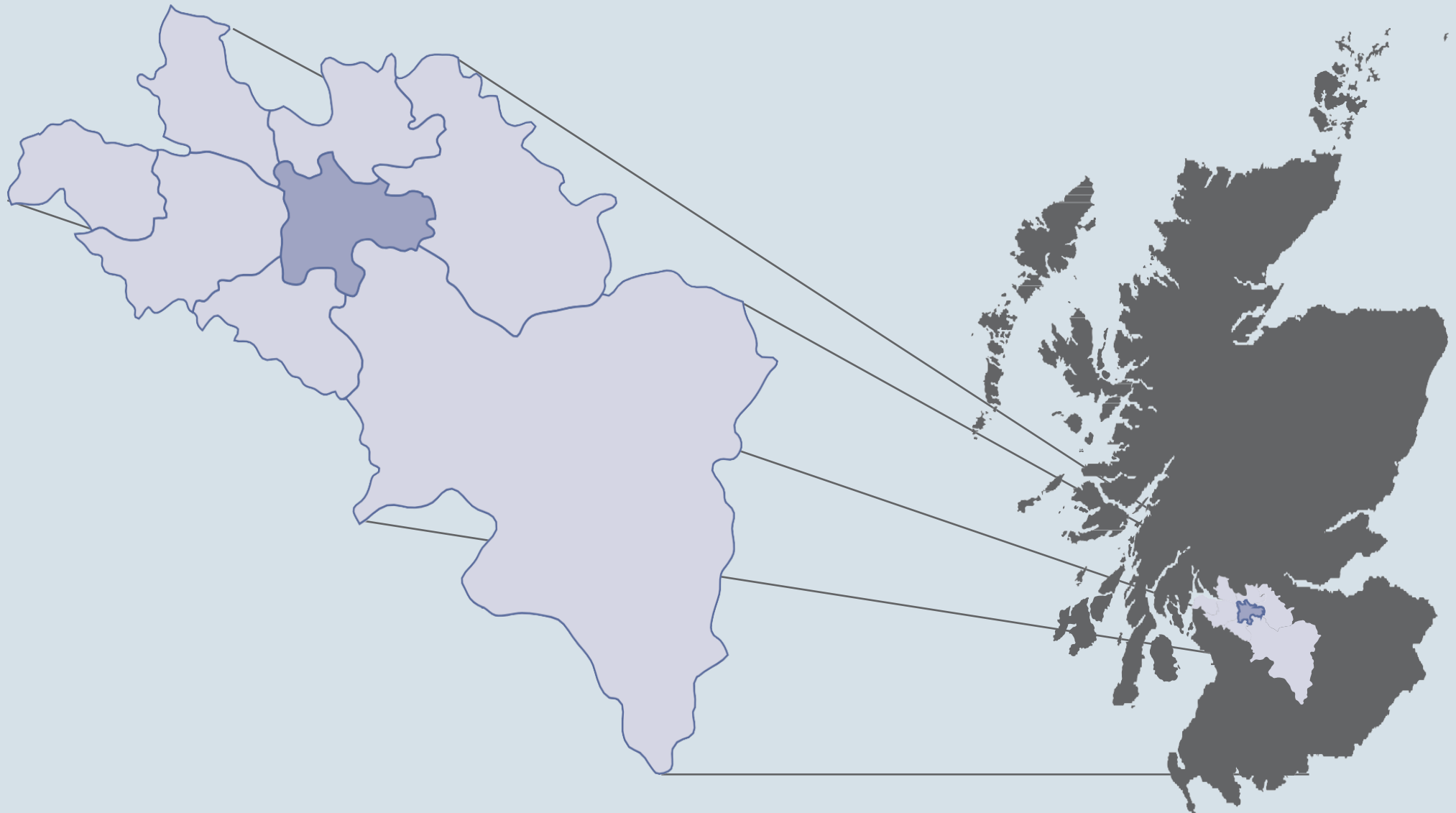


GLASGOW CITY COUNCIL
BUILDING STANDARDS
ANNUAL PERFORMANCE
REPORT

2017-2018



Glasgow and the Clyde Valley Area



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Version	Description or Change	Date
1.0	Publication of 2017/18 Annual Performance Report including Quarter 1 update for the year 2018/19	26/09/18

1 Introduction

Background

The verification performance report is a strategic planning and management tool that provides information about the local authority building standards service, communicates the vision and strategy, and sets out performance against strategic goals and targets.

Building standards verifiers in Scotland are required to utilise the performance report to manage, monitor, review and develop strategies for their business, and should focus on the performance framework's core perspectives and cross-cutting themes.

About Glasgow

Glasgow is Scotland's largest city, with just over 600,000 citizens covering an area of almost 17,500 hectares. It is a city with a great history and heritage built around the River Clyde. We are the centre of a metropolitan area in Scotland and are the most ethnically diverse city in the country.

Generating an impressive £20.7 billion Gross Value Added (GVA) for the national economy per annum – the largest of any Scottish city, Glasgow has experienced economic growth and development in recent years, bolstered by careful planning, a growing and young population, and business growth in high-tech and service sectors. Glasgow has one of the fastest growing major city economy in the UK, outside London.

Glasgow is actively attracting the right mix of business, productivity, innovation and investment to the city. Supported by initiatives such as the Glasgow City Region City Deal, the city is building on its excellent infrastructure to be one of the most diverse and forward-thinking cities in Europe. The city is home to an impressive 'who's who' of blue chip companies, major global organisations and international Small and Medium Enterprises (SME). It is the UK's third largest financial centre and ranks in the top 50 in the world. Some of the biggest names in global business and finance, international leaders in precision medicine and pharmaceuticals, research services, engineering and an impressive range of global brands call Glasgow home.

