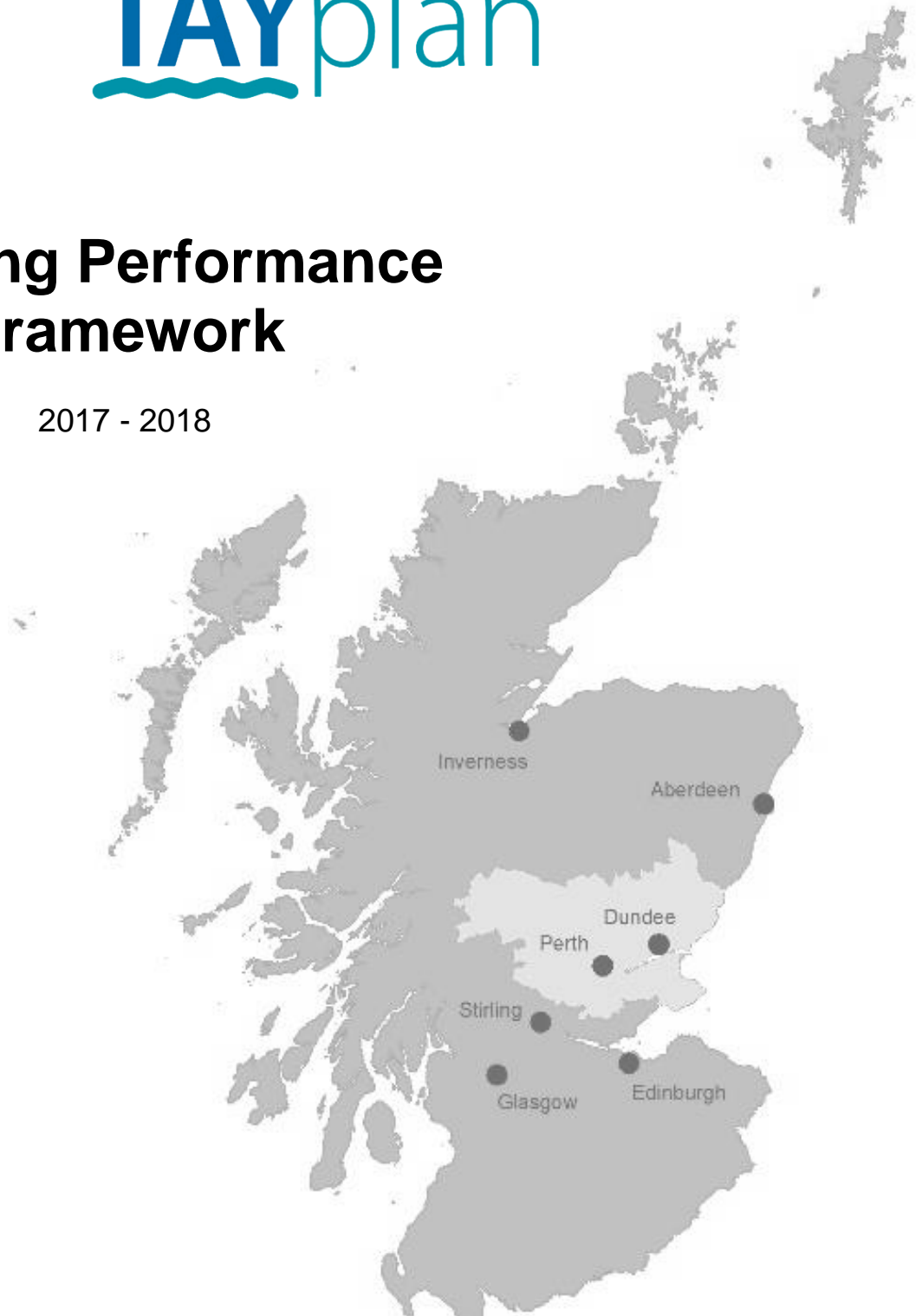




# Planning Performance Framework

2017 - 2018



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June 2018



# 1. About TAYplan

- 1.1 The TAYplan Strategic Development Planning Authority covers the Dundee and Perth city regions (referred to as the Tay Cities Region). It is one of four city region Strategic Development Planning Authorities in Scotland that were established in 2008.
- 1.2 TAYplan is a statutory partnership of Angus, Dundee City, Fife and Perth & Kinross councils. The TAYplan area includes all of Dundee City, the North part of Fife and Angus and Perth & Kinross – excluding those parts which are covered by the Cairngorms and the Loch Lomond and Trossachs National Park Authorities.
- 1.3 TAYplan’s main role is to prepare, monitor and keep up-to-date a Strategic Development Plan for this area. The Strategic Development Plan provides a spatial component of the Government’s national outcomes and the constituent Councils’ visions identified in their Single Outcome Agreements and the respective Community Plans
- 1.4 The Plan’s spatial strategy provides certainty for inhabitants, decision makers and investors. The approved TAYplan provides a positive land use strategy to attract and guide investment across the area. It is underpinned by a vision of improving quality of life through sustainable economic growth, place shaping and responding to climate change. This is achieved through identifying location priorities for growth, responsive management of built and natural assets and shaping better quality places through the location, design and layout of development.
- 1.5 The first Strategic Development Plan was approved by Scottish Ministers in June 2012. The second Strategic Development Plan was approved by Scottish Ministers in October 2017.



