



NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP

Wednesday 7 March 2018 at 1.30 pm

Galtres Centre, Easingwold

Agenda

- 1 **Apologies for absence**
- 2 **Minutes** (Pages 3 - 22)
- 3 **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.
- 4 **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.
- 5 **Performance Board Report** (Pages 23 - 42)
- 6 **Budget Report** (Pages 43 - 48)
- 7 **Monitoring Report** (Pages 49 - 54)

8 Exempt Information

That under paragraph 3 Part 1 of Schedule 12 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 likely disclosure of exempt information relating to the financial or business affairs of a business.

9 Business Plan

(Pages 55 - 106)

10 Any other business that the Chairman decides is urgent.

Public Document Pack Agenda Item 2

North Yorkshire Building Control Partnership

Held at Galtres Centre, Easingwold
on Wednesday 18 October 2017

Present

Councillors Webster, Raper, Lunn and Wilson-Petch

In Attendance

Keith Cadman, Helen Kemp, Mandy Burchell, Sara-Jane Hill, Robert Harper

Minutes

43 Apologies for absence

Apologies were received from Cllr Bill Chatt and Callum McKeon.

44 Minutes

Resolved

That the minutes of the meeting held on Wednesday 28 June 2017 were approved and signed by the Chairman as a correct record.
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45 Urgent Business

There were no items of urgent business.

46 Declarations of Interest

There were no declarations of interest.

47 Monitoring Report to 30-9-17

The Head of Building Control presented a report detailing the financial performance of the North Yorkshire Building Control Partnership for the months April 2017 – September 2017 inclusive.

Resolved

That the report be noted.

48 Exempt Information

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).

49 **Performance Board Report - Oct 2017**

The Head of Building Control presented a report detailing the Building Control Partnership's operational performance to the 30 September 2017.

Resolved

That the report be noted.

50 **Idox Contract renewal report**

The Head of Building Control presented a report to renew the current Idox contract for a further five years.

Resolved

That the Idox Contract renewal as set out in Appendix 1 of the report be adopted.

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

There being no items of urgent business, the meeting closed at 2.30pm.

52 **Date of next meetings**

Wednesday 7 March 2018

Wednesday 27 June 2018

Agenda Item:



Ryedale District Council

REPORT TO: North Yorkshire Building Control Partnership Board

DATE: 07 March 2018

REPORTING OFFICER: Robert Harper. Head of Building Control.

SUBJECT: Performance to 31 December 2017

1.0 PURPOSE OF REPORT

1.1 To receive a report on the Building Control Partnership's operational performance to 31 December 2017.

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

5.2 Set out in Appendix 1 is the Covalent Performance report from 1 April 2017 – 31 December 2017.

5.3 Over this period the Partnership has achieved all but four of its targets the exception relate to the checking of full plans applications, market

share, and the number of applications received electronically. The exceptions are:

- BC1 – Percentage of full plans application checked within 10 working days (68%). This is below target mainly due to resources as there is currently a Surveyor on maternity leave. It should be noted that during 2017 96% of full plans applications have been checked within 15 working days which does indicate that although there is a slight delay it is not significant and feedback from customers does not highlight this as a major issue.
- BC10 – Percentage of Market Share within schedule 1 (17%). This is particularly low as there have been a low number of high volume housing applications submitted by AI's. NYBCP is working closely with LABC and LABC New Homes Warranty to try and increase our market share along with our regular SME's to ensure their continued support.
- BC11 – Percentage of market share in Schedule 2 & 3. (57%) does represent a static figure although this remains below target.
- BC18 – Percentage of fee earning applications/notifications submitted electronically. (47%). Further work is being carried out to encourage more on-line applications.

6.0 TRAINING

- 6.1** The Partnership will continue to encourage CPD events however due to the decrease in office size it is no longer possible to hold these at the Partnerships offices. CPD events are now being arranged and held at The Galtres Centre, Easingwold. Please note that the graph in Appendix 1 (BC 13) is incorrect as this represents the full year rather than the first three quarters.
- 6.2** The Head of Building Control will be attending the LABC Conference again this year. This is an informative event and it is hoped that further news will be delivered regarding the review of the building regulations and fire safety being carried out by Dame Judith Hackitt as part of her Building Safer for the Future report
- 6.3** The current Operations Manager is looking into attending a formal training course to obtain a Management Qualification.
- 6.4** The partnership is currently looking into the prospect of Assistant Building Control Surveyors attending the LABC Diplomas to aid their development and progression in obtaining professional membership.

6.5 The Administration Supervisor will be attending the Level 3 Technical Support training provided by LABC.

6.6 GDPR training will be carried out in preparation for the new regulations which come into force in May 2018.

7.0 CUSTOMER AND AGENT SURVEYS

7.1 A copy of the customer survey results for the period 1 April 2017 – 31 December 2017 is included in Appendix 2 (NYBCP Service Delivery Questionnaire April to December 2017). This has also been circulated to all staff for their information as the outcome is due to their hard work and continued customer focus. The results have also been publicised in the form of a newsletter along with the NYBCP website updated to include some of the customer comments.

8.0 COMPUTER UPGRADE / DEVELOPMENT

8.1 Online submissions

8.1.1 The Partnerships online product 'iApply' has led to an increase in online applications. Around 50% of all applications are now submitted using this facility. Planning Portal have also released an online submission product for building regulation application which will run alongside its planning application facility. The Partnership sees this as a benefit to our customers as they can now apply for both planning and building regulations using the one portal. It is hoped that with encouragement and publicity there will be an upturn in the number of application being submitted through an on-line system.

8.2 Future Upgrades

8.2.1 The Partnership has now had installed the most up to date version of Uniform (version 10.2.2). The transition from 10.1.0 seems to have taken place without any major issues. The next upgrade will be to version 10.3 and it is hoped that the test version will be in place over the next few months.

