

DUNDEE CITY COUNCIL

REPORT TO: Personnel Committee - 9 February 2004

REPORT ON: Planning and Transportation Department - Building Control - Career Grade Structure and Changes to Establishment

REPORT BY: Director of Planning and Transportation and Assistant Chief Executive (Management)

REPORT NO: 375-2003

1 PURPOSE OF REPORT

- 1.1 To seek the Committee's approval for a revised career grade structure for Building Control employees and a number of changes to the establishment.

2 RECOMMENDATIONS

It is recommended that the Committee:-

- 2.1 approves the career grade structure as outlined in Appendix 1;
- 2.2 approves the redesignation of 7 posts (post numbers 0162, 0163, 0164, 0165, 0168, 0188 and 0200) of Building Control Officer to Building Control Surveyor and the regrading of these posts from Tech 2-4 (£14,811 - £21,732) to Tech 2-PO4 (£14,811 - £27,015), with a qualification bar (MRICS) at SCP34 (£24,396);
- 2.3 approves the redesignation of 2 posts (post numbers 0154 and 0155) of Senior Building Control Officer to Senior Building Control Surveyor and the regrading of these posts from Tech 5 (£22,398 - £24,396) to PO7-10 (£29,313 - £31,536);
- 2.4 approves the deletion of a vacant part time post of Planning Officer, AP1-PO4 (£14,211 - £27,015 pro rata).

3 FINANCIAL IMPLICATIONS

- 3.1 The cost of implementing the recommendations contained in this report is £1,654, including employer's costs, in the current financial year. This will be met from savings arising from slippages in staff costs.
- 3.2 The ongoing cost of implementing the recommendations contained in this report is £19,846, including employer's costs, for a full financial year. This cost will be met in full from savings from the deletion of a vacant part time Planning Officer post in the Planning Services Division (please refer to recommendation 2.4 above). This has been made possible as a consequence of the Planning and Transportation Department's recent re-organisation and the subsequent merging of the Building Quality Division with the Policy and Regeneration Division to form the newly formed Planning Division.

4 **LOCAL AGENDA 21 IMPLICATIONS**

4.1 None.

5 **EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 None.

6 **BACKGROUND**

- 6.1 At its meeting of 27 May 2002, the Planning and Transportation Committee agreed to the Director of Planning and Transportation reviewing the responsibilities, job descriptions and grades of Building Control staff in the context of new proposals by the Scottish Executive for the administration of Building Control in Scotland, and as a result of the recent amalgamation of the Institute of Building Control and the Royal Institution of Chartered Surveyors.
- 6.2 At its meeting of 18 February 2002, the Personnel and Management Services Committee had approved a new career grade structure for the Planning and Transportation Department in the context of the raising of existing standards of qualification for the three main grades of Engineer in the department.
- 6.3 In the explanatory notes to the Building (Scotland) Bill, the Scottish Executive stated that, in future, persons working in Building Control would require to be properly qualified and suitably experienced. One result of the amalgamation of the Institute of Building Control and the Royal Institution of Chartered Surveyors is that a new division for Building Control Surveyors has been created within the Institute. In future, candidates for membership will require to hold recognised degrees. An interim arrangement is in place for existing Building Control employees who meet certain requirements of qualifications and experience. The effect is to put Building Control employees on the same basis as other professional staff in the Planning and Transportation Department. Therefore, it is proposed to bring the Building Control employees into line with the career grade structure for other employees, which was approved in February 2002.
- 6.4 As a consequence of this, it is proposed that the post of Building Control Officer will be redesignated Building Control Surveyor and that the post of Senior Building Control Officer will be redesignated Senior Building Control Surveyor.
- 6.5 It is proposed that the revised salary scale for the post of Building Control Surveyor should be Tech 2-PO4 (£14,811 - £27,015), with a qualification bar at SCP34 (£24,396). Progression beyond the bar will depend upon the achievement of full RICS membership. Those employees progressing beyond the bar will be required to carry out additional higher level duties (please refer to the job description attached as Appendix 2).
- 6.6 It is further proposed that the revised salary scale for the post of Senior Building Control Surveyor should be PO7-10 (£29,313 - £31,536). The job description for this post is attached as Appendix 3. Any Senior Building Control Surveyor who does not hold full RICS membership will be held at PO6 (£28,578).

7 CONSULTATION

- 7.1 The Chief Executive, Depute Chief Executive (Finance) and Depute Chief Executive (Support Services) have been consulted and are in agreement with the contents of this report. The appropriate Trade Unions have also been consulted.