The strength of Glasgow's economy is its diversity with a range of sectors and sub-sectors which generate over 16% of the country's jobs. The main employment sectors are detailed below:

- Engineering, Design and Manufacturing
- Life Sciences
- Creative Industries & Digital Technology
- Financial and Business Services
- Tourism and Events
- Retail
- Low Carbon Industries
- Higher and Further Education
- Health & Public Services

Clusters of expertise have formed around life sciences and low carbon thanks to the Glasgow Bio-Corridor and the International Technology Renewable Energy Zone. The International Financial Services District in central Glasgow hosts a number of global financial services companies in addition to superb office accommodation. Glasgow maintains a robust skills pipeline and a talented, multilingual workforce. The city is home to 130,000 students from more than 135 countries across five higher education institutions and three super colleges.

Building Standards & Public Safety

Glasgow City Council was appointed by Scottish Ministers as the sole verifier for Glasgow. The verification function is performed by Building Standards & Public Safety on behalf of the Council. The full range of verification and non-verification services provided are detailed in section 2 of this report.

Since March 2013 Building Standards & Public Safety has been part of an integrated Planning & Building Standards service (PBS) within Development & Regeneration Services (DRS). DRS sits within the corporate structure shown below and has been identified as the lead service in delivering the first priority; economic growth and is one of seven key services providing core Council services.

Glasgow City Council Corporate Structure:



2 Building Standards & Public Safety Service at Glasgow City Council

Public Interest Statement

The purpose of the building standards system is to protect the public interest. The system sets out the essential standards that are required to be met when building work or conversion of a building takes place in order to meet building regulations.

The building standards system checks that proposed building work or conversion of a building meets standards; inspections are limited to a minimal necessary to ensure that legislation is not avoided. The control of work on site is not down to the system but is a matter for contracts and arrangements in place between a builder and client.

Verifiers, appointed by Scottish Ministers are responsible for the independent checking of applications for building warrants to construct or demolish buildings, to provide services, fittings or equipment in buildings, or for conversions.

Building Standards & Public Safety is the service within Glasgow City Council which carries out the verification function.

Services and functions delivered

The primary purpose of the Building Standards & Public Safety service is to secure the health, safety, welfare and convenience of persons in and about buildings and others who may be affected by buildings or matters connected with buildings; to further the conservation of fuel and power; and to further the achievement of sustainable development. In order to achieve this aim, the service provides a range of statutory, non-statutory and advisory services as detailed below:

- **Verification Functions**

In accordance with the Building (Scotland) Act 2003, regulations and other associated legislation

- Verification of compliance of applications for building warrant including amendment to warrant, staged warrants and extensions to period of validity of warrant;
- Inspection of approved construction work relating to building warrants during construction and on completion in accordance with project specific construction compliance notification plans;
- Verification of compliance of Completion Certificate Submissions where no warrant was obtained;

During 2017 – 18, the Service received 3,256 valid Building Warrants with a value of work in excess of £1.15BN. In addition the Service received 3,605 Completion Certificate Submissions.

- **Dangerous and derelict buildings**

There are occasions when public safety may become jeopardised by the condition of buildings. If action is required to safeguard the occupants or general public, the Service will take whatever action is necessary to remove the danger by enforcing the requirements of the Building (Scotland) Act 2003. The Service provides a 24 hour call out service for Dangerous Buildings and on average responds to approximately 200 reports a year.

- **Unauthorised works**

The Service is responsible for enforcing the requirements of the Building (Scotland) Act 2003 on buildings constructed without warrant or in contravention of conditions of warrant, and buildings whose limited life has expired. The Service processes approximately 380 requests for 'Letters of Comfort' every year where works under the previous 1959 Building (Scotland) Act did not have consent.

- **Liquor Licensing**

The Licensing (Scotland) Act 2005 requires licensed premises to have an Operating Plan detailing the occupant capacity and how the premises intend to carry out their business. Building Standards provides the Licensing Board with advice on capacities and the condition of the premises in relation to public safety in accordance with the Building (Scotland) Act 2003. There are approximately 2,500 licensed premises in the City.

- **Structural Engineering**

The service's structural engineers check structural calculations submitted during the building warrant process and provide structural expertise in respect of dangerous buildings. They also contribute to event licensing by inspecting up to 150 'raised structures' such as stages and grandstands. The engineers also work collaboratively with DRS colleagues within Planning and Housing & Regeneration services.

- **Pop concerts and public events**

The Service has a considerable input into the licensing of major events at both indoor and outdoor venues, particularly in relation to crowd capacity, means of escape, raised structures, crowd control barriers and general safety matters. Major events within the city often attract spectator capacities in excess of 50,000. The service provided advice on safety for the licensing of venues and other public events in the build up to the 2018 European Sports Championships.

- **Safety at sports grounds**

Building Standards & Public Safety are the vital partners along with the Police, Fire Authority and Ambulance Service that make up Glasgow City Council's Safety Team for Sports Grounds. The Safety Team provides guidance to sports grounds managers, and advises the Licensing Committee on stadia and regulated stand suitability for Safety Certificates. There are 4 designated stadia with capacities up to 60,000 and 4 Regulated Stands.

- **Document searches**

The Service can provide information about properties where Building Warrants, Completion Certificates or 'Letters of Comfort' have been issued. The Service typically receives in the region of 400 requests per annum.

- **Street Naming and Numbering**

Following consultation with Councillors, Community Councils and Royal Mail, the Service allocates street names, and thereafter postal numbers, to new properties and developments.

- **Building Standards Register**

Ensure accurate recording of data to help maintain an online interactive applications register of building warrants, completion certificates and energy performance certificates.

- **Pre-warrant application meetings**

Provide preliminary advice on the procedures to be followed to obtain building warrant approval and advising on the design of a building in terms of requirements of the regulations.

- **Miscellaneous Licensing**

Advisory role to legal services, on request, in respect of miscellaneous licenses.

