



NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP

Wednesday 29 June 2011 at 2.00 pm

Offices of the North Yorkshire Building Control - Offices of the North Yorkshire Building Control

Agenda

- 1 **Election of Chairman**
- 2 **Election of Vice Chairman**
- 3 **Apologies for absence**
- 4 **Minutes of the Meeting held on the 13 April 2011** (Pages 3 - 6)
- 5 **Urgent Business**
To receive notice of any urgent business which the Chairman considers should be dealt with at the meeting as a matter of urgency by virtue of Section 100B(4)(b) of the Local Government Act 1972.
- 6 **Declarations of Interest**
Members to indicate whether they will be declaring any interests under the Code of Conduct.

Members making a declaration of interest at a meeting of a Committee or Council are required to disclose the existence and nature of that interest. This requirement is not discharged by merely declaring a personal interest without further explanation.
- 7 **Statement of Accounts 2010/2011** (Pages 7 - 40)

- 8 **Performance Report** (Pages 41 - 46)
- 9 **Charging Increase** (Pages 47 - 58)
- 10 **Street Naming and Numbering Appeal** (Pages 59 - 66)
- 11 **Flood Defence Grants** (Pages 67 - 68)

EXEMPT ITEM

12 **Exempt Information**

To consider a resolution to exclude the press and public from the meeting during consideration of the following item:

13 (Financial Appraisals Option) as provided by paragraph 3 of Schedule 12A of Section 100A of the Local Government Act 1972.

The public interest test has been considered and, in all the circumstances of the case, the public interest in maintaining the exemption is considered to outweigh the public interest in disclosing the information.

13 **Financial Appraisals Option**

Verbal presentation to be given.

14 **Any other business that the Chairman decides is urgent.**

North Yorkshire Building Control Partnership

Held at Offices of the North Yorkshire Building Control - Easingwold
on Wednesday 13 April 2011

Present

Councillors Bastiman, Cottam, Deans, Hemesley OBE, Mackman, Mrs Steckles and Phillips

In Attendance

Maurice Cann, Les Chapman, Paul Cresswell, Keith Dawson, David Simpson and Susan Shuttleworth.

Minutes

93 **Apologies for absence**

Apologies for absence were received from Councillors Allanson, Baker, Mrs Branch and Duff.

94 **Minutes of the meeting held on the 23 March 2011**

The minutes of a meeting of the Partnership held on 23 March 2011 (previously circulated) were presented.

Resolved

That, subject to part (a) of Minute No 89 being amended to read:

“That the decisions to give notice had been made by the Leader of Hambleton and Councillor Duff of Richmondshire in conjunction with Officers”

The minutes of a meeting of the Partnership held on 23 March 2011 be approved.

95 **Urgent Business**

The Chairman reported that there were no items of Urgent Business to be discussed.

96 **Declarations of Interest**

No declarations of interest were made

97 **Correspondence received from Hambleton/Richmondshire re: Minute Number 89**

The Chairman reported that correspondence had been received from Hambleton and Richmondshire District Councils rescinding their notice of intention to withdraw from the Partnership.

The information was welcomed by Members and it was considered important that all members show commitment to the Partnership and its efforts to secure long term long term financial viability.

Resolved

That the letters from Hambleton and Richmondshire District Councils rescinding their previous notice of intention to withdraw from the Partnership be accepted.

98 **Variation to Partnership Governance**

The Head of Building Control submitted a report (previously circulated) seeking Members' agreement to reduce the number of elected members from two per Council to one.

It was considered that this would simplify the current governance of the Partnership and eliminate the possibility of creating a neutral position for any one Council. Councils would be expected to appoint a Member, together with a substitute, at their annual meeting which would ensure a quorum at each board meeting. If neither appointee were able to attend, then it would be for the Council to arrange for an alternative substitute.

Attached to the report was a proposed variation to the present Legal Agreement and if Members agreed to the new format for meetings then this agreement would need to be circulated and signed by each Council.

The report was discussed in some detail and, with reference to the Council elections in May, it was emphasised that it was important that Councils appoint Members with appropriate skills for representation on the Partnership. The Head of Building Control reported that arrangements had been made for an induction event for new members to be held on 15 June 2011.

Resolved

That the report be received and that

- (a) The councillor membership be reduced from two to one with effect from the Partnership's annual meeting in June 2011.
- (b) That the Variation Agreement appended to the report be circulated to each Council for signature.

Any other business that the Chairman decides is urgent.

1. The Head of Building Control reported that Deloitte had informed him that, following recent Government changes to the income/expenditure threshold level being raised from £1m to £6.5m, the Partnership was now classed as a small business and was able to revert back to less onerous audit arrangements. It was proposed, therefore, that Mazars be appointed as auditors for the Partnership.

Resolved

That Mazars be appointed as the Partnership's auditors for the financial year 2010/11.

2. It was reported that judging of the Building Excellence Awards was to take place on the 17 May, with presentation being held on the 6 July.
3. The Chairman paid tribute to the excellent work carried out by Paul Cresswell and Janet Waggott in resolving the recent difficult situation relating to Hambleton and Richmondshire and also expressed appreciation for the patience of all staff during that time.
4. It was noted that Councillors Cottam and Hemesley were not seeking re-election at the forthcoming Council elections and the Chairman, on behalf of the Board, presented them with a gift in appreciation of their hard work and valuable contribution during their term of membership of the Board.

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Agenda Item:



Ryedale District Council

REPORT TO: North Yorkshire Building Control Partnership Board
DATE: 29 June 2011
REPORTING OFFICER: Les Chapman, Building Control Manager
SUBJECT: Partnership Accounts for the year ended 31 March 2011

1.0 PURPOSE OF REPORT

1.1 To present to Members for their approval the accounts of North Yorkshire Building Control Partnership for the financial year ended 31 March 2011.

2.0 RECOMMENDATIONS

i) Approve the Accounts of the Partnership for the financial year 2010/11.

3.0 BACKGROUND

3.1 The Accounts and Audit Regulations 2003 require that a meeting of the Board must approve the Annual Statement of Accounts. The Partnership has a statutory duty to approve its accounts for 2010/11 by 30 June 2011.

4.0 POLICY CONTEXT

4.1 The production of Annual Accounts is a statutory requirement.

5.0 REPORT

5.1 The accounts for the financial year ended 31 March 2011 are attached as Annex A for Members' consideration.

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP

29 June 2011

- 5.2** It should be noted that the Partnership classification for audit purposes has reverted back to that of a 'small body' as its annual turnover does not exceed the revised limit of £6.5m. The accounts are now subject to an external statutory audit by Mazars LLP instead of Deloitte LLP, resulting in an estimated saving of £6k per annum in audit fees. The internal audit will continue to be provided by the North Yorkshire Audit Partnership.

Income and Expenditure Account

- 5.3** For the period 1 April 2010 to 31 March 2011, the overall operating surplus on the chargeable and non chargeable accounts is £8,514 (approved revised budgeted surplus £16,990).

Chargeable Account

- 5.4** For the year ended 31 March 2011, the chargeable account shows a deficit of £50,080 (revised budgeted deficit £24,400).
- 5.5** The main reason for this shortfall compared to the budget is a reduction in overall income of £82k, comprising mainly of income from inspection fees, notice fees and other income, which is partly offset by an increase in plan fees.
- 5.6** However, there is also a reduction in overall expenditure of £56k, comprising mainly of costs in the areas of payroll, telephones and promotions, together with savings in support service costs.

Non Chargeable Account

- 5.7** For the year ended 31 March 2011, the non chargeable account shows a surplus of £58,594 (revised budgeted surplus £41,390).
- 5.8** The main reason for this improved position compared to the budget is an increase in overall income of £13k, comprising mainly of other income.
- 5.9** Non chargeable income includes fees from the partner councils of £39k each in management fees and a £30k joining fee from Richmondshire District Council.

Reserve Account

- 5.10** Given that there is an overall operating surplus for 2010/11 of £8,514, the Partnership now has a balance on the reserve account of £18,514.
- 5.11** This reserve balance is above the minimum requirement of £10,000 and, because there is no deficit to fund, no additional contribution from the partners is required.

6.0 FINANCIAL IMPLICATIONS

- 6.1** For the financial year 2010/11, other than the core costs payment by each partner, there is no requirement for any additional funding from the partner councils. The legal agreement states that a minimum reserve balance of £10,000 must be maintained.

7.0 LEGAL IMPLICATIONS

- 7.1** None resulting from the contents of this report.

8.0 RISK ASSESSMENT

- 8.1** This report helps to ensure the reduction of risks as the production of the Statement of Accounts is a statutory function and is produced in accordance with CIPFA Code of Practice for Local Authority Accounting – the Statement of Recommended Practice (SORP) for local authorities.

9.0 CONCLUSION

- 9.1** For the financial year ended 31 March 2011, the income and expenditure account for the North Yorkshire Building Control Partnership shows an operating surplus of £8,514.
- 9.2** This is the first year in the last four that the Partnership has made a surplus and no additional contribution from the partners has been required. The balance on the reserve account now stands at £18,514, which is above the requirement of a minimum level of reserves of £10,000.
- 9.3** A further agreed rationalisation and recovery programme for the Partnership is planned to establish the Partnership in a better financial position for 2011/12.

Background Papers: Budget Working Papers, September 2010

OFFICER CONTACT:

Please contact Mandy Burchell, Group Accountant, Ryedale District Council or Les Chapman, Head of Building Control for further information on the contents of this report. Mandy can be contacted on 01653 600666 ext 389 or at mandy.burchell@ryedale.gov.uk and Les can be contacted on 01347 825760 or at les.chapman@nybcp.org.

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**NORTH YORKSHIRE
BUILDING CONTROL
PARTNERSHIP**



**ACCOUNTS FOR THE YEAR
ENDED
31st MARCH 2011**

UNAUDITED

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP

ACCOUNTS FOR THE YEAR ENDED

31st MARCH 2011

CONTENTS

	<u>PAGE</u>
FOREWORD BY THE CHAIRMAN OF THE PARTNERSHIP BOARD	1
EXPLANATORY FOREWORD	3
STATEMENT OF RESPONSIBILITIES	7
ANNUAL GOVERNANCE STATEMENT	9
STATEMENT OF ACCOUNTING POLICIES	14
FINANCIAL STATEMENTS:	
INCOME AND EXPENDITURE SUMMARY	16
INCOME AND EXPENDITURE ACCOUNT:	
CHARGEABLE ACCOUNT	17
NON-CHARGEABLE ACCOUNT	18
BALANCE SHEET	19
NOTES TO THE BALANCE SHEET	20
CASH FLOW STATEMENT	21

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP FOREWORD BY THE CHAIRMAN OF THE PARTNERSHIP BOARD

I am pleased to present for your information the accounts for the tenth year of operation of the North Yorkshire Building Control Partnership. The following pages present full financial details of the Partnership's activities.

