



AGENDA

SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE MEETING

Date: Thursday, 20 June 2019

Time: 10.00 am

Venue: Gravesham Borough Council's offices at the Civic Centre, Windmill Street, Gravesend, Kent DA12 1AU.

Membership:

Councillors Mike Baldock, John Burden and Jane Chitty.

Quorum = 3

	Pages
1. Apologies for Absence	
2. Election of Chairman	
3. Election of Vice-Chairman	
4. Record of Meeting	3 - 6
To approve the record of the meeting held on 14 March 2019.	
5. Declarations of Interest	
Members are invited to declare any interests in relation to any agenda item in accordance with the Code of Conduct adopted by their Authority.	
6. Urgent Matters by Reason of Special Circumstances	
The Chairman will announce any late items which do not appear on the main agenda but which he/she has agreed should be considered by reason of special circumstances to be specified in the report.	
7. Administrative Arrangements 2019/20	7 - 10

This report sets out administrative arrangements for the 2019/20 municipal year.

8. Exclusion of the Press and Public

To decide whether to pass the resolution set out below in respect of the following items:

That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act:

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

9. South Thames Gateway Building Control Partnership Annual Report 11 - 20

This report seeks to inform Members of the performance and financial information for the year 2018/19.

10. South Thames Gateway Building Control Business Plan 2019-2022 21 - 62

This report seeks agreement to the STG Building Control Partnership's Business Plan (dated 28 September Version 2) and Service Delivery Documentation for 2019-2022 (dated 28 September Version 2).

Issued on Wednesday, 12 June 2019

**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE

MINUTES of the Meeting held in the Assembly Room, Swale House, East Street, Sittingbourne, Kent, ME10 3HT on Thursday, 14 March 2019 from 10.00am - 10.40am.

PRESENT: Councillors Julia Burgoyne (Vice-Chairman), Jane Chitty and Gerry Lewin (Chairman).

OFFICERS PRESENT: Janine Boughton, Kevin Burbidge, Philippa Davies, Lisa Fillery, Caroline Frampton, Dawn Hudd and Tony Van Veghel.

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Robert Jones.

2 RECORD OF MEETING

The Minutes of the Meeting held on 6 December 2018 (Minute Nos. 1 – 7) were taken as read, approved and signed by the Chairman as a correct record.

3 DECLARATIONS OF INTEREST

No declarations of interest were made.

4 URGENT MATTERS BY REASON OF SPECIAL CIRCUMSTANCES

There were none.

5 SCHEDULE OF MEETINGS 2019/20

The Democratic Services Officer introduced the report which set out the proposed meetings schedule for the 2019/20 municipal year, in advance of the Annual General Meeting.

The Chairman asked when Canterbury City Council would be hosting and clerking the meetings as part of the now four local authorities. The Director of Finance and Procurement, Canterbury City Council, explained that it would probably be after Gravesham Borough Council, and she would confirm this at the next meeting.

Resolved:

(1) That the timetable of meetings for the 2019/20 municipal year, as set out below be agreed:

Thursday 20 June 2019 (AGM)

Thursday 19 September 2019

Thursday 5 December 2019

Thursday 12 March 2020.

(2) That Gravesham Borough Council provides a secretary to the joint committee for the 2019/20 municipal year.

6 EXCLUSION OF THE PRESS AND PUBLIC

Resolved:

(1) That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act:

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

7 MONITORING REPORT: DECEMBER 2018 TO FEBRUARY 2019

The Acting Director of South Thames Gateway (STG) Building Control Partnership introduced the report which provided an update on the current forecast for the 2018/19 financial year and gave details against the progress of the objectives of the Business Plan 2018/19.

There was some discussion on the challenges the Partnership faced.

Resolved:

(1) That the report be noted.

8 RECORD OF THANKS

The Chairman led the thanks to Tony Van Veghel who was leaving his role as Director of the Partnership, and congratulated Janine Boughton on her recent appointment to Acting Director.

Members of the Partnership spoke on Tony's passion for building control and all the good work that he had carried out in his role as Director. This included the challenges that he had faced, and the contribution he had given to the Partnership, with clear, understandable and honest reports. Members wished him well in his retirement.

