Planning and Architecture Division
Planning Performance Framework 2016-17
June 2017

FOREWORD

I'm delighted to introduce the 2016/17 planning performance framework for the Scottish Government's Planning and Architecture Division. I hope that the document gives you a strong indication of the range of work that's been taken forward by our team. In common with Agencies and planning authorities we are committed to a process of continual improvement to support a high performing system. We want to be transparent about the range of work we are taking forward, about promoting the many successes and being clear about where we can improve.

This past year has seen our team respond to a challenging workload which includes planning casework, policy development and projects, whether digital or place-based. We are proud that some of our work has been recognised in national awards. The Place Standard tool was awarded the Royal Town Planning Institute's award for excellence in planning for wellbeing. It's increasingly being used as a basis for conversations on place across Scotland and has attracted international interest. Our eDevelopment team received the Scottish Public Services Digital award for the development of the ePlanning and eBuilding Standards portals. Recognition of this kind is very welcome both for our teams and for the wider planning service. Promotion of Architecture and Place featured strongly in this last year with the Year of Innovation Architecture and Design and the contribution to the Venice Bienalle.

There are good practice examples across the country on planning and place but the planning review reflects that more can be done to deliver the high performing system that we all aspire to. The last year has seen colleagues work with the wider stakeholder community to consider the recommendations of the review panel and the Government's subsequent consultation on proposed changes. Significant work has been taken forward to support the process including research, pilot projects and discussions on policy options which will help shape proposals for legislative change.

In the last year, we continued to support delivery of the wider aspects of our business plan, including delivery of secondary legislation, planning casework, place-based initiatives such as the charrette programme, preparation of strategic environmental assessments for key Government policy initiatives and correspondence, including freedom of information requests.

Going forward we commit to working positively with all our stakeholders as we take forward the next steps in the review of planning and prepare both for legislative change and future reviews of the National Planning Framework and Scottish Planning Policy.

John McNairney
Chief Planner

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1.
HIGHLIGHTS FROM 2016-2017

Our key achievements throughout the year include:

- **Developed and launched Place Standard Implementation Strategy, working in partnership with NHS Health Scotland and Architecture & Design Scotland with a funded programme of delivery support from the Improvement Service. The Place Standard was shortlisted in the RTPI Awards for Planning Excellence (Planning for Wellbeing category). In June it was announced that the Place Standard had won at the ceremony in London.**

- **Provided secretarial support to the Independent Planning Review Panel and helped with the preparation of their report Empowering Planning to Deliver Great Places in May 2016.**

- **Published the Scottish Government's Response to the Independent Review**

- **Launched the consultation *Places, People and Planning* and delivered a series of public events to promote engagement.**

- **Launched and promoted the new eBuildingStandards.scot online applications service and integrated this new service with the ePlanning portal through the introduction of a new eDevelopment.scot web page.**

- **Received the Digital Services Award in the 2016 Scottish Public Service Awards on 5 December, underlining the Scottish Government's reputation for transforming digital public services.**

- **Launched a further round of the charrette programme in August 2016, expanding the programme to support the delivery of community-led projects through an Activating Ideas fund.**

- **In collaboration with A+DS and Scotland & Venice partners we launched the Prospect North project in June 2016. The project tour included supporting the First Minister in Iceland as part of the Arctic Circle Assembly in October 2016.**

- **Laid regulations to increase planning controls for pay day lending and betting shops in February 2017.**

- **Organised a series of consultation events facilitating discussion with over 200 stakeholders on the impact of transposition of the EIA regulations. We published analysis of the public consultation in January 2017 and finalized 8 sets of regulations in March 2017.**

- **Arranged an Agricultural and Planning Summit in January 2017 to help inform the review of planning.**

A full list of achievements can be found in Appendix II.

QUALITY OF SERVICE AND ENGAGEMENT

During the past year we have been progressing workstreams connected to the Planning Review. In our last report we highlighted some of the activities that PAD had been doing to support the review panel including providing secretariat support. Since then the Independent Panel has published their report Empowering planning to deliver great places: independent review report in May 2016. In July 2016, Ministers issued their response to the panel's report.

Since that time we have worked with stakeholders to discuss how we could take forward the recommendations. These discussions helped to inform our 20 proposals for change in our consultation paper "Places, People and Planning: A consultation on the future of the Scottish Planning System". The consultation ran from 10th January - 4th April 2017 with over 470 responses received.

Following publication of our response to the panel's report we have published and regularly updated a participation statement which has outlined how we will keep people updated on progress and the opportunities for people to get involved in the planning review. We have:

- Kept our website up to date with the latest information;
- Met with a range of Stakeholders
- Presented at a range of Conferences and events to diverse audiences
- Issued Blog articles, and used twitter to announce publications and upcoming events;
- ;
- ;
- Travelled around the country to speak to members of the public about the consultation;
- Brought together over 100 stakeholders to take part in working groups which were convened in September 2016 and March 2017.
- Carried out a survey in conjunction with YoungScot; and
- The Minister and Chief Planner have both had interviews published in Planning Magazines.

We are now moving into the next phase of the review which involves the development of the Planning Bill.

