

**NORTH DEVON COUNCIL/MID DEVON DISTRICT COUNCIL**

Minutes of a meeting of the BUILDING CONTROL JOINT COMMITTEE held at Woodlands Enterprise Centre, Pathfields Business Park, South Molton on Thursday 1<sup>st</sup> November 2018 at 10.00 a.m.

PRESENT: Representing North Devon Council

Councillors Brailey (Chair) and Yabsley.

Representing Mid Devon District Council

Councillors Chesterton and Eginton.

Officers:

North Devon Council

Chief Executive, Head of Resources, Building Control Manager, Solicitor (SF) and Corporate and Community Services Officer (KS).

Mid Devon District Council

Finance Manager (JN) and Accountant (AB).

**11 APOLOGIES FOR ABSENCE**

Apologies for absence were received from the Head of Planning at Mid Devon District Council.

**12 MINUTES**

RESOLVED that the minutes of the meeting held on 26<sup>th</sup> July 2018 (circulated previously) be approved as a correct record and signed by the Chairman.

**13 DECLARATIONS OF INTEREST**

There were no declarations of interest announced.

**14 POOLED BUDGET AND TRADING ACCOUNT AS AT 30<sup>TH</sup> JUNE 2018**

The Joint Committee received an update by the Head of Resources in relation to the Pooled Budget and Building Control Trading Account as at 30<sup>th</sup> June 2018 (circulated previously).

The Head of Resources highlighted the following:

- The total expenditure for April to June 2018 was £169,292.
- The total income for both Council's was £160,532 with an income split of 60:40 across respective Council's.
- The total joint net budget for 2018/19 was £102,480, with the budget for quarter one of £25,620.
- The net cost for the period for April to June 2018 was £8,760 against a budget of £25,620.

## **15 POOLED BUDGET AND TRADING ACCOUNT AS AT 30<sup>TH</sup> SEPTEMBER 2018**

The Joint Committee received an update by the Head of Resources in relation to the Pooled Budget and Building Control Trading Account as at 30<sup>th</sup> September 2018 (circulated previously).

The Head of Resources highlighted the following:

- The net cost as at 30<sup>th</sup> September 2018 was £22,826, against a budget for the six month period of £51,240.
- The total income for both Council's from April to September 2018 was £316,192, with a slight shift in the allocation of the income split of 62:38.
- The total combined net cost for the period April to September 2018 was £22,826 against a budget of £51,240.
- There had been cost changes in quarter three in relation to staffing budgets, which would cause some volatility within the expenditure budget.

## **16 BUILDING CONTROL BUSINESS UPDATE**

The Joint Committee received a Building Control business update by the Building Control Manager.

The Building Control Manager highlighted the following:

- At the previous Committee it was reported that a Senior Officer had resigned but had not been replaced directly, so as to make the Technical Support Team stronger. The team had now been successful in recruiting a new Technical Support Officer.
- There had been several changes to working hours of members of the team for various reasons and this had contributed to resource issues.
- The team had advertised for additional employees whilst remaining within the 2018/19 budget and had temporarily outsourced some plan checking to Exeter City Council's Building control, resurrecting a previous agreement between Exeter City and Mid Devon District Council.
- The team had successfully recruited a new Principal Surveyor.
- There were also advertisements in place for the vacant Building Control Surveyor and Technical Support Officer posts.
- The Team had been restructured and split into two teams to allow for greater monitoring and management of the workloads.

## **17 KEY PERFORMANCE INDICATORS**

The Joint Committee received an update by the Building Control Manager regarding the Key Performance Indicators.

The Building Control Manager highlighted the following:

- Response times had slipped outside of the expected targets due to resource constraints resulting from staff vacancies and an officer being unavailable due to a period of extended sick leave.
- The Key Performance Indicators (KPIs) indicated that the team was still achieving a figure of 92% for Building Regulation Applications examined within three weeks. However, the average time to first response in days was slightly down at 13 days for quarter two.
- The market share had improved slightly and was now holding at the correct level.
- The market share of new housing completions appeared to be up due to a lower number of completions on larger sites.

## **18 BUILDING CONTROL SERVICE PLAN 2019-20**

The Building control Manager presented the service plan for 2019/20 and gave an overview of the service going forward.

He added that the service plans were considered by the Overview and Scrutiny Committee in January of each year. However, the Building Control Service plan was developed jointly with Mid Devon District Council and the input of the Joint Committee was part of the process.

He provided an overview of the current position within the team together with the short and medium to long term objectives. He advised that the service plan had been amended since the agenda had been published and tabled the updated version.

The Head of Resources added that the figures contained within the service plan were only draft as the budget for the forthcoming year had not yet been agreed.

## **19 DATES AND LOCATIONS OF FUTURE MEETINGS OF THE COMMITTEE**

RESOLVED, that the Clerk to the Joint Committee and the Head of Resources discuss potential dates for the meeting in January 2019 and that the Joint Committee be notified accordingly.

Chairman

The meeting ended at 10.40 a.m.

**NOTE:** These minutes will be confirmed as a correct record at the next meeting of the Joint Committee.

**NOTE:** The above decisions shall not take effect until the five clear working days have elapsed from the date of publication: 5<sup>th</sup> November 2018.