



REPORT TO: NORTH YORKSHIRE BUILDING CONTROL BOARD

DATE: 12 OCTOBER 2011

REPORT OF THE: CORPORATE DIRECTOR (s151)
PAUL CRESSWELL

TITLE OF REPORT: PROVISION OF SUPPORT SERVICES TO THE BUILDING
CONTROL PARTNERSHIP

WARDS AFFECTED: ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 This report informs members of the current service levels provided and associated charge to the Building Control Service by Ryedale District Council. It also considers the additional costs of further reporting requirements.

2.0 RECOMMENDATION

2.1 It is recommended that members note the report and consider whether further reporting is required.

3.0 REASON FOR RECOMMENDATION

3.1 Members raised the need for additional reporting at the previous meeting of the partnership.

4.0 SIGNIFICANT RISKS

4.1 There are no significant risks in considering this report.

REPORT

5.0 BACKGROUND AND INTRODUCTION

5.1 Ryedale District Council is the host authority and provides most of the support services to the NYBCP.

6.0 POLICY CONTEXT

6.1 This report is in line with existing policy.

7.0 CONSULTATION

7.1 No consultation has taken place on this report.

8.0 REPORT DETAILS

8.1 The following support services are provided by Ryedale District Council to the NYBCP:

Democratic Services	Agenda preparation, meeting scheduling, minute taking, agenda printing and despatch.
Customer Services and Benefits	Receipt of payments, signposting of queries, reception services.
Finance and Revenue Services	Quarterly full monitoring reports, preparation of budgets, preparation of revised budgets, closure of accounts and liaison with external auditors, general accountancy advice and dealing with queries, administration of leased cars, insurance administration, payroll services, creditor payments, debtors facilities.
Human Resources	Case management, application of policies, redundancy advice, contract advice, policy preparation.
Legal Services	Contract revisions, debt recovery work, general advice and guidance.
IT Support	Provide support for the day to day maintenance, upgrading of computers and laptops.

8.2 The total charge from Ryedale DC in 2010/2011 for all of the above was £30,686. No charge was levied for Management and meeting support from the Corporate Director (s151). If the partnership expands further the above charge will need to increase.

8.3 In considering additional reporting requirements, there are issues of capacity within Ryedale DC.

8.4 Monthly income figures are provided to members from the Building Control Manager. The NYBCP has an excellent record of cost control and has not to date exceeded the annual total expenditure budget, even with the significant reduction made to it in recent years.

8.5 Quarterly full management monitoring reports are provided. Switching meeting times to after the quarter end could ensure prompt discussion of the actual full financial picture.

8.6 Monthly full detail monitoring reports would create significant additional work. Due to workloads in the first quarter of the year where each authority is closing and finalising their accounts for audit is not possible with the existing establishment at Ryedale DC. Annualised hours already operate to manage the peak of workload for the Accountancy team in this period. Following this period is the external audit of accounts which again places significant workloads on the Accountancy team.

8.7 Providing full monitoring statements between July and April each year, that is July, August, October, November, January and February additional to current quarterly reporting would necessitate additional staffing costs and an estimated charge to the partnership of £4,000 per annum.

9.0 IMPLICATIONS

9.1 The following implications have been identified:

a) Financial

There are no significant financial impacts in considering this report.

b) Legal

There are no significant legal issues in considering this report.

c) Other

There are no significant other implications in considering this report.

Paul Cresswell Corporate Director (s151)

Author: Paul Cresswell, Corporate Director (s151)
Telephone No: 01653 600666 ext: 214
E-Mail Address: paul.cresswell@ryedale.gov.uk

Background Papers:

None.