

# ABERDEEN CITY COUNCIL

## BUSINESS CASE

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**COMMITTEE** Finance, Policy & Resources

**DATE** 30 September  
2014

**LEAD OFFICER** Gordon Spence

**AUTHOR OF BUSINESS CASE** Gordon Spence

**NAME(S) OF HR ADVISER(S) CONSULTED** Lindsay MacInnes

**NAME(S) OF FINANCE PARTNER(S) CONSULTED** Susan Gray

**TITLE OF BUSINESS CASE** Establishment of 2 Building Standards Officers

**REPORT NUMBER** EPI/14/240

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### PURPOSE OF BUSINESS CASE

The primary role of verification under the Building (Scot) Act 2003 is to issue building warrant approvals and accept completion submissions. Verifiers are appointed by Scottish Government Ministers to complete the verification role, an appointment which can be removed if the verifier underperforms. Part of the appointment process is a commitment by verifiers to achieve an established set of outcomes in delivery of the verification process to evidence that fee income accrued is invested in the service. A link to these outcomes can be found at:

<http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/verification/2011-17>

Additionally, the issue of building warrants and acceptance of completion submissions has a direct impact on the delivery of housing and commercial activity within the City of Aberdeen and therefore an impact on the economy.

Minor Change  Major Change  (tick as appropriate)

Reason for choice of category:

Establishment of 2 new posts

### RECOMMENDATION(S)

It is recommended that Committee approve the following:

Establishment of 2 new Building Standards Officers to complement the existing Building Standards team as confirmed by the E P & I, Senior Management Team.

Additional resource(s) / change to structure required	Job title(s)	No of jobs
Establishment of permanent job	Building Standards Officer	2
Conversion of fixed term job to permanent status		
Creation of fixed term job		
Extension of fixed term job		
Dis-establishment of permanent job		
Change to Job Title	Former: Revised:	
*Redesign of existing job		

\* for a redesign of an existing job there should be reference in the report to the impact of the redesign on the jobholder(s).

## BUSINESS CASE

Please do not repeat any information contained in other sections of the report

1. With specific reference to anticipated outputs/outcomes, state how the recommendation(s) support corporate objectives e.g. Council's Policy Statement; Vision and Values; Local Government (Scotland) Act 2003; Community Plan; Transformation Programme etc.

### Strategic Infrastructure Plan Goals

**Step Change in Supply of Housing** – delivery of housing by private developers, housing associations and local authority led projects – requires input from and ultimate approval from building standards to allow occupation of new houses.

**Better Image for Aberdeen** – an additional role of the Building Standards team is the issue of Defective & Dangerous Building Notices which can enhance the image of the built environment.

2. State how the recommendation(s) support service objectives and plans and/or the achievement of a Statutory Performance Indicator.

Service objectives are already identified within the How Good is Our Service Plan and can be summarised as:

### Enterprise, Planning & Infrastructure Priorities

**Delivery of Structure Plan and Local Development Plan** – ensure that development identified in both these plans is delivered on the ground to meet the economic needs of the City

**Service Improvement / Best Value** – ensuring that a quality building standards service with a customer focus is provided that meets the needs of applicants, economic activity and Scottish Government Ministers’ aims.

Beyond this, a number of performance indicators are embedded in our Customer Charter which correlates with other verifiers nationally. Benchmarking some of these indicators has found that we are underperforming in “time taken to respond to a building warrant application”.

**3. A) Outline why the new work cannot be undertaken within existing staff resources e.g. by re-distributing resources or curtailing lower priority services.**

There has been a dramatic increase in economic activity in the City within the last two years. For example the total value of work the Building Standards team processed in 2012 was £232,622,241 compared with £469,472,914 in 2013, a 200% increase. The value of work is an indicator of the complexity of developments requiring to be verified, which in turn, attracts the need for additional resources. The first quarter of 2014 has shown no reduction in the submission of building warrants.