Information on the full range of [Building Standards & Public Safety](#) services is available on the Council website using the link provided and includes information on how to make a building warrant application, contact our staff and report dangerous buildings.

Organisation Structure

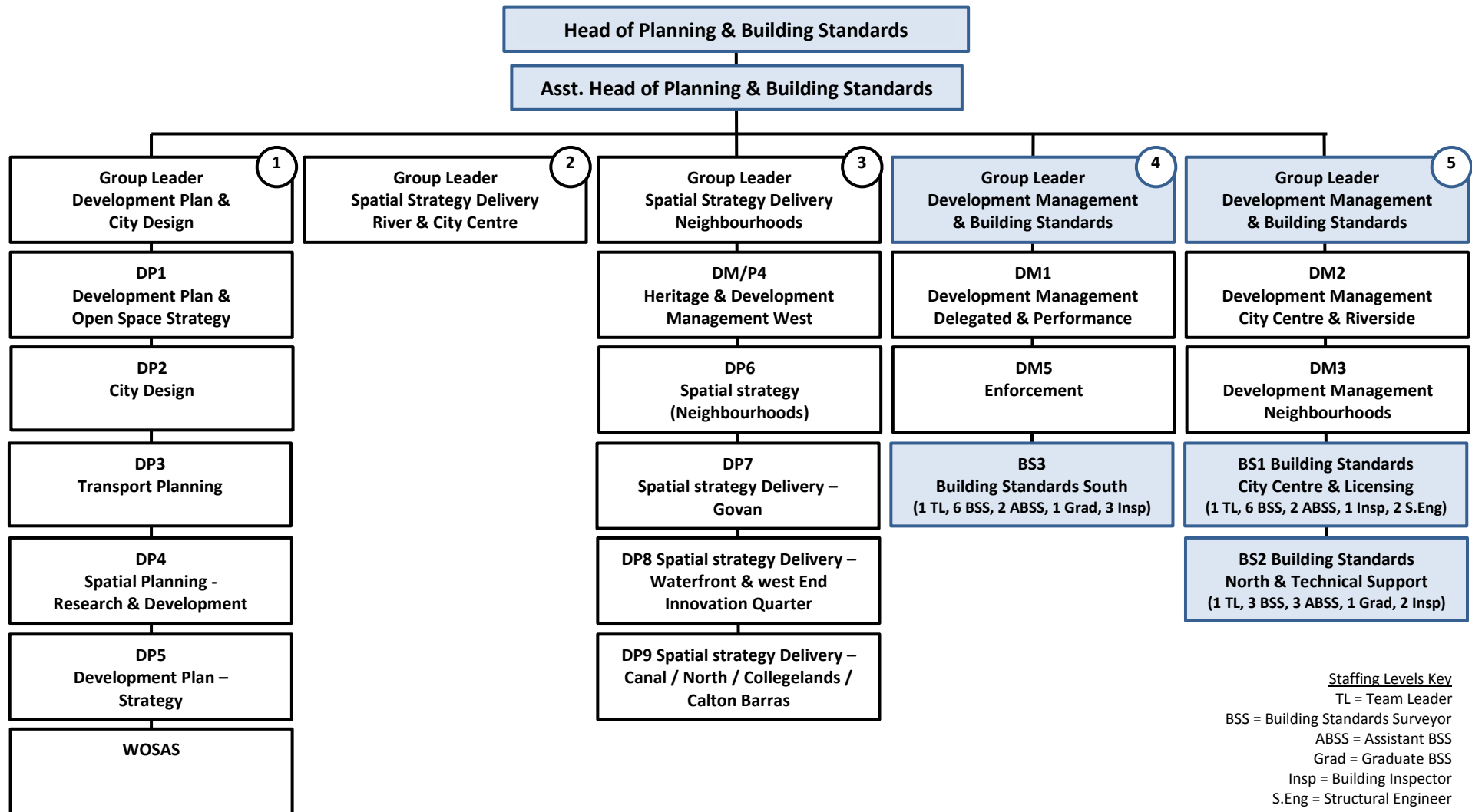
PBS has a staff compliment of 129.5 at 31st March 2018, with 35.5 related to Building Standards & Public Safety (excluding Head & Assistant Head of Service, Group Managers and administrative support).

The Service is wholly located within a city centre office building that was refurbished to support efficient working arrangements under the Tomorrows Council initiative to ensure efficient delivery of services.

The PBS service has four layers of management - Head of Service, Assistant Head of Service, Group Managers and first line management of Planning Principals and Building Standards Team Leaders. The Head and Assistant Head are also part of the DRS Senior Management Team.

The senior management structure is a combination of Planning and Building Standards professionals. For Building Standards, the current post of Assistant Head of Service and the Group Manager of Development Management & Building Standards (Group 4) are from the Building Standards profession.

The PBS structure is shown below highlighting the 3 area Building Standards Teams and reporting lines:



Staffing Position at 31st March 2018

The information detailed below provides a snapshot of staffing position and age profile on 31st March 2018.

	Tier 1	Tier 2	Tier 3	Tier 4
Head of Buildings Standards Verification Service			2	

Note: Tier 1 = Chief Executive; Tier 2 = Directors; Tier 3 = Heads & Asst Head of Service; Tier 4 = Managers

		Building Standards Verification Service	Other
Group Managers (2 Group Managers have joint responsibility for Planning & Building Standards functions)	No. of posts	2 x 0.5	
Team Leaders	No. of posts	3	
Building Standards Surveyors	No. of posts	15	0.5 (Service Development)
Asst. Building Standards Surveyors	No. of posts	7	
Graduate Building Standards Surveyors	No. of posts	2	
Building Inspectors	No. of posts	6	
Structural Engineers	No. of posts	2	
	TOTAL	36.5	

Staff age profile	Number
Under 30	1
30 – 39	4
40 – 49	12
50 and over	21
*Total	38

*36.5 staff = 38 individuals

Location of Office

Our office is conveniently located within the Glasgow City Centre. Our location is easily accessible for our customers and stakeholders by road or rail. Our Service is wholly located within this office and is within a few minutes' walk from subway and railway stations and is close to a number of bus routes for those wishing to travel by public transport.

