

## **WAVERLEY BOROUGH COUNCIL**

**EXECUTIVE - 1 DECEMBER 2015**

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**Title:**

**BUILDING CONTROL ESTABLISHMENT**

[Portfolio Holder: Cllr Brian Adams]

[Wards Affected: All]

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**Note pursuant to Section 100B(5) of the Local Government Act 1972**

The annexe to this report contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972, namely:-

Information relating to an individual.

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**Summary and purpose:**

This report seeks approval to delete two vacant part-time posts within the Building Control Admin Team and to use the budget released to create a new post more appropriate to the needs of the Team going forward.

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**How this report relates to the Council's Corporate Priorities:**

The work undertaken in the Building Control Team provides statutory compliance of Building Regulations and ensures the integrity of the Council's service delivery.

**Financial Implications:**

Building Control is a self financing service required to meet a budget neutral position each year. The proposals will create a growth in the current establishment but it is anticipated that the additional cost in 2016/17 and future years will be offset by additional income generated by new business. There would be a minimal financial impact in 2015/16 due to the timing of recruitment.

**Legal Implications:**

There are no direct legal implications relating to this report.

**HR Implications:**

As posts to be deleted are currently vacant, there are no HR implications.

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**Introduction**

1. The Building Control team delivers a regulatory service for the Local Authority, using Building Regulations and associated legislation it monitors construction to ensure the safety and energy efficiency of each project. The Local Authority Building Control Team is a not-for-profit service required to show a budget neutral position at the end of each year. Building Control works within a competitive market with Approved Inspectors marketing their service for the fee earning element in direct competition to Local Authorities. Approved Inspectors currently hold between 25-30% of the business in the Waverley area.

2. The service is threatened by increasing competition and, with individuals having left not being replaced, this has created cost savings, however, there is no capacity to develop new business or improve the service.
3. The administration team supports the delivery of the service which is heavily paper based at the moment, we are now working towards upgrading technology and becoming agile in alignment with other Waverley services. Two P/T Administrators having left the business provides the opportunity to reassess the structure with the intention to support the integration of technology and develop new business opportunities, ultimately providing an 'outward looking' customer-focused service.
4. It is proposed to create a Business Support role to support the Business Manager with the implementation of new technology and new processes and to lead and support the remaining two Administrators in developing a first class, customer focused building control service. This is anticipated as a 'first step' with the requirement to also fill the vacant Surveyor post in this financial year and the Trainee post in 2016/17.
5. The current and proposed structures of the team are set out at (Exempt) Annexe 1.

### **Conclusion**

6. The Building Control Team is working in a competitive environment with Approved Inspectors and needs to manage and develop the service in an effective way to take full advantage of the construction industry recovery, developing systems and processes alongside customer relationships and providing a 'one stop' shop to become the 'preferred' option and not an option of last resort and thereby an onerous cost on the Council.

### **Recommendation**

The Executive recommends to the Council that approval be given to the deletion of two part-time Administrator posts (post numbers CB13 and CB08a) and the creation of a Business Support Officer post within the Building Control team.

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### **Background Papers**

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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