

Career Grade Thresholds – Development Management

Job Titles

Planning Assistant (Points 1 and 2)

Planning Officer (Points 3 and 4)

Senior Planning Officer (Point 5)

Unless otherwise stated there is no minimum timeframes to complete performance requirements within or between the Career Grade Points, and the performance requirements are rolling requirements*

Career Grade Point	Salary Scale	Workload Requirements	Performance Requirements
1	Scale 6 (SP18 Currently £31,537 pa)	Gaining a breadth of planning experience to provide sufficient grounding for the progression up the career grade. This is an entry level role as existing PA JD/ PS	Sufficient transferable skills to demonstrate an ability to fulfill the workload requirements at Point 1.
2	Scale 6 (SP21 Currently £33,143 pa)	Application caseload to include a minimum of: <ul style="list-style-type: none"> • 100 householder applications • 50 non householder applications which can include a variety of minor applications including applications for advertisement consent, shopfronts, works to commercial buildings changes of use and non-major residential applications. 	A minimum of 100 householder applications processed to a decision with a minimum of 90% within statutory timescales without extensions of time. And A minimum of 50 non householder applications processed to a decision with a minimum of 90% within statutory timescales without extensions of time. <ul style="list-style-type: none"> • This is subject to a maximum number of 200 individual applications of the type required for the career grade per calendar year.
3	SO1 (SCP23 currently)	Undertake an MRTPI accredited course of study or	Having gained eligibility for Chartered MRTPI by whatever means or having

	£34,434 pa)	undertake another route to Chartered MRTPI	passed an MRTPI accredited course of academic study.
4	PO1 (SCP27 currently £38,220 pa)	<p>Mentoring more junior colleagues.</p> <p>Application caseload to include a minimum of:</p> <ul style="list-style-type: none"> • 50 Minor applications of which a minimum of 10 will be applications for new dwellings (any scale between 1 and 9 dwellings). • 20 other applications all relating to major applications which can include discharge of condition applications, EIA scoping or screening opinions, non-material or minor material amendment applications. • 10 major planning applications including S106 negotiations as required. 	<p>Provide an element of mentoring support for colleagues through meetings, assistance with work, RTPI Chartership or similar.</p> <p>And</p> <p>Eligibility to have Chartered MRTPI</p> <p>And</p> <p>A minimum of 50 Minor applications processed to a decision with a minimum of 90% within statutory timescales with no extensions of time.</p> <p>And</p> <p>20 applications relating to major applications processed to a decision with a minimum of 90% within statutory timescales without extensions of time.</p> <p>And</p> <p>10 Major applications progressed to a committee agenda or progressed to securing Team Leader, Development Manger or Head of Service Approval if delegated decisions, with a minimum of 90% within 13 weeks without extensions of time.</p> <ul style="list-style-type: none"> • This is subject to a maximum number of 120 individual applications of the type required for

			the career grade per calendar year.
5	PO2 (SP31 currently £41,771, thereafter up to SP34 £45,091 via annual increments)	An application caseload to include a minimum of <ul style="list-style-type: none"> 30 Major applications including S106 negotiations as required. 	30 Major applications progressed to a committee agenda or progressed to securing Team Leader, Development Manager or Head of Service Approval if delegated decisions, with a minimum of 90% within 13 weeks without extensions of time. <ul style="list-style-type: none"> This is subject to a maximum number of 120 individual applications of the type required for the career grade per calendar year.

*For the various application processing targets if the 90% target is missed then the officer would continue with the application processing until it's met without needing to go back to the start. For example, taking the 100 householder applications timescale target, if the first 20 are missed and the next 80 are met (**80% out of the last 100**), then the officer would need a minimum of 10 out of the next 20 to be within target to get to the (**90% out of the last 100**).

*Decisions on movement up the Career Grade will be confirmed by the Head of Planning following consultation with the relevant Manager/ Team Leader and HR. Once confirmed pay will be adjusted as soon as practicable following that confirmation.