

## APPENDIX 1

### SWOT Analysis

#### Strengths :

- Reputation for reliability and impartiality.
- Links with all Local Authority Services.
- Staff highly trained and experienced.
- Staff are positive about Partnership.
- Staff are prepared to be flexible and accept change.
- Good relationships with customers.
- Wider local knowledge.
- Quality of service.
- Better use of resources.
- Improved consistency of interpretation of legislation.

#### Opportunities :

- Improved Marketing capability.
- Development Team Approach.
- Raise profile with public.
- Increase Partnership working.
- Reduced office space.
- Reduced numbers of staff due to economies of scale.
- One IT system.
- Improved IT communications.
- Changed working arrangements - home working/desk sharing.
- Staff career opportunities.
- Ability to draw on the expertise of a wider range of staff, other business opportunities to strengthen the business.

#### Weaknesses :

- Cannot maintain 100% of marketshare.
- Differing levels of service compared with Approved Inspectors.
- Undercut on cost by competitors.
- Other Local Authorities can damage customer relations.
- Actions by staff in other Local Authority areas can damage relationships.
- Corporate policies can sometimes hamper the service.
- Not enough marketing carried out.
- Differing interpretations of legislation.

#### Threats :

- Increased loss of business to competition.
- Downturn in economy.
- Downturn in property market
- Not remaining focused.
- Lack of Member support.
- Staff worries about change.
- High overhead costs.
- Government and corporate initiatives taking staff away from the core business delivery.
- Possible redundancies.
- The service user may not be clear on whom to contact for advice - loss of local contacts.
- Loss of contact with other service providers within authorities - Development Control

## **APPENDIX 2**

### **Statutory Services for Building Control**

#### Disabled person applications

The Partnership will continue to check Building Regulation applications for disabled person adaptations without a fee as required by the Building Act & Building (Prescribed Fees) Regulations

#### Approved Inspector Register

The partnership will maintain and update the Approved Inspector Register for the public's information

#### Enforcement

The Partnership will enforce the Building Regulations within the terms of the enforcement concordat. It will also receive and action notices from Approved Inspectors who are unable to gain compliance with the Building Regulations. This will include the dealing with unauthorised work and informing Planning.

#### Competent Person Schemes

The Partnership will receive and process all competent person notices submitted to the authorities as required under the Building Act

#### Safety at Sport Grounds (duty requirement for Gillingham Football Club and Ebbsfleet Football Club).

The partnership will act as the 'Building Authority', as defined under the Safety at Sports Grounds Act, and will attend all meetings, safety inspections and live audits.

#### Building Regulation Advice

The partnership will provide (not specific to a fee earning application) a helpful, courteous and fast Building Regulation advice service to the local authority, members of the construction industry and the general public.

Response time: Immediately

#### Fire service liaison

The Partnership will receive and take the appropriate action in response to notification from the Fire Service in relation to modifications to buildings/premises, which will require Building Regulation approval.

### **Statutory Work for the Local Authority**

#### Dangerous Structures

Provide a 24-hour, 365 day per year service in relation to the inspection of dangerous and ruinous structures, as defined under Sections 77, 78 and 79 of the Building Act 1984.

The Partnership aims to respond to dangerous structure emergency calls within 2 hours.

#### Demolition

Provide a service in relation to demolition applications, as defined under Sections 80, 81 and 82 of the Building Act 1984.

#### Licensing

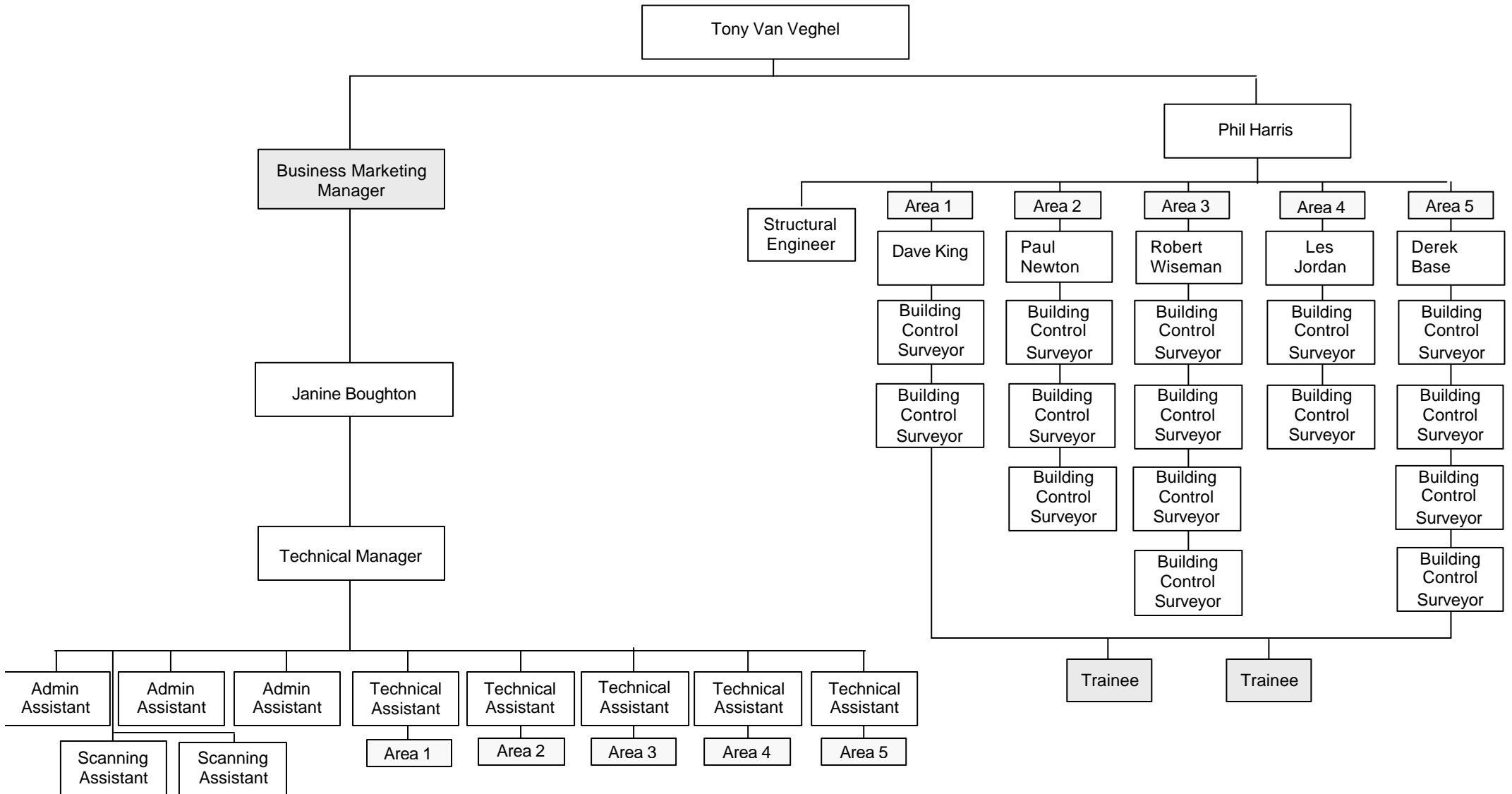
Checking licensing conditions and giving advice on compliance with the Building Regulations for certain licensed buildings.

