



Building Control half year report 2024 to 2025

Performance measure	Target and reporting timescale	Half year update
Maintain/Increase market share of local authority building control (LABC) services for all applications submitted in the East Cambridgeshire district	Minimum 80%, annually	On Going As of 1 st October 2024, market share stood at 78.2%, slightly down on target but this is normally taken over a full year and will fluctuate seasonally.
Achieve a break-even budget for the fee earning account and be self sufficient	Break even budget - annually	Target Off Track Working with Management Accountant, Budget likely to be around 20% overspend by end of March 2025– income has dropped as applications decreased – industry-wide and national decrease. Cost of living hangover and change of government means people still holding fire on starting their building work. ECDC drop still less than competitors and majority of LA's. Hopeful of increasing applications through relaxed planning routes and government desire for new housing over next 6 months. Also, full fee review currently taking place.
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	On Going Changes put on hold as Council looking at overall website for the whole council – already speaking with Comms and social team to re-vamp Building Control section and link to National LABC front door website, which stores lots of useful information for residents.

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<p>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</p>	<p>100%, annually</p>	<p>Target On Track</p> <p>Manager and surveying staff undertook required competency – 3 out of 4 successful, 1 re-take in December. Staff have undertaken training at all levels linked to their job roles and to ensure department is fully compliant. Further training already booked for 2025.</p>
<p>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</p>	<p>As required, annually</p>	<p>Target On Track</p> <p>Annual appraisals carried out March/April 2024. Regular individual and team meetings held to discuss workloads, training, new legislative requirements.</p>
<p>To regularly review risks associated with Building Control, including:</p> <ul style="list-style-type: none"> • Building Safety Regulator/Register – keep abreast of all new requirements in terms of new Surveyor Register being implemented during 2023, all surveying staff need to pass validation and register by April 2024 • Building Safety Levy – • cost of living crisis - to be aware of cost-of-living raises impacting on people delaying building projects • training/validation - to keep abreast of all legislation changes • updated SWOT Analysis - identify current threats to the service 	<p>Minimum Annually</p>	<p>Target On Track</p> <p>Building Safety Regulator – 3 of 4 required staff have achieved competency, 1 to re-test December 2024. ECDC in a much better position than a lot of LA's – some have none qualified.</p> <p>Not Yet Started</p> <p>Building Safety Levy – announcement pushed back due to election and change of government, awaiting further developments. Likely to be early 2025 and sit with Building Control to collect.</p> <p>Target On Track</p> <p>Staff are up to date with training/validation – team now part of LABC's tailor-made training and CPD network.</p> <p>Not Yet Started</p> <p>New key performance indicators (KPI) and Operational Service Requirements (OSR) also pushed back by the BSR so first set of KPI's not required until April 2025 for the</p>

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		period January-March
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% for 3 days and 100% within 5 days: annually	<p>Target Exceeded</p> <p>As of 1st October 2024 89%, of applications were registered within 3 days and 96% within 5 days – remaining 4% were held up for non-payment or lack of plans submitted</p>
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 aim to check applications for compliance within 3 working weeks	90%, annually	<p>Target Exceeded</p> <p>As of 1st October 2024 93%, of plans were checked within 3 weeks (79% within 2 weeks) – the decision period has now changed and is no longer a statutory requirement – a new KPI will replace this for 2025/26.</p>
To ensure all the required Government and BSR KPI's, OSR's and the Building Inspectors Competence Framework measures are accurately recorded and provided within specified time limits.	100%, quarterly to BSR annually to committee and BSR	<p>Not Yet Started</p> <p>New key performance indicators (KPI) and Operational Service Requirements (OSR) have been pushed back by the BSR so first set of KPI's not required until April 2025 for the period January-March. Building Control manager to work through OSR requirements in December to ensure all necessary arrangements are in place.</p>
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	<p>On Going</p> <p>More than 99% for first 6 months of the budget year – 2 inspections missed – 1 wrong address, 1 entered with wrong date.</p>
<ul style="list-style-type: none"> Respond to 100% of demolition notices within 4 weeks (statutory requirement 6 weeks) to ensure compliance with statutory 	100%, annually	<p>Target On Track</p> <p>100% for every aspect of work outlined within this point. Looking to use electronic working to be able to</p>

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<p>legislation and support customer needs.</p> <ul style="list-style-type: none"> Respond to 100% of dangerous structures within statutory time limits. <p>Attend and provide technical guidance at all applicable Safety Advisory Group meetings both internally and externally</p>		<p>streamline these functions even more and bring under the overall uniform system to sit alongside all other application types – easier for record keeping and generating stats.</p>
<p>Implement further digitisation of our service 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>Implement line of business system (IDOX Uniform) audit by March 2025</p>	<p>Target On Track</p> <p>Building Control is still on track to become fully electronic by April 2025 – new tablets will be ready for trialling from December 2024. Some application types will not have folders made up from January 2025, with the larger Full Plans files being phased out by April 2025, time-frame dependent on arrival of larger screens for plan checking.</p> <p>Proportion of documents being sent in electronically is increasing and bringing down postage/paper costs.</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, and combine site visits to a single journey where this is practicable</p>		<p>On Going</p> <p>Difficult to quantify as dependent on the number of visits required however staff now pick up visits on the way into work and on the way home to reduce unnecessary mileage. Streamlining has been implemented to avoid singular journeys on consecutive days.</p>