8.2.2 The Partnership has signed up to have the Idox BC Mobile app installed on all the site surveyors iPads. Following successful testing and some positive feedback, along with some fixes and improvements to the system it is hoped that site based officers will reap the benefits in terms of time savings.

8.2.3 The partnership is promoting the use of the LABC Inspection request app to builders. This allows builders to request an inspection for their project with a simple apple or android app that they can download to their phone. This will then provide the partnership, via email, all the information required for the requested inspection as well as proving

assurance to the builder that the information has been received by the partnership.

8.2.4 DMS4 is due to be replaced with the latest update DMS5.

8.2.5 IDOX is looking to update Public and Consultee Access version PA3.

9.0 MARKETING /PROMOTIONS

9.1 Over recent months the Partnership has been implementing strategies identified in the Marketing and Communications Plan. These are being monitored and achievements reported to the Board.

10.0 LEGAL IMPLICATIONS

10.1 There are no legal implications.

11.0 RISK ASSESSMENT

11.1 By not monitoring its performance against the Business Plan and corporate objectives the Partnership risks service failure and not meeting the expectations of customers and Partner Authorities requirements.

12.0 CONCLUSION

12.1 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 Robert Harper, Head of Building Control, if you require any further information on the contents of this report. The officer can be contacted on 01347 825759 or at robert.harper@nybcp.org

NYBCP Service Delivery Plan

Generated on: 09 February 2018



All data calculated up to end of 31 December 2017

1. To encourage quality sustainable enterprise and employment

		BC 2	% of Building Notices accepted in 2 working days		
Current Value		98%	2017/18	Current Target 93%	
Achieved.					
		BC 3	% Full Plans approved within statutory time period 2 months		
Current Value		100.0%	2017/18	Current Target 100.0%	
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		BC 4	% Full Plans applications approved first time.		
Current Value		90%	2017/18	Current Target 90%	
		BC 5	% Site Inspections undertaken on day of notification		
Current Value		99.0%	2017/18	Current Target 98.0%	
Consistent high level of achievement with reduced staff and larger geographical area.					
		BC 6	% Completion Certifications issued within 5 days of notified satisfactory inspection		
Current Value		97%	2017/18	Current Target 90%	

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		BC 7	An average of 7 inspections undertaken per development.	
Current Value	7.9	2017/18	Current Target 7.0	
Target consistently exceeded and acknowledged by customers as an area of work where their expectation levels are high.				

		BC 9	Response Rate to complaints in accordance with the Partnership's Complaints Procedure	
Current Value	100%	2017/18	Current Target 95%	
Achieved.				

		BC 18	% of fee earning applications/notifications submitted electronically	
Current Value	47%	2017/18	Current Target 50%	

		BC 1	% Check full plan applications within 10 working days	
Current Value	68%	2017/18	Current Target 90%	

		BC 11	% of Market Share within Schedule 2 & 3 Domestic and Commercial Developments	
Current Value	57%	2017/18	Current Target 75%	




2. To act and lead by example as a reputable employer

		BC 17	Number of days lost sickness absence per officer	
Current Value	1.63	2017/18	Current Target 5	
Achieved.				

		BC 13	No. of hours CPD Training by professional staff every year (Annual Target 20hrs)	
Current Value	17.50hrs	2017/18	Current Target 20.00hrs	




3. To promote health provision




		BC 8	Dangerous structures inspected within 2 hours.	
Current Value		2017/18	Current Target 85%	
Achieved.				
		BC 2	% of Building Notices accepted in 2 working days	
Current Value	98%	2017/18	Current Target 93%	
Achieved.				
		BC 3	% Full Plans approved within statutory time period 2 months	
Current Value	100.0%	2017/18	Current Target 100.0%	
Achieved.				
		BC 5	% Site Inspections undertaken on day of notification	
Current Value	99.0%	2017/18	Current Target 98.0%	
Consistent high level of achievement with reduced staff and larger geographical area.				
		BC 6	% Completion Certifications issued within 5 days of notified satisfactory inspection	
Current Value	97%	2017/18	Current Target 90%	
Achieved.				
		BC 7	An average of 7 inspections undertaken per development.	
Current Value	7.9	2017/18	Current Target 7.0	
Target consistently exceeded and acknowledged by customers as an area of work where their expectation levels are high.				
		BC 9	Response Rate to complaints in accordance with the Partnership's Complaints Procedure	
Current Value	100%	2017/18	Current Target 95%	
Achieved.				




		BC 1	% Check full plan applications within 10 working days		
Current Value	68%	2017/18	Current Target	90%	
Achieved.					




4. To protect environmental quality and safety by promoting green issues

		BC 5	% Site Inspections undertaken on day of notification		
Current Value	99.0%	2017/18	Current Target	98.0%	
Consistent high level of achievement with reduced staff and larger geographical area.					

		BC 7	An average of 7 inspections undertaken per development.		
Current Value	7.9	2017/18	Current Target	7.0	
Target consistently exceeded and acknowledged by customers as an area of work where their expectation levels are high.					

		BC 18	% of fee earning applications/notifications submitted electronically		
Current Value	47%	2017/18	Current Target	50%	

		BC 1	% Check full plan applications within 10 working days		
Current Value	68%	2017/18	Current Target	90%	




		BC 13	No. of hours CPD Training by professional staff every year (Annual Target 20hrs)		
Current Value	17.50hrs	2017/18	Current Target	20.00hrs	

5. To promote community safety




		BC 7	An average of 7 inspections undertaken per development.		
Current Value	7.9	2017/18	Current Target	7.0	




Target consistently exceeded and acknowledged by customers as an area of work where their expectation levels are high.

		BC 1	% Check full plan applications within 10 working days		
Current Value	68%	2017/18	Current Target	90%	




		BC 13	No. of hours CPD Training by professional staff every year (Annual Target 20hrs)		
Current Value	17.50hrs	2017/18	Current Target	20.00hrs	




6. To provide suitable, quality and affordable housing

		BC 3	% Full Plans approved within statutory time period 2 months		
Current Value	100.0%	2017/18	Current Target	100.0%	

		BC 5	% Site Inspections undertaken on day of notification		
Current Value	99.0%	2017/18	Current Target	98.0%	




Consistent high level of achievement with reduced staff and larger geographical area.