8 BACKGROUND PAPERS

- 8.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

M. Galloway
Director of Planning and Transportation

(DATE)

J.C. Petrie
Assistant Chief Executive (Management)

(DATE)

PROPOSED CAREER GRADE STRUCTURE - BUILDING CONTROL

POST TITLE	GRADE	SCP	SALARY 01/04/03 (£)	Qualifications/ Experience
Team Leader	PO 14	48	34,554	MRICS + 5 years BC experience
	PO 13	47	33,729	
	PO 12	46	32,991	
	PO 11	45	32,224	
Senior Building Control Surveyor	PO 10	44	31,536	MRICS + 3 years BC experience
	PO 9	43	30,786	
	PO 8	42	30,060	
	PO 7	41	29,313	
Building Control Surveyor <i>(qualification bar)</i>	PO 4	38	27,015	MRICS
	PO 3	37	26,250	
	PO 2	36	25,527	
	PO 1	35	24,888	
	T5	34	24,396	Appropriate Degree
		33	23,750	
	AP5/T5	32	23,052	
		31	22,398	
	AP4/T4	30	21,732	
		29	21,045	
	TP4/T4	28	20,262	
		27	19,632	
	T3	26	19,029	
		25	18,441	
	AP3	24	17,895	
		23	17,340	
	T3	22	16,866	HNC/HND
21		16,449		
AP2	20	16,005		
	19	15,582		
T2	18	15,204		
	17	14,811		

Placement on the scale to be dependent on experience and qualifications.

Qualification bar:- progression through the bar dependent on the achievement of full RICS membership.

Appendix 2

VACANCY REF.:
CLOSING DATE:

DUNDEE CITY COUNCIL**JOB DESCRIPTION - PLANNING & TRANSPORTATION DEPARTMENT****IDENTIFICATION**

Post Title:	Building Control Surveyor	Post Ref.:	0162, 0163, 0164, 0165, 0166, 0188, 0200
Section:	Building Quality, Building Control	Grade:	Tech 2-PO4 (bar at SCP34, max Tech 5, for non MRICS qualified employees)
Responsible to:	Senior Building Control Surveyor		

JOB PURPOSE

To assist the Team Leader (Building Control) and the Senior Building Control Officers in carrying out the City Council's statutory function as a Building Control Authority with particular regard to the Building Standards (Scotland) Regulations.

PRINCIPAL WORKING CONTACTS

- 1 Team Leader – Building Control
- 2 Senior Building Control Officers
- 3 Other staff of the department/Council/outside bodies, agencies, developers, members of the public regarding the exchange of information and duties of the post.

MAIN DUTIES OF ALL BUILDING CONTROL SURVEYORS

1. Liaise as necessary and appropriate with other Council Departments, officers of neighbouring Councils, developers, Community Councils, Scottish Office and other agencies/individuals regarding the functions of the Team.
2. Assist in the provision of Best Value to all of the stakeholders in Building Control.
3. Examine all drawings, plans and specifications to ensure compliance with the Building Standards (Scotland) Regulations.
4. Negotiate any necessary amendments to ensure compliance with the Building Standards (Scotland) Regulations.
5. Inspect building works, demolition, etc, for which a Warrant has been granted to ensure that it is carried out in accordance with the Regulations and approved plans, and record all visits and points worthy of note.

6. Confirm that building works, demolition, etc, are satisfactory for the issue of a Certificate of Completion.
7. Prepare and process applications for relaxation directions under the Building Standards (Scotland) Regulations.
8. Carry out any building inspections which may be necessary under the Buildings (Scotland) Act and report any alleged unauthorised works.
9. Carry out and report on any other building inspections which may be considered necessary by the Team Leader (Building Control) or Senior Building Control Officer.
10. Guide and advise, where necessary, persons intending to apply for Warrants.
11. Contribute to the corporate working of the Council through participation in inter-departmental working groups as required.
12. Contribute to the maintenance and development of an appropriate information system to facilitate the work of the Team.
13. Advise members and other officers on all matters relating to the building control work of the division.
14. Input to the general work of the Planning and Transportation Department as required.
15. Promote through the Council, external agencies, and the general public information relating to the role of the Building Control Service.
16. Undertake training, including CPD, as required and ensure the preparation, monitoring and review, as appropriate, of your personal development plan (incorporating training and career development programmes) in discussion with the Team Leader.
17. Contribute to the efficient delivery of the Building Control service.

ADDITIONAL DUTIES OF MRICS QUALIFIED BUILDING CONTROL SURVEYORS

18. Deputise for Senior Building Control Surveyor as directed.
19. Assist as required with inspections and preparation of reports which may be necessary under Building (Scotland) Act Section 13 Dangerous Buildings and Civic Government (Scotland) Act Section 87 Defective Buildings.
20. Assist as required in the application of the Council's duties to ensure buildings comply with the Building Standards (under Sections 10 and 11). Powers to have building works removed or altered to conform with the standards).
21. Investigate and report on alleged unauthorised works.
22. Carry out inspections of buildings as required and prepare a qualified statement (letters of comfort) confirming, as appropriate, that no enforcement action is intended under the Building (Scotland) Acts 1959/70 or advise further action which may be necessary.

