

Report to Joint Consultative and Safety Committee

Subject: Gedling Borough Council Building Control

Date: 25th August 2026

Author: Assistant Director – Development

Wards Affected: All

Purpose: To provide an update to Joint Consultative and Safety Committee in update on the recent Building Control Audit and recommendations and Building Control service provision within the Borough.

Key Decision: No

Recommendation(s)

THAT Joint Consultative and Safety Committee:

- 1) Note the contents of this report**

1. Background

- 1.1 Following the Grenfell Tower fire in 2017, an independent review of building regulations and fire safety, led by Dame Judith Hackitt, was commissioned. Her final report, published May 2018, made 50 recommendations to raise safety standards in the industry. The government accepted these in full. This led to the Building Safety Bill being published, which became the Building Safety Act.
- 1.2 The Building Safety Act came into force on 6th April 2024 and has placed considerable burdens on Local Authority Building Control Services described by the Chief Executive, Lorna Simpson of Local Authority Building Control (LABC) as “.. the most significant piece of legislation affecting the built environment in decades – all councils need to know its effects. The new safety regime means more duties for local authorities, registration of the building control profession with validation of

competency at its heart.” The Bill introduced a new Building Safety Regulator (the Health and Safety Executive - HSE) and places an obligation on local authorities to support the regulator by providing skilled, experienced and competent staff. Local authorities will have to make sure staff involved in assisting the regulator have verified skills and knowledge.

- 1.3 The Building Safety Regulator (BSR) oversees the English and Welsh Building Control system and be the registrar for the entire profession. Local authorities are required to ‘take the advice of a Registered Building Inspector’ before issuing certification or to carry out plan assessments and site inspections. All local authority building control surveyors now need regular formal assessment of competence as part of the process.
- 1.4 The Building Safety Regulator (BSR) undertakes inspections to ensure that Building Control Bodies (BCBs) i.e., Local Authorities (LA’s) and Registered Building Control Approver’s (‘RBCAs’) are complying with the Building Act 1984 and associated legislation. BCBs must comply with the published Operational Standards Rules (OSRs), which set out the minimum performance standards expected. All BCBs will be subject to ongoing monitoring and at least one inspection over a five-year period.
- 1.5 In November 2024 Gedling Borough Council were advised that the BSR would be undertaking an inspection to verify that the Council is complying with the OSRs, as well as identifying opportunities for improvement within the Building Control service. Where non-compliances are identified then BSR as the regulatory authority have a series of escalating sanctions and enforcement measures to maintain standards and deal with poor performance.
- 1.6 One of the functions of the Joint Consultative and Safety Committee (JCSC) is to be “consulted on and make recommendations to the Executive in respect of any health and safety functions of the Council to the extent that those functions are discharged in the authority’s capacity as an employer.” As an external inspection of the Building Control service has taken place, it is important that both the findings and adopted mitigations are reported to this Committee for information

2. Proposal

BSR Audit Recommendations

- 2.1 The BSR undertook the inspection to assess the Council's compliance with its legal duties under the Building Act 1984 and ascertain the efficiency and effectiveness of systems, controls and procedures in exercising building control functions in relation to BSR's Operational Standards Rules (OSRs).
- 2.2 During the inspection the BSR identified contraventions of relevant requirements as follows;
 1. While there was a corporate risk register in place, risks related to management of the building control functions were not included or identified within the register. Risks were recognised through regular team meetings and daily discussions, however, there were no records established to capture key risks, decisions, and mitigation actions.
 2. A risk-based strategy or plan, outlining the approach to regulatory activities, had not been developed. During the inspection interview, it was confirmed that you do not have a written risk-based strategy or plan for how you handle regulatory activities.
 3. There was a lack of formal evaluation of the building control functions and activities to ensure compliance, effectiveness, and continuous improvement. While the team monitored processing times to ensure targets were met, and applications were periodically reviewed, no formal KPIs or management information data were in place to track performance trends or service effectiveness. Additionally, no internal audits were conducted specifically for building control to assess compliance, efficiency, or effectiveness. The Council were in a process of implementing a Quality Management System to improve quality management and operational processes, however, due to the absence of a formal review, there was no clear assessment of progress or compliance with expected standards.
 4. While some procedural guidance was in place, specific documents for certain functions were not available when requested. Where internal guidance was lacking, LABC documents were used. However, the internal procedural guidance documents that provided lacked version control and update dates, making it unclear if they were current.

