

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**CABINET – 24 JUNE 2014**

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| Title of report   | <b>LEICESTER AND LEICESTERSHIRE JOINT STRATEGIC PLANNING SUPPORT</b>   |
| Key Decision  | a) Financial Yes<br>b) Community No  |
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| Purpose of report   | To seek Cabinet’s authority to contract for the provision of the services of the Leicester and Leicestershire Joint Strategic Planning Manager, to be provided on behalf of and joint funded by all the Leicestershire District Councils, the City Council, the County Council and the Leicester and Leicestershire Enterprise Partnership.  |
| Reason for Decision   | As the value of the contract exceeds delegated threshold, Cabinet are asked to award the services contract for the Leicester and Leicestershire Joint Strategic Planning Manager   |
| Council Priorities  | Value for Money<br>Business and Jobs<br>Homes and Communities<br>Green Footprints Challenge  |
| Implications:<br><br>Financial/Staff<br><br>Link to relevant CAT<br><br>Risk Management | The financial implications of the decision are addressed in the body of the report.<br><br>Business CAT<br>Footprints CAT<br><br>This support will provide greater resilience to each of the authorities with respect to their respective local plans and planning documents, to ensure that there is a coordinated approach pursuant to the Duty to Cooperate in the Localism Act 2011. |

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| Equalities Impact Assessment     | Not applicable  |
| Human Rights                     | None  |
| Transformational Government      | Partnership working with the Leicester and Leicestershire Enterprise Partnership (LEEP), Leicestershire District Councils, the County and City Councils to secure sustainable growth of development goals for the whole of Leicestershire   |
| Comments of Head of Paid Service | As report author, the report is satisfactory  |
| Comments of Section 151 Officer  | The report is satisfactory  |
| Comments of Monitoring Officer   | The report is satisfactory  |
| Consultees                       | The Leicester and Leicestershire Housing Planning and Infrastructure Group  |
| Background papers                | None  |
| Recommendations                  | <p><b>THAT CABINET:</b></p> <p><b>(1) NOTES THE WORK OF THE CHIEF EXECUTIVE TO DATE IN RELATION TO JOINT WORKING BETWEEN LEICESTER CITY COUNCIL AND THE LEICESTERSHIRE AUTHORITIES;</b></p> <p><b>(2) DELEGATES TO THE CHIEF EXECUTIVE AUTHORITY TO CONTRACT FOR THE SERVICES OF THE LEICESTER AND LEICESTERSHIRE JOINT STRATEGIC PLANNING MANAGER FUNCTION; AND</b></p> <p><b>(3) WAIVES CONTRACT PROCEDURE RULE 5.16 SO THAT THE CHIEF EXECUTIVE MAY SEEK QUOTES FOR THE PROVISION OF SERVICES IN RELATION TO THE LEICESTER AND LEICESTERSHIRE JOINT STRATEGIC PLANNING MANAGER FUNCTION.</b></p> |

## 1.0 BACKGROUND

- 1.1 Under section 110 of the Localism Act 2011, local authorities and other public sector bodies are under a duty to engage with each other to maximise the effectiveness of their Local Plans on strategic issues.

- 1.2 The Leicestershire authorities have already collaborated in relation to a number of studies in relation to their Local Plans, including a strategic housing market assessment and strategic logistics sector market assessment.

## **2.0 JOINT STRATEGIC PLANNING MANAGER**

- 2.1 To support this ongoing collaboration, there is a large amount of work involved in coordinating the joint approach between the authorities. As such, the Chief Executive (as chair of the LLEP's Housing, Planning and Infrastructure Group (HPIG)) is leading the engagement of an individual or organisation to offer the services of a Joint Strategic Planning Manager function (JSPM) to all the Leicestershire authorities.
- 2.2 The services to be provided by the JSPM are set out at Appendix 1.
- 2.3 Leicester City Council, Leicestershire County Council, the Leicestershire Districts and the Leicester and Leicestershire Enterprise Partnership have agreed to divide the costs of the JSPM in ten equal parts. Subject to Cabinet approval, shortly following this meeting of Cabinet, this Authority will advertise for the right individual or organisation to provide these services.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The JSPM function is required for a period of 2 years. Interim arrangements will be in place for 6 months, while sourcing the fixed term provision of the function.
- 3.2 The JSPM will be engaged on a fixed contract lasting up to 18 months, under a budget of up to £105,000. The costs of this will be divided between the 10 bodies represented on the Housing, Planning and Infrastructure Group (HPIG). This funding will be secured under a formal contract to be entered into with all such bodies. The cost to this Authority for the fixed term provision is estimated at £10,500.
- 3.3 During the recruitment to this function, interim arrangements will be in place up to the value of £35,000. This cost will also be divided equally between the 10 bodies on HPIG.
- 3.4 In conclusion, the total cost to this Authority for 2 years' provision of the JSPM function will be £14,000, which will come from existing budgets.