#### Public Events (structure)

Giving advice on meeting safety standards at public events.

APPENDIX 3

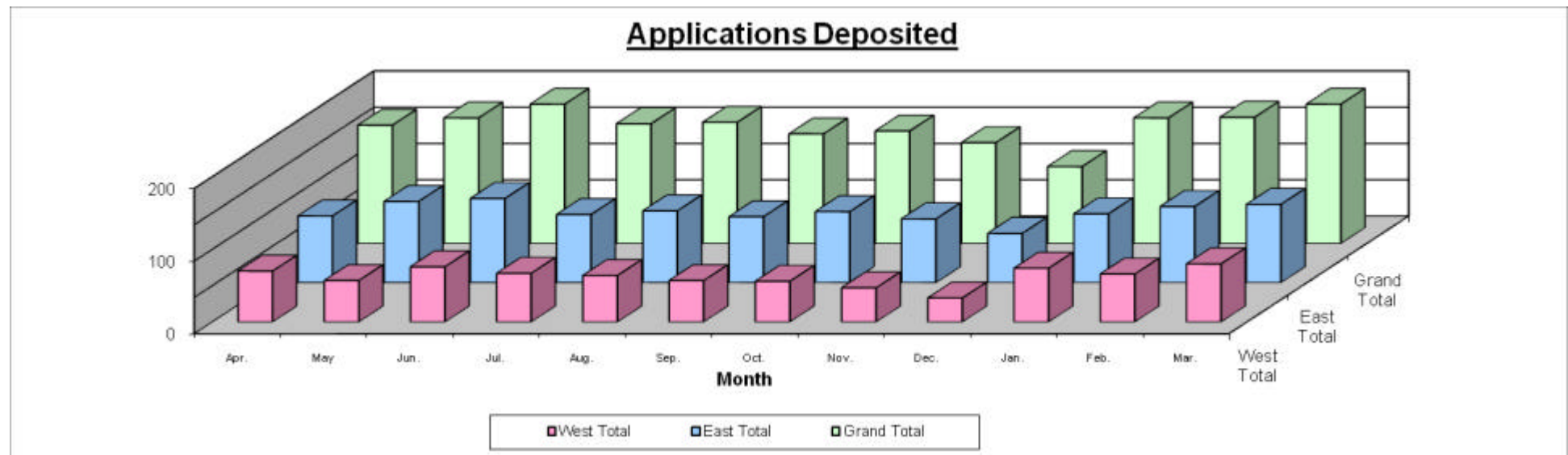
STG BUILDING CONTROL PARTNERSHIP



APPENDIX 4.1

**Medway Council Building Control**  
**Total Number of Applications deposited per Month for 2005/2006**

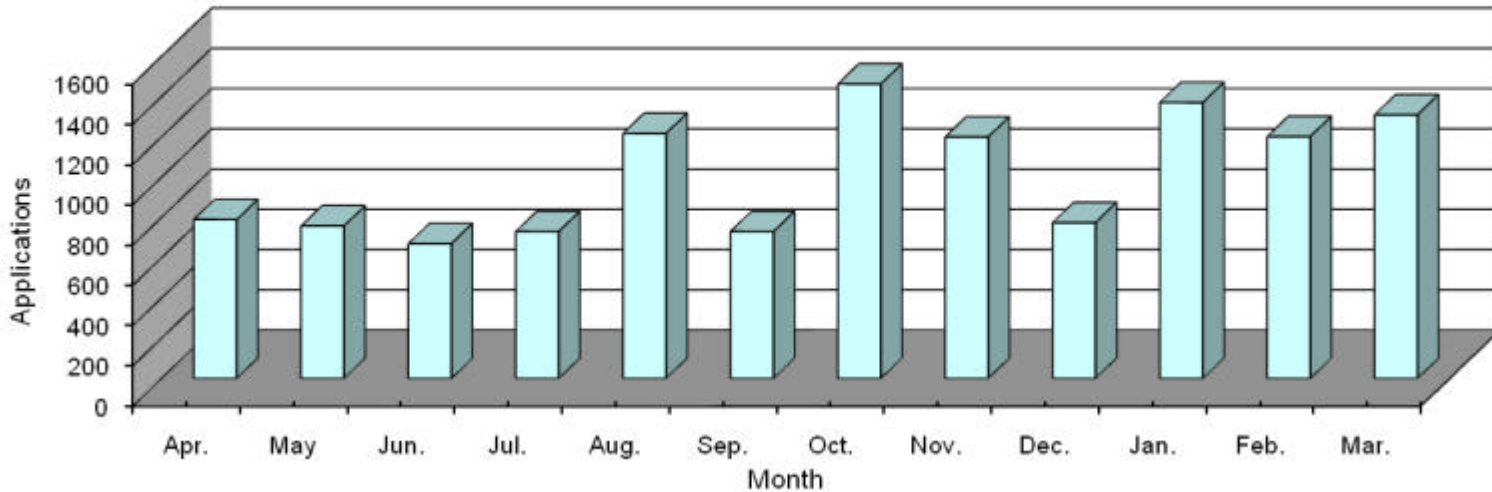
Month	WEST			West Total	EAST			East Total	Partner PARTAUTH	Partner PS	2005/06 Total	2004/05 Total	2003/04 Total	2002/03 Total	2001/02 Total	2000/01 Total	1999/00 Total
	FP	BN	RG		FP	BN	RG										
Apr.	40	28	2	70	60	27	5	92	1	0	163	181	178	163	130	134	126
May	38	15	4	57	62	45	5	112	3	1	173	163	177	167	152	144	127
Jun.	47	27	2	76	63	45	8	116	0	0	192	214	183	137	187	155	153
Jul.	36	29	2	67	60	31	3	94	4	0	165	164	187	156	134	162	144
Aug.	34	27	3	64	51	44	4	99	3	1	167	200	140	151	172	124	105
Sep.	32	22	3	57	51	32	8	91	2	1	151	175	158	167	144	125	120
Oct.	31	24	1	56	46	49	3	98	1	0	155	155	162	194	148	107	119
Nov.	25	20	2	47	40	41	7	88	3	1	139	148	134	126	124	108	116
Dec.	20	11	2	33	40	23	5	68	5	0	106	118	114	118	98	92	83
Jan.	42	32	0	74	56	37	2	95	4	0	173	152	143	180	130	134	91
Feb.	36	27	3	66	49	48	8	105	2	1	174	165	175	137	179	164	128
Mar.	50	26	4	80	55	45	8	108	3	1	192	190	202	188	192	161	149
