



Devon Building Control Partnership



Forde House  
Newton Abbot  
Telephone No: 01626 215112

E-mail: [comsec@teignbridge.gov.uk](mailto:comsec@teignbridge.gov.uk)

7 July 2020

## DEVON BUILDING CONTROL PARTNERSHIP COMMITTEE

Dear Councillor

You are invited to a meeting of the above Committee which will take place on **Friday, 17th July, 2020 at 10.00 am**. This will be a virtual meeting and will be available to view at <https://m.youtube.com/user/TeignbridgeDC/videos>

Yours sincerely

PHIL SHEARS  
Managing Director

Distribution:

- (1) The Members of the Devon Building Control Partnership Committee (subject to confirmation of Executive Members by the Leader)

Councillor Hilary Bastone  
Councillor John Birch  
Councillor Gary Taylor  
Councillor Mike Haines  
Councillor Patrick Kimber  
Councillor Terry Pearce

South Hams District Council  
South Hams District Council  
Teignbridge District Council  
Teignbridge District Council  
West Devon Borough Council  
West Devon Borough Council

A link to the agenda on the Council's website is emailed FOR INFORMATION (less reports (if any) containing Exempt Information referred to in Part II of the agenda), to:

- (1) All other Members of the Council  
(2) Representatives of the Press  
(3) Requesting Town and Parish Councils

## Public Access Statement

- There is an opportunity for members of the public to ask questions at this meeting. Please submit your questions to [comsec@teignbridge.gov.uk](mailto:comsec@teignbridge.gov.uk) two working days before the meeting.
- If you would like this information in another format, please telephone 01626 361101 or e-mail [info@teignbridge.gov.uk](mailto:info@teignbridge.gov.uk)
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- Reports in Parts I and III of this agenda are for public information. Any reports in Part II are exempt from publication due to the information included, under the provisions of the Local Government Act 1972.

## A G E N D A

### Part I

1. Election of Chair
2. Apologies for absence
3. Declarations of interest.

If Councillors have any questions relating to predetermination or interests in items on this Agenda, please contact the Monitoring Officer in advance of the meeting.

4. Minutes (Pages 5 - 8)
5. Local Government (Access to Information) Act 1985 - Exclusion of Press and Public  
It is considered that the Committee would be unlikely to exclude the press and public during consideration of the items on this agenda, but if it should wish to do so, the following resolution should be passed:-

**RECOMMENDED** that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting of the particular item(s) on the grounds that it involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A of the Act.

6. Annual General Meeting Report (Pages 9 - 12)
7. Quarterly Financial Monitoring Report (Pages 13 - 16)

**Part II (Private)**

**Items which may be taken in the absence of the Public and Press on grounds that Exempt Information may be disclosed.**

8. Annual General Meeting Report (Pages 17 - 28)
9. Quarterly Financial Report (Pages 29 - 32)
10. Operational Report (Pages 33 - 42)

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**DEVON BUILDING CONTROL PARTNERSHIP COMMITTEE****24 JANUARY 2020**Present:

Councillors Pearce (Chairman), Bastone, Birch, Taylor and Kimber

Apologies:

Councillors Haines

Officers in Attendance:

Andrew Carpenter, Business Manager - Head of Building Control Partnership

Drew Powell, Business Manager

Scott Adams, Group Leader, Strategic Place - Building Control

Trish Corns, Democratic Services Officer

Chris Morgan, Trainee Democratic Services Officer

**47. MINUTES**

The Minutes of the meeting held on 15 November 2019 were confirmed as a correct record and signed by the Chairman, subject to noting that Ian Luscombe attended as Head of Practice for Environmental Health for South Hams & West Devon District Councils instead of Drew Powell.

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

None.

**49. DECLARATIONS OF INTEREST.**

None.

**50. Q3 OPERATIONAL REPORT**

The Head of the Partnership updated members on Q3 year performance. It was noted that most Devon Building Control staff had passed the Level 6 competency validation assessment. This proves their competency in providing building control advice to high risk and complex buildings. Their details are now entered on the LABC Register of Competency.

The events arranged by Devon Building Control had been successful. They had received positive feedback. One event involved a day training session for

surveyors with a fire safety expert who previously delivered training in the aftermath of the Grenfell Fire. The Partnership Awards for projects completed in 2019 would take place on Thursday 19th March 2020. Nominations were also being put forward for the SW LABC Awards which were due to take place on Friday 5th June at the Crowne Plaza, Plymouth.

Devon Building Control involvement with Climate Change legislation, the Declarations of Climate Emergency, and building regulations were discussed. It was suggested that when it was time to renew vehicles that the use of electric vehicles would be considered. It was also considered that the committee invite local MPs to a Devon Building Control meeting, to discuss new build energy efficiency legislation and the Future Home Standard. The Future Homes Standard will require new build homes to be future-proofed with low carbon heating and world-leading levels of energy efficiency; it proposes net zero carbon homes by 2025.

