



NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP

Wednesday 29 June 2016 at 1.30 pm

Offices of the North Yorkshire Building Control - Easingwold

Agenda

- 1 **Election of Chairman**
- 2 **Election of Vice Chairman**
- 3 **Apologies for absence**
- 4 **Minutes Public Pack, 10.03.2016 North Yorkshire Building Control Partnership**
(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 **Partnership Accounts 2015/16** (Pages 7 - 32)

- 8 **Administration Restructure** (Pages 33 - 34)
- 9 **Exempt Information**
That under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended), that the public be excluded from the meeting for part of this item as there would be a likely disclosure of exempt information relating to the financial or business affairs of a business.
- 10 **Performance Report 2015/16** (Pages 35 - 52)
- 11 **LABC Warranty Inspections** (Pages 53 - 82)
- 12 **Any other business that the Chairman decides is urgent.**

Public Document Pack Agenda Item 4

North Yorkshire Building Control Partnership

Held at Offices of the North Yorkshire Building Control - Easingwold
on Thursday 10 March 2016

Present

Councillors Chatt (Vice-Chairman), Lunn, Phillips (Chairman), Raper and Wilson-Petch

In Attendance

Mandy Burchell, Keith Cadman, Les Chapman, Rob Harper, Mick Jewitt, Nicki Lishman, Callum McKeon and Trevor Watson

Minutes

10 **Apologies for absence**

There were no apologies for absence.

11 **Minutes**

Resolved

That the minutes of the meeting held on 30 June 2015 be approved and signed by the Chairman as a correct record.

12 **Minutes Public Pack, 04/11/2015 North Yorkshire Building Control Partnership**

Resolved

That the minutes of the meeting held on 4 November 2015 be approved and signed by the Chairman as a correct record.

13 **Urgent Business**

There were no items of urgent business.

14 **Declarations of Interest**

There were no declarations of urgent business.

15 **Revised Budget 2015/16 and Proposed Budget 2016/17**

The Head of Building Control presented a report detailing a revised budget for 2015/16 and a proposed budget for 2016/17, together with a further two years of the financial recovery plan.

Resolved

1. That a revised budget for 2015/16 and a proposed budget for 2016/17 as detailed in the report be approved.

2. That the expected outturn be noted by Partner Authorities and advised to their appropriate committees.
3. That a 4% increase be applied to Building Regulation Charges for the financial year 2016/17.

16 Monitoring - Financial Performance April 2015 - January 2016

The Head of Building Control presented a report detailing the Building Control Partnership's financial performance from April 2015 to January 2016 inclusive.

Resolved

That the report be noted.

17 Performance 1 April 2015 to 30 September 2015

The Head of Building Control presented a report detailing the Building Control Partnership's operational performance from 1 April 2015 to 31 December 2015.

Resolved

That the report be noted.

18 Exempt information

Resolved

That under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items as there would be a likely disclosure of exempt information relating to the financial or business affairs of any particular person (including the authority holding that information).

19 Communications Plan

The Head of Building Control presented a report detailing the proposed Communications Plan for the Partnership, which established communication links and the methods of communication with various stakeholder groups and users.

Resolved

That the Communications Plan as set out in the Appendix to the report be adopted.

20 Marketing Strategy 2016 - 2017

The Head of Building Control presented a report detailing the Marketing Strategy for the year 2016/17.

Resolved

That the Marketing Strategy detailed in the Appendix to the report be adopted.

21

Restructure Report

The Head of Building Control presented a report seeking Members' approval for the restructuring of the Partnership to meet current and future operational requirements, staffing resources and budget estimates.

