

PLANNING SERVICES RESTRUCTURE – SCHEDULE OF COMMENTS RECEIVED

Comment	Response
<p>The Senior Administration Officer and Land Charges Clerk report to two managers in this structure. I do feel reporting to the Head of Planning will not only make things simpler now but there is capacity within the team to take on additional work across the organisation.</p>	<p>The Administration team will provide support to both the Development Control and Planning Policy/Heritage teams. The wider workload of the Administration team can be planned effectively through this mechanism. No change.</p>
<p>The current Urban Designer post is currently contracted as a 0.5 FTE post with an additional 0.4 FTE 'temporary' post (total 0.9 FTE) to progress a number of other public realm projects.</p>	<p>The current post has a significant workload linked to public realm projects, but also input into the development control process and also input into planning policy documentation. There are a number of major proposals that will require urban design input and therefore the maintenance of the Urban Designer post at 0.9 FTE is considered appropriate. No change.</p>
<p>Could I suggest that instead of just a Planning Policy & Heritage title for the new team, we also include 'design' in that, such as 'Planning Policy, Heritage and Design'? It just seems that design in all sorts of forms is the focus for a lot of our work and should be in there somewhere.</p> <p>The Current Service Structure diagram does not reflect the relationship between team members. The Proposed diagram looks more accurate and seems to make sense.</p> <p>The combined roles of the Technician posts are very much an integral to the functioning of the service. Both carry out different roles, with one person focussing on the mapping and GIS functions and the other person leaning towards the graphics side of things. The problem with removing either function is that there will be fairly significant knock-on effects. I have personally used both Technicians during the past few months, mainly on the Public Realm Strategy development. I would not have been able to produce the required maps, diagrams and illustrations without the skills which they both provide.</p> <p>We now have no GIS manager, so any type of GIS, mapping function which</p>	<p>It is noted that 'design' (as well as 'housing strategy') features within the work of the proposed overall team, but it is not felt necessary to rename the wider team as this would be too cumbersome a title. No change.</p> <p>The current team structure will be amended to reflect existing relationships (as set out in the proposed team structure in Appendix 2). Amendment.</p> <p>It is accepted that the roles of the two Technicians have diversified, with one being responsible for GIS/mapping functions and the other providing graphic design services. However, the Council no longer maintains a graphic design service as this is now operated as a shared service with the County Council which operates from Shire Hall. The City Council relies upon the shared service arrangements to provide graphic design services; the current graphic design service provided 'in house' is provided on an ad hoc basis outside of the recognised arrangements between the two councils. No change.</p> <p>The GIS services currently provided are an important part of the Council's resource, particularly in relation to general mapping, data management and support of the development plan process. In relation to graphic design, the Council has established a shared service with the County Council and this</p>

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<p>one Technician provides would need to be taken up by someone else, who would need suitable training in the GIS systems. This is not an easy thing to pickup and one of the Technicians is very competent and efficient in what he does. The postholder produced a range of plans for the PRS which the County’s graphics team was not able to help with, and which I do not have the right software to create, in the right formats.</p> <p>With the other Technician role, I have asked him to provide a sequence of historic map diagrams for the PRS, which illustrate the historical development of Gloucester’s centre, which he did to a very high standard and attention to detail. Again, this was something which the County’s team could not provide. In the past, he has produced a range of documents for me, including the Heights of Buildings SPD. I am due to ask him to start work on a range of graphics sheets to illustrate a new regeneration scheme which combines lighting, cladding and public realm projects. I also know he does a lot of work for landscape and conservation.</p> <p>In terms of wider resources issues relating to these two posts, as I have said, there is no GIS/mapping officer now, so the primary technical function could not easily be shifted to an existing officer. The more graphics focused role will be problematic due to the existing pressures on the County’s graphics team. At present, there are very few officers there who have to deal with all of the County’s marketing, promotional, corporate and graphics work. The County Council’s graphics team are under constant pressure. This will simply be added to if we were to all start using them as our graphics provider. I would suggest that their resources need to be reviewed alongside the two Technician roles.</p>	<p>team should be the provider of graphic services. Any future work of this kind should be sent to the County Council and any issues raised with me. No change.</p> <p>As above.</p> <p>As above.</p>
<p>The proposed structure chart at Appendix 2 shows only one box with 1.2 FTE for two Principal Planning Officer posts, although reference is made to</p>	<p>The error in Appendix 3 is noted and this will be amended to refer to current working hours of 0.73 FTE. Amend Proposed Structure Chart in Appendix 2</p>

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<p>two separate posts in the table at Appendix 3. My current post has permanently working hours from 37 to 32 (0.86 FTE), however, subsequently a temporary reduction in hours to 27 was agreed (0.73 FTE), which is the current position. The table at Appendix 3 incorrectly refers to my working hours as 0.6 FTE.</p>	<p>and table in Appendix 3.</p>
<p>I also wish to state that I fully support the additional half time senior planner post that is proposed in the re-structure. Given the high level of applications and complex nature of many of those applications, we are struggling to deal with proposals in a timely manner and within the target times set by Government. The creation of the additional post can only be of benefit and I hope that the recruitment process will start as soon as possible once the new structure has been agreed.</p>	<p>Noted.</p>
<p>Could the 'Assistant' be removed from the Grade F Planning Officer post? The flow chart may need re-arranging as a result.</p>	<p>Agreed. Amend job title to Planning Officer (Grade F) in Appendix 2 and Appendix 3.</p>
<p>I am regularly required to respond to requests at very short notice (e.g., signage in relation to traveller trespassing at Castlemeads). The County Council's team is often unable to meet these requests.</p> <p>If one Technician post was lost, the remaining postholder would not be able to provide both graphics and GIS services.</p> <p>I am currently involved in the following projects which have immediate deadlines:</p> <ul style="list-style-type: none"> • Civic Awards 2015 presentation and certificates. • Council Trees Advice and Guidance (leaflet). • Barnwood Tree Trail (leaflet). • Hucclecote/Green Farm signs for Environmental Planning. 	<p>It is not disputed that the existing Technicians have provided a high quality service. However, the Council has entered into a shared service arrangement with the County Council that is meant to deliver its graphical design services. The maintenance of 'informal' services within the Council is an additional expense that is not justifiable. No change.</p>

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<p>I'm not quite sure where a saving will come from if I don't do this work. Also, I don't think CJK would have capacity to cover these and other approaching tasks.</p> <p>However, from the Council's point of view, I think it would be quite a loss in terms of efficiency and provision. Over the years we have slipped into covering our tasks between 8am and 7pm every day . An individual would not be able to do that.</p> <p>The Technicians also use Council vehicles for deliveries or moving exhibitions which is helpful for the Team and for the Council as a whole.</p> <p>There are particular skills with GIS mapping which has been extremely important over the years and particularly over the last twelve months.</p> <p>The Council has made significant investment in various equipment (e.g., plotters, laminating equipment) that is only used by the Technicians.</p> <p>Together, we can cover the Council's photographic, mapping and graphic requirements, and we do. The County Council has, in the past, helped the City Council with graphics but, for one reason or another, this arrangement has not worked. I am still helping the same people in the Council – Environmental Planning, Welfare, Conservation, Licensing & Enforcement, Asset Management, etc. that I was helping many years ago.</p> <p>I'm sure that one Technician would simply not have the time to cover all of these bases and therefore the Council's 'offer' would suffer or diminish.</p>	

