



Pennine Lancashire

PENNINE LANCS BUILDING CONTROL COMMITTEE
Meeting at Blackburn Old Town Hall, Conference Room 2

Tuesday, 5th September, 2017 @ 4.30 pm

AGENDA

Item No.	Issue	Notes	Page No.
1.	Welcome and Apologies	To welcome attendees to the meeting and receive any apologies for absence	
2.	Minutes	To approve as a correct record the Minutes of the last meeting held on 20 th June 2017 (enclosed)	5 - 6
3.	Additional Items of Business	To determine whether there are any additional items of business which, by reason of special circumstances, the Chair decides should be considered at the meeting as a matter of urgency.	
4.	Declarations of Interest	To receive any declarations of interest – if you declare an interest you should complete the appropriate form (available from the Committee Secretary) and, if necessary, seek advice on whether you can speak or vote on the item in question.	

5.	Exclusion of the Public	To determine which items, if any, the public are to be excluded from the meeting.	
6.	Public Question Time	To consider questions or statements received in writing from Members of the public by 4.00pm on the day before the meeting, on any issue within the remit of the Joint Committee	
7.	Questions by Non Executive Members	To consider questions or statements received in writing from Non-Executive Members by 4.00pm on the day before the meeting, on any issue within the remit of the Joint Committee	
8.	Budget and Income Monitoring	To provide the Joint Committee with Pennine Lancashire. Building Control 2017/18 fee income monitoring information for the financial period April to July 2017.	7 - 10
9.	Performance Monitoring	To provide the Joint Committee with performance monitoring information updated to include period June to July 2017..	11 - 24
10.	Date of Next Meeting	To confirm that the next meeting be held on Tuesday 31 st October 2017 at Burnley Town Hall at 4.30pm.	

Membership

Published

Councillor John Harbour
Councillor Mohammed Ishtiaq
(Substitute- For Information Only)

Friday, 25 August 2017

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



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Certificate No. 7928



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**MINUTES OF THE
PENNINE LANCS BUILDING CONTROL COMMITTEE**
Meeting held on Tuesday
20th June 2017 at
Burnley
@ 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 BC
Councillor Phil Riley	Executive Member for Regeneration	Blackburn BC
Nick Bargh	Head of Building Control	PLBC
Paul Gatrell	Head of Housing & Development Control	Burnley Borough Council
Ian Richardson	Director of Growth and Development	Blackburn BC

Item No.	Issue
1	Appointment of Chair and Vice Chair
	Councillor John Harbour was appointed as Chair, and Councillor Phil Riley was appointed as Vice Chair, of the Joint Committee for the 2017/18 Municipal Year.
2	Welcome and Apologies
	The Chair, Councillor John Harbour welcomed everyone to the meeting. Apologies were received from Mick Cartledge.
3	Minutes
	Minutes of the last meeting held on 1 st February 2017 were approved as a correct record.
4	Budget and Income Monitoring
	Purpose To provide the Joint Committee with Pennine Lancashire Building

	<p>Control 2016/17 out-turn figures and 2017/18 fee income monitoring information</p> <p>Reason for decision</p> <p>To ensure that the Joint Committee is kept fully informed of Pennine Lancashire Building Control's budget position, income targets and performance.</p> <p>Decision</p> <p>That the Pennine Lancashire Building Control 2016/17 out-turn figures and 2017/18 fee income monitoring information be noted.</p>
5	Performance Monitoring
	<p>Purpose</p> <p>To provide the Joint Committee with updated performance monitoring information to include the period January – May 2017.</p> <p>Reason for decision</p> <p>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</p> <p>That the Pennine Lancashire Building Control performance monitoring data provided be noted from January to May 2017.</p>
6	Dates and Times of Future Meetings
	<p>Decision</p> <p>It was agreed that future meetings will take place on Tuesdays at 4.30 pm as follows unless otherwise stated :</p> <p>5th September 2017 (Blackburn) 31st October 2017 (Burnley) 23rd January 2018 (Blackburn) 19th June 2018 (Burnley)</p>

PENNINE LANCASHIRE BUILDING CONTROL



DATE	5th September 2017
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Nick Bargh
TEL NO	01254 505024
EMAIL	nick.bargh@blackburn.gov.uk

Pennine Lancs. BC – Fee Income Monitoring 2017/18

PURPOSE

1. To provide the Joint Committee with Pennine Lancs. Building Control 2017/18 fee income monitoring information for the financial period April to July 2017/18.

RECOMMENDATION

2. That the Joint Committee notes the Pennine Lancs. Building Control 2017/18 fee income monitoring information for the financial period April to July 2017/18.

REASONS FOR RECOMMENDATION

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

SUMMARY OF KEY POINTS

4. Appendix A – fee income monitoring shows a continuation of the previously reported positive start to 2017/18 with a fee income return of £168k for the financial period April to July 2017/18, which is £25k greater than the £143k budget forecast for the same financial period in 2017/18, £32k greater than the £136k achieved for the same financial period in 2016/17 and £9k greater than the £159k achieved for the same financial period in 2015/16.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. Based upon, and to reflect the reported improved financial performance over the first four months of 2017/18, the income forecast has been increased from £412k to £420k.

