

APPROVAL PROFORMA

To be completed and submitted by the Corporate Director/ Section Manager to the Workforce Planning Panel. If agreed, concurrence will be sought from the Chief Executive in the case of permanent vacancy requests.

1. Subject of Request	Post Title:	Planning Consultant	Post No:	
	Post Holder (if applicable)			
	Department and Section	Planning Service : Planning Policy Team	Hours:	
	Grade(s):			
2. Reason for Request ✓ as appropriate * State start date of original contract/acting up		✓	<i>Duration If applic</i>	To transfer funds from the Corporate Agency Budget for the retention of Anthony Brindley for a period of 1 year from 1st August 2018. Exemption from Procurement Rules attached.
	<i>Temp/Fixed Term Recruitment</i>			
	<i>Permanent Recruitment</i>			
	<i>Internal Promotion</i>			
	<i>Maternity Leave Cover</i>			
	<i>Honoraria Payment</i>			
	<i>Extension of Contract*</i>			
	<i>Change in hours(Increase)</i>			
	<i>Acting up/Extension*</i>			
	<i>Engagement of Temporary Staff</i>	✓		
<i>Other</i>				
3. Options Considered & Proposal	<p>We have recently tested the market with a recruitment campaign for senior planning officers. Unfortunately, the continued nationwide shortage of senior officers meant the campaign was once again unsuccessful.</p> <p>Anthony has been offered an 18 month post elsewhere and in order for TDC to remain competitive in such a volatile market, it is proposed to retain Anthony's services and offer a 1 year contract with TDC.</p>			
4. Implications (Financial)	£82,500 to be used from Corporate Agency Budget.			
5. Implications (Operational)	The recent recruitment campaign was unable to attract applicants at senior level and no appointments could be made to the vacant posts. Successful delivery of the Local Plan would be affected if without a suitably qualified and experienced officer to assist the Planning Manager.			
6. Attachments ✓ as appropriate	(i) Job Description and Personal Specification (ii) Career Grade			
7. Signature of Head of Department	Signed... <i>Cath Brennan</i>Date.....02.08.18. Head of Department or Departmental Manager			
8. Workforce Planning Panel ✓ as appropriate		Y/N	Comments:	

<p>(** - always advertised internally first before an external advert is placed)</p>	Internal Advert **		
	External Advert		
	Restrict advert / appointment to Grade		
	Recruit a trainee		
	Recruit an apprentice		
	Restrict hours		
	Fixed Term ending		
	Grant Request		
	Forward to Management Team		

N.B. In order for your request to be considered, full completion of this document is required.

9. Management Team	Comments:
10. Concurrence	<p>I agree/do not agree to the above (extension of employee contract ,additional payment, acting up allowance, maternity cover arrangement, temporary casual contract or honorarium)</p> <p>Signed:..... Richard Barrett, Finance & Procurement Manager Dated.....</p> <p>Signed:..... Anastasia Simpson, HR and Business Manager Dated.....</p> <p>I agree/do not agree to the filling of the above vacant post.</p> <p>Signed: Ian Davidson, Chief Executive Dated:</p>