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<p>Some initial comments on the structure charts which require updating, there appears to some confusion regarding current management I do not manage the urban design post, I manage Caroline Ansell, Claire Dovey-Evans and Shona Robson-Glyde (Historic Environment officer 12 month temporary post).</p> <p>I note that Shona has not been included in this restructure; this should be amended to include Shona as a member of the current and revised team.</p>	<p>The current team structure will be amended to reflect existing relationships (as set out in the proposed team structure in Appendix 2). Amendment.</p> <p>The structure diagrams in Appendices 1 and 2 will be amended. Amendment.</p>
<p>I would like to record my support for the expansion of the DC officer resource by 0.5 FTE. Any increase in staff resource however modest will help us to have more of a chance to meet customer expectations, the increasing Government performance targets, and provide a good quality, reliable service that improves the City. Increased workload pressures recently have made these aspirations increasingly difficult to achieve.</p> <p>Officers had, in response to previous restructure consultations (through which the service lost several posts), flagged up significant concerns about reducing DC staff numbers and the impact that it would have on the service’s ability to deliver on the above. Furthermore, Officers noted that when the economy picked up, so would workload and it would be difficult for the service to respond to increased workload and expectations. Officers were advised in reply that if performance figures went down as a result of staff cuts, so be it, and that if workload picked up with the economic recovery, staff recruitment to reflect this would be forthcoming quickly in response.</p> <p>There appears to be a growing recognition nationally that a quality and efficient planning system requires appropriate investment in the staff needed to process applications. I welcome the increased staff resource and hope that it is retained through to the adoption of the new structure, and that further such responses are borne in mind moving forward.</p>	<p>Noted.</p>

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<p>I also very much welcome the proposed additional 0.5 FTE senior planner in the DC Team given the increasing workload and pressures that we have been and continue to experience.</p> <p>My PPO post is full time with reduced hours on a temporary rolling programme (2 years). There has been no recent discussion as to whether to continue on a part time basis or come back full time. I don't believe that this alters the restructure in any way but just wanted to make you aware of this as I would not want a change to this arrangement to be made by default.</p>	<p>Noted.</p> <p>The proposed restructure would maintain the existing arrangement for part-time working (0.6 FTE). No change.</p>
<p>Unison is aware of the Council's decision via the budget plan to cut £100,000 from the Planning Service budget so we acknowledge that this is a difficult challenge for any department.</p> <p>Shared service for building control it has to be said that this is a remarkable saving of £85,736 to provide the full building control service for £28,580 is really remarkable. However, one would have to ask how a proper service can be delivered for such a low cost are standards being compromised and dangerous building practices going on unchecked as a result. Only time will tell on this.</p> <p>Housing Strategy was subject to a restructuring earlier in the year when the service was reduced we accept that a further post may need to be deleted as a result of the reduction in work resulting from the housing asset transfer. Why this was not planned for in the previous restructure is rather puzzling but this must add to the uncertainty over staff working in the team.</p> <p>Resource was previously lost from the Housing team relating to work undertaken that transferred to Gloucester City Homes. The stock transfer has made little or no difference to the work that the housing team still</p>	<p>Noted.</p> <p>The establishment of a shared service arrangement with Stroud D C will enable both authorities to provide a high quality service at a reduced cost. No change.</p> <p>As is noted, the previous restructure of the Housing Strategy team took place prior to the transfer of housing assets earlier in 2015. Until the transfer of assets was completed, the extent of the need for further staff reductions was not known. No change.</p> <p>The work of the team in delivering the Council's housing strategy is noted. It is considered that the restructured team would still maintain sufficient</p>

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<p>undertake with Gloucester City Homes. The team are still involved in ensuring delivery of the objectives within the housing strategy, and they also work on master-planning/regeneration of estates and working with them to secure funding.</p> <p>The previous restructure made the case for bolstering the G grade roles due to the investment it brings into the City. As a result of this housing team brought in over £6M investment, and is on the brink of delivering a regeneration scheme worth £10M, outside provision through the planning process.</p> <p>Following the previous restructure which was implemented in January 2015, we have recruited 1.5 people; these posts are now at risk from these proposals.</p> <p>Unison feel the Housing Strategy Manager role should feed into the Head of Planning, as the other Service Managers do.</p> <p>Unison would question why the Housing Strategy & Enabling team are facing a 24.1% decrease in funding compared with increases for Planning Policy and Development control. Unison challenges these increases as they are disproportionate and at the expense of Housing Service. With the current shortage of affordable housing this seems a retrograde step.</p> <p>Environmental planning The merger of this team and assimilation into planning policy is welcomed in that it does not involve redundancies but it is only relatively recently that the team was moved out of planning policy so it has just moved back to where it was previously this again raises questions about why it was moved in the first place.</p>	<p>resource. The team already has close links to Planning Policy and Development Control and the additional resources available within the proposed restructure will allow more flexible working within the service. No change.</p> <p>While one post is proposed for deletion, the team will still retain sufficient senior resource to deliver the Council’s objectives. The team has worked closely with officers within Planning Policy to secure Housing Zone status and this relationship is expected to be strengthened. No change.</p> <p>The proposed restructure does affect some recently recruited posts, but is intended to reflect the role of the team following the transfer of housing assets and the intention to work more closely with other officers within the service. No change.</p> <p>It is considered that the proposed arrangement will provide an appropriate reporting structure. No change.</p> <p>It is considered that the proposed restructure provides sufficient resource to this function. The team already works closely with colleagues in Planning Policy and development Control and the proposal is expected to strengthen these links and create additional flexibility. No change.</p> <p>Noted. The reintegration of the Heritage and Design team with Planning Policy will provide a more coherent resource for the Council’s Planning service. No change.</p> <p>The reallocation of managers’ positions is justified in order to provide</p>

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<p>Planning manager’s posts can be deleted but reallocated within other departments on a higher grade.</p> <p>Development Control The strengthening of this service is welcomed but against a background of making a saving this has to be questioned.</p> <p>Planning policy The upgrading of the planning manager and creation of a new senior planner are also interesting when set in the context of saving £100,000. Unison would challenge how these regradings and new planning posts are justified against a backdrop of redundancies within the same department. Clearly planners are looked after and senior managers can have upgrades within the new structure. Are managers in line for upgrades going to have to undergo interviews or assessments prior to appointments?</p> <p>The urban planner post transferring back into this area could have been increased to a full time post.</p> <p>There is no mention of the consultant’s costs incurred by the service and how these costs could be reduced to make savings.</p> <p>The shared business support unit is a good move though the support work</p>	<p>appropriate supervision for team. The grading of these posts reflects the responsibilities attached to them. No change.</p> <p>The modest increase in staff resource is intended to enable the Council to fulfil its statutory duties in relation to the determination of planning applications. No change.</p> <p>The Planning Policy and Heritage Manager grading is being increased from I to J to reflect the increased responsibilities of the post and to mirror the grade of the Development Control Manager (J). The grading of the post has been undertaken by a Hay Panel. The current postholder is an agency employee who could apply for the position at the appropriate stage. No change.</p> <p>The current Urban Designer post is currently only a 0.5 FTE post with an additional 0.4 FTE which has been a long- term ‘temporary’ arrangement. The proposal puts forward that this will become a 0.9 FTE permanent post to support the Council’s Planning and Regeneration objectives. The Urban Designer has supported this proposed arrangement. No change.</p> <p>The consultants’ costs are predominantly associated with specialist activities and evidence base preparation for the Joint Core Strategy (JCS). The Council does not retain this degree of specialist expertise in house due to the high costs that would be associated with them. No change.</p> <p>The Business Support team will provide wider services to Planning Services rather than providing the bulk of their support to Development Control. Support for Building Control services will no longer be provided as these facilities are being provided within the shared service arrangement. No</p>