Research
To support the development of the Planning consultation we commissioned a range of research projects. These cover:
- The use of digital and 3D visualisations in planning
- Planning permission in principle for sites allocated in the development plan
- Improvement, and barriers to improvement, of planning enforcement powers
- Identifying and assessing options for a new infrastructure levy (first two stages)
- Barriers to engagement and the role of community councils in planning
- Developing skills, behaviours and knowledge to deliver outcomes
- Planning graduate intern programme for scotland
- Shared services in planning

As well as these we have also carried out research into Designing Places for an Ageing population.

eDevelopment

Following on from the successful re-launch of the ePlanning service last year (January 2016), the eBuildingStandards.scot service was launched on time and within budget on 24 August 2016. Both the ePlanning and eBuilding Standards portals sit within the newly introduced eDevelopment.scot homepage, providing a single sign-on for applicants and agents to access both services. Early indicators show that the uptake of the new eBuilding Standards service is strong and is continuing to build. The hard work and effort undertaken by the eDevelopment.scot team and local authorities was recognised in December, at the Scottish Public Service Awards, when eDevelopment received the Digital Public Services Award. Since the launch of eBuilding Standards, the eDevelopment.scot Operations team has focused their efforts on continuing to deliver improvements and keep up to date with changes in legislation on the ePlanning and eBuilding Standards services.

Pilots

Simplified Planning Zones
The consultation paper included proposals to widen the scope of SPZs (including within conservation areas) and invited views around their preparation, resourcing and the delivery of infrastructure.

Ministers have now offered grant support totalling around £90,000 to three planning authorities to bring forward SPZs for housing:
- Argyll and Bute Council
- Dumfries and Galloway Council in partnership with Architecture and Design Scotland
- North Ayrshire Council

The pilot projects will explore different uses of SPZs for housing in different settings and will support innovative housing delivery including self- and custom-build. We will provide updates as the projects progress.

Ongoing work on Legislation

Environmental Impact Assessment Transposition

The Planning and Architecture Division hosted a small team to transpose the European Union's Environmental Impact Assessment Directive 2014/52/EU into Scottish legislation. The EIA Transposition Team lead a Joint Project to transpose the EU Directive to the relevant legislation for the following eight EIA regimes: Planning, Energy, Marine Works, Transport and Works, Trunk Roads, Forestry, Agriculture and Land Drainage.

The Team published a detailed consultation on the transposition which ran from 09 August to 31 October 2016. They received 70 responses, the majority of which agreed with the transposition proposals. The consultation document, responses and Analysis Report can be viewed at https://consult.scotland.gov.uk/eia-transposition-team/transposition-of-environmental-impact/ .

The individual regulations relating to the EIA regimes have been laid in the Scottish Parliament and will come into effect on 16 May 2017. A copy of the Planning regulations can be viewed at The Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017.

The Regulations includes transitional measures.   An application will be subject to requirements under the 2011 Directive where the developer has before 16 May 2017 submitted an environmental statement, or requested a scoping opinion from the competent authority or Scottish Ministers. Where a screening opinion has been requested prior to 16 May 2017 the screening will be subject to the requirements under the 2011 Directive. The rest of the process will be carried out under the 2014 Directive and 2017 Regulations.

Payday Lending and Betting Shops

Following consultation we laid regulations to increase planning controls for pay day lending and betting shops in February 2017.

Planning Fees
We committed to consulting on enhanced fees, following the independent review of planning recommendation that fees for major applications should be increased substantially so that the service moves towards full cost recovery. A consultation was carried out between December 2016 and February 2017 seeking views on a new fee maximum of £125,000 for major applications for most categories of development (£62,500 for applications for planning permission in principle).

The independent analysis of consultation was published in April 2017 and regulations were laid before Parliament on 21 April which will come into effect from Thursday 1 June 2017.

Telecoms
In August 2016 we published a consultation on the relaxation of Planning Controls for Digital Communications Infrastructure. The consultation sought views on proposed changes to legislation on permitted development rights for electronic communications infrastructure (e.g. masts, cabinets and antennas). Following analysis of the responses new regulations will be laid in parliament in 2017 to make the necessary changes.

Planning Circulars
We have undertaken a review of planning circulars with the aim of reducing the amount of old and obsolete circulars still extant. This has resulted in a 70% reduction in the number of current circulars through revocation and consolidation of older guidance as appropriate.

Environmental Assessment
Over the course of the year, we supported wider Scottish Government policy making including by undertaking the strategic environmental assessment of the:

- SEA of Air Departure Tax;
- SEA of draft Climate Change Plan and draft Energy Strategy;
- SEA of draft Climate Change Bill; and
- The ongoing review of the planning system and forthcoming Planning Bill.

QUALITY OF OUTCOMES

Place Standard
Working with partners, NHS Health Scotland, A&DS and Glasgow City Council, we supported the implementation of the Place Standard with training offered to all Community Planning Partnerships via the Improvement Service and the formation of a national Place Standard Alliance. A Place Standard Implementation Plan has been rolled out and the tool has been shortlisted in the RTPI Awards for Planning Excellence (Planning for Wellbeing category).

Year of Innovation, Architecture and Design
We worked with a wide range of partners, including the Royal Incorporation of Architects in Scotland (RIAS), Event Scotland and Architecture & Design Scotland (A&DS) to support a programme of events across Scotland to promote architecture and the benefits of good design.