The continuing world financial crisis has inevitably meant the UK construction industry is still encountering a severe downturn in business. The economic downturn, which first became apparent in the second half of 2008, has contributed significantly to the current state of the mortgage market and lack of confidence by investors in moving forward commercial developments. It has become apparent in recent months that Building Societies have eased their requirements for minimum deposit levels for mortgages, which is feeding through and stimulating the housing sector. However, the employment uncertainty is holding back many in the domestic market from extending/altering their properties. This slow recovery has been reflected in the Partnership's financial position and when combined with the exceptionally bad winter has resulted in only a slight profit at the year end. This contrasts to a more optimistic position for the first half year. The Partnership made two redundancies during the financial year to bring expenditure into line with income and improve the trading position for future years. During the financial year the number of income generating applications decreased on the previous year despite increased marketing activity and reflects market confidence and in its totality cannot be attributed to competitor activity.

In addition to statutory building inspection work the Partnership continued to undertake work on plan checking on behalf of our Partner Councils. This area of work, which is mainly commercial developments, has also suffered a serious downturn over the last two years due to a lack of confidence in the global economy. However, from recent discussions with our Partner Councils it would appear that they are detecting a more positive outlook for the coming year. This type of work is seen by the construction industry as providing "added value" to the Local Authority service and is an important element of its commercial operations.

The Partnership is committed to investigating other ways of increasing operational efficiency, by maximising Information Technology and by the Partnership working to its full potential. During the financial year Richmondshire District Council joined the Partnership. Discussions took place with Craven District Council in the first part of the financial year and more recently with Harrogate Borough Council with the prospect of them joining the Partnership in the future. Additionally, the Partnership is currently looking at other business opportunities whereby we would offer to customers additional services such as providing energy performance certificates for new and existing properties and flood defence grants for householders in the Ryedale District Council area.

**NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
FOREWORD BY THE CHAIRMAN OF THE PARTNERSHIP BOARD**

During the year, even in these difficult trading times, the Partnership has achieved most of its performance targets. This follows the further reduction of two members of staff making a total of five full time redundancies.

Leadership by the Partnership's Board and the dedication and professionalism of the Head of Building Control and his staff should ensure that the Partnership is well equipped to face any future challenges.

Councillor Derek Bastiman

Chairman of the Partnership Board

29 June 2011

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP EXPLANATORY FOREWORD

1. Introduction

The purpose of this foreword is to provide background information explaining the purpose of the Partnership, and to offer an easily understandable guide to the purpose of each statement and the major matters reported in the accounts.

2. Background

The North Yorkshire Building Control Partnership was established on 1 April 2001. It was an amalgamation of the Building Control function of Selby and Ryedale District Councils. With effect from 1 September 2007 Hambleton District Council became the third partner with Scarborough Borough Council joining from 1 April 2008 and Richmondshire District Council joining in April 2010. The Partnership reports to a Management Board that consists of two Councillors from each local authority, this will change to one Councillor per authority from June 2011.

The Partnership's activities are divided into two main accounts – chargeable and non-chargeable. Expenditure and income in respect of functions undertaken in accordance with the Building (Prescribed Fees) Regulations 2010 form the basis of the chargeable account. These functions include the passing or rejection of plans of proposed work, site inspections in connection with deposited plans and building notices as well as processing applications for regularisation certificates. Any other work undertaken by the Partnership, for example identifying unauthorised building work, providing advice to the public, liaising with statutory bodies and dealing with dangerous buildings forms the non-chargeable account. The cost of some of this work is rechargeable and creates income within the non-chargeable account. The net cost of the non-chargeable account is borne mainly by the Partner Councils under the core cost scheme.

From 1 April 2005 staff from the former Selby District Council were transferred to Ryedale District Council as host authority, with staff from Hambleton District Council and Scarborough Borough Council transferring on the 1 April 2008 and Richmondshire District Council on the 1 April 2010. These transfers were undertaken under TUPE arrangements. The Building Control team comprises of a Head of Building Control, 2 Building Control Managers, 12.5 Building Control Officers, 2 Assistant Building Control Officers, 1 Senior Administration Officer, 5.5 Administration Officers and 1.5 Technical Officers.

The Partnership continues to integrate its functions and operate as a vehicle for delivering its service in an efficient manner, whilst recognising that inter-departmental relationships with all Partner Councils must continue to be developed if the Councils' services are to be effectively delivered and their corporate aims and objectives achieved.

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP EXPLANATORY FOREWORD

3. Recent Developments

Following an external review of the Partnership's operations, major changes to the financial structure were implemented in April 2004. A "Core Cost Scheme" operates under which each Council will be charged a fixed fee for non-chargeable work. Any accumulated surpluses over the sum of £100,000 will be apportioned equally to each authority. This scheme was reviewed in February 2010 and increased to £150,000 following the approval for Richmondshire District Council's Building Control section to join the Partnership.

4. The Partnership's Accounts

The accounts contain the following statements for the year 1 April 2010 to 31 March 2011 which are presented in the following order:

Statement of Responsibilities – this identifies who is the officer responsible for the Partnership's financial affairs and what those responsibilities are. The Statement is signed by this officer to certify that the Accounts present a true and fair view of the financial position of the Partnership. The Chairman of the Partnership Board also certifies this document to confirm that the accounts have been approved by a resolution of the Board.

Annual Governance Statement incorporating the Statement on the System of Internal Financial Control – this outlines the systems and procedures in place to ensure good financial practice is maintained and followed in connection with the Partnership's activities. The responsible financial officer certifies this statement to signify that the system of internal financial control in place is acceptable.

Statement of Accounting Policies – this explains the basis of the figures in the accounts and the policies followed in producing the figures.

Income and Expenditure Summary – this summarises the financial performance of the Chargeable and Non-Chargeable accounts for the year (see below).

Income and Expenditure Account – this reports the net cost for the Chargeable and Non-Chargeable accounts. The different functions included under each account are described in Background above (section 2).

Balance Sheet – this is fundamental to the understanding of the Partnership's year-end financial position. It shows the balances and reserves at the Partnership's disposal at the end of each financial year and the current assets employed in its operation.

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP EXPLANATORY FOREWORD
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Cash Flow Statement – this summarises the inflows and outflows of cash arising from transactions with third parties.

5. Financial Performance in 2010/11

Budgeted figures for the 2010/11 financial year are broken down and compared with actual income and expenditure in the following table:

	Approved Revised Budget £'000	Actual £'000	Variance £'000
<i>Chargeable Account</i>			
Gross Income	1,173	1,091	(82)
Gross Expenditure	1,197	1,141	(56)
Operating Surplus/(Deficit)	(24)	(50)	(26)
<i>Non Chargeable Account</i>			
Gross Income	250	263	13
Gross Expenditure	209	204	(5)
Operating Surplus/(Deficit)	41	59	18
Operating Surplus/(Deficit)	17	9	(8)
Contribution from/(to) Partners	-	-	-
Net Surplus/(Deficit)	17	9	(8)

6. Explanation of variations against budget

The chargeable account shows a deficit of £50k against an approved revised budgeted deficit of £24k, resulting in a shortfall of £26k. Gross income is £82k (or 7%) under budget, mainly due to a reduction in income from inspection fees, notice fees and other income, which is partly offset by an increase in plan fees. Gross expenditure is £56k (or 5%) under budget, mainly due to a reduction in costs in the areas of payroll, telephones and promotions, together with savings in support service costs.

The non chargeable account shows a surplus of £59k against a revised budgeted surplus of £41k, resulting in an improved position of £18k. Gross income is £13k (or 5%) over budget, mainly due to an increase in other income. Gross expenditure is in line with the budget. The income figure includes £39k each from the partner councils in management fees and £30k from Richmondshire District Council as a joining fee.

**NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
EXPLANATORY FOREWORD**

The overall operating surplus on the chargeable and non chargeable accounts is £9k against a revised budgeted surplus of £17k. The Partnership now has a balance on the reserve account of £19k. This reserve balance is above the minimum requirement of £10k and, because there is no deficit to fund, no additional contribution from the partners is required.

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP STATEMENT OF RESPONSIBILITIES

THE NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP'S RESPONSIBILITIES

The North Yorkshire Building Control Partnership is required:-

- ◆ to make arrangements for the proper administration of its financial affairs and to secure that an officer has the responsibility for the administration of those affairs. For the North Yorkshire Building Control Partnership, that officer is the Responsible Financial Officer, the Corporate Director (s151) of Ryedale District Council.

- ◆ to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

THE RESPONSIBLE FINANCIAL OFFICER'S RESPONSIBILITIES

The Responsible Financial Officer is responsible for the preparation of the North Yorkshire Building Control Partnership's accounts which, in terms of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code'), is required to present fairly the financial position of the North Yorkshire Building Control Partnership at the accounting date and its income and expenditure for the year ended 31 March 2011.

In preparing these accounts, the Responsible Financial Officer has: -

- ◆ selected suitable accounting policies and then applied them consistently.
- ◆ made judgement and estimates that were reasonable and prudent.
- ◆ complied with the Code.

The Responsible Financial Officer has also: -

- ◆ kept proper accounting records which were up to date.
- ◆ taken reasonable steps for the prevention of fraud and other irregularities.

**NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
STATEMENT OF RESPONSIBILITIES**

RESPONSIBLE FINANCIAL OFFICER'S CERTIFICATE

I certify that the Statement of Accounts on pages 16 to 21 present a true and fair view of the financial position of the North Yorkshire Building Control Partnership as at 31 March 2011 and its income and expenditure for the year ended 31 March 2011.

Paul Cresswell CPFA



Dated 17 June 2011

Corporate Director (s151) (Ryedale District Council)

**APPROVAL BY CHAIRMAN OF THE BUILDING CONTROL
PARTNERSHIP BOARD**

This Statement of Accounts were approved by a resolution of the North Yorkshire Building Control Partnership Board on 29 June 2011.

Councillor Derek Bastiman

Dated 29 June 2011

Chairman of the North Yorkshire Building Control Partnership Board

1. Scope of Responsibility

- 1.1 The North Yorkshire Building Control Partnership (NYBCP) was formed through the provisions of the Local Government Act 1972.
- 1.2 The NYBCP is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The NYBCP also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.3 In discharging this overall responsibility, the NYBCP is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk.