Our Address:

Glasgow City Council
Development & Regeneration Services
Planning & Building Standards
Building Standards & Public Safety
231 George Street
Glasgow G1 1RX

Our office hours are Monday to Friday: 9:00am – 5:00pm (excluding national and public holidays). If you wish to [make an appointment, visit our office, or make a comment or complaint about the service](#), further information including full contact details are available on our website using the link provided. This includes the option for submitting a [Building Standards Enquiry Form](#)

3 Strategic Objectives

Development and Regeneration Services

Our Vision

Development and Regeneration Services (DRS) will drive, direct and deliver economic growth, closing the inequality gap and tackling poverty.

Our Outcomes

Our outcomes are those contained in the [City Development Plan](#) which reflects the spatial interpretation of the Council's [Strategic Plan](#) and [Glasgow Community Plan](#).

The aim of the service is to deliver a high quality and healthy sustainable place by delivering:

- A vibrant place with a growing economy – by providing the right environment for businesses to develop;
- A thriving and sustainable place to live and work – by providing opportunities to build new housing, and creating vibrant places and town centres to provide a good quality of life in the long term for the City's growing population;
- A connected place to move around and do business in – by improving accessibility for all citizens to employment, shopping and leisure destinations, and providing more sustainable travel options; and
- A green place – by helping to care for Glasgow's historic and green environments, increasing the City's resilience to climate change, and reducing energy use.

We will do this by:

- Developing effective city region, city-wide, and local policies and plans that will provide drivers to engage partners and focus development and regeneration activities to deliver sustainable and wide ranging social, economic, environmental and cultural benefit;
- Providing effective regulation to ensure that all development and regeneration activities are compliant with local and statutory requirements and ensure public safety;
- Developing and delivering value added projects and initiatives across social, economic, environment and cultural development fronts that will enrich the quality of people's lives by improving their social, economic, and environmental well-being; and
- Making appropriate use of resources and modernise services to ensure delivery of best value by using innovation, data and technology.

In Planning and Building Standards

- Developing appropriate policy and strategy frameworks;
- Delivering development and regeneration projects including those funded through specific funding streams such as Glasgow City Region City Deal, Strategic Housing Investment Plan, Council's capital programme and Heritage Lottery Fund;
- Managing development applications, building warrants and completion certificates;
- Managing public safety issues such as dangerous buildings, liquor and public entertainment licences; and
- Delivering on our Planning Enforcement Charter.

In Building Standards & Public Safety

Over the coming year, Building Standards & Public Safety service's key strategic objective is to retain the verification function for Glasgow, by adhering to the requirements of the Operating Framework for Building Standards Verifiers and by operating under the Building Standards Verification Performance Framework.

An audit of Glasgow's verification service was carried out by the Building Standards Division (BSD) on 28-29 November 2017. Their "Report on Audit of the Operation of Verification Services" dated 23rd May 2018 identified "Recommended Actions" for improvement.

The specific areas requiring attention were agreed with the BSD and have been incorporated into the service's continuous improvement plan. We continue to work with the BSD to progress these areas requiring attention and provide regular updates.

Beyond our key strategic objective relating to verification, we continue to develop to improve our statutory, non-statutory, advisory roles and non-verification functions.

4 Key Performance Outcomes and Targets

The national verification performance framework is based on three core perspectives:

- Professional Expertise and Technical Processes;
- Quality Customer Experience; and
- Operational and Financial Efficiency.

There are also three cross-cutting themes, comprising:

- Public Interest;
- Continuous Improvement; and
- Partnership Working.

Summary of Key Performance Outcomes (KPOs)

Professional Expertise and Technical Processes	
KPO1	Minimise time taken to issue a first report or issue a building warrant or amendment to building warrant.
KPO2	Increase quality of compliance assessment during the construction processes.
Quality Customer Experience	
KPO3	Commit to the building standards customer charter.
KPO4	Understand and respond to the customer experience.
Operational and Financial Efficiency	
KPO5	Maintain financial governance.
KPO6	Commit to eBuilding Standards.
KPO7	Commit to objectives outlined in the annual performance report.

Summary of Key Performance Targets

KPO1 Targets	
1.1	95% of first reports (for building warrants and amendments) issued within 20 days – all first reports (including BWs and amendments issued without a first report).
1.2	90% of building warrants and amendments issued within 10 days from receipt of all satisfactory information – all building warrants and amendments (not including BWs and amendments issued without a first report).
KOP2 Targets	
	Targets to be development as part of future review of KPO2 by the Scottish Government.
KPO3 Targets	
3.1	National customer charter is published clearly on the website and incorporates version control detailing reviews (reviewed at least quarterly).
3.2	95% of BSD requests for information on a BSD 'Verifier Performance Reporting Service for Customers' case responded to by verifier within 5 days.
KPO4 Targets	
4.1	Minimum overall average satisfaction rating of 7.5 out of 10.
KPO5 Targets	
5.1	Building standards verification fee income to cover indicative verification service costs (staff costs plus 30%).
KPO6 Targets	
6.1	Details of eBuilding Standards to be published clearly on the verifier's website.
6.2	75% of each key building warrant related process being done electronically <ul style="list-style-type: none"> • Plan checking • Building warrant or amendments (and plans) being issued • Verification during construction • Completion certificates being accepted
KPO7 Targets	
7.1	Annual performance report published clearly on website with version control.
7.2	Annual performance report to include performance data in line with KPOs and associated targets (annually covering previous year e.g. April 2016 – March 2017).