Tony responded by thanking the Partnership for their support.

The Chairman also thanked Members and officers for their support throughout the past year.

Chairman

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All Minutes are draft until agreed at the next meeting of the Committee/Panel

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SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE

20 JUNE 2019

ADMINISTRATIVE ARRANGEMENTS 2019/20

Report from: Philippa Davies, Clerk to the Committee

Summary

This report sets out administrative arrangements for the 2019/20 municipal year.

1. Budget and Policy Framework

- 1.1 The Constitution for the South Thames Gateway Building Control Joint Committee specifies that the timetable shall be adopted at the Annual General Meeting.

2. Background

- 2.1 Canterbury, Gravesham, Medway and Swale Councils have all agreed to delegate their respective building control functions to the Joint Committee. This report presents a number of administrative arrangements in connection with the running of the Joint Committee.
- 2.2 The following Members have been appointed to the Committee by the respective partner authorities:

Canterbury

Councillor Ian Thomas
Substitute - vacant

Gravesham

Councillor John Burden
Councillor Brian Sangha (substitute)

Medway

Councillor Jane Chitty
Substitute - vacant

Swale

Councillor Mike Baldock
Councillor Alastair Gould (substitute)

3. Schedule of Meetings

- 3.1 The Constitution for the South Thames Gateway Building Control Joint Committee specifies that the schedule of meetings shall be agreed at the Annual General Meeting.
- 3.2 In order to provide some certainty for members and officers, the following provisional timetable for the coming municipal year was agreed at the March 2019 meeting of the Committee:
- Thursday 20 June 2019 (AGM)
 - Thursday 19 September 2019
 - Thursday 5 December 2019
 - Thursday 12 March 2020.
- 3.3. All meetings will commence at 10am and will be held at Gravesham Borough Council's offices at the Civic Centre, Windmill Street, Gravesend, Kent DA12 1AU.

4 Proper Officers

- 4.1 At the last Annual General Meeting the joint Committee was advised of the officers from the Partner Authorities who will, on behalf of the Joint Committee undertake the roles of Monitoring Officer and Section 151 Officer. These are statutory officers. The purpose of the Monitoring Officer is to ensure the lawfulness and fairness of the Partnership's decisions and the purpose of the S151 Officer is to ensure that proper arrangements are in place for the administration of the financial affairs of the Partnership.
- 4.2 The Joint Committee is asked to note the following appointments (**all to be confirmed**):
- Monitoring Officer – Perry Holmes (Medway and Gravesham)
Deputy Monitoring Officer – Robin Harris (Swale)
- S151 Officer – Phil Watts (Medway)
Deputy S151 Officer – Nick Vickers (Swale)
- 4.3 The Joint Committee is also requested to select Gravesham Borough Council to provide secretarial support to the joint committee for the next 12 months.

5. Financial Implications

- 5.1 There are no financial implications arising from this report.

6. Legal Implications

- 6.1 The Joint Committee was established pursuant to powers under: -
- Local Government Act 1972 – sections 101, 102, 111, 112 and 113
 - Local Government Act 2000 – sections 2, 19 and 20

- Regulations made under these acts.

6.2 The arrangements for this joint committee have been designed to ensure compliance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000, which set out the functions that should be carried out by Council (or one of its committee) and functions that can be carried out by the Executive. Building control is a function of the Executive or Cabinet and can be discharged by the Joint Committee and those functions have been delegated by the Partners Authorities' Executives. By law, two elements of the service cannot be executive functions, namely staffing matters and enforcement activity by Building Control, and these have been delegated to the Joint Committee by the Partner Authorities' respective Full Councils.

7. Risk Management

7.1 There are no risk management implications arising from this report.

8. Recommendations

8.1 The Joint Committee is recommended to –

- a) Agree the timetable of meetings for the 2019/20 municipal year (as set out in paragraph 3.2)
- b) Note the appointment of the officers listed in paragraph 4.2 as Monitoring and Deputy Monitoring Officers, and as S151 Officers and;
- c) Agree to select Gravesham Borough Council to provide a secretary to the joint committee for the 2019/20 municipal year.

Background Papers: None

Lead Officer Contact:

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