		BC 6	% Completion Certifications issued within 5 days of notified satisfactory inspection		
Current Value	97%	2017/18	Current Target	90%	




		BC 7	An average of 7 inspections undertaken per development.		
Current Value	7.9	2017/18	Current Target	7.0	

Target consistently exceeded and acknowledged by customers as an area of work where their expectation levels are high.

		BC 9	Response Rate to complaints in accordance with the Partnership's Complaints Procedure		
Current Value	100%	2017/18	Current Target	95%	




		BC 1	% Check full plan applications within 10 working days		
Current Value		68%	2017/18	Current Target 90%	

		BC 10	% of Market Share within Schedule 1		
Current Value		13%	2017/18	Current Target 60%	
Failed to achieve target.					




		BC 13	No. of hours CPD Training by professional staff every year (Annual Target 20hrs)		
Current Value		17.50hrs	2017/18	Current Target 20.00hrs	




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To provide for vulnerable residents

		BC 13	No. of hours CPD Training by professional staff every year (Annual Target 20hrs)		
Current Value		17.50hrs	2017/18	Current Target 20.00hrs	

8. To maximise profitability

		BC 15	Total cost of providing service per head of population not to exceed budget		
Current Value			2017/18	Current Target	

		BC 16	Total cost to each Council not to exceed budget		
Current Value			2017/18	Current Target	

		BC 18	% of fee earning applications/notifications submitted electronically			
Current Value	47%	2017/18	Current Target	50%		

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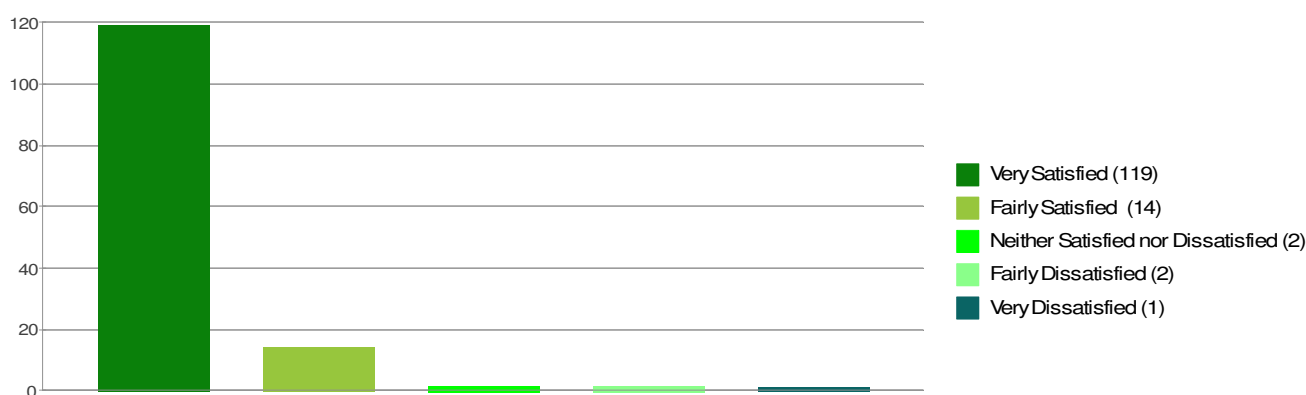
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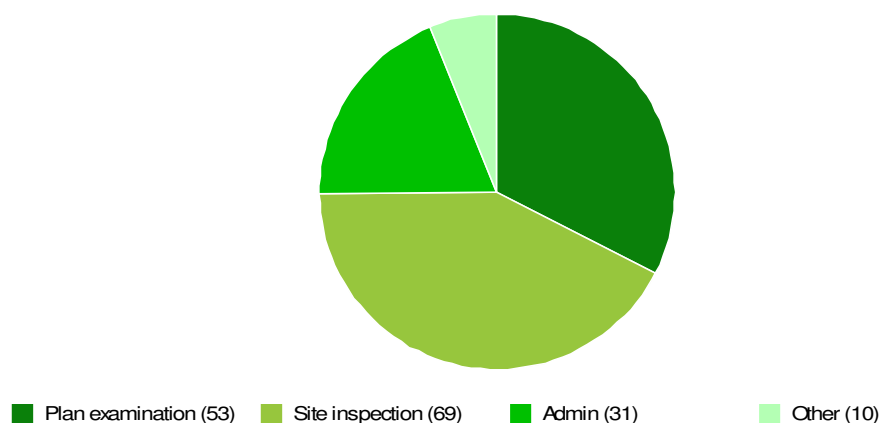
Service Delivery Questionnaire

This report presents an analysis of the Service Delivery Questionnaire responses on the North Yorkshire Building Control Partnership from 1 April 2017 to 31 December 2017.