5 Performance Data

Professional Expertise and Technical Processes

KPO1	Minimise time taken to issue a first report or issue a building warrant or amendment to building warrant.
Target 1.1	<p>95% of first reports (for building warrants and amendments) issued within 20 days – all first reports (including BWs and amendments issued without a first report).</p> <p>Our Performance 2017 - 2018: Q1 2017-18 (April - June) 95.39% Q2 2017-18 (July - September) 95.54% Q3 2017-18 (October - December) 96.12% Q4 2017-18 (January - March) 96.28%</p> <p>Our Performance 2018 - 2019 Q1 2018-19 (April - June) 97.39%</p>
Target 1.2	<p>90% of building warrants and amendments issued within 10 days from receipt of all satisfactory information – all building warrants and amendments (not including BWs and amendments issued without a first report).</p> <p>Our Performance 2017 - 2018: Q1 2017-18 (April - June) 70.01% Q2 2017-18 (July - September) 72.96% Q3 2017-18 (October - December) 79.39% Q4 2017-18 (January - March) 87.62%</p> <p>Our Performance 2018 - 2019 Q1 2018-19 (April - June) 78.06%</p>
KPO2	Increase quality of compliance assessment during the construction processes.
	Targets to be developed as part of future review of KPO2.

Protocols for dealing with work

The service has in place risk management protocols for dealing with the management and allocation of work on building warrants and completion certificates. The protocols form part of the council's quality assurance procedures which apply to all building standards work. Risk management procedures are used to ensure applications are allocated to staff who are suitably qualified and experienced to deal with them. In addition, the service operates a 5% quality and technical check in relation to all building warrant applications and completion certificate submissions.

Performance management systems

The service uses a range of systems to ensure effective management of the service including Microsoft Access Database Reports, Idox Enterprise Reports and a time recording system (Plancentric). Reports are used to assist in the management of work load and the production of weekly, monthly, quarterly and annual performance monitoring reports assist in performance management. Regular meetings are held between team leaders and group managers to discuss performance and any issues arising therefrom.

Training and development/CPD

Our service recognises that it is essential that staff have appropriate building standards related qualifications and experience and that it is maintained through CPD. Technical staff are members of professional organisations and complete CPD in accordance with their respective membership requirements. The service also has specialisms in structural and fire engineering to help support the verification function. Expertise on both fire and structure is being increased with two members of staff undertaking further education in Fire Risk Engineering and a research degree on the performance of tall timber buildings. All staff have access to on-line advice and guidance in relation to procedures, legislation, fees and technical handbooks as well as a corporate training package for learning and development opportunities. Training needs are identified through team meetings and one to one discussions with Team Leaders. The introduction of eBuilding Standards in August 2016 and the continued drive to digitise services with continued IT training being provided by the Departments Service Development Group as necessary. The Council's personal development plan for staff "Performance Coaching & Review" (PCR) is the subject of Corporate Review. Following this review, PBS will implement for all staff.

Benchmarking

We work with our fellow local authorities in [Local Authority Building Standards Scotland](#) (LABSS) to enhance national delivery of Building Standards services throughout Scotland. Our service is the lead authority for LABSS Clyde Valley Consortium for the year 2017/18. The work is extensive with 3 monthly attendance at management meetings, general meetings, consortia meetings as well as contribution to working groups and technical forums.

Glasgow's Planning & Building Standards Service senior managers meet bi-annually with their counterparts from Edinburgh City Council to discuss an agreed agenda covering areas of shared interest across both service functions.

Succession planning

It has been acknowledged that through recent years the service has shrunk and yet the aspirations to deliver development in the city have not. It has been necessary, therefore, to balance efficient working practices with the development of staff whilst making the case for more staff resources to establish a resilient and sustainable service. The Council have launched a recruitment drive, "Invest to Improve". This has given PBS the opportunity to consider our live business priorities and importantly plan ahead in order to position PBS as a more resilient service with the skill sets we require to support service delivery. This backing from the Council Administration, comes with the clear expectation that it is linked to improved performance with a focus on the successful regeneration of the city. The PBS Business Plan provides more detail on the services resourcing and succession planning model.

Quality Customer Experience

KPO3	Commit to the building standards customer charter
Target 3.1	<p>National customer charter is published prominently on the website and incorporates version control detailing reviews (reviewed at least quarterly).</p> <p>Our Performance: Our Building Standards Customer Charter is published prominently on our website.</p>
Target 3.2	<p>95% of BSD requests for information on a BSD 'Verifier Performance Reporting Service for Customers' case responded to by verifier within 5 days.</p> <p>Our Performance: 100%.</p>
KPO4	Understand and respond to the customer experience
Target 4.1	<p>Minimum overall average satisfaction rating of 7.5 out of 10.</p> <p>Our Performance: Pye Tait Consulting was commissioned to undertake the 2017 national customer satisfaction survey. For this survey, the overall satisfaction with our service was given a rating of 3.3 out of 10.</p> <p>Commentary: Review of the national survey findings identified that the primary area of concern for our customers related to being able to contact the service. Since the national survey results of 2017, we have implemented &/or enhanced the following:</p>

- | |
|---|
| <ul style="list-style-type: none">• Introduced a building warrant exit survey,• Held customer stakeholder event (Aug 2017),• Introduced online Building Standards enquiry form,• Enhanced the Interactive Voice Response (IVR) telephone system• Review of voicemail protocol• Improved website content <p>All other areas of concern, including length of time to respond to submission of further documentation, have been recognised and will be addressed through the service's continuous improvement plan.</p> |
|---|

Customer Communication Strategy

The service recognises the importance of effective communication with customers and engages with them in a number of ways including:

- Performing building warrant exit surveys;
- Stakeholder events;
- Technical and procedural meetings with design team for large / complex building;
- Regularly updated and informative website;
- Customer Charter;
- Interactive Voice Response (IVR) telephone system;
- Online Building Standards Enquiry Form;
- Regular review of correspondence issued by the service to ensure and accurate and effective customer engagement; and
- Dedicated dangerous building phone line.