2. The Purpose of the System of Internal Control

- 2.1 Any system of internal control can only be designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness.
- 2.2 The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the NYBCP's policies, aims and objectives to evaluate the likelihood of those risks being realised and the impact should they be realised and to manage them efficiently, effectively and economically.
- 2.3 The system of internal control has been in place at the Partnership for the year ended 31 March 2011 and up to the date of the approval of this Annual Governance Statement with the Statement of Accounts for the 2010/11 financial year.

3. The Internal Control Environment

- 3.1 The Partnership believes in the principles of Corporate Governance, and operates within the Local Code of Corporate Governance approved by Ryedale District Council. It has an established system of internal control that is monitored and reviewed on a regular basis. The key elements of the NYBCP's Internal Control Environment are as follows: -

Key Governance Arrangements

- There is a Partnership Board which has a duty to approve the separate financial accounts, required by legislation. These are also subject to audit.
- Ryedale District Council acts as the council providing financial services, and the Partnership operates using Ryedale District Council's financial procedures.

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP ANNUAL GOVERNANCE STATEMENT 2010/11

- The Partnership Board specifically approves certain aspects of the Partnership's work. This includes the financial accounts, staff terms and conditions and the Partnership budget.

Establishing and monitoring the achievement of the Partnership's objectives

- The Partnership sets out its objectives in the Business Plan following consultation with the key stakeholders. These objectives then form part of the service delivery to the Partner Councils. The achievement of objectives is monitored on a regular basis by the Head of Building Control, the 'Directors' (s151 Officers of the Partner Councils) and reported to the Partnership Board, and through the Board to the Partner Councils.

Facilitation of policy and decision making

- The Partnership is governed by the Partnership Agreement, and on a routine daily basis the Partnership operates through the constitution, standing orders, and schemes of delegation of the host council. The Partnership Board has put in place structures and processes to govern decision-making and the exercise of authority within the Partnership.

Ensuring compliance with established policies, procedures, laws and regulations

- The Partnership maintains a legislative and compliance structure as part of its developing risk management arrangements. This establishes the controls in place to ensure compliance with policies, procedures, laws and regulations including audit, health and safety, business continuity, legal services, insurance, human resources etc. The controls within each area are reviewed by the Head of Building Control to ensure they are effective.

Ensuring the economical, effective and efficient use of resources and for securing continuous improvement

- Through its customer service planning, financial planning and performance management processes the Partnership ensures that resources are used economically, efficiently and effectively. The Partnership takes seriously reports made by Internal Audit, their external auditors (Audit Commission; Deloitte LLP 2009/10 only) and other inspectorates and implements recommendations made.

Financial management of the Partnership

- An annual financial plan is in place and is used to identify financial issues facing the Partnership in the medium term. Annual budgets are approved by the Board. The budget is managed by the Head of Building Control in line with the host council's Constitution, particularly financial procedure rules. Reports are submitted at least quarterly to the Head of Building Control on the position against budget and corrective action is taken when needed and where necessary. The Chief Financial Officer of the Partnership is also the Corporate Director (s151) at the host council; Ryedale District Council. In that role the Chief Financial Officer is directly responsible to the Chief Executive and so this arrangement meets the criteria set out for the role of the Chief Financial Officer in Local Government and thereby meets the requirement in respect of the Building Control Partnership.

Performance management of the Partnership

- The Partnership reports on performance through the Partnership Board, and annually in the Statement of Accounts. Performance is monitored by the Head of Building Control and the Partnership Board during the year.

4. Review of Effectiveness

- 4.1 The NYBCP Board has a responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. This review takes forward the work of the Head of Building Control, who has responsibility for the development and maintenance of the internal control environment, and also by comments made by internal auditors and other review agencies and inspectorates where applicable.
- 4.2 The purpose of a review is to identify and evaluate the key controls in place to manage principal risks. It also requires an evaluation of the assurances received, identifies gaps in controls and assurances and if necessary should result in an action plan to address significant internal control issues.
- 4.3 The process that has been applied in maintaining and reviewing the effectiveness of the Council's system of internal control includes the following: -
- The Partnership Board has met regularly during the year to discuss relevant business and where necessary the Partnership's governance arrangements;
 - The Partnership's Budget has been monitored on a regular basis and any concerns highlighted to the Partnership Board where it has been considered necessary;

**NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
ANNUAL GOVERNANCE STATEMENT 2010/11**

- Internal Audit (North Yorkshire Audit Partnership) has undertaken a review of aspects of the Partnership's work during 2010/11 including, for example, controls to ensure the correct charging and collection of fees; adherence to policies and legislation, including statutory time scales in the processing of applications; adequate budget controls, including the correct recording of expenditure within limits; adequate systems security. The report concludes with an assurance opinion that the overall standard of internal control was satisfactory. An appropriate action plan was agreed to address the recommendations made in respect of identified weaknesses and associated risks.

5. Significant Internal Control Issues

- 5.1 It is stressed that no system of control can provide absolute assurance against material misstatement or loss. This Statement is intended to provide reasonable assurance.
- 5.2 In concluding this review of the Partnership's Internal Control arrangements there are a small number of significant control issues that have been identified. These are outlined in the action plan below, and will be reviewed during the year by the 'Directors' and the Board.

Dated 29 June 2011

Cllr Derek Bastiman
Scarborough Borough Council
Chair of the Partnership Board

Paul Cresswell CPFA
Ryedale District Council
Corporate Director (s151)

Les Chapman MRICS MCIM
Head of Building Control

**NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
ANNUAL GOVERNANCE STATEMENT 2010/11**

STATUS	CONTROL ISSUE	ACTION PROPOSED	RESPONSIBILITY	TARGET DATE	CURRENT POSITION & COMMENTS
2009/10	With the accession of new Councils to the Partnership there will be further changes in the management structure and in operating arrangements.	Internal Audit will be undertaking an audit and will consider these specific aspects as part of their work.	Head of Building Control	30/9/10	June 2010 - Internal Audit scheduled for Q3 2010/11. June 2011 - Deferred to Q3 2011/12 (see additional issue identified for 2010/11).
2009/10	The growth of the Partnership has now taken its turnover above £1m which has consequences in its accounting and audit arrangements. This will apply to the 2009/10 year onwards.	The Head of Building Control will work closely with his accounting services provider (Ryedale District Council) to ensure that full compliance is met.	Head of Building Control	Final accounts 30 June 2010	Sept 2010 - Deloitte LLP appointed as auditor to cover the accounts for 2009/10 to 2011/12 - Completed. June 2011 - Revision of the Accounts & Audit Regulations now means that the Partnership's audit arrangements are simplified with effect from 2010/2011.
2010/11	The financial crisis has resulted in a significant downturn in business for the Partnership, and required additional contributions from the Partner Councils. It is critical that all the financial and accounting systems are responsive and up to date to manage the Partnership through a very difficult period.	The Head of Building Control will ensure that close monitoring of the budget continues and income information is available monthly.	Head of Building Control	30/9/11	June 2011 - Budget for 2011/12 to be realigned to reflect current chargeable and non chargeable operations.

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP STATEMENT OF ACCOUNTING POLICIES

The Statement of Accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), and also with guidance notes issued by CIPFA on the application of accounting standards (SSAPs and FRSs).

The accounting policies applied by the North Yorkshire Building Control Partnership during the year are as follows:

1. ACCOUNTING CONVENTION

The accounts have been prepared under the historical cost convention.

2. ACCRUALS OF INCOME & EXPENDITURE

The accounts are maintained on an accruals basis, that is, sums due to or from the North Yorkshire Building Control Partnership during the year are included whether or not the cash has actually been received or paid in the year. In particular:

- Fees and charges due from customers are accounted for as income at the date the Partnership provides the relevant services.
- Supplies are recorded as expenditure when they are consumed.
- Where income and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

3. FUNDING

Contributions receivable by the North Yorkshire Building Control Partnership are credited to the financial year to which they relate.

4. RESERVES

Reserves, in the form of accumulated surpluses or deficits on the chargeable account, are liable to the partners of the North Yorkshire Building Control Partnership on an equal share basis.

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP STATEMENT OF ACCOUNTING POLICIES

5. OVERHEADS & SUPPORT SERVICES

The costs of overheads and support services are charged to the North Yorkshire Building Control Partnership in accordance with the costing principles of the CIPFA Best Value Accounting Code of Practice (BVACOP). The total absorption costing principle is used, with the full cost of overheads and support services being shared between users in proportion to the benefits received.

6. VAT

Income and expenditure excludes any amounts related to VAT, as all VAT collected is payable to HM Revenue and Customs and all VAT paid is recoverable from it.

7. PENSIONS

Employees of the North Yorkshire Building Control Partnership participate in the Local Government Pension Scheme, administered by North Yorkshire County Council. It is not possible to allocate a share of the assets and liabilities of the North Yorkshire Pension Fund to the Partnership, with pensions being accounted for on a defined contribution basis. The amount charged to the Income and Expenditure Account in respect of pension costs and other post retirement benefits is the contribution payable in the year. Any difference between the contribution payable in the year and the contribution actually paid is shown as either a prepayment or an accrual in the Balance Sheet.

