



AGENDA

SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE MEETING

Date: Thursday, 17 March 2016

Time: 10.00 am

Venue: Committee Room, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Membership:

Councillors Chitty, Cubitt and Gerry Lewin (Chairman)

	Pages
1. Apologies for Absence	
2. Record of Meeting	1 - 4
To approve the record of the meeting held on 10 December 2015.	
3. Declarations of Interest	
Members are invited to declare any interests in relation to any agenda item in accordance with the Code of Conduct adopted by their Authority.	
4. Urgent Matters by Reason of Special Circumstances	
The Chairman will announce any late items which do not appear on the main agenda but which he has agreed should be considered by reason of special circumstances to be specified in the report.	
5. Schedule of Meetings 2016/17	5 - 6
6. Exclusion of the Press and Public	
To decide whether to pass the resolution set out below in respect of the following items:	
That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act:	
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).	

5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

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| 7. | Monitoring Report: November 2015 to January 2016 | 7 - 18 |
| 8. | Progress Report on Consultancy Commercialisation | 19 - 22 |

Issued on Monday, 7 March 2016

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Corporate Services Director, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT

SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE

MINUTES of the Meeting held in the Committee Room, Swale House, East Street, Sittingbourne, Kent, ME10 3HT on Thursday, 10 December 2015 from 10.00 - 10.52 am

PRESENT: Councillors Jane Chitty, John Cubitt and Gerry Lewin (Chairman).

IN ATTENDANCE:

Andrew Barnett, Financial Services, Gravesham Borough Council
Janine Boughton, Head of Administration and Business Development
Philippa Davies, Democratic Services Officer, Swale Borough Council
James Freeman, Head of Planning, Swale Borough Council
Stephen Gaimster, Assistant Director, Housing and Regeneration, Medway Council
Sarah Kilkie, Assistant Director (Communities), Gravesham Borough Council
Andrew Lawson, Finance Business Partner, Medway Council
Tony Van Veghel, Director, South Thames Gateway Building Control Partnership

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 RECORD OF MEETING

The record of the meeting held on 23 September 2015 were agreed as a correct record and signed by the Chairman.

3 DECLARATIONS OF INTEREST

No interests were declared.

4 URGENT MATTERS BY REASON OF SPECIAL CIRCUMSTANCES

There were no urgent matters.

5 DEVELOPMENT OF CONSULTANCY AS A LOCAL AUTHORITY TRADING COMPANY

The Director of South Thames Gateway (STG) Building Control Partnership introduced the report which sought agreement from the Joint Committee for funding to develop a business case to deliver the consultancy through a Local Authority Trading Company.

The Director highlighted the main points in the report.

Members spoke in support of the proposal.

Resolved:

- (1) That it be recommended that the respective partner authorities provide £2,000 each to secure the delivery of the Business Plan objective.**

6 ANNUAL AUDIT AND INSPECTION LETTER

The Finance Business Partner introduced the report which presented the external auditor's certificate and opinion in respect of the Joint Committee's accounts for 2014/15.

The Finance Business Partner confirmed that no errors had been identified, and reported that it was no longer a requirement for joint committees to have their accounts audited. He asked Members if they wished to continue the audit services and confirmed, that in any case there would be a periodic review by internal audit.

Members were happy to dispense with the separate audit.

Resolved:

- (1) That the external auditor's certificate and opinion as presented be noted.**
(2) That the joint committee audit ends and an effective financial and governance framework is maintained for STG Building Control.

7 EXCLUSION OF THE PRESS AND PUBLIC

(1) That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act:

- 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).**
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

8 MONITORING REPORT: AUGUST 2015 TO OCTOBER 2015

The Director of STG Building Control Partnership introduced the report which set out updates on the current forecast for the 2015/16 financial year, and gave details against the progress of the objectives of the Business Plan 2012/17.

Members requested that positive aspects of the report be presented in a bullet point format which could be forwarded to all Members, and that a briefing takes place to provide details of where building control sat in the planning process.

Resolved:

- (1) That the report be noted.**

9 SOUTH THAMES GATEWAY BUILDING CONTROL BUSINESS PLAN 2016/2019

The Director of STG Building Control Partnership introduced the report which set out revised proposals for the STG Building Control Draft Business Plan and Delivery Plan for 2016/19 following consultation, and sought agreement to refer the revised documents to the Cabinet of each partner authority.

A Member requested that the percentage of non-chargeable work is included in the report.

The Director explained that the report would be updated prior to it being considered by the three Cabinets.

Resolved:

- (1) That the updated version of the Business Plan be approved and referred to the Cabinet of each partner authority to approve the Final Draft Business Plan.***
- (2) That the final contributions figures, which will be included in each authority's budget planning process for 2016/17 be noted.***

Chairman

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All Minutes are draft until agreed at the next meeting of the Committee/Panel

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SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE 17 MARCH 2016 SCHEDULE OF MEETINGS 2016/2017

Report from: Philippa Davies, Clerk to the Committee

Summary

This report sets out the proposed meetings schedule for the 2016/2017 municipal year.

1. Budget and Policy Framework

- 1.1 The Constitution for the South Thames Gateway Building Control Joint Committee specifies that the timetable shall be adopted at the Annual General Meeting.

2. Background

- 2.1 Gravesham, Medway and Swale Councils have all agreed to delegate their respective building control functions to the Joint Committee. This report presents the proposed dates for 2016/17 in advance of the Annual General Meeting.

3. Schedule of Meetings

- 3.1 The Constitution for the South Thames Gateway Building Control Joint Committee specifies that the schedule of meetings shall be agreed at the Annual General Meeting.
- 3.2 The Joint Committee is being asked to consider a programme of meetings for the 2016/17 municipal year in advance of a decision being made at the Annual General Meeting in June 2016, in order to provide some certainty for Members, and the Partner Authorities, on the schedule of meetings during 2016/17.
- 3.3 The following dates are proposed, with meetings to be held at Gravesham Borough Council; all meetings will commence at 10am.
- Thursday 9 June 2016 (AGM)
 - Thursday 22 September 2016
 - Thursday 8 December 2016
 - Thursday 16 March 2017.

4 Financial and Legal Implications

5.1 There are no financial implications arising from this report.

6. Legal Implications

6.1 The Joint Committee was established pursuant to powers under: -

- Local Government Act 1972 – sections 101, 102, 111, 112 and 113
- Local Government Act 2000 – sections 2, 19 and 20
- Regulations made under these acts.

6.2 The arrangements for this joint committee have been designed to ensure compliance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000, which set out the functions that should be carried out by Council (or one of its committee) and functions that can be carried out by the Executive. Building control is a function of the Executive or Cabinet and can be discharged by the Joint Committee and those functions have been delegated by the Partners Authorities' Executives. By law, two elements of the service cannot be executive functions, namely staffing matters and enforcement activity by Building Control, and these have been delegated to the Joint Committee by the Partner Authorities' respective Full Councils.

7. Risk Management

7.1 There are no risk management implications arising from this report.

8. Recommendations

8.1 The Joint Committee is recommended to –

- a) Agree the timetable of meetings for the 2015/2016 municipal year (as set out in paragraph 3.3)
- b) Agree to select Gravesham Borough Council to provide a secretary to the joint committee for the 2016/17 municipal year.

Background Papers: None

Lead Officer Contact:

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By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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