Resolved

i). That option 3 to reduce the size of the current office space from 1 September 2016, following completion of the current Lease Agreement, be adopted and a new six year lease with a three year break clause be entered into.

ii). That the Partnership diversify into fire risk assessment and flood defence surveys for domestic and commercial properties.

iii). That the Head of Building Control and Area Building Control Officer (Selby) be released from duty under the Partnership's Early Retirement and Voluntary Redundancy Agreement as of 31 August 2016 and 1 April 2016, respectively and a revised Head of Service role be recruited accordingly. The recruitment panel to consist of the Chairman, Vice Chairman and past Chairman.

iv). That a new post of Part Time Marketing & Administration Officer be established from the 1 April 2016 on 20 hours per week and the current Part Time Administration Officer hours be extended from 18.5 to 25 hours per week.

v). That the current Marketing Manager's Bureau Contract be terminated from 31 July 2016.

vi). That an Assistant Building Control Officer post be established from 1 September 2016 and two Assistant Building Control Officer posts be established from 1 September 2017.

vii). That the revised budget for 2016/17 as set out in Appendix C of the report be adopted.

viii). That the Partnership's current reserve maximum level of £150,000 be increased to £250,000.

22

Date of next meeting

The annual general meeting of the North Yorkshire Building Control Partnership will be held on 29 June 2016.

23

Any other business that the Chairman decides is urgent.

There being no items of urgent business, the meeting closed at 2.45 pm.

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Ryedale District Council

REPORT TO: North Yorkshire Building Control Partnership Board

DATE: 29 June 2016

REPORTING OFFICER: Les Chapman, Head of Building Control

SUBJECT: Partnership Accounts for the year ended 31 March 2016

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 2016.

2.0 RECOMMENDATIONS

i) Approve the Accounts of the Partnership for the financial year 2015/16.

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 2015/16 by 30 June 2016.

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 2016 are attached as Annex A for Members' consideration.

5.2 It should be noted that the Partnership classification for audit purposes reverted back in 2010/11 to that of a 'small body' as its annual turnover does not exceed the revised limit of £6.5m. The accounts for 2015/16 are no longer subject to an external statutory audit by PKF Littlejohn LLP. The internal audit will continue to be provided by Veritau North Yorkshire Ltd.

Income and Expenditure Account

- 5.3** For the period 1 April 2015 to 31 March 2016, the overall operating surplus on the chargeable and non chargeable accounts is £17,170 (approved revised budgeted surplus £7,130).

Chargeable Account

- 5.4** For the year ended 31 March 2016, the chargeable account shows a deficit of £18,993 (revised budgeted deficit £17,670).
- 5.5** The main reason for this shortfall compared to the budget is a reduction in overall income of £18k, comprising mainly of income from inspection fees, notice fees and contributions from other local authorities, which is partly offset by an increase in plan fees and regularisation fees.
- 5.6** However, there is also a reduction in overall expenditure of £17k, comprising mainly of costs in the area of supplies and services.

Non Chargeable Account

- 5.7** For the year ended 31 March 2016, the non chargeable account shows a surplus of £36,163 (revised budgeted surplus £24,800).
- 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 £60k each in management fees.

Reserve Account

- 5.10** Given that there is an overall operating surplus for 2015/16 of £17,170, the Partnership now has a balance on the reserve account of £94,941.
- 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 2015/16, 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 on Local Authority Accounting.

9.0 CONCLUSION

9.1 For the financial year ended 31 March 2016, the income and expenditure account for the North Yorkshire Building Control Partnership shows an operating surplus of £17,170.

9.2 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 £94,941, which is above the requirement of a minimum level of reserves of £10,000.

9.3 The operating surplus of £17,170 is a result of increased confidence in the construction industry and building projects moving forward having been on hold during the recession. It should be noted that the surplus also covers £350 for the costs of pensions associated with earlier redundancies.

9.4 A significant investment in ICT provision was implemented during the financial year 2013/14 and completed during 2014/15 in order to streamline processes and maintain service levels following the reduction of ten full-time equivalent posts. The benefits of this investment, along with further improvements in 2015/16, are now being realised with reduced costs in the areas of computer software, telephones and printing and stationery.

Background Papers: Budget Working Papers, March 2016

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 2016**

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 fifteenth year of operation of the North Yorkshire Building Control Partnership. The following pages present the full financial details of the Partnership's activities.

The construction industry encountered a significant financial downturn over the last eight years. However, there are signs that recovery is slowly starting to take place. The Government's initiative in the mortgage market for first time buyers has stimulated the housing sector with a significant increase in the number of housing completions over the last twelve months. It would also appear that there is greater confidence in the domestic sector with home owners and mortgage lenders funding extensions, conversions and refurbishments. This increased confidence has also transferred to investors in moving forward commercial developments, along with educational projects. The level of recovery has also been reflected in the Partnership's financial position with a surplus being achieved during the current financial year. This trend will hopefully continue during the next financial year.