Total	431	288	28	747	633	467	66	1166	31	6	1950	2025	1965	1894	1794	1623	1461



**APPENDIX 4.2**

Month	Dangerous Structures		Demolitions		Unauth Works		East	West	Cavity Walls	Exempt Buildings	Initial Notices	Elec. Installs	Fensa	Grand Total 2005/06	2004/05 Total	2003/04 Total	2002/03 Total	2001/02 Total	2000/01 Total
	E	W	E	W	E	W	Total	Total											
Apr.	6	5	1	0	8	5	15	10	150	3	7	179	424	788	423	944	106	172	82
May	6	1	5	1	1	0	12	2	147	8	7	269	312	757	523	507	73	89	65
Jun.	2	3	3	1	5	1	10	5	138	36	7	254	219	669	935	505	70	118	102
Jul.	3	3	2	0	3	4	8	7	112	5	5	293	299	729	1012	817	343	73	52
Aug.	6	2	2	2	7	2	15	6	299	11	8	468	410	1217	653	683	278	75	71
Sep.	6	0	2	1	4	2	12	3	217	18	7	194	278	729	594	218	340	84	50
Oct.	3	2	2	0	3	3	8	5	138	4	8	602	697	1462	576	754	513	91	63
Nov.	3	1	2	0	9	2	14	3	229	8	6	512	427	1199	690	632	924	126	70
Dec.	2	1	0	0	4	1	6	2	191	14	5	271	284	773	470	1043	324	58	63
Jan.	3	5	1	0	3	3	7	8	355	11	11	440	538	1370	669	737	856	89	85
Feb.	1	2	1	0	0	0	2	2	228	15	9	462	483	1201	683	564	708	157	185
Mar.	7	2	1	2	5	0	13	4	221	12	13	527	519	1309	553	783	509	239	167
<b>TOTAL</b>	48	27	22	7	52	23	122	57	2425	145	93	4471	4890	12203	7781	8187	5044	1371	1055

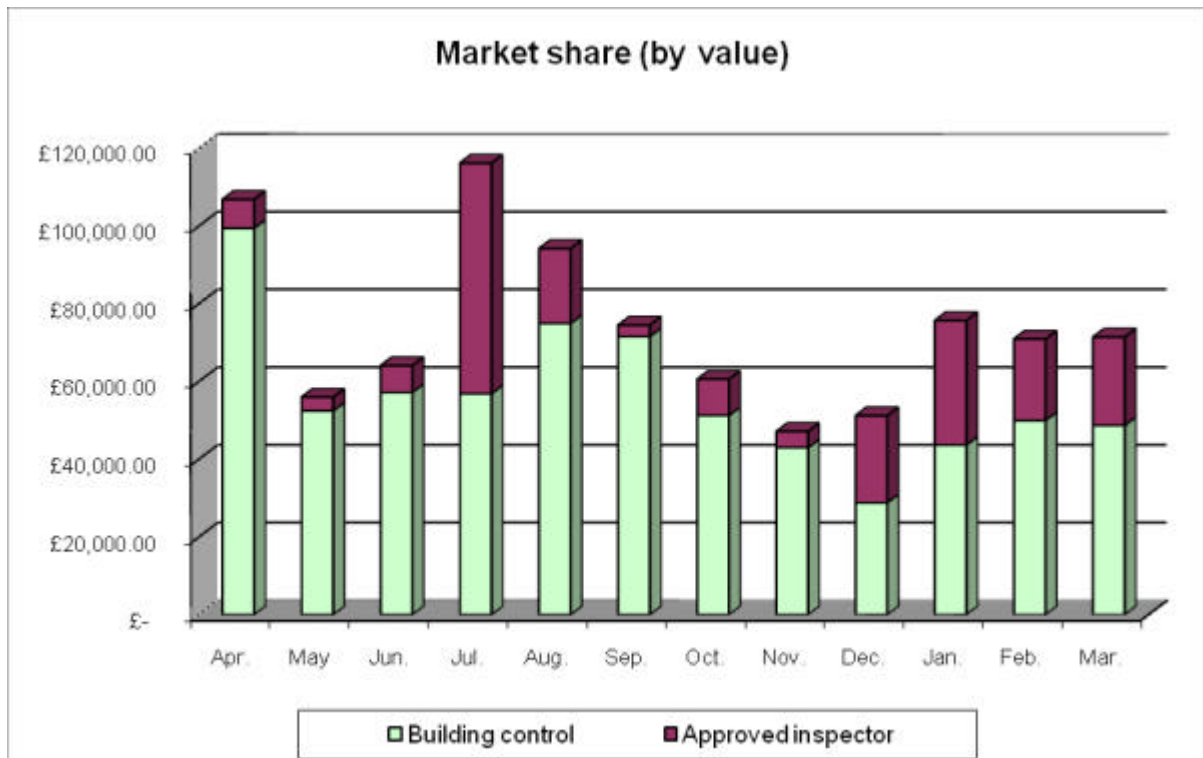
**Non-Fee Earning Applications Received 2005 - 2006**



