

ABERDEEN CITY COUNCIL

BUSINESS CASE

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 Delivery of E-Building Standards

REPORT NUMBER

PURPOSE OF BUSINESS CASE

The primary role of verification under the Building (Scotland) Act 2003 is to issue building warrant approvals and accept completion submissions. The Scottish Government has committed to providing E-Building Standards similar to the previously introduced E-Planning. This will allow customers to submit building warrant applications and fees on-line. Additionally, the system will allow for smarter working by the electronic processing and archiving of applications which are currently processed in paper format. There is an expectation that Councils will engage in this project. The "go-live" date for E-Building Standards is March 2016 – implementation will take place during 2015. There is also an expectation by the Scottish Government that building standards fee income is reinvested in service improvements with performance reported annually to Scottish Ministers.

The implementation of E-Planning resulted in a requirement for additional resources in manpower, hardware and software. An E-Planning Project Manager was appointed and it is intended that this post will be expanded to incorporate E-Building Standards. However, additional resources are required in the form of input from building standards staff and implementation and on-going delivery by administrative staff.

Minor Change Major Change (tick as appropriate)

Reason for choice of category:

The requirement for these posts has already been budgeted for as part of the PBB process and the creation of these posts has no negative impact on other services or organisations.

RECOMMENDATION(S)

It is recommended that Committee approve the following:

Establishment of 2 new posts – 1 x Building Standards Officer and, 1 x Application Support Assistant.

Additional resource(s) / change to structure required	Job title(s)	No of jobs
Establishment of permanent job	1 x Building Standards Officer 1 x Application Support Assistant	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.**

Local Government Act (Scotland) 2003

The provision of E-Building Standards delivers best value, shows continuous improvement and improves performance.

- 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.

- 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 of economic activity in the City within the last two years which is evidenced by the increase in scale of Building Warrant applications received and especially in major developments.

To correctly programme and deliver E-Building Standards, will require technical, building standards input which will detract from delivery of building warrant applications. This would have a direct impact on performance which is monitored both locally and nationally.

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)?

There is a reputation risk to the Council if E-Building Standards is not delivered timeously. Failure to implement E-Building Standards, or a delay to implementation, also carries the risk of not benefiting from the efficiency gains and improved customer service that the project offers.

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

There are no Health & Safety risks.

6. Financial Implications:

Impact on current year's revenue/capital budget:

Job Title	JE Grade	Min Salary*	Max Salary*

*These figures are based on an appointment being made by 01/04/15 Minimum and maximum salary costs also include agreed allowances and 30.3% on costs.

Net Cost	£ 0	Net Saving	£ 0
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Full year impact on revenue/capital budget:

Job Title	JE Grade	Min Salary*	Max Salary*
Building Standards Officer	G13	£39,134	£44,775
Application Support Assistant	G9	£23,616	£26,599

*Minimum and maximum salary costs include agreed allowances and 30.3% on costs (ie National Insurance and employer's pension contributions).

Net Cost	£62,750	Net Saving	£ 0
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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 already agreed through the Priority Based Budgeting process.

Amount of external monies available within the current financial year:

None required.

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 – experience from the implementation of E-Planning has indicated that there will be an on-going demand for these resources through implementation and beyond.

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 team areas in Marischal College and within the Smarter Working set-up.

12. HR Comment(s)

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

13. Report Author Details

Gordon Spence, Building Standards Manager. 01224 522436. gspence@aberdeencity.gov.uk.

Approved under delegated authority: _____

Date: _____

or

Committee Approval Required

Establishment Control Table

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