



Ministry of Housing,  
Communities &  
Local Government



**Ebbfleet**  
DEVELOPMENT CORPORATION

# Ebbfleet Development Corporation (EDC)

## Recruitment of Chair

Closing date: 19 September 2020

# Welcome



*The [Ebbsfleet Development Corporation](#) (EDC) was set up to deliver the country's first new Garden City in 100 years. The EDC is an inclusive organisation and we actively promote equality of opportunity for everybody who has dealings with us. I would like to encourage you to consider applying to become the Chair of the EDC Board to help us to deal with the exciting opportunities and challenges following our departure from the European Union and economic recovery following the present health pandemic. This is a fascinating role and offers a rare opportunity to help shape a new Garden City in an area with unparalleled development potential, thereby changing the lives of thousands of people for the better.*

*The Chair will act as an ambassador for the Board and for EDC, helping to build and develop collaborative strategic partnerships that support and promote the vision for Ebbsfleet Garden City. The work of the EDC is stimulating and fulfilling and provides the opportunity to make a positive difference and is ideally suited to someone who can bring the expertise and experience set out in the accompanying [job description](#). Full details of the [role](#), responsibilities and commitments are set out in this document and I very much hope you will decide to apply. We hope to receive applications from a wide range of individuals, we would particularly welcome candidates from a Black, Asian or Minority Ethnic (BAME) background.*

*Ian Piper, EDC Chief Executive*

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# About the Ebbsfleet Development Corporation

The Secretary of State for the Ministry of Housing, Communities and Local Government (MHCLG) is seeking to appoint a Chair to the Board of the Ebbsfleet Development Corporation (EDC). The Chair will set the strategic direction and drive the Government's ambition to speed up delivery of up to 15,000 homes and 30,000 new jobs in a new Garden City at Ebbsfleet in North Kent.

Development is now moving at pace. With strong support from Central Government the Corporation's Board has set out an ambitious plan for accelerating the development of the country's first new Garden City in 100 years. The Garden City will be a vibrant new community and economic centre, offering quality housing as well as job opportunities and excellent transport links.

The EDC was established on 20 April 2015 as an Arm's Length Body of MHCLG. The Corporation is a public body and operates within a sponsorship arrangement with the Department, as documented in the [Corporation's Framework Agreement](#) and in accordance with Her Majesty's Treasury Green Book requirements and Managing Public Money.

The Corporation area covers key strategic housing and commercial development sites in both the Dartford and Gravesham Borough Council areas, and has statutory planning (development management) and compulsory purchase powers. The Corporation's Planning Committee and Chief Planning Officer (through delegated powers) have been responsible for determining planning applications within the Corporation's boundaries.

The EDC Board Chair and members have collective corporate responsibility for ensuring that the Corporation discharges its functions effectively and efficiently; that it fulfils the overall aims, objectives and priorities set out in its corporate plan; and that it complies with all statutory or administrative requirements relating to the use of public funds.

Information about the Corporation, Board members and more can be found on the EDC [website](#).

# About the Role

## Ebbsfleet Development Corporation – Chair Responsibilities

### Role Description

- The Chair will be responsible for the proper running of the EDC Board. They will guide and influence the Corporation at a strategic level providing confident, clear and consistent leadership.
- The Chair will work closely with and support the Chief Executive and his Senior Leadership Team, and both support and challenge the Executive to lead and develop the organisation to ensure it delivers the vision for Ebbsfleet.
- They will be appointed by, and lead EDC's relationship with the Secretary of State for Housing, Communities and Local Government, his Ministerial Team and the 'Senior Sponsor', the senior official in the department who provides the primary strategic link to the Corporation.
- The Chair will act as an ambassador for the Board and for EDC, helping to build and develop collaborative strategic partnerships that support and promote the vision for Ebbsfleet.
- The successful candidate will influence and network with key decision makers and stakeholders and explain how the Corporation is delivering the vision.
- The Chair of the EDC Board is expected to operate within the relevant standards and duties, including the Code of Practice on Corporate governance in central government departments, Managing Public Money and other relevant guidance.
- As the Chair of the Board, there would be further organisation specific governance documents that you would be expected to operate within, including the Framework Document with MHCLG.

# Selection Criteria

## Essential Criteria

1. Comprehensive Board level experience as a Chair or Non-Executive Member supporting, challenging and holding to account the executive team and affirming confidence in the organisations ability to deliver on its objectives.
2. Experience of forging strong stakeholder engagement, with a proven ability to influence and network with diverse and high-profile key decision makers in both the public and private sectors.
3. A proven track record of leadership in organisations of comparable scale and complexity, alongside experience of working with others.
4. Strong business and commercial experience along with financial and risk management acumen.
5. Ability to demonstrate excellent and sound judgement and set clear strategic direction in a changing environment while assimilating a range of perspectives and evidence from others.
6. An understanding of the factors that ensure effective delivery of large-scale mixed-use regeneration projects.
7. An understanding of public private sector partnerships and how they deliver large scale regeneration.