Building Standards will ensure that staff are aware of their responsibility for delivering improved customer engagement and that they adhere to service improvements.

Customer Charter

Our [Building Standards Customer Charter](#) is published prominently online and provides information about the standards of service that customers can expect. It sets out our vision, aims, and service commitments and provides general information on our service.

Customer Feedback

The service is fully committed to and promotes the national customer survey to our customers. Customer feedback is also sought through local engagement activities such as building warrant exit surveys and annual stakeholder events. Local and national feedback is collated, analysed and the findings used to identify improvements that can be made to the customer experience and which are incorporated in the

services continuous improvement plan. We provide information on how to comment, compliment or complain about the service and once again, this information is used to inform service delivery and improve the customer experience. All changes to service delivery are reviewed to ensure their effectiveness.

Accessibility of service

Our customers have the opportunity to contact us by email, telephone, letter, personal visit (pre-arranged meeting) or by using our website which includes a Building Standards Enquiry Form. Our service is located wholly within a city centre office and is readily accessible due to excellent road and rail links. We provide a 24-hour call-out service to safeguard the public from dangerous buildings. Our website is regularly reviewed and updated to ensure relevant information and guidance on the service we provide is available for customers. Our site inspection service is tailored to be as flexible as possible, within working hours, to accommodate the different needs of our customers.

Pre-application advice

For smaller projects, the enquirer is encouraged to review the services website and to refer to the [Building Standards Customer Journey](#) guide issued by the Scottish Government. Where the project is large or complex, pre-application meetings can be arranged via the Building Standards Team Manager relative to the geographical area of the proposed development. The services Building Standards Enquiry form can also be used to seek pre-application advice on matters such as interpretation and application of standards and to request a meeting.

Customer agreements

Customer agreements are available to all applicants where the standard 20 day target may not be appropriate due to scale or complexity of project.

Customer dissatisfaction (procedural or technical)

Whilst we seek to resolve any issues immediately, our [Building Standards Customer Charter](#) details how to make comment, compliment or complaints; what to do if you don't agree with our technical decision and what to do if you have any concerns about our performance. For more information, please see our online Customer Charter.

Operational and Financial Efficiency

KPO5	Maintain financial governance
Target 5.1	<p>Building standards verification fee income to cover indicative verification service costs (staff costs plus 30%).</p> <p>Our Performance 2017 - 2018: Q1 2017-18 (April - June) 202% Q2 2017-18 (July - September) 208% Q3 2017-18 (October - December) 208% Q4 2017-18 (January - March) 302%</p> <p>Our Performance 2018 - 2019 Q1 2018-19 (April - June) 218%</p>
KPO6	Commit to eBuilding Standards
Target 6.1	<p>Details of eBuilding Standards to be published prominently on the verifier's website.</p> <p>Our performance: Details of eBuildingStandards.scot is published prominently on Building Standards & Public Safety website including direct link there to.</p>
Target 6.2	<p>75% of each key building warrant related process being done electronically</p> <ul style="list-style-type: none"> • Plan checking • Building warrant or amendments (and plans) being issued • Verification during construction • Completion certificates being accepted <p>Our Performance: 100% of our applications are dealt with digitally whether initially applied for online or otherwise. Paper applications are scanned on receipt to allow all warrant processes to be circulated using electronic workflow in the same manner as online applications.</p> <p>We are currently developing our systems to facilitate electronic verification during construction and for the acceptance of completion certificates.</p> <p>We are currently developing facilities to carry site assessment using tablet pc's.</p>

KPO7	Commit to objectives outlined in the annual performance report
Target 7.1	Annual performance report published prominently on website with version control (reviewed at least quarterly). Our Performance: Our Building Standards Verification Annual Performance Report is published prominently on our website under " Our Performance ".
Target 7.2	Annual performance report to include performance data in line with KPOs and associated targets (annually covering previous year e.g. April 2016 – March 2017). Our Performance: Our performance data for 2017-18 is included in the Annual Performance Report. The Report includes quarterly updates in respect of performance and service improvements.

Team structures

Our Building Standards service is split on a geographic basis by council ward boundaries into three teams – “North & Technical Support”, “City Centre & Licensing” and “South”. Each Team Leader has enhanced duties on a city-wide basis as follows:

- North & Technical Support – processing of applications for alternative means of compliance (non-fire engineering), act as the service’s technical representative for LABSS Clyde Valley Consortium.
- City Centre & Licensing - processing of applications for alternative means of compliance (fire- engineered solutions), functions for licensing, safety at sports grounds and raised structures.
- South – Out of hours emergency service, health and safety advice including maintenance of PPE register, lead on internal electronic workflow.

Time recording system

All staff record their time within the Plancentric time recording system. This computerised system can provide a range of reports and is used by the service as an internal performance management tool. The system is also used to provide performance information to the Scottish Government in respect of % building warrant fee related income spent on verification.

Financial Monitoring

Monthly monitoring of fee income is undertaken and verification costs are reported on a quarterly basis to the BSD and verification income reported on a quarterly basis to the BSD.

IT systems

The main IT systems, databases and performance management tools used by the service to perform and support the verification function including electronic workflow are Uniform, IDOX DMS, Enterprise and Microsoft Access. These systems help improve our performance and efficiency and reflect our commitment to digitalisation and eBuilding Standards. Staff guidance and procedural documents continue to be migrated to IT based PROTOS software.

Digital Services

All of our building warrant applications are dealt with digitally. Paper applications are scanned on receipt to allow all warrant processes to be circulated using electronic workflow in the same manner as online applications. We are currently developing our systems to facilitate electronic verification during construction and for the acceptance of completion certificates.

