

	<b>Employment Committee – 13<sup>th</sup> June 2018</b>	<b>Agenda Item No. 6</b>
<b>Title</b>	Site Delivery Officer – Permanent Post	
<b>For further information about this report please contact</b>	David Barber <a href="mailto:Dave.barber@warwickdc.gov.uk">Dave.barber@warwickdc.gov.uk</a> 01926 456065	
<b>Wards of the District directly affected</b>	All	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	N/A	
<b>Background Papers</b>	Report – Executive 1 <sup>st</sup> June 2017 Report – Executive 7 <sup>th</sup> February 2018	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality Impact Assessment Undertaken</b>	No

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	30/5/18	Bill Hunt
Head of Service	29/5/18	Dave Barber
CMT	30/5/18	Chris Elliott/Bill Hunt/Andy Jones
Section 151 Officer	30/5/18	Mike Snow
HR	29/5/18	Tracy Dolphin
Finance	30/5/18	Mike Snow
Portfolio Holder(s)	31/5/18	CLlr Alan Rhead
<b>Consultation &amp; Community Engagement</b>		
N/A		
<b>Final Decision?</b>	Yes	
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. **Summary**

- 1.1 This report sets out the proposals to make the existing temporary Site Delivery Officer into a permanent post.

## 2. **Recommendations**

- 2.1 That the existing temporary Site Delivery Officer (2.5 years) within Development Services is established as a permanent post

## 3. **Reasons for the Recommendation**

- 3.1 At its meeting in January 2018 the Employment Committee agreed to replace a vacant Senior Planner post with a new permanent Site Delivery Officer. This increased the number of Site Delivery Officers in the Policy and Projects Section to two permanent posts and one temporary post (initially for three years from September 2017, but now with 2.5 years to run). The two permanent posts (focusing on South of Warwick and East of Kenilworth) are currently filled. The third temporary post (which is expected to focus on the development areas south of Coventry) is vacant and a recruitment exercise in March failed to identify any suitable candidates.

- 3.2 For a number of reasons it is now proposed to make this temporary post permanent. These reasons are:

- a) Site delivery work for the area south of Coventry is expected to require full time resources for many years to come. Initially this work will focus on planning and supporting high quality development proposals and infrastructure (including across the border with Coventry City Council). Once planning proposals are approved, the work will require a focus on ensuring funding and delivery of infrastructure, work to ensure developments across the area are coordinated and ongoing negotiations with developers, local communities and other agencies to ensure high quality development are delivered in a timely way.
- b) The adopted Local Plan commits to a partial review for the area to the south of Coventry, potentially in advance of a more comprehensive Local Plan review. This seeks to enable the potential and impacts of a new link road and HS2 to be taken in to account. The Site Delivery Officer is expected to play a key role in this partial review. Work on the review will take at least two years and will of course require ongoing resources to plan for its implementation. This work therefore has resource implications beyond the end of the current temporary arrangement.
- c) It is hoped that by making the post permanent, it will be more attractive to high quality candidates thereby increasing the likelihood of a successful recruitment.

## 4. **Policy Framework**

### 4.1 **Fit for the Future:**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council’s FFF Strategy.

<b>FFF Strands</b>		
<b>People</b>	<b>Services</b>	<b>Money</b>
<b>External</b>		
<b>Health, Homes, Communities</b>	<b>Green, Clean, Safe</b>	<b>Infrastructure, Enterprise, Employment</b>
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Improved cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and Anti-Social Behaviour (ASB)	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
<b>Impacts of Proposal</b>		
The post will have an important role in supporting the delivery of high quality, safe development and infrastructure whilst taking account of health impacts.	The post will have an important role in supporting good quality design that delivers an environment that people are proud of and supports community safety.	The post will play a central role in ensuring S106 and CIL contributions are collected from developments and are spent on delivering infrastructure priorities
<b>Internal</b>		
<b>Effective Staff</b>	<b>Maintain or Improve Services</b>	<b>Firm Financial Footing over the Longer Term</b>
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers’ needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
<b>Impacts of Proposal</b>		
The proposals will ensure the right resources are available to address current priorities for Development Services	The new posts will ensure a focus on customer priorities and will work closely with services across the Council to ensure a responsive service.	The new posts will support S106 and CIL, providing an important and reliable source of funding for infrastructure.

- 4.2 **Supporting Strategies:** Each strand of the FFF Strategy has several supporting strategies. The Local Plan is one of the key strategies, cutting across many of the FFF strands. The post will play an important role in delivering the Local Plan and Infrastructure Delivery Plan.
- 4.3 **Impact Assessment:** There are no equalities or environmental impacts associated with the proposal in this report.

## 5. **Budgetary Framework**

- 5.1 The post is expected to cost £48,000 to £51,000 per annum including on-costs. The post will be funded from monitoring contributions in Section 106 agreements. The existing temporary post is funded from Section 106 monitoring contributions that have already been paid. As of 1<sup>st</sup> April 2018, the balance of this amounts to £122,000. In addition to those funds, monitoring contributions amounting to approximately £80,000 have been agreed in Section 106s. With further agreements for Local Plan sites either in train or anticipated, it is expected that future Section 106 agreements are likely to deliver in the region of £200,000 over the next 5 to 8 years as Local Plan sites come on stream. In total therefore monitoring contributions from Section 106 agreements are expected to provide in excess of £400,000 over the next 5 to 8 years, enough to fund a post for around 8 years.
- 5.2 Section 106 contributions will continue to be closely monitored and in the event that a shortfall arises, a further report will be brought to Executive proposing the shortfall is funded from potential CIL administration income or through adjustments to the Medium Term Financial Strategy.

## 6. **Risks**

- 6.1 There is a risk that Section 106 contributions will not come forward as anticipated. In this event, alternative funding options for the post will be considered by Executive including the potential to use CIL administration income or adjustments to the Medium Term Financial Strategy.

## 7. **Alternative Option(s) considered**

- 7.1 An alternative is to retain this as a temporary post. However for the reasons set out in para 3.2 above, this is not recommended.