



Building Standards

Annual Performance Report 2022-2023

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1. Introduction to the verifier

Background

This 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

Size of the Local Authority by Population and Geographical Size

Dundee is Scotland's fourth largest city and is situated on the north coast of the Tay Estuary, in a stunning location. Edinburgh lies 60 miles to the south, and Aberdeen 67 miles to the north.

The most recent estimate of Dundee's population is 147,700, National Records for Scotland (NRS) 2021 Mid-year Population Estimate). Dundee has a sizeable student population, and is home to the University of Dundee, the University of Abertay Dundee and Dundee College.

The Dundee City Council area covers 6,300 hectares (24 square miles) and is, geographically, one of the smallest local authority areas in Scotland. It is bordered by Perth and Kinross Council to the west and Angus Council to the north and east. The former Tayside Regional Council area previously covered all three councils, and Dundee continues to serve as the regional centre for this area and north-east Fife, with an estimated catchment population of some 325,000 people within a 30 min drive time and 800,000 people within a 60 min drive time.

Map of Dundee



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Major Employers and Main Employment Sectors Larg

Employers -

Employer Name	Industry Sector
Dundee City Council	Public Administration and Defence
NHS Tayside	Human Health and Social Work Activities
University Of Dundee	Education
Tayside Contracts	Construction; Administrative & Support Service Activities; Transport; Accommodation and Food Services
Tesco	Wholesale and Retail; Administrative and Support Service Activities
BT	Information and Communication
Police Scotland - Tayside	Public Administration and Defence
D C Thomson & Company (Ltd)	Publishing & Printing
Dundee and Angus College	Education
Social Security Scotland	Public Administration and Defence
Fire Scotland	Public Administration and Defence
University of Abertay Dundee	Education
DWP:Dundee Pension Service, Dundee Job Centre Plus	Public Administration and Defence
NCR Financial Solutions Group (Ltd)	Manufacturing
Scottish Social Services Council	Public Administration and Defence
Royal Mail Delivery Office	Transportation and Storage
Insights Group Ltd	People Development Solutions
Wright Health Group	Manufacturing
C J Lang & Son (Ltd)	Wholesale & Retail
Xplore Dundee	Transportation and Storage
Dover Fuelling Solutions	Technology and Manufacturing
Asda	Wholesale and Retail

Source: Dundee City Council City Development Department Company Database (2022)

Employment in Dundee by Industry Sector

Sector	Employees	%
Human Health and Social Work Activities	17,000	22.4
Wholesale And Retail Trade	11,000	14.5
Education	9,000	11.8
Public Administration & Defence	5,000	6.6
Manufacturing	3,500	4.6
Accommodation & Food Services	8,000	10.5
Business Administration & Support Services	3,500	4.6
Construction	3,500	4.6
Arts, Entertainment and Recreation & Other Services	2,000	2.6
Professional Scientific & Technical	3,000	3.9
Information & Communication	3,500	4.6
Transport & Storage (incl Postal)	2,250	3
Financial & Insurance	1,000	1.2
Property	1250	1.6
Agriculture, Forestry and Fishing	0	0.1
Water Supply; Sewerage, Waste Management	500	0.7
Mining & Quarrying & Utilities	*	*
Electricity, Gas, Steam and Air Conditioning Supply	225	0.3
Other Service Activities	1500	2
Total	79000	100%

Source: ONS Crown Copyright Reserved [from Nomis December 2021]

All figs have been rounded to the nearest 100. Therefore, individual figures do not sum to total.

* These figures are suppressed to avoid disclosure.

Services Provided by Building Standards

As a sole verifier recently re-appointed by Scottish Ministers for a period of 6 years the Building Standards Team is responsible for discharging the local authority's statutory duties in respect of the Building Scotland Act and associated legislation.

Building Standards (formerly Building Control) in Dundee is part of the City Development Department and has over 50 years' experience in dealing with the interpretation and implementation of Building Regulations and associated matters.

Verification of Building Warrant Applications and Completion Certificate Submissions

Our Building Standards Surveyors ensure compliance with the Building Regulations through plan assessment - including a 'fast track' service for low-risk applications. We carry out reasonable inquiry to aid the process of the Acceptance of a Completion Certificate.

Following a risk-based approach to site inspections based on a nationally approved model. Our customers receive a tailor-made inspection plan, where we endeavor to inspect and verify key elements of the build.

Supplementary Verification Services

Pre-Submission Consultation

We offer our customers a comprehensive pre-warrant consultation service and help to identify and avoid Building Regulations problems - saving time and money from the start.

At DCC Building Standards we pride ourselves in working with our customers and assisting them in finding solutions to design challenges.

By involving us at an early stage, we are often able to contribute with technical solutions to innovative design, such as the optional alternative approach to the guidance allowing the designer flexibility to be creative to meet their development objectives, yet still help achieve regulatory compliance.

Duty Surveyor

Qualified Building Standards Surveyors are available to advise our customers on technical matters and Building Regulation interpretation throughout the working day.

Scottish Type Approval Scheme

We promote and encourage the use of the Scottish Type Approval scheme (STAS) providing our customers with a quick and easy route through the Building Regulation plan approval procedure. Details are available on request.