During the financial year the Partnership completed the final stage of the implementation of improved online application submissions software, allowing customers/agents to submit and pay for their applications electronically. This then feeds directly into the back office system saving on the administration process. There has also been improvement in our applications processing database.

In addition to statutory building inspection work the Partnership continued to undertake work on plan checking on behalf of Councils through the LABC Partnership arrangements. This area of work, which is mainly commercial developments, has also suffered in the downturn over recent years. However, there has been a slight increase in this area and from discussions with our Partners it appears that they are indicating a more positive outlook for the forthcoming 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 all ways of increasing operational efficiency and with a significant investment in providing improved Information Technology we aim to ensure the Partnership is working at maximum efficiency. The Partnership is currently looking at other business opportunities whereby we would offer to customers and Partner Councils additional services such as providing warranty inspections and the administration of flood defence grants for householders across North Yorkshire.

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

During the next financial year, the Partnership will implement the recommendations of the review of its operational delivery, staffing and accommodation and enter into new office rental arrangements for the next six years.

The Partnership's performance targets over the current financial year have been met in the majority of areas despite the reduction in staffing levels and the increased resources required to implement operational and technological changes.

Looking forward, the Partnership will continue to strive to provide our customers with a first class service and through the dedication and professionalism of the Head of Building Control and his staff will ensure that the Partnership is equipped to face future challenges, whilst increasing reserves to ensure that the Partnership has a sound financial foundation.

Councillor Cliff Lunn

Chairman of the Partnership Board

29 June 2016

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 one Councillor from each local authority.

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, 1 Building Control Manager, 2 Senior Building Control Officers, 9.5 Building Control Officers, 4 Assistant Building Control Officers, 1 Senior Administration Officer and 3.5 Administration 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. The level of reserves was further increased in March 2016 to £250,000 following a review of the Partnership's operations and to safeguard Partner Councils having to provide additional financial support in the future.

4. The Partnership's Accounts

The accounts contain the following statements for the year 1 April 2015 to 31 March 2016 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).

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP EXPLANATORY FOREWORD
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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.

Cash Flow Statement - this summarises the inflows and outflows of cash arising from transactions with third parties.

5. Financial Performance in 2015/16

Budgeted figures for the 2015/16 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	909	891	(18)
Gross Expenditure	927	910	(17)
Operating Surplus/(Deficit)	(18)	(19)	(1)
<i>Non Chargeable Account</i>			
Gross Income	318	331	13
Gross Expenditure	293	295	2
Operating Surplus/(Deficit)	25	36	11
Operating Surplus/(Deficit)	7	17	10
Contribution from/(to) Partners	-	-	-
Net Surplus/(Deficit)	7	17	10

6. Explanation of variations against budget

The chargeable account shows a deficit of £19k against an approved revised budgeted deficit of £18k, resulting in a shortfall of £1k. Gross income is £18k (or 2%) under budget, mainly due to a reduction in income from inspection fees, notice fees and contributions from other local authorities, which is partly offset by an increase in plan fees and regularisation fees. Gross expenditure is £17k (or 2%) under budget, mainly due to a reduction in costs in the area of supplies and services.

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP EXPLANATORY FOREWORD

The non chargeable account shows a surplus of £36k against a revised budgeted surplus of £25k, resulting in an improved position of £11k. Gross income is £13k (or 4%) over budget, mainly due to an increase in other income. Gross expenditure is in line with the budget. The income figure includes £60k each from the partner councils in management fees.

The overall operating surplus on the chargeable and non chargeable accounts is £17k against a revised budgeted surplus of £7k. The Partnership now has a balance on the reserve account of £95k. 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.

<p style="text-align: center;">NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP STATEMENT OF RESPONSIBILITIES</p>
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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 Finance Manager (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 2016.

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 presents a true and fair view of the financial position of the North Yorkshire Building Control Partnership as at 31 March 2016 and its income and expenditure for the year ended 31 March 2016.

