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8 July 2021

DEVON BUILDING CONTROL PARTNERSHIP COMMITTEE

A meeting of the **Devon Building Control Partnership Committee** will be held on **Friday, 16th July, 2021** in the **Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX** at **10.00 am**

PHIL SHEARS
Managing Director

Membership:

Councillors Bastone, Birch, Taylor, Haines, Kimber and Pearce

Please Note: The public can view the live streaming of the meeting at [Teignbridge District Council Webcasting \(public-i.tv\)](#) with the exception where there are confidential or exempt items, which may need to be considered in the absence of the press and public.

A G E N D A

Part I

Part I (Open to the Public)

1. **Apologies for absence**
2. **Election of Chair**
3. **Election of Vice-Chair**
4. **Minutes**
5. **Declarations of interest.**

(Pages 3 - 4)

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.

6. **AGM report 2020 Part 1** (Pages 5 - 10)
7. **AGM Finance report 2020-21 Part 1** (Pages 11 - 14)
8. **July 2021 Operational report Part 1** (Pages 15 - 18)
9. **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 items on the grounds that it involves the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A of the Act.

Part II (Private)

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

10. **AGM report 2020 Part 2** (Pages 19 - 26)
11. **AGM Financial Monitoring Report 2020-21 Part 2** (Pages 27 - 32)
12. **July 2020 Quarterly Financial Monitoring Report Part 2** (Pages 33 - 36)
13. **July 2021 Operational report Part 2** (Pages 37 - 58)

If you would like this information in another format, please telephone 01626 361101 or e-mail info@teignbridge.gov.uk

DEVON BUILDING CONTROL PARTNERSHIP COMMITTEE**12 FEBRUARY 2021**Present:

Councillors Bastone, Birch, Taylor, Haines, Kimber and Pearce

Members in Attendance:

Councillors

Apologies:

Councillors

Officers in Attendance:

Andrew Carpenter, Business Manager - Head of Building Control Partnership
Scott Adams, Group Leader, Strategic Place - Building Control
Christopher Morgan, Trainee Democratic Services Officer

68. MINUTES

The minutes of the previous meeting were signed as a correct record by the Chair.

69. DECLARATIONS OF INTEREST.

None.

70. CHAIRS ANNOUNCEMENTS

The Chair thanked the Head of the Partnership for their work for Devon Building Control/

71. OPERATIONAL REPORT PART 1

The report circulated with the agenda gave an update on the operational performance of the Partnership after the past financial year. The information and level of service met performance targets listed in the Partnership Agreement.

Resolved

That the report be noted.

72. OPERATIONAL REPORT PART 2

The report was presented. The Head of the Partnership updated the Committee on the running of Devon Building Control, including events, staffing, and Covid-19 impact.

Resolved

That the Committee notes the report.

73. QUARTERLY FINANCIAL MONITORING REPORT PART 2

The report was presented to the Committee. The Head of the Partnership updated the members on the finances of the partnership, including the expenditure and income.

Resolved

That the Committee notes the report.

The meeting started at 10.00 am and finished at 11.10 am.

Chair
Cllr Mike Haines



DEVON BUILDING CONTROL PARTNERSHIP COMMITTEE

MEETING DATE 16 JULY 2021

Report Title	Annual General Meeting report Part 1
Purpose of Report	To provide an update on the operational performance of the Partnership during 2020/21.
Recommendation(s)	The Committee RESOLVES to: (1) Note the report

Financial Implications	No specific financial implications highlighted in the report. Clare Moors Tel 01626 215248 clare.moors@teignbridge.gov.uk
Legal Implications	“No direct legal implications” Karen Trickey Karen.Trickey@Teignbridge.gov.uk
Risk Assessment	The risks to the Partnership, listed in 2.3 below, are currently being managed. Nigel Hunt Tel: 01626 215721 Email: nigel.hunt@devonbuildingcontrolpartnership.gov.uk
Environmental/ Climate Change Implications	<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: william.elliott@teignbridge.gov.uk”</i>
Report Author	Nigel Hunt: nigel.hunt@devonbuildingcontrolpartnership.gov.uk Tel: 01626 215721 Email
Partnership Chairman	Cllr Mike Haines mike.haines@teignbridge.gov.uk
Appendices	
Background Papers	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 seventeen 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.