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
INCOME & EXPENDITURE SUMMARY FOR THE PERIOD ENDED 31 MARCH 2011

	CHARGEABLE £	NON- CHARGEABLE £	TOTAL £
2009/10 Net Surplus/(Deficit)	(63,814)	63,814	-
<u>2010/11</u>			
Gross Income	1,091,080	263,033	1,354,113
Gross Expenditure	1,141,160	204,439	1,345,599
Operating Surplus/(Deficit)	(50,080)	58,594	8,514
Contribution from/(to) Partners	-	-	-
Net Surplus/(Deficit)	(50,080)	58,594	8,514

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
INCOME & EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31 MARCH 2011

2009/10 £		2010/11	
		£	£
	<u>CHARGEABLE ACCOUNT</u>		
	<u>INCOME</u>		
	FEES AND CHARGES		
430,800	Inspection Fees	371,034	
231,515	Plan Fees	327,656	
309,044	Notice Fees	331,926	
11,623	Regularisation Fees	14,757	
8,245	Contributions from Other Local Authorities	22,514	
67,982	Other Income	23,193	1,091,080
1,059,209	TOTAL INCOME		1,091,080
	<u>EXPENDITURE</u>		
	EMPLOYEES		
710,469	Payroll	722,297	
47,966	National Insurance	50,222	
115,203	Pension Costs	121,586	
59,440	Redundancy Costs	40,463	
6,856	Training	7,939	
939,934			942,507
	PREMISES		
2,840	Electricity	3,301	
543	Water Services	196	
25,218	Rent	25,218	
13,968	Rates	12,865	
2,061	Cleaning	2,160	
44,630			43,740
	SUPPLIES & SERVICES		
4,550	Equipment	5,028	
6,940	Printing & Stationery	7,984	
1,829	Photocopying	2,055	
4,480	Books & Publications	4,886	
9,906	Telephones	11,122	
9,236	Computer Software	15,928	
500	Legal Fees	500	
8,236	Professional Fees	10,304	
14,321	Consultants	19,024	
6,595	Insurance	7,868	
1,735	Scanning (DIP)	1,814	
25	Medical Fees	65	
2,100	Audit Fees	8,946	
359	Protective Clothing	398	
2,434	Travel & Subsistence	2,872	
6,182	Postage	8,603	
1,284	Advertising	1,300	
341	Promotions	475	
5,000	Bad Debt Provision	1,153	
86,053			110,325
52,406	SUPPORT SERVICES		44,588
1,123,023	TOTAL EXPENDITURE		1,141,160
(63,814)	CHARGEABLE SURPLUS/(DEFICIT) FOR YEAR		(50,080)

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
INCOME & EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31 MARCH 2011

2009/10 £		2010/11	
		£	£
	<u>NON CHARGEABLE ACCOUNT</u>		
	<u>INCOME</u>		
	FEES AND CHARGES		
31,086	Search Fees	14,306	
2,000	Charges for Services	2,000	
30,284	Other Income	20,327	
158,384	Partner Fees	226,400	263,033
221,754	TOTAL INCOME		263,033
	<u>EXPENDITURE</u>		
	EMPLOYEES		
135,327	Payroll	138,001	
9,137	National Insurance	9,566	
21,943	Pension Costs	23,159	
11,322	Redundancy Costs	7,707	
177,729			178,433
	PREMISES		
316	Electricity	367	
60	Water Services	22	
2,802	Rent	2,802	
1,552	Rates	1,429	
229	Cleaning	240	
4,959			4,860
	SUPPLIES & SERVICES		
506	Equipment	559	
771	Printing & Stationery	887	
203	Photocopying	228	
12,308	Consultants	6,820	
1,256	Insurance	1,499	
400	Audit Fees	1,704	
687	Postage	956	
16,131			12,653
9,982	SUPPORT SERVICES		8,493
208,801	TOTAL EXPENDITURE		204,439
12,953	OPERATING SURPLUS/(DEFICIT) FOR YEAR		58,594
50,861	CONTRIBUTION FROM/(TO) PARTNERS		-
63,814	NON CHARGEABLE SURPLUS/(DEFICIT) FOR YEAR		58,594
-	NET SURPLUS/(DEFICIT) FOR YEAR		8,514

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
BALANCE SHEET AS AT 31 MARCH 2011

31 March 2010 £		31 March 2011 £	£	NOTES
	ASSETS			
109,130	Debtors	69,495		1
-	Cash in Hand	-		
109,130			69,495	
	Less CURRENT LIABILITIES			
314	Creditors	8,136		2
98,816	Cash Overdrawn	42,845		
99,130			50,981	
10,000			18,514	
	REPRESENTED BY			
10,000	Reserves		18,514	3
10,000			18,514	

RESPONSIBLE FINANCIAL OFFICER'S CERTIFICATE

I certify that the above Balance Sheet presents fairly the financial position of the North Yorkshire Building Control Partnership as at 31 March 2011.

Signed  Paul Cresswell CPFA

Dated 17 June 2011

CORPORATE DIRECTOR (S151) (RYEDALE DISTRICT COUNCIL)

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
NOTES TO THE BALANCE SHEET

31 March 2010 £		31 March 2011 £
	1 DEBTORS	
18,841	Selby District Council	25,529
12,878	Scarborough Borough Council	1,312
5,562	Hambleton District Council	-
-	Richmondshire District Council	3,460
73,576	Sundry Debtors - Building Regulation Fees	38,980
3,273	Sundry Debtors - Others	6,214
114,130		75,495
(5,000)	Less Bad Debt Provision	(6,000)
109,130		69,495
	2 CREDITORS	
-	Hambleton District Council	8,162
314	Sundry Creditors	(26)
314		8,136
	3 RESERVES	
10,000	Surplus b/f	10,000
-	Net Surplus/(Deficit) for year	8,514
10,000	Surplus c/f	18,514

4 STATUS OF THE NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP

On 1 April 2001 the Selby and Ryedale District Councils formed a partnership to provide Building Control services on behalf of the two Councils. Hambleton District Council joined the Partnership on 1 September 2007 and Scarborough Borough Council joined on 1 April 2008, with Richmondshire District Council joining on 1 April 2010.

Following an external review in 2002/03, the Partnership and the Partner Councils agreed to revised terms of operation commencing from 1 April 2004. A "core cost" scheme now operates whereby each authority pays a fixed fee to the Partnership. Any year-end reserves over and above a ceiling of £150,000 are repaid equally to each Partner Council. Due to the economic climate a deficit was made for 2009/10, each partner had to fund this equally.

The Partnership must manage its financial performance within the constraints imposed by the core cost scheme.

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
CASH FLOW STATEMENT FOR YEAR ENDED 31 MARCH 2011

2009/10 £		2010/11	
		£	£
(63,814)	Chargeable Account Surplus/(Deficit)	(50,080)	
63,814	Non Chargeable Account Surplus/(Deficit)	58,594	
0			8,514
	Variations:-		
(20,284)	(Increase)/Decrease in Debtors	39,635	
314	Increase/(Decrease) in Creditors	7,822	
(19,970)			47,457
(19,970)	Net Increase/(Decrease) in Cash		<u>55,971</u>

MOVEMENT IN CASH	As at 31.3.11 £	As at 31.3.10 £	Movement £
Cash in Hand/(Overdrawn)	(42,845)	(98,816)	55,971
Net Increase/(Decrease) in Cash	<u>(42,845)</u>	<u>(98,816)</u>	<u>55,971</u>

Small Bodies in England

Annual return for the year ended 31 March 2011

Small relevant bodies in England with an annual turnover of £1 million or less must complete an annual return summarising their annual activities at the end of each financial year.

The annual return on the following pages is made up of four sections:

- **Sections 1 and 2** are to be completed by the person nominated by the body.
- **Section 3** will be completed by the external auditor.
- **Section 4** is to be completed by the body's internal audit provider.

Each body must ensure this annual return is approved no later than 30 June 2011.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Please complete all sections highlighted in red. Do **not** leave any red box blank. Incomplete or incorrect returns may require additional external audit work and incur additional costs.

Please send the annual return, together with your bank reconciliation as at 31 March 2011, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your appointed external auditor by the due date.

If required, your auditor will identify and ask for any documents needed for audit. Unless requested, please do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the body for publication or public display of sections 1, 2 and 3.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides for either local councils or internal drainage boards. These publications may be downloaded from the National Association of Local Councils (NALC) or Society of Local Council Clerks (SLCC) websites (www.nalc.gov.uk or www.slcc.co.uk) or from the members area of the Association of Drainage Authorities website (www.ada.org.uk).

Section 1 – Accounting statements for:

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP

	Year ending		Notes and guidance
	31 March 2010 £	31 March 2011 £	
1 Balances brought forward	10,000	10,000	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (+) Total other receipts	1,331,824	1,354,113	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	1,117,663	1,120,940	Total expenditure or payments made to and on behalf of all body employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	214,161	224,659	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	10,000	18,514	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	(98,816)	(42,845)	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	0	0	The recorded book value at 31 March of all fixed assets owned by the body and any other long term assets e.g. loans to third parties and any long-term investments.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2011 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Reinard

Date 17 JUNE 2011

I confirm that these accounting statements were approved by the body on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of meeting approving these accounting statements:

SIGNATURE REQUIRED

Date DD/MM/YYYY

Section 2 – Annual governance statement

We acknowledge as the members of our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2011, that:

	Agreed – Yes or No*	'Yes' means that the body:
1 We have approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.		prepared its accounting statements in the way prescribed by law.
2 We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances.		has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 We have carried out an assessment of the risks facing the body and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		considered the financial and other risks it faces and has dealt with them properly.
6 We have maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7 We have taken appropriate action on all matters raised in reports from internal and external audit.		responded to matters brought to its attention by internal and external audit.
8 We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the body and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

***Note:** Please provide explanations to the external auditor on a **separate sheet** for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

Section 3 – External auditor’s certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2011 of

ENTER NAME OF REPORTING BODY HERE

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2011; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor’s report

(Except for the matters reported below)* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the body:

(continue on a separate sheet if required)

External auditor’s signature

External auditor’s name

Date

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission’s publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

Section 4 – Annual internal audit report to

ENTER NAME OF REPORTING BODY HERE

The body's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2011.

Internal audit has been carried out in accordance with the body's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the body.

Internal control objective	Agreed? Please choose from one of the following Yes/No*/Not covered**
A Appropriate accounting records have been kept properly throughout the year.	
B The body's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	
C The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	
D The annual taxation or levy or funding requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	
F Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	
G Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.	
H Asset and investments registers were complete and accurate and properly maintained.	
I Periodic and year-end bank account reconciliations were properly carried out.	
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	

For any other risk areas identified by the body (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit: Date:

***Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2011 annual return

- 1 Proper practices for preparing this annual return are found in the *Practitioners' Guides**. These publications are regularly updated and contain everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines should you wish to talk through any problem you may encounter.
- 2 Please make sure that your annual return is complete (i.e. no empty red boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are approved by the body, properly initialled and an explanation for them is provided to the auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a member or the Chair, to review your annual return for completeness before sending it off to the auditor.
- 4 Please do not send the auditor any information not specifically asked for. Doing so is not helpful. However, you must advise the auditor of any change in Clerk, Responsible Financial Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your auditor with the annual return covers **all** your bank accounts. If your body holds any short-term investments, please note their value on the bank reconciliation. The auditor should be able to agree your bank reconciliation to Box 8 on the Statement of Accounts. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guides**.
- 6 Please **explain fully** significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The auditor wants to know that **you** understand the reasons for all variances. Please include a complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guides** to assist you.
- 7 If the auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Please make sure that your accounting statements add up! Also please ensure that the balance carried forward from the previous year (Box 7 of 2010) equals the balance brought forward in the current year (Box 1 of 2011).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of their audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All red boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Approval by the body confirmed by signature of Chair of meeting approving the accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2011 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All red boxes completed by internal audit and explanations provided?	

***Note:** *Governance and Accountability for Local Councils in England – A Practitioners' Guides*, is available from NALC and SLCC representatives or *Governance and Accountability for Internal Drainage Boards in England – A Practitioners' Guides*, is available from the ADA at The Association of Drainage Authorities, 12 Cranes Drive, Surbiton, Surrey, KT5 8AL or from the NALC, SLCC or ADA websites - see page 1 for addresses.

