

26 September 2012

**To All Approved Inspectors**

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Dear Approved Inspector

**CICAIR CODE OF CONDUCT**

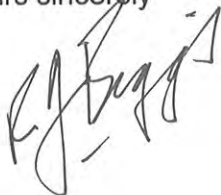
The June 2011 revision of the Code of Conduct included provisions that were intended to eliminate the practice of what may be called 'franchising'. Unfortunately some Approved Inspectors and franchisee's are still marketing or operating this model of working. The CIC Approved Inspector Management Board's concern is the diminution of control and inappropriate financial incentives used in supplying the Building Control service as these franchisees are not answerable to CIC.

CIC, as the designated body, hereby gives notice that the amendments to the Code of Conduct in the 2 June 2011 edition proscribe franchising arrangements. This amendment will be enforced as from April 2013. Existing franchisees are encouraged to become Approved Inspectors during this six month period of grace. The consequence of not following this advice will be that AIs who are found to be continuing to operate franchise / affiliation models will have their approval withdrawn.

The test that CIC intends to apply, to check compliance with the Code of Conduct, is that staff should be 'Directly Employed' which will be based upon the guidance issued by HM Revenue and Customs. Evidence of this will need to be produced if requested by CIC at any time.

The Management Board will continue to actively monitor the delegation of duties between directors and staff of approved inspectors. This will include introductory fees or commissions and in particular business practices that have not adopted the expected models of employment, thus allowing Approved Inspector services to be offered by those not properly registered to do so.

Yours sincerely



**Richard Biggs**  
Registrar

Chief Executive  
**Graham Watts OBE**