2020/21 was the third year under the current partnership agreement, with Teignbridge council as the full host authority.

General

The Partnership has performed exceptionally well during the last financial year considering the pressures caused by the pandemic. All staff embraced the remote working ethos and it would appear in general terms that there was not been any reduction in service delivery to customers. The partnership was able to function to near 100% efficiency because all staff have the capability to remote work and that we are in effect a paperless office. These factors allied to the fact that we have our own web presence, as well as being directly contactable by client's means we have been able to offer a seamless service. It has been acknowledged that this way of working is the way forward as it allows the service to be more agile and allows for a greater work-life balance for staff. A further review is under way considering alternative technology and software to further develop remote working.

Whilst application numbers in dropped significantly in the first quarter of the year recovery has been dramatic and have increased on those submitted in 2019/20. Market share has also been maintained.

Staff

The partnership has continued to invest in training and development of staff with more surveyors training to become LABC Competency Level 6A: Fire Safety Specialists. The partnership's apprentice is in his final year, and is currently studying for a BTEC in surveying at Exeter College

Seminars and events

Regrettably the partnership was unable to facilitate any seminars or events due to the pandemic.

Awards

The partnership's awards in their current guise have been suspended, although alternatives are being explored, along with all LABC regional and national awards due to the ongoing pandemic.

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.

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DEVON BUILDING CONTROL PARTNERSHIP COMMITTEE

MEETING DATE 16 JULY 2021

Report Title	Annual General Meeting 2021 Finance report Part 1
Purpose of Report	To provide an update on the financial performance of the Devon Building Control Partnership for 2020/21.
Recommendation(s)	The Committee RESOLVES to: (1) Note the report

Financial Implications	Partnership accounts reported in accordance with requirements. Clare Moors Tel 01626 215248 clare.moors@teignbridge.gov.uk
Legal Implications	“No direct legal implications” Karen Trickey Karen.Trickey@Teignbridge.gov.uk
Risk Assessment	The risks to the Partnership are currently being managed. Nigel Hunt Tel: 01626 215721 Email: nigel.hunt@devonbuildingcontrol.gov.uk
Environmental/ Climate Change Implications	<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: william.elliott@teignbridge.gov.uk”</i>
Report Author	Nigel Hunt Tel: 01626 215721 Email: nigel.hunt@devonbuildingcontrol.gov.uk Clare Moors Tel 01626 215248 clare.moors@teignbridge.gov.uk
Partnership Chairman	Cllr Mike Haines mike.haines@teignbridge.gov.uk
Appendices	
Background Papers	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 2020/21 is below

Devon Building Control Partnership	2019-20 Actual	2020-21 Actual
EXPENDITURE	1,296,787	1,460,054
Employees incl costs	935,922	1,235,789
Supplies and services	115,445	106,604
Support services	75,665	83,924
Central costs	40,165	33,737
Contribution to reserve	129,590	0
INCOME	(1,296,787)	(1,460,054)
Fees & charges	(1,035,935)	(1,041,496)
Recharges	(175,796)	(149,060)
Other income	(48,751)	(117,584)
Funding from reserve	(36,305)	(151,915)

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.



