

CABINET MEMBER DECISION RECORD TEMPLATE

This form should be used to record
Executive decisions taken by Cabinet
Members

Decision Ref. No:

Responsible Officer:

Andrew England – Head of Planning

Subject:

Revision to the Building Control charges

Decision taken:

To approve the introduction of a new standard charge for minor works.

Reasons for the decision:

To approve a new charge for minor works to enable on line submissions without the applicant having to obtain an individual quotation.

Call-in and Urgency:

This decision is subject to the Council's call in procedure

Background:

The current scale of Building Control Charges were set in October 2010. A standard charge of £217.80 + vat for works with estimated cost of under £5000 was established. It was soon apparent that this was set too high and as permitted in the Building Regulation Charges Scheme charges were established for 2 types of minor work. Minor Work charging £134.00 + vat and installing a single steel beam with structural calculations of £150.75 + vat.

The Digital by Default project will enable Building Notices to be submitted on line. Applicants will no longer be able to contact us for advice on fees and it will be necessary for the scheme to be formally amended to simplify the process.

The Local Authority is now losing a lot of business to private competition and it is important to recover costs as required but still remaining competitive.

Although these applications attract relatively small fees we do receive approximately 300 per year so it is important to try hard to maintain or even expand our market share.

By simplifying the application process it should attract more customers and thus enhance the income and reputation of the Local Authority.

It is a requirement to monitor time spent on applications and to revise fees on individual applications if appropriate. This process has been ongoing and it is clear that the original fee charge was too high and it is appropriate to introduce a standard charge for smaller

work.

Other Councils have done this for example Poole have a charge for work with estimated cost below £2000.

Options - and reasons for rejection:

1. To introduce 2 new bands for works with estimated cost of under £2000 of £134.00 + vat and estimated cost of £2001 to £5000 of £217.80 + vat
2. To leave the current scale of charges will mean a large number of applications will need to be refunded as they will overpay. This will result in a lot of staff resources being used up and customer dissatisfaction. It may even result in a loss of business as the applicant may consider the charge too high.

Consultations undertaken:

Consultation with other local authorities to determine their current fees and charges. Viewing standard charges on line has shown that many Councils have adopted this smaller category.
No other consultation has been carried out, as this is not required by legislation or deemed necessary.

Finance/Resource Implications:

The proposed charges have been set to ensure the Council is covering its costs in providing the Building Control service. In accordance with CIPFA guidance Building Control cannot generate income through charging for these types of services. However, they are able to ensure that costs are met by the applicant.

Name: [REDACTED] Signature: (of Chief Finance Officer)

Date: 2/2/15

Legal implications:

The Council has the legal power to recover the costs of providing discretionary services, and the proposed charges ensure that the legal requirements are complied with in that no surplus will be achieved which would amount to trading - the proposal is a cost recovery charging arrangement.

Name: /ANYA Council [REDACTED] Signature: (of Monitoring Officer)

Date: 2/2/15

Risk assessment:

An initial risk assessment has been completed and has been classed as low risk.

Name: [REDACTED] Signature: (of Officer completing assessment)

Date: 16th February 2015

Impact Assessments:

A screening assessment with regard to Equality and Diversity Impact has been undertaken and is enclosed in the background papers.

Information for/not for publication:

This decision is to be published

Background papers:

Initial Risk assessment
EINA Screening

Any conflict of interest declared by a Cabinet Member who is consulted by the Member taking the decision	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer
No			

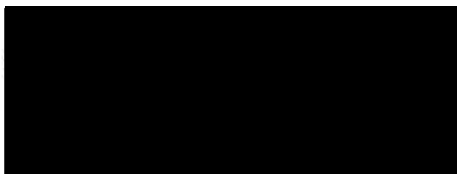
* Delete as appropriate

Decision taken by:

Councillor DAVID SMITH (Print name)

Cabinet Portfolio PLANNING & ENVIRONMENT

Signed:



Date of decision: 15/2/15

Date of publication of record of decision: 20 February 2015

Date decision effective: 27 February 2015



Initial Risk Assessment



PROJECT NAME:

BC Minor works standard charge 2015

PROJECT NUMBER: *To be obtained from PMO*

PROJECT RISK LEVEL:

LOW *

Table 1 - Suggested criteria on which to score the type of project (please tick appropriate category)					
CRITERIA				Score	
1) Duration of Project	0-6 months <input checked="" type="radio"/>	7-12 months <input type="radio"/>	Above 1 year <input type="radio"/>	2	
2) Effort	1-4 people (FTE) <input checked="" type="radio"/>	5-10 people (FTE) <input type="radio"/>	11+ people (FTE) <input type="radio"/>	1	
3) Business Impact	Service Unit/Service <input checked="" type="radio"/>	More than 1 SU <input type="radio"/>	Council/External <input type="radio"/>	3	
4) Priority	Desirable <input type="radio"/>	Highly Desirable <input checked="" type="radio"/>	Essential <input type="radio"/>	3	
5) Costs &/or Savings	Up to £250k <input checked="" type="radio"/>	£251k-£500k <input type="radio"/>	Over £501k or if project is to be funded through prudential borrowing <input type="radio"/>	2	
6) Risk Impact	Low Impact - Minor service disruption/inconvenience, minor injury, small financial loss, isolated service user complaint. <input checked="" type="radio"/>	Medium Impact - Service disruption, More serious injury or financial loss, adverse media coverage, numerous service user complaints <input type="radio"/>	High Impact - Significant or total service disruption, major disabling injury or fatality, high or catastrophic financial loss, adverse national media coverage, ministerial intervention in service running. <input type="radio"/>	1	
				Risk Score	12

A numerical rating is applied to each cell (see Table 1) For example a 'Priority' of 'Highly Desirable' is worth 3 points and a 'Cost' of '£501-£1m' is worth 5 points. Totalling the points scored for each 'criteria' gives a project score. This score is then mapped against a project-risk status in Table 1 below:

Table 1 - Risk Status	
Project Risk Rating	Points Total
Low	Between 10-18
Medium	Between 19-35
High	36+

Initial Risk Assessment

BC Minor works standard charge - Initial Risk Assessment (IRA)

EINA Screening Record

Title of Policy/Service/Project	Building Control Standard charge for minor works
Date of screening	31/11/2014
Service Unit	Planning, Transport & Regulation
Lead Responsible Officer	Andrew England
Job Title	Head of Planning
Members of the Assessment Team	Andrew England, Andrew Kendrick

If the answers to the following questions are Yes or Don't know, then a full EINA will need to be carried out.

Is there likely to be a positive or negative impact in terms of equalities?	No
Does it involve a significant commitment of resources?	No

It is not necessary at the screening stage to identify adverse or differential impact

It is important to remember that even when it is decided that a policy/service/project does not require an EINA, it remains subject to the general duties. Not carrying out a full EINA places our council at greater risk of legal challenge because it cannot use the EINA process to meet our [Public Duties](#) around equality. It also means, more importantly, that opportunities may have been missed to promote equality.

If you have answered no to the questions above and do not intend to carry out an EINA, please explain why?

The proposal is to reduce existing charges to better reflect the cost of work involved. It does not have a perceived impact as diversity strands are not affected differently.