

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

Date:	01/07/26	Ref No:	PLACE BGI262
Responsible Officer: Crispian Logue			
Title/Subject matter: Establishing and Approval to Recruit two Principal Building Control Officer (Building Control Officers Level 4)			
Budget/Strategy/Policy/Compliance:			
(i) Is the decision within an Approved Budget?	Yes		
(ii) Is the decision in conflict with the Council's policies, strategies or relevant service plans?	No		
(iii) Does the decision amend existing or raise new policy issues?	No		
Is publication still required? (see guidance)	Yes		
Is there any implications with 3 rd party spend?	No If yes, please contact procurement via CorporateProcurement@bury.gov.uk		
Is there any IT implications i.e. Additional hardware, new software, changes to systems	No If yes, please contact IT via servdesk@bury.gov.uk		

Item for decision:**1. Purpose of the Decision**

To seek approval to:

1. Establish two new Principal Building Control Officer (Level 4) posts within the Building Control Service.
2. Recruit to both posts as a matter of urgency.
3. Designate the posts as:
 - Principal Building Control Officer (Technical Lead)
 - Principal Building Control Officer (Operational Lead)

This proposal is required to address an immediate and significant capacity risk within the Building Control Service and to ensure statutory service delivery can be maintained.

2. Background

The Building Control Service is currently experiencing unprecedented workforce instability, resulting in a critical reduction in experienced professional capacity.

The current staffing position is:

Post	Status
Head of Building Control	Vacant
Senior Inspector	Vacant
Senior Inspector	Long-term sickness absence (approximately 12 months, currently absent or working on reduced duties)
Senior Inspector	Resigned following acceptance of alternative employment with Manchester due to a more competitive salary offer
Junior Inspector	Recently qualified

As a result, the service has lost a substantial proportion of its senior professional expertise within a short period and is now operating with extremely limited experienced capacity.

The current structure consists of Building Control Officers at Levels 1, 2 and 3, with strategic and operational leadership provided directly by the Head of Building Control. Whilst this structure has historically supported service delivery, recent changes to the Building Safety regulatory framework and increasing service complexity have highlighted a significant gap between the responsibilities undertaken by experienced Level 3 officers and those carried by the Head of Service.

The absence of a senior professional tier beneath the Head of Service reduces organisational resilience, limits succession planning opportunities and creates a significant operational risk during periods of absence, recruitment challenges and increased demand.

3. Business Need

The Building Control Service is a statutory function and must maintain sufficient professional capacity to meet its regulatory obligations, discharge its duties under the Building Act and Building Safety legislation, and continue to provide an effective service to residents, businesses and developers.

Failure to address the current staffing position presents a number of risks including:

- Reduced ability to meet statutory performance requirements.
- Increased vulnerability in decision-making capacity and professional oversight.
- Reduced resilience during periods of absence or organisational change.
- Potential service delays impacting customers and development activity.
- Increased reliance on agency resources and associated costs.
- Risk to the Council's reputation and regulatory compliance.

In addition, the current recruitment market for experienced Registered Building Inspectors remains highly competitive, with neighbouring authorities and private sector employers offering increasingly attractive remuneration packages. Establishing senior career progression opportunities within the service will support both recruitment and retention strategies.

4. Proposal

It is proposed that two Principal Building Control Officer (Level 4) positions are established.

Principal Building Control Officer (Technical Lead)

The Technical Lead would:

- Provide senior technical leadership across the service.
- Lead on complex and high-risk building control matters.
- Support compliance with Building Safety Regulator requirements.
- Provide professional guidance and mentoring to inspecting staff.
- Ensure consistency and quality in technical decision-making.
- Support the development of policies, procedures and service standards.

Principal Building Control Officer (Operational Lead)

The Operational Lead would:

- Provide day-to-day operational management and coordination.
- Support workload allocation and performance monitoring.
- Lead service improvement initiatives.
- Ensure effective customer service and operational delivery.
- Support workforce development and succession planning.
- Contribute to strategic planning and service resilience.

Both postholders would:

- Sit immediately below the Head of Building Control.
- Provide senior leadership across all Building Control functions.
- Act as deputies for the Head of Building Control and Principal Registered Building Inspector when required.
- Ensure continuity of leadership and decision-making during periods of absence, vacancies or increased service demand.

5. Benefits

Approval of this proposal will deliver the following benefits:

Service Resilience

- Creates an experienced leadership layer beneath the Head of Service.
- Reduces dependency on a single senior officer.
- Strengthens business continuity arrangements.