DEVON BUILDING CONTROL PARTNERSHIP COMMITTEE

MEETING DATE 16 JULY 2021

Report Title	Operational Report Part 1
Purpose of Report	To provide an update on the operational performance of the Partnership between 1 April and 30 June 2021.
Recommendation(s)	The Committee RESOLVES to: (1) Note the report
Financial Implications	There are no financial implications highlighted in the report Tel 01626 215248 clare.moors@teignbridge.gov.uk
Legal Implications	“No direct legal implications” Karen Trickey Karen.Trickey@Teignbridge.gov.uk
Risk Assessment	The risks to the Partnership, listed in 2.3 below, are currently being managed. Nigel Hunt Tel: 01626 215721 Email: nigel.hunt@devonbuildingcontrol.gov.uk
Environmental/ Climate Change Implications	Building control bodies will need to ensure they work within the limits of their “professional skill and care” whilst conducting virtual inspections, as highlighted in sections 2.1. This should act to prevent under-compliance in development energy efficiency standards, where relevant. Environmental benefits associated with working from home, as identified in section 2.4 will depend on individual homeworking arrangements, commuting distances and use of energy within unoccupied office spaces. William Elliott Climate Change Officer William.elliott@teignbridge.gov.uk
Report Author	Nigel Hunt Tel: 01626 215721 Email: nigel.hunt@devonbuildingcontrol.gov.uk
Partnership Chairman	Cllr Mike Haines mike.haines@teignbridge.gov.uk
Appendices	
Background Papers	None

1. PURPOSE

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

2. REPORT DETAIL

2.1 Operation

2.1.1 Performance

The Partnership has continued to meet all PI's throughout the period. Despite a lockdown in November and ongoing Covid restrictions, the construction industry has continued and as a result workloads have remained high.

2.1.2 General

A new Head of Partnership started work in April and instigated a full service review to determine the current position of the service with regard to workload, staffing and resilience which will provide recommendations to ensure that the partnership is well placed to cope with future demands and is 'fit for purpose'. The Partnership continued to operate against the background of the Covid-19 pandemic which, whilst having a negative effect on the majority of industries, saw no significant impact on construction. In fact most Local Authority Building Control Providers have reported that the last quarter of 2020/21 saw the largest number of building control submissions during the last ten years. This trend is continuing, and shows no sign of abating.

2.1.3 Staff

Graham Waldron retired in May 2021. A new surveyor Giles Dawes took up his employment with the Partnership in May 2021.

2.1.4 Covid 19

The arrangements that were put in place during Spring 2020 to enable staff to work from home have continued successfully. Forde House is fully Covid compliant and is therefore able to be used if needed, however the majority of

staff are able to work from home. One surveyor remains working from the office and occasionally up to two others, together with Tech Support at least once a week.

Site inspections have been risk assessed and carried out where appropriate. Where practical and after consultation with the surveyor some virtual inspections have continued to be made. During the recent lockdown site inspections have only been carried out if absolutely necessary and in most cases avoiding entering occupied buildings. The following Government advice for building control is being followed:

Building Control Bodies should continue to undertake normal, regular on-site inspection activity where this can be done safely, in line with Public Health England guidance. Building Control Bodies may wish to consider the use of alternative methods of checking compliance to supplement physical inspections, for example using digital photographs and video or other remote means of checking compliance.

Building Control Bodies should satisfy themselves within the limits of their professional skill and care that these remote inspections are used appropriately. Remote inspections should not normally be used as the sole method of assessing compliance.

2.1.5 Marketing and events

All events continue have been either cancelled or postponed until further notice due to Covid 19 restrictions and ongoing uncertainty over how long these may continue. The possibility of arranging some online events, such as webinars is being considered.

2.2 Legal

The Partnership, currently hosted by Teignbridge District Council, meets quarterly to monitor its performance. Performance monitoring is required under the Partnership Agreement that came into operation on 1st April 2017

2.3 Risks

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

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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

2.3.1 Currently these risks are successfully managed.

2.4 Environmental/Climate Change Impact

There are no direct carbon/environmental implications arising from the recommendations in the report. It is noted that reduced travel as a result of Covid restrictions has contributed to some positive environmental impact.

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.