Peter Johnson CPFA



Dated 21 June 2016

Finance Manager (s151) (Ryedale District Council)

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

This Statement of Accounts was approved by a resolution of the North Yorkshire Building Control Partnership Board on 29 June 2016.

Councillor Cliff Lunn

Dated 29 June 2016

Chairman of the North Yorkshire Building Control Partnership Board

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP

ANNUAL GOVERNANCE STATEMENT 2015/16

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 Governance Framework

- 2.1 The governance framework comprises the systems and processes by which it is directed and controlled.
- 2.2 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.
- 2.3 The system of internal control is based on a continuous 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.
- 2.4 The system of internal control has been in place at the Partnership for the year ended 31 March 2016 and up to the date of the approval of this Annual Governance Statement with the Statement of Accounts for the 2015/16 financial year.

3. The Governance Framework

- 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.

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP ANNUAL GOVERNANCE STATEMENT 2015/16

- Ryedale District Council acts as the council providing financial services, and the Partnership operates using Ryedale District Council's financial procedures.
- 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 and the Partnership's Management Team; these are 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, 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 Finance Manager (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 its 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 2015/16**

- Internal Audit (Veritau North Yorkshire Ltd) has undertaken a review of aspects of the Partnership's work during 2015/16 including, for example, controls to ensure the correct charging and collection of fees; adherence to policies and legislation; adequate budget controls, including the correct recording of expenditure within limits; adequate systems security. It has been concluded that a "substantial assurance" opinion can be given on the control environment.

5. Significant Governance 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 2016

Cllr Cliff Lunn
Selby District Council
Chairman of the Partnership Board

Peter Johnson CPFA
Ryedale District Council
Finance Manager (s151)

Les Chapman MRICS MCIM
Head of Building Control

**NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
ANNUAL GOVERNANCE STATEMENT 2015/16**

STATUS	CONTROL ISSUE	ACTION PROPOSED	RESPONSIBILITY	TARGET DATE	CURRENT POSITION & COMMENTS
2015/16	<p>The recent economic downturn has resulted in a significant reduction in business for the Partnership, which resulted in additional contributions from the Partner Councils.</p> <p>It is therefore critical that all financial and accounting systems are reviewed and responsive to meet the needs of the Partnership through this continuing difficult period.</p>	<p>The Head of Building Control will undertake a full review of operational procedures to maximise savings and ensure close monitoring of the budget with income information supplied to Members and Councils quarterly.</p>	<p>Head of Building Control</p>	<p>30/9/16</p>	<p>January 2014 - Implementation of new IT system completed, generating efficiencies and cost savings.</p> <p>December 2015 - Full review of operational delivery and structure to maximise savings and ensure close monitoring of the budget.</p> <p>March 2016 - Full implementation of the operational review approved by the Partnership Board.</p>

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.

<p style="text-align: center;">NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP STATEMENT OF ACCOUNTING POLICIES</p>

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 Service Reporting Code of Practice (SeRCOP). 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 2016

	CHARGEABLE £	NON- CHARGEABLE £	TOTAL £
2014/15 Net Surplus/(Deficit)	(19,541)	15,601	(3,940)
<u>2015/16</u>			
Gross Income	891,485	330,895	1,222,380
Gross Expenditure	910,478	294,732	1,205,210
Operating Surplus/(Deficit)	(18,993)	36,163	17,170
Contribution from/(to) Partners	-	-	-
Net Surplus/(Deficit)	(18,993)	36,163	17,170

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
INCOME & EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31 MARCH 2016

