

SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE

10 JUNE 2015

SOUTH THAMES GATEWAY BUILDING CONTROL BUSINESS PLAN 2015-2018

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 16 December 2014 Version 4) and Service Delivery Documentation for 2015-2018.

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 (With the agreement of the Joint Committee the Business Plan was approved for consultation on 2 October 2014).
 - 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 2nd October 2014 the Joint Committee agreed a first draft of the STGBC Business Plan for 2015-2018 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 11th December 2014.
- 3.2 The Business Plan outlines how the building control function will be delivered on behalf of the three partnership Council's up until 2018 and indicates what the reduced contributions between 2015 to 2018.
- 3.3 Since the approval of the draft at Joint Committee in October 2014 the opportunity has been taken to update a number of the charts with yearly data, amending the text where necessary.
- 3.4 The amended plan presented to Members for final consideration indicated the three agreed objectives:
- To improve customer service utilising IT development and increased customer interaction.
 - Increased income generation by increasing market share and further expansion of the partnership.
 - Development of consultancy services with dedicated staff under separate company.

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

Our key projects for 2015/16 will be:

- Investigating the development of the consultancy as a Local Authority Company.

- Redesign website to enable easier customer interaction and smarter working.
- Improving the consistency of detailed site records and plan assessments.

3.5 In order to meet the requirements of each authority's reducing budgets we have reduced contributions by 12% over the three year life span of the plan. However, by introducing new working practices with the increased efficiency through IT investment there will be a total reduction of £36,574 in contributions between 2015-18. Details of the financial plan 2015-18 are shown in Appendix 1.

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 2015-2018 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 £290,300 to fund non chargeable activities. These contributions are, for Gravesham £58,060, for Medway £153,859, and for Swale £78,381 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 16 December 2014 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 2015-2018 Business Plan dated 16 December 2014 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.

Lead officer contact

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Background papers

none

- Appendix 1 - Three Year Budget Build and Contribution Calculation for 2015-2018
- Appendix 2 - Business Plan (dated 16 December 2014 Version 4)
- Appendix 3 - Service Delivery Documentation for 2015-2018

Appendix 1

Three year Budget Build and Contribution Calculation For 2015/2016 - 2017/2018 (including comparative 2014/2015 budget) for Three Authority Partnership

	<u>2014/15 Budget</u>	<u>2015/16 Budget</u>	<u>2016/17 Budget</u>	<u>2017/18 Budget</u>
Staffing	1,129,538	1,128,751	1,139,751	1,150,861
Premises	102,532	46,300	46,300	46,300
Transport	46,580	42,350	42,350	42,350
Supplies and Services	108,030	108,970	105,970	108,970
Support Services	58,210	52,910	52,910	52,910
Total Cost:	1,444,890	1,379,281	1,387,281	1,401,391
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Contributions	(303,427)	(290,300)	(278,076)	(266,853)
Income	(1,141,463)	(1,088,981)	(1,107,822)	(1,134,538)
Total Income	(1,444,890)	(1,379,281)	(1,387,281)	(1,401,391)
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Chargeable 79%	(1,141,463)			
Non-Chargeable 21%	(303,427)			
	(1,444,890)	0	0	0
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Chargeable 79%		(1,088,981)		
Non-Chargeable 21%		(290,300)		
	0	(1,379,281)	0	0
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Chargeable 80%			(1,107,822)	
Non-Chargeable 20%			(278,076)	
	0	0	(1,387,281)	0
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Chargeable 81%				(1,134,538)
Non-Chargeable 19%				(266,853)
	0	0	0	(1,401,391)
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<u>Authority and Agreed Percentage</u>	<u>2014/15 Budget</u>	<u>2015/16 Budget</u>	<u>2016/17 Budget</u>	<u>2017/18 Budget</u>
Gravesham - 20%	60,685	58,060	55,616	53,371
Swale - 27%	81,925	78,381	75,080	72,050
Medway - 53%	160,817	153,859	147,380	141,432
	303,427	290,300	278,076	266,853