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Agenda Item:



Ryedale District Council

REPORT TO: North Yorkshire Building Control Partnership Board

DATE: 29 June 2011

REPORTING OFFICER: Les Chapman
Head of Building Control

SUBJECT: Performance 1 April 2010 – 31 March 2011

1.0 PURPOSE OF REPORT

1.1 To receive a report on the Building Control Partnership's operational performance from 1 April 2010 to 31 March 2011.

2.0 RECOMMENDATIONS

2.1 That the Report be noted.

3.0 BACKGROUND

3.1 To provide Members with information on the current position within the Partnership on performance management issues.

4.0 POLICY CONTEXT

4.1 This policy falls within the Partnership's objectives and values in providing excellence in customer services, delivery of a high quality service and respecting our employees and responding to their needs.

5.0 REPORT

5.1 Performance

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP

29 June 2011

5.2 Set out in Appendix 1 is the covalent performance report from 1 April 2010 to 31 March 2011.

5.3 Over the past 12 months the Partnership has achieved its targets or where not achieved these are within an acceptable tolerance. The exceptions are:

- BC3 Plans over statutory time period. There were a total of thirty five applications which exceeded the statutory time period. A number of these relate to applications being submitted prior to changes in the Regulations which were not fully developed at the time of deposit and to try to resolve these issues applicants were allowed greater time to submit amendments. Reduced staffing also impacted on plan checking due to priority being given to site cover.

- BC11 Percentage of market share within Schedule 1 (Housing). Failed due to a significantly high number of initial notices for large housing developments being received prior to changes in the Regulations. Many of these were submitted prior to gaining planning permission.

- BC12 Percentage of market share within Schedule 2/3 in the domestic and commercial sectors. The year value of 81% against a target of 90% is slightly misleading when compared to last year prior to Richmondshire joining the Partnership. The actual value for the four authorities indicates an 86% market share which would be a 2% improvement on the previous year. However the high volume of initial notices within the Richmondshire area brings the percentage down to 81%.

- BC13 CPD Training. The Partnership has not been able to support the level of CPD training during the financial year due to operational demands.

- BC15 Income gained through LABC Partnerships. The number of LABC Partnership applications slightly increased on the previous year. However, overall there has been a significant reduction in partner applications due to the current recession whilst competitor activity remains reasonably constant with the exception of Richmondshire. This clearly indicates that confidence in undertaking major developments has not yet returned or companies are not using the partnership scheme as intended.

6.0 TRAINING

- 6.1 The Partnership continues to hold bi-monthly CPD events for Officers.
- 6.2 Michelle Lanaghan and Daniel Page are awaiting the results of the Diploma in Management Studies which will be known in early July.
- 6.3 Michelle Lanaghan has commenced her professional examination and diary for the Royal Institute of Chartered Surveyors.
- 6.4 Simon Nichol has completed year 3 of a five year BSC Honours degree in Building Surveying at Northumbria University.
- 6.5 Julie Chapman has completed part-time HNC in Construction at York College. Results will be issued shortly.

7.0 CUSTOMER AND AGENT SURVEYS

- 7.1 A copy of the results for the year 2010/11 customer surveys has been emailed to Members and a hard copy will be available at the meeting.

8.0 LEGAL IMPLICATIONS

- 8.1 There are no legal implications.

9.0 RISK ASSESSMENT

- 9.1 By not monitoring its performance against the Business Plan and corporate objectives the Partnership risks service failure and not meeting the expectations of customers, partner authorities and CPA requirements.

10.0 CONCLUSION

- 10.1 It is essential that the Board continue to monitor the Partnership's performance against the Business Plan to ensure each partner authority receives an efficient and effective building control service.












Background Papers: Previous Board Minutes

OFFICER CONTACT:

Please contact Les Chapman, Head of Building Control if you require any further information on the contents of this report. The officer can be contacted on 01347 825760 or at les.chapman@nybcp.org

Building Control PIs Year End 2010-11

Report Type: PIs Report
Generated on: 27 April 2011

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				

Page 45

PI Code	Short Name	2006/07	2007/08	2008/09	2009/10	2010/11					Note
		Value	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	
BC 1	Check full plan applications within 14 days	94%	91%	82%	97%	86%	90%				Failed, due to staff reductions, combined with holiday leave, sickness and priority given to site inspections.
BC 2	% of Building Notices accepted in 2 working days	98%	84%	90%	97%	97%	93%				Achieved.
BC 3	% Full Plans approved within statutory time period 2 months - Building Control	99.0%	99.0%	99.3%	99.2%	97.2%	100.0%				Failed. Improved monitoring introduced.
BC 4	Full Plans applications approved first time.	92%	95%	96%	93%	87%	90%				Increased number of rejections due to applications being deposited prior to changes in regulations and not resolved within time limit.
BC 5	Site Inspections undertaken on day of notification	98.0%	99.0%	99.7%	99.7%	99.3%	93.0%				Achieved.
BC 6	Completion Certifications issued within 5 days of notified satisfactory inspection		66%	75%	86%	84%	80%				Achieved.

PI Code	Short Name	2006/07	2007/08	2008/09	2009/10	2010/11					Note
		Value	Value	Value	Value	Value	Target	Status	Long Trend	Short Trend	
BC 7	An average of 7 inspections undertaken per development.	6.7	7.4	8.4	8.4	7.8	7.0				Achieved. This target will be revised for next year following the introduction of the charge regulations and specific inspections per development type.
BC 8	Dangerous structures inspected within 2 hours.	100%	100%	100%	85%	87%	82%				Achieved.
BC 9	Response Rate to complaints in accordance with the Partnership's Complaints Procedure			70%	100%	100%	95%				Achieved.
BC 10	Fire Authority Satisfaction		86%	96%	100%	100%	80%				Achieved.
BC 11	% of Market Share within Schedule 1 (figures are for each qtr)		37%	57%	81%	11%	60%				Failed due to high number of Initial Notices from major developers submitted prior to regulation changes.
BC 12	% of Market Share within Schedule 2 & 3 Domestic and Commercial Developments		91%	93%	84%	81%	90%				Failed. The year value of 86% should be used for comparison with previous years - excluding Richmondshire. This shows a 2% improvement on the previous year.
BC 13	No. of hours CPD Training by professional staff every year (Annual Target 35hrs)		30.00hrs	38.50hrs	36.50hrs	24.50hrs	35.00hrs				Failed. Reduced training hours due to staff availability/reductions.
BC 14	Customers consider the service to be Good/Excellent		84%	85%	91%	86%	80%				Achieved.
BC 15	Income gained through LABC partnership applications to equal income lost to competition in Schedule 2 & 3			39%	5%	4%	100%				Partnership work has significantly reduced during the current recession whilst competitor activity remains reasonably constant excluding Richmondshire.

Agenda Item:



Ryedale District Council

REPORT TO: North Yorkshire Building Control Partnership Board

DATE: 29 June 2011

REPORTING OFFICER: Les Chapman
Head of Building Control

SUBJECT: Proposed Increase in Charges

1.0 PURPOSE OF REPORT

- 1.1 To approve a revision to the Building Regulation Charges scheme for the Building Control Partnership from 1 September 2011.

2.0 RECOMMENDATIONS

The scale of charges as set out in Annex 1 is adopted with effect from 1 September 2011.

3.0 REPORT

- 3.1 Members will be aware that a new scheme of charges was introduced last year following the publication in March 2010 of new charging regulations and CIPFA guidance.
- 3.2 The new charging regime as set out in Annex 1 has to be based on an hourly charge to recover costs of the chargeable service. Any surpluses or deficits within the chargeable area of operations are to be held within a reserve. It is important to note that the Partnership should not build up excessive reserves and where these are foreseen the charging scheme should be amended accordingly. If a deficit occurs actions need to be taken to bring the budget back into line and to a "break even" point within an agreed time period. Due to operational needs of the Partnership it is viewed that the break even position is when the Partnership has £150,000 in its reserves in accordance with the Partnership's legal agreement. This level of reserve will facilitate the Partnership's operational requirements as it is not practical to request capital

expenditure from each of the Partners as and when required or to request monies to maintain the agreed level of operational reserve.

3.3 The scheme of charges as set out in Annex 1 has been established using the hourly rate times the number of inspections and hours taken plan checking. Annex 2 shows the current scheme of charges. Should an applicant agree to pay the inspection charge at the same time as paying the deposit charge on a full plans application a 5% discount has been introduced as the costs associated with the application are reduced as there is no need for invoicing and debt recovery. These savings can be passed on to the applicant. This hopefully will encourage more people to submit full plans applications.

3.4 The overall increase of charges is based on 4% increase on the hourly charge rounded to the nearest full £.

4.0 POLICY CONTEXT

4.1 This budget will have an effect on delivery and implementation of the North Yorkshire Building Control Partnership's Business Plan.

5.0 FINANCIAL IMPLICATIONS

5.1 It is anticipated that by adopting these revised charges there will be an overall positive impact on the agreed budget of approximately £15,000.

6.0 LEGAL IMPLICATIONS

6.1 The Board is required to review its charges on at least an annual basis and to make appropriate adjustments to ensure a break even position.

7.0 RISK ASSESSMENT

7.1 Not reviewing the scheme of charges annually could result in the Partnership trading in a negative position incurring costs to partner authorities.

8.0 CONCLUSION

It is essential that the charges are set at an appropriate level and within the guidelines of the LGA Model Scheme of Charges to deliver locally accountable building control services, whilst remaining competitive against charges set by Approved Inspectors.

Background Papers: The Budget Report September 2010.

OFFICER CONTACT:

Please contact Les Chapman, Head of Building Control if you require any further information on the contents of this report. The officer can be contacted on 01347 825760, or at les.chapman@nybcp.org.

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NORTH YORKSHIRE BUILDING CONTROL

(inc Hambleton, Richmondshire, Ryedale, Scarborough & Selby Councils Building Control)

GUIDANCE NOTE ON CHARGES

The Building Act 1984
The Building (L.A Charges)
Regulations 2010
Operative 1 September 2011

Explanatory Notes

Before you build, extend or convert your property, your agent must advise your local authority either by submitting Full Plans or a Building Notice. The charge payable depends on the type of work, the number of dwellings or number of storeys. The following tables may be used in conjunction with the current Charge Regulations to calculate the amount. If you have difficulty in calculating the charge please contact us on 01347 822703. **Please make cheques payable to North Yorkshire Building Control.**

Note: from 1 January 2009 a charge of £50.00 plus VAT (£60.00) will be made for applications that are withdrawn or returned.

