

## Decision under Delegated Powers

### Officer Making the Decision

Head of Planning and Regeneration

### Recommendation

That

1. Post P111 Principal Planning Officer (Grade PO2) be reduced by 23 hours from 60 hours to 37 hours;
2. Post M362 Planning Assistant (Grade D) be increased by 37.5 hours from 88.5 hours to 126 hours

### Reason

1 & 2 To respond to a change in the type of planning applications being received in the service and to ensure resources are best allocated.

### Authority for Decision

Authority to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case, is delegated to the Head of Paid Service (Item 6 on page 8-4 of the Constitution). This has been further delegated to Heads of Services in certain situations (DD28 11/12), which this decision falls within.

### Decision and Date



26 May 2020

### Background

The Strategic Development Team was created to respond to planning applications within the large scale growth areas being advanced by the Core Strategy in Charnwood. Planning permission in outline has been granted (or is soon to be granted) in all three major growth areas and detailed proposals and discharge of condition applications are envisaged to be submitted over the next few years.

The draft local plan being prepared for the period to 2036 seeks to allocate more housing sites but these are on smaller sites and the level of expertise required will be less than for the large scale sites previously mentioned. The nature of the work arising from the major growth areas has therefore changed in nature and is likely to remain at a more modest level into the future. As a

consequence, less resource is now required to manage this activity in Post P111 Principal Planning Officer (Grade PO2) in the Strategic Development Team. This post is currently vacant and no redundancy measures are required.

Consequential changes are proposed to the job description of the Strategic Development Team Leader post (post P110) to ensure that it is clear there is an expectation that the Team Leader has a case load of planning applications. This change does not alter the grading of the post.

While work volume has decreased in the Strategic Development Team, and is forecast to remain at a lower level into the foreseeable future, the Development Management Group has seen a significant increase in the volume of householder applications being submitted. The Service is also likely to see an increase in medium sized housing applications from allocations in the draft local plan over the coming years and so capacity of Post P112 Senior Planning Officer needs to be increased to focus on this growing category of work. It is therefore proposed to increase the hours of Post M362 Planning Assistant (Grade D) so that more householder applications can be delegated down from the Senior Planning Assistant level to provide capacity to deal with the expected rise in major application work.

### Comments from HR

HR Advisor: Anna Cairns (18/5/20)

Summary of Comments from HR: The normal recruitment process should be followed or a Variation eform completed for staff working additional hours.

HR seen recommendations (both draft and final, if amended): Y

### Financial Implications

There are no financial implications as the hours have been budgeted for in the Planning and Regeneration Service. The changes occur in the same cost centre and no virement is therefore required.

Post No.	Summary of Changes	Cost Centre	Ongoing Full-Year Effect at Top of Scale £
P111	Decrease hours of post P111 Principal Planning Officer (PO2) from 60 hours to 37 hours	P499	(34,700)
M362	Increase the hours of Post M362 Planning Assistant (Grade D) by 37.5 hours from 88.5 hours to 126 hours	P499	34,700
		<b>Total</b>	<b>0</b>

## **Risk Management**

No specific risks have been identified

Key Decision: No

Background Papers: None

Appendix – amended job description for post P110.

Appendix



<b>Division:</b>	Planning & Regeneration Services
<b>Job Title:</b>	Team Leader Strategic Development
<b>Grade:</b>	PO4
<b>Post Number:</b>	P110
<b>Base/Location:</b>	Council Offices, Southfields Road, Loughborough
<b>Responsible To:</b>	Group Leader Development Management
<b>Responsible For:</b>	All Staff in the Major Development Team
<b>Key Relationships/ Liaison with:</b>	Officers at all levels of the organisation and elected representatives.  Clients, architects, surveyors, designers, the public, government agencies, statutory undertakers and other local authorities and consultees.

<b>Job Purpose</b>	
	<ul style="list-style-type: none"> <li>) To lead a team of professional planning officers in the management and delivery of strategic development proposals to ensure the timely delivery of growth in the Borough.</li> <li>) To ensure that the Council's ambitions for growth are effectively monitored, managed, and reported to maintain an appropriate supply of land and to fulfil the council's ambitions for growth are met</li> <li>) Delivery of an effective and appropriate service to all service users, fairly and without discrimination.</li> </ul>