2016 Venice Architecture Biennale
We supported Scotland's official participation in the 2016 Venice Architecture Biennale, the world's largest architecture festival. Working with our partners, Creative Scotland, A&DS and the British Council (Scotland) we commissioned Scottish design practice Lateral North to develop and deliver *Prospect North*, as a month long exhibition in Venice.

Prospect North used innovative digital media techniques to examine community-led design projects in Scotland alongside an exploration of Scotland's role in the High North and Arctic region. The project also toured across venues in Scotland as well as being exhibited at the Arctic Circle Assembly in Iceland, where it was opened by the First Minister.

Charrette Programme
In 2016-2017 £300,000 was made available to support people and places through the Activating Ideas Fund and the Design Charrettes Programme.

Design Charrettes
The Government has supported charrettes since 2011. A 'charrette' is a way of working that brings people together to discuss a place, to design what it could look like and how it could work. Charrettes invite local people to fully participate in the design process. In 2016-2017 the Government was pleased to support 12 Charrettes across Scotland, 7 of which were community led.

Activating Ideas
The Activating Ideas fund was launched for the first time, alongside the design charrette programme on 3rd August 2016. The fund was designed to support the development of innovative ideas arising from charrettes and other forms of participatory community consultation. Projects had to demonstrate a strong track record of community participation and innovation, and have a place-based focus.

List of charrettes and projects supported in 2016-2017:

2016-17 Charrettes	
Buckhaven	CLEAR Buckhaven
Easterhouse Town Centre	Glasgow East Arts Company
Cumbrae & Millport	North Ayrshire Council
Kinlochbervie	Kinlochbervie Community Company
Parkhead	Glasgow City Council
Dunoon	Dunoon Alliance
Saltcoats, Ardrossan & Stevenston	North Ayrshire Council
Kincardine (Longannet)	Coalfields Regeneration Truest
Muirhead, Birkhill & Liff	Angus Council
Leith	Citizen Curator 7 Leith Creative
North Berwick	North Berwick Coastal Area Partnership
Glenrothes West	Fife Council
2016-17 Activating Ideas	
Cupar Development Trusts	
Arbroath Community Council	
Robroyston	
Pollokshields Community Council	
Greenspace Scotland	
Friends of the Broadway, Prestwick	
The Stove Network	

World Car Free Day Charrette

World Car Free Day took place on 22 September as part of Climate Week. A design charrette was held in advance of World Car Free Day to examine the impact of car use and car parking in the area around the Scottish Government offices at Victoria Quay. The charrette brought together staff from Planning and Architecture Division, professionals from design, planning and environment professions and the wider staff cohort of Victoria Quay to consider the current environment and design potential future changes to the area around the building.

The charrette produced proposals for how regenerative effects can be developed and reinvigorated over time to take into account changing context. Active travel options and environmental improvements were developed into a series of outline proposals which are being considered as part of potential future improvements to the area.

Hosting International Visits

We have hosted officials from both New Zealand and Iceland during the reporting year. We have given them an overview of the Scottish Planning System, what we do and on the planning review as well as arranging a programme of visits and events for them including a visit to the Queensferry Crossing Visitor Centre. Hosting these visits provides an excellent opportunity to showcase Scotland to international visitors as well as share our experiences and learn from other countries.

Opencast Coal Training Events

As part of the Better Regulation Agenda the Scottish Minerals Planning Group held its first training event in Atlantic Quay, Glasgow on 21 October, which was well-attended and received. The training event covered all aspects of financial guarantees for surface coal mines (restoration bonds) considering different approaches and examining good practice within the sector. The aim is to hold more of these training opportunities in the near future and cover a variety of different topics relevant to the industry.

GOVERNANCE

We continually assess our staff structure to ensure that business priorities are delivered. There have been a few examples of staff temporarily moving to other areas to help relieve pressure. One example of this during the reporting year was a member of the SEA team moving into the eDevelopment support team to assist with the arrangements for the launch of eBuilding Standards. This allowed the team to concentrate on the day to day delivery of the new system.

The Planning Review Hub has also been a success story in the past year. The small team of 3 staff members have provided support and coordinated activities associated with the Planning Review. This has involved the Scottish Government Response to the Independent Panel's Report, setting up the Working Groups and the preparation and publishing of the Consultation Paper. As well as these formal stages the team has helped to relieve pressure on the Review Theme Leaders by leading and coordinating responses to correspondence, Parliamentary Questions and preparing briefing for Ministerial events.

Financial Management

	2014-15		2015-16		2016-17	
	Budget Allocation	Under/Over Spend	Budget Allocation	Under/Over Spend	Budget Allocation	Under/Over Spend
Administration	£2,577,000	£41k (1.6%)	£2,381,000	£15k (0.6%)	£2,589,000	£91k 3.5%
Programme	£3,878,000	£17k (0.4%)	£4,095,000	£50k (1.2%)	£3,495,000	52k (1.4%)

- Administration budget
  - Our out-turn for direct running costs were £91k below our allocation (3.5%). This underspend was necessary to help manage wider financial pressures within the Directorate
- Programme Budget
  - Our Programme spend was £52k below our allocation (1.5%). This was primarily due to some project work being delivered under budget and recovery of legal costs.