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<p>will predominantly be the current work load supporting development control and building control. The deletion of two posts is cancelled out by the creation of two new posts which is in fact one new grade C post. The upgrading of the senior admin officer to an E grade is welcomed.</p> <p>The deletion of the two planning technician’s posts is something we challenge as these posts are key to planning delivery in a number of ways and both have multiple skills in both graphic design and mapping and GIS. One post is even already being borrowed by the County Council to cover work they are unable to deliver. Unison feels shared service or part funding could support the retention of one of these posts.</p> <p>Additional comments on specific areas.</p> <p>The deletion of the two planning technician’s posts is unnecessary and inappropriate.</p> <p>Transfer of staff from Environmental Planning to form Heritage Team additional comments.</p> <p>A previous restructure (2011/12) of the Regeneration Directorate recognised the need for the creation of a specialist team of advisors to the planning process. Therefore, a new “Environmental Planning Service” was put into place in March 2012. This team of specialists includes archaeology and conservation, urban design, trees and landscaping which has consistently worked well together due to originally being part of the Policy, Design and Conservation Team. The very specialist nature of the Environmental Planning Service has worked well together and provided an integrated advice service for the City which has enabled seamless working providing holistic advice for residents, business and developers both large and small scale. As well as being part of the planning development process we also work closely with the building control team on a day to day basis</p>	<p>change.</p> <p>It is accepted that the two Technicians posts have diversified, with one specialising in GIS and mapping, and the other specialising in graphic design services. In the recent past, the Council entered into a shared service arrangement with the County Council to provide graphic design services. The maintenance of an additional in house graphic design resource would negate the Council’s original intention to provide a shared service arrangement. No change.</p> <p>The Planning service maintains a requirement for GIS and mapping support, but has entered into a shared service arrangement for its graphic design services. No change.</p> <p>It is not accepted that the division of the Environmental Planning team will result in a reduction in the quality of service. There are no reductions in officer numbers within the Heritage and Design team. Although the team will be divided under the management of two services, the professional relationships between officers will remain in place. No change.</p>

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<p>and the policy team regarding the development of the Joint Core Strategy and City Plan. It is disappointing that this service is being divided and is believed to be unnecessary in relation to the core function of work which officers deliver this is predominately planning led, the rise in large scale applications due to schemes funded via Heritage Lottery Funding and other major redevelopment sites being discussed evidence the excellent working relationship across the planning section (DC/BC/policy). There are serious concerns that this will be compromised by the relocation of staff to another service/directorate due to changes in work priorities.</p> <p>In summary, Unison accepts the savings need to be realised but note there seems to be room to accommodate and increase grading for managers and planners when similar rewards for lower grades and staff with long service are passed over and targeted when over 55 for potential redundancy.</p>	<p>The modest increase in staff resource is intended to enable the Council to fulfil its statutory duties in relation to the determination of planning applications and the delivery of a development plan for the City. No change.</p>
<p>Deletion of one technician – The graphics, mapping and technical support provided by these officers is invaluable. I understand that the County now provide some graphics services; however this is not to the level of service we currently receive in-house. It is very important that before these decisions are made that a full understanding of what County graphics offer and what we currently get is. My experience of the County service is that they just layout and print documents. They do not draw illustrations, or maps, they will not collect photographs, or research. For example, when we have produced concept statements and other documents the technicians have helped site survey, collect photos, map the site, produce illustrative maps, help edit the text etc – these are things that are simply not provided</p>	<p>The roles of the two Technicians have diversified, with one specialising in GIS and mapping, and the other specialising in graphic design services. In the recent past, the Council entered into a shared service arrangement with the County Council to provide graphic design services. If there are aspects of the current service provision that do not meet the Council’s current needs then these should be discussed the County Council. The maintenance of an additional in house graphic design resource would negate the Council’s original intention to provide a shared service arrangement. No change.</p>

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<p>for by the County service. The County want to receive a complete package and have no interest in helping us get that package together, which is part of what the technicians currently do. In addition to this the technicians also help in the collection of the data for the evidence base. For example documenting the community facilities and collecting evidence for the Ward Area Profiles. Not to mention all of the work they do for other officers – heritage, environmental planning etc...This is important work that also helps to free up senior officer time. Personally I feel that if the technicians were proactively managed then their services could even be expanded to help other teams.</p> <p>The requirement for the restructure is to save £100,000 but it actually achieves a £127,491 saving. This would seem to make the deletion of one planning technician unnecessary? What is the justification for making more savings beyond what is required in the Council’s own report? In this current political economic climate there will undoubtedly be a requirement for more cuts next year. It would it not make more sense to therefore wait to make the £27,491 additional saving in the next round of cuts?</p> <p>I am also concerned about the loss of the Environmental Planning Manager. His skills and expertise will be a crucial part of the City Plan evidence base, policy development and examination process. Will he be able to contribute still to this work if he is moved to Streetcare?</p> <p>Should I technically also be included in the ring fence for the new senior planning officer (G) in Development Management?</p>	<p>The savings achieved within the proposed restructure do exceed the indicative target of £100,000. The restructure proposals have borne in mind the need to provide an effective service, but also the likely future funding regime for local government. The proposed structure takes these longer term issues into account in order to provide a robust service structure that will endure in this financial environment. The prospect of a further restructure in the next financial year would not be an effective approach and create additional unnecessary uncertainty. No change.</p> <p>While it is proposed to delete the position of Environmental Planning Manager, the current postholder is to be assimilated within the proposed restructure of Neighbourhood Services and the officer’s expertise will remain available as a Council-wide resource where he will be able to contribute to the JCS process and input into the City Plan. No change.</p> <p>The posts of Senior Planning Officer in Planning Policy are ring fenced to current members of the team. Ring fencing to other roles within other teams would not be identified, although internal applications for that position would be considered if no person is appointed through the ring fencing process. No change.</p> <p>Agreed. Amend Appendix 2.</p>