Wider Role Services

- Inspect and report on relevant Houses in Multiple Occupation.
- Enforcement relating to unauthorised work.
- Issuing Section 89 Temporary Raised Structure consent.
- Administer the certification of Sports Ground Safety.
- Inspect and report on applications for licensed premises, concerts and events.
- Inspect and provide Letters of Comfort/Building Standard Assessments.
- Administer the Council's responsibility for Public Safety Dangerous and Defective Buildings.
- Maintain a 24-hour emergency call out service on reported dangerous buildings and matters of public safety.

Organisational Chart of the Local Authority (CEO to Team Leader Level)



2. Building Standards Verification Service Information

The verification function in Dundee is administered for the Council by the Building Standards Section within the Planning Division of the City Development Department. The Building Standards section is located within the Council Offices, floor 6, Dundee House, 50 North Lindsay St, Dundee.

The Department has a broad range of responsibilities and associated professional disciplines and occupies a key position within Dundee City Council's provision of services and leadership to the citizens of Dundee and is ideally placed to assist in the delivery of the Council's objectives as set out in the Council plan 2017-2022.

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 satisfy building regulations.

Verification services and functions delivered:

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

Officers assess compliance with the Building Standards regulations where applicable and will make reasonable enquiry prior to accepting or rejecting Completion Certificates.

This requires the verification of:

- Compliance of applications for Building Warrants.
- Compliance of Completion Certificates where there has been no Warrant issued.
- Completed works prior to accepting or rejecting completion certificates.

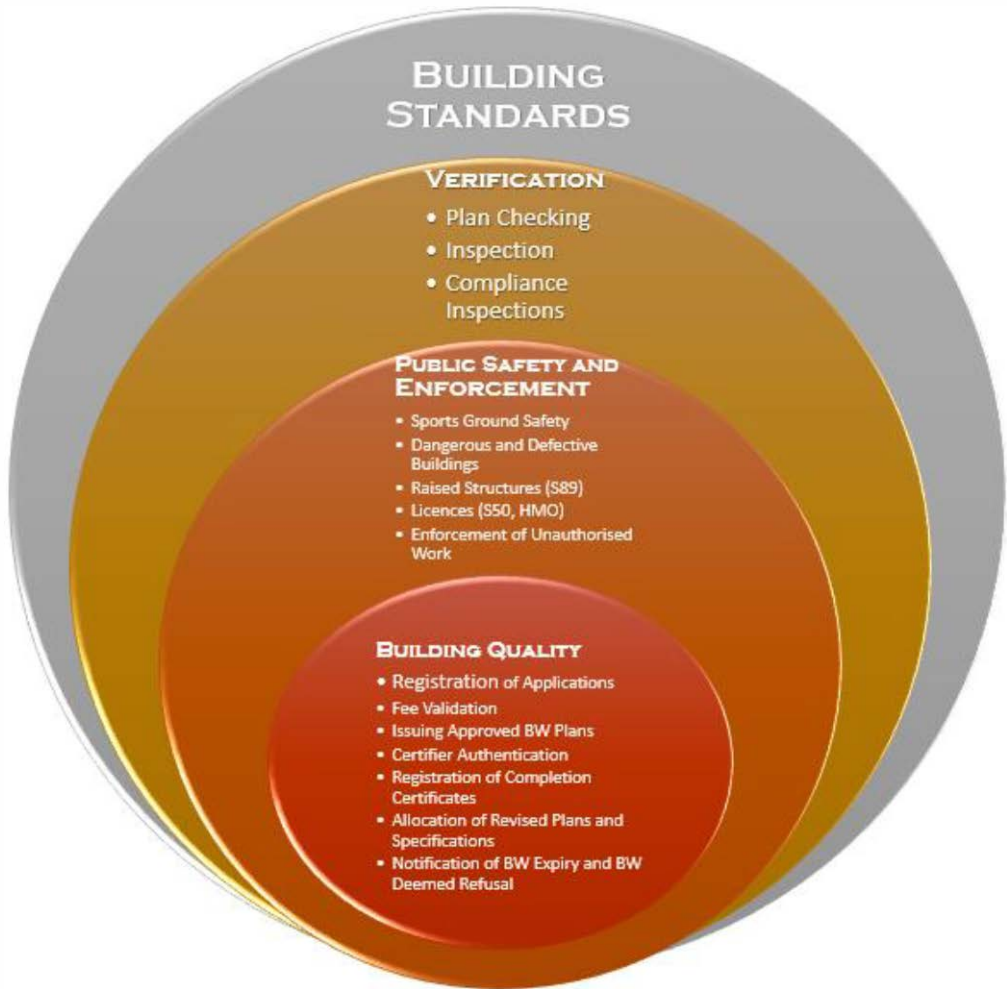
Other duties undertaken by the Building Standards team include ensuring safety in and around buildings where they are identified as structurally dangerous or defective and, where necessary, taking enforcement action. This covers action under sections 25-30 of The Building (Scotland) Act 2003 in respect of:

- Unauthorised works
- Defective buildings
- Dangerous buildings
- Building regulation compliance
- Continuing requirement enforcement

In the interest of public safety, the Building Standard Service is also responsible for several statutory functions in respect of:

- The Licensing (Scotland) Acts 1976 and 2005 (Section 50).
- The Civic Government (Scotland) Act 1982 (Section 89 - Raised Structures).
- The Safety of Sports Ground Act 1975 and The Fire Safety and Safety of Places of Sport Act 1987.
- The Building (Scotland) Act 2003 – maintenance of the Building Standards Register.
- The Building (Scotland) Act 2003 - the issuing of Letters of Comfort for works predating.
- Housing (Scotland) Act 2006 (HMO).