Statutory Compliance

- Supports continued compliance with evolving Building Safety and Building Control legislation.
- Maintains appropriate professional oversight and governance.

Recruitment and Retention

- Provides a clear career pathway for experienced professionals.
- Enhances the Council's ability to attract and retain Registered Building Inspectors.
- Improves succession planning opportunities.

Operational Performance

- Strengthens management oversight and technical leadership.

- Improves service responsiveness and capacity.
- Reduces reliance on temporary and agency resources.

6. Options Considered

Option 1 – Do Nothing

Not recommended

This option would leave the service operating with significant capacity gaps and limited senior professional oversight. Risks to service delivery, compliance and resilience would remain and are likely to increase.

Option 2 – Continue Using Temporary or Agency Resources

Not recommended

Agency support may provide short-term relief but does not address leadership requirements, succession planning or long-term service resilience. This approach also presents ongoing cost pressures and recruitment challenges.

Option 3 – Establish Two Principal Building Control Officer (Level 4) Posts

Recommended

This option provides a sustainable solution to the current challenges by strengthening leadership capacity, improving resilience, supporting statutory compliance and creating a structure capable of meeting current and future service needs.

7. Financial Implications

The financial implications associated with the establishment of the two Principal Building Control Officer (Level 4) posts will be met from the Building Control staffing budget, subject to confirmation from Finance.

The cost of the proposed posts should be considered against:

- Existing vacancies within the service.
- Reduced dependency on agency resources.
- Costs associated with service failure, non-compliance or delayed delivery.
- Improved recruitment and retention outcomes.

A detailed financial assessment will be provided as part of the recruitment approval process.

8. Risks of Not Approving

Failure to approve this proposal may result in:

- Inability to maintain statutory service standards.

- Increased service delays and customer dissatisfaction.
- Greater reliance on costly temporary resources.
- Reduced compliance with Building Safety regulatory requirements.
- Further recruitment and retention challenges.
- Increased organisational and reputational risk.

9. Recommendation

Approval is requested to:

1. Establish two Principal Building Control Officer (Level 4) posts within the Building Control Service.
2. Designate the posts as Technical Lead and Operational Lead.
3. Commence recruitment to both positions immediately.
4. Prioritise approval and recruitment activity given the current critical staffing position and the associated risks to statutory service delivery.

The proposal will provide the additional leadership, technical expertise and operational resilience necessary to stabilise the Building Control Service and ensure the Council can continue to meet its statutory obligations effectively.

Grade	Basic	NI	Super	Total
17	£56,714	£7,757	£11,059	£75,531
17	£56,714	£7,757	£11,059	£75,531
			TOTAL	£151,062

Approval to recruit to newly created vacancies
NB: Chief Officer graded roles require AD HR and AD Finance approval

Yes

Decision made by:

Signature:

Date:

Executive Director:



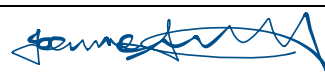
02/07/26

Advised by HR Business Partner

Mel Cunningham

2/7/26

Advised by Finance Business Partner



1/7/26

Chief Officer graded roles:
Assistant Director of HR

Chief Officer graded roles: Advised by Assistant Director Finance / Chief Accountant		
Member Consulted (only if applicable) [see note 4 below]		

Notes

1. In most cases a single signature is required in accordance with the Table below.
2. The form must be published if expenditure is over £100K. However, this must be after all the required contract documentation has been completed. This is to avoid publishing exempt confidential information.
3. A report to Cabinet must be made if expenditure is over £500K.
4. In a small number of cases in accordance with the requirements of the Officer Delegation Scheme, consultation is required from the appropriate Cabinet Member who must sign the form to confirm that they have been consulted and that they agree with the proposed action. Please refer to the Guidance.
5. This form must not be used for urgent decisions.
6. Where there is any doubt officers should always err on side of caution and seek advice from Democratic Services, the Monitoring Officer or Corporate Procurement where applicable.

EXPENDITURE APPROVAL TABLE

Approval Limit	Approval By (in consultation with Finance & HR Business Partner)
Over £500,000	Cabinet.
Over£250,000 to £500,000	Chief Executive
Over£100,000 to £250,000	Executive Director
Over £50,000 to £100,000	Director/Assistant Director

Over £10,000 to £50,000	Head of Service	
Up to £10,000	Service Lead	

For Chief Officer Graded Roles:

Assistant Director HR Approval
Assistant Director Finance / Chief Accountant Approval