2014/15 £		2015/16 £ £	
	<u>CHARGEABLE ACCOUNT</u>		
	<u>INCOME</u>		
	FEES AND CHARGES		
116,450	Inspection Fees	101,746	
403,646	Plan Fees	414,351	
339,304	Notice Fees	323,954	
21,994	Regularisation Fees	37,354	
8,536	Contributions from Other Local Authorities	5,666	
9,611	Other Income	8,414	891,485
899,541	TOTAL INCOME		891,485
	<u>EXPENDITURE</u>		
	EMPLOYEES		
485,207	Payroll	491,985	
35,494	National Insurance	36,519	
132,653	Pension Costs	113,724	
7,093	Training	7,474	
660,447			649,702
	TRANSPORT		
76,435	Car Allowances		81,061
	PREMISES		
1,848	Electricity	1,843	
-	Gas	405	
146	Water Services	248	
21,015	Rent	21,015	
12,020	Rates	12,294	
1,440	Cleaning	1,358	
36,469			37,163
	SUPPLIES & SERVICES		
7,062	Equipment	6,249	
1,904	Printing & Stationery	1,198	
691	Photocopying	698	
5,726	Books & Publications	6,078	
6,883	Telephones	9,149	
34,893	Computer Software	39,334	
10,565	Professional Fees	8,002	
26,278	Consultants	23,432	
13,025	Insurance	17,553	
308	Scanning (EDMS)	252	
128	Childcare Vouchers	35	
-	Long Service Awards	600	
2,456	Audit Fees	2,475	
583	Protective Clothing	520	
128	Travel & Subsistence	364	
3,537	Postage	2,352	
1,435	Advertising	1,483	
1,937	Promotions	4,804	
14,360	Bad Debt Provision	4,405	
131,899			128,983
	SUPPORT SERVICES		13,569
919,082	TOTAL EXPENDITURE		910,478
(19,541)	CHARGEABLE SURPLUS/(DEFICIT) FOR YEAR		(18,993)

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
INCOME & EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31 MARCH 2016

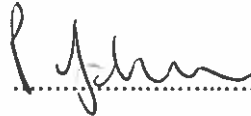
2014/15 £		2015/16 £ £	
	<u>NON CHARGEABLE ACCOUNT</u>		
	<u>INCOME</u>		
	FEES AND CHARGES		
13,907	Search Fees	21,894	
712	Other Income	11,091	
291,210	Partner Fees	297,910	330,895
305,829	TOTAL INCOME		330,895
	<u>EXPENDITURE</u>		
	EMPLOYEES		
161,736	Payroll	163,995	
11,831	National Insurance	12,173	
44,218	Pension Costs	37,908	214,076
217,785			
	TRANSPORT		
25,478	Car Allowances		27,020
	PREMISES		
616	Electricity	614	
-	Gas	135	
48	Water Services	83	
7,005	Rent	7,005	
4,007	Rates	4,098	
480	Cleaning	453	12,388
12,156			
	SUPPLIES & SERVICES		
2,354	Equipment	2,083	
635	Printing & Stationery	399	
230	Photocopying	233	
2,294	Telephones	3,050	
11,631	Computer Software	13,111	
3,522	Professional Fees	2,668	
3,149	Consultants	7,600	
4,342	Insurance	5,851	
819	Audit Fees	825	
43	Travel & Subsistence	121	
1,179	Postage	784	36,725
30,198			
4,611	SUPPORT SERVICES		4,523
290,228	TOTAL EXPENDITURE		294,732
15,601	OPERATING SURPLUS/(DEFICIT) FOR YEAR		36,163
-	CONTRIBUTION FROM/(TO) PARTNERS		-
15,601	NON CHARGEABLE SURPLUS/(DEFICIT) FOR YEAR		36,163
(3,940)	NET SURPLUS/(DEFICIT) FOR YEAR		17,170

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
BALANCE SHEET AS AT 31 MARCH 2016

31 March 2015 £		31 March 2016 £	£	NOTES
	ASSETS			
7,786	Debtors	14,179		1
71,034	Cash in Hand	83,775		
78,820			97,954	
	Less CURRENT LIABILITIES			
1,049	Creditors	3,013		2
-	Cash Overdrawn	-		
1,049			3,013	
77,771			94,941	
	REPRESENTED BY			
77,771	Reserves		94,941	3
77,771			94,941	

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 2016.