The team undertakes cross-function liaison and collaboration with other Council Services, such as Environmental Health, Planning and Legal.



	Tier 1	Tier 2	Tier 3	Tier 4
Head of Building Standards Verification Service	X	X	X	X

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

		Building Standards Verification Service
Managers (Team Leader)	No. posts	1
	Vacant	0
Principal Surveyor	No. posts	2
	Vacant	0
Main grade posts (Senior Surveyors)	No. posts	2
	Vacant	0
Surveyors	No. posts	5
	Vacant	0
Inspector	No. posts	1
	Vacant	0
Technician	No. posts	1
	Vacant	0
Modern Apprentice Surveyor	No. posts	2
	Vacant	0
E-Development Officer	No. posts	0.5
	Vacant	0
Building Quality Assistant	No. posts	1
	Vacant	0
Modern Apprentice Building Quality Assistant	No. posts	1
	Vacant	0

Staff age profile	Number
Under 30	4
30-39	4
40-49	2
50 and over	6

3. Strategic Objectives

The overarching goal/vision of the service:

Corporate Goals

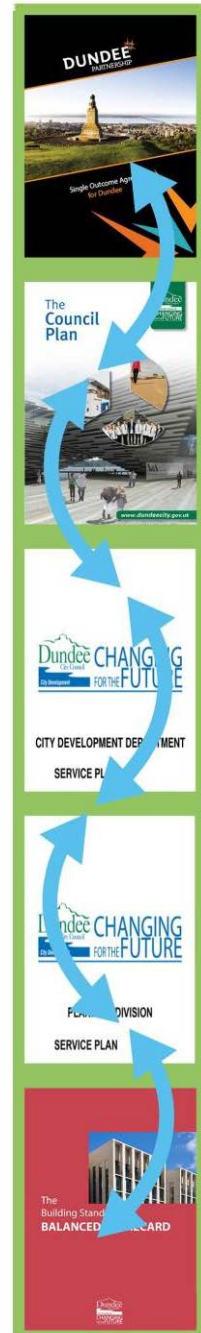
The Single Outcome Agreement for the Dundee Partnership sets out key priorities for the council and its partners.

The delivery of these outcomes is laid out in the Council Plan, the City Development Department Service Plan and the Planning and Economic Development Service Plan. The Annual Verification Performance Report (AVPR) will contain the main strategic Building Standards objectives and priorities which will help to support and feed into these plans.

The AVPR is used as a key document to ensure that the work undertaken by the Building Standards Service supports the main corporate objectives of the Council, thereby ensuring consistency and retaining a 'golden thread' approach.

The general goals of the Council include commitments to:

- Education.
- Health, care and safety.
- Communities.
- Low carbon environments.
- Sustainability.
- Economic growth.
- The Central Waterfront project.
- Continuous improvement.
- Ensure services are customer focused.
- Social inclusion.
- Housing.
- The delivery of effective and efficient service.



Departmental issues to be addressed in the coming year.

The majority of these goals centre around specific quality standards being met in the built environment.

The Building Standards service occupies a key position within Dundee City Council's provision of services and is ideally placed to support many of these corporate goals such as economic growth, tackling climate change and promoting sustainability.

In order to meet these goals, the Council understands the importance of the Verification reappointment process and the need for the service to meet the requirements set out in the Operating Framework and the Verification Performance Framework.

The key strategic objectives for the coming year.

Continuous improvement in the service is driven by Key Performance Outcome targets set out in the Performance Framework. Therefore, the key strategic objective of the verification service is to demonstrate continuous improvement in KPO performance. By satisfying the expectations of Scottish Ministers, the service has secured another six-year verification appointment period.

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 E-Building 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 developed as part of future review of KPO2.
KPO3 Targets	
3.1	The national customer charter is published prominently 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 e-Building Standards to be published prominently 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 prominently on website with version control (reviewed at least quarterly).
7.2	Annual performance report to include performance data in line with KPOs and associated targets (annually covering previous year).

5. Performance Data

Reappointment as the Building Standards verifier for Dundee City in 2022 was subject to satisfying the Scottish Ministers that the Council is meeting the conditions laid out in the Verification Operating Framework and the Verification Performance Framework. To guide service delivery, analysis of performance is measured against the requirements and targets set out below.

Professional Expertise and Technical Processes

KPO 1	Minimise time taken to issue a first report or issue a building warrant or amendment to building warrant.	
	Targets	Actual
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).	69%
Narrative: Our performance for the financial year 22/23, shows that 69% of first reports were issued within 20 days.		
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).	79%
Narrative: Our performance for the financial year 22/23, shows that 79% of building warrants and amendments have been issued within 10 days of receipt of all satisfactory information.		
KPO 2	Increase quality of compliance assessment during the construction processes	
	Targets	Actual
2.1		
Narrative: Targets to be developed as part of future review of KPO2.		