5. Furthermore, there were no documented procedures for the following building control functions:

Handling and cancelling Initial Notices.

Building Notices Applications – Internal guidance on processing small job applications, including the process for reviewing Block Plans to determine if a Full Plans application is required.

Statutory Consultations – Documented process for carrying out statutory consultations in line with OSRs.

Contraventions – Documented process for how contraventions from site inspections are approached, recorded, or communicated to clients.

Reversions – Procedures for handling project reversions, ensuring sufficient information is gathered, duty holders are engaged, high-risk cases are prioritised, and key staff understand their responsibilities.

Regularisations – A risk-based documented procedure prioritising complex or higher risk building work.

Completion Certificates – Procedures for issuing Completion Certificates in line with Regulations 17 & 17A of The Building Regulations 2010.

Enforcement Policy – A risk-based enforcement policy outlining when action will be taken against duty holders, ensuring timely updates to records and clear procedures for handling reverted cases.

6. Photographs were accepted via email and then indexed into the Uniform system along with the full correspondence. However, these photographs were not geo-tagged.

7. While you were managing your workload, staffing shortages impacted the ability to meet the statutory timeline for processing plan approvals and initial notices.

The majority of projects were domestic, with few commercial ones. The team did not manage high-risk buildings (HRBs) but relies on agreements with neighbouring councils (Erewash, Mansfield, and Ashfield) for HRB inspections if any support needed. Although inspection demands were being met, an increase in dangerous structure reports added further strain on the team, with high demand at the end of last year leading to significant pressure on available resources.

8. Key staff in the Technical Admin Support Team had left in March, and the interim building control manager is scheduled to leave the Local Authority.
9. There was a lack of a contingency planning for staff challenges. At the time of the inspection, the team consisted of only two Registered Building Inspectors (one of whom was a contractor who joined in January 2025) and a Class 1 trainee whose contract was due to end in March. This limited capacity, combined with the lack of a formal contingency plan and structured succession strategy, was insufficient to effectively discharge the building control function and posed significant operational risks to service continuity, regulatory compliance, and workload management.
10. There was no written supervision policy for Class 1 RBIs, though oversight was provided through site inspections, documentation reviews, and secondary checks by the interim building control Manager.
11. There were no selection or monitoring processes for Specialist Consultants.
12. The Council engaged structural engineering and statutory consultants through a local consultancy firm, however, there was no documented agreement in place with the structural engineering consultants or written policy or procedure for undertaking due diligence checks of the individuals engaged.
13. There was no training plan for staff. Staff attend external training, such as webinars from LABC, which cover regulatory changes and are conducted during working hours. Each staff member is required to maintain a CPD record, which is reviewed annually during Professional Development Reviews (PDRs). However, the Council did not have individual training plans for all staff.

Actions undertaken by Gedling Borough Council

- 2.3 In order to address the contraventions identified by the BSR, the Council undertook the following actions to ensure compliance with the OSRs. The actions detailed below correspond with the contravention numbers detailed in paragraph 2.2.
 1. Risks related to building control are formally recorded and regularly reviewed. Key risks, decisions, and mitigation actions discussed in team meetings and recorded.

