

<b>NORTH NORTHAMPTONSHIRE JOINT DELIVERY COMMITTEE</b>		Item 5	Page 1 of 4
<b>Councils Affected</b>	All	13 <sup>th</sup> April 2017	
<b>Report Title</b>	<b>JOINT PLANNING AND DELIVERY UNIT ARRANGEMENTS</b>		

## 1. PURPOSE OF REPORT

To agree arrangements for the Joint Planning and Delivery Unit.

## 2. BACKGROUND

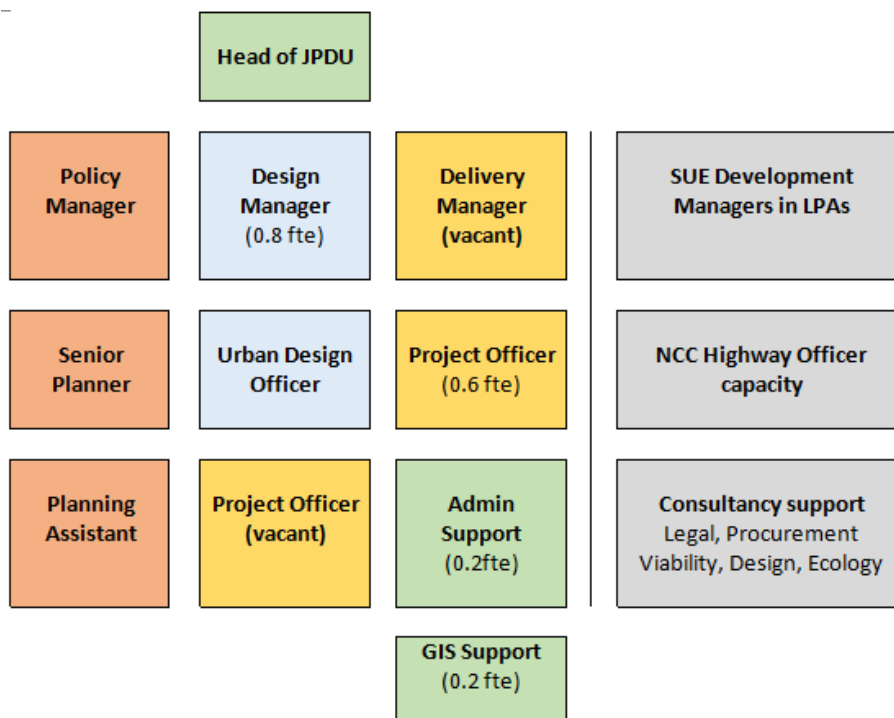
- 2.1 The Joint Delivery Committee (JDC) on 31<sup>st</sup> January 2017 agreed that, following the departure of the Head of the Joint Delivery Unit and one of the two Project officers, the functions of the JDU should be combined with the JPU to form a single Joint Planning and Delivery Unit (JPDU). In doing so, it was noted that JDU roles and responsibilities must be accompanied by appropriate resources to avoid impacting adversely on the existing successful JPU arrangements. Furthermore, it was agreed that arrangements should allow a de-coupling of the JPU and JDU in the event that funding for delivery arrangements dries up.
- 2.2 The JDC report outlined the important roles for the JPDU in serving the JDC; engaging with delivery stakeholders; sharing expertise/best practice across the LPAs; procuring consultancy support; attracting external funding; and in programme management to demonstrate progress to Government. It set out the Steering Group's view that the JPDU needs a good understanding of SUE delivery profiles and issues to enable it to support and advise the LPAs, but should not get drawn into detailed development management issues.
- 2.3 It was agreed that the detailed arrangements for the JPDU should be considered by the Chief Planning Officer Steering Group once the extent of various capacity funds are known, and that these arrangements should be formalised through a Memorandum of Intent between the LPAs.
- 2.4 As outlined in the report at item 4, the JPU and partner LPAs have been successful in securing £1.1 million from the HCA Large Sites and Housing Zones Capacity Fund. Verbal feedback from HCA indicates that the bid was seen as offering value for money through the pooling of resources. It was also favoured because it promised quick spending and impact in 2017/18.
- 2.5 The bid included £247k towards the cost of the JDU, comprising a continuation of the £142k budgeted for staff in 2016/17 (no match funding); and £105k for highways input (matched by £55k from the LPAs). The award covers around 80% of the total bid and the CPO Steering Group is seeking further feedback from HCA before determining which elements of the bid can be scaled back to meet available funding. The JDC will be updated in due course.