## Desirable Criteria:

1. A passion and enthusiasm for working with local communities and Government on regeneration.
2. Familiarity with the development and dynamics of Local Growth programmes.
3. A sound understanding of the land-use planning system.
4. Knowledge and understanding of the house building sector and potential impact of economic and policy changes.



# Outline of the Terms and Conditions

**Remuneration:** This post will attract a remuneration of £28,000 per annum, equivalent to £538 per day.

**Time Commitment:** Your time commitment is expected to be 1 day per week.

**Term:** Appointments, are made by Ministers for a period of up to 4 years.

**Location:** Board meetings will normally be held in Ebbsfleet or the local area.

**Expenses and Subsistence:** Reasonable travel and subsistence expenses incurred on EDC business will be reimbursed in accordance with EDC policies.

**Conduct:** If appointed, Members will be expected to act in accordance with the Cabinet Office [Code of Conduct for Board Members of Public Bodies](#).

**Conflicts of interest:** If appointed, the Chair should avoid situations in which their EDC duties and private interests conflict or where there could be a suspicion of conflict. You must declare any personal or business interests which may, or may be perceived to, influence your judgements in performing your functions.

**Political Activity:** If appointed, the Chair should advise the Secretary of State if they intend to accept a prominent position in any political party and understand that the appointment to the EDC may be terminated early, if it is felt that the positions are incompatible.

**Annual Appraisal:** A senior departmental official will conduct an annual appraisal of the EDC Board Chair. The Chair will not be eligible to be considered for re-appointment unless they have performed satisfactorily during their current term.

# How to Apply

To apply for this role please supply the following materials by **12 noon on 19 September 2020**.

**Part 1: Curriculum Vitae** – *max. 2 pages*.

**Part 2: Covering Letter** – Explaining how you meet the Selection Criteria – *max. 2 pages*.

**Part 3:**

•**Further Information Form:**

- includes, Diversity Monitoring and Disability Confident - Offering an Interview to Disabled People forms.

•**Supporting Information Form:**

- includes, Political Activity, Conflict of Interest and Other Relevant Information Declaration forms.

Guidance that will assist with the completion of the Further Information forms will be posted alongside this Application Pack.

We cannot accept information and forms submitted with previous applications because your circumstances may have changed. Please email your completed application to the MHCLG Public Appointments Team at: [publicappointments@communities.gov.uk](mailto:publicappointments@communities.gov.uk) by **12 noon on 19 September 2020**. Please include the reference “**EDC Chair**” in the subject of your email. Your application will be acknowledged by the Public Appointments Team. We are unable to accept any applications submitted after the closing date.

An Advisory Assessment Panel will provide Ministers with advice on your suitability for the role against the [selection criteria](#), using initially only the evidence you have provided in your covering letter and CV, and then should you be invited, the information that you provide at interview.

Public appointments are made on the basis of merit, in accordance with the Cabinet Office Governance Code on Public Appointments.

# Assessment Process

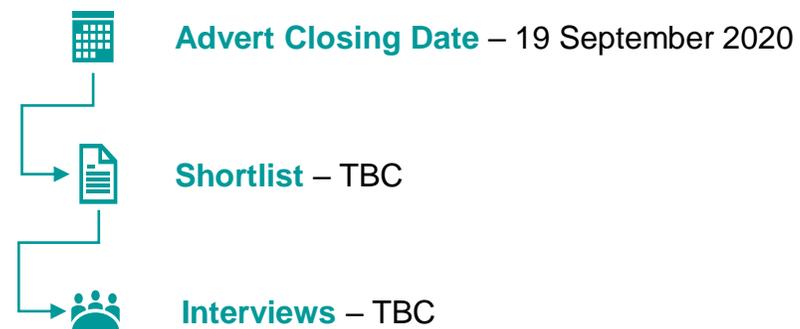
## Timeline

## Interview

## Post-interview

The decision on who to appoint to a role is made by Ministers, who receive advice from the Advisory Assessment Panel on the suitability of candidates against the published [selection criteria](#).

Please note that as a consequence of this process, we can only provide an indicative timetable at this stage which could be subject to change – potentially at short notice. If you are unable to meet these timeframes, please let us know by contacting [PublicAppointments@communities.gov.uk](mailto:PublicAppointments@communities.gov.uk).



The Advisory Assessment Panel will be:

- Cathy Francis, Director, Housing Delivery – MHCLG Panel Chair
- John McManus, Deputy Director, Land and Housing Delivery – Panel Member
- Sadie Morgan, Non-Executive Member of the Homes England Board – Independent Panel Member

# Assessment Process

## Timeline

We aim to accommodate the availability of interviewees, but if they are unavailable for alternative dates that are offered we may have to disregard their application. A letter confirming the arrangements of date, time and venue will be sent to all short listed candidates. Copies of passports will be taken at interview to check candidates' identities and their right to work in the UK.