2. A risk-based plan that aligns with the principles of good regulation was developed. The strategy includes a clear approach to targeting inspections and interventions to ensure effective discharge of the Building Control's responsibilities.
3. You must implement regular performance reviews, including spot checks, peer reviews, and management reviews, to evaluate service delivery and identify areas for improvement.
Implementation of the Local Authority Building Control (LABC) Quality Management System (QMS) that includes KPIs, a management information system and arrangements for internal assurance of your building control function.
4. A version control system has been implemented on all procedural guidance documents to ensure policies, procedures, and processes reflect current relevant guidance.
5. Written processes for all building control functions which set out regulatory activities and ensure all relevant regulatory changes are incorporated.
6. Process implemented to verify that photographs used as evidence are clearly time and date-stamped and, where possible, geo-tagged.
7. Assessment of resourcing needs.
8. Plan to manage resourcing needs that covers potential staff shortages, including unexpected absences or departures.
9. Succession plan developed to ensure that key positions are filled by suitably experienced individuals in the event of staff turnover
10. Supervision procedure for Class 1 RBIs, aligned with regulatory requirements. Includes clear processes for supervision, documentation, and tracking competency development, ensuring delays in staff competence are addressed with appropriate oversight.
11. Template service level agreements (SLAs) for consultancy service providers and any other outsourced structural engineering consultants.
12. Documented process for engaging and managing outsourced service providers and/or contractors.
13. Recorded training plans for staff within the team.

2.4 Following completion of the above-mentioned actions, on 27th February 2026 the Building Safety Regulator confirmed that the Council had provided all the information required to demonstrate that Operational

Standards rules are being complied with and no further information was required and the matter was concluded.

3. Erewash and West Nottinghamshire Building Consultancy

- 3.1 Following a decision by Cabinet on 26th March 2026, the Council moved its Building Control services into the Erewash and West Nottinghamshire Building Consultancy on 1st June 2026.
- 3.2 The Erewash and West Nottinghamshire Building Consultancy is hosted by Erewash Borough Council and comprises Erewash Borough Council, Ashfield District Council, Broxtowe Borough Council, Mansfield District Council and now Gedling Borough Council. The Partnership provides statutory and non-statutory Local Authority Building Control Services, including out-of-hours emergency response, across the area of these districts and boroughs.
- 3.3 The Consultancy benefits from a team of highly skilled and accredited team of Building Inspectors who are equipped to ensure that buildings are safe for Gedling's residents, businesses and visitors. Moving into the partnership has enhanced the service provided to the residents of the borough and ensured resilience for future service delivery.

4. Conclusion / Summary

- 4.1 All the necessary actions identified by the Building Safety Regulator to ensure compliance with the Operational Standards Rules were implemented within the requisite time periods. The Building Safety Regulator subsequently confirmed that no further information was required to demonstrate compliance.
- 4.2 All building control functions for Gedling Borough are now being provided by Erewash and West Nottinghamshire Building Consultancy, increasing service resilience and enhancing the service provided to residents.

5. Financial Implications

- 5.1 None, the purpose of this report is to update the Committee in respect of the outcome of the BSR Audit and current Building Control service provision.

6. Legal Implications

- 6.1 None, the purpose of this report is to update the Committee in respect of the outcome of the BSR Audit and current Building Control service provision.

7. Local Government Reorganisation Implications

Whilst there are no direct Local Government Reorganisation implications arising from this report, the Erewash and West Nottinghamshire Building Consultancy now comprises 4 Nottinghamshire authorities along with Erewash Borough Council and may be reviewed following formation of the new unitary authorities.

8. Equalities Implications

- 8.1 There are no direct equalities implications arising from this report.

9. Carbon Reduction/Environmental Sustainability Implications

- 9.1 There are no carbon reduction/environmental sustainability implications arising from this report.

10. Background Papers

- 10.1 Building Safety Regulator
<https://www.gov.uk/government/organisations/building-safety-regulator>
- 10.2 Operational standards rules monitoring arrangements
<https://www.gov.uk/government/publications/building-control-bodies-professional-codes-and-standards/operational-standards-rules-monitoring-arrangements>
- 10.3 Erewash and West Nottinghamshire Building Consultancy
<https://www.erewash.gov.uk/building-control>

Statutory Officer approval
Approved by:

Date:
On behalf of the Chief Financial Officer

Approved by:
Date:
On behalf of the Monitoring Officer