Full Plans You will pay a plan charge at the time of submission to cover the approval or rejection. For most types of Full Plans submissions, an inspection charge covering all site visits will be payable following the first inspection.

Building Notice The appropriate Building Notice charge is payable at the time of submission and covers all necessary checks and site visits. The charge is equivalent to the sum of the relevant plan charge and inspection charge.

Regularisation Certificate In respect of unauthorised building work, commenced on or after 11 November 1985, you will pay a Regularisation charge to cover the cost of assessing your application and all inspections. The charge is equivalent to the Building Notice charge (ex VAT) plus 50%.

With the exception of the Regularisation charge, all local authority charges are subject to VAT at the appropriate rate.

For Schedule 1 work (consists of 3 or more dwellings) or Schedule 3 work (costing more than £50,000) discounts may be applicable. Contact Building Control on 01347 822703 who will provide you with a quotation.

Schedule 1 Charges for small domestic buildings eg new dwelling houses and flats. Applicable where the total internal floor area of each dwelling, excluding any garage or carport does not exceed 300m² and the building has no more than three storeys, each basement level being counted as one storey. In any other case, Schedule 3 applies.

Schedule 2 Where work comprises of single / two or more storey extensions, domestic garages, loft conversions, re-roofing, replacement windows and electrical installations.

Schedule 3 Applicable to all other building work not covered by Schedules 1 or 2. Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application excluding VAT. Where the charge is based on total estimated cost of the work a reasonable estimate will be required, which must be deposited with the application. In cases where the local authority considers an estimate to be unreasonable, or where no estimate or charge is supplied, the Partnership is authorised to treat plans as if they had not been deposited.

Electrical Installations - if you are using an electrical installer who is a member of the 'Competent Persons Scheme' no application is required to the local authority. Notification of compliance will be given to the local authority automatically. Members of the approved scheme include NICEIC, NAPIT, BSI, ELECSA.

For **electrical work ONLY** - If you are using a Registered Electrician who can sign a BS7671 Certificate you will need to submit a Building Regulations Application to the local authority who will inspect the work at First Fix. The Registered Electrician will then certify the work and supply a copy of the Certificate to the local authority. **Note** a charge will be required. The charge for this will be Schedule 2 (9)(b). No additional charge is required if the electrical work is part of other work such as an extension, loft conversion, new building etc.

If the person carrying out the electrical works is neither a member of the 'Competent Person Scheme' or a Registered Electrician you can either engage a 'Competent Person' who will inspect, test and certify the installation on your behalf or alternatively you will need to submit a Building Regulation Application and the local authority will engage a 'Competent Person' to inspect, test and certify the work. A charge will be required for this work (see Page 3 (9a)). Note - if the required electrical work is part of other work such as an extension, loft conversion, new building etc then an additional charge will be required.

Exemptions/reductions in charges: Where plans have been either approved or rejected no further plan charge is payable on resubmission for the same work.

Works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within certain of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948 applies and as by Section 8 (2) of the Mental Health Act 1959.

NOTE Charges have been calculated on a set number of inspections being undertaken (except for enforcement). Should there be a need for additional inspections the Partnership may recover the additional costs.

Schedule 1: Charges for small domestic buildings

Number of Dwellings	FULL PLANS SUBMISSIONS						BUILDING NOTICES	
	Plan Charge		Inspection Charge		5% Discount when full charge paid on deposit		Building Notice Charge	
	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT
1	198.69	238.43	338.81	406.57	510.63	612.76	537.50	645.00
2	248.33	298.00	504.17	605.00	714.88	857.86	752.50	903.00
3	298.37	358.04	679.88	815.86	929.34	1,115.21	978.25	1,173.90
4	348.50	418.20	874.31	1,049.17	1,161.67	1,394.00	1,222.81	1,467.37
5	396.19	475.43	1,071.18	1,285.42	1,394.00	1,672.80	1,467.37	1,760.85
	For each dwelling in excess of 5 add £36.00 excluding VAT		For dwelling in excess of 5 add £144.00 excluding VAT		For dwellings in excess of 5 add £171.00 excluding VAT and inc 5% discount		For dwellings in excess of 5 add £180.00 excluding VAT	

NOTE: For developments of three or more dwellings discounts may apply. For further information please contact Building Control - details on page 1.

Schedule 2: Charges for certain small buildings, extensions

Type of Work	FULL PLANS SUBMISSIONS						BUILDING NOTICES	
	Plan Charge		Inspection Charge		5% Discount when full charge paid on deposit		Building Notice Charge	
	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT
1) Erection or extension of a detached or attached building which consists of a garage or carport or both having a floor area not exceeding 60m ² in total and intended to be used in common with an existing building, and which is not an exempt building.	285.00 inc 5% discount	342.00 inc 5% discount	included in plan charge	included in plan charge	—	—	300.00	360.00
2) Single storey extension with a floor area not exceeding 60m ²	380.00 inc 5% discount	456.00 inc 5% discount	included in plan charge	included in plan charge	—	—	400.00	480.00
3) Two or more storey extension to a dwelling with a floor area not exceeding 60m.	174.80	209.76	262.20	314.64	415.15	498.18	437.00	524.40
4) Any extension to a dwelling the total floor area of which exceeds 60m .	190.00	228.00	285.00	342.00	451.25	541.50	475.00	570.00

Schedule 2: Charges for certain small buildings and extensions

FULL PLANS SUBMISSIONS							BUILDING NOTICES	
Type of Work	Plan Charge		Inspection Charge		5% Discount when full charge paid on deposit		Building Notice Charge	
	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT
5) Any extension or alteration of an existing dwelling consisting of the provision of one or more rooms in the roof space, including means of escape.	150.00	180.00	225.00	270.00	356.25	427.50	375.00	450.00
6) Single storey domestic barn conversion to residential accommodation.	244.80	293.76	367.20	440.64	581.40	697.68	612.00	734.40
7) Two storey domestic barn conversion to residential accommodation	270.00	324.00	405.00	486.00	641.25	769.50	675.00	810.00
8) Replacement Windows - Installation of one or more windows or doors							87.50	105.00
9) Re-roofing domestic dwelling (leaving existing timber structure)							87.50	105.00
10) Electrical Installations -								
a) Where the installer is not a member of the 'Competent Persons Scheme' or a Registered Electrician.							290.00	348.00
b) Where the work applies ONLY to an electrical installation and the installer is a Registered Electrician who can sign a BS7671 Certificate.							87.50	105.00
11) Alternative Energy Sources (small scale solar panels, heat pumps, wind generators etc)							87.50	105.00

NOTE: A 5% discount is applicable on full plans applications if the plan and inspection charges are made at the time of deposit of the application.

Footnotes

1 Detached garages and carports having an internal floor area not exceeding 30m are "exempt buildings" providing in the case of a garage it is sited not less than one metre from all boundaries or alternatively it is constructed substantially of non-combustible materials. Extensions comprising a carport must be open on at least two sides.

Schedule 3: FEES FOR OTHER WORK

Estimated cost of work

£	FULL PLANS SUBMISSION						BUILDING NOTICE	
	Plan Fee		Inspection Fee		5% Discount when full charge paid on deposit		Building Notice Charge	
	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT
0 – 2,000	118.75	142.50	inc 5%	discount	—	—	125.00	150.00
2001 – 5,000	153.90	184.68	inc 5%	discount	—	—	162.00	194.40
5001 – 10,000	100.00	120.00	112.50	135.00	201.87	242.24	212.50	255.00
10,001 – 20,000	100.00	120.00	225.00	270.00	308.75	370.50	325.00	390.00
20,001 – 30,000	150.00	180.00	262.50	315.00	330.00	396.00	412.50	495.00
30,001 – 40,000	200.00	240.00	300.00	360.00	475.00	570.00	500.00	600.00
40,001 – 50,000	200.00	240.00	375.00	450.00	546.25	655.50	575.00	690.00

NOTE: For developments in excess of £50,000 please contact Building Control - details on Page 1.

Where an applicant / agent wishes to deposit a full plans application in either Schedule 1, 2 or 3 (estimated cost up to £50,000) a 5% discount can be applied if both plan and inspection charge are paid at the time of deposit. For works over £50,000 discounts will be by negotiation.

Footnotes

2 Full Plans submissions for work costing less than £5,000 must be accompanied by the total charge at the time of deposit. The plan charge for work costing more than £5,000 is as set out in Schedule 3. This charge must be deposited with the Full Plans submission and discounts have been applied. For projects over £5,000 the inspection charge will be invoiced for the appropriate amount which will be sent after the first inspection of work has been made.

NORTH YORKSHIRE BUILDING CONTROL

(inc Hambleton, Richmondshire, Ryedale, Scarborough & Selby Councils Building Control)

GUIDANCE NOTE ON CHARGES

The Building Act 1984
The Building (L A Charges)
Regulations 2010
Operative 1 January 2011 -
31 March 2011

Explanatory Notes

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Note: from 1 January 2009 a charge of £40.00 plus VAT (£48.00) will be made for applications that are withdrawn or returned.

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Schedule 2 Where work comprises of single / two or more storey extensions, domestic garages, loft conversions, re-roofing, replacement windows and electrical installations.

Schedule 3 Applicable to all other building work not covered by Schedules 1 or 2. Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application excluding VAT. Where the charge is based on total estimated cost of the work a reasonable estimate will be required, which must be deposited with the application. In cases where the local authority considers an estimate to be unreasonable, or where no estimate or charge is supplied, the Partnership is authorised to treat plans as if they had not been deposited.

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If the person carrying out the electrical works is neither a member of the 'Competent Person Scheme' or a Registered Electrician you can either engage a 'Competent Person' who will inspect, test and certify the installation on your behalf or alternatively you will need to submit a Building Regulation Application and the local authority will engage a 'Competent Person' to inspect, test and certify the work. A charge will be required for this work (see Page 3 (9a)). **Note** - if the required electrical work is part of other work such as an extension, loft conversion, new building etc then an additional charge will be required.

Exemptions/reductions in charges: Where plans have been either approved or rejected no further plan charge is payable on resubmission for the same work.

Works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within certain of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948 applies and as by Section 8 (2) of the Mental Health Act 1959.

NOTE Charges have been calculated on a set number of inspections being undertaken (except for enforcement). Should there be a need for additional inspections the Partnership may recover the additional costs.