Protocols for dealing with work.

- The Building Standards Team has five professionally qualified members of staff, two have full membership of the RICS, one has full membership of the ABE, one has full membership of CIOB & one has full membership of RIAS (see appendix 2 staff profiles).
- Dundee City Council Building Standards Service continues to be ISO9001 accredited for processing building warrants and completion certificates.
- The workload is risk assessed and is allocated by the Principal Surveyor, so as to ensure a balanced workload amongst staff.
- Case Officers are supported by Senior Surveyors, Principal Surveyors and the Team Leader.
- We regularly review workload and performance and ensure specialist services can be sourced through our procurement framework (Fire, Energy, Structures).
- In between annual and interim performance reviews, we engage in formal support & supervision meetings. The National Competency Assessment System (CAS) is used to inform training needs and ensure workload is being competently handled.
- Workloads are reviewed on a regular basis by the Principal Surveyors, this enables verification and wider role duties to be distributed evenly and fairly across the team.

- The surveyor is generally responsible for all work associated with the building warrant application - from plan assessment through to completion of the project.
- Special Project Teams are formed to deal with complex projects as required and for the purposes of staff development.
- As part of the services alternative to guidance process, all departures from technical guidance are formally recorded and agreed with the Principal Surveyor or Team Leader - staff have access to these by electronic means.
- The Principal Surveyors conduct procedural and technical checks on a minimum of 5% of all applications, any deviations are reported back to the staff and raised generally at Team meetings.

Performance management systems

- Our Idox Enterprise system allows for workloads to be redistributed amongst the Team to ensure the Service can support the KPO target timescales.
- The Corporate online performance monitoring database (Pentana) keeps track of progress on all the objectives contained in the Council Plan and other key strategic documents.
- Key Performance Outcomes for the Building Standards Service are included in the Pentana database, this provides a platform for the service to show how it directly and indirectly supports corporate objectives.
- Quarterly updates on BS performance are reported to the Scottish Government via the SCOTXED system.

Training and development/CPD

Individual training and development needs for each staff member are established through an annual staff development and appraisal process (EPDR). This process includes the use of the CAS system, individual training plans are developed, ensuring staff have the necessary levels of competence to undertake their duties.

Regular performance reviews are conducted to evaluate the effectiveness of training.

As a Verifier we need to be able to respond to changes in technology and legislation. The competence of individuals is also considered when allocating workload and if necessary specific training or development will be undertaken to ensure we remain up to date and are able to provide our customers with a first-class Building Standards Service.

Hours spent on training by professionally qualified employees are recorded by the relevant professional body, in-house e-learning modules are recorded on a corporate database. Reports can be produced to demonstrate CPD undertaken. Training needs are also identified through:

- Staff 'one to one'.
- Health & Safety needs.
- Statutory changes.
- Changes in business processes & procedures.
- Listening to our Customers.
- 5% checks.
- Support & Supervision meetings.
- Succession planning; and
- General Performance.

Benchmarking/shared services

The Building Standards Division, the Scottish Government (BSD)

The BSD are viewed as the technical authors of the Building Regulations with Local Authority Building Standards seen as the verifiers of the Regulations. Working together towards a common goal to deliver a quality verification Service - Local Authority Verifiers in partnership with BSD have developed a Performance Framework. This framework will assist in the drive to promote quality of service.

The performance of a Verifier is critically appraised by the BSD with valuable feedback and guidance offered to assist Verifiers continually improve the level of service.

Local Authority Building Standards Scotland (LABSS)

Dundee City Council is member of LABSS a National Body which enables a coordinated approach to the Building Standards Service.

We meet regularly to share and discuss issues affecting Building Standards and work in partnership with the BSD - assisting and sharing innovative approaches to service provision and the development of the Building Regulations.

Through coming together our primary aim is to promote a culture of continuous improvement and the achievement of best value principles in the delivery of a Local Authority Building Standards service.

Tayside Building Standards Consortium - Perth & Kinross, Dundee, Angus

The aims and objectives of the Consortium are to promote partnership working, and to provide a means whereby a forum for the discussion and promotion of Local Authority Building Standards. A Consortia approach helps to promote uniformity of interpretation and application of the Building Regulations.

Fire Scotland

Consultation is carried out with the Scottish Fire & Rescue Service and other statutory authorities, thus keeping the required consultation period to a minimum.

We also work in partnership with SFRS on the enforcement of fire safety issues within the City.

Other Agencies

When considering Sports Ground Safety, we recognise and utilise the strengths and areas of expertise of all the partner agencies, we liaise very closely with the local clubs and promote best practice in safety standards.

We are members of the Dundee City Sports Ground Safety Advisory Group which comprises of representatives of Police Scotland, Scottish Fire and Rescue Service and the Scottish Ambulance Service.

Other Council Departments

We work closely with our colleagues in both the Housing and Licensing Departments and assist in the delivery of a variety of licensing consents.

