



Building Control service half year report 2023 to 2024

| Performance measure | Target and reporting timescale | Half year update |
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| Increase market share of local authority building control (LABC) services for all applications submitted in the East Cambridgeshire district | Minimum 80%, annually | Halfway through the year market percentage stands at 78.6%. Slightly below target but still in the top 5% of Local Authorities in the Country – average is around 59% |
| Achieve a break-even budget for the fee earning account and be self sufficient | 100%, annually | Currently approximately 15% down on budgeted income levels due to a fall in applications. Larger companies are holding fire on starting projects. |
| Review/improve the Building Control area of the council website to ensure the information available is up to date and relevant for all customers | As identified, annually | Required information has been updated as needed but an overall review has always been pencilled in to take place in the second half of the year – therefore not actioned yet. |
| Register 85% of building regulations applications within 3 working days of submission and 100% within 5 days of submission and where initial plan check payment is made | 85% and 100%, annually | During the first half of the year 91% of applications have been registered within 3 working days and 100% within 5 working days. |
| Ensure compliance with building regulations by carrying out plan checking within 3 working weeks, making decisions with 5 or 8 weeks as determined on application and | 90%, annually | 97% of plan checking has been carried out within 3 working weeks, and of this 58% has been done within a week and 76% has been done within 2 weeks. All decisions have been made within |

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| aim to check applications for compliance within 3 working weeks | | the required determination period of 5 or 8 weeks. |
| Examine and determine applications within statutory period of 5 weeks or 2 months where an extension of time agreed to, penalties can be incurred for missing these deadlines so must be adhered to | 100%, annually | 100% determined within required statutory periods. |
| Carry out site inspections the next working day if requested before 4.30pm the day before and within 2 days for large completion inspections | 100%, annually | All inspections have been carried out when requested by customers – any moved have been done so with the co-operation and understanding of the customer. |
| Identify training needs across the service by following effective performance management processes, ensure succession planning is in place and maintain a full professionally qualified (applicable to post) team | 100%, annually | Staff have completed their initial registration for the required BCSF validation process and await further dialogue with them. Staff have successfully completed training course at all levels. |
| Conduct regular team meetings, ensure they have the correct structure to be valuable and warranted, including training, legislation, workloads; 1-2-1's and appraisals to be completed regularly | As required, annually | Regular sessions take place with the team to set goals and work delivery for the week. 1-2-1 sessions take place regularly. Legislation updates have been disseminated to the team and wider clients. |
| To regularly review risks associated with Building Control, including: | Minimum annually, annually | Information continues to be slow from the BSR but staff have done everything required of them to |

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| <ul style="list-style-type: none"> • Building Safety Regulator/Register - new Survey or Register being implemented during 2023, all surveying staff need to pass validation and register by April 2024 • Building Safety Levy - strong possibility of BSL being allocated to Building Control, await developments from BSR on this (staffing/resources) • cost of living crisis - to be aware of cost of living rises impacting on people delaying building projects, rise in materials or lack of them, increased number of repossessions, increased labour costs • training/validation - to keep abreast of all legislation changes and in turn update our partners and architects, ensure staff are given enough time to complete validation training • updated SWOT Analysis - identify current threats to the service | | <p>date.</p> <p>The Building Safety Levy will be allocated to Building Control and is likely to come into fruition in the Spring of 2024.</p> <p>The cost of living crisis has impacted the department in terms of lower application numbers and income. This is a national issue and we have fared a lot better than most – competitor applications in our area are down by a greater percentage than our numbers.</p> <p>Training is continuing to be undertaken by members of the team in facets such as enforcement, Safety at Sports Grounds and Building Control Management.</p> |
| <p>Ensure the provision of a responsive dangerous structures service by attending:</p> <ul style="list-style-type: none"> • 100% of reports of a dangerous structure within 2 hours if after a desktop assessment it is determined | <p>100%, annually</p> | <p>All dangerous structures have been dealt with in the required timeframes.</p> |

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| <p>the structure may cause immediate danger to the public</p> <ul style="list-style-type: none"> 100% of reports of a dangerous structure within 24 hours if after a desktop assessment it is determined the structure will not cause immediate danger to the public | | <p>This included a large fire at a former public house in Fordham where staff were on site for around 12 hours helping to ensure safety of firefighters and the public.</p> |
| <p>Respond to 100% of demolition notices within 4 weeks (statutory requirement 6 weeks) in order to ensure compliance with statutory legislation and support customer needs</p> | <p>100%, annually</p> | <p>All demolition notices are responded to within the 4 week period.</p> |
| <p>Attend and provide technical guidance at all applicable Safety Advisory Group meetings both internally and externally</p> | <p>As required, annually</p> | <p>Staff have attended all meeting and on-site safety walkarounds as required.</p> |
| <p>Implement further digitisation of our service in order to reduce paper use and postage/printing costs (specifically in 2023 to 2024, send all acknowledgement letters by email only, rather than post, and investigate other measures to further reduce paper/printing/postage usage</p> | <p>As identified, annually</p> | <p>Overall printing within the Building Control department sent to reprographics has been reduced by 59% year-on-year.</p> <p>We have also saved in excess of £3.5K by sending letters and completions by email as opposed to printing out and posting.</p> |
| <p>Reduce the number of business miles by putting in place measures within the team whereby officers reduce both the number of site visits to those which are strictly necessary,</p> | <p>As identified, annually</p> | <p>Mileage year-on-year has decreased by around 23% - there has been a drop in inspection numbers (approximately 12%) but savings have still been made in excess of this.</p> |

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| and combine site visits to a single journey where this is practicable | | |