**APPENDIX 4.3**

**Medway Council Building Control**  
**Market share by value lost to approved inspectors 2005/2006**

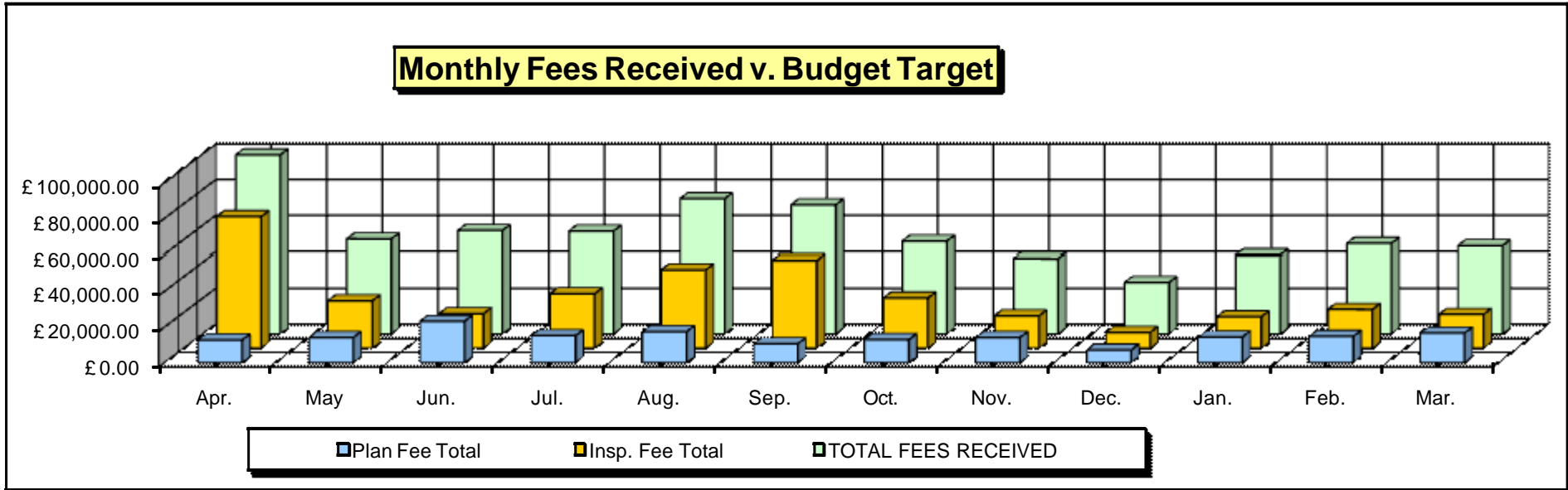
Month	Initial Notices Received	Building control fees received	Estimated fees lost	Loss in market share
Apr.	7	£ 99,425.52	£ 7,419.29	7%
May	7	£ 52,469.43	£ 3,516.26	6%
Jun.	7	£ 57,198.86	£ 6,917.10	11%
Jul.	5	£ 56,879.04	£ 59,324.04	51%
Aug.	8	£ 74,945.59	£ 19,279.08	20%
Sep.	7	£ 71,581.52	£ 2,936.88	4%
Oct.	8	£ 51,274.58	£ 9,339.15	15%
Nov.	6	£ 42,997.49	£ 4,166.10	9%
Dec.	5	£ 28,831.44	£ 22,399.58	44%
Jan.	11	£ 43,679.55	£ 32,008.50	42%
Feb.	9	£ 50,000.53	£ 20,932.81	30%
Mar.	13	£ 48,701.77	£ 22,741.19	32%
<b>Total</b>	<b>93</b>	<b>£ 677,985.32</b>	<b>£ 210,979.98</b>	<b>24%</b>