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<p>Appendix 2 – Proposed Service Structure diagram – I think it just needs three separate boxes for the planning policy officers 1.5 and 1.0 rather than the one box. This will reflect the number of positions. Also writing the full titles of the posts in all of the boxes, as some are abbreviations and some are written in full, will just make it easier to understand. Terms like ‘LCC’ are not familiar to me, and ‘PPO Hsg Del’ might not mean anything to officers who don’t work with housing.</p>	
<p>Senior Administration Officer- Comments on Job Description Remove reference to duties associated with TPOs, enforcement and street naming activities that are dealt with in other teams.</p> <p>The grading of the post should be higher to reflect the increased responsibilities.</p>	<p>Agreed. Amend Job Description.</p> <p>The post has been subject to assessment by a Hay Panel. Any postholder may request a re-evaluation of the grade. No change.</p>
<p>The deletion of the two planning technician’s posts is unnecessary and inappropriate. For some considerable time the technicians have been subject to and suffered from excessive ‘arms length management’ and a lack of work programmes which has eventually led to this service becoming a target for redundancy. Instead of reducing this resource, this authority should consider valuing and managing the same to maximise support to <u>all staff</u> in Planning Services.</p> <p>At present the two technicians perform totally dissimilar duties – one providing approximately 100% of the technical support i.e. GIS mapping and the other approximately 100% ‘graphic design’ support and following the decision of this authority to use the County Council shared graphic design service the planning technicians’ role in similar work has obviously been at risk. However, the diversion of all so called ‘graphic design’ to the County</p>	<p>The Technicians posts have been subject to appropriate line management. The roles of the two Technicians have diversified, with one specialising in GIS and mapping, and the other specialising in graphic design services. In the recent past, the Council entered into a shared service arrangement with the County Council to provide graphic design services. The maintenance of an additional in house graphic design resource would negate the Council’s original intention to provide a shared service arrangement. No change.</p> <p>The roles of the two Technicians have diversified, with one specialising in GIS and mapping, and the other specialising in graphic design services. In the recent past, the Council entered into a shared service arrangement with the County Council to provide graphic design services. The maintenance of an additional in house graphic design resource would negate the Council’s original intention to provide a shared service arrangement. No change.</p>

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<p>Council has implications. They run as a 'business' and consequently cannot assist with any research – i.e. photographs, illustrations, or any type of map provision. Removing the technician's role here will result in Planning Services losing its valuable in-house resource and result in liaising with a remote service provider that already has limited staff, a huge workload and is also subject to restructures.</p> <p>With reference to the provision of more technical services i.e. GIS mapping, one of the technicians has been developing expertise for Planning Policy over the last 15 years i.e. the City Plan database and has provided sole assistance to the JCS mapping requirements, other City Council service areas i.e. Electoral Ward Boundaries Review and is also establishing a revenue stream GIS role with the County Council's Waste and Minerals Policy and Development Control services.</p> <p>Consequently, it might be possible to retain one technician in Planning Services to support <u>all staff</u>, to also include some 'graphic design', especially in situations where the County Council is unable to provide assistance within limited timescales and offer another technician as a shared or part funded GIS service?</p> <p>It is unclear within the proposed Planning Services structure why the proposed technician post will be moved into the administrative support team and from reading the job description for the new Senior Administrative Officer it only mentions 'supervisory responsibility for' a technician and is it appropriate that this new supervisory post at grade D should 'manage' a technician also on grade D? Due to the technician's work stream this post would be more appropriately managed by the Policy</p>	<p>Noted. The expertise of the Technician in GIS and general mapping is acknowledged.</p> <p>The roles of the two Technicians have diversified, with one specialising in GIS and mapping, and the other specialising in graphic design services. In the recent past, the Council entered into a shared service arrangement with the County Council to provide graphic design services. The maintenance of an additional in house graphic design resource would negate the Council's original intention to provide a shared service arrangement. No change.</p> <p>The Technician post is reallocated to the 'central' Business Support team in order to facilitate the provision of support to the wider Planning Service. The Technician's input into the Planning Policy process will be maintained, but the post would be expected to provide wider support across the service which is already part of this role. No change.</p> <p>Appendix 3 sets out that one of the two Technician's posts is proposed for deletion. The Council has entered into a shared service arrangement for the provision of graphic design services, but would retain a need for a Technician providing GIS and mapping support services. No change.</p>

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<p>Planning and Heritage Manager than the Senior Administrative Officer for Development Services.</p> <p>Finally, it is also unclear in the ‘Restructuring Planning Services’ document, but the implication is that the two technician’s posts will be deleted and then both these individuals will be eligible to apply for a new technician post? However, in the absence of any job description and due to the fact that the present two technicians perform totally different duties, how will this authority ensure fairness to both these individuals?</p>	
<p>The Housing Strategy and Enabling team came together to consider the restructuring proposal and below are the key areas of feedback the team wished to provide. The team understands the budgetary pressures and need to deploy resources to best effect and on that basis wishes for the following to be considered: -</p> <p>Implications from previous restructure</p> <p>The team has already undergone a restructure in the last twelve months (Organisational Development Committee approval 24/11/14), with two new team members 1.4 G grade roles being introduced, following the redundancy and re-deployment of an F & C grade member of staff. Appointments were taken up in March 2015. The rationale for the previous restructure was to allow for the loss of work associated with the transfer of GCH; and make savings in certain areas of the team, in order to put the resource into the G grade positions, where the greatest outcomes would most likely be achieved. It is extremely disappointing that in 7 months, individuals who left other employment to take up a permanent role here at the City Council are now facing redundancy.</p> <p>How has the workload/success of the G grade role been evaluated to give rise to this post becoming the subject of a redundancy proposal?</p>	<p>The Council is faced with the need to achieve further substantial savings. While it is recognised that the Housing Strategy team has undergone a previous recent restructuring, it has become necessary to review the service structure. It is with regret that the proposals propose a further reduction in team members, but it is intended that the new structure will enhance the working relationships between the team and Planning officers and provide a robust base for bringing forward new homes and regenerating the City. No change.</p> <p>The reduction of G grade roles was made in response to the transfer of housing assets from the Council to GCH and the resulting reduction in workload in this area. While this reduces the capacity at this level, the potential workload directly linked to these positions would be expected to</p>

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<p>The restructure recognised the importance of the Enabling Homelessness role, ensuring a key link between the operational Homelessness team, assisting with the evaluation of evidence, for the reasons for homelessness; and to work effectively with partners to shape and commission new services.</p> <p>Relationship with Gloucester City Homes (GCH)</p> <p>The previous restructure dealt with the matter of the loss of certain tasks within the team that would pass to GCH for e.g. requests for acquisition or disposal of housing land. As a consequence of the stock transfer and the loss of a previous resource, the stock transfer has had no further impact on the work undertaken by the team. The team did have, and continues to have a relationship with GCH, firstly as they hold the largest amount of social housing stock in the City and secondly as a newly developing RP they are assisting the Council to meet its strategic housing objectives. In addition, the team will be involved in discussions concerning estate regeneration.</p> <p>The HS & E Service Manager has also made enquiries with the MD about the relationship with GCH going forward, in view of the commitments made to tenants made in the ‘offer’ document on behalf of the Council. The following response was received “I was planning to leave the detail as to how each directorate is practically structured to the directors once appointed, but in functional terms, I agree that the GCH client relationship should sit with the housing team.” This obviously isn’t a firm commitment at this point in time, but if this were to be progressed, this would create</p>	<p>reduce. The proposed restructure also provides potential for closer working with other officers within the Planning service to provide additional capacity if required. No change.</p> <p>It is proposed that the grade F post linked to the strategic Homelessness role be retained within the team. No change.</p> <p>It is considered that the restructure proposal provides adequate capacity to support Registered Providers (RP) where appropriate. While the Council has close historical linkages with GCH, it should not be expected to provide levels of support to the organisation that it would not provide to other RPs. The closer linkages with other officers within the Planning service, together with colleagues in Regeneration will enable an effective service to be delivered. No change.</p> <p>The restructure proposal does provide some additional capacity through the creation of a larger overall team within Planning Services. It is intended that this team will work flexibly to meet the demands of the service. No change.</p> <p>While the team’s role in delivering new homes within the City is recognised,</p>

