

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 20/3/2020	Ref No: BGI C19/0002
Type of Operational Decision:	
Executive Decision <input style="width: 100px; text-align: center;" type="checkbox" value="x"/>	Council Decision <input style="width: 100px;" type="checkbox"/>
Status:	
Title/Subject matter: Business change for review – Building Control	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	yes
(ii) in accordance with Council Policy	
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	no

Details of Operational Decision Taken [with reasons]:

The following alterations have been made to the service delivery of the Building Control function.

Site Visits – Requests for site visits are being recorded as this is the minimum legal requirement as set by legislation. Visit requests are then assessed by the individual officers, where a site visit is not essential then the contractor can provide photographic evidence of the element of work in question.

Where site visits are required then an assessment is made by the officer in accordance with the attached site visit risk assessment form.

Submission of applications – We have contacted our regular agents and advised them that the ability to submit a paper application is likely to be removed at short notice and that they should look to submit electronic documents.


Office Work – Where staff have the ability to work from home then their primary place of employment is now at home, phones have been diverted and new practice and procedure documents have been given to all staff. Nominal costs incurred for head-sets / head-phones so that incoming calls remain private.

Payment Of Fees – All payment of fees to be made online, previously accepted cheques, phone payments and payments at the town hall.

Complaints about unauthorised Work – We will accept photographic evidence, and inform owners of their legal obligations, formal enforcement powers last for up to 2 years so these issues will be dealt with at a later date.

Acceptance of Building / Initial Notice – These applications are being automatically accepted to reduce the processing workload. An electronic note will be added to the case file by the building control manager / team leader to act as the formal acceptance signature.

Legal Notices / Documents – While we have access to the office we will try and issue paper documents, once paper documents are no longer available we will issue electronic documents.

Decision taken by:	Signature:	Date:
Executive Director or Chief/Senior Officer		27.3.2020
Members Consulted [see note 1 below]		
Cabinet Member/Chair		
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**