CULTURE OF CONTINUOUS IMPROVEMENT
We have completed the vast majority of our Service Improvement Commitments for 2016-17 with a small number on-going due to the nature of the commitment.

Our Learning and Development Group which was established in 2015-16, to represent all the grades and disciplines within the Division, developed a comprehensive Divisional Learning Plan to help staff take advantage of available resources and opportunities. We have also developed a skills matrix to record the skills and knowledge we have within the division and identified 'champions' with particular skills or knowledge that are willing to share what they know with the division.

We have continued our highly successful [Show and Tell](#) series to help improve communication, build capacity and share knowledge and good practice. Highlights of the year have included:

- Scottish Futures Trust
- Review of Planning – Independent Panel's Recommendations
- Website Transition
- Getting Things Done & Inbox Zero
- Ministerial Private Office
- Special Advisers Private Office
- Skype For Business
- Built Environment Forum Scotland – Cracking the Housing Nut
- Diversity and Equality

We have also continued to deliver our commitment to provide opportunities and support the development of young people:

- Our two modern apprentices graduated and secured permanent position within the Scottish Government
- We helped an intern successfully complete the Scottish Government's Graduate Internship Scheme in September 2016
- Arranged graduate placements for two *Young Planners* and two environmental specialists
- Facilitated an internship for a Polish Planning student from the Lech Kaczyński, the National School of Public Administration.
- Arranged shadowing and mentoring for modern apprentices elsewhere in the organisation

3.   SUPPORTING EVIDENCE

This report was compiled, drawing on evidence from the following sources:

- Divisional Business Plan
- Staff Survey Results - http://www.scotland.gov.uk/Topics/Research/by-topic/public-services-and-gvt/Employee-Survey
- Casework Statistics - https://beta.gov.scot/policies/planning-architecture/
  - Scottish Government website – https://beta.gov.scot/policies/planning-architecture/
- Divisional Learning Group and Plan
- Discussions with Staff
- Improvement Group Meetings and Discussions

4.   SERVICE IMPROVEMENTS

In 2016-17 we will:

Commitments

1. **We will continue to communicate effectively with all stakeholders on the progress of the planning bill throughout the reporting year ensuring they are kept up to date with key events.**
2. **We will also look to improve our communication around all our workstreams to present a coherent package of activity all aimed at improving the planning system and promoting all the work that we do.**

Progress on 2015-16 Commitments

Commitment	Status
Complete the transition to the new www.gov.scot website. Create a monitoring plan to gather user feedback on the new content and make improvements.	**Complete**
The new website went live in June 2016. Since then we have been working to ensure it is kept up to date. In particular the website has been used to keep stakeholders up to date on progress with the planning review. This has included updating the text regularly as well as posting relevant documents such as the Government's response to the Independent Panel's report, our participation statement and the research which has been undertaken to date. We have implemented an monitoring mechanism to ensure that the website remains up to date and information is reviewed and removed if necessary.	
Identify opportunities to take a co-production approach to developing advice and guidance	**Complete - ongoing**
We have worked collaboratively with both internal and external stakeholders throughout the year to take forward the recommendations of the independent panel and develop our 20 proposals for change in the Places, People and Planning Consultation paper. Activities have included bringing together all internal stakeholders into workshops to discuss the recommendations which were relevant to them and how they linked with their policy areas and how our proposals could fit with their current policies. We also carried out wide engagement with external stakeholders through the working groups which were established. More detail about the workshops is available earlier in this report.	
We will establish a set of Service Standards for the Development Planning Gateway	**Complete**
We published a set of service standards in August 2016 outlining our ongoing involvement in development planning. This is intended to both focus our involvement on those parts of the process where there is either a statutory requirement or where most value can now be added and to ensure that we can effectively resource other priorities, including the planning review.	
Respond to the report produced by the independent panel who undertake the review of the Scottish planning system	**Complete**
We published our response to the Independent Panel's Report in July 2016. This outlined priorities and areas for further development. We published the consultation Places, People and Planning on 10 January which was open for a 12 week period. Our participation statement outlines how we engaged with stakeholders throughout the process.	
We will continue to take action on the results of the staff survey and report on these in future PPF reports.	**Complete/ Ongoing**
We have established an improvement group which meets quarterly to discuss and take forward actions in response to the staff survey. Since last year we have established a branch heads network to provide a way for branch heads to get together to discuss any issues they are having or to seek advice/assistance/support.	
We will promote the range of events planned for the Year of Innovation, Architecture and Design	**Complete**
Worked with RIAS to support the delivery of the national Festival of Architecture as a key element of the Year of Innovation, Architecture and Design – including the pop-up Cities Expo which attracted over 115,000 visitors.	