Succession planning

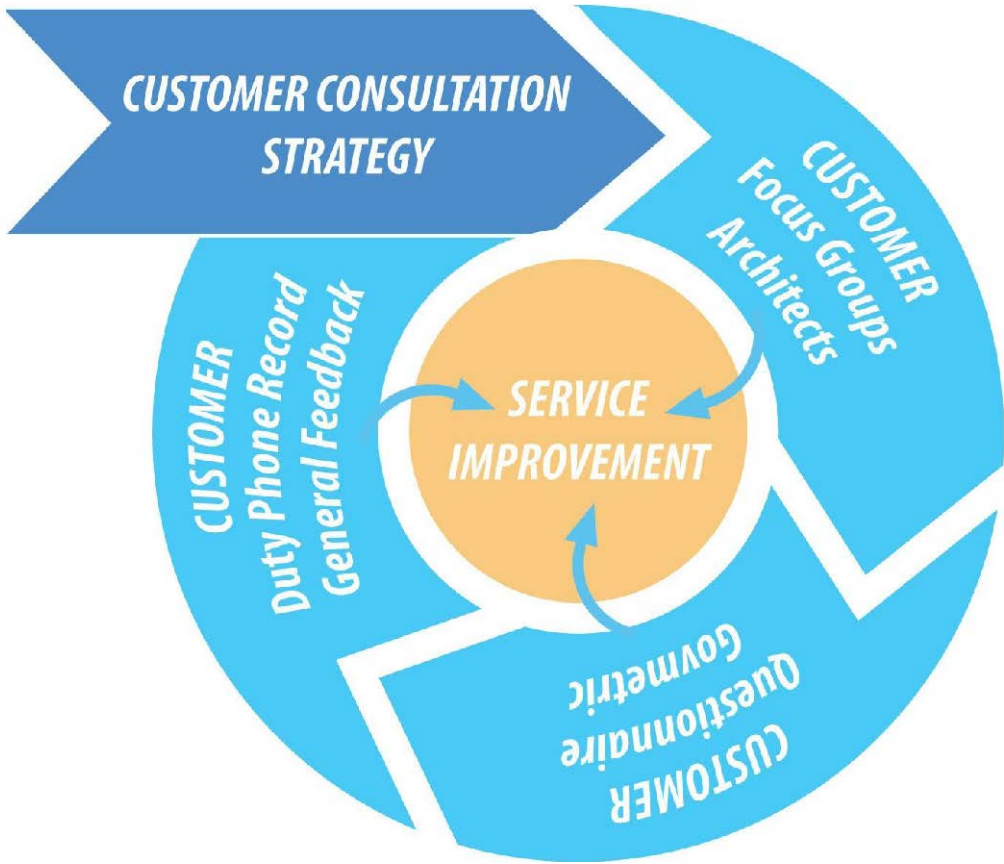
A recent review of service needs has been undertaken and this has resulted in restructuring. This includes strengthening in management positions and the introduction of three Modern Apprenticeship posts to assist in succession planning.

Quality Customer Experience

KPO 3	Commit to the building standards customer charter	
	Targets	Version
3.1	The national customer charter is published prominently on the website and incorporates version control detailing reviews (reviewed at least quarterly).	2023
Narrative: Our National Customer Charter (NCC) is published prominently on the Dundee City Council website.		
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.	N/A
Narrative: No cases have been reported within last 12months.		
KPO 4	Understand and respond to the customer experience	
	Target	Actual
4.1	Minimum overall average satisfaction rating of 7.5 out of 10	6.5
Narrative: Our overall customer satisfaction rating for the 2021 National Customer Survey was 6.5 out of 10.		

Customer Communication Strategies

We have a dynamic approach to ensure our policies are driven by our customer needs. Customer feedback assists us to develop Service improvements.



Internal Communication Strategy

Executive Director

All Managers within the City Development Department meet the Executive Director every week to discuss corporate business, health and safety, service performance, management priorities and budgetary control etc. All relevant matters are then cascaded down through the following meetings:

Head of Service

Monthly meetings are held between the Head of Service and the Divisions Team Leaders to discuss all relevant matters relating to the Teams. Any relevant matters are taken forward to Team Meetings.

Building Standards Team Leader

A Building Standards Management meeting is carried out on a weekly basis to discuss: - staff workloads, the progress and development of policies and procedures, staff development. Priorities and actions are agreed.

Building Standards Team

A Building Standards Team meeting is carried out on the last Tuesday of every month to discuss Building Standards issues. Agenda items are set, and all staff are given the opportunity to raise topics for discussion prior to the meeting. A rota for chairing and minute taking has been introduced to assist in staff development.

Support & Supervision Meetings

Formal Support & Supervision Meetings are undertaken with staff to discuss workload and performance targets.

External Communication Strategy

Customer Focus Groups/meetings

We frequently meet with regular service users such as local Architects etc. These meetings allow us to listen to users of our services and develop our standards accordingly. Any relevant matters are taken forward to Team Meetings.

