

Building Control End of the Year Report 2024 to 2025

Performance measure	Link to Corporate Plan priority	Target and reporting timescale	Baseline/output from 2023 to 2024	Owner and co-owners	Outcome or output 2024 to 2025
Increase market share of local authority building control (LABC) services for all applications submitted in the East Cambridgeshire district	Sound financial management	Minimum 80%, annually	2023 to 2024 market share percentage was 79.1%	Building Control Manager Senior Inspector Inspector BC Admin Manager	Ongoing – On Target 76.9% so far in 2024 to 2025 (up to 31 st January 2025).
Achieve a break-even budget for the fee earning account and be self sufficient	Sound financial management	100%, annually	c.12% overspend for 2023/4	Building Control Manager Management Accountant	Completed – Target Not Met Budget likely to be around 19% overspend by end of March 2025. Income as dropped more throughout the course of the year, although has improved in January 2025. Planning applications decreased, knock on effect to Building Control. Cost of living hangover means people still holding fire on starting their building work – decrease seen and evidenced industry wide, not just ECDC Building Control – our drop still less than competitors and majority of LA's. It is hoped the new governments' commitment to house-building and relaxed planning regs will result in an upturn.
Examine and determine applications within statutory period of 5 weeks or 2 months where an extension of time is agreed	Sustainable communities	100%, annually	100% achieved throughout 2023 to 2024	Building Control Manager Senior Inspector Inspector Assistant Inspector	Completed – Target Met 100% achieved for determination of applications within required timescales up to 31 January 2025. This reporting stat will cease in 2025/26 as no longer part of BSR requirements.
Carry out site inspections on same day if requested before 10am and within 5 days for completion inspections	Sustainable communities	90%, annually	98% achieved throughout 2023 to 2024	Building Control Manager Senior Inspector Inspector Assistant Inspector	Completed – Target Exceeded 99% achieved for carrying out of site inspections within required timescales up to 31 January 2025.

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Register building regulations applications within 3 working days of submission	Sound financial management	80%, annually	91% for 3-day turnaround and 96% for 5-day turnaround in 2023/24	Building Control Manager Admin Manager	Completed – Target Exceeded Currently 93% for registrations within 3 days and 98% within 5 days for 2023 to 2024 as at 31 January 2025. Only delays due to applicant mis-information.
Help towards statutory compliance with building regulations by carrying out plan checking within 3 working weeks	Sound financial management	70%, annually	91% of applications plan checked within 3 working weeks during 2023/24	Building Control Manager Senior Inspector Inspector Assistant Inspector	Completed – Target Exceeded 99% of applications plan checked within 3 working weeks - 76% actioned within 1 week and 86% within 2 weeks. This KPI will disappear in 2025/26 as statutory timeframes have ceased and instead Building Control set agreed timeframes with the agent.
<p>Regularly review risks associated with Building Control, including:</p> <ul style="list-style-type: none"> 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 risk register – reviewed November 2024 	Sustainable communities	Minimum annually, annually	All risks mitigated during 2023 to 2024. Business decision not to replace member of staff who left during 2023.	Building Control Manager Senior Inspector Inspector Assistant Inspector BC Admin Manager	<p>Completed = Targets Met</p> <p>All risks reviewed and mitigated during 2024 to 2025 as far as can be realised. New risks added during 2024 to 2025, which will apply in 2025 to 2026 include:</p> <ul style="list-style-type: none"> Building Safety Regulator – keep abreast of all updated requirements in terms of competency, validation and the results of the BSR audit being undertaken Jan 2025 – April 2025. Building Safety Levy – probability that BSL will be allocated to Building Control from Autumn 2025. Needs to be confirmed. New burdens funding received from government to help with set up. 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. Government changes to planning in terms of housebuilding and planning relaxation could provide an upturn in Building Control numbers. training/validation - to keep abreast of all legislation changes and in turn update our partners and architects, ensure staff are keeping up to date with their CPD obligations risk - review and update the Building Control risk register (last done November 2024) to align with service delivery.
Identify training needs across the service by following effective performance management processes	Sound financial management	As required, annually	All training completed successfully during 2023 to 2024	Building Control Manager Senior Inspector Inspector Trainee	Completed – Target Met Training courses successfully completed for 4 members of team during 2024 to 2025 – all staff except one has achieved validation competence – he has re-sat and awaiting results. 4 staff booked on

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				BC Admin Manager	further training courses in 2025/26, both job specific and wider training on the system to complete electronic working implementation.
Ensure succession planning is in place and maintain a full professionally qualified (applicable to post) team	Sound financial management	As required, annually	All succession planning completed during 2023 to 2024	Building Control Manager Senior Inspector	Ongoing – On Target Succession planning underway. Trainee taken on and competence validation achieved – he is available in 2026 to join us if suitable – Senior surveyor likely to want to go part time sometime in 2025/26.
Carry out annual appraisals	Sound financial management	100%, annually	100% in 2023 to 2024	Building Control Manager Senior Inspector	Completed – Target Met All appraisals for 2024-25 booked in for Feb/March 2025.
Respond to demolition notices within 4 weeks (statutory requirement 6 weeks) in order to ensure compliance with statutory legislation and support customer needs	Cleaner, greener East Cambridgeshire	100%, annually	100% processed within the statutory 6-week period	Building Control Manager Senior Inspector Inspector BC Admin Manager	Completed - Target Met 100% processed within self-imposed 4-week period so far in 2024 to 2025 up to 31 January 2025.
Ensure the provision of a responsive dangerous structures service by attending: <ul style="list-style-type: none"> 100% of reports of a dangerous structure within 2 hours if after a desktop assessment it is determined the structure may cause immediate danger to the public 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 	Sustainable communities	100%, annually	100% attended within required timescales for 2023 to 2024	Building Control Manager Senior Inspector Inspector	Completed – Target Met 100% attended within required timeframe so far for 2024 to 2025 up to 31 January 2025.

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<p>Implement further digitisation of our service in order to reduce paper use and postage/printing costs (specifically in 2024 to 2025, send all acknowledgement letters by email only, rather than post, and investigate other measures to further reduce paper/printing/postage usage)</p>	Cleaner, greener East Cambridgeshire	To produce efficiencies and save money.	c. £4.5k saving in 2023/24	Building Control Manager BC Admin Manager	<p>Ongoing – On Target</p> <p>Savings of approximately £5K have been made in 2024/25 by sending customer documentation out electronically. This should increase significantly in 2025/26 as electronic working is fully implemented and printing of plans does not take place. 12% decrease in printing during 2024/25</p>