Encourage more two-way communication through better use of twitter and our blog.	**Complete - Ongoing**
We have not really experienced the kind of two-way engagement which was first envisioned when this commitment was made. As explained earlier in this report we have introduced the new Planning and Architecture Blog on the SG blog platform and continuing to use twitter including creating hashtags for events and live tweeting from SAQP 2015. As part of the Independent Review we have trialled the new Dialogue platform used by the SG which acted as an online forum for people to post their ideas and comment on other peoples' ideas which was very successful. We have seen a fairly mixed response to the use of hashtags at events. We will monitor this going forward and look at ways to either increase engagement or to discontinue the practice. The blog has also generated limited two-way engagement, however, we still feel this is one of the best methods for promoting the work we do and we will continue to utilise this platform. In the year ahead we will investigate ways to generate more discussion on the things we publish.	
Deliver actions set out in Staff Survey Action Plan and promote actions taken in response to 2014 survey prior to the 2015 survey	**Complete - Ongoing**
During the course of 2015-16 we developed a People Survey Action Plan and delivered the following commitments: • We created short diary slots with the Chief Planner surgery as a vehicle for colleagues to discuss key issues. • The majority of staff have participated constructively in 'show and tell' events to keep people informed about what is going on. • We established a Divisional Learning Group to help people take advantage of the resources and learning opportunities available.	
Utilise the Corporate Tracker to help improve our performance in responding to Ministerial Correspondence, Parliamentary Questions and Freedom of Information requests throughout the year by ensuring that there is an even spread of cases between staff and identifying any cases where a deadline may be missed and taking appropriate action to ensure the timescales are met.	**Complete - Ongoing**
Our business team have an established process for highlighting forthcoming deadlines to action officers /team leaders and providing statistics of caseloads by teams and branches to help identify pressures. We have identified that there are still issues with meeting the deadlines on some case types once they have left PAD and we will investigate those issues further and identify if there is any action we can take to improve the situation.	

4. NATIONAL HEADLINE INDICATORS

Key Outcomes	2012-13	2013-14	2014-15	2015-16	2016-17
NATIONAL POLICY					
age of National Planning Framework (as at 31 March 2016)	3.8 years	4.8 years	0.75 Years	1.75 Years	2.75 Years
revision of National Planning Framework: on track (to be reviewed at least once every five years)?	y	On track for publication in June 2014	Yes	Yes	Yes
age of Scottish Planning Policy (SPP) (as at 31 March 2016)	3.2 years	4.2 years	0.75 Years	1.75 Years	2.75 Years
revision of Scottish Planning Policy (SPP): on track	y	Publication aligned with NPF in June 2014	N/A	N/A	N/A
age of Architecture Policy (as at 31 March 2016)	6.1 years	0.75 Years	1.75 Years	2.75 Years	3.75 Years
DEVELOPMENT PLANNING					
no. of Development Plan consultations handled	18	21	178[1]	306	127
% of consultations responded to within planning authority deadlines.	88%	90.5%	95.5%	98.7%	96.9%
EPLANNING					
deliver ePlanning Programme business case targets for percentage of planning applications submitted online	48% (Target 22%)	51% (Target 30%)	63.5% (Target 45%)	71.7%	
PLANNING DECISIONS					
Notified cases (total)	19	25	23	18	37
% Dealt with within statutory deadline	94.7	95	91.3	94.4	95

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[1] In June 2014 Scottish Government launched the Development Plan Gateway. The gateway approach has resulted in better recording of our involvement in **all** stages of the development plan process which accounts for the increase in the number of consultations handled.

Key Outcomes	2012-13	2013-14	2014-15	2015-16	2016-17
ENVIRONMENTAL ASSESSMENT					
Number of Environmental Reports received	45	60	30	46	38
% responded to on time	98%	99.2%	100%	100%	100%
Number of statutory screening and scoping requests received	136	130	148	120	93
% responded to on time	98.5%	98.0%	97.9%	100%	100%
NATIONAL FORUMS – Hold one national forum per year					
Development Planning	Achieved	Achieved	Achieved	Achieved	Achieved
Development Management	N/A	N/A	N/A	Achieved	Not Achieved[2]
SEA	Achieved	Achieved	Achieved	Achieved	Achieved
HRA	Achieved	Achieved	Achieved	Achieved	Achieved
CORPORATE PERFORMANCE STATISTICS					
Invoice Payment Performance Number of Invoices % paid within 10 Days	- 100%	251 99.6%	292 99.3%	218 (97%)	243 (99.6%)
Ministerial Correspondence Ministerial Reply (on time) Official Reply (on time) Diary (on time)	669 (94%) 247 (89%) 422 (97%)	894 (95%) 348 (99.2) 546 (93%)	1150 (91.8%)	700 144 (67%) 488 (85%) 64 (79%)	717 155 (94.51%) 495 (97.44%) 66 (85.71%)
Parliamentary Questions	104 (100%)	62 (98%)	63 (92.1%)	27 (88%)	57 (91.94%)
Freedom of Information/Environmental Information Regulation Requests (on time) Reviews (on time) Appeals(on time)	15 cases (80%)	16 Cases (56%)	25 Cases (80%) 22 2 1	28 cases (92%) 23 3 2	16 cases (84.21%) 13 3 1?

Development Planning

In July 2016 we wrote to authorities to inform them that Planning and Architecture Division (PAD) would be reducing their input to current development plans. This was to better focus our resources on ensuring the pace and inclusive approach to the planning review was maintained whilst ensuring that the Scottish Government maintains appropriate involvement in plan preparation. We set out that our involvement would focus on:

- Proposed Plans
- Requests for further information from DPEA relating to National Developments
- Intention to adopt local development plans
- Intention to adopt supplementary guidance

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[2] The national forum was not held this year however a special meeting of the Heads of Planning Development Management Sub-Committee was hosted by the Scottish Government.

