



**Meeting of South Thames Gateway Building Control  
Joint Committee  
14 June 2012  
10:10 am to 10:50 am**

**Record of the Meeting**

---

**Present:**

**Committee Members:** Councillor Lewin (Swale Borough Council) (Chairman)  
Councillor Burden (Gravesham Borough Council) (Vice-Chairman)  
Councillor Chitty (Medway Council)

**In attendance:** Janine Boughton (Head of Administration and Business, South Thames Gateway Building Control Partnership)  
Paula Charker (Employee Relations Manager, Medway Council)  
Philippa Davies (Democratic Services Officer, Swale Borough Council)  
Vikki Finneran, Principal Accountant, Financial Services, Gravesham Borough Council)  
James Freeman (Head of Planning, Swale Borough Council)  
Stephen Gaimster (Assistant Director, Housing, Development and Transport, Medway Council)  
Sarah Kilkie (Assistant Director, Communities, Gravesham Borough Council)  
Tony Van Veghel (Director, South Thames Gateway Building Control Partnership)  
Kevin Woolmer (Finance Manager, Business Support and Regeneration, Community and Culture, Medway Council)

**1 Note of Thanks**

The Joint Committee thanked the support Officers for their work over the previous municipal year.

**2 Appointment of Chairman**

Councillor Gerry Lewin was elected as Chairman for the 2012/2013 municipal year.

**3 Appointment of Vice-Chairman**

Councillor Burden was elected as Vice-Chairman for the 2012/2013 municipal year.

#### **4 Apologies for Absence**

There were none.

#### **5 Record of the Meeting**

The record of the Meeting held on 22 March 2012 was signed by the Chairman as correct.

The Head of Planning advised that, with reference to the preparation of the review on the treatment of future income surpluses by finance officers at Swale Borough Council, a report would be submitted to the Joint Committee scheduled for 13 December 2012.

#### **6 Declarations of Interest**

No interests were declared.

#### **7 Urgent matters by reason of special circumstances**

There were no urgent items.

#### **8 South Thames Gateway Building Control Annual Report**

The Director of the South Thames Gateway Building Control Partnership presented a report which informed Members of the performance and financial information for the year 2011/2012.

##### **Decision:**

The Joint Committee noted the contents of the report.

##### **Reasons for decision:**

The Constitution requires the Joint Committee to maintain a monitoring role on the progress of the partnership.

#### **9 Final Outturn and Statement of Accounts 2011/2012 and Appointment of External Auditor**

The Finance Manager (Business Support and Regeneration, Community and Culture) presented the report which addressed the requirement for the Joint Committee to approve the draft statement of accounts for the 2011/2012 financial year and to appoint an external auditor.

##### **Decision:**

- (a) The Joint Committee noted the outturn for 2011/2012 and respective partner contributions, as presented in Table 1.
- (b) The Joint Committee approved the Statement of Accounts as presented at Appendix 1.

- (c) The Joint Committee approved the appointment of Littlejohn PPL as auditor to the Joint Committee for the 2012/2013 to 2016/2017 financial years.

**Reasons for decision:**

The Joint Committee has a key role in monitoring the performance of the Partnership and is required to approve the Statement of Accounts

**10 South Thames Gateway Building Control Succession Planning**

The Director of the South Thames Gateway Building Control Partnership presented a report which advised Members on the options available to plan in advance for the likely impact of planned retirements of surveyors through succession planning. He outlined the three proposed options.

Members spoke both in favour and against the recruitment of apprentices. Comments included: the employment and learning opportunities that apprenticeships could provide for a young person, versus the lack of skills that a younger person would have, and the potential risk to the business if the volume of work increased and there was a lack of more experienced staff.

**Decision:**

The Joint Committee agreed that the report should be updated and brought back to be re-considered in June 2013.

**Reasons for decision:**

The Joint Committee has a key role in ensuring suitable arrangements are in place to ensure the continued resilience of the Partnership; so by deferring the decision on the steps forward this will ensure the decision is relevant to the economic climate at the time of the decision.

**11 Administrative Arrangements 2012/2013**

This report set out the administrative arrangements for the 2012/2013 municipal year.

The Chairman advised that it was hoped that the substitute Swale Member would be appointed in the near future.

***Post Meeting Note: Councillor John Morris's appointment as Councillor Lewin's substitute has been confirmed.***

**Decision:**

- (a) The Joint Committee agreed the timetable of meetings for the 2012/2013 municipal year.
- (b) The Joint Committee noted the appointment of the Officers listed in paragraph 4.2 as Monitoring and Deputy Monitoring Officers, and as S151 and Deputy S151 Officers.

**12 South Thames Gateway Building Control Partnership Business Plan 2011/2014**

The Director of the South Thames Gateway Building Control Partnership presented a report which sought agreement to the South Thames Gateway Building Control Partnership's Business Plan for 2011 - 2014 (incorporating financial plan 2011 - 2015). He advised that other authorities were being pursued to see whether membership of the Partnership could be increased.

The Chairman summarised the priorities for 2012/2013 as being the budgeted IT improvements, addressing the performance issues discussed earlier in the meeting, generating more consultancy income, monitoring staff succession and continuing the discussions with other Local Authorities.

Members discussed other Local Authorities who had shown interest in joining the Partnership to see whether they would be interested in providing additional membership in the future. The Director was in ongoing discussions with Tonbridge & Malling who were interested in joining the Partnership. Discussions with Maidstone remained open but with no firm expression of interest by them at this time.

**Decision:**

The Joint Committee adopted the 2011 - 2014 Business Plan (incorporating Financial Plan 2011 - 2015).

**Reason for decision:**

The Joint Committee has a duty under the Memorandum of Agreement to formally adopt the Business Plan at the Annual General Meeting.

**13 Exclusion of the Press and Public**

**Decision:**

That under Section 100A (4) of the Local Government Act 1972, as amended, the press and public were excluded from the meeting for the 2011 - 2014 Business Plan (incorporating Financial Plan 2011 - 2015), attached as an appendix to the item above, on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

This item was considered as part of Item 12.

**Chairman**

**Date**

**Philippa Davies**

Democratic Services Officer

Telephone: 01795 417330 Email: [democraticservices@swale.gov.uk](mailto:democraticservices@swale.gov.uk)