POLICY IMPLICATIONS

6. None.

DETAILS OF CONSULTATION

7. Simon Ross, Finance Unit - Blackburn with Darwen Borough Council
Stevan Snaith, Finance Unit - Burnley Borough Council
Paul Gatrell – Head of Housing and Development - Burnley Borough Council
Ian Richardson – Director Growth and Development - Blackburn with Darwen Borough Council

BACKGROUND PAPERS

8. None.

FURTHER INFORMATION

PLEASE CONTACT: Nick Bargh

01254 - 505024

ALSO:

Pennine Lancashire Building Control - Fee Income Monitoring

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Original	Year 9	Latest
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	Budget 2017/18	Actual 2017/18	Projection 2017/18
	£	£	£	£	£	£	£	£	£	£	£
April	-	43,761	25,167	35,942	32,063	52,141	47,504	40,089	42,093	33,302	33,302
May	-	26,944	32,788	41,820	53,489	32,008	35,793	31,262	32,825	48,747	48,747
June	-	75,398	43,747	29,022	38,116	25,250	44,026	27,764	29,152	49,826	49,826
Q1	-	146,103	101,702	106,784	123,668	109,399	127,323	99,115	104,071	131,875	131,875
July	-	57,857	41,189	35,790	38,521	38,470	31,703	36,663	38,496	35,670	35,670
August	-	33,892	36,498	45,017	41,946	30,435	27,951	32,235	33,847	-	31,714
September	20,001	79,656	32,362	27,630	27,727	30,283	22,611	34,370	36,088	-	33,814
Q2	20,001	171,405	110,049	108,437	108,194	99,188	82,265	103,268	108,431	35,670	101,198
October	75,300	33,794	32,557	52,466	40,420	28,608	37,751	47,438	49,810	-	46,671
November	21,288	44,056	25,101	24,713	29,880	35,208	41,803	29,972	31,471	-	29,487
December	62,483	22,112	18,869	23,301	20,256	23,513	25,616	23,327	24,493	-	22,950
Q3	159,071	99,962	76,527	100,480	90,556	87,329	105,170	100,737	105,774	-	99,108
January	48,457	24,388	28,490	43,950	38,056	22,870	26,947	24,843	26,085	-	24,441
February	27,790	51,987	29,498	34,292	29,964	25,907	28,934	31,499	33,074	-	30,990
March	58,373	42,864	29,911	32,114	26,290	49,938	40,800	32,921	34,565	-	32,388
Q4	134,620	119,239	87,899	110,356	94,310	98,715	96,681	89,263	93,724	-	87,819
Total	313,692	536,709	376,177	426,057	416,728	394,631	411,439	392,383	412,000	167,545	420,000
Financial Period											
April - July	-	203,960	142,891	142,574	162,189	147,869	159,026	135,778	142,567	-	167,545
August - March	313,692	332,749	233,286	283,483	254,539	246,762	252,413	256,605	269,433	-	252,455
Total	313,692	536,709	376,177	426,057	416,728	394,631	411,439	392,383	412,000	-	420,000
Income Projection											
April - July											167,545
August - March							252,413	256,605		Average	254,509
									(say)		422,054
											420,000

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PENNINE LANCASHIRE BUILDING CONTROL



DATE	5 th September 2017
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Nick Bargh
TEL NO	01254 505024
EMAIL	nick.bargh@blackburn.gov.uk

Performance Monitoring

PURPOSE

1. To provide the Joint Committee with performance monitoring information updated to include period June – July 2017.

RECOMMENDATION

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

REASONS FOR RECOMMENDATION

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

SUMMARY OF KEY POINTS

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

Appendix 1 – records operational team performance.

Appendix 2 – highlights technical support team performance for June – July 2017.

Task 1 has been recorded as a poor level of performance not aided by recent staff leave being taken and the servicing of our two PLBC office bases.

Task 3 has no value recorded as the newly introduced BwDBC back office financial system has not been fully functioning correctly; investigations are on-going with BwDBC Finance

colleagues in this regard.

Task 5 is still being recorded as poor, again this is due to fluctuations in volumes of enquires which, if significant in number, can place a pressure on staff whilst performing other administrative duties.

Appendix 3 – indicates a summary of Building Regulations applications received and the continued trend of lower volumes of submissions. Q1 period saw 195no. deposited applications which, is lower than previous years (Q1. 2015/16 – 285no; Q1 2016/17 – 226no.).

The start of Q2 has again seen a low number of applications deposited at 57no. for July 2017.

Appendix 4 – highlights site commencements and for 2017/18 Q1 period 204no. commencements of works were recorded highlighting the improved start to the year, up on the previous 2016/17 Q1 figure of 173no.

The start of Q2, in contrast to Appendix 3 submission data, has seen a strong number of starts noted at 107no. reflected by good housing activity within each respective Partnership Borough.

Appendix 5 – contains data relating to private sector Approved Inspector (AI) activity within PLBC and the continued trend of an increase in deposited Initial Notices (IN) for 2107/18, particularly in the private domestic market, has seen 84no. IN deposited for Q1 period resulting in an increase from previous years Q1 period (2015/2016 – 49no. 2016/2017 – 55no.)