- Approval of strategic development plans

For other areas of plan preparation PAD no longer provide responses.

Corporate Performance

We have seen some improvement in our performance with regards to responding to all types of ministerial correspondence and in processing invoices within 10 days. There has been a slight drop in our performance with regards to FOI particularly in light of the reduced number of cases dealt with. We have undertaken some work to identify the reasons for the delays which has highlighted that the volume and complexity of information has been an issue. We have identified some improvement activities for the forthcoming year to help address these issues. Seminars on both records management and a refresher on our responsibilities with regards to FOI have been set up to ensure that we are storing the correct information and that people are aware of their responsibilities and the timelines involved in handling an FOI case. An improvement plan is being developed with the team which deals with the majority of cases to help improve handling.

We always welcome comments about our service and suggestions about how we can improve.

This might also include comments about things that have gone well and that we should continue to do. Please feel free to contact us with feedback at any time:
Scottish Government
Planning and Architecture Division
Area 2-H (South)
Victoria Quay
Edinburgh
EH6 6QQ
email: Chief.Planner@gov.scot
Tel: 0131 244 7888

PLANNING PERFORMANCE FRAMEWORK - OFFICIAL STATISTICS

Around 30 different case types can come before Ministers in their Statutory Casework Role. We are committed to efficient decision making and have structures and processes in place to ensure speed of handling. A breakdown of some of the cases handled by Scottish Ministers is outlined below. The statistics are broken down into two separate tables: those that have specific deadlines and those without. It should be noted that all the cases outlined below are not comparable, they are subject to different timescales and different processes, for instance requiring input from other Government Departments, therefore the timescales should not be compared with one another. Where cases are submitted to DPEA it is for a Reporter, appointed by Ministers, to carry out an examination of the issues and report to Ministers with a recommendation.

Category	2013-14			2014-15			2015-16			2016-17		
	Total number of decisions	(Avg. timescale, weeks)	% Dealt with within statutory deadline	Total number of decisions	(Avg. timescale, weeks)	% Dealt with within statutory deadline	Total number of decisions	(Avg. timescale, weeks)	% Dealt with within statutory deadline	Total number of decisions	(Avg. timescale, weeks)	% Dealt with within statutory deadline
Notified cases (total) – Statutory 2 Month Deadline	**25**	**4**	**95**	**23**	**5.2**	**91.3**	**18**	**3.7**	**94.4**	**36**	**18**	**95**
Cases cleared - under 28 days	12	2.3	-	14	3.3	-	14	3.1	-	20	3	71.4
Application Called in – under 28 days	1	3.2	-	1	4.0	-	1	3.7	-	5	1.0	63.0
Cases cleared - over 28 days	3	7.8	-	7	7.5	-	4	5.7	-	8	12	28.6
Application Called in – over 28 days	4	5.6	-	1	11.2	-	2	7.5	-	3	42.0	37.0
Applications called in are handled within a 3 month target on receipt of report from DPEA	2	8.5	100	2	9.1	100	3	6.8	100	5	10	80
Case returned to Council[3]	3	3.9	-	-	-	-	-	-	-	4	-	-
EIA Screening directions (target 3 weeks)	17	3.8	58	13	2.7	69	14	3.2	-	2	3.1	0

If cases are submitted to DPEA, performance is measured against issuing decisions within 3 months of receiving the Reporter's report.

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[3] Statutory objection was resolved & case returned to Council as notification no longer required.

Category	2013-14		2014-15		2015-16		2016-17	
	Total number of decisions	Avg. timescale, weeks	Total number of decisions	Avg. timescale, weeks	Total number of decisions	Avg. timescale, weeks	Total number of decisions	Avg. timescale, weeks
Compulsory Purchase Orders **Non-report cases** **Including reports from DPEA**	5 4 1	12.4 13.5 5	3 1 2	16.0 6.1 21.0	4 2 2	 11 52	4 3 1	31.6
Control of Advertisement Orders	1	34.4	-	-	1	8	0	0
Revocation	19	2.7	16	3.8	16	3.7	6	2.4
Modification Orders	1	4	-	-	1	3.6	0	-
Article 4 Directions	3	14.5	-	-	10	8.9	0	-
Hazardous Substances Orders	2	1.9	2	3.2	0	0	0	-
Stopping Up Orders **Non-report cases** **Including reports from DPEA**	1 0 1	6.1 0 6.1	1	6.7	2 0 2	 0 33.5	5 0 5	52.1
Flood Protection Schemes	2	3.5	-	-	3	2.6	3	3.6
Purchase Notice	2	14.5	-	-	1	11.6	1	9.9
Recalled Appeals	4	17.2	2	4.4	9	1	7	39.1
Listed Building Consents	3	12.2	2	10.4	0	0	1	21.0
Certificate of Appropriate Alternative Development	1	12	3	6.3	0	0	1	6.7

ePlanning: online applications

	2012-13	2013-14	2014-15	2015-16	2016-17
Total number of applications	43114	44222	42332	42136	**41797**
Applications submitted through ePlanning Scotland website	19999	22637	26901	30229	**33720**
	48%	51%	63.5%	71.7%	**80%**

WORKFORCE INFORMATION

PAD staffing levels as at 31 March 2017 were as follows:

	31 March 2012	31 March 2013	31 March 2014	31 March 2015	31 March 2016	31 March 2017
Professional and technical staff	35	28	23	27	27	**28**
Generalists	33	29	29	29	33	**32**
Total Number of Staff	68	57	52	56	60	**60**

Appendix II
Planning and Architecture Divisions' Key Achievements
This report provides an end year review of progress made against the work-streams and milestones in our Action Plan for the year ending 31 March 2016.

