17	20.48%	34	35.79%	46	44.66%		
JUL	28	21.87%	36	39.56%	41	37.96%		
AUG	21	21.21%	35	35.71%	47	39.17%		
SEP*	17	20.00%	24	25.81%	35	38.40%		
OCT	21	20.59%	27	30.34%	49	46.23%		
NOV	20	24.10%	32	41.03%	28	31.11%		
DEC	16	22.22%	31	44.93%	15	31.25%		
JAN	13	20.00%	36	42.35%	33	41.77%		
FEB	31	31.63%	38	41.76%	36	43.37%		
MAR	27	22.88%	38	43.18%	45	38.46%		
TOTAL	249	22.35%	381	36.42%	444	39.02%	96	46.83%

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