Local Authority Building Standards in Scotland (LABSS)

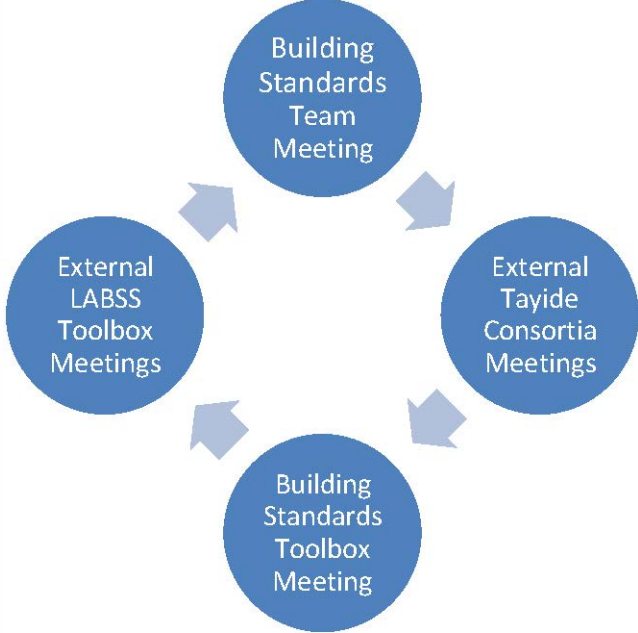
As a member of Local Authority Building Standards in Scotland (LABSS) we meet regularly to share and discuss issues affecting Building Standards. Minutes of LABSS general meetings and discussions are cascaded down to all members of the Team via email. All major issues are taken forward and discussed at Team meetings when necessary. Staff are given the opportunity to attend LABSS meetings - this keeps staff informed and kept up to date with more strategic issues surrounding Building Standards.

Tayside Building Standards Consortium

The LABSS Management Board is primarily made up of Consortia Leads, the Tayside Consortium endeavor to meet after each LABSS Management Board meeting and discuss relevant items as necessary.

The Lead Authority also provides a Technical Lead whose task is to liaise with other Consortia Technical reps, this approach attempts to apply consistency throughout Scotland through the creation of technical guidance notes.

At most Consortia meetings, staff at all levels are invited along to take part. This assists with succession planning and promotes a more inclusive approach. Any relevant matters are taken forward and discussed Team Meetings.



Dundee City Council Customer Charter:

Our Charter underpins the aims of the National Customer Charter, it clearly sets out the standard of service customers can expect when using Dundee City Council as a Verifier and for other Building Standards Services. Dundee City Council Customer Charter.

Customer feedback (national)

Customer feedback is gained through a continuous survey made available through various communication channels. The results of these surveys are then reviewed to inform continuous improvement in the service.

Accessibility of service

The Council offers a Customer Contact Centre to the public during normal working hours - 8.30 to 17.00hrs. Customers can discuss issues regarding the building warrant process by: -

- By appointment only for specific matters must be arranged prior to attending Dundee House.
- Telephone 01382 433102 or
- Email bs@dundeecity.gov.uk

In addition, by visiting the Building Standards web page our customers can: -

- Track the progress of their Building Warrant application on the Building Standards Register.
- Access model forms pertaining to the service.
- Access general guidance about Building Standards.
- Find out how our service is performing.
- Understand the standards to expect from our service.

We hold customer focus group meetings to discuss Building Standards Issues.

Customer Charter published and available on-line.

(Building Standards Customer Charter)

CIP is published quarterly and available on-line.

The results of national customer surveys are published on-line (AVPR).

Pre-Application Discussion Information/Advice

- Pre-application advice is encouraged to enable good quality submissions. However, any advice given is provided without prejudice to the final assessment of the application.
- A duty surveyor service is available during office hours through our customer contact centre. This service guides and assists customers through the Building Warrant and Completion Certificate process.

Dissatisfaction with response times performance

Other than those applications covered by a customer agreement, if you have not received a technical response, or a building warrant, as applicable, within 35 working days from receipt of your valid application you have the right to request resolution to the matter. This may be done, in the first instance, by contacting our Building Standards Team Leader on 01382 433001.

You may also contact the Building Standards Division at buildingstandards@scotland.gov.uk or Tel: SG Central Enquiry Unit 08457 741 741 or 0131 556 8400.

Complaints Procedure

Should the service we provide fall short of the standards set out in this charter and you wish to complain you can make your complaint by telephone, by letter, or in person. You may also register your complaint online using the Council's web site.

Visit: www.dundee.gov.uk/cservices/compform.htm

If you have a complaint about how we are delivering the Building Standards Service, we will:

- Explain the complaint procedures to be followed.
- Acknowledge in writing written complaints within 5 working days advising how the complaint will be dealt with.
- Fully investigate all complaints and give a written response advising what action the Council proposes to take.