Signed  Peter Johnson CPFA
 FINANCE MANAGER (S151) (RYEDALE DISTRICT COUNCIL)

Dated 21 June 2016

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
NOTES TO THE BALANCE SHEET

31 March 2015 £		31 March 2016 £
	1 DEBTORS	
79	Richmondshire District Council	-
24,608	Sundry Debtors - Building Regulation Fees	15,042
2,099	Sundry Debtors - Others	4,137
26,786		19,179
(19,000)	Less Bad Debt Provision	(5,000)
7,786		14,179
	2 CREDITORS	
1,049	Sundry Creditors	3,013
1,049		3,013
	3 RESERVES	
81,711	Surplus b/f	77,771
(3,940)	Net Surplus/(Deficit) for year	17,170
77,771	Surplus c/f	94,941

4 STATUS OF THE NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP

On 1 April 2001 the Seiby 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 £250,000 are repaid equally to each Partner Council. A small deficit was made for 2014/15, which was funded from reserves.

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 2016

2014/15 £		2015/16 £ £	
(19,541)	Chargeable Account Surplus/(Deficit)	(18,993)	
15,601	Non Chargeable Account Surplus/(Deficit)	36,163	
(3,940)			17,170
	Variations:-		
22,986	(Increase)/Decrease in Debtors	(6,393)	
(817)	Increase/(Decrease) in Creditors	1,964	
22,169			(4,429)
18,229	Net Increase/(Decrease) in Cash		<u>12,741</u>

MOVEMENT IN CASH	As at 31.3.16 £	As at 31.3.15 £	Movement £
Cash in Hand/(Overdrawn)	83,775	71,034	12,741
Net Increase/(Decrease) in Cash	<u>83,775</u>	<u>71,034</u>	<u>12,741</u>



Ryedale District Council

REPORT TO: North Yorkshire Building Control Board

DATE: 29 June 2016

REPORTING OFFICER: Head of Building Control

SUBJECT: Deputy Administration Supervisor

1.0 PURPOSE OF REPORT

To approve the introduction of a Deputy Administration Supervisor from within the existing Administration Section to supervise the Section and the Partnership's IT systems in the absence of the Administration Supervisor.

2.0 RECOMMENDATIONS

- (i) That a Deputy Administration Supervisor post be created from within the current Administration Section.

3.0 REASONS SUPPORTING DECISION

To reduce the risk associated with the knowledge base of administration procedures and IT systems being held by one person.

4.0 BACKGROUND

- 4.1 The Partnership has recently restructured following a reduction in management and building control surveyors. This process highlighted an area of risk when reviewing its continuity planning procedures, ie that the knowledge of maintaining IT systems and administration procedures was held with one individual, the Administration Supervisor.

5.0 POLICY CONTEXT

This report impacts on the Partnership's values in; delivering a competitive high quality, professional service; excellence in client services; and being innovative in service delivery and the use of technology.

6.0 REPORT

- 6.1** Should the Administration Supervisor be absent from duty for a prolonged period of time or leave the Partnership's employment, the Partnership would be placed in a vulnerable position. There would also be increased costs in having to buy in support services from IDOX and other Local Authorities until a satisfactory solution could be found.
- 6.2** To address the above it would require someone to be trained across all areas of systems management and development. If taken from the IDOX time-tabled training sessions, should they be available, it could take 6/9 months before completion of the programme. An alternative would be onsite training, which is considerably more expensive and again would have to fit in with IDOX's scheduled training commitments, with a potential of waiting 3 to 4 months.
- 6.3** The Partnership needs to reduce this risk by recruiting a deputy post to the Administration Supervisor from within the existing Administration Team. Training and mentoring will be provided by the Administration Supervisor as well as additional external training where necessary.

7.0 FINANCIAL IMPLICATIONS

The cost of implementing this change will be £378 including on cost for the current financial year and £3,129 for the 2019/20 financial year based on incremental progression and current salary/NI costs.

8.0 LEGAL IMPLICATIONS

None.

9.0 RISK ASSESSMENT

By not appointing a deputy the Partnership will have difficulty in terms of business continuity should the current Administrative Supervisor leave or be off on long term sick

10.0 CONCLUSION

It is essential that the Partnership addresses the risk associated with the absence of the Administration Supervisor and its effect on the day to day running of the service by appointing a deputy to provide continued support in their absence.

Background Papers: None

OFFICER CONTACT: Please contact Maria Podgorski, Administration Supervisor or Les Chapman, Head of Building Control if you require any further information on the contents of this report. The officer can be contacted at the Partnership Office at Easingwold on 01347 822703

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