

Decision under Delegated Powers

Officer Requesting Decision

Head of Planning and Growth

Officer Making the Decision

Head of Paid Service

Recommendation

- 1) To regrade M272 Team Leader Development Management (Grade PO3) to Grade PO4 with effect from the date of this decision.

Reason

- 1) To reflect the changes made to the Job Profile and the decision of the job re-evaluation panel held on 20 September 2023.

Authority for Decision

Following consultation with the Council's Human Resources team and subject to the decision complying with the Council's existing policies, delegation is afforded to the CEO, Directors and Heads of Service to change the grading of posts as a result of job evaluation, following consultation with the recognised trades unions.

Decision and Date



Robert Mitchell (he, him, his)

Chief Executive

13th October 2023

Background

Post M272 provides day to day leadership for a team of professional planning officers and support staff in the Development Management Group of the Planning and Growth Service.

The post has been vacant since March 2021 when the previous incumbent left to take up a position in the private sector. Since then, there have been various contractors covering the post with the current one having been in place for about 18 months on a part time basis. Five attempts have been made to recruit to the permanent post with two of these rounds offering a market supplement. No suitable candidates have come forward.

The independent review of Development Management undertaken by POSe in 2023 identified the problem of senior managers being unable to manage their direct reports if they have their own caseload and recommended the Job Profile for the Team Leader be reviewed to clarify the role and provide more capacity for management oversight of other staff.

The Job Profile has therefore been reviewed and the management responsibilities have been clarified and amplified in the job profile. This was subject to Job Evaluation in September and the Panel found there had been a substantive change in responsibilities and that the job was commensurate with PO4 rather than the existing PO3 level. This revised grading would bring parity between the role and the Team Leader Strategic Development (Post P110) that also sits in the Development Management Group.

The corollary of this change in duties is that the direct reports to Post M272 will inherit more case work and this will in turn further limit their own ability to manage direct reports. This issue is out with the scope of this report and will be considered separately as part of wider proposals through the budget process.

The increased costs of this post will be met from the salary budget in cost centre P499 during 2023/24. The statutory increase in planning fees which are expected to be brought into effect before the end of the financial year will provide a means to address the increase on an ongoing basis.

Comments from HR

HR Advisor: Anna Cairns (10/10/23)

Comments: The updated Job Profile has been through a full Job Evaluation process and the significant change in duties and responsibilities has increased the grade to PO4.

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

Financial Implications

The additional cost of this re-grade on an ongoing basis from PO3 to PO4 in 2023/24 is £6,300 including on-costs at top of scale. This cost will be met from Budget in P499 A0101.

Risk Management

No specific risks have been identified with this report.

Key Decision

No

Background papers (appended)

Updated Job profile



Division:	Planning & Growth Service
Job Title:	Team Leader Development Management
Grade:	PO4
Post Number:	M272
Base/Location:	Council Offices, Southfields Road, Loughborough
Responsible To:	Group Leader Development Management
Responsible For:	All Staff in the Development Management Team
Key Relationships/ Liaison with:	Officers at all levels of the organisation and elected members. Clients, architects, surveyors, designers, the public, government agencies/statutory undertakers and other local authorities and consultees.

Job Purpose

- To lead and manage a team of professional planning officers in the determination of all types of planning application.

- To be manage the timely preparation of reports for the Plans Committee Agenda including ensuring their accuracy, consistency and readability
- To deliver an effective and appropriate service to all service users, fairly and without discrimination and with excellent customer service

Main Duties and Responsibilities

1.	To manage a team of planning officers and support staff to determine planning applications 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.
2.	Assist and, when applicable, deputise for the Group Leader Development Management including leading the Plans Committee and member training
3.	Manage the allocation of casework and consider and sign off planning decisions as specified under the Scheme of Delegation.
4.	To manage the determination of all types of planning application appeals and pre-application enquiries within the Development Management Team to set performance indicators.
5.	Lead and take specific responsibility for progressing major, complex potentially controversial development proposals and those of Borough-wide significance including through pre-application discussions and the negotiation of bespoke Planning Performance Agreements.
6.	Lead staff in their management of appeals casework and prepare instructions to legal counsel as required.
5.	Prepare evidence and witness statements and appear as an expert witness for the Council at planning appeals, examinations in public, Public Inquiries and court hearings as required
7.	Lead and manage staff in the process of registering planning applications to service standards to ensure the effective and timely determination of applications within statutory performance indicators
8.	To ensure the performance of the Development Management Team is monitored and carried out to a high standard and agreed performance levels while providing excellent customer service
9.	Manage Corporate and Service specific projects allocated to you by the Head of Planning and Growth or Group Leader Development Management including the coordination and supervision of staff and other resources and reporting directly to corporate Project Boards as necessary.
10.	Liaise with senior officers of other services regarding development possibilities on Council-owned land and other land.

11.	Liaise with and assist the Planning Enforcement team in the conduct of investigations and preparation of cases for enforcement action
12.	Ensure the personal development of team members by providing supervision, guidance and assistance as necessary and identifying their training and development needs so they have the skills needed to achieve agreed service related and corporate objectives.
13.	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.
14.	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: July 2023



Division:	Planning & Growth Service
Job Title:	Team Leader Development Management
Grade:	tbc
Post Number:	M272

	Essential	Desirable	How assessed
Qualifications			
Degree in Town and Country Planning.	✓		App/Doc
Membership of RTPI.	✓		App/Doc
Leadership qualification such as ILM Level 5 or recognised management qualification.		✓	App/Doc
Experience			
Substantial post qualification experience of development Management dealing with complex planning applications and appeals.	✓		App/Int
Experience of Public Inquiries and Committee presentations.	✓		App/Int
Staff management and development.	✓		App/Int
Experience of managing a validation and registration function in a local planning authority.		✓	App/Int
Skills/Knowledge			
Ability to analyse complex planning issues.	✓		App/Int
Clear understanding of current law and guidance relating to development management and building control.	✓		App/Int
Use of specialist planning software.	✓		App/Int

	Essential	Desirable	How assessed
Interpersonal Skills			
Good oral and written communication skills.	✓		App/Int
Effective negotiation skills.	✓		Int
Presentation skills.	✓		Int
Management skills.	✓		Int
Other requirements			
Commitment to teamwork.	✓		App/Int
Self-motivated and well organised so that agreed deadlines are met.	✓		App/Int
Able to influence others.	✓		App/Int
Ability 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)

Prepared by:

Head of Planning & Growth

Date Prepared/Revised:

July 2023