Schedule 1: Charges for small domestic buildings

Number of Dwellings	FULL PLANS SUBMISSIONS						BUILDING NOTICES	
	Plan Charge		Inspection Charge		5% Discount when full charge paid on deposit		Building Notice Charge	
	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT
1	192.00	230.40	324.00	388.80	490.21	588.25	516.00	619.20
2	240.00	288.00	482.40	578.88	686.28	823.54	722.40	866.88
3	288.00	345.60	651.12	781.34	892.16	1,070.59	939.12	1,126.94
4	336.00	403.20	837.90	1,005.48	1,115.20	1,338.24	1,173.90	1,408.68
5	384.00	460.80	1,024.68	1,229.62	1,338.25	1,605.90	1,408.68	1,690.42
	For each dwelling in excess of 5 add £35.20 excluding VAT		For dwelling in excess of 5 add £140.80 excluding VAT		For dwellings in excess of 5 add £167.20 excluding VAT and inc 5% discount		For dwellings in excess of 5 add £176.00 excluding VAT	

NOTE: For developments of three or more dwellings discounts may apply. For further information please contact Building Control - details on page 1.

Schedule 2: Charges for certain small buildings, extensions

Type of Work	FULL PLANS SUBMISSIONS						BUILDING NOTICES	
	Plan Charge		Inspection Charge		5% Discount when full charge paid on deposit		Building Notice Charge	
	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT
1) Erection or extension of a detached or attached building which consists of a garage or carport or both having a floor area not exceeding 60m ² in total and intended to be used in common with an existing building, and which is not an exempt building.	273.60 inc 5% discount	328.32 inc 5% discount	included in plan charge	included in plan charge	—	—	288.00	345.60
2) Single storey extension with a floor area not exceeding 60m ²	364.80 inc 5% discount	437.76 inc 5% discount	included in plan charge	included in plan charge	—	—	384.00	460.80
3) Two or more storey extension to a dwelling with a floor area not exceeding 60m.	168.00	201.60	252.00	302.40	399.00	478.80	420.00	504.00
4) Any extension to a dwelling the total floor area of which exceeds 60m .	182.40	218.88	273.60	328.32	433.20	519.84	456.00	547.20

Schedule 2: Charges for certain small buildings and extensions

Type of Work	FULL PLANS SUBMISSIONS						BUILDING NOTICES	
	Plan Charge		Inspection Charge		5% Discount when full charge paid on deposit		Building Notice Charge	
	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT
5) Any extension or alteration of an existing dwelling consisting of the provision of one or more rooms in the roof space, including means of escape.	144.00	172.80	216.00	259.20	342.00	410.40	360.00	432.00
6) Single storey domestic barn conversion to residential accommodation.	235.20	282.24	352.80	423.36	558.60	670.32	588.00	705.60
7) Two storey domestic barn conversion to residential accommodation	259.20	311.04	388.80	466.56	615.60	738.72	648.00	777.60
8) Replacement Windows - Installation of one or more windows or doors							84.00	100.80
9) Re-roofing domestic dwelling (leaving existing timber structure)							84.00	100.80
10) Electrical Installations -								
a) Where the installer is not a member of the 'Competent Persons Scheme' or a Registered Electrician.							278.00	333.60
b) Where the work applies ONLY to an electrical installation and the installer is a Registered Electrician who can sign a BS7671 Certificate.							84.00	100.80
11) Alternative Energy Sources (small scale solar panels, heat pumps, wind generators etc)							84.00	100.80

NOTE: A 5% discount is applicable on full plans applications if the plan and inspection charges are made at the time of deposit of the application.

Footnotes

1 Detached garages and carports having an internal floor area not exceeding 30m are "exempt buildings" providing in the case of a garage it is sited not less than one metre from all boundaries or alternatively it is constructed substantially of non-combustible materials. Extensions comprising a carport must be open on at least two sides.

Schedule 3: FEES FOR OTHER WORK

Estimated cost of work

£	FULL PLANS SUBMISSION						BUILDING NOTICE	
	Plan Fee		Inspection Fee		5% Discount when full charge paid on deposit		Building Notice Charge	
	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT	FEE £	Total inc VAT
0 – 2,000	114.00	136.80	inc 5%	discount	—	—	120.00	144.00
2001 – 5,000	148.20	177.84	inc 5%	discount	—	—	156.00	187.20
5001 – 10,000	96.00	115.20	108.00	129.60	193.80	232.56	204.00	244.80
10,001 – 20,000	96.00	115.20	216.00	259.20	296.40	355.68	312.00	374.40
20,001 – 30,000	144.00	172.80	252.00	302.40	376.20	451.44	396.00	475.20
30,001 – 40,000	192.00	230.40	288.00	345.60	456.00	547.20	480.00	576.00
40,001 – 50,000	192.00	230.40	360.00	432.00	524.40	629.28	552.00	662.40

NOTE: For developments in excess of £50,000 please contact Building Control - details on Page 1.

Where an applicant / agent wishes to deposit a full plans application in either Schedule 1, 2 or 3 (estimated cost up to £50,000) a 5% discount can be applied if both plan and inspection charge are paid at the time of deposit. For works over £50,000 discounts will be by negotiation.

Footnotes

2 Full Plans submissions for work costing less than £5,000 must be accompanied by the total charge at the time of deposit. The plan charge for work costing more than £5,000 is as set out in Schedule 3. This charge must be deposited with the Full Plans submission and discounts have been applied. For projects over £5,000 the inspection charge will be invoiced for the appropriate amount which will be sent after the first inspection of work has been made.

Agenda Item:



Ryedale District Council

REPORT TO: North Yorkshire Building Control Partnership Board

DATE: 29 June 2011

REPORTING OFFICER: Les Chapman
Head of Building Control

SUBJECT: Street Naming and Numbering Appeal

1.0 PURPOSE OF REPORT

- 1.1 To review a recent decision by Street Naming and Numbering to rename eight flats at Fulford Road, Scarborough, following a letter of appeal from residents of the flats.

2.0 RECOMMENDATIONS

That Members adjudicate on the appeal.

3.0 REPORT

- 3.1 The original property was constructed in the 1930s and was registered at that time with the Land Registry as 3 Fulford Road, Scarborough. The property was then converted in the 1970s to form eight flats and was renamed Flats 1-8, 3 Fulford Road, Scarborough. The original entrance to this building is off Fulford Road. However following conversion the original front entrance is only accessible by one of the flats and the remaining flats are entered by a communal entrance at the side of the property fronting on to Princess Royal Terrace. The arrangement of using Fulford Road as the address to all of the flats has not caused any problems over the years with all post being delivered to the correct address and when necessary emergency services locating the correct flat.
- 3.2 Earlier this year the owner of Flat 2 found that the property was missing from the official register of addresses at the Post Office and contacted Scarborough Borough Council to have this omission rectified.
-

- 3.3** Resulting from this request the Officer concerned visited the site and having found that only Flat 1 and Flat 8 (basement flat) have access from Fulford Road renamed Flats 2- 7 with a Princess Royal Terrace address and postcode due to the main access being off Princess Royal Terrace. Renaming these properties has caused the occupants significant inconvenience in having to have all their correspondence details amended for utilities, banks, land registry, conveyancing, title deeds etc.
- 3.4** Two of the flat owners have been in protracted correspondence with the Council and the Partnership and have asked for the decision to be reviewed. As there appears to be no formal appeals process it is considered by Officers that the previous system of appeal in place for Selby District Council to the Partnership Board would be the most appropriate vehicle to review this current request.
- 3.5** Annex 1 sets out the owners' request to revert back to the original address of Fulford Road for all the properties and the installation of clearer signage on the property re access, post etc as confirmed by the management company in Annex 2.

4.0 FINANCIAL IMPLICATIONS

- 4.1** There are possible financial implications as should the original address be accepted then a claim for compensation for costs could be made by the property owners for amending title deeds etc.

5.0 LEGAL IMPLICATIONS

- 5.1** The flats should have clearly definable addresses for the delivery of post and the attendance of emergency services.

6.0 RISK ASSESSMENT

- 6.1** Failing to provide clearly definable addresses for these flats could lead to confusion and delays in attending by emergency services.


7.0 CONCLUSION

It is essential that Members review the decision which is binding on all parties.

Background Papers: Correspondence between Street Naming and Numbering and flat owners.

OFFICER CONTACT: Please contact Les Chapman, Head of Building Control if you require any further information on the contents of this report. The officer can be contacted on 01347 825760, or at les.chapman@nybcp.org.

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9th June 2011

Dear Mr Chapman,

Your reference 10/00568/NAM

Following our meeting last Wednesday 8th June I am writing to formally request that the recent decision to change the established address of several of the flats in the building known as St Helens Fulford Road, Scarborough, be reversed. The decision to impose a change of address has created many significant anomalies, confusions and potential disruptions to the owners and residents of a building that has been previously and unproblematically addressed as 3 Fulford Road for a very long time.

In order to address these complications and confusions I propose that the designation of flats 2-7 reverts to the previous and established addresses as follows:

Flats 2-7 St Helens
3 Fulford Road
Scarborough
YO11 2SQ


Replacing the newly imposed addresses given below:

Flats 2-7
6 Princess Royal Terrace
Scarborough
YO11 2RP

To further clarify the identification of the various addresses at St Helens, Fulford Road we undertake to install clearer signage at the property, indicating the location of the main points of access for each of the flats in the building. A letter from Nicholson's Lettings and Property Management Ltd, who are in charge of block management, will confirm this undertaking.

I trust this provides sufficient information for you to proceed with the request, but please let me know if there is any further clarification that I can provide.