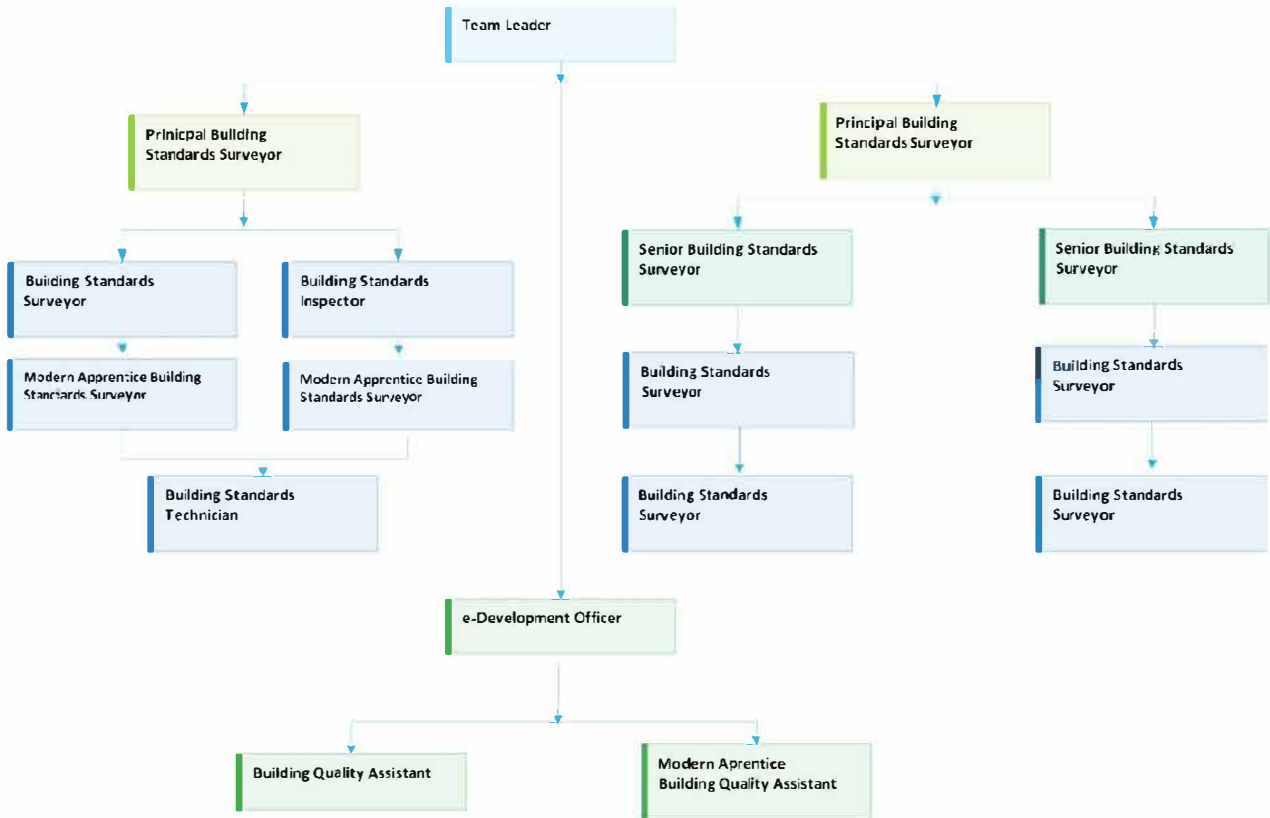
Operational and Financial Efficiency

KPO 5	Maintain financial governance	
	Target	Actual
5.1	Building standards verification fee income to cover indicative verification service costs (staff costs plus 30%).	178%
Narrative: Our percentage verification fee income/service costs over 2021/22 was 178%.		
KPO 6	Commit to e Building Standards	
	Target	Actual
6.1	Details of e Building Standards to be published prominently on the verifier's website.	Yes
Narrative: Details of e Building Standards is published prominently on the DCC website.		
6.2	75% of each key building warrant related process being done electronically.	99%
6.2.1	Plan checking	99%
6.2.2	Building warrant or amendments (and plans) being issued	99%
6.2.3	Ability to verify during construction	100%
6.2.4	Completion certificates being accepted	99%
Narrative: All staff are provided with mobile devices to fully support electronic ways of working, within the office environment, home working and whilst on-site.		
KPO 7	Commit to objectives outlined in the annual performance report	
	Target	Actual
7.1	Annual performance report published prominently on website with version control (reviewed at least quarterly).	Yes
7.2	Annual performance report to include performance data in line with KPOs and associated targets (annually covering previous year).	Yes
Narrative: Annual Verification Performance Report (AVPR) published prominently on the DCC website, however, version control has been restricted due to exceptional circumstance faced by the service over the Covid period staffing. Going forward the AVPR will be reviewed and updated quarterly.		

Operational and Financial Efficiency

Team Structures

The Building Standards Section is led by a Team Leader, responsible to the Head of Planning, assisted by two Principal Building Standards Surveyors, two Senior Building Standards Surveyors, seven Building Standards Surveyors, two Modern Apprentice Building Standards Surveyors, one Building Standards Technician, one e-Development Officer, and two Administrative Support roles including a Modern Apprentice Administrative Support post



The use of Information Technology and Digital systems.

Building Standards are consistently engaged with the progression of e-development through both a corporate initiative and the Scottish government digital agenda.

The Planning Division continues to invest substantial resources in the development and enhancement of our digital services and systems for business delivery.

The Division facilitates a continuous upgrade program ensuring that current versions of all casework, workflow and document management systems, central to the Building Warrant and verification processes are in use. The Building Standards Building Warrant verification and wider role services are carried out by use of digital workload tasks using the Idox Enterprise for uniform workflow system. The council is driven to ensure that all newly available software options are evaluated and procured where found to be beneficial to the service, the most recent example being the investment in enhanced mapping software, Uni-map Web to maximize the available mapping services such as GIS to improve the application processes.