**OR B) In the case of the redesign of an existing job, outline details of the new tasks being undertaken.**

**4. Risk Management: What are the consequences of not proceeding with the recommendation(s)?**

Underperforming verifiers can in the first instance be audited and face the risk of having verification removed, which is currently a fee income generator for the Council. Additionally, there is a reputation risk to the Council if verification is removed.

**5. Risk Assessment: What Health and Safety considerations have been taken into account?**

These posts will complement the existing team to maintain one of the primary roles of public safety in relation to the built environment.

**6. Financial Implications:**

**Impact on current year’s revenue/capital budget:**

<b>Job Title</b>	<b>JE Grade</b>	<b>Min Salary*</b>	<b>Max Salary*</b>
<b>Building Standards Officer</b>	<b>G13</b>	<b>£45,656</b>	<b>£52,237</b>

\*These figures are based on an appointment being made by 01/09/14 Minimum and

maximum salary costs also include agreed allowances and 30.3% on costs.

<b>Net Cost</b>	<b>£ 45,656</b>	<b>Net Saving</b>	<b>£ 0</b>
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**Full year impact on revenue/capital budget:**

<b>Job Title</b>	<b>JE Grade</b>	<b>Min Salary*</b>	<b>Max Salary*</b>
<b>Building Standards Officer</b>	<b>G13</b>	<b>£78,268</b>	<b>£89,549</b>

**\*Minimum and maximum salary costs include agreed allowances and 29.7% on costs (ie National Insurance and employer's pension contributions).**

<b>Net Cost</b>	<b>£78,268</b>	<b>Net Saving</b>	<b>£ 0</b>
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**Source and amount of revenue/capital budget funding available:**

The expenditure will be covered by the increased fee income received through building warrant submissions.

**Amount of external monies available within the current financial year:**

The expenditure is covered by the increased fee income received through building warrant submissions.

**Amount of external monies available in total:**

None

- 7. If the recommendation(s) relate to additional staffing, outline and justify the proposed contractual status of the new employee(s) i.e. 'permanent' or fixed term?**

Permanent – there is an increase in economic activity which shows no signs of slowing down in the foreseeable future. It is important to meet the demand of this activity with a properly resourced service by re-investing the fee income in service improvements.

- 8. If the recommendation(s) are funded on a time-limited basis from an external source, what is the likelihood of the project continuing beyond the term of funding?**

No applicable

- 9. If the project is likely to continue beyond the term of funding, what steps are being considered in order to finance this extension?**

Not applicable

**10. In the case of fixed term contracts, state whether this contract is task or event related; outline the proposed exit strategy and detail how potential exit costs will be met.**

Not applicable

**11. What accommodation and equipment considerations have been taken into account?**

It will be necessary to accommodate the additional staff within the Building Standards team in Marischal College and within the Smarter Working set-up.

**12. HR Comment(s)**

No comment

**13. Legal, Finance or Trades Union Comment(s)**

No comment

**13. Report Author Details**

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Approved under delegated authority: \_\_\_\_\_

Date: \_\_\_\_\_

or

Committee Approval Required

Establishment Control Table

<b>Post(s) to be established</b>	<b>No of posts</b>	<b>Weeks /hours</b>	<b>Job No.</b>	<b>Reports to</b>	<b>Location</b>	<b>Grade</b>	<b>Financial Code</b>	<b>JE No</b>
<b>Post(s) to be disestablished</b>	<b>No of posts</b>	<b>Weeks/hours</b>	<b>Job No.</b>	<b>Reports to</b>	<b>Location</b>	<b>Grade</b>	<b>Financial Code</b>	<b>JE No</b>
<b>Posts (for grade change only)</b>	<b>No of posts</b>	<b>Job no.</b>		<b>Reports to</b>	<b>Location</b>	<b>Old Grade</b>	<b>New Grade</b>	<b>JE No</b>