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18 January 2018

## DEVON BUILDING CONTROL PARTNERSHIP COMMITTEE

Dear Councillor

You are invited to a meeting of the above Committee which will take place on **Friday, 26th January, 2018** in the Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX at **10.00 am**

Yours sincerely

NEIL AGGETT  
Democratic Services Manager

Distribution:

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

Councillor Michael Hicks (Chairman)	South Hams District Council
Councillor Terry Pearce (Vice-Chairman)	West Devon Borough Council
Councillor Hilary Bastone	South Hams District Council
Councillor Patrick Kimber	West Devon Borough Council
Councillor Humphrey Clemens	Teignbridge District Council
Councillor Dennis Smith	Teignbridge District Council

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

**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**

## **Public Access Statement**

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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**

#### **Part I (Open to the Public)**

1. Apologies for absence
2. Minutes (Pages 1 - 2)  
To approve the minutes of the meeting held on 13 October, 2017.
3. Agreement of the agenda between Parts I and II.
4. Matters of urgency/matters of report especially brought forward with the permission of the Chairman.
5. Declarations of interest.
6. Operational Report (Pages 3 - 6)

### **Part II (Private)**

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

7. Operation Report (Pages 7 – 14)
8. Financial Monitoring Report (Pages 15 – 19)

**DEVON BUILDING CONTROL PARTNERSHIP COMMITTEE****FRIDAY, 13 OCTOBER 2017**Present:

Councillors Hicks (Chairman), Pearce (Vice-Chairman), Bastone, Kimber, Clemens and Smith.

Officers in Attendance:

Andrew Carpenter, Business Manager - Head of Building Control Partnership  
Andrew McKenzie, Democratic Services Officer

**1. MINUTES OF THE PREVIOUS MEETING**

The minutes of the Devon Building Control Partnership Committee held on 21 July 2017 were approved and signed as a correct record.

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

There were no matters of urgency.

**3. DECLARATIONS OF INTEREST.**

There were no declarations of interest.

**4. OPERATIONAL REPORT**

The Head of the Partnership presented the report and advised that:

- It had been 5 years since the last internal audit review of the Partnership had been undertaken and this had now been updated. Although the report was in draft he had been informed by internal audit that the service had received a 'good' result. The report once published would be considered in Part II of the next meeting;
- It had been agreed at the last meeting advertise for an apprentice and this post had now been appointed to;
- The BC 'app' and the iApply software had been introduced to help surveyors streamline their work and provide efficiencies across the service. The request was with Strata (ICT providers) to implement the software as soon as possible;
- Public Access to records was still not in place – it had been identified that the software did not publish the Competent Persons information which, in the absence of the information, meant the project could not be implemented. The software supplier was currently investigating the problem; and

- Customer feedback continued to be positive other than value for money. It was thought that the increase in charges for small household works such as the insertion of a window was a little top heavy however this had been implemented following rigorous investigations as to the amount of officer time and back office processing smaller applications incurred.

The Chairman noted that none of the feedback from the public intimated that they were dissatisfied with the service they had received.

Resolved

That the operational report be noted.

## **5. 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.

## **6. FINANCIAL REPORT**

The Financial Report was presented by the Head of the Partnership who provided updates on quarterly monitoring and performance.

Resolved

That the Financial Report be noted.

MICHAEL HICKS  
Chairman

**Devon Building Control Partnership**

South Hams District Council  
Teignbridge District Council  
West Devon Borough Council

Chairman: Cllr Michael Hicks

**DATE:** January 2018  
**REPORT OF:** Andrew Carpenter – Head of Partnership  
**SUBJECT:** Quarterly Operational Report

**PART I**

**Recommendation:**

The Devon Building Control Partnership Committee is asked to note the report.

**1. PURPOSE**

To monitor the performance of the partnership.

**2. BACKGROUND**

The Partnership Agreement that came into operation on 1st April 2017 is hosted by Teignbridge District Council.

**3. MAIN IMPLICATIONS**

**Performance:**

Performance information is provided in the appendices to this report. This information is now in line with PI's listed in the Partnership agreement.

The Partnership continues to maintain all levels of service relating to PIs and receives positive comments from customers.

**Possible Service Level Agreement with Torbay council:**

Further discussions have taken place with Torbay council and a verbal update will be given in Part 2 of this report.

**Mobile working and ICT:**

At the time of writing confirmation of implementation dates for BC Mobile app and iApply are awaited from Idox and Strata. This is expected to be complete very soon.

## **DEVON BUILDING CONTROL PARTNERSHIP**

### **Website:**

Progress has been slower than anticipated. Some further updating of content is required by Strata and both BC Mobile app and iApply are needed to be in place at the time of the launch. The app to request a site visit is in place and ready to go. This will link direct to the Uniform database and will make it easier for customers as well as reduce demands on support staff resources.

### **Temporary Technical support:**

The committee suggested and agreed to use partnership reserves to fund a temporary part time post for the Technical Support team. This will assist the team during the changes including the new website, iApply, BC Mobile app and enable further necessary marketing work to be carried out. The post commenced on 8<sup>th</sup> January.

### **Public Access:**

After many months involving a number of unexpected delays and issues arising Public Access has finally gone live. People carrying out search enquiries should be able to access building control records online, making it easier for them and reducing demands on support staff. This will take a little time and may temporarily increase demands until people become used to using it. The link to Public Access will be available on the new website as soon as it goes live.

### **Awards:**

The SW LABC Awards will be taking place earlier than in recent years, on 20<sup>th</sup> April. The DBCP Awards have provisionally been arranged to take place between 3.30pm and 6.30pm on Thursday 15<sup>th</sup> March at Old Forde house. It is thought that this time will be preferred by customers attending. Confirmation details and invitations will be sent out shortly.

### **Review of Building Regulations:**

Following on from the tragic events at Grenfell Tower Dame Judith Hackitt's Interim Report of the Independent Review of Building Regulations and Fire Safety was published in December. The findings are generally supported by LABC and recommendations include:

- Potential changes to building regulation guidance provision
- Appropriate qualified professionals on the design, construction, inspection and maintenance of complex and high-risk buildings
- Earlier fire consultation by building control
- Formal review and handover on completion of buildings
- Building control to transfer fire safety information to responsible person on completion
- Minimum annual risk assessments on buildings
- Restrictions on desk top studies as means of demonstrating compliance

## DEVON BUILDING CONTROL PARTNERSHIP

It is anticipated that significant changes affecting building control will result, following publication of the final report.

### **LABC Quality Management System:**

LABC is setting up a National Quality Management System. More details are in the Appendix to this report which falls in Part 2

**Andrew Carpenter**  
**Devon Building Control Partnership**

#### **4. GROUPS CONSULTED**

Teignbridge District Council, South Hams District Council and West Devon Borough Council.

<b>Wards affected</b>	All
<b>Contact for any more information</b>	
<b>Background Papers (For Part I reports only)</b>	
<b>Key Decision</b>	
<b>In Forward Plan</b>	
<b>In O&amp;S Work Programme</b>	
<b>Community Impact Assessment attached:</b>	
<b>Appendices attached:</b>	

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