APPENDIX 4.4

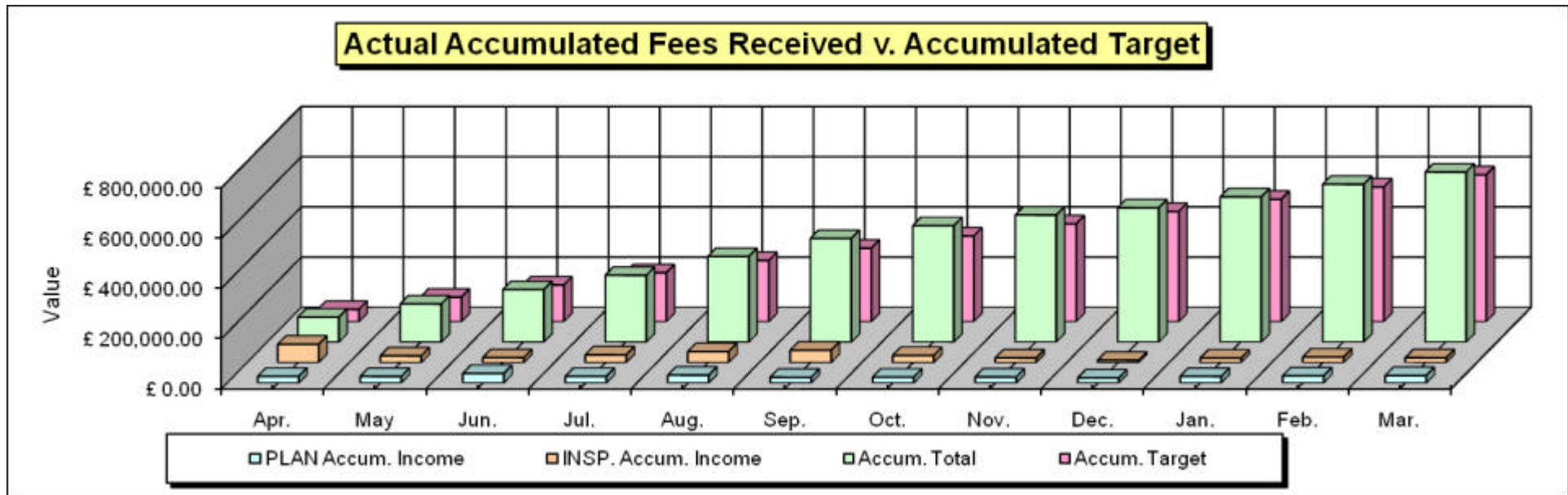
**Medway Council Building Control**  
**Fee Income and Budget Targets for Financial Year 2005/2006**

Month	BN/RG Fee Total	Plan Fee Total	Insp. Fee Total	Total fees Received
Apr.	£ 13,739.25	£12,738.76	£72,947.51	£99,425.52
May	£ 11,664.40	£14,185.80	£26,619.23	£52,469.43
Jun.	£ 14,651.58	£23,142.94	£19,404.34	£57,198.86
Jul.	£ 11,122.02	£15,188.13	£30,568.89	£56,879.04
Aug.	£ 13,640.90	£17,416.46	£43,888.23	£74,945.59
Sep.	£ 11,929.27	£10,603.61	£49,048.64	£71,581.52
Oct.	£ 10,141.82	£12,946.43	£28,186.33	£51,274.58
Nov.	£ 9,554.32	£14,153.18	£18,286.58	£41,994.08
Dec.	£ 12,753.89	£7,103.91	£8,973.64	£28,831.44
Jan.	£ 11,641.14	£14,350.21	£17,688.20	£43,679.55
Feb.	£ 13,407.40	£14,769.85	£21,823.28	£50,000.53
Mar.	£ 13,039.82	£16,587.47	£19,074.48	£48,701.77



## APPENDIX 4.5

Month	Plan	Insp.	Accumulated Total	Accumulated Target	Variance	Accumulated Total 00/01	Accumulated Total 01/02	Accumulated Total 02/03	Accumulated Total 03/04	Accumulated Total 04/05
	Accumulated Income	Accumulated Income								
Apr.	£26,478.01	£72,947.51	£99,425.52	£48,750.00	£50,675.52	£26,281.58	£37,501.30	£60,675.09	£61,073.01	£58,485.84
May	£25,850.20	£26,619.23	£151,894.95	£97,500.00	£54,394.95	£66,510.07	£77,539.20	£106,836.15	£106,881.16	£108,030.38
Jun	£37,794.52	£19,404.34	£209,093.81	£146,250.00	£62,843.81	£104,860.40	£121,824.11	£171,320.27	£172,727.08	£168,416.10
Jul.	£26,310.15	£30,568.89	£265,972.85	£195,000.00	£70,972.85	£144,056.06	£161,571.48	£218,382.28	£235,972.63	£234,916.75
Aug.	£31,057.36	£43,888.23	£340,918.44	£243,750.00	£97,168.44	£195,884.41	£205,807.10	£267,003.81	£286,421.84	£310,003.39
Sep.	£22,532.88	£49,048.64	£412,499.96	£292,500.00	£119,999.96	£227,475.56	£242,443.62	£309,497.42	£334,349.23	£362,306.52
Oct.	£23,088.25	£28,186.33	£463,774.54	£341,250.00	£122,524.54	£262,211.03	£303,105.95	£377,894.98	£394,436.95	£429,593.68
Nov.	£23,707.50	£18,286.58	£505,768.62	£390,000.00	£115,768.62	£299,156.37	£337,125.28	£414,276.20	£435,399.82	£467,096.97
Dec.	£19,857.80	£8,973.64	£534,600.06	£438,750.00	£95,850.06	£316,969.78	£364,669.02	£444,442.88	£454,910.56	£493,775.88
Jan.	£25,991.35	£17,688.20	£578,279.61	£487,500.00	£90,779.61	£349,790.45	£400,667.78	£487,869.62	£515,249.61	£537,286.58
Feb.	£28,177.25	£21,823.28	£628,280.14	£536,250.00	£92,030.14	£383,904.06	£463,783.42	£536,116.06	£572,385.67	£581,770.93
Mar.	£29,627.29	£19,074.48	£676,981.91	£585,000.00	£91,981.91	£429,686.85	£510,683.04	£576,382.53	£634,854.25	£629,989.97