Internal Communication Strategy

Regular meetings take place with the Building Standards Management Team with information being cascaded to staff via the most appropriate medium including regular team meetings, briefings, emails or the issue of updated guidance notes or process models. Team meetings are held regularly to discuss technical, procedural and performance issues and allow staff members to raise any issues in this forum. All staff have access to on line advice and guidance in relation to procedures, legislation, fees and technical handbooks and this system is used to disseminate information on changes or updates thereto. Staff are also encouraged to register on-line with LABSS for technical and procedural information and awareness of current building standards issues.

6 Service Improvements and Partnership Working

In the previous 12 months (2017/2018) the Building Standards Service progressed the following Service Improvements:

Number	Professional Expertise and Technical Processes – Continuous Improvement Actions	Status
1	Monitor and improve workflow processes following the successful implementation of e-building and electronic workflow.	Ongoing
2	Contribute to Corporate aims in delivering the programme of investment in new social housing.	Ongoing
3	Investigate the use of new mobile devices for use and performance out of the office.	Ongoing
4	Review and revise current 9 month warrant deemed refusal process. (Refer to 2018/19 item BSD 9)	Ongoing
5	Having a portion of staff dedicated to inspections and evaluating and refine the role and use of for operational efficiency.	Complete
6	Increase the Services capacity in relation to applications using a fire engineered approach - which is ever more common place. Additional capacity is required in the longer term to assist currently qualified staff with applications of this nature. From 2015 another member of staff is attending university on day release over to obtain a degree in Fire Risk Engineering. From 2016 a member of our structural engineering staff is being sponsored on a research degree into the use of timber frames in buildings above 10 storeys including the effects of fire.	Ongoing
7	To create additional staff time on the verification function. The target is to either increase efficiency of the street naming and numbering process or pass the responsibility to another part of DRS, who are involved in the corporate address management system.	Ongoing
8	Continue to develop Idox Enterprise Reports in conjunction with current Access Database Reports to give best combined suite of management reporting.	Ongoing

9	Following our next Uniform/IT upgrade scheduled for May 2017, Access Database Reports will be directly available again for all staff use. Regular monitoring will be reintroduced to maintain consistency of approach whilst striving to deliver quicker follow-up reports and building warrant turn-around times.	Complete
10	Enhance / reintroduce quality assurance checks for building warrant, completion certificate and CCNP processes.	Complete
Number	Quality Customer Experience – Continuous Improvement Actions	Status
1	Re-introduce Stakeholder Events and local customer survey.	Complete
2	Improvements to format of First Report Letter (LET1) and Follow-up Letters (LET 2 & 3), to support easier checking of additional submitted information in support of a Building Warrant application.	Complete
3	Continuing to expand the emailing of letters to improve the time that customers receive comments on their applications (LETs 1 & 2).	Complete
4	Review content and quality of guidance available on-line.	Ongoing
5	Style and content of the Customer Charter to be reviewed.	Complete
6	Analysis of customer feedback from the 2016 National Customer Satisfaction Survey identified the following areas requiring improvement:	Complete Ongoing Complete Ongoing
	a) Length of time to respond to additional submitted documents and/or drawings	
	b) Accessibility	
	c) Improve website content	
	d) Staff resources	Ongoing
7	Individual staff PCRs to include reference to Customer Survey findings. (The PCR is subject to Corporate review and direction)	Ongoing
8	Evaluation of Interactive Voice Response (IVR) telephone system and introduction of a Building Standards Enquiry Form.	Complete
9	Review procedure for voicemail and email answering, following discussion with the Council's Corporate Customer Care Team.	Complete
10	Following previous analysis of staff resource and workload projections recruitment is being targeted to provide the following additional staff - 2 Building Standards Surveyors (BSS), 1 Assistant BSS, 2 Graduate BSS & 3 Inspectors.	Complete

In the next 12 months (2018/2019) the Building Standards Service will progress the following Service Improvements:

Number	Professional Expertise and Tech Processes – Continuous Improvement Actions	Timescale
1	Monitor and improve workflow processes following the successful implementation of e-building and electronic workflow.	Continuous
2	Contribute to Corporate aims in delivering the programme of investment in new social housing.	Continuous
3	Investigate the use of new mobile devices for use and performance out of the office.	Q3
4	Enhance current domestic CCNP processes and recording.	Q3
5	Increase the Services capacity in relation to applications using a fire engineered approach - which is ever more common place. Additional capacity is required in the longer term to assist currently qualified staff with applications of this nature. From 2015 another member of staff is attending university on day release over to obtain a degree in Fire Risk Engineering. From 2016 a member of our structural engineering staff is being sponsored on a research degree into the use of timber frames in buildings above 10 storeys including the effects of fire.	Ongoing
6	To create additional staff time on the verification function. The target is to either increase efficiency of the street naming and numbering process or pass the responsibility to another part of DRS, who are involved in the corporate address management system.	Q4
7	Continue to develop Idox Enterprise Reports in conjunction with current Access Database Reports to give best combined suite of management reporting.	Continuous
8	Develop a system for enhanced training / CPD opportunities for all Building Standards Staff building on existing training calendar.	Q4
9	In response to the re-structuring of the fire engineering sections within the Scottish Fire & Rescue Service, revise and improve the consultation process for applications for Alternative Means of Compliance. (This item will also improve the Quality Customer Experience)	Q4
10	Introduce upgrades to Uniform and IDOX Enterprise to ensure we have up to date efficient systems for service delivery.	Continuous