<b>Main Duties and Responsibilities</b>	
<b>1.</b>	Lead and manage a team of professional planning officers and support staff in accordance with adopted service standards and defined performance indicators, particularly ensuring that all qualitative and quantitative performance indicators relating to development management are met.
<b>2.</b>	Assist and, when applicable, deputise for the Group Leader Development Management including attending, allocating and signing off work and leading Plans Committee as required
<b>3.</b>	Manage the overall growth programme in Charnwood to ensure the timely delivery of projects (including robust, consistent and effective systems in respect of risk, financial management and the monitoring of project progress relating to Section 106 trigger points, condition discharge and

JOB DESCRIPTION

	other delivery mechanisms) to enable informed decision making by the Council and Strategic Growth Board and other statutory bodies.
4.	Work with the promoters of growth sites, specialists (including those from other internal service areas and external organisations as appropriate) to develop and implement innovative solutions to expedite the delivery of growth and maintain an appropriate supply of land.
5.	Work proactively in partnership with adjoining authorities, developers, Homes and Community Agency and other public and private sector partners to ensure the management and timely delivery of growth projects including sustainable urban extensions, housing and strategic employment growth in accordance with the Local Plan Core Strategy housing trajectory and agreed delivery programmes.
6.	Work positively with Senior Officers of the Council, external partners and developers regarding development possibilities on Council-owned and other land in the Borough and contribute to the design, bidding and negotiation of external funding and private sector investment opportunities which directly contribute to the timely delivery of growth.
7.	Assist in the appointment of consultants to advise on a range of issues, including writing briefs, procurement, overseeing and directing their work, and monitoring and reviewing their performance.
8.	Oversee the planning and provision of community infrastructure in the Borough (including compliance with legislation and regulation, implementation and monitoring) and to provide the service's lead in support of the corporate S106 Working Group as required.
9.	To lead the team's work towards the timely determination of planning applications and appeals with specific focus on strategic growth sites and appear as an expert witness for the Council at planning appeals, examinations in public, public inquiries and court hearings as required
X.	<u>To manage a caseload of all types of applications but with specific responsibility for major, complex and potentially controversial proposals</u>
10.	Liaise with and assist the Planning Enforcement team in the conduct of investigations and preparation of cases for enforcement action.
11.	To lead the personal development of team members by providing management, guidance and assistance as necessary and identify their training and development needs to ensure they have the skills needed to achieve agreed service related and corporate objectives.
12.	Contribute to the continuous improvement in the delivery of customer satisfaction ensuring all work is carried out to meet agreed expectations for customer service and defined performance indicators.
13.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

### Special Factors

) The nature of the work may involve the jobholder carrying out work outside of

normal working hours.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

**Date Prepared/Revised:** May 2020



<b>Division:</b>	Planning & Regeneration Services
<b>Job Title:</b>	Team Leader Strategic Development
<b>Grade:</b>	PO4
<b>Post Number:</b>	P110

	Essential	Desirable	How assessed
<b>Qualifications</b>			
Degree/Further degree in Town and Country Planning or related subject.	✓		App/Doc
Membership of RTPI.	✓		App/Doc
Leadership qualification such as ILM Level 5 or recognised management qualification.		✓	App/Doc
Project management qualification or significant relevant experience	✓		App/Doc
<b>Experience</b>			
Substantial post qualification experience of development Management dealing with complex planning applications and appeals.	✓		App/Int
Experience of managing large scale projects within project management environments	✓		App/Int
Experience of Public Inquiries and Committee presentations.	✓		App/Int
Staff management and development.		✓	App/Int
<b>Skills/Knowledge</b>			
Ability to analyse complex planning issues.	✓		App/Int
Clear understanding of current law and guidance relating to development	✓		App/Int

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management. Use of specialist planning software.	✓		App/Int
<b>Interpersonal Skills</b>			
Good oral, presentation and written communication skills.	✓		App/Int
Effective negotiation skills.	✓		Int
Able to lead & motivate staff and promotion of team working.	✓		Int
<b>Other requirements</b>			
Commitment to teamwork.	✓		App/Int
Proactive, self-motivated and well organised so that agreed deadlines are met.	✓		App/Int
Able to influence others using tact and diplomacy and demonstrate political sensitivity.	✓		App/Int
Enthusiastic and able to work on own initiative.	✓		App/Int
Commitment to Customer Service and its improvement.	✓		App/Int
Mobility for travel around the Borough.	✓		Int
Willingness to work outside of normal office hours as required.	✓		Int
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		App/Int

**Key:**

**App = Application form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical questionnaire**

**Doc = Documentary evidence (e.g. certificates)**



**Date Prepared/Revised:** May 2020