**Resolved**

That the report be noted

**51. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION OF PRESS AND PUBLIC**

**Resolve** that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of minutes 36-38 below 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.

**52. Q3 OPERATIONAL REPORT**

The report circulated with the agenda gave an update on the operational performance of the Partnership after 9 months of the current financial year. The information and level of service met performance targets listed in the Partnership Agreement. The Partnership continued to receive positive feedback from its customers.

**Resolved**

Resolved that the report be noted and applications be processed as agreed

**53. Q3 FINANCIAL UPDATE**

The Head of Building Control Partnership presented an update on the financial performance of the Partnership as at the end of Quarter 3. The Partnership Agreement requires that the performance of the Partnership be reported quarterly. The information and level of service met performance targets listed in

the Partnership Agreement. The Partnership continued to receive positive feedback from its customers.

**Resolved**

That the report be noted.

The meeting started at 10.30 am and finished at 12.15 pm.

Cllr Terry Pearce  
Chairman

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## DEVON BUILDING CONTROL PARTNERSHIP COMMITTEE

MEETING DATE 17 JULY 2020

<b>Report Title</b>	Annual General Meeting report Part 1
<b>Purpose of Report</b>	To provide an update on the operational performance of the Partnership during 2019/20.
<b>Recommendation(s)</b>	<b>The Committee RESOLVES to:</b>  <b>(1) Note the report</b>
<b>Financial Implications</b>	No specific financial implications highlighted in the report. Clare Moors Tel 01626 215248 <a href="mailto:clare.moors@teignbridge.gov.uk">clare.moors@teignbridge.gov.uk</a>
<b>Legal Implications</b>	No direct legal implications Karen Trickey, Monitoring Officer
<b>Risk Assessment</b>	The risks to the Partnership, listed in 2.3 below, are currently being managed. Andrew Carpenter Tel: 01626 215721 Email: <a href="mailto:andrew.carpenter@devonbuildingcontrol.gov.uk">andrew.carpenter@devonbuildingcontrol.gov.uk</a>
<b>Environmental/ Climate Change Implications</b>	<i>"Maintenance of staff levels, staff qualifications/training and company finances, as identified in the report(s) will support DBC in its role of identifying any performance gaps between "as designed" and "as built" developments, which will act to reduce long-term carbon emissions arising from new developments. There are no known significant and further environmental/climate change implications associated with this report.</i>  <i>William Elliott, Climate Change Officer Email: <a href="mailto:william.elliott@teignbridge.gov.uk">william.elliott@teignbridge.gov.uk</a>"</i>
<b>Report Author</b>	Andrew Carpenter Tel: 01626 215721 Email: <a href="mailto:andrew.carpenter@devonbuildingcontrol.gov.uk">andrew.carpenter@devonbuildingcontrol.gov.uk</a>
<b>Partnership Chairman</b>	Cllr Terry Pearce <a href="mailto:Cllr.Terry.Pearce@westdevon.gov.uk">Cllr.Terry.Pearce@westdevon.gov.uk</a>
<b>Appendices</b>	None
<b>Background Papers</b>	None

## **1. PURPOSE**

The Partnership operates under the Devon Building Control Partnership Agreement 2017.

The Agreement states that the Committee shall meet a minimum of three times a year and that one of those meetings shall be the Annual General Meeting, at which the Chair and Vice Chair will be determined for the forthcoming year.

## **2. REPORT DETAIL**

### **2.1 Operation**

The Partnership has completed sixteen years in operation and has been hosted by Teignbridge District Council since April 2011 and who has employed all staff in the Partnership since April 2017.

The Partnership continues to successfully deliver the building control service across the three Authorities, maintaining high standards, meeting all statutory PIs and continues to operate within agreed annual budgets.

2019/20 was the third year under the current partnership agreement, with Teignbridge council as the full host authority.

### **Staff**

Following the agreement of the Committee to fund from reserves, an apprentice surveyor was appointed in September 2019 on a 2 year contract. The successful applicant is now studying for a BTEC in surveying at Exeter College and brings a number of skills to the Partnership, which includes being fully qualified in electrical engineering.

### **Seminars and events**

The partnership continued to provide technical presentations and seminars to the construction industry on a regular basis. A programme of regular events, duplicated in Forde House and in Plymouth also proved successful.

## **Awards**

Due to the Coronavirus restrictions the Partnership's annual award presentation in March 2020 was cancelled, as was the SW LABC event.