The current AI market share is noted at 33.52% (120no. IN's) – 2016/17 like-for-like period 21.17% (83no. IN's).

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. Despite the low number of recorded Building Regulation submissions being deposited and the increase in Approved Inspector activity, PLBC has seen an improved financial performance over the first four months of 2017/18. This increase in revenue is primarily attributed to the positive PLBC registered on-site activity, mainly within the housing sector and, more commercial/ non-domestic project involvement which has allowed for the projected income forecast being increased from £412k to £420k.

POLICY IMPLICATIONS

6. None.

DETAILS OF CONSULTATION

7. Paul Gatrell - Head of Housing and Development - Burnley Borough Council
Ian Richardson - Director of Growth and Development - Blackburn with Darwen Borough

Council

BACKGROUND PAPERS

8. None.

FURTHER INFORMATION

PLEASE CONTACT: Nick Bargh

01254 - 505024

ALSO:

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Performance Monitoring

Table 1. - Team performance (operational)			
<i>June - July 2017</i>			
		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

Review Period: June - July 2017

APPENDIX 2

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	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 - 6/10 applications were input under the 3 days target. 1/10 didn't have audit info.	Due to staffing levels, whilst covering 2 offices and annual leave, this manually intensive task is generally dealt with on a weekly basis. i.e. 5/6 days as the norm. Can either adjust PI target or leave to demonstrate current ongoing
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 - 10/10 applications processed within the desired times.	None.
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				No audit carried out.	No invoicing done. New BwD Financial system still not working correctly. i.e. producing double VAT on all PLBC invoices (Insp Fees & DBs) (last tested and reported to BwD Finance Manager 23.08.17) Income manually reported.
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.	None.
5	SEARCHES To process fee paying search lists 5 working days from receipt into PLBC to supplying the completed response proformas to the Land Charges team. A fee paying search maybe a Local Land Search from Solicitors or as a Con29 from private search companies. Search lists are received electronically into the PLBC teams generic email address: bc@penninelancsplace.org on almost a daily basis. This email address is checked each morning and afternoon. Requests made under the Freedom of Information or Environmental Information Regulations legislations are subject to their own legal timescales of 20 working days from receipt into the Council to response being given.	LA/Con29 5 days. EIRs 20 days	✓			Met - 6/10 LA & Con29 searches were processed within the required 5 days. Met - 100% EIR applications are dealt with weekly, under 20 days target.	Service delivery fluctuates almost daily with these based on number of queries, which can vary from nil to 35 per day and staffing levels due to annual leave, whilst maintaining cover across two offices. No current issues or changes to procedures required/available.
6	DEMOLITION SECTION 80 To record Demolition Section 80 notices within 5 working days being received by PLBC. Recording consists of registering, issue a Section 81 notice and send out letters to statutory undertakers.	15 days			✓	Met - 1/1 processed on time.	None.

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>
APR	110	68	94	93	112	90	73	58
MAY	98	89	97	93	74	79	81	75
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	
SEP	107	73	77	81	73	75	75	
OCT	73	89	82	87	96	82	87	
NOV	84	64	59	85	62	78	67	
DEC	54	62	49	59	58	64	63	
JAN	80	64	74	103	67	77	59	
FEB	94	70	76	98	78	81	68	
MAR	135	77	80	106	109	97	94	
TOTAL	1140	973	922	1067	962	1004	933	252

*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
APR	99	61	51	67	83	109	72	65
MAY	55	78	102	87	39	70	34	61
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	
SEP	104	74	38	76	50	54	46	
OCT	82	88	129	116	63	91	55	
NOV	70	96	66	66	63	67	72	
DEC	65	48	48	43	40	52	34	
JAN	49	72	71	56	46	209**	43	
FEB	71	62	58	80	66	27	81	
MAR	87	49	71	54	42	102	47	
TOTAL	1,056	977	901	846	714	968	688	311

*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	
						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	14.89%	21	23.60%	24	31.17%
MAY	2	5	10	5	20	16	18.82%	17	18.52%	26	27.37%
JUN	8	3	6	10	12	19	14.62%	17	20.48%	34	35.79%
JUL	7	11	5	14	14	10	10.42%	28	21.87%	36	39.56%
AUG	14	8	10	11	21	13	17.33%	21	21.21%		
SEP*	22	7	8	11	15	7	9.86%	17	20.00%		
OCT	10	13	20	21	15	13	14.40%	21	20.59%		
NOV	5	12	15	10	6	9	11.39%	20	24.10%		
DEC	4	5	4	12	8	14	18.67%	16	22.22%		
JAN	5	3	10	4	16	12	14.29%	13	20.00%		
FEB	9	9	11	12	6	23	22.55%	31	31.63%		
MAR	7	10	11	21	8	22	19.47%	27	22.88%		
TOTAL	108 8.94%	92 8.89%	121 11.60%	137 12.08%	161 12.08%	172	15.72%	249	22.35%	120	33.52%

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