

# **SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE**

**9 JUNE 2016**

## **SOUTH THAMES GATEWAY BUILDING CONTROL BUSINESS PLAN 2016-2019**

Report from: Tony Van Veghel, Director, South Thames Gateway  
Building Control Partnership

### **Summary**

This report seeks agreement to the South Thames Gateway Building Control Partnership's Business Plan (dated 18 December 2015 Version 4) and Service Delivery Documentation for 2016-2019.

### **1. Budget and Policy Framework**

- 1.1 The Constitution for the South Thames Gateway Building Control Joint Committee specifies that the Business Plan shall be adopted at the Annual General Meeting.
- 1.2 This is an executive function and therefore would be subject to the call-in arrangements of the partner authorities. Specific parts of the plan, such as those surrounding retention and recruitment of staff, would be carried out in line with Medway Council's Constitution and human resources policies and procedures.

### **2. Background**

- 2.1 The Joint Committee's Constitution sets out the process for approval of the Partnership's Business Plan each year and the timing required to ensure that each Partner Authority is able to incorporate associated budget requirements into the financial planning process for the subsequent year. The stages to this process are as follows:
  - Before 1 October each year the Joint Committee is required to approve and send its draft Business Plan for the following year to each Partner Authority for comments.
  - Each Council has 35 days (from receipt) to provide comments to the Secretary of the Joint Committee on the draft Business Plan

- The Joint Committee is then required to meet to consider any comments received and agree any revisions to the draft Business Plan.
- By no later than 5 January the Joint Committee has to send a revised draft to each Partner Authority for their final approval.
- Each Partner Authority must advise the Secretary to the Joint Committee whether it approves or rejects the revised draft Business Plan by no later than 10 days before the Annual Meeting of the Joint Committee (The Joint Committee will formally adopt the Business Plan at its Annual meeting).

2.2 There are also provisions in the Constitution of the Joint Committee stipulating the process and timescales for agreeing amendments to the Business Plan during the course of each year.

### **3. Director's comments**

3.1 On 23<sup>rd</sup> September 2015 the Joint Committee agreed a first draft of the STGBC Business Plan for 2016-2019 and invited each partner authority to provide its comments. The second draft of the Business Plan incorporated the comments received and was presented to Joint Committee on 10<sup>th</sup> December 2015.

3.2 The Business Plan (Appendix A) outlines how the building control function will be delivered on behalf of the three partnership Council's up until 2019 and indicates what the reduced contributions will be between 2016 to 2019.

3.3 The amended plan presented to Members for final consideration indicates the three agreed objectives:

- To improve customer service utilising IT development and increased customer interaction.
- Increase opportunities for protecting and capturing market share.
- Development of consultancy services with dedicated staff under separate company.

The plan also includes action plans and targets to achieve these objectives.

Our continuing key projects for 2016/17 will be:

- The improvements in IT allowing greater flexibility in the way we work.
- Improvements required to the quality and consistency of plan checking and site inspections.
- Improvements to the speed of turnaround of applications.
- Access to reliable and consistent advice through the provision of a duty surveyor.

- Enabling customer service improvements for tracking applications and carrying out searches.
- The need to develop the consultancy as a commercial arm of STG.

3.4 These items will form the focal point in the year ahead and underpin the objectives in the delivery plan (Appendix B). With continued support from the three authorities these objectives will build on the reputation of delivering a first class service to customers and stakeholders.

3.5 Total contributions will have reduced for the partners by £36,030 between April 2015 and March 2019.

3.6 The next phase of the Partnership will not only consolidate the successes of the past eight years but continue the expansion of services, staff development and improved customer service which the investment of the three Partner Authorities has allowed.

#### **4. Financial Implications**

4.1 Appendix 1 of this report details the financial plan 2016-2019 showing expenditure, income and the reduction of contributions over the 3 year period.

4.2 In addition to this the constituent authorities are required to make contributions totalling £278,076 to fund non chargeable activities. These contributions are, for Gravesham £55,616, for Medway £147,380, and for Swale £75,080 and have been ratified by the acceptance of the Business Plan.

#### **5. Legal Implications**

5.1 Where appropriate these are set out in the report and in the Business Plan dated 18 December 2015 Version 4. The Business Plan makes provision for partnership working with private architects. This will be done under the recognised Local Authority Building Control Partnership scheme.

#### **6. Risk Management**

6.1 Should chargeable applications and therefore income fall below expectations and outside of any mitigating proposals put forward to enable a zero based budget there may be further calls on the contributions from each of the partner authorities. However, this would be only applied for as a last resort.

## **7. Recommendations**

- 7.1 The Joint Committee is asked to adopt the 2016-2019 Business Plan dated 18 December 2015 Version 4 and Service Delivery Documentation.

## **8. Suggested Reasons for Decisions**

- 8.1 The Joint Committee has a duty under the Memorandum of Agreement to formally adopt the Business Plan at the Annual General Meeting.

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### **Background papers**

none

- Appendix 1 - Three Year Budget Build and Contribution Calculation for 2016-2019  
Appendix 2 - Business Plan (dated 18 December 2015 Version 4)  
Appendix 3 - Service Delivery Documentation

## Appendix 1

### Three year Budget Build and Contribution Calculation For 2016/2017 - 2018/2019 (including comparative 2015/2016 budget) for Three Authority Partnership

	<u>2015/16</u> <u>Budget</u>	<u>2016/17</u> <u>Budget</u>	<u>2017/18</u> <u>Budget</u>	<u>2018/19</u> <u>Budget</u>
Staffing	1,128,751	1,139,751	1,150,861	1,162,082
Premises	46,300	46,300	46,300	46,300
Transport	42,350	42,350	42,350	42,350
Supplies and Services	108,970	105,970	108,970	108,970
Support Services	52,910	52,910	52,910	52,910
<b>Total Cost:</b>	<b>1,379,281</b>	<b>1,387,281</b>	<b>1,401,391</b>	<b>1,412,612</b>
Contributions	-290,300	-278,076	-266,853	-254,270
Income	-1,088,981	-1,107,822	-1,134,538	-1,158,342
<b>Total Income</b>	<b>-1,379,281</b>	<b>-1,387,281</b>	<b>-1,401,391</b>	<b>-1,412,612</b>
Chargeable 79%	-1,088,981			
Non-Chargeable 21%	-290,300			
	-1,379,281	0	0	0
Chargeable 80%		-1,107,822		
Non-Chargeable 20%		-278,076		
	0	-1,387,281	0	0
Chargeable 81%			-1,134,538	
Non-Chargeable 19%			-266,853	
	0	0	-1,401,391	
Chargeable 82%				-1,158,342
Non-Chargeable 18%				-254,270
	0	0	0	-1,412,612
<b>Authority and Agreed Percentage</b>	<b><u>2015/16</u></b> <b><u>Budget</u></b>	<b><u>2016/17</u></b> <b><u>Budget</u></b>	<b><u>2017/18</u></b> <b><u>Budget</u></b>	<b><u>2018/19</u></b> <b><u>Budget</u></b>
Gravesham - 20%	58,060	55,616	53,371	50,854
Swale - 27%	78,381	75,080	72,050	68,653
Medway - 53%	153,859	147,380	141,432	134,763
	<b>290,300</b>	<b>278,076</b>	<b>266,853</b>	<b>254,270</b>

[Figure 1]