1. What was your initial impression of the Building Control Service?



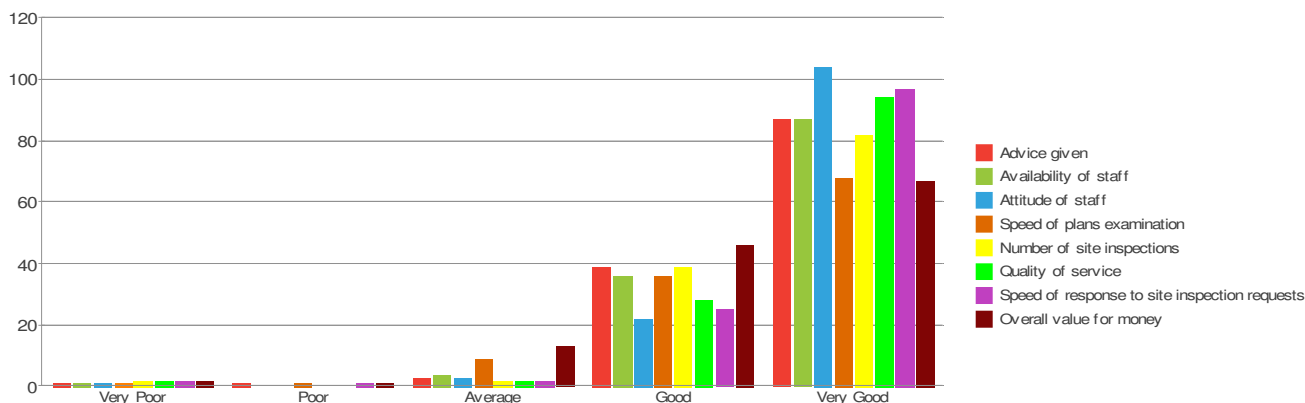
2. As a user of the service, what areas did you come into contact with? (Tick all that apply)



2a. If Other, please specify

Just the online application and a telephone conversation with the office
 Copy of completion certificate
 As a householder who prepared my own plans based on the departments advice and comments.
 Site and Admin There are more boxes than options!
 property owner
 Site inspection
 Questions asked p[r]ior to commencement
 Advice
 Until this request I have not had personal contact
 Final inspection only (sign off)
 Owner and self builder
 House holder
 None
 PHONE ADVICE FROM PLANNING OFFICER
 Request for duplicate Certificate

3. Building Control Service Ratings



4. What aspects of the service did you find particularly good?



5. What aspects of the service do you think could be improved?

Cheaper

The service provided really came up to our expectations - good job well done!

None

None

return of information a bit slow

None

Not sure.

None

No certificate was issued after the work. I only followed up by coincidence to ask about this 6 months after. It's fine, but it may be better to have a follow-up for this.

None

I can't find any improvements in a very good service

asked for a thursday am initial inspection, got a friday pm actual inspection. (due to the highly qualified inspector being on local council election duties instead)

None

To provide customer with a list of basic requirements i.e. Thickness of insulation in floor and ceilings etc.

I'm never sure quite what needs to be put on a Building Control Application. Making this information more available to the public would be helpful.

Obviously the Inspectors are very busy

Hambleton Council should have explained to me the process needed

None for us

can not think of any

None good service

Better explanations of differences between planning and building regs for people who are new to service

I have doubts that the new Energy/CO2 (SAP) criteria are borne out by reality.

speed of response- staff seem overwhelmed with work

None

none

none at the moment

The website could be clearer about which form to use for the uninitiated.

None

more on line access for service users

BC have NEVER introduced personnel when on my property nor approached me directly until this survey - I can't answer the questions

Nothing

costs

N/A

none

Would be better to have more detail on regulations readily available online

none

none, excellent

Don't know

Site visit. None were made

None

Excellent service, nothing to add

No comment

Nothing

I don't feel there is anything that needs improving

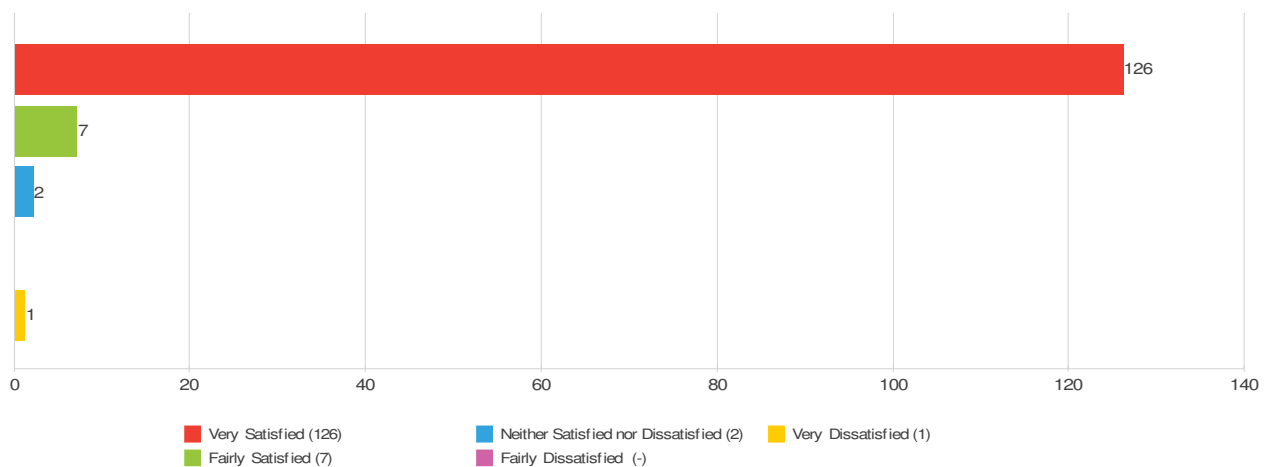
Costly

None, very pleased with service.

5. What aspects of the service do you think could be improved?

- Every aspect we used was very good
- Contacting them
- All good from my experience
- need to work out why many emails are ending up in junk folder (I was made aware that this was a problem so then was in the look out in junk folder when expecting an email)
- Na
- Only the cost, everything else was was great.
- Nothing as it worked perfectly for me.
- Really could not fault the service.
- Speed of reply following application
- none spring to mind
- None that I can think of
- Yorlshire reply - reduce the cost
- none
- A little costly for the building regs certificate
- This was our first experience of Building Regulations and everything went smoothly
- Haven't received certificat as they said ,have to remind it.
- none
- Not sure as I did not deal personally with most aspects of the planning
- na
- TOO EXPENSIVE
- N/A
- none
- None.
- NONE
- NONE
- None
- not much

6. How would you rate the Building Control staff in being helpful and responsive to your needs?



6a. Any comments:

Very helpful and responsive

All staff are always very helpful, friendly and professional and are extremely responsive to our requests. We think the service is excellent.