The Council is committed to fully supporting the Scottish Government digital agenda and as a stakeholder, are continually engaged with progress of this project, with the council having recently provided participation within a selection panel assigned to a bid and tender process as part of the ongoing e-development project to enhance the E-Development.scot website.

Microsoft Office 365

The Council have fully implemented the use of Microsoft Office 365 for all office applications and cloud storage. This includes Outlook and Teams as the main communication methods which facilitate the Council's Hybrid working approach. The Building Standards Team use all available Microsoft Office 365 applications to share, collaborate and consult on data with other Council departments, external agencies and with all customers of the service.

The council will continue to hold data and manage records which assist in the delivery of the verification service.

Time Recording

The Uniform casework system is used to accurately track and attribute time. Building Standards Surveyors record the hours worked against three specific project ID's which have been created for the following, Verification, Wider role and General. Within these projects - time is then recorded against an activity.

For Verification purposes surveyors can choose from pre-warrant applications, warrant process/ plan assessment/completions and site visit/inspections.

This allows the service to accurately record time against the associated activity. The cost of providing the verification service is then split from wider role activities - with costs submitted as part of the annual and quarterly returns.

Financial Monitoring/Governance

During the past 12 months the workload within the service has been similar to the previous year. Efficiency measures remain in place to enable the Departmental Budget to be met.

Along with the development of Dundee Waterfront a significant number of large-scale domestic applications have been submitted over the past year.

Revenue monitoring - Building Standards Annually

The budgets are agreed at a Council meeting by politicians, at the time of the setting of Council Tax for the City. Once set, Finance Officers and Departmental Accountants work on allocating the budgets to Divisions, Sections and Projects to balance them to the agreed figure.

The budgets for each line of expenditure are recorded with the Civica Financials General Ledger system, allowing the actual spend/income to be monitored against the annual budget. All creditor and debtor transactions are from Civica creditors and debtor's systems, journals and virements processed by the Finance Department, after suitable authorisation from Support Services Manager, Departmental Accountant or Team Leader, Finance.

Monthly

The actual expenditure is downloaded or copied onto an Excel Spreadsheet, and a projected outturn calculated by Finance Officers, along with variances per line and total variance per Cost Centre.

The Finance Officers/Accountants are each allocated Divisions to monitor and meet the Managers and Team Leaders (as applicable) of the Divisions to discuss outturns and any potential over or underspending, and/or income surplus or deficit. Any adjustments requested by the Managers will be fed into the sheets.

Following these meetings, the Support Services Manager invites all Finance Officers/Accountants to a meeting where each Section discussed, then an overall projected outturn proposed for the City Development Department.

The Departmental projection is reported monthly as part of the Council's Revenue Monitoring.

The requirement for quarterly returns (KPO6 - Financial Governance) has been discussed with the City Development Support Service Manager. The template and example provided by the BSD have been used to establish an agreed process. This will ensure accurate figures are provided within the required timescale.

6. Service Improvements and Partnership Working

Summary of improvements & Partnership Working

Over the past 12 months we have –

No	Action	Status
1	Endeavored to adhere to the requirements of both the operating and performance framework	Ongoing
2	Retained ISO 9001 accreditation	Ongoing
3	Upgraded all digital and casework systems. Continued to upgrade our systems to the latest versions and maximise the benefits of their functionality	Ongoing
4	Worked with LABSS to develop strategic initiatives which will benefit verifiers Nationally	Ongoing
5	Enhanced opportunity for customer feedback with improved access to the Customer Survey	Ongoing
6	Implemented the approved redesign of the Building Standards service	Ongoing
7	All Team members provided with full I.T. equipment to support Hybrid Working Model	Ongoing
8	Improved collaboration between Local Authorities to support the Verification Service	Ongoing

In the next 12 months we will -

No	Action	Status
1	Continue to monitor and ensure the requirements of both the operating and performance frameworks are met.	April 2023
2	Develop IDOX Enterprise System and improve the efficiency and effectiveness of the service.	April 2023
3	Continue to ensure we comply with the requirements of ISO 9001.	April 2023
4	Continue to find ways to maximise the benefits of e building standards.	April 2023
5	Secure mobile devices, Continue to maximize the benefits of digital ways of working.	April 2023
6	Continue to work with LABSS and progress strategic initiatives which will benefit verifiers Nationally.	April 2023
7	Continue to engage with customers and look for way to enhance the delivery of the service.	April 2023
8	Trial LABSS National Competency Matrix.	April 2023

7. Building Standards – Additional Data

Building warrants and amendments to building warrant	Applications = 945 Decisions = 982
Completion certificates	Submissions = 1931 Decisions = 1824
Certification	Certificates of design submitted = 338 Certificates of construction submitted = 540
Energy Performance Certificates (EPCs)	Copy certificates received (domestic) = 491 Copy certificates received (non-domestic) = 10
Statements of Sustainability	Copy certificates received (domestic) = 358 Copy certificates received (non-domestic) = 8
Enforcement	Notices served under sections 25 to 30 = 8 Cases referred to procurator fiscal = 0 Cases where LA has undertaken work = 3