## **2.2 Legal**

The 2017 Partnership Agreement requires that the Partnership Committee will meet for a minimum of 3 times a year:

At the Annual General Meeting the Partnership Committee shall;  
agree the Partnership's draft final accounts, and agree the balance to be held in the Trading Account.

reassess the values and objectives of the Partnership and monitor service delivery and financial performance.

from among their members elect a Chairman and Vice-Chairman

## **2.3 Risks**

Risks to the Partnership's business are documented and reviewed annually.  
The risks to the Partnership are:

- Failure to deliver the service
- Staff resourcing
- Loss of Market share
- Lack of ability to react to changes in policy/legislation
- Changing workload
- Failure to break even financially
- Withdrawal of a Partner council

## **2.4 Environmental/Climate Change Impact**

There are no direct carbon/environmental implications arising from the recommendations in the report

## **3. CONCLUSION**

The Partnership Account continues to be managed by the Host Council in accordance with the Partnership Agreement, maintaining cost effectiveness and in accordance with agreed budgets.



## DEVON BUILDING CONTROL PARTNERSHIP COMMITTEE

MEETING DATE 17 JULY 2020

<b>Report Title</b>	Annual General Meeting 2020 Finance report Part 1
<b>Purpose of Report</b>	To provide an update on the financial performance of the Devon Building Control Partnership for 2019/20.
<b>Recommendation(s)</b>	<b>The Committee RESOLVES to:</b>  <b>(1) Note the report</b>
<b>Financial Implications</b>	Partnership accounts reported in accordance with requirements. Clare Moors Tel 01626 215248 <a href="mailto:clare.moors@teignbridge.gov.uk">clare.moors@teignbridge.gov.uk</a>
<b>Legal Implications</b>	No direct legal implications. Karen Trickey, Monitoring Officer
<b>Risk Assessment</b>	The risks to the Partnership are currently being managed. Andrew Carpenter Tel: 01626 215721 Email: <a href="mailto:andrew.carpenter@devonbuildingcontrol.gov.uk">andrew.carpenter@devonbuildingcontrol.gov.uk</a>
<b>Environmental/ Climate Change Implications</b>	<i>“Maintenance of staff levels, staff qualifications/training and company finances, as identified in the report(s) will support DBC in its role of identifying any performance gaps between “as designed” and “as built” developments, which will act to reduce long-term carbon emissions arising from new developments. There are no known significant and further environmental/climate change implications associated with this report.</i>  <i>William Elliott, Climate Change Officer</i> <i>Email: <a href="mailto:william.elliott@teignbridge.gov.uk">william.elliott@teignbridge.gov.uk</a>”</i>
<b>Report Author</b>	Andrew Carpenter Tel: 01626 215721 Email: <a href="mailto:andrew.carpenter@devonbuildingcontrol.gov.uk">andrew.carpenter@devonbuildingcontrol.gov.uk</a> Clare Moors

	Tel 01626 215248 <a href="mailto:clare.moors@teignbridge.gov.uk">clare.moors@teignbridge.gov.uk</a>
<b>Partnership Chairman</b>	Cllr Terry Pearce <a href="mailto:Cllr.Terry.Pearce@westdevon.gov.uk">Cllr.Terry.Pearce@westdevon.gov.uk</a>
<b>Appendices</b>	
<b>Background Papers</b>	None

## 1. PURPOSE

The Partnership Agreement requires that the Committee shall meet a minimum of three times a year and that one of those meetings shall be the Annual General Meeting

## 2. REPORT DETAIL

### 2.1 Financial

The Partnership account for 2019/20 is below

<b>Devon Building Control Partnership</b>	<b>2018-19 Actual</b>	<b>2019-20 Actual</b>
<b>EXPENDITURE</b>	<b>1,306,739</b>	<b>1,296,787</b>
Employees incl costs	967,219	935,922
Supplies and services	117,733	115,445
Support Services	83,546	75,665
Central costs	42,273	40,165
Contribution to reserve	95,969	129,590
<b>INCOME</b>	<b>(1,306,739)</b>	<b>(1,296,787)</b>
Fees & Charges	(1,034,440)	(1,035,935)
Recharges	(192,230)	(175,796)
Other income	(21,075)	(48,751)
Funding from reserve	(58,994)	(36,305)

### 2.2 Legal

Under the partnership agreement effective from April 2017 the responsibilities of the Partnership Committee include the agreement of budgets, monitor performance, approve the statement of accounts and agree any distribution of surpluses/deficits.

## **2.4 Environmental/Climate Change Impact**

There are no direct carbon/environmental implications arising from the recommendations in the report

## **3. RISKS**

Risks associated with the setting of the budget are that fee income will not be met and the service will not be funded. These risks continue to be adequately managed.

## **4. CONCLUSION**

The Partnership Account continues to be managed by the Host Council in accordance with the Partnership Agreement, maintaining cost effectiveness and in accordance with agreed budgets.

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