

## Planning and Facilities Management Department – List of Functional Areas

### Appendix 4

Director – Christine Durrant

#### Head of Spatial Planning and Climate Change – Rob Salmon

Service area	Key work areas
Policy/HMA Coordination	<ul style="list-style-type: none"> <li>• LDF – core strategy, infrastructure and other plans</li> <li>• Neighbourhood Plans</li> <li>• Monitoring and managing land supply</li> <li>• Planning policy advice</li> <li>• Derby HMA coordination of core strategies and growth fund</li> </ul>
Transport Planning Group	<ul style="list-style-type: none"> <li>• Strategic transport policy and strategy including LTP and transport aspects of Core Strategy</li> <li>• Lead on transport issues with the D2N2 LEP and DfT (HS2, A38 junc)</li> <li>• Transport assessment of planning applications</li> <li>• Securing external funding: major schemes and grant applications</li> <li>• Coordination and management of H&amp;T programme in line with LTP</li> <li>• Smarter choices delivery, including travel planning</li> </ul>
Implementation Team	<ul style="list-style-type: none"> <li>• Section 106 agreements - negotiation and monitoring</li> <li>• Supplementary Planning Documents</li> <li>• Project coordination, eg OCOR</li> </ul>
Environment Team	<ul style="list-style-type: none"> <li>• Minerals and waste core strategies</li> <li>• Environmental advice</li> <li>• Tree Preservation Orders</li> <li>• Rights of Way and Village Greens</li> <li>• Wild Derby</li> <li>• Conservation areas and listed buildings,</li> <li>• Heritage and urban design advice</li> </ul>
Public Realm	<ul style="list-style-type: none"> <li>• Coordination of public realm programme</li> <li>• Project management of Public realm schemes</li> </ul>
Climate Change nb This function covered by Scrutiny	<ul style="list-style-type: none"> <li>• Development of climate change strategy, including links and input to Core Strategy and LTP</li> <li>• Projects to reduce carbon footprint</li> <li>• Securing external funding to support climate change objectives</li> </ul>

Management and Climate Change Commission	<ul style="list-style-type: none"> <li>• City wide home energy advice service</li> <li>•</li> </ul>
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#### **Development Management** (Head of Service – Paul Clarke)

<b>Service area</b>	<b>Key work areas</b>
Development Control Group	<ul style="list-style-type: none"> <li>• Dealing with planning applications processes</li> <li>• Planning enforcement</li> <li>• Pre-application advice</li> </ul>
Building Consultancy Group	<ul style="list-style-type: none"> <li>• Managing the building regulations service</li> <li>• Building control enforcement action</li> <li>• National partnership working</li> <li>• Dangerous structures call out rota</li> <li>• Safety at sports grounds coordination</li> </ul>

#### **Property Maintenance and Energy** (Head of Service – Phil Derbyshire)

<b>Service area</b>	<b>Key work areas</b>
Maintenance Team	<ul style="list-style-type: none"> <li>• Reactive maintenance repairs</li> <li>• Emergency response</li> <li>• Planned maintenance including Plant and equipment servicing</li> </ul>
Compliance Team	<ul style="list-style-type: none"> <li>• Condition surveys- maintenance backlog and priorities</li> <li>• Buildings at risk – keeping buildings safe and operational</li> <li>• School maintenance compliance checks</li> <li>• Asbestos and water hygiene surveys, risk assessments and monitoring and advice</li> <li>• Asset management data compliance</li> </ul>
Project Team	<ul style="list-style-type: none"> <li>• Maintenance and refurbishment projects</li> <li>• Small to Medium adaptation projects</li> <li>• Design feasibility studies</li> <li>• Small extensions to buildings</li> </ul>
Energy Team nb This function covered by Scrutiny	<ul style="list-style-type: none"> <li>• Management of Carbon Reduction Commitment</li> <li>• Energy saving and renewable energy projects</li> </ul>

Management and Climate Change Commission	<ul style="list-style-type: none"> <li>• Energy monitoring</li> <li>• Corporate Energy Contract Management</li> </ul>
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#### **Facilities Management** (Head of Service – Sandra Cole)

<b>Service area</b>	<b>Key work areas</b>
Corporate Facilities Management Team	<ul style="list-style-type: none"> <li>• Accommodation issues for corporate buildings</li> <li>• Building management of corporate buildings</li> <li>• Day to Day operations of corporate building</li> <li>• Catering and Hospitality arrangements</li> <li>• Council House travel plan</li> </ul>
Public Buildings Facilities Management Team	<ul style="list-style-type: none"> <li>• Operational building management in a range of council properties</li> <li>• Cleaning in a range of council buildings</li> <li>• School meals group contract management</li> </ul>

#### **Key Departmental Objectives for 2012/13**

- Adopt a Core Strategy and Infrastructure Plan that supports the natural and built environment, and provides good quality housing and work sites
- Develop and deliver a charging regime under the Community Infrastructure Levy
- Continue to progress with the development of the 'Our City, Our River' regeneration project as part of the Lower Derwent Flood Risk Management Strategy
- Deliver the long term transport strategy through the Local Transport Plan, completing the LTP monitoring framework and reviewing and updating the LTP Implementation Plan
- Implement actions arising from the Planning Peer Review to improve our approach to Development Management as a council
- To secure improvements to our urban design service, through training and other means, in order to enhance the quality of urban design delivered in the City
- Implement key stages of the Council's Asset Management software to support new ways of working

- Complete the Repairs and Maintenance Procurement process
- Achieve a successful accommodation move for all staff, that will relocate to the Council House, and complete the decommission of all buildings no longer required for accommodation
- Deliver an integrated Facilities Management model in line with one Derby one Council, including the outsourcing of cleaning services for Derby City Council buildings