## **4.0 ENGAGEMENT ROUTE**

- 4.1 To ensure that the Authority effectively tests the market, to ensure the most robust person can be sourced to deliver this crucial role, it is proposed to advertise for a new post, whilst also seeking to procure a consultant to deliver the services of the Joint Strategic Planning Manager. The Chief Executive will then appoint or contract with the person she determines to be the best provider of the services, in conjunction with representatives at HPIG.
- 4.2 Accordingly, the value of this engagement on a consultancy basis would make this a Band D (Large) contract under Contract Procedure Rule 5.16. Cabinet are asked to waive this provision pursuant to Contract Procedure Rule 3.2. It is proposed that the lesser regime for Band C (Medium) contracts be followed, to ensure a robust competitive process is followed to secure value for money for this and the other Leicester and Leicestershire authorities.

**Leicester and Leicestershire Joint Strategic Planning Manager Function – Interim**

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| <b>Job Title:</b> | Leicester/Leicestershire Joint Strategic Planning Manager             |
| <b>Hours:</b>     | Full-time – 36.25 hours   |
| <b>Salary:</b>    | To be evaluated – estimated £70,000 per annum (inclusive of on-costs) |

The post holder will be taking the lead on the development of a cross-authority, high level spatial strategy for Leicester & Leicestershire, taking into consideration the existing development strategy for the county and emerging issues. You will be working across 9 Authorities; Blaby District Council, Charnwood Borough Council, Harborough District Council, Hinckley & Bosworth Borough Council, Leicester City Council, Leicestershire County Council, North West Leicestershire District Council, Melton Borough Council and Oadby & Wigston Borough Council. You will be working closely with other relevant stakeholders to ensure that issues are understood and, where possible, addresses through the strategy.

As Leicester / Leicestershire Joint Strategic Planning Manager you will be responsible for developing a work programme which reflects the agreed scope, timescale and coverage of the strategy whilst leading on the co-ordination and production of existing and new evidence to support the development.

You will report to and advise the Housing, Planning and Infrastructure Group. You will also be required to engage with senior officers, member groups and stakeholders as required ensuring that relevant requirements are addressed.

The ideal candidate must have an excellent understanding of the principle of policy and strategy development; an understanding of how local government operates in particular looking at the roles of officers, elected members, and relevant stakeholders and partners; previous experience of strategy and policy development in the public or private sector; good experience of project and programme management within a complex environment and experience of working in a multi-agency environment.

The successful candidate will hold a professional qualification in town and country planning, or a related discipline. We are also looking for someone who is an RTPPI member. We are looking for a self-starter, who can work under pressure to deliver results; who has an ability to analyse and disseminate complex information in a clear and concise manner and an excellent negotiator who has well-developed diplomacy skills with the ability to work with a range of partners.

The office base for this role is Coalville, where you will report on a daily basis to the Chief Executive of North West Leicestershire District Council, however there will be a need to travel within the County to areas where public transport may not be accessible.

This is a fixed term role which is initially expected to last for 18 months, secondment opportunities will be considered.

## **Leicester & Leicestershire Joint Strategic Planning Manager**

### **Overall Purpose of the role**

- Reports to:** Leicester and Leicestershire local authorities, through senior officer and member groups. Day to day management through Chief Executive, North West Leicestershire District Council.
- Salary:** Job to be evaluated – estimated £70,000 (on-costs)
- Terms:** Full-time. Initially an 18-month fixed term contract.
- Deals with:** This post holder will work closely with the Leicester and Leicestershire local authorities, the Local Enterprise Partnership, government agencies and other relevant stakeholders.
- Location:** Coalville, with some need to travel within the county.

### **Tasks:**

1. To lead on the development of a cross-authority, high-level spatial strategy for Leicester and Leicestershire, having regard to the existing development strategy for the county and emerging issues, including each district's Local Plan reviews, the LEP's economic vision and national planning policy. This will involve working closely with and through the local authorities and other relevant stakeholders.
2. To develop a work programme reflecting the agreed scope, coverage and timescales for production of the strategy.
3. To lead on co-ordination and production of existing and new evidence to support the development of the spatial strategy, including liaison with each of the districts in relation to their Local Plan reviews, the Local Enterprise Partnership on the high-level economic vision for the wider area and the related implication for commercial development, additional housing and strategic infrastructure requirements.
4. To engage with other stakeholders to ensure that relevant strategic infrastructure requirements for Leicester and Leicestershire are addressed adequately in the formulation of the strategy and to ensure deliverability issues are assessed – including in relation to transport, housing, waste and energy. This may include co-ordinating a team of seconded staff from the partnership or authorities such as the LLEP and/or planning authorities.
5. To liaise with local authorities and other stakeholders in the wider LEP area and neighbouring areas, to ensure that cross-boundary issues are understood and, where possible, addressed through the strategy.
6. To report to and advise local authority chief officers and senior officer and member groups as required.