

Ebbsfleet Development Corporation

Board Meeting Part One			
Date of meeting :	21/04/2015	Agenda item :	15/009
Title of paper	Start Staffing Structure and DCLG Headcount Control		
Presented by	Nick Dawe, Interim Finance Director		
Sub-committee	Not applicable		

1. Introduction

This paper briefly sets out how the initial establishment for Ebbsfleet was determined and how and when posts within the structure will be recruited to.

2. Identifying the Staffing Structure Required

To allow the Board to discharge the specific roles outlined in the statutory instruments setting up the Ebbsfleet Development Corporation a skilled, competent and flexible staff team will be required.

The grouping of skills and expertise can be broadly described as follows:

- Those relating to the overarching master planning for the Garden City including engagement with all key stakeholders.
- Those relating to bringing forward proposals and schemes to regenerate areas and use land wisely.
- Those relating to discharging statutory planning functions.
- Those relating to the overall finances, governance and operation of the corporation.

It is this broad grouping of skills that has been used to create the overall structure shown at Appendix 1.

In terms of identifying the number of posts in each area and the precise level of skills and competences reference has been made to the experience and knowledge of the substantive Chief Executive Officer and the Interim Directors.

In addition the staffing structure has been discussed with DCLG colleagues and compared and contrasted to the staffing structures used by other development corporations in the recent past.

3. General Factors Governing the Staffing Structure

In operational terms for the Corporation to be successful all posts will need to operate flexibly and grow and develop over time. The following specific attributes of the structure should be noted:

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- That all posts will need to demonstrate high levels of skill and expertise with continuing professional development expected to be evidenced in posts at tiers, one, two and three.
- That a high degree of IT literacy and general self-sufficiency should exist in all posts.
- That opportunity for training and development will be offered to all staff and that in particular a minimum of two apprenticeships will be offered within the Business Assistant Team.

4. DCLG/HMT Establishment Control

In line with Government policy relating to ensuring that all posts in the public sector offer the tax payer value for money, DCLG/HMT operate establishment controls for all arm's length bodies.

The current establishment control target set by DCLG is 20, reflecting the growth of staffing numbers in the period April through June 2015.

The Corporation will need to make representations to DCLG post the national elections so that the establishment control level is raised to 32 in line with the suggested staffing structure included in this paper. Representations will need to be made to alter this figure further at a future date if circumstances require.

5. Sequence of Recruitment

To ensure a prompt start to the activities of the Corporation the following sequence of recruitment is proposed, with the need for interims being flagged as appropriate. The Board should note that all appointments set out below are in the gift of the Corporation and do not require any specific DCLG approval.

Group	Posts	Recruit from	In Place by	Immediate interim required
1	Directors *4	February	July	Yes, noting one post is a secondment
2	Executive Assistant *1	March	June	No
3	Principal, Assistant and Head *8	March	August	Yes, noting one post is a secondment
4	Business Officer (including apprentices) *6	March	June	No
5	Senior *8	April	July	No, noting one post is a secondment
6	Assistant, Planner *4	May	August	No