See my comments above

Excellent

It appeared to be a paper exercise with no reason other than to extract money from the client.

The Building Control representative who attended had good customer skills

Always polite and helpful

Arrived on time

Neil Youll was very helpful and knowledgeable

Very responsive and prompt helpful service

Everyone I spoke to was so helpful, I've never done anything like this before and the people I spoke to were so understanding. Also the speed in which my application was processed was fantastic.

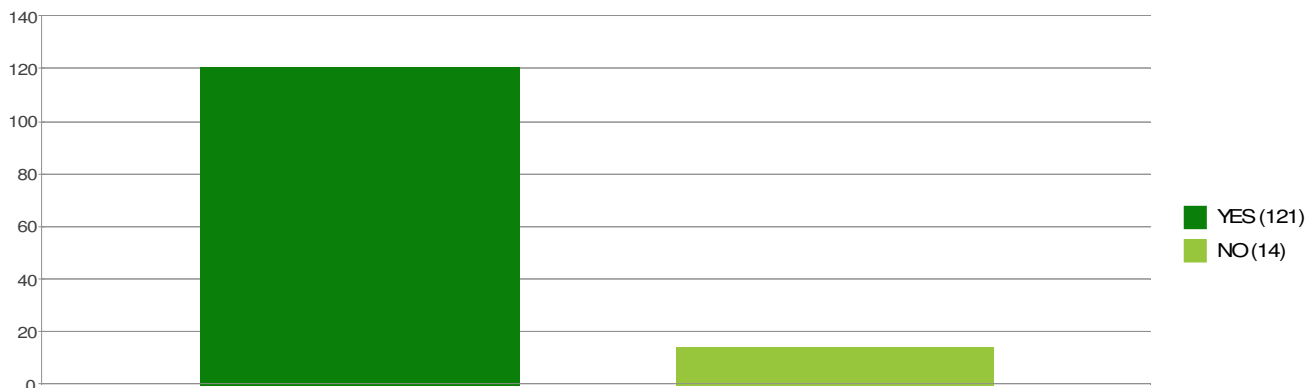
We never met any staff at all, just spoke on the phone, other things were dealt with by our builder.

everyone I spoke to was helpful and very understanding and very patient

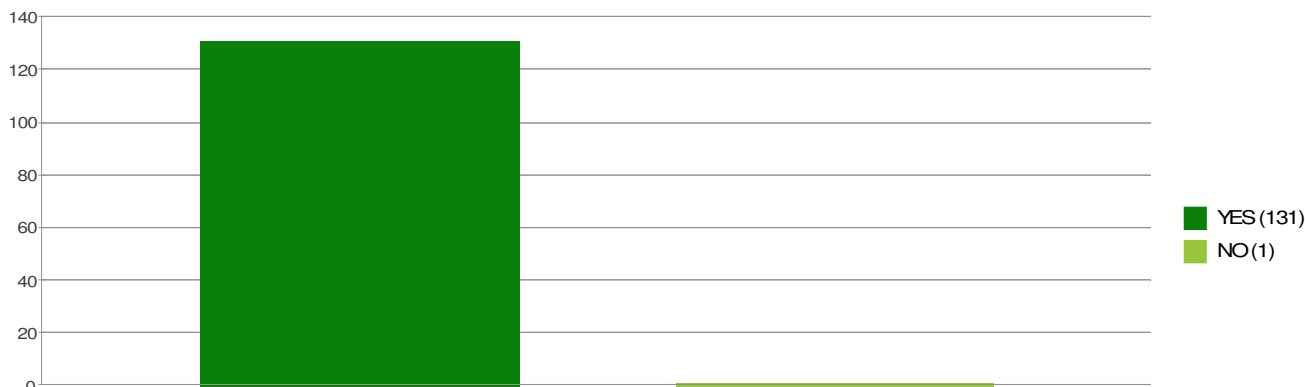
MARK COLLINS WAS EXCELLENT, PROFESSIONAL, FRIENDLY AND HELPFUL

We didn't have any specific needs. Our builders arrived, carried out the works, then your colleagues inspected it. All very smooth, hence no further needs.

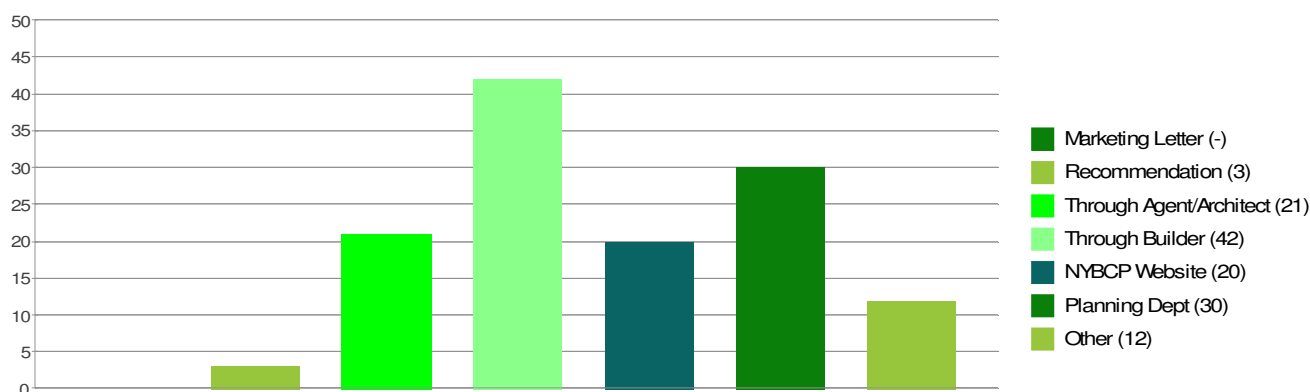
7. Do you consider that the Building Control process has added value to the finished development/project?



