

This document provides the Job Description for the Ebbsfleet Development Corporation Planning Committee Independent Member roles and also important information about the recruitment process, including how to apply.

Job Description

Job Title	EDC Planning Committee Independent Member
Salary	£500 per day
Application deadline	Monday 2 nd December, 12pm

Role Purpose:

Planning Committee Independent Members provide support to the Corporation's decision making on planning applications in the area.

The Planning Committee Independent Members should have the competencies needed to operate effectively at Planning Committee. The Committee requires a mix of skills and experience in areas relating to decision making but this does not necessarily need to be in the field of Town Planning. Planning Committee Independent Members should understand the major strategic issues pertaining to the creation of the Garden City and the overarching objectives of the Corporation within a town planning context, balanced against the needs of local communities, businesses and other stakeholders.

In order to maximise the skills and experience of the committee we are seeking two roles. One with a planning or development background and one with a knowledge of the local area and the issues and opportunities it offers.

All members of the Planning Committee will be required to undertake specific training and shall be mindful of the guidance set out in the Planning Advisory Service publication 'Probity in planning for councillors and officers' and the Ministry of Housing, Communities and Local Government publication 'Openness and transparency on personal interests'.

Contract Type and Working Pattern:

This appointment will be made by the Secretary of State for Housing, Communities and Local Government. It will be a fixed term 3-year contract which may be extended subject to performance. The time commitment is up to 2 days a month (average of 1 day per month).

The EDC Planning Committee meets at the Ebbsfleet Development Corporation's offices at the Observatory, Castle Hill. Some meetings are held as hybrid meetings where attendance via MS Teams is upon the agreement of the Planning Committee Chair. Planning Committee members may also be required to undertake site visits within the urban development area.

Main Accountabilities and Responsibilities:

All Planning Committee members will be responsible for:

- Developing a working knowledge of the Planning function and the matters that are the responsibility of the Planning Committee.
- Ensuring that the approach to Planning is delivered fairly and effectively; and that all matters before the Committee are approached with an open mind avoiding any predetermination or bias.
- Making planning decisions openly, impartially, with sound judgement and for justifiable reasons.
- Maintaining a disciplined approach when involved in the work of the Planning Committee having regard to high standards of procedure, behaviour and ethics.
- Actively participating as a member of the Planning Committee and to ensure compliance with the requirements of the Development Corporation's Framework Document, Terms of Reference, Statutory requirements, regulations or other codes of conduct, practice or agreed conventions.
- Accepting responsibility for the decisions of the Planning Committee and to advocate these, as necessary, on behalf of the Committee.
- Participating in Member Training and Development associated with the Planning function.
- Acting in accordance with the seven principles of public life.

Person Specification:

The Essential and Desirable criteria for these roles are as follows:

Essential criteria (all candidates):

- A strong track record of making effective decisions within the private, public or voluntary sectors.
- Excellent communication skills with the ability to effectively question fellow Planning Committee members, staff and stakeholders.
- Strong analytical skills with an ability to get to understand complex issues; and
- An ability to understand and interpret planning policy, guidance and law.

Planning/Development Role additional essential criteria:

- Experience of working in the field of Town and Country Planning; **or**
- Experience of development and development finance.

Community Role additional essential criteria:

- Be a local resident with a strong understanding of the needs of the local area and the existing and new communities; **or**
- Experience in carrying out community engagement work.

Desirable criteria:

- Experience in masterplanning or design.

- An ability to interpret national strategy in a local context.

How to Apply:

To apply candidates **MUST** submit the following:

1. A covering letter that:
 - Confirms which of the two roles you are applying for (Planning/Development or Community); and
 - Sets out your suitability for this role; this must include how you meet/demonstrate the essential criteria for that role.
 - If you are applying for both roles, please confirm and please ensure your letter covers all of the essential criteria
 - We would suggest your covering letter is kept to a maximum of three sides
2. A copy of your CV
3. The following forms which MHCLG (the Ministry of Housing, Communities and Local Government) require us to collect:
 - Diversity Information Form
 - Declarations of Interests Form

Please also complete the Guaranteed Interview Scheme Form if you consider yourself to be disabled and would like to apply for a guaranteed interview under this Scheme.

The deadline date for applications is 12 midday on Monday 2 December

Your completed application should be returned by the deadline date and time by email to James Richardson at ebbsfleetrecruitment@ebbsfleetdc.org.uk

Selection Process

The selection process is in two stages. Shortlisting is stage one of the process, followed by interview (stage two) for those candidates who are shortlisted. During the shortlisting stage applications will specifically be assessed against the essential criteria set out in the Job Description for each role.

Shortlisting will take place in December. Applicants will be notified in late December as to whether they have been shortlisted for interview. Interviews are expected to take place in Ebbfleet on Friday 17 January 2025.

Once the interview process has completed the results will be provided to MHCLG so that appointments can be made by the Secretary of State.

Successful candidates will be requested to provide the names and contact details of referees who can provide references regarding their suitability for the role. Before the appointment of the successful candidates can be confirmed, a Government basic security check may be undertaken.

Any queries regarding the process should be directed to James Richardson (EDC Head of HR and Corporate Affairs) at ebbsfleetrecruitment@ebbsfleetdc.org.uk

Equality, Diversity and Inclusion (EDI) Monitoring

MHCLG require all applicants to complete the MHCLG Diversity Information Form and for this to be provided to EDC as part of your application.

- Any information provided is treated in **strict confidence** and will not affect your application in any way.
- You can select “prefer not to say” to any question you do not wish to answer.
- The data is used to produce management information about the diversity of applicants. These reports comprise a series of anonymous statistics through which we can monitor the applicant numbers. Anonymised amalgamated diversity data will be shared with MHCLG and with the Office of the Commissioner for Public Appointments (OCPA) in order that the Commissioner’s Annual Report can be produced.
- Only those monitoring job advertising will have access to the data. The information collated will be used entirely anonymously, but names are included on forms to enable us to monitor applications at shortlisting and appointment, as well as application stage, undertaken by the Recruitment Team. Staff involved in sifting and interviewing for the post will **not** see your form. The form will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes.

Conflicts of Interest

It is important that the highest possible levels of probity and integrity are maintained. It is a requirement of MHCLG that all applicants complete the MHCLG Declarations of Interest Form and provide this with your application.

You will also need to uphold and adhere to the Seven Principles of Public Life which apply to anyone who works as a public office holder (see **Annex A**).

Guaranteed Interview Scheme

The Ebbfleet Development Corporation uses a guaranteed interview scheme to help widen employment opportunities for disabled people. Applicants with disabilities who meet the minimum (essential) criteria set out in the person specification and who submit a completed 'Guaranteed Interview Scheme' form will be guaranteed an interview.

Complaints

If at any time during the recruitment process or appointments procedure you have reason to question how your application was handled you should address your concerns to the EDC Director of Corporate Services, Gerard Whiteman at ebbsfleetrecruitment@ebbsfleetdc.org.uk

Compliance with GDPR

The EDC will process applications in accordance with the General Data Protection Regulations and Data Protection Act 2018. Your data will be held securely and access will be restricted to those dealing with your application or involved in the recruitment process.

Your data will be stored for up to two years and processed for the purpose of the recruitment process, diversity monitoring and, if successful, your personal record. If appointed, your data will be stored for the duration of your tenure.

Should you wish your data to be removed from our records, please contact ebbsfleetrecruitment@ebbsfleetdc.org.uk

ANNEX A

The Seven Principles of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.