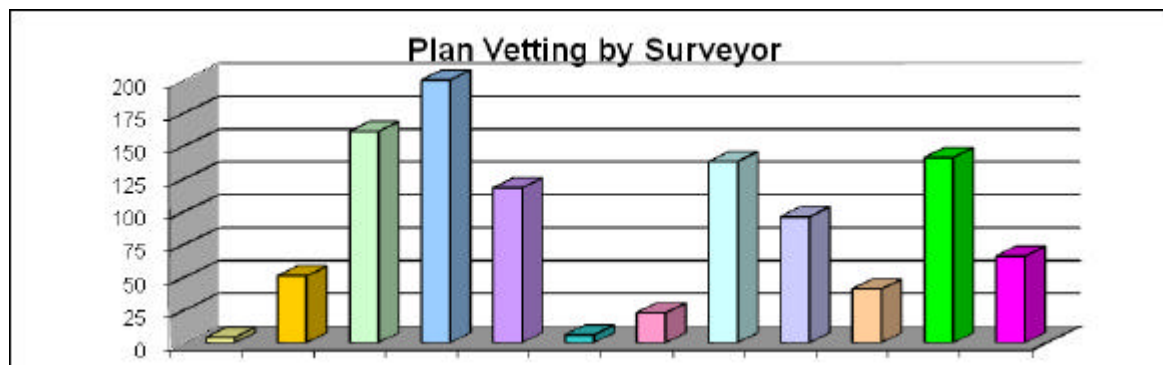


**APPENDIX 4.6**

**Plans allocated by surveyor and decisions made 2005/06**

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Deficiency Letter	0	1	1	0	1	0							3
Approved	0	1	0	0	2	1							4
Rejected	0	0	0	0	0	0							0
Deficiency Letter	1	1	8	7	2	1	3	1	1	2	0	1	28
Approved	0	2	6	8	0	3	4	3	3	4	2	3	38
Rejected	0	4	3	0	1	1	0	2	1	0	1	0	13
Deficiency Letter	4	8	9	17	8	2	5	1	8	10	8	7	87
Approved	8	19	25	18	7	10	1	14	6	19	10	16	153
Rejected	0	0	0	0	0	1	1	2	0	1	0	3	8
Deficiency Letter	14	28	16	24	12	12	12	15	9	9	15	20	186
Approved	11	24	20	28	21	12	16	13	15	25	18	10	213
Rejected	5	4	6	2	1	2	2	2	1	2	6	2	35
Deficiency Letter	6	2	5	5	6	7	12	11	2	9	8	14	87
Approved	5	6	5	4	6	16	10	6	4	13	12	29	116
Rejected	0	0	0	0	0	2	0	0	0	0	0	0	2
Deficiency Letter	21	0	1										22
Approved	6	0	0										6
Rejected	0	0	0										0
Deficiency Letter	1	2	1	3	1	1	2	2	1	1	1	1	17
Approved	2	1	3	1	3	1	1	2	3	2	0	1	20
Rejected	0	1	1	0	0	0	0	0	0	0	0	1	3
Deficiency Letter	8	5	6	4	10	3	8	6	5	4	9	8	76
Approved	16	10	10	8	13	12	12	10	6	9	11	12	129
Rejected	1	0	0	0	1	0	0	2	2	1	0	2	9
Deficiency Letter	4	9	13	7	8	11	6	6	5	5	4	3	81
Approved	10	13	4	8	7	8	4	0	7	5	5	8	79
Rejected	0	3	1	4	2	1	3	2	0	0	1	0	17
Deficiency Letter	11	10	10	1									32
Approved	11	11	13	0									35
Rejected	4	1	1	0									6
Deficiency Letter	11	7	5	2	5	1	6	2	5	6	7	8	65
Approved	20	3	9	16	17	9	11	5	7	11	15	12	135
Rejected	1	0	1	0	0	0	0	0	1	1	0	2	6
Deficiency Letter				3	6	3	4	9	2	5	3	8	43
Approved				3	7	7	8	4	9	5	4	8	55
Rejected				0	1	0	4	1	0	2	2	1	11
<b>TOTAL</b>	100	103	108	100	89	86	77	68	65	100	87	110	1093

## APPENDIX 4.7



### Medway Council Building Control

Replies to applications made within 10 and 15 working days 2005/2006

Month	Apps Deposited	10 working days		% replied < 10 days	15 working days		% replied < 15 days
		>10 days	<10 days		>15 days	<15 days	
Apr.	101	11	90	89%	2	99	98%
May	103	5	98	95%	3	100	97%
Jun.	110	13	97	88%	4	106	96%
Jul.	100	8	92	92%	6	94	94%
Aug.	89	17	72	81%	9	80	90%
Sep.	86	12	74	86%	2	84	98%
Oct.	78	8	70	90%	3	75	96%
Nov.	69	2	67	97%	2	67	97%
Dec.	65	3	62	95%	1	64	98%
Jan.	103	7	96	93%	5	98	95%
Feb.	88	5	83	94%	3	85	97%
Mar.	112	20	92	82%	14	98	88%
Total	1104	111	993	90%	54	1050	95%

APPENDIX 4.8

**Number of Site Inspections carried out by Officer 2005/06**

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
<b>S</b>	47	74	92	74	91	59	54	39	30	46	54	23	683
<b>N</b>	24	20	32	20	37	17	20	12	15	20	19	12	248
<b>DS</b>	0	0	0	0	1	0	0	0	0	0	1	0	2
<b>S</b>	22	33	16	31	13	19	13	6	9	9	14	35	220
<b>N</b>	19	29	15	21	4	14	4	3	8	9	21	25	172
<b>DS</b>	0	4	1	7	2	4	0	0	6	10	21	1	56
<b>S</b>	53	81	81	72	50	84	69	74	37	74	68	96	839
<b>N</b>	24	46	39	56	23	47	28	38	29	53	49	44	476
<b>DS</b>	1	0	0	0	0	0	0	0	0	3	0	0	4
<b>S</b>	96	1											97
<b>N</b>	34	0											34
<b>DS</b>	1	0											1
<b>S</b>	92	70	93	60	27	67	64	31	59	66	64	92	785
<b>N</b>	20	9	43	29	17	30	20	29	20	15	17	37	286
<b>DS</b>	0	0	0	0	0	2	0	0	0	6	4	3	15
<b>S</b>	106	114	148	111	104	97	91	95	79	96	96	124	1261
<b>N</b>	33	38	38	43	37	35	41	33	22	23	27	25	395
<b>DS</b>	0	0	0	1	5	0	1	4	0	5	0	0	16
<b>S</b>	76	72	51	70	73	45	61	50	46	59	74	96	773
<b>N</b>	65	44	49	30	50	29	35	44	26	29	41	53	495
<b>DS</b>	1	1	4	0	2	4	2	5	1	26	6	1	53
<b>S</b>	136	59	84	101	108	80	94	47	66	98	90	151	1114
<b>N</b>	71	32	47	171	59	55	49	38	42	50	43	84	741
<b>DS</b>	0	0	0	0	1	0	1	0	0	23	5	6	36
<b>S</b>	82	86	73	7									248
<b>N</b>	53	41	49	4									147
<b>DS</b>	2	2	2	0									6
<b>S</b>	0	1	18	45	63	59	67	76	25	44	76	78	552
<b>N</b>	36	15	35	21	38	36	19	35	22	42	32	30	361
<b>DS</b>	0	0	0	0	1	0	0	0	0	1	1	0	3
<b>S</b>					31	79	52	71	49	58	42	100	482
<b>N</b>					23	44	19	41	26	40	26	33	252
<b>DS</b>					2	0	0	0	0	7	7	2	18
<b>S</b>								47	25				72
<b>N</b>								40	21				61
<b>DS</b>								0	0				0
<b>S</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>N</b>	1	6	0	0	0	0	0	17	0	0	1	0	25
<b>DS</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	1095	878	1010	974	862	906	804	875	663	912	899	1151	11029

