



<b>Title</b>	New post of Site Delivery Officer
<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>
<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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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>	N/A

<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		Bill Hunt
Head of Service		Tracy Darke
CMT		Chris Elliott/Bill Hunt/Andy Jones
Section 151 Officer		Mike Snow
HR		Sue Firminger
Finance		Mike Snow
Portfolio Holder(s)		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 seeks to replace an existing post of Senior Planner (Policy) with a Site Delivery Officer.

2. **Recommendations**

2.1 That the existing vacant Senior Planner (Policy) post (Grade D) be replaced on the establishment by a new Site Delivery Officer Post (Grade C).

3. **Reasons for the Recommendation**

3.1 The Policy and Projects Section currently includes 3.5 senior planners and 2 site delivery officers (one of which is temporary for three years). The senior planner posts provide planning expertise to support the preparation of planning policy documents (the Local Plan, other Development Plan Documents, supplementary documents and guidance such as parking standards and residential design guide). They also support the preparation of Neighbourhood Plans and provide policy advice to development management, developers and the public. One of the posts has been vacant since October and two recruitment attempts have failed to fill the vacancy.

3.2 The two site delivery officers provide advice and support to the delivery of local plan development sites. This includes working with developers, infrastructure providers and local communities to ensure high quality development and supporting infrastructure. One officer focuses his attention on the developments to the south of Warwick and Leamington, whilst the other focuses on developments in and around Kenilworth.

3.3 Now that the Local Plan is adopted there is a need for a third Site Delivery Officer to support the delivery of high quality development to the south of Coventry.

3.4 It is therefore proposed that the vacant Senior Planner post is replaced with a permanent site delivery officer post to provide capacity to cover the area to the south of Coventry.

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 new site delivery officer will have an important role in supporting the delivery of infrastructure including community and health facilities and the provision of open space	The new site delivery officer will have an important role in support good quality design that delivers an environment that people are proud of and supports community safety	The Site Delivery Officer will play an important 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.	Then new post will ensure a focus on customer priorities and will work closely with services across the Council to ensure infrastructure and service improvements required to support new communities.	The new post's role in relation to S106 and CIL will provide an important and reliable alternative 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 new post will play an important role in delivering the Local 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 new Site Delivery Officer post will be Grade C, replacing an existing Grade D post. The additional cost is approximately £4900. The difference will be funded from the Planning Fees increase that came into force on 17<sup>th</sup> January 2018.

## 6. **Risks**

6.1 The main risk concerns the impact of the change on resources to undertake Planning Policy work. It is considered that the reallocation of the role will not prevent the Planning Policy Team delivering the existing Local Development Scheme and support to Neighbourhood Plans. However capacity to undertake their housing and employment delivery monitoring work may now be limited. Further proposals for utilising the Planning Fees increase will mitigate this risk. An associated risk is the capacity of the team to review the Local Plan when necessary. The timetable for this is currently unknown and until further information regarding future household projections is known, a timetable cannot be prepared. However, it is expected that this risk can be mitigated as the site delivery officer roles will be able to support a review of the Plan where proposals overlap directly with the geographical areas for which they responsible.

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

7.1 An alternative would be to attempt to recruit to the existing Senior Planner post again. However, not only is the outcome of this uncertain, this will not necessarily provide the Service with the skills and capacity needed to deliver current priorities around site delivery to the south of Coventry.