

**MINUTES OF THE  
PENNINE LANCASHIRE BUILDING CONTROL JOINT COMMITTEE**  
Meeting held at  
Town Hall, Burnley  
Wednesday 2<sup>nd</sup> November 2016 @ 4.30pm

<b>NAME</b>	<b>TITLE</b>	<b>COUNCIL</b>
Councillor Phil Riley	Executive Member for Regeneration	Blackburn
Councillor John Harbour	Executive Member for Housing & Environment	Burnley
Paul Gatrell	Head of Housing and Development Control	Burnley
Nick Bargh	Head of Building Control	PLBC
Imelda Grady	Democracy Officer	Burnley

<b>Item No.</b>	<b>Issue</b>
<b>13.</b>	<b>Welcome and Apologies</b>
	The Chair, Councillor Phil Riley, welcomed everyone to the meeting. Apologies were received from David Proctor, Brian Bailey and Mick Cartledge.
<b>14.</b>	<b>Minutes of the last meeting</b>
	Minutes of the last meeting held on 6 September 2016 were approved as a correct record.
<b>15.</b>	<b>Budget and Income Monitoring</b>
<b>PURPOSE</b>	To provide the Joint Committee with Pennine Lancashire Building Control 2016/17 fee income monitoring information from April to September 2016.
<b>REASON FOR DECISION</b>	To ensure that the Joint Committee is kept fully informed of Pennine Lancashire Building Control's budget position, income targets and performance.
<b>DECISION</b>	That the Pennine Lancashire Building Control 2016/17 fee income monitoring information from April to September 2016 be noted.

<b>16.</b>	<b>Performance Monitoring</b>
<b>PURPOSE</b>	To provide the Joint Committee with updated performance monitoring information to include the period May to September 2016.
<b>REASON FOR DECISION</b>	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.
<b>DECISION</b>	That the Pennine Lancashire Building Control performance monitoring data provided from May to September 2016 be noted.
<b>17.</b>	<b>Building Regulation Charges 2017/18</b>
<b>PURPOSE</b>	To annually review the current 2016/17 published Scheme of Building Regulation Charges in accordance with each Partner Authorities timetable for reviewing their respective Corporate Fees and Charges.
<b>REASON FOR DECISION</b>	To meet the Joint Committee's statutory responsibility under the Scheme of Building Regulation charges.
<b>DECISION</b>	That the Scheme of Building Regulation Charges set out in Appendix A be adopted by the Joint Committee with an effective commencement date of 1 <sup>st</sup> January 2017.
<b>18.</b>	<b>Partnership Risk Register</b>
<b>PURPOSE</b>	To provide the Joint Committee with an update on the risk register for the Pennine Lancashire Building Control partnership.
<b>REASON FOR DECISION</b>	To ensure the Joint Committee is kept fully informed of the partnership risks associated with the joint Building Control service.
<b>DECISION</b>	(1) That the updated risk register be noted; (2) That the risk register be regularly monitored and updated; and (3) That the Joint Committee be informed at the earliest opportunity where the residual risk is calculated as being high.
<b>19.</b>	<b>Dates of Meetings 2016/17</b>
<b>DECISION</b>	That the dates of the next meetings for the 2016/17 Municipal Year be held as follows; 24 <sup>th</sup> January 2017 (Blackburn) at 3.30pm 20 <sup>th</sup> June 2017 AGM (Burnley) at 4.30pm