8. Did the Building Control officer apply the Building Regulations in a professional manner?



9. Where did you first hear about the North Yorkshire Building Control Partnership?



We would welcome any other comments you wish to make on our service.

The team were very helpful and constructive and actually saved us some work. Everyone had the positive attitude that all "problems" were solvable within the limits of the Building Regs.

N/A - from my perspective nothing could be improved

no comment

My initial application for this work was made in 2007 and was completed then and inspected. This comment is made in 20017, I have no reason to express anything other than complete satisfaction.

On completion of our build we were not sent our Final Certificate for a number of years, it was only when we checked and realised this was the case. It was promptly sent out but this should not have happened as it could cause problems later on if you wish to sell the property .

I've nothing to add to a very efficient and professional service

initial reaction, £150 steep for one ten minute site visit, but on reflection there is office work on top so appears it is worth it.

We just wanted to say thank you for the speedy, helpful and efficient service. Very impressed!

As it turned out, I was fortunate in having a good builder (although he was slow due to ill-health), but felt reassured that the Building Control services could help to protect me from cowboys. By contrast, during the extended period of this work, someone I know in Bradford was less fortunate and hadn't notified Building Control of an attic conversion to a dormer, so she ended up in a bad situation with all sorts of problems.

Good service and keep up the good work .

The process should have been outlined by Hambleton district - so my complaints are with them

good friendly service

The service was good and also advice given

Very pleased to be entered for award .

Thank you!

The service is great! Keep up the good work and don't change!!

Very godd

See my comments above - I am not qualified/experienced to make judgements. What does 'add value'mean? Value to what? Have I paid you? Ask the architect/project manager not me!

Excellent, fast and responsive. Thank you

we appreciated all the help and advice given by mark. we would like to say a big thank you.

Overall excellent experience, supportive, but critical professional advice.

carry out the work that you have been paid to do.

Keep up the good work

Continue as you are!

Thank you for making the whole process easier.

Our regularisation application was prolonged by a number of communication errors largely because of the applicant's clerical system but in the end building control responded well and the matter is now dealt with. Given the earlier mis-communications over payment I don't think building control could have resolved it quicker.

We would welcome any other comments you wish to make on our service.

Grateful and very appreciative of your excellent service

Very impressed. No issues what so ever

Polite and efficient

Just to say thanks - what I thought was going to be a complicated, long drawn out process quite simply wasn't because of the help and guidance I received from the staff.

The service was very good giving expert advice when needed and ensuring that all was as it should be for best results and safety.

we found simon peart very approachable, a good source of advice

faultless

More than happy thank you

Very satisfactory all round

I think overall the service is good from start to completion.

The ability to pay for your service online would be good.

Efficient friendly service

Thanks for the support

First class

NONE

Very satisfied

ours was only a small scheme - some of the larger housing developments could bear greater scrutiny over infrastructure repercussion especially in Easingwold.

Table	Title	Start page	End page
1	1. What was your initial impression of the Building Control Service?	1	1
2	2. As a user of the service, what areas did you come into contact with? (Tick all that apply)	1	1
3	2a. If Other, please specify	1	2
4	3. Building Control Service Ratings	2	2
5	4. What aspects of the service did you find particularly good?	2	2
6	5. What aspects of the service do you think could be improved?	2	4
7	6. How would you rate the Building Control staff in being helpful and responsive to your needs?	4	4
8	6a. Any comments:	4	5
9	7. Do you consider that the Building Control process has added value to the finished development/project?	5	5
10	8. Did the Building Control officer apply the Building Regulations in a professional manner?	5	5
11	9. Where did you first hear about the North Yorkshire Building Control Partnership?	5	6
12	We would welcome any other comments you wish to make on our service.	6	7



Ryedale District Council

REPORT TO:	North Yorkshire Building Control Partnership Board
DATE:	7 March 2018
REPORTING OFFICER:	Robert Harper Head of Building Control
SUBJECT:	Proposed Budget 2018/19

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present Members with a proposed budget for 2018/19 together with a further two years of the financial recovery plan.

2.0 RECOMMENDATIONS

- 2.1 That Members consider and approve the budget options contained within the report and set a proposed 2018/19 budget.
- 2.2 That the Partner Authorities note the expected outturn for 2017/18 and advise their appropriate committees.
- 2.3 That an increase of 2.75% is applied to Building Regulations Charges for the financial year 2018/19.

3.0 BACKGROUND

- 3.1 The Partnership was formed in April 2001 with Ryedale and Selby and expanded to include Hambleton in September 2007 at the same time as the onset of the economic recession following the collapse of Northern Rock. Scarborough joined the Partnership in April 2008 and Richmondshire in April 2010.

3.2 Prior to the formation of the enlarged Partnership in September 2010 there was a total of 48 building control staff operating across the current Partnership area. Over the past eight years due to the economic downturn and efficiency savings this number has been reduced to 24, a reduction of 50% together with the associated annual savings.

4.0 CURRENT POSITION

4.1 Annex A outlines the Partnership's expected financial performance in the current financial year and is reflected in the approved budget. A draft chargeable income of £921,620 has been forecast for 2018/19 taking into account the current financial position and recent trends. This incorporates a decrease of £40,000 on the approved budget for 2017/18. This budget assumes there will be no further contraction of the construction industry.

4.2 Working from the approved budget for 2017/18 the chargeable income for 2018/19 will be increased by 3.25% in line with an increase in charges of 2.75%, expected inflation and increased salary costs and 3.25% for the following two years. This will maintain the current structure and provide for development in 2019/20 and 2020/21 in line with the Partnership's Business Plan. In projecting the budget forward the Partnership is forecasting a surplus in 2018/19 of £16,989 after taking into account pension contributions due to early retirements of £9,690 and flood work and LABC income of £2,500.

4.3 In setting this budget it is assumed that the level of development will grow steadily following the decline over the previous years.