23. Assist as required with all necessary inspections and preparation of reports as they relate to the Licensing (Scotland) Act 1982 and Safety of Sports Ground Act 1975.
24. Assist as required with inspections and reports to ensure that HMO (Houses of Multiple Occupancy) achieve an acceptable standard as required by the Civic Government (Scotland) Act 1982 (Licensing of Houses in Multiple Occupation) Amendment Order 2003.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 11/02/04
Authorised:

If you have any queries regarding this vacancy, please contact Ian Mudie, Planning and Transportation Department, tel. (01382) 433425.

Appendix 3

VACANCY REF.:
CLOSING DATE:

DUNDEE CITY COUNCIL**JOB DESCRIPTION – PLANNING AND TRANSPORTATION DEPARTMENT****IDENTIFICATION**

Post Title:	Senior Building Control Surveyor	Post Ref.:	0154,0155
Section:	Building Quality	Grade:	PO7-10
Responsible to:	Team Leader (Building Control)		
Responsible for:	Staff resources made available for identified areas of work		

JOB PURPOSE

To assist the Team Leader (Building Control) in carrying out the City Council's Statutory function as a Building Control authority with particular regard to the Building Standards (Scotland) Regulations.

The postholder will supervise other building control staff and carrying out duties at a higher level in addition to forming part of a team which implements the responsibilities of the City Council under the terms of the Building (Scotland) Acts 1959-1970.

PRINCIPAL WORKING CONTACTS

- 1 The Team Leader (Building Control) as immediate supervisor.
- 2 Other staff of the Department/Council/outside bodies, agencies, developers, members of the public regarding the exchange of information and the duties of the post.

MAIN DUTIES

- 1 Supervise identified work areas of the team on the instruction of, and under the guidance of, the Team Leader on a day to day basis, including the work of other staff.
- 2 Assist in the provision of Best Value to all of the stakeholders in Building Control.
- 3 Allocate, supervise and monitor the work and caseload of staff on a day to day basis or within priorities set by and as required by the Team Leader.
- 4 Ensure new and existing staff are trained to undertake duties within the Team and inform the Team Leader of any training requirements.
- 5 Provide guidance and advice to staff with regard to the building regulations and other related technical matters.
- 6 Deputise for Team Leader (Building Control) as directed.

- 7 Assist as required with inspections and preparation of reports which may be necessary under Building (Scotland) Act Section 13 Dangerous Buildings and Civic Government (Scotland) Act Section 87 Defective Buildings.
- 8 Assist as required in the application of the Council's duties to ensure buildings comply with the Building Standards under (Sections 10 and 11 Powers to have building works removed or altered to conform with the standards).
- 9 Investigate and report on alleged unauthorised works.
- 10 Carry out inspections of buildings as required and prepare a qualified statement (letters of comfort) confirming, as appropriate, that no enforcement action is intended under the Building (Scotland) Acts 1959/70 or advise further action which may be necessary.
- 11 Assist as required with all necessary inspections and preparation of reports as they relate to the Licensing (Scotland) Act 1982 and Safety of Sports Ground Act 1975.
- 12 Assist as required with inspections and reports to ensure that (Houses of Multiple Occupancy) achieve an acceptable standard as required by the Civic Government (Scotland) Act 1982 (Licensing of Houses in Multiple Occupation) Amendment Order 2003.
- 13 Prepare, process and issue building warrants and certificates of completion.
- 14 Identify areas where there is a lack of guidance and/or areas of conflicting interest and report thereon to the Team Leader.
- 15 Ensure that the duties of the post are carried out in accordance with laid down financial and administrative controls.
- 16 Provide management information in respect of the duties of the post.
- 17 Contribute to the corporate working of the Council through participation in interdepartmental working groups as required.
- 18 Contribute to the maintenance and development of an appropriate information system to facilitate the work of the Team.
- 19 Guide and advise applicants and intending applicants and their agents in order to ensure compliance with the building regulations.
- 20 Contribute to the preparation of advice to the Council in the determination of application for relaxation of The Building Standards (Scotland) Regulations.
- 21 Contribute to all necessary inspections and preparation of reports as they relate to the Licensing (Scotland) Act 1976, Civic Government (Scotland) Act 1982, and Safety of Sports Grounds Act 1975.
- 22 Investigate and report on alleged unauthorised works and carry out any other building inspections which may be necessary under the Buildings (Scotland) Act.
- 23 Advise Committees, members and other officers on all matters relating to the building control work of the division.

- 24 Input to the general work of the Planning and Transportation Department as required.
- 25 Promote through the Council, external agencies, and the general public information relating to the role of the Building Control Service.
- 26 Undertake training, including CPD, as required and ensure the preparation, monitoring and review, as appropriate, of your personal development plan (incorporating training and career development programmes) in discussion with the Team Leader.
- 27 Contribute to the efficient delivery of the Building Control Service.

OTHER DUTIES

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