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Comment	Response
<p>additional work rather than less.</p> <p>Financial Position The team appears to be taking a disproportionate amount of the savings within the broader Planning group (reduction in budget from £184,300 to £139,782 (-24.16%)), yet the team brings in significant investment/regeneration activity into the City that might otherwise be delivered by Registered Providers elsewhere. In addition, the delivery of affordable housing contributes an enhanced value for ‘New Homes Bonus’. The team question whether the loss of a G grade officer whose role is intrinsically linked with delivering those outcomes is the most appropriate place to make the reduction.</p> <p>New Homes Bonus The New Homes Bonus provisional allocation for Gloucester City Council in 2015/16 will total £3,084,871(in excess of £9.8m to date). This year, five instalment <u>includes an affordable homes premium of £26,600</u>. The role of the ‘G’ grade officer is focused not only to responding to affordable housing development, but to stimulate development through RPs on independently identified purchased land. To provide a few examples, with one RP alone last year, 4 schemes generated over £6 million worth of investment and new homes in the City. At present, the team have successfully stimulated the involvement of an RP to deliver a scheme that will be worth £10 million and improve an unattractive, poorly performing area of the City. The loss of one of the G grade roles will limit the amount of investment that can be secured to improve the City.</p> <p>Reporting structure The Housing Team acknowledges the close working with Planning Policy, and similarly with Development Control. The team however, believe this move loses the important identity of ‘Housing’ within Planning, where is the ‘Local Housing Authority’? The PP & Heritage Manager’s title doesn’t</p>	<p>it is considered that the restructure proposal maintains sufficient resource to assist RPs in delivering their proposals. No change.</p> <p>Again, the team’s role in facilitating the development of new affordable homes is recognised, but the Council must take some potentially difficult decisions in utilising its limited resources effectively. Colleagues in the Housing Strategy team already work closely with colleagues in Planning and Regeneration and it intended that these services will work together to maintain such investment. No change.</p> <p>The overall team title does not include such reference due to the need for succinctness. However, the Housing Strategy team does maintain a clear structure within the overall structure. No change.</p>

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<p>suggest any housing remit. As if to evidence the point, the Senior Management Team restructure, shows ‘Housing’ in a different directorate, with little to suggest any housing work is undertaken within the ‘Planning’ service.</p> <p>Whilst the initial thoughts on the proposal to work more closely with Planning were welcome; this seems to see the H S & E service relegated in importance, with no direct report to the Head of Planning, but builds in a further layer of management. It is questionable whether with the job description as provided for the PP & H Manager, that this additional layer of management adds any benefits; or why indeed the Housing S & E manager shouldn’t have parity with the other two Service Managers (allowing for differential in pay-scale for service expertise)? The team believes it should have a short and direct route to senior management to expedite communication and decision making.</p> <p>Other matters not covered in the report</p> <p>The report doesn’t seem to acknowledge some of the important work undertaken within the team, associated with the breadth of strategic housing. The team has strong relationships with other statutory organisations or Government Departments, including: - Health, Supporting People at the County Council, Learning Disabilities, Probation, Domestic Abuse Services, Drug and Alcohol. Relationships with these services involve the Service Manager and Enabling (Homelessness) Officer.</p> <p>The G grade officers work closely with the Enabling Homelessness Officer to incorporate specific homelessness requirements that are grounded in complex and changing welfare reforms. In addition, they work closely with Housing Services to understand the specific requirements of those applicants with special needs, who require purpose built or adapted accommodation. Also, Officers in the team develop lettings plans in conjunction with Housing Services to ensure that new developments are let</p>	<p>It is considered that the reporting structure provides an appropriate and direct route to senior management. It is not felt that the HSEM role should have pay scale parity due to the differential in the overall size of the respective teams. However, the mechanism does exist for any postholder to seek a further job grading evaluation at any time. No change.</p> <p>The overall report does not focus on this degree of detail, but the work of the team in this area and its relationships with external agencies is understood (as is also applicable to other teams within the Planning service). No change.</p> <p>The proposed restructure retains the ability to liaise with other officers that deal with issues of homelessness and other officers within Housing Services. No change.</p>

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Comment	Response
<p>at first occupation in a sustainable fashion. These arrangements take account of the location and demographic profile of the particular community. There are many ad-hoc issues that occur, that take significant amounts of time overall to deliver quickly or which may take the form of an ongoing project, these are often reactive matters. A good example of this is the Syrian Vulnerable Persons Scheme, where Officers have had to respond by involving a suitable 3rd sector organisation, a property provider that delivers short-term housing solutions. The team have been liaising with the Home Office, Communications Teams, and liaising with Legal over suitable legal agreements to put in place with Partners. This current project is currently taking between 1-2 days of G grade officer time (supported by the Service Manager). Pooling of funds, specific to family make-up and circumstances, and distribution between a range of agencies, means some of the associated will continue for at least 5 years. This project will provide some finance to cover this administration cost, which makes an argument (beyond those given) of the need to keep, if not a whole G grade officer, at the least a part-time officer.</p> <p>The nature of the work undertaken by the team is mostly taking the form of ‘commissioning’, whereby we often work independently or collaboratively with other Councils to deliver housing related services. Such commissioning usually takes the form of preparing tender specifications, and reviewing contract documentation. This work needs careful planning and consideration to be legally compliant and not create risks for the Council. The remaining available resource should the restructure be implemented will likely be insufficient to do this adequately.</p> <p>A recently increased area of work is associated with the sale and marketing of ‘low-cost’ homes. Where developers have an option not to contract with RPs but deliver these homes directly, it is creating a workload at the point of sale and resale, to market and check the eligibility for applicants. Few developers chose this route previously, however now in doing so, this is</p>	<p>It is accepted that a reduction in resources will affect the ways in which the Council currently works and that the delivery of particular services or activities. The Council is already working jointly with other neighbouring authorities in the delivery of shared services in order to reflect these circumstances. No change.</p> <p>As above. No change.</p>