Our Business Plan was designed to deliver the Key Planning Outcomes for Scotland and in turn the five strategic objectives and Scotland's Economic Strategy all of which underpin the Scottish Government's Purpose

Key Planning Priorities

Our Priorities in 2016-17 were to:
- Deliver the commitments set out in our three key policy statements
  - Scotland's Third National Planning Framework
  - Scottish Planning Policy
  - Creating Places
- Deliver Scottish Ministers' statutory responsibilities and policies across a range of Planning and Environmental interests and sponsorship of the NDPB, Architecture and Design Scotland
- Take forward Programme for Government commitments to:
  o deliver the recommendations of the Review of the Planning System in Scotland with a new programme of planning reform empowering Planning to deliver great places
  o Modernise compulsory purchase orders to ensure that vacant and derelict land can be brought into use for communities
  o Developing a new approach to Simplified Planning Zones (SPZs) to encourage investment in housing
- Continue our programme of Digital transformation
- Support and promote the delivery of high quality places and a community led approach to Planning and Place making

Our Achievements

To deliver the recommendations of the Review of the Planning System in Scotland with a new programme of planning reform empowering Planning to deliver great places we have:

- Provided effective secretarial support to the Independent Planning Review Panel and helped with the preparation of their report Empowering Planning to Deliver Great Places in May 2016.
- Published the Scottish Government's Response to the Independent Review
- Established 6 themed stakeholder working groups to help take forward the review recommendations.

- Undertaken extensive engagement with a wide range of internal and external stakeholders to explore options for inclusion in the public consultation to take forward key workstreams to support the review of planning. We also established an expert working group to explore the issues and potential solutions for schools infrastructure planning and delivery.
- Finalised the paper for Cabinet on future planning reform who subsequently agreed the key issues to be addressed.
- Launched the consultation *Places, People and Planning* and delivered a series of public events to promote engagement.

Continuing our programme of Digital transformation we have:

- Launched and promoted the new eBuildingStandards.scot online applications service and integrated this new service with the ePlanning portal through the introduction of a new eDevelopment.scot web page.
- Completed project closedown for the updated ePlanning service launched in January 2016, including capturing the lessons learned to support the eBuilding Standards launch.
- Within one year of the launch of the new ePlanning portal we increased the uptake on use of the new service by 84%.
- Received the Digital Services Award in the 2016 Scottish Public Service Awards on 5 December, underlining the Scottish Government's reputation for transforming digital public services.
- Undertaken scoping exercise looking into options for eDevelopment Phase 2, which is looking into service expansion to enable even greater benefits to applicants and authorities. In March 2017 we reported our recommendations to the programme's senior management group and they agreed that phase 2 should proceed*.*

To support and promote the delivery of high quality places and a community led approach to Planning and Place-making we:

- Published Research on Designing Places for an Ageing population on 15 April 2016
- Launched a further round of the charrette programme in August 2016, expanding the programme to support the delivery of community-led projects through an Activating Ideas fund. The fund supported 12 charrettes and 11 Activating Ideas projects. These comprised of 5 community led charrettes, 5 Local Authority led and one by the Coalfields Regeneration Trust.
- Supported 7 Activating Ideas projects were. 6 of these projects were led by community groups and 1 from a third sector organisation.

- Developed and launched a Place Standard Implementation Strategy, working in partnership with NHS Health Scotland and Architecture & Design Scotland with a funded programme of delivery support from the Improvement Service. This was approved by the project board in June 2016.
- Worked with RIAS to support the delivery of the national <u>Festival of Architecture</u> as a key element of the Year of Innovation, Architecture and Design – including the pop-up Cities Expo which attracted over 115,000 visitors.
- In collaboration with A+DS and Scotland & Venice partners we launched the Prospect North project in June 2016 – a showcase of community-led and place-focused projects across Scotland - as Scotland's contribution to the Venice Architecture Biennale. The project tour included supporting the First Minister in Iceland as part of the Arctic Circle Assembly in October 2016.

- As part of the programme for World Car Free Day in September 2016 we delivered a 2-day charrette demonstration on re-thinking the external environment around Victoria Quay.
- As part of the recommendation for the Innovative Delivery of Housing, held a self and custom-build conference in partnership with More Homes Division (and created <u>follow up information online</u>) in September and embedded approaches from developers, and local authorities, to actively expand the sector.
- Delivered *Sketching the Borderline* – Academy of Urbanism event in September for Borders and Midlothian Council to look at places through observation drawing to recommend ideas and improvements for towns along the Borders Railway corridor.
- Launched Town Centre Planning Pilots and published <u>"How to" Guides</u> at World Towns Leadership Summit in June. This marked the completion of a series of projects designed to help with the regeneration of town centres and the application of the Town Centre First Principle.
- Acknowledged excellence in the profession when we opened the Best of the Best exhibition with ADS, showcasing some of the Government's 'Overall Winners' from the Scottish Awards for Quality in Planning (SAQP).   We also ran the 2016 SAQP in November 2016 and launched the 2017 Awards in February 2017.