## Interview

Subject to any prevailing advice from the Government on Covid-19, interviews are likely to take place remotely via video conference. Further details about the format will be provided to you in advance. If you wish to apply for the role but will have an issue conducting the interview via video conference, please contact the Public Appointments Team.

If interviews are held face to face it will usually be at 2 Marsham Street, London, SW1P 4DF. Reasonable expenses will be payable for travel to and from the interview, in accordance with MHCLG guidelines. Please contact the Public Appointments Team in advance if you intend to claim travel expenses so full detail on permissible expenses can be provided (receipts/proof of purchase will be requested).

## Post-interview

Candidates considered by the Advisory Assessment Panel to be appointable will be recommended to the appointing Minister for consideration. The Minister may choose to meet with these candidates before making a decision. If so, the Minister will meet all appointable candidates in the presence of the Panel Chair or their nominated representative. The time taken between interview and a final appointment decision being made can sometimes take a number of weeks. Candidates who have been interviewed will be kept informed of progress.

# Assessment Process

## Timeline

Public appointments are made on the basis of merit, in accordance with the Cabinet Office [Governance Code](#) on Public Appointments.

The decision on who to appoint to a role is made by Ministers, who receive advice from the Advisory Assessment Panel on the suitability of candidates against the published [selection criteria](#).

## Interview

Following the Ministerial decision on appointment, letters will be sent to all shortlisted candidates with the result. The successful candidate will be sent a letter of appointment to sign and return. They will also be asked to provide a biography to accompany the press notice announcing their appointment to the Board.

## Post-interview

Please note that due to the high volume of applications we can only provide feedback to candidates who reached the interview stage. The feedback can only be issued once the Minister has publicly announced the successful candidate.

# Further Information

## Seven principles of public life and ensuring public confidence

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment to the EDC, MHCLG or HM Government, or cause public confidence in the appointment to be jeopardised, it is important that you provide details of the issue(s) in your supporting letter and/or your declaration in the Conflict of Interest form and bring them to the attention of the Advisory Assessment Panel. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including on social media.

The Advisory Assessment Panel will explore potential conflicts of interest and any other issues during the interview process. Failure to disclose such information could result in an appointment either not being made or being terminated. Should you wish to speak to someone concerning a potential conflict of interest or other issues please contact a member of the Public Appointments team at [publicappointments@communities.gov.uk](mailto:publicappointments@communities.gov.uk) in the first instance.

### The Seven Principles of Public Life

#### Selflessness

Holders of public office should act solely in terms of the public interest.

#### Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships

#### Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using best evidence and without discrimination or bias.

#### Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

#### Honesty

Holders of public office should be truthful.

#### Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



# Further Information

**Diversity:** MHCLG is committed to ensuring equality of opportunity and that all our systems and processes are fair, open and objective. We endeavour to promote this approach in those with whom we come into contact. We are responsible for ensuring that the highest principles of equal opportunities policy are put into effect.

MHCLG makes no distinction between people on grounds of their race, ethnic or national origin, age, religion or belief, sex, marital status, disability, part-time status or sexual orientation.

**We hope to receive applications from a wide range of individuals and backgrounds.**

**Eligibility:** Candidates must ensure that they are eligible to work in the UK.



# Further Information

## Contact Details for Queries

All applications will be acknowledged within 5 working days of receipt. If you have not received an acknowledgement within 7 working days of submitting your application, please email the Public Appointments Team at [PublicAppointments@communities.gov.uk](mailto:PublicAppointments@communities.gov.uk) to ensure we have received your application. You can also contact us using these details if you would like further information on the role, the application process or the progress of your application.

**Email:** [PublicAppointments@communities.gov.uk](mailto:PublicAppointments@communities.gov.uk)

**Telephone:** 0303 444 2159

**Post:** Public Appointments Team, Ministry of Housing, Communities and Local Government, 1<sup>st</sup> Floor NE, Fry Building, 2 Marsham Street, London, SW1P 4DF

## Commissioner for Public Appointments and Compliance with GDPR

In accordance with the Public Appointments Order in Council 2017 2(2), we will process your application 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. The Commissioner for Public Appointments, may also request access as part of a complaint investigation or review of 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 and may be shared with the organisation that you are appointed too, unless specifically requested otherwise. Should you wish your data to be removed from our records, please contact [PublicAppointments@communities.gov.uk](mailto:PublicAppointments@communities.gov.uk).

## Complaints

If at any time during the appointments procedure you have reason to question your treatment, you should first address your concerns to the administration team by email: [PublicAppointments@communities.gov.uk](mailto:PublicAppointments@communities.gov.uk) or by post: Public Appointments Team, Ministry of Housing, Communities and Local Government, 1<sup>st</sup> Floor NE, Fry Building, 2 Marsham Street, London, SW1P 4DF.

If after investigation by the Department you remain dissatisfied, you may take your complaint to the Commissioner for Public Appointments. Details on how to make a complaint can be found on the [Commissioner's website](#). Complaints should be lodged within 12 months of the appointment being made.