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<p>creating at least 0.5 to 1 day a week to deal, and liaise with applicants.</p> <p>Work associated with the development of the ‘Affordable Housing Partnership’ is committing a resource. Aspects such as this may seem to be a lower priority; however it is through these mechanisms, that we are seeking to meet future housing need by agreeing allocations across district boundaries. This will result in increasing unmet need for the City Council to address in future if these arrangements aren’t incorporated at an early stage.</p> <p>The team frequently are asked to react to the swift production of a range of affordable housing statistics and consents to inform Policy, CIL, and the Strategic Housing Market Assessment (SHMA) etc. Without sufficient resources that are capable of collating and understanding the implications, the team will not have capacity to respond adequately and accurately, which could lead to costly errors in the future.</p> <p>The team frequently feed into various consultations from Government, and need to keep up to date with changing technical standards. This in turn informs policy development. It is difficult to believe that with extensive legislation, guidance on housing, homelessness, planning and development that this can be adequately undertaken with three officers.</p> <p>Researching new initiatives. Whilst the team are currently attempting to do this, the workload is already tight in covering all bases. We would argue fewer resources will limit the ability to deliver cost-effective solutions or investment to the City.</p> <p>Ability to generate income. We have recently been advised that some Local Authorities charge RPs for every property that they secure through S106 agreements (e.g., £500 for monitoring each affordable housing clause in s106 agreements. I believe the latter is not without challenge, although this</p>	<p>The development of the Partnership should not be a project that requires a long-term resource. The Council will need to prioritise the tasks taken forward by the Service, but the wider resources of the wider team should allow increased flexibility. No change.</p> <p>The need to respond to ‘short term’ or ‘immediate’ requests will no doubt continue, but again, these will need to be prioritised at such times. However, while the proposal reduces the current Housing Strategy team, the restructure provides a wider team that can respond to such tasks. No change.</p> <p>As above. No change.</p> <p>As above. No change.</p> <p>The Council is already exploring new ways of working with other partners; levying charges (subject to potential challenge) for additional services may also be an option for the Council in the future. No change.</p>

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<p>could be an area we explore to assist in covering Officer time.</p> <p>Associated with the Housing Zone, we understand there is a capacity bid being put together in order to promote the benefits of delivering housing within the Zone. The team had considered that it could resource some of this work, however it would need to be suitably resourced to do so.</p> <p>Conclusion</p> <p>At the present time, housing and housing affordability appears to be high on the political agenda and presenting new and different challenges that may present as service demands. We believe it is important to consolidate housing knowledge and respond to these challenges, rather than water them down, it is thought that there will be pressures faced in other services to respond to such matters but by then may well have lost key experience and not best placed to respond. We have made a fairly lengthy submission and could have expanded further on the importance and complexity of some aspects of work. We would respectfully suggest that consideration be given to the loss of the G grade role, as we believe there is sufficient work to keep two G grade officers busy. We have at this time not elaborated on the Manager or F grade role, although can do, to similarly demonstrate the value of their involvement in securing investment and social value.</p>	<p>Input into the delivery of the Council’s Housing Zone is also being provided by officers within Planning Policy. Officers within Housing Strategy would also be expected to provide appropriate input, but it is considered that the proposed restructure provides appropriate potential. No change.</p> <p>The Government has placed a priority on the delivery of housing. It is considered that the proposed restructure provides the capacity for the wider Planning service to support this requirement through the delivery of the City’s development plan, the determination of planning applications and the delivery of affordable homes. The proposed restructure will of course reduce the capacity of the Team which will mean that the Council will need to focus upon key areas of work to the exclusion of some other aspects. No change.</p>
<p>A previous restructure (2011/12) of the regeneration directorate recognised the need for the creation of a specialist team of advisors to the planning process therefore a new “Environmental Planning Service” was put into place in March 2012. This team of specialists includes archaeology and conservation, urban design, trees and landscaping which has consistently worked well together due to originally being part of the Policy, Design and Conservation Team. The specialist historic environment function have now been restructured four times in quick succession, in 2010 the Heritage Service was created and disappointingly this only lasted for around 18 months, shortly after we were absorbed into the Development</p>	<p>The reintegration of the Heritage and Design team with Planning Policy will provide a more coherent resource for the Council’s Planning service. No change.</p>

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Comment	Response
<p>Management service for a few months and in 2012 the new specialist team was created - Environmental Planning Service which had a smaller historic environment team focusing on the regeneration and preservation of Gloucester.</p> <p>The very specialist nature of the Environmental Planning Service has worked well together and provided an integrated advice service for the City which has enabled seamless working providing holistic advice for residents, business and developers both large and small scale. As well as being part of the planning development process we also work closely with the building control team on a day to day basis and the policy team regarding the development of the Joint Core Strategy and City Plan. It is disappointing that this service is being divided and is believed to be unnecessary in relation to the core function of work which officers deliver this is predominately planning led, the rise in large scale applications due to schemes funded via Heritage Lottery Funding and other major redevelopment sites being discussed evidence the excellent working relationship across the planning section (DC/BC/policy). There are serious concerns that this will be compromised by the relocation of staff to another service/directorate due to changes in work priorities. We therefore suggest that, should the proposal to split the Environmental Planning Service proceed, staff continue to be physically located close to each other to enable our successful joint working to continue.</p> <p>There are also significant concerns regarding the loss of a planning technician post from the newly created "Policy and Heritage service", the current demand of their services is high and both officers have current and forthcoming work to be completed, comments from officers are below -</p>	<p>It is not accepted that the division of the Environmental Planning team will result in a reduction in the quality of service. There are no reductions in officer numbers within the Heritage and Design team. Although the team will be divided under the management of two services, the professional relationships between officers will remain in place. No change.</p> <p>The roles of the two Technicians have diversified, with one specialising in GIS and mapping, and the other specialising in graphic design services. In the recent past, the Council entered into a shared service arrangement with the County Council to provide graphic design services. The maintenance of an additional in house graphic design resource would negate the Council's original intention to provide a shared service arrangement. No change.</p> <p>As above. No change.</p>

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Comment	Response
<p>In particular the work of the Townscape Heritage Project involves a key element of community engagement, there is a need to regularly produce information leaflets, small publications, publicity fliers, elements of interpretation and sometimes larger publications, all of which require a design and production input, which at present is provided through the technician service within Planning Policy. Other work with historical maps is likely to be less achievable within an increased workload of only one technician.</p> <p>Work produced within the last few months, and upcoming work related to the THI includes;</p> <p>Photographing and surveying buildings within the THI area Conservation Area and Listed buildings advice leaflets Flyer for the trial of a heritage interpretation app for Gloucester history festival Property maintenance guidance leaflet Updating guidance on grant application process, both leaflets and flyers Education Pack for schools including images, worksheets, timelines, requiring design, layout, illustrations Overlaying historical maps as part of the work with schools Interpretation panels at St Mary de Crypt churchyard and Albion Street tramroad</p> <p>These will cost additional funds and time which have not been allocated within the project if they have to be designed externally and may reduce the scope of the community engagement possible within the scheme.</p> <p>Assistance is required from both Planning Technicians in regards to the following work :-</p> <p>Photography, graphics and production of new SPD's in particular the Shopfront guide.</p>	<p>As above. No change.</p>

