

# DEVON BUILDING CONTROL PARTNERSHIP COMMITTEE

## MINUTES OF THE AGM MEETING HELD ON

21 JULY 2017

### Present:

Councillor Hicks - South Hams District Council (SHDC)  
Councillor Clemens – Teignbridge District Council (TDC)  
Councillor Kimber – West Devon Borough Council (WDDC)  
Councillor Pearce – (WDDC)

Apologies: Councillor Bastone – SHDC  
Councillor Smith - TDC

### Also in attendance:

Andrew Carpenter – Head of Devon Building Control Partnership  
Darren Arulvasagam – SH/WDDC  
Mike Evans – Operational Manager  
Scott Adams – Group Leader Newton Abbot  
David Bealing - Group Leader Remote areas  
Richard Sampson - Building Control Surveyor and Warranty Surveyor  
Clare Moors – Accounting Technician  
Nikki Denton – Partnership Support Manager  
Trish Corns - Democratic Services Officer

## 1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

It was proposed by Councillor Clemens and seconded by Councillor Kimber that Councillor Hicks be reaffirmed as the Chairman. This was carried.

It was proposed by Councillor Hicks and seconded by Councillor Clemens that Councillor Pearce be reaffirmed as the Vice Chairman. This was carried.

It was noted that this would be the second of the two year Chairmanship for South Hams District Council. It would rotate to West Devon District Council for 2018 – 2020, and Teignbridge for 2020 – 2022.

Resolved

Councillor Hicks and Councillor Pearce be reaffirmed as the Chairman and Vice Chairman respectively for the ensuing Municipal Year.

## 2. MINUTES

The minutes of the meeting held on 24 March 2017 were approved as a correct record and signed by the Chairman.

### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **4. MATTERS OF URGENCY/MATTERS OF REPORT ESPECIALLY BROUGHT FORWARD WITH THE PERMISSION OF THE CHAIRMAN**

There were no matters of urgency.

### **5. ANNUAL REPORT**

Members considered a report which detailed the operational activity of the Building Control Partnership for the last 12 months.

The Head of the Partnership reported on:

- Business has maintained similar total numbers of applications and income levels to the previous year.
- The Partnership Support Managers worked closely with LABC to establish a nationally recognised training programme and qualification for building control support staff. The Managers and four other members of the support team have completed the qualification of Technician members of the Chartered Association of Building Engineers (CABE).
- Two surveyors are now full members of CABE.
- Discussions in relation to expansion of the Partnership.
- National performance standards have been developed for a consistent service across local authority and private sector building control, with a minimum level of service, supported by guidance, introduced in April 2017. Surveyors are provided with the guidance so that they achieve these standards and record information in a clear and consistent way, and customers are made aware of the expected level of service. There is also rationalisation with the enforcement policy. The guide would be promoted on the website with a summary version.
- The Partnership is continuing to work with LABC Warranty for trained surveyors to provide relief cover for warranty inspections on a 'contractor' basis.
- The website is being updated and designed to take account of the competitive environment. It is scheduled to be launched in a couple of month's time. Links would be provided to all three authority's websites. The new website would be promoted by the partnership authorities media teams.
- LABC has established a link with building merchant Jewson across the country, including jointly sanctioned construction details. Representatives of the Partnership will be present at Trago Mills' forthcoming building merchants' launch.
- Promotion of the DBCP will take place at the trade show at the Dartmoor Lodge, Ashburton, in November, jointly organised with Plymouth City Council, and at the self-build show at Westpoint in October.
- Several building projects that the Partnership was involved with over the past year were recognised for excellence in the South West Local Authority Building Control Awards. Two of the projects received winning accolades, and would be considered at the National Awards.

It was noted that the Partnership's Constitution required it to meet at least three times a year. It was agreed that meetings should be held quarterly with an additional meeting in September.

Resolved

The operational report be noted, and that meetings be held quarterly with an additional meeting to be arranged for September/October.

*This meeting has been arranged for 13 October 2017.*

**6. QUARTERLY OPERATIONAL REPORT JULY 2017**

The Partnership noted that all levels of service relating to PIs has been maintained and positive comments from customers have been received.

Resolved

The report be noted.

**7. ANNUAL FINANCIAL MONITORING REPORT**

Following consideration of the report and the accounts at Appendix A it was

Resolved

The report be noted.

**8. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved

That under Section 100(A)(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 paragraph 3 of Part 1 of Schedule 12A of the Act.

**9. ANNUAL REPORT**

Members referred to the report circulated with the agenda.

Resolved

The annual report of the Partnership for the past 12 months be noted.

**10. QUARTERLY OPERATIONAL REPORT JULY 2017**

Consideration was given to the report circulated with the agenda. The encouraging performance of the Partnership, and improvements being made to the service both locally and nationally were noted.

Resolved

The quarterly operational report be noted.

**11. FINANCIAL REPORT**

Members considered the financial report circulated with the agenda.

Resolved

The financial report be approved, including funding from the earmarked reserves to appoint a trainee /apprentice surveyor and other improvements as detailed in the report.

**12. PARTNERSHIP AGREEMENT**

The Head of the Partnership referred to the report and revised Partnership Agreement effective from 1 April 2017.

Resolved

The revised Partnership Agreement be noted.

**13. REMUNERATION FOR CHAIRMAN OF THE PARTNERSHIP**

Councillor Pearce advised that he had requested that this item be included on the agenda for discussion and recognition of the role of the Chairman.

Resolved.

The item be deferred to the next meeting of the agenda for further information and consideration.

CLLR HICKS  
Chairman