

North Yorkshire Building Control Partnership

held at Coxwold House, Easingwold Business Park, Stillington Road, Easingwold, York.
Friday 26 June 2009

Present

Councillor Cottam
Councillor Hemesley
M Podgorski
P Cresswell
M Burchell

Representing

Ryedale District Council
Ryedale District Council
Senior Admin Officer – North Yorkshire Building Control
Corporate Director (s151) – Ryedale District Council
Group Accountant – Ryedale District Council

Councillor Mackman
Councillor Deans
K Dawson
K Iveson

Selby District Council
Selby District Council
Head of Development Services - Selby District Council
Head of Finance & Central - Selby District Council

Councillor Baker
Councillor Greenwell
D Simpson

Hambleton District Council
Hambleton District Council
Head of Resources – Hambleton District Council

Councillor Bastiman
Mr D Archer

Scarborough Borough Council
Strategic Director - Scarborough Borough Council

Mr L Chapman

Building Control Manager

Minutes

BCP.1 Election of Chairman

Resolved

That Councillor R Baker be elected Chairman of the North Yorkshire Building Control Partnership for the ensuing year.

Councillor Baker thanked Members for his election and took the Chair.

BCP.2 Appointment of Vice-Chairman

Resolved

That Councillor D Bastiman be appointed Vice-Chairman of the North Yorkshire Building Control Partnership for the ensuing year.

Councillor Bastiman thanked Members for his appointment.

BCP. 3 Apologies for Absence

Apologies for absence were received from Councillor Allanson.

BCP.4 Minutes

The minutes of a meeting of the North Yorkshire Building Control Partnership held on the 6 February 2009 were presented.

Resolved

That the minutes of a meeting of the North Yorkshire Building Control Partnership held on the 6 February 2009 be approved.

BCP.5 Statement of Accounts 2008/2009

The Building Control Manager submitted a report (previously circulated) that sought Members approval of the Statement of Accounts for 2008/2009.

Members were advised that the additional income to be paid by each authority was approximately £5,000 below revised estimates. This had been achieved by a reduction in expenditure.

Councillor Mackman thanked the Building Control Manager for the hard work that had gone in to addressing the budget deficit.

Councillor Bastiman thanked the Corporate Director (s151) and his team for all their efforts in providing accountancy services and paid tribute to Councillor Mackman for his guidance during the financial downturn.

Resolved

- (i) That the proposed Statement of Accounts for the financial year 2008/2009, set out in Annex A of the report, be adopted;
- (ii) That the 2008/2009 Annual Return, set out in the report, be approved.

BCP.6 Internal Audit Report

The Building Control Manager submitted a report (previously circulated).

The Audit Report flagged up five items for action. Four items have already been dealt with. The remaining item requires a review of expenses to be undertaken over the next 6 months. A further report will be submitted to the Board in December 2009.

The Audit Report also identified potential savings through the greater use of information technology, by the implementation of an 'end to end' building control solution.

It was noted that turnover is likely to exceed £1,000,000 in the financial year 2009/2010 and that the Partnership will be required to undergo an on-site external audit.

Resolved

- (i) That the Audit Report, set out in Appendix 1 of the report, is noted and that the actions and recommendations be implemented;
- (ii) That the Accountancy Section for each Council be thanked for their valued assistance.

BCP.7 Fire Evacuation Policy

The Building Control Manager submitted a report (previously circulated) to approve the Fire Evacuation Policy, following consultation with the North Yorkshire Fire Service.

Resolved

That the Fire Evacuation Policy, drawn up in conjunction with North Yorkshire Fire Service set out in Appendix 1, be approved.

BCP.8 Performance Report

The Building Control Manager submitted a report (previously circulated). All performance statistics are now incorporated on the Covalent Performance Management Software. Data is input on a monthly, quarterly and annual basis.

The report, in Appendix 1, sets out the end of year performance for 2008/09. An explanation was given where targets were not met. Appendix 2 indicates the partnership's performance for the first two months of the current financial year. Of the six targets reported on a monthly basis, all have been achieved.

Members will receive a quarterly performance statement together with a quarterly financial monitoring statement of income and expenditure. In addition Members and each Council's 151 Officer will receive monthly income reports.

Councillor Baker requested that subject headings be included at the top of each sheet of the report.

Councillor Bastiman proposed that the Board send all Partnership staff a letter to thank them for 'pulling together' during the recent months of

uncertainty.

Resolved

- (i) That the performance, set out in Appendix 1 and 2, be noted;
- (ii) That the current levels of monitoring continue, with the position being reviewed in September.
- (iii) That subject headings be included on each page of the Covalent Performance Report;
- (iii) That the Building Control Manager draws up a letter of thanks to be issued to all staff and signed by both Councillor Baker (Chairman) and Councillor Mackman (Previous Chairman).

BCP.9 Revisions to Legal Agreement

The Building Control Manager submitted a report (previously circulated), set out in Appendix 1.

Councillor Baker explained the reasons for the revisions highlighted in the report. A full discussion took place where Members strongly voiced their concerns relating to the reduced Governance and Member participation.

Discussion also took place regarding the wording of the Legal Agreement in relation to redundancy/retirement costs and delegated powers. Further clarification was sought from Legal Officers relating to the wording of the Agreement.

Resolved

- (i) That the number of voting Members for each partner Council remain at two;
- (ii) That reference to 'retirement costs on the grounds of efficiency of the service retained by the partner Councils is removed'; needs be looked at further and brought back to the September Board meeting.
- (iii) That a Council Member to be present from at least three Councils to form a quorum be looked at further and brought back to the September Board meeting.
- (iv) That delegated authority be given to the Building Control Manager to finalise the terms of the revised Legal Agreement for the Partnership after consultation with partner Councils be looked at further and brought back to the September Board Meeting.

BCP.10 Information Items

Health and Safety

No incidents to report.

All site staff have been issued with first aid kits and one First Aiders has recently undertaken and passed a refresher course.

Debt

The current level of debt stands at £34,000. One of the Partnership's debtors has recently gone into receivership. The relevant forms have been completed and forward to the Administrator.

BCP.11 Dates of Meetings

Resolved

Councillor Baker emphasised that Board Meeting dates for the forthcoming year had been set and that Members should endeavour to make sure they are available to attend.

That the dates of the Board Meeting for the forthcoming year are as follows:-

23 September 2009

16 December 2009

24 March 2010

30 June 2010

The foregoing minutes were signed at a meeting of the North Yorkshire Building Control held on 23 September 2009 in pursuance of a resolution for the purpose passed at such meeting.

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Chairman.