4.4 Minor adjustments have been made in expenditure in the proposed 2018/19 budget to take into account over and under spends in various budget headings. The Partnership's expenditure continues to be delivered within budget, however, there is little to no prospect of any further savings following continual review and reduction to maximise savings to bring the expenditure into line with income.

5.0 FINANCIAL IMPLICATIONS

5.1 The financial implications are as detailed in this report.

6.0 LEGAL IMPLICATIONS

6.1 There is a requirement within the legal agreement that a minimum reserve balance of £10,000 is maintained.

7.0 RISK ASSESSMENT

- 7.1** Regular financial monitoring reports provided to the Head of Building Control and the Board will help to reduce the risk of unexpected overspends on budgets and falls in income, thereby enabling early preventative or remedial action to be taken.

8.0 CONCLUSION

- 8.1** That Members consider the budget set out in Annex A with a view to agreeing the proposed budget for 2018/19.
- 8.2** That Partner Authorities are notified of the expected outturn for 2017/18.

OFFICER CONTACT:

Please contact Robert Harper, Head of Building Control on 01347 825759 or email robert.harper@nybcp.org or Mandy Burchell, Senior Resources Officer (Ryedale District Council) on 01653 600666 ext 389 or email mandy.burchell@ryedale.gov.uk if you require any further information on the contents of this report.

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Agenda Item 6

ANNEX A

NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP ESTIMATES 2010/2011 TO 2020/2021

	2010/2011 Actual	2011/2012 Actual	2012/2013 Actual	2013/2014 Actual	2014/2015 Actual	2015/2016 Actual	2016/2017 Actual	2017/2018 Approved Budget	Draft 2018/2019 Budget	Draft 2019/2020 Budget	Draft 2020/2021 Budget
	£	£	£	£	£	£	£	£	£	£	£
REVENUE ACCOUNT											
CHARGEABLE ACCOUNT											
INCOME	1,091,080	915,352	815,200	937,150	899,541	891,485	866,335	932,860	921,620	951,310	981,960
EXPENDITURE											
Employees	799,091	757,854	601,116	611,227	635,132	649,439	614,743	662,548	681,394	701,289	715,160
Transport	102,953	98,464	71,553	72,915	76,435	81,061	71,343	74,300	75,780	77,300	78,850
Premises	43,740	44,303	37,014	36,340	36,469	37,163	30,280	27,840	28,880	29,740	30,640
Supplies & Services	110,325	82,614	96,867	110,701	131,899	128,983	98,016	147,650	138,940	143,090	147,390
Central Departmental Support	44,588	45,433	32,614	14,214	13,832	13,569	13,322	13,500	13,910	14,330	14,760
Gross Expenditure	1,100,697	1,028,668	839,164	845,397	893,767	910,215	827,704	925,838	938,904	965,749	986,800
CHARGEABLE SURPLUS/(DEFICIT)	(9,617)	(113,316)	(23,964)	91,753	5,774	(18,730)	38,631	7,022	(17,284)	(14,439)	(4,840)
NON CHARGEABLE ACCOUNT											
INCOME	233,033	219,961	287,536	296,656	305,829	329,062	319,165	326,000	338,240	344,600	351,090
EXPENDITURE											
Employees	150,696	143,633	198,143	200,724	209,346	213,989	203,418	218,345	223,307	229,895	234,494
Transport	20,030	18,755	23,851	24,305	25,478	27,020	23,789	24,760	25,250	25,750	26,270
Premises	4,860	4,923	12,338	12,114	12,156	12,388	10,093	9,270	9,620	9,910	10,200
Supplies & Services	12,653	5,462	25,875	30,580	30,198	36,725	28,382	35,520	34,000	35,100	36,240
Central Departmental Support	8,493	8,653	10,871	4,738	4,611	4,523	4,440	4,470	4,600	4,740	4,880
Gross Expenditure	196,732	181,426	271,078	272,461	281,789	294,645	270,122	292,365	296,777	305,395	312,084
NON CHARGEABLE SURPLUS/(DEFICIT)	36,301	38,535	16,458	24,195	24,040	34,417	49,043	33,635	41,463	39,205	39,006
REVENUE ACCOUNT SURPLUS/(DEFICIT)	26,684	(74,781)	(7,506)	115,948	29,814	15,687	87,674	40,657	24,179	24,766	34,166
	2010/2011 £	2011/2012 £	2012/2013 £	2013/2014 £	2014/2015 £	2015/2016 £	2016/2017 £	2017/2018 £	2018/2019 £	2019/2020 £	2020/2021 £
RESERVE ACCOUNT											
BALANCE AS AT 1 APRIL	10,000	18,514	10,000	10,000	81,711	77,771	94,941	62,880	101,347	118,336	145,602
Partner Joining Fee	30,000										
Revenue Account Surplus/(Deficit)	26,684	(74,781)	(7,506)	115,948	29,814	15,687	87,674	40,657	24,179	24,766	34,166
Redundancy Costs	(48,170)	(66,138)	(91,162)	(45,304)	(33,754)	(350)	(126,035)	(9,690)	(9,690)		
Flood Work & LABC Income		52,800	31,438	1,067		1,833	6,300	7,500	2,500	2,500	2,500
BALANCE AS AT 31 MARCH	18,514	(69,605)	(57,230)	81,711	77,771	94,941	62,880	101,347	118,336	145,602	182,268
Contribution from/(to) Partners	0	79,605	67,230	0	0	0	0	0	0	0	0
REVISED BALANCE AS AT 31 MARCH	18,514	10,000	10,000	81,711	77,771	94,941	62,880	101,347	118,336	145,602	182,268

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Ryedale District Council

REPORT TO:	North Yorkshire Building Control Partnership Board
DATE:	7 March 2018
REPORTING OFFICER:	Robert Harper Head of Building Control
SUBJECT:	Financial Performance April 2017 - January 2018

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present Members with details of the financial performance of the North Yorkshire Building Control Partnership for the months of April 2017 to January 2018 inclusive.