APPENDIX 4.9

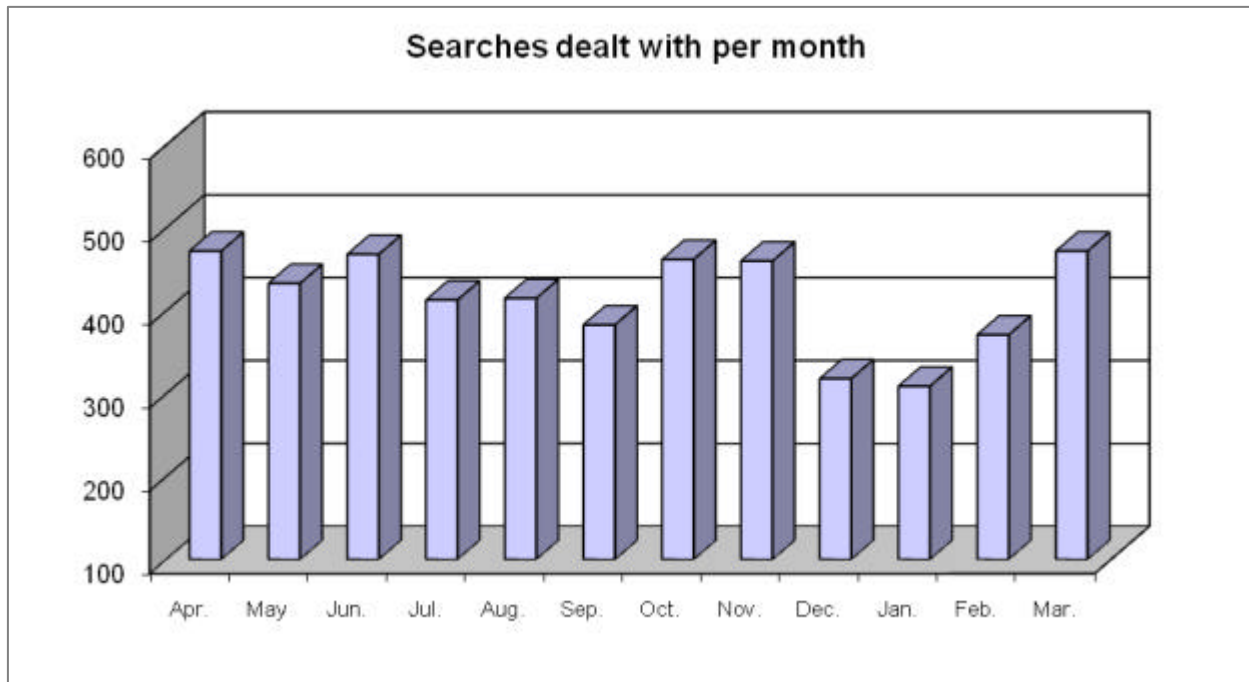
**Medway Council Building Control**  
**Acknowledgements to applications made within 3 working days 2005/2006**

Month	Apps Received	3 working days		% replied within 3 days
		Replies longer than 3 days	Replies within 3 days	
Apr.	168	1	167	99%
May	177	3	174	98%
Jun.	179	1	178	99%
Jul.	171	3	168	98%
Aug.	171	0	171	100%
Sep.	149	1	148	99%
Oct.	158	4	154	97%
Nov.	149	2	147	99%
Dec.	110	0	110	100%
Jan.	171	0	171	100%
Feb.	169	0	169	100%
Mar.	199	2	197	99%
Total	1971	17	1954	99%
				Average