- Hosted the Student Design Competition in March 2017 where built environment students from three universities participated in an exercise on masterplanning a mixed use site, in Tweedbank, linked to

the new Borders Railway.

- Launched the Simplified Planning Zones (SPZ) fund to help deliver high quality housing development at a large scale, committing £150k to support pilot projects.

To deliver Scottish Ministers' statutory responsibilities and policies we have

- Organised and facilitated the SEA/HRA Forum in April 2016, which promotes good practice within assessment and facilitates practitioner networking across Scotland.
- Held the National Development Plan Forum in April 2016 to share and promote good practice amongst those involved in development plans in the public sector.
- Published the Report of the Independent 12 month review of agricultural and forestry tracks legislation in June 2016.
- Published the Development Plan Gateway Service Standard and an accompanying note in August 2016 to provide clarity to Planning Authorities on Ministers involvement in development plans.
- Provided comments on 4 Main Issues Reports and 11 Proposed Plans / Modified Proposed Plans / Working Drafts of Proposed Plans.
- Responded to 22 requests for further information from the Directorate for Planning and Environmental Appeals.
- Handled the intention to adopt of 7 Local Development Plans for Aberdeen City, Angus, City of Edinburgh, East Ayrshire, East Dunbartonshire, Glasgow and Loch Lomond and the Trossachs National Park.
- Provided responses to 28 Supplementary Guidance consultations and handled the intention to adopt of 42 Supplementary Guidance documents. Provided advice and guidance to colleagues across the Scottish Government and to Planning Authorities in meeting statutory requirements under the Strategic Environmental Assessment (Scotland) Act 2005.
- Supported the delivery of the first in a programme of opencast coal related training events, in October 2016 to ensure that lessons learned are shared across planning authorities and good working practices established and agreed. We have also concluded the recommendations from the opencast coal taskforce and undertaken consultation on mine monitoring fees to enable planning authorities to charge operators for undertaking monitoring of surface coal mining permissions.
- Worked with key stakeholders to identify the key planning elements in a report which sets out the current regulatory framework for Unconventional Oil and Gas. Provided the planning elements in the "Talking Fracking" consultation on Unconventional Oil and Gas.
- Launched the consultation on enhanced fees for major planning applications in December 2017.
- Issued our response to the Scottish Law Commission report on responses to their discussion paper on Compulsory Purchase.
- Laid regulations to increase planning controls for pay day lending and betting shops in February 2017.
- Organised a series of consultation events facilitating discussion with over 200 stakeholders on the impact of transposition of the EIA regulations. We

published analysis of the public consultation in January 2017 and finalised 8 sets of regulations in March 2017.

- Undertaken the Chief Planner's brokerage and mediation role in the planning process. Key examples include Winchburgh New Town and An Camas Mor.
- Undertaken statutory Strategic Environmental Assessments (SEA) requirements across a range of policy areas, including, Air Passenger Duty (Screening, Scoping and consultation analysis) and the Draft Climate Change Plan and Energy Strategy (Screening, Scoping, and Environmental Report).
- Delivered decisions on planning casework by processing 37 notified planning applications, of which 75% were made within 28 days and 95% within 2 months. This was achieved despite a significant increase in the volume of notified cases, which rose by 85% when compared to the same period last year. The number of notified cases (37), which now includes cases relating to the Historic Environment (Listed Building Appeals, Conservation Area Consent and Scheduled Monument Consent) is the highest processed in over 5 years.
- Delivered decisions on planning applications, appeals and legislative orders by processing 18 cases, of which 72% were made within 2 months and 83% within 3 months, on receipt of report from DPEA and responded to a variety of requests for applications to be called in. We also experienced a slight increase in the volume of this work when compared to the same period last year.
- Updated the National Planning Framework 3 Action Programme on a regular basis, and provided targeted support to implementation work.

To deliver wider Ministerial commitments we have:
- Issued Planning Performance Framework feedback to Planning authorities and key agencies in November 2016.
- Contributed to the Longannet Task Force and Scottish Snow Sports industry working group.
- Provided planning support as part of Scottish Government action to safeguard the future of the Lochaber smelter
- Supported the 2016 RIAS Doolan Award for best building in Scotland in November 2017.
- Supported the Ministerial launch of Developers' Guide in November 2016 as part of the Greener Gardens project with CSGN Trust and Taylor Wimpey on site at Torrance Park to help mainstream green infrastructure in housing developments.
- Arranged an Agricultural and Planning Summit in January 2017 to help inform the review of planning.
- Undertaken further investigation into permitted development rights for renewables in conservation areas.
- Worked with planning authorities and UK Government to provide information to the European Commission on the implementation of the Extractive Waste Directive in Scotland.
- Supported Ministers at a wide range of stakeholder meetings, including with Scottish Property Federation and Construction Scotland.

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