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<p>Photography, graphics and production of leaflets for historic areas grant schemes</p> <p>Photography, graphics and production of mini Shopfront guides for the city based on grant scheme area</p> <p>Production of interpretation boards</p> <p>Production of final documents for the conservation area review appraisals</p> <p>GIS assistance in relation to the LB's and Conservation Areas. Plan making and GIS assistance to the city plan historic environment work currently underway and to be completed as part of the city wide character appraisal work due to be completed Aug 2016.</p> <p>Photographing and surveying buildings within the City's conservation areas</p> <p>The creation and setting out of plaque templates for production.</p> <p>A large amount of work is currently being completed in relation to the Civic Awards, although these are every 2 years the technical input required allows the awards to be held, the work undertaken includes photographing and surveying the nominated candidates, creating a power point presentation for the judging of the awards, a presentation for the finalists for the awards night, arranging and creating certificates and framing and providing assistance on the day of the event. After the event a leaflet is produced</p> <p>The combined roles of the Technician posts are very much an integral to the functioning of the service. Both carry out different roles, with one postholder focussing on the mapping and GIS functions and the other postholder leaning towards the graphics side of things. The problem with removing either function is that there will be fairly significant knock-on effects. I have personally used both postholders during the past few months, mainly on the Public Realm Strategy development. I would not have been able to produce the required maps, diagrams and illustrations without the skills which they both provide.</p>	<p>As above. No change.</p> <p>As above. No change.</p>

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Comment	Response
<p>We now have no GIS manager, so any type of GIS, mapping function which is currently provided, would need to be taken up by someone else, who would need suitable training in the GIS systems. This is not an easy thing to pickup and the current postholder is very competent and efficient in what he does. Production of a range of plans for the PRS which the County’s graphics team was not able to help with, and which I do not have the right software to create, in the right formats.</p> <p>With the other postholder, I have asked him to provide a sequence of historic map diagrams for the PRS, which illustrate the historical development of Gloucester’s centre, which he did to a very high standard and attention to detail. Again, this was something which the County’s team could not provide. In the past, he has produced a range of documents for me, including the Heights of Buildings SPD. I am due to ask him to start work on a range of graphics sheets to illustrate a new regeneration scheme which combines lighting, cladding and public realm projects.</p> <p>In terms of wider resources issues relating to these two posts, as I have said, there is no GIS/mapping officer now, so the primary technical function could not easily be shifted to an existing officer. The more graphics focused role will be problematic due to the existing pressures on the County’s graphics team. At present, there are very few officers there who have to deal with all of the County’s marketing, promotional, corporate and graphics work. Having been working with Carolyn in that team on the PRS document for some time now, I understand they are under constant pressure. This will simply be added to if we were to all start using them as our graphics provider. I would suggest that their resources need to be reviewed alongside the roles of the Technician posts.</p> <p>The technicians provide GIS assistance and also assistance will be required in regards to forthcoming work for the city plan, archaeological</p>	<p>The Planning service maintains a requirement for GIS and mapping support, but has entered into a shared service arrangement for its graphic design services. No change.</p>

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Comment	Response
<p>interpretation and supplementary planning documents related to the historic environment.</p> <p>The technicians provide GIS assistance and production of technical information in relation to the site assessment work currently being completed as part of the 12 month project for the evidence base work being undertaken for the City Plan. Further assistance will be required when the character assessment work is undertaken which will include mapping, photography and technical assistance in document production this work is due to be completed in Aug 2016.</p> <p>Also we note that reference is made to a Conservation/Heritage Team, the remainder of the Environmental Planning Service also includes an urban design officer which is not mentioned within the report and is not a conservation or heritage related function (reference sections 2.1, 4.12 and 5.3) this should be amended to reflect this. Terminology for the heritage function is encompassed by the holistic term “historic environment” rather than heritage and this accords with the National Planning Policy Framework terminology. Therefore it is recommended that the new service is called Policy, Design and Historic Environment service to reflect both archaeology and conservation.</p> <p>An aspect of these changes which we feel may be potentially very positive is the integration of the ‘Housing Strategy and Enabling’ team into the future joint team with ourselves and Policy. Their works overlaps with our own, so the chance to work more closely with them, from an early stage will enable us to agree a more co-ordinated response to planning consultations from an early stage, and should avoid the occasional conflicts that can arise regarding the historic environment.</p>	<p>The Planning service maintains a requirement for GIS and mapping support, but has entered into a shared service arrangement for its graphic design services. No change.</p> <p>The use of the term ‘Heritage’ is not intended to contradict the intention of National Planning Policy Framework terminology; it is used purely as a succinct title for the new team. No change.</p> <p>Noted.</p>
<p>The main concern is the split of a team that has worked well over the past few years. This is not sentimental. The development management process,</p>	<p>It is not accepted that the division of the Environmental Planning team will result in a reduction in the quality of service. There are no reductions in</p>

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Comment	Response
<p>if it is to work for developer and community alike, needs to take an integrated approach. Having tree officers sit next to, and work with, the archaeologist is important, as potentially they have opposing views that need to be taken in the round. In the 21 years I have been here we have tried to achieve a ‘development approach’ to applications, now for the first time we seem to be going in the opposite direction.</p> <p>The same can be said of the planning policy function. The green team currently provide significant input into the planning policy process including landscape, biodiversity, energy matters, playing pitch strategies, play areas, environmental matters generally, allotments provision etc, etc. This will inevitably weaken as we move away from the formal planning service.</p> <p>There will be no environmental champion formally within the whole of the planning service. This will be the first time this has happened certainly in the last 30 years.</p> <p>The 2 technicians provide a very broad service across not just planning services but the entire council (and other JCS authorities and the County). With no GIS officer in post it is increasingly difficult to find slots for mapping (increasingly important for everything from Agricultural environment claims to HLF bids) and graphic work. There may well be a false economy as services throughout the Council will be forced to ‘go out’ to get work done for them previously done by the technicians.</p>	<p>officer numbers within the Heritage and Design team (or the ‘Green Team’). Although the team will be divided under the management of two services, the professional relationships between officers will remain in place. No change.</p> <p>As above. No change.</p> <p>There is no reason why the concepts associated with the work of an ‘Environmental Champion’ cannot be applied across all of the Council’s work. No change.</p> <p>The roles of the two Technicians have diversified, with one specialising in GIS and mapping, and the other specialising in graphic design services. In the recent past, the Council entered into a shared service arrangement with the County Council to provide graphic design services. The maintenance of an additional in house graphic design resource would negate the Council’s original intention to provide a shared service arrangement. No change.</p>
<p>Deletion of Planning Policy Manager: I understand the rationale for this but have concerns that the resulting structure will not give the team the strong level of leadership that is required for the team, particularly in relation to the JCS. Planning policy is complex and often political and needs a strong leader at that level. If implemented, the proposed Planning and Heritage Manager will represent a loss of management level support for the Planning Policy Service. At the very least I feel the job description for the proposed</p>	<p>The primary focus of the role of the proposed Planning Policy and Heritage Manager will be around the delivery of the City’s development plan. The essential requirements of the post will retain the need for extensive planning policy experience and RTP1 accreditation. The expansion of the role of Principal Planning Officer (Policy) from 0.5 FTE to 1 FTE is intended to provide additional senior support to offset the wider managerial responsibilities of the PPHM. No change.</p>