APPENDIX 4.10

**Medway Council Building Control  
Replies to Land Charge Searches made within 3 working days 2005/2006**

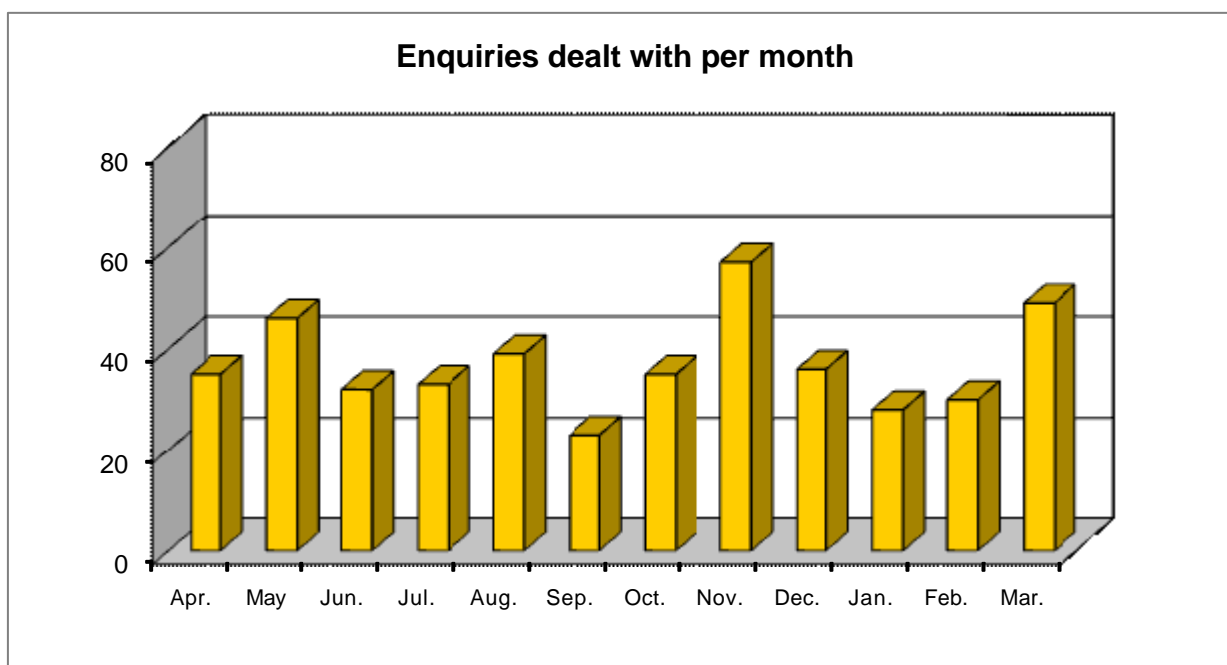
Month	Searches Received	Replies longer than 3 days	Replies within 3 days	% replied within 3 days
Apr.	472	2	470	100%
May	433	0	433	100%
Jun.	468	1	467	100%
Jul.	413	0	413	100%
Aug.	415	0	415	100%
Sep.	383	4	379	99%
Oct.	462	0	462	100%
Nov.	460	1	459	100%
Dec.	318	1	317	100%
Jan.	309	0	309	100%
Feb.	371	0	371	100%
Mar.	472	0	472	100%
Total	4976	9	4967	100%
				Average



APPENDIX 4.11

**Medway Council Building Control**  
**Replies to Solicitors Letters made within 10 working days 2005/2006**

Month	Enquiries Received	Replies longer than 10 days	Replies within 10 days	% replied within 10 days
Apr.	35	4	31	89%
May	46	0	46	100%
Jun.	32	1	31	97%
Jul.	33	2	31	94%
Aug.	39	0	39	100%
Sep.	23	0	23	100%
Oct.	35	0	35	100%
Nov.	57	1	56	98%
Dec.	36	1	35	97%
Jan.	28	4	24	86%
Feb.	30	0	30	100%
Mar.	49	1	48	98%
Total	443	14	429	97%
				Average





APPENDIX 5





**APPENDIX 6**

Title	Entry	Development Route	Ability Competence/Experience	Indicative Grade of Membership of RICS, AB Eng or equivalent	Salary Grade
<b>TRAINEE</b>	School leaver with 4 GCSE's	ONC	General administration duties, general enquiries, I.T. familiarisation, production of GIS and server maps	Student	
	School leaver with 2 A levels	HNC	Accompany Surveyors in the course of their duties. Carrying out supervised plans, vetting of simple projects, e.g. alterations, garages. Carrying out of supervised site inspection on simple projects as described above.		
<b>ASSISTANTS</b>	Career change with no construction experience but other transferable skills from previous employment .	Part time BSc in Building Control/Surveying	Under supervision able to competently carry out plan vet and site inspections on garages, single and two storey extensions and internal alterations.	Student or Associate	
	Career change with construction experience.		With guidance to be able to competently carry out plan vets and site inspections on garages, single and two storey extensions and internal alterations.		
	HNC or equivalent with no building control experience.				



Title	Entry	Development Route	Ability Competence/Experience	Indicative Grade of Membership of RICS, AB Eng or equivalent	Salary Grade
<b>BUILDING CONTROL SURVEYOR</b>	HNC/HND with demonstrable skills in building control.		Without supervision be able to competently carry out plan vets and site inspections on garages, single and two storey extensions and internal alterations.	Associate or Graduate Member	
	Career change with construction and BC experience		Able to competently carry out plan vets & inspection on more complex loft conversions, two storey extensions, drainage schemes. Ability to deal with Building Regs for domestic extensions/New Housing with little assistance + non complex elements of Commercial Projects. Demolitions without supervision.		
	Degree in BC or related subject - no BC experience		As above with ability to competently supervise more complex extensions/domestic works and some commercial work.		
	Degree in BC or related subject with BC experience		As above with less supervision and introducing dangerous structures, enforcement and demolition under supervision.		
	As above with ability to competently supervise more complex extensions/domestic works and some commercial work.		As above plus dangerous structures and enforcement under supervision.		

As above without supervision.

Ability to deal with Building Regs for domestic extensions/New Housing, loft conversions and more complex Commercial Projects

Title	Entry	Development Route	Ability Competence/Experience	Indicative Grade of Membership of RICS, AB Eng or equivalent	Salary Grade
<b>BUILDING CONTROL SURVEYOR (cont)</b>	Not fully qualified but carrying out full BCS duties with minimal guidance.	↓	Ability to process Building Regulation applications dealing unsupervised with domestic extensions, new housing & commercial projects, varying in complexity, Dangerous Structures, Demolition, Enforcement and associated correspondence.	Associate Member or Graduate Member	
<b>Qualification Bar at Scale</b>					
<b>SENIOR BUILDING CONTROL SURVEYOR</b>	Surveyor. Fully qualified to Member level or RICS or ABEng.	Professional qualification	Carrying out the full range of duties for all types of building work including checking SBEM calcs, fire engineering principles etc.	Member or Fellow	
	Minimum of five years relevant experience within Building Control and fully qualified to Member level or RICS or ABE		Carrying out full range of duties for all types of project including training, marketing and supervision of staff.	Member or Fellow of RICS or ABE	