### 3. JPDU ARRANGEMENTS

3.1 At its meeting on the 31<sup>st</sup> January the JDC noted that the JPDU arrangements would be likely to include:

- Core team located in single location – initially at the current JPU offices;
- A review of existing staff roles to introduce additional capacity and an increased focus on delivery;
- Monthly meetings of JPDU Steering Group, reporting on to Chief Executives when necessary;
- Monthly meetings to include staff from the LPAs and NCC working on the delivery of the SUEs;
- Programme of training/site visits for officers/members involved in delivering the SUEs;
- Procurement of panel of consultants to support LPAs, including viability, legal, environmental impact assessment;
- Quarterly Stakeholder and JDC Meetings.

3.2 The Steering Group has considered options for the staff structure of the JPDU to deliver functions and arrangements set out at paragraphs 2.2 and 3.1 above. It recommends the staff structure shown below.



	<b>NORTH NORTHAMPTONSHIRE JOINT DELIVERY COMMITTEE</b>	Item  5	Page 3 of 4
--	--	---------------	----------------

3.3 The proposed structure involves:

- Head of JPU role expanded to Head of JPDU to include managing delivery staff and budget; serving the JDC; coordinating Stakeholder Group; engaging with HCA/ CLG and developers to secure funding; and delivering combined JPDU work programme;
- Principal Planner role expanded to Policy Manager to take over aspects of strategic policy work from Head of JPU, including budget and staff management and commissioned work for LPAs;
- A new Delivery Manager role to manage delivery team and consultants, support LPAs, and work with SUE developers and infrastructure providers to overcome barriers to delivery and to promote best practice;
- Vacant Senior Planner (0.4 fte) and Project Officer (0.4 fte) posts consolidated to Project Officer to focus on delivery including procurement (this post is not to be filled immediately to allow workload to be assessed).

3.4. Through combining and changing roles, the overall cost of the JPDU staff establishment will be approximately £30k less than current budgeted costs for the separate JPU and JDU. Estimated costs of delivery related staff (including a proportion of cost of Head of JPDU) amount to £142k as per the bid for capacity funding. The costs in 2017/18 will be lower due to inevitable time-lag in filling the Delivery Manager post and to the decision of the Steering Group to delay filling the second Project Officer post until its workload is clearer.

3.3 The proposed structure will introduce additional delivery expertise to work with the established JPU team, which is increasingly focused on undertaking commissioned work for the Councils (e.g. Garden Village proposal). It will allow JPU and JDU functions to be separated if delivery funding ceases.

3.4 Human resources support is being secured to enable the above arrangements to be put in place as quickly as possible. In view of the funding position, new posts/consultancy contracts and changes to existing job descriptions/working hours will be for an initial 12 month period.

	<b>NORTH NORTHAMPTONSHIRE JOINT DELIVERY COMMITTEE</b>	Item  5	Page 4 of 4
--	--	---------------	----------------

#### 4. RECOMMENDATION

The Garden Communities Steering Group recommends that:

1. The structure for the JPDU is agreed as set out in this report;
2. Detailed working arrangements are agreed the CPO Steering Group and formalised through a new Memorandum of Intent between the LPAs;
3. A work programme for the JPDU is presented to the next meeting of the JDC.

---

Background Papers:       None  
Title  
Date                         3.04.17  
Contact Officer             Andrew Longley 01832 742359