2.0 RECOMMENDATIONS

- 2.1 Members are requested to note the financial performance of the North Yorkshire Building Control Partnership for the period 1 April 2017 to 31 January 2018.

3.0 BACKGROUND

- 3.1 This report shows the financial performance of the North Yorkshire Building Control Partnership for the period 1 April 2017 to 31 January 2018.
- 3.2 The original budget for 2017/18 has been profiled to the end of January 2018 based on estimated patterns of expenditure and income streams.
- 3.3 This report has been produced using actual income and expenditure figures and taking into account known commitments to 31 January 2018.

4.0 POLICY CONTEXT

- 4.1** The North Yorkshire Building Control Partnership has a duty to exercise effective financial management through the production of regular financial monitoring reports in line with the host council's constitution, including the financial regulations and standing orders.

5.0 REPORT

- 5.1** Annex A summarises the income and expenditure for the chargeable and non-chargeable accounts to 31 January 2018, together with the surplus as at that date.
- 5.2** The overall surplus for the North Yorkshire Building Control Partnership for the period 1 April 2017 to 31 January 2018 is £91,436 against a profiled original budgeted surplus of £60,229.
- 5.3** The surplus balance on the reserve account as at 31 January 2018 is £146,544 having taken into account redundancy costs, pension contributions due to early retirements and flood work and LABC income.
- 5.4** Using the original budget submitted to the Board on 8 March 2017, the overall surplus for 2017/18 is projected to be £71,864 with an estimated surplus balance on the reserve account as at 31 March 2018 of £126,972 again having taken account of redundancy costs, pension contributions due to early retirements and flood work and LABC income. This assumes expenditure and income remains in line with the profiled original budget for the period 1 February 2018 to 31 March 2018.

Chargeable Account

- 5.5** For the period to 31 January 2018, the chargeable account shows a surplus of £37,591 against a profiled original budgeted surplus of £29,237.
- 5.6** The income is showing a reduction of £85,230, with an underspend on expenditure of £93,584.

Non Chargeable Account

- 5.7** For the period to 31 January 2018, the non-chargeable account shows a surplus of £53,845 against a profiled original budgeted surplus of £30,992.
- 5.8** There is a shortfall in the non-chargeable income of £2,802 offset by an underspend of £25,655.

6.0 FINANCIAL IMPLICATIONS

- 6.1** The Partnership has been actively marketing its services to different target audiences in order to increase market share, whilst maintaining high levels of service delivery and customer satisfaction.

7.0 LEGAL IMPLICATIONS

- 7.1** There are no legal implications resulting from the contents of this report.

8.0 RISK ASSESSMENT

- 8.1** Regular financial monitoring reports provided to the Head of Building Control and the Board will help to inform Members of actions that need to be taken to bring the budget into balance and enable early preventative or remedial action to be taken.
- 8.2** The shortfall in chargeable income for the period to 31 January 2018 is due to the slow recovery within the construction industry following the recession, together with increased competition from the private sector.

9.0 CONCLUSION

- 9.1** For the period 1 April 2017 to 31 January 2018, the revenue account for the North Yorkshire Building Control Partnership is showing a surplus of £91,436.
- 9.2** The financial position of the Partnership will require close monitoring during the remainder of 2017/18.
- 9.3** The Partnership has diversified into new areas of work which is attracting additional income. Further diversification will continue during the current financial year.

OFFICER CONTACT:

Please contact Robert Harper, Head of Building Control on 01347 825759 or email robert.harper@nybcp.org or Mandy Burchell, Senior Resources Officer (Ryedale District Council) on 01653 600666 ext 389 or e-mail mandy.burchell@ryedale.gov.uk if you require any further information on the contents of this report.

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**NORTH YORKSHIRE BUILDING CONTROL PARTNERSHIP
FINANCIAL STATEMENT FOR THE PERIOD 1 APRIL 2017 TO 31 JANUARY 2018**

	2017/2018 Original Budget £	2017/2018 Revised Budget £	Revised Budget to 31/1/18 £	Actual to 31/1/18 £
<u>REVENUE ACCOUNT</u>				
<u>CHARGEABLE ACCOUNT</u>				
INCOME	932,860	932,860	792,927	707,697
EXPENDITURE				
Employees	662,548	662,548	552,624	497,256
Transport	74,300	74,300	61,926	49,726
Premises	27,840	27,840	26,855	24,299
Supplies & Services	147,650	147,650	111,033	87,573
Central Departmental Support	13,500	13,500	11,252	11,252
Gross Expenditure	925,838	925,838	763,690	670,106
CHARGEABLE SURPLUS/(DEFICIT)	7,022	7,022	29,237	37,591
<u>NON CHARGEABLE ACCOUNT</u>				
INCOME	326,000	326,000	271,688	268,886
EXPENDITURE				
Employees	218,345	218,345	182,042	164,734
Transport	24,760	24,760	20,640	16,575
Premises	9,270	9,270	8,947	8,100
Supplies & Services	35,520	35,520	25,341	21,906
Central Departmental Support	4,470	4,470	3,726	3,726
Gross Expenditure	292,365	292,365	240,696	215,041
NON CHARGEABLE SURPLUS/(DEFICIT)	33,635	33,635	30,992	53,845
REVENUE ACCOUNT SURPLUS/(DEFICIT)	40,657	40,657	60,229	91,436

RESERVE ACCOUNT

BALANCE AS AT 1 APRIL 2017

REVENUE ACCOUNT SURPLUS/(DEFICIT) 1 April 2017 to 31 January 2018
REDUNDANCY COSTS
FLOOD WORK & LABC INCOME

BALANCE AS AT 31 JANUARY 2018

CONTRIBUTION FROM/(TO) PARTNERS

REVISED BALANCE AS AT 31 JANUARY 2018

£	£
	62,880
91,436	
(9,672)	
1,900	83,664
	146,544
	0
	146,544

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