Yours sincerely,



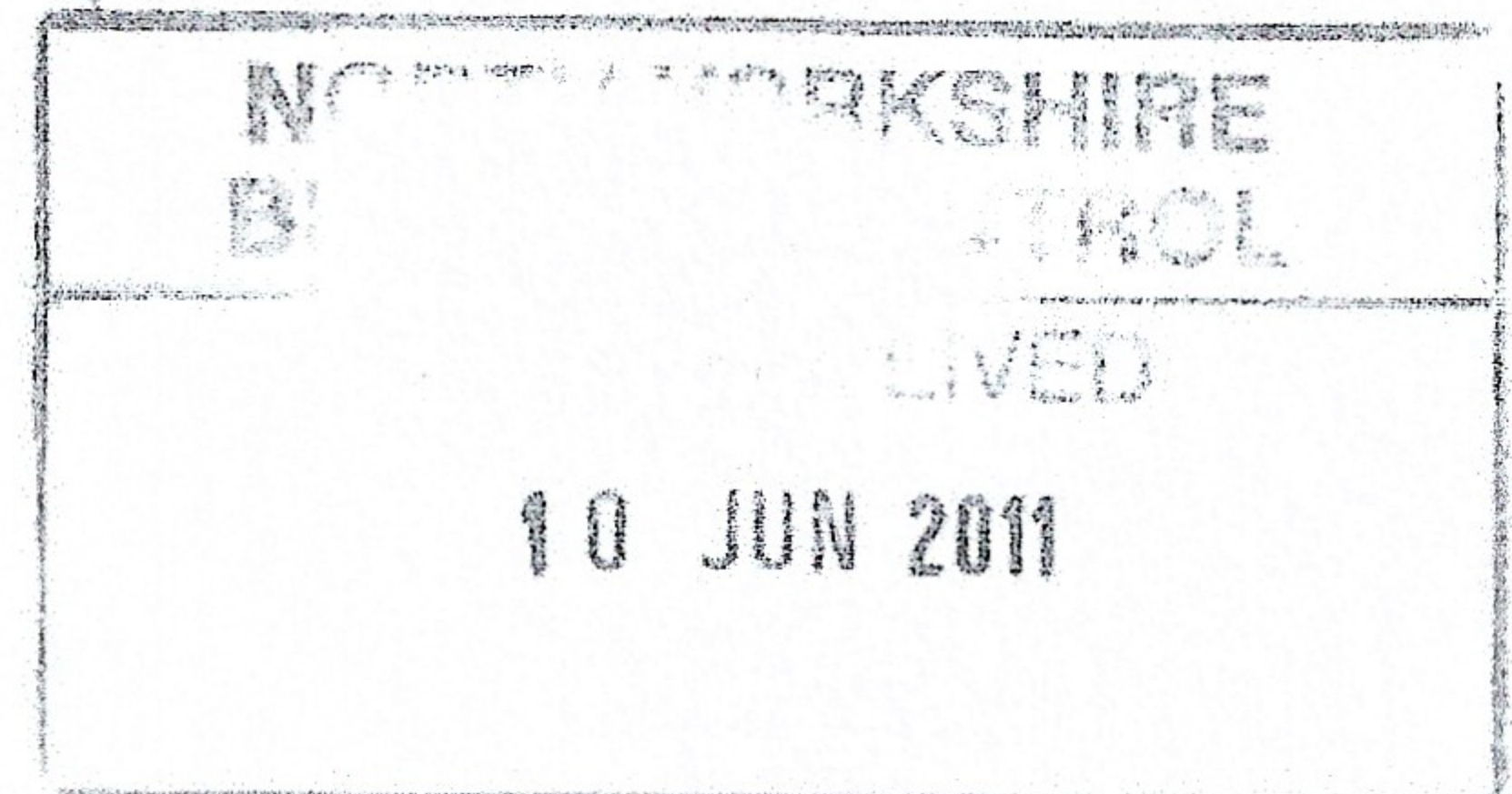
NICHOLSONS MANAGEMENT DEPARTMENT

4 Valley Bridge Parade, Scarborough, YO11 2PF

Tel: 01723 362401 Fax: 01723 501381 E-Mail: repairs@nicholsons.uk.com

Repairs Department Direct Dial : 01723 380913

Les Chapman
 Head of Building Control
 North Yorkshire Building Control
 Suite 2
 Coxwold House
 Easingwold Business Park
 Easingwold
 York
 YO61 3FB



Our Ref: TN/STHE/11

09 June 2011

Dear Mr Chapman

Re: St Helens, 6 Princess Royal Terrace, Scarborough, North Yorkshire, YO11 2RP

We have been asked by the owners to write to you formally as managing agents for block known as St Helens situated on Fulford Road and Princess Royal Terrace in Scarborough.

Recently your building Control Department instigated a change of address for the apartments where you determined that the correct addresses of Flats 2-7 should be changed to 6 Princess Royal Terrace and this was subsequently registered on your instruction with the Royal Mail Address Development Centre.

The feedback we have received from owners to date has been that they would like the addresses changing back to their original format as they felt the original addresses adequately reflected the layout of the apartments. In this regard we would be happy to assist with undertake installation of clearer signage indicating the main point of access for each of the apartments if required.

We look forward to hearing from you in due course so we can respond to owners concerns.

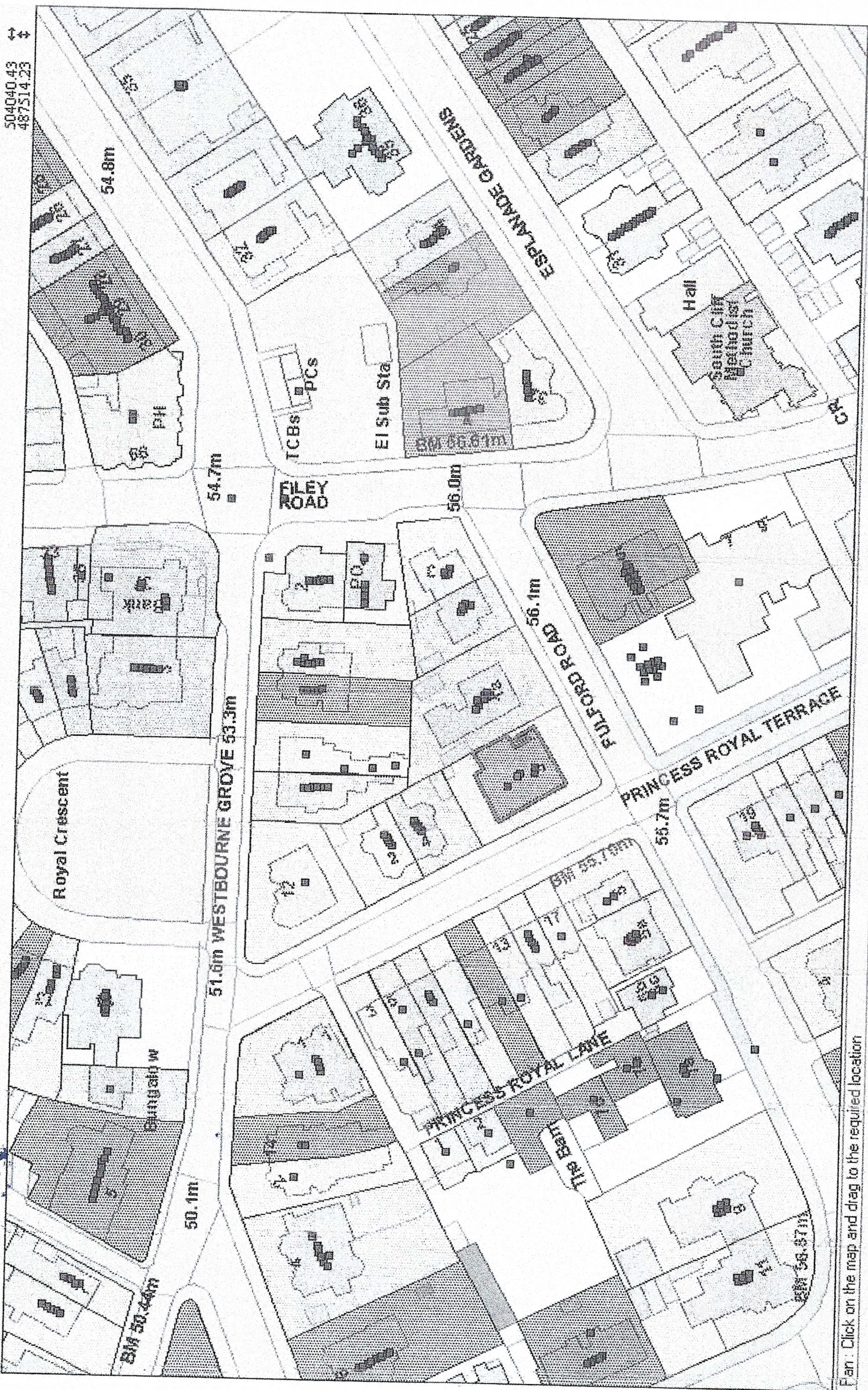
Many thanks

Yours sincerely

**Nicholsons Management Department**

Box Zoom 1:1054

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Agenda Item:



Ryedale District Council

REPORT TO: North Yorkshire Building Control Partnership Board

DATE: 29 June 2011

REPORTING OFFICER: Les Chapman
Head of Building Control

SUBJECT: Flood Defences

1.0 PURPOSE OF REPORT

- 1.1 To inform Members of a new area of work which the Partnership is undertaking, on behalf of Ryedale District Council, following the recent announcement by the Environment Agency of provision of grant assistance for flood defence work in Kirkby Mills and Keldholme.

2.0 RECOMMENDATIONS

That the report be noted.

3.0 REPORT

- 3.1 The Partnership is currently administering on behalf of Ryedale District Council a grant scheme for properties within the known flood areas. This entails undertaking a survey of the property and advising the applicant on measures required to reduce the risk of the property flooding. The maximum grant allocation per dwelling is £2,500 of which the Partnership receives a 10% administration charge. This scheme was approved by Council in February and became operational from 1 April 2011.
- 3.2 In addition to the above scheme the Head of Environmental Services along with colleagues from surrounding district councils submitted proposals for a number of flood defence schemes to the Environment Agency. It was agreed that should any of these schemes fall within the North Yorkshire area the Partnership would administer the scheme. The only scheme which received the go ahead was Kirkby Mills/Keldholme
-

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP

29 June 2011
Page 67

which received grant funding of £127,500 and became operational at the beginning of June 2011. A public meeting has been arranged for 1 July to advise residents of the scheme and to gain their support. As the grant has been agreed for this current financial year all works have to be concluded and grants paid before 31 March 2012.

- 3.3** At present the Partnership is overseeing flood defence work on seven dwellings in the Pickering area and advising on several properties in Kirkbymoorside, Sinnington and Kirkby Mills. Members will be kept informed of progress during the coming year.

4.0 POLICY CONTEXT

- 4.1** To protect the environment and promote developments constructed to appropriate standards reducing potential health risks.

5.0 FINANCIAL IMPLICATIONS

- 5.1** It is anticipated that the Partnership will receive an additional income of approximately £20,000 - £25,000 in the current financial year.

6.0 LEGAL IMPLICATIONS

- 6.1** All legal implications are covered within the current operational and insurance arrangements.

7.0 RISK ASSESSMENT

- 7.1** Risk on failing to advise correctly on flood defences is minimal and would be covered within the Partnership's professional indemnity insurance.

8.0 CONCLUSION

It is essential that the Partnership diversifies into any new income streams to maximize profitability and secure long term viability.

Background Papers: There are no background papers.

OFFICER CONTACT: Please contact Les Chapman, Head of Building Control if you require any further information on the contents of this report. The officer can be contacted on 01347 825760, or at les.chapman@nybcp.org.