

Stage 1 - Initial Sift Criteria		Score	Comments
1	<p>Unqualified acceptance of: The Planning Inspectorate's Conditions of Contract Annex A including all associated Schedules:</p> <p>Schedule 1: Fees and Expenses Schedule 2: GDPR Schedule of Processing Schedule 3: Key Performance Indicators Schedule 4: Security</p>		
2	<p>Education</p> <p>Educated to degree level or equivalent</p>		
3	<p>Professional Membership</p> <p>Relevant membership of a professional body (see Annex B)</p>		
4	<p>Experience - Capability</p> <p>At least 5 years post graduate experience demonstrating an accomplished capability in planning or other relevant profession such as Architect or Lawyer.</p>		
5	<p>Experience - Planning</p> <p>Experience demonstrating the application of relevant planning law and town and country planning policy and principles. You should ensure that your response covers the specific skills and experience required in paragraph 16 of the Invitation to Tender. Specific knowledge and understanding will be further tested at Stages 2 & 3.</p>		
<p>Total score (out of possible 25)</p> <p>Note - a minimum of 3 out of 5 for each criteria must be reached to progress to Stage 2</p>		0	
Stage 2 - Written Test Criteria		Score	Comments
1	<p>Quality of the format and presentation of the 'Draft Appeal Decision / Report' - were all instructions followed?</p>		
2	<p>Coverage – the decision must:</p> <ul style="list-style-type: none"> take into account all necessary elements arising out of the evidence provided cover all important arguments or grounds include a schedule of conditions if appropriate 		
3	<p>Structure/Reasoning – the decision must:</p> <ul style="list-style-type: none"> clearly define the main issues that have been identified reach clear conclusions on the main issues and provide convincing reasons why these conclusions were reached be set out in a logical order leading to a sound decision justify any conditions should the appeal be allowed 		
4	<p>Presentation/Accuracy – The decision must be:</p> <ul style="list-style-type: none"> accurate and correct including spelling, grammar and punctuation clearly structured clearly written in plain English concise, easily readable and tactful, avoiding the use of jargon and colloquial language 		
<p>Total score (out of possible 20)</p> <p>Note - a minimum of 3 out of 5 for each criteria must be reached to progress to Stage 3</p>		0	0

Stage 3 - Interview Criteria		Score	Comments
1	<p>Positive Verbal communication skills & Presence</p> <p>To 'meet expectations' the applicant must demonstrate:</p> <p>The ability to represent the Planning Inspectorate in a professional manner</p> <p>The ability to communicate clearly with a variety of interested parties whilst remaining impartial</p>		
2	<p>Ability to deal with a variety of situations on a site visit</p> <p>To 'meet expectations' the applicant must demonstrate:</p> <p>The ability to remain calm and professional in difficult situations</p> <p>The ability not to be drawn into inappropriate conversations</p> <p>The ability to provide a quality service to our customers putting them at the heart of work undertaken</p>		
Total score (out of possible 10)		0	0

Overall Scores	Score	Comments
Stage 1 Score		
Stage 2 Score		
Stage 3 Score		
TOTAL SCORE	0	

Scoring Guidance	Additional Information
<p>5 - Exceptional</p> <p>4 - Above expectations</p> <p>3 - Meets expectations</p> <p>2 - Below expectations</p> <p>1 - Well below expectations</p> <p>0 - No evidence</p>	<p>Stage 1 - Initial sift, criteria 1-4 can only be scored 5 for yes or 0 for no</p>