

**MINUTES OF THE
PENNINE LANCASHIRE BUILDING CONTROL JOINT COMMITTEE**
held at
Burnley Town Hall, Burnley
Tuesday, 13th November 2012 @ 4.30pm

NAME	TITLE	COUNCIL
Councillor Dave Harling	Executive Member for Regeneration	Blackburn
Councillor Howard Baker	Executive Member for Housing and Environment	Burnley
Neil Rodgers	Head of Planning	Blackburn
Mike Cook	Director of Economic Regeneration	Burnley
Nick Bargh	Head of Building Control	PLBC
Saima Afzaal	Assistant Democracy Officer	Burnley

Item No.	Issue
14.	Welcome and Apologies The Chair welcomed everyone to the meeting.
15.	Minutes of the last meeting The Minutes of the last meeting held on 4 th September 2012 were agreed as a correct record.
16.	Budget and Income Monitoring
PURPOSE	To provide the Joint Committee with a revised budget for 2012/13 and advise Blackburn with Darwen Council (BwD) and Burnley Council of their amended partnership contributions. To provide the Joint Committee with a revised budget for 2013/14 and draft budget for 2014/15 and advise BwD and Burnley Council of their proposed partnership contributions To advise the Joint Committee that a Variation Agreement has been prepared to reflect changes to the cost of support provided by BwD, as previously agreed at the Joint Committee meeting dated 12 th June 2011.

<p>REASON FOR DECISION</p>	<p>To provide a balanced budget for 2012/13.</p> <p>To provide draft budgets for 2013/14, as required by Schedule 2 of the Financial arrangements section of the Pennine Lancashire Building Control Partnership Agreement, so that each party may be notified of their estimated annual contribution by no later than the 31st December 2012, in order to allow for inclusion in their own budget setting process.</p> <p>To ensure that the agreed formulae mechanism for calculating the level of BwD support costs is incorporated into the PLBC Service Level Agreement, in order to provide more certainty as to the level of overheads in future budget projections.</p>
<p>DECISION</p>	<p>(1) That the Joint Committee recommends the revised 2012/13 budget and contributions of £189,101 and £104,079 for BwD and Burnley Council respectively, as compared to the original forecast of £183,426 and £100,956 for BwD and Burnley Council. An overall net increase of £9k after utilising a further £23k from the Building Control Reserve;</p> <p>(2) That the Joint Committee recommends the 2013/14 revised budget and contributions of £194,925 and £107,283 for BwD and Burnley Council respectively, an overall net increase of £9k on the 2012/13 revised budget forecast and £10k overall net increase on the 2013/14 original budget forecast; and</p> <p>(3) That the Joint Committee notes that a Variation Agreement will be produced to amend the PLBC Service Level Agreement, so that the level of BwD support costs is calculated as 22% of salaries costs, provided that salaries costs are no lower than £315k.</p>
<p>17. PURPOSE</p>	<p>Performance Monitoring</p> <p>To provide the Joint Committee with updated performance monitoring information to include the period August to September 2012</p>
<p>REASON</p>	<p>To ensure that the Joint Committee is kept fully informed of</p>

FOR DECISION	Pennine Lancashire's Building Control's operational performance against the targets set out in the Business Plan and the Policy and Procedures Manual.
DECISION	That the performance monitoring data provided be noted.
18.	Risk Register
PURPOSE	To provide the Joint Committee with an up-date on the risk register for Pennine Lancashire Building Control partnership.
REASON FOR DECISION	To ensure that the Joint Committee be kept fully informed of the partnership risks associated with the Joint Building Control Service.
DECISION	<p>(1) That the updated risk register be noted;</p> <p>(2) That that the risk register be required to be regularly monitored and updated; and</p> <p>(3) That the Joint Committee be informed at the earliest opportunity where the residual risk is calculated as being high.</p>
19.	Date and Time of Next Meeting
DECISION	That the next meeting of Pennine Lancashire Building Control Joint Committee be held at 4.30pm on 29 th January 2013, at Blackburn Town Hall.