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Comment	Response
<p>Planning and Heritage Manager should have a strong planning focus, require a planning policy background and RTPI accreditation.</p> <p>Restructure within the rest of the Planning Policy Service: As it stands I think the Planning Policy Service is under resourced and I support proposed measures to expand the number of FTEs sitting underneath management level. The creation of a new permanent full-time principal officer is a good idea and will help to address some of the staffing issues we currently experience in terms of formal representation at that level. I also support the proposed additional resource through the creation of a two-year fixed-term contract at senior level. As previously discussed however, I feel that the team is lacking support at 'entry level'. The team would really benefit from an officer at 'assistant' or 'planner' level to take some of the less technical work off more senior officers. This is particularly true after Abi has moved on as she has been helping to some of these tasks (where appropriate to her level and skill set). I would also question whether there is in fact an expansion of resource within the team when considered in the context of losses through the deletion of the Planning Policy Manager and Environmental Planning Manager.</p> <p>Assimilation of current staff: Looking at the draft revised structure, I believe there is an opportunity for promotion of one existing senior member of staff to principal level and the rest will get assimilated into other permanent senior level roles. In addition, there will be an additional two-year fixed-term contract at senior level. This is not clear in the restructure document and it would be useful if this could be clarified.</p> <p>Planning Technician: I do not understand the rationale for the Planning Technician post being moved into admin support. As I understand it, Whilst the postholder currently provides some support to other teams within and outside of Planning Services, the vast majority of his time is spent undertaking digital mapping for the JCS and City Plan, inputting to policy</p>	<p>Noted. The expanded Administration team will provide the potential for additional support of more senior officers rather than its previous role as a supporting team for Development Control and Building Control. No change.</p> <p>As the current Principal Planning Officer (0.5 FTE) post is vacant and subject to change, it is not possible to ring fence this position for particular staff at this time. The full-time PPO post could provide the opportunity for the promotion of an existing postholder and internal recruitment processes would be pursued prior to any external advertisement. No change.</p> <p>It is accepted that the majority of the demands upon the Technician for GIS and mapping support currently arise from the JCS/City Plan process. As this is a priority project, the relocation of the post to the Administration team would not be expected to affect this aspect. The creation of a wider Administration team is intended to provide wider technical and administrative support to the service in general. No change.</p>

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Comment	Response
<p>and evidence preparation. This is an invaluable resource for the Planning Policy Service and I believe is best retained within the team.</p> <p>Environmental Planning Manager: I have concerns regarding the loss of this post from Planning Services and its absorption into Neighbourhood Management. Whilst I understand the rationale for this, it can also be viewed as a significant loss of resource and expertise for Planning Services and indeed for Planning Policy. The expertise currently provided by that post-holder and the work they do for the team will need to be absorbed within the Planning Policy Service structure.</p>	<p>It is not accepted that the division of the Environmental Planning team will result in a reduction in the quality of service. There are no reductions in officer numbers within the Heritage and Design team (or the 'Green Team'). Although the team will be divided under the management of two services, the professional relationships between officers will remain in place. No change.</p>
<p>Positive feedback with regard to the extra full time temporary senior planner – that is good & to be welcomed if we are to get the City Plan progressed & adopted</p> <p>Concern over loss of the Environmental Planning Manager from Planning Services into Neighbourhood Services manager role – need to flag up the cost that will be incurred by both the JCS and City Plan in buying in expertise in landscape, green infrastructure, biodiversity, waste, minerals, flooding and energy matters which historically he has assisted on. Both projects are strapped for cash as it is and his loss will only result in increased costs if he is not able to service this work streams – his JCS policies have not yet been heard at EiP – something that takes much preparation if it is to be done well – so this will be an issue for a project that is already well over budget and strapped for cash if consultants are to be bought in to cover these policies.</p> <p>Need to highlight all that the Technician does for us in terms of graphic design; conservation & wider council, documents, interpretation boards, graphics etc. He does actually do quite a bit and that work will fall to officers who do not have his skill set if he goes.</p>	<p>Noted.</p> <p>The Environmental Planning Manager's expertise will remain available as a Council-wide resource where he will be able to contribute to the JCS process and input into the City Plan. No change.</p> <p>The roles of the two Technicians have diversified, with one specialising in GIS and mapping, and the other specialising in graphic design services. In the recent past, the Council entered into a shared service arrangement with the County Council to provide graphic design services. The maintenance of an additional in house graphic design resource would negate the Council's</p>

PLANNING SERVICES RESTRUCTURE – SCHEDULE OF COMMENTS RECEIVED

Comment	Response
<p>One of the Technician posts needs to stay within Planning Policy – to retain control of the post within policy making for JCS and City Plan matters – the head of admin does not know what the post does and he should not be managed by someone dealing mainly with DC admin. We need to lobby strongly for this.</p> <p>I am concerned over how much the new manager will actually have time to input into JCS in a meaningful way of they are heading up such a large team? There will be reduced time for hands on work if other matters are needed to be addressed across Housing Strategy and Conservation & Design too. How will the budgets for each current service be affected? Will they be amalgamated? Will there be the right to spend from each other’s pots? Might City Plan actually lose out?</p> <p>One manager for so many people is disproportionate to the number of people being managed by the DC manager post & yet being paid the same rate.</p> <p>On a positive note the new structure does provide the opportunity to have more folk involved in City Plan preparation and have an ‘all hands on deck’</p>	<p>original intention to provide a shared service arrangement. No change.</p> <p>It is accepted that the majority of the demands upon the Technician for GIS and mapping support currently arise from the JCS/City Plan process. As this is a priority project, the relocation of the post to the Administration team would not be expected to affect this aspect. The creation of a wider Administration team is intended to provide wider technical and administrative support to the service in general. No change.</p> <p>The primary focus of the role of the proposed Planning Policy and Heritage Manager will be around the delivery of the City’s development plan. The essential requirements of the post will retain the need for extensive planning policy experience and RTPi accreditation. The expansion of the role of Principal Planning Officer (Policy) from 0.5 FTE to 1 FTE is intended to provide additional senior support to offset the wider managerial responsibilities of the PPHM. The individual team budgets would not be expected to change as a result of the proposed restructure. No change.</p> <p>The Planning Policy and Heritage Manager grading is being increased from I to J to reflect the increased responsibilities of the post and to mirror the grade of the Development Control Manager (J). The grading of the post has been undertaken by a Hay Panel. No change.</p> <p>Noted.</p> <p>Draft job descriptions have been prepared for the new posts (Senior Administration Officer and Planning Policy and Heritage Manager) contained within the proposed restructure. Existing posts that remain unchanged do</p>

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<p>approach to getting it out and to a pre-sub consultation by end of next summer. We are going to need a very focused effort to achieve this.</p> <p>Where are the job descriptions for all the new posts – how do we know where we might fit in the new structure if there are no job descriptions to measure ourselves against.</p>	<p>not require new job descriptions. No change.</p>