

This appendix details the approach undertaken to complete the comprehensive review of fees and charges. The review adopted two methods – process mapping and benchmarking,

Approach to process mapping

The review of the Building Control Fees and Charges as at 1st January 2018 was reviewed by charge types:

- Plan Charge
- Inspection Charge
- Building Notice Charge
- Regularisation Charges

Data was gathered prior to the commencement of the review, including:

- Current list of Fees and Charges- all products from 1st January 2018
- 2017/2018 staffing budget , showing grades and number of staff
- Building Control previous calculations for Fees and Charges agreed at November 2017 Committee
- Current process maps and grids for Building Control Fees

Each fee sector was reviewed with the same approach:

- Review carried out for all existing Fees and Charges as at 1st January 2018
- Understanding of the existing processes supporting current Fees and Charges
- Revision of the existing processes if no longer applicable

A Process Grid was set up which included all fees per charge type for the data to be collated.

- Plan Charge
- Inspection Charge
- Building Notice Charge
- Regularisation Charges

The grid headings for each fee product were as below:-

Staff grade	Time of task	Staff grade Hourly Rate £	Staff Cost per task £	Support service charges- hourly rate £	Support service charges- Cost per task £	Total cost per task £
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- Each product was reviewed to ascertain the level of staff grades involved in delivering the product.
- Staff grades and hourly staff rates for productive hours were identified and noted on the grid.
- The times taken by each staff grade involved were identified and noted by product on the grid.
- Support Service charges per hour for the Building Control Service were added.
- Support charges times were calculated with corresponding times to the staff times and noted per product.
- Once the grid was populated the data was totalled to produce a total staff and support cost.
- The totals of staff and support service charges costs were added and produced a cost per product.

Appendix 3: review process for Building Control Fees and Charges

The data from the Process Grids per fee were collated into a Summary Sheet for each fee sector. Details logged were:

- Current fee, Net and Gross as at 1st January 2018.
- Calculated costs of each fee. Net -staff time and support costs, hourly rates and time taken for each task (applying productive hours).
- Benchmarked average fee per product (if available)
- Comparison between costs and approved fees
- Comparison between current approved fees and benchmarked fees
- Brighton and Hove City Council proposed fees, Gross and Net

Proposed fees

- The summary sheet was reviewed by the Head of Service and Service Manager.
- Each fee was evaluated and current fees compared to current approved fees, calculated cost of the fees and benchmarking averages.
- Final decisions for the proposed fees were decided by the Head of Service.

Approach to Benchmarking

A directive for setting 2018/19 fees and charge is: *all charges and fees should be benchmarked with "nearest neighbours" (or other relevant comparator groups including the private sector where appropriate). Outlier authorities or providers (i.e. high charges) should also be examined and consideration given as to whether or not Brighton and Hove City Council could increase charges to such levels.*

Prior to commencing work on the benchmarking of all fees, the criterion for selection of local authorities to benchmark was agreed by the Head of Service and Service Manager.

Detailed below are the Authorities selected which are defined as follows:-

- Building Control Fee and Charges - compared with similar authorities
- Administration for Building Control – a cross section from different areas

SUMMARY OF BENCHMARKING AUTHORITIES					
Building Control	Bristol	Chichester	Portsmouth	Southampton	Horsham
	Wealdon-Eastbourne	Worthing/Adur	Arun	Mid Sussex	Winchester

Determining proposed Fees

- A Benchmarking Summary was prepared for all fee sectors.
- Each Brighton and Hove City Council fee was compared where possible with other Local Authorities fees published on their websites and the Local Authorities fee recorded on the summary.
- An average fee was then calculated for the benchmarked fee and recorded against the relevant fee. This was used as part of the criteria to determine the proposed fees.
- The Head of Service and Service Manager reviewed all this information and agreed on the proposed charges which are detailed in appendices 1 and 2.