Number	Quality Customer Experience – Continuous Improvement Actions	Timescale
1	Focus on specific groups for future Stakeholder Events.	Q4
2	Develop building warrant exit survey with stakeholder input.	Q4
3	Seek solution for emailing of Warrant Refusal Letter (LET 3) and the warrant refusal.	Q4
4	Review content and quality of guidance available on-line.	Continuous
5	Improve customer accessibility to the service.	Q4
6	Increase staff resources across the Service.	Q3
7	The Council's personal development plan for staff "Performance Coaching & Review" (PCR) is the subject of Corporate Review. Following this review, PBS will implement for all staff.	Q4
Number	Operational & Financial Efficiency – Continuous Improvement Actions	Timescale
1	The Council's recruitment drive, "Invest to Improve", has given the service an opportunity to increase staff resources to establish a resilient and sustainable service. (The PBS Business Plan provides more detail on the services resourcing and succession planning model)	Q3
2	Participate in DRS review of Health and Safety procedures and implement any changes or updates for Building Standards to ensure safe working (site and office) for all staff.	Q4
BSD*	Operating Framework Requirements – Continuous Improvement Actions	Timescale
1	Operational details should be developed relating to building standards to support the Planning and Building Standards Business Plan.	Q2
2	A business model should be in place in relation to staff resources and succession planning.	Q2
3	Management of processes for granting BWs should be reviewed to ensure the demolition timescales are included.	Complete
4	Documented processes should be developed for generating CCNPs for non-domestic buildings.	Q2
5	Documented processes for rejecting completion certificates should be reviewed to alert the relevant person of the reasons for rejection.	Complete
6	Documented processes for the fee payment deadlines and subsequent actions.	Complete

7	Documented processes for the rejection of application deadlines and subsequent actions.	Complete
8	Documented processes for the criteria used by team leaders to allocate the types of application to individual staff (BSS and ABSS).	Q2
9	Documented processes for the deemed determinations including issuing formal refusals.	Complete
10	Documented processes for the BW validity periods and alerting applicants in the lead up to the expiry of their BW.	Complete
11	Documented processes for the occupation or use of new or converted buildings without permission.	Complete
12	The balanced scorecard should be reviewed and put into new Annual Verification Report format to incorporate version control, and review dates.	Q2
13	The strategy for improving customer engagement and service should be reviewed in light of the results from the national survey 2016-2017.	Q2
14	The strategy for service improvement should be reviewed in light of the findings of this report.	Q2

BSD* - An audit of Glasgow's verification service was carried out by the BSD on 28-29 November 2017. Their "Report on Audit of the Operation of Verification Services" dated 23rd May 2018 identified "Recommended Actions" for improvement.

Partnership Working

The Service actively seeks working partnerships where the co-ordination of service delivery with similar providers can lead to a better service for customers and other stakeholders.

In the previous 12 months (2017/18) we worked with:

Within Development and Regeneration Services (DRS)

Building Standards liaise with Service colleagues who have a shared interest in:

- Dangerous and derelict buildings when emergency action is required.
- Listed Buildings being altered to comply with Building Standards.
- Planning enforcement.
- Engineering assistance to Planning functions.

Land and Environmental Services (LES)

Building Standards and Environmental Health provide a co-ordinated service for public health and safety when:

- Ensuring standards at events within the City, such as pop concerts.
- Ensuring standards within licensed premises.
- Road/footpath diversions during dangerous building incidents.

Corporate Services

Building Standards provides advice to the Licensing section on the suitability of properties for:

- Public Entertainment Licence
- Liquor Licence
- Sports Ground Safety Certification

Local Authority Building Standards Scotland (LABSS)

We work with our fellow local authorities in [Local Authority Building Standards Scotland](#) (LABSS) to enhance national delivery of Building Standards services throughout Scotland.

Scottish Fire and Rescue

Building Standards work in partnership with the Fire and Rescue Service:

- During building warrant verification process (where required).

- At sports grounds, as part of the Councils' Safety Team.
- When ensuring standards at events within the City, such as pop concerts.
- At dangerous buildings incidents where there is a risk to the public.

Police Scotland

Building Standards work in partnership with the Police to maintain public safety:

- At sports grounds, as part of the Council's Safety Advisory Group.
- When ensuring standards at events within the City, such as pop concerts.
- Licensing of premises.
- At dangerous buildings incidents where there is a risk to the public.

Scottish Ambulance Service

Building Standards work in partnership with the ambulance service:

- At sports grounds, as part of the Council's Safety Advisory Group.
- When ensuring standards at City events, such as pop concerts.

Arms-Length External Organisations

The Service also works with various arms-length external organisations established by the Council, including:

- Glasgow Life
- City Building (Glasgow) LLP
- Glasgow Community and Safety Services Ltd
- City Property (Glasgow) LLP
- CGI (IT Service Provider & Helpdesk)

Others

- Building Standards Division of Scottish Government
- Stakeholders (stakeholder event)
- Glasgow & Edinburgh City Council PBS Liaison Meetings

In the next 12 months we will work with:

We will continue to engage with our partners and customers outlined above. We will seek to strengthen existing partnership working wherever possible and consider new partnerships where the opportunity arises.

7 Additional Data for 2017/18

Verifiers provide returns to Scottish Government on their verification performance and workload. The performance data relates to the building standards verification performance framework and the workload data relates to the numbers of building warrant applications; completion certificates; fees; costs; certificates (certification, energy performance; sustainability); enforcement cases.

The table below provides additional workload data for the year 2017/18.

Building warrants and amendments to building warrant	3,256 Applications 3,033 Decisions
Completion certificates	3,605 Submissions 3,340 Decisions
Certification	778 Certificates of design submitted 4 Certificates of construction submitted
Energy Performance Certificates (EPCs)	EPC's are recorded for both domestic and non-domestic properties, however, we are currently experiencing IT difficulties extracting the relevant data for reporting the 2017-18 totals. Data will be provided in future returns.
Statements of Sustainability	Statements of Sustainability are recorded for both domestic and non-domestic properties, however, we are currently experiencing IT difficulties extracting the relevant data for reporting the 2017-18 totals. Data will be provided in future returns.
Enforcement	2 Notices served under sections 25 to 30 0 Cases referred to procurator fiscal 1 Cases where LA has undertaken work

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