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Figure 1: TAYplan area

## 2. 2017/18 Reporting Year

2.1 During 2017/18 TAYplan's focus has been on assembling various material to commence the preparation of the third Strategic Development Plan (or any successor dependent on the planning review).

### *National Indicators: Development Planning*

2.2 Following the planning review and a period of consultation, the draft Planning (Scotland) Bill is currently under consideration by the Scottish parliament. The Bill proposes to remove Strategic Development Plans (SDP) from the planning system, with regional level planning to be implemented through an enhanced National Planning Framework (NPF) and regional partnerships between local authorities and other stakeholders. The Bill also proposes to remove supplementary guidance as a planning tool. This review of the planning system provides part of the context for the operation of TAYplan over the past year and going forward.

2.3 This reporting year has therefore seen the completion of work necessary for Scottish Ministers to approve the Strategic Development Plan (approved in October 2017).

<b>Key Outcomes</b>	<b>2017-18</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>
<i>Development Planning:</i>	Yes	Yes	Yes	Yes
• age of local/strategic development plan(s) (years and months) at end of reporting period Requirement: less than 5 years				
• Will the local/strategic development plan(s) be replaced by their 5th anniversary according to the current development plan scheme? (Y/N)	Yes	Yes	Yes	Yes
• Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year? (Y-earlier/Y-later/N)	No*	No*	No*	No*
• Were development plan scheme engagement/consultation commitments met during the year? (Y/N)	Yes	Yes	Yes	Yes

\*Submission took place ahead of schedule on 7 June 2016.

2.4 No further work has begun on preparing the next Strategic Development Plan (TAYplan 3) until the outcome of the Planning (Scotland) Bill is known. In practical terms this means there will not be a TAYplan 3 unless the current Planning (Scotland) Bill is amended.

Figure 2: Performance Indicators as at 31 March 2017

<b>2011/12</b>	Age of Strategic Development Plan	
	Development Plan Scheme: on track	<b>Yes</b>
<b>2012/13</b>	Age of Strategic Development Plan	1 year
	Development Plan Scheme: on track	<b>Yes</b>
<b>2013/14</b>	Age of Strategic Development Plan	2 years
	Development Plan Scheme: on track	<b>Yes</b>
<b>2014/15</b>	Age of Strategic Development Plan	3 years
	Development Plan Scheme: on track	<b>Yes</b>
<b>2015/16</b>	Age of Strategic Development Plan	4 years
	Development Plan Scheme: on track	<b>Yes</b>
<b>2016/17</b>	Age of Strategic Development Plan	5 years
	Development Plan Scheme: on track	<b>Yes</b>
<b>2017/18</b>	Age of Strategic Development Plan	1 year
	Development Plan Scheme: on track	<b>Yes</b>

Plan submitted by 8 June 2016 (within 4 years of approval of current Strategic Development Plan). Approval by Scottish Ministers of the second Strategic Development Plan in October 2017.

### **3. Defining and Measuring a High Quality Planning Service**

- 3.1 TAYplan continues to learn from previous work to develop and improve the processes and outputs to deliver high quality to help achieve our outcomes. The ongoing Scottish Planning Review has created a temporarily uncertain environment for the delivery of strategic planning going forward. TAYplan has chosen to face this uncertain environment with a continued ethos of strong and respectful partnership working based on long established relationships. This is intended to ensure that wherever strategic planning goes in future, those currently involved in it go there together and in such a way that they are ready for the new structure.
- 3.2 This principle has shaped TAYplan's approach during this reporting year and will continue to do so in the forthcoming reporting year.

#### *Quality of Outcomes*

- 3.3 Strategic planning is about long term, cross boundary thinking and the decision making frameworks and proposals that are needed over a long time period to cope with multiple and inter-related issues.
- 3.4 Emphasis on quality of place is at the core of TAYplan's work, which is now achieving results on the ground through the first round of Local Development Plans (LDPs). The timely approval of the second Strategic Development Plan has enabled the new Proposed Local Development Plans to follow closely behind.
- 3.5 During 2017/18 the Tay Cities Deal team have continued to be co-located in the TAYplan office. The Tay Cities Deal and TAYplan share the same geographies and the same partners. TAYplan has shown that these partners can co-operate and that this is a familiar geography. Although the Tay Cities Deal is yet to be finalised, the co-location, sharing of evidence and resources and previous partnership working through TAYplan have been vital contributing factors to the smooth set up and operation of these functions (Performance Markers 6, 12 and 13).

## 4 Quality of Service and Engagement

4.1 TAYplan, as a public body, has a duty to its customers to keep them informed and help them to understand how they can become involved.

4.2 This reporting year has seen TAYplan have been awaiting the approval of the second Strategic Development Plan. As such there has been no formal engagement process led by TAYplan. Following the plan approval in October 2017 there were letters and a statutory advert released (Figure 3 below).



Figure 3: Information released for the approval of the second Strategic Development Plan in October 2017

4.3 TAYplan also continues to use the Development Plan Scheme ([Link](#)) to advise interested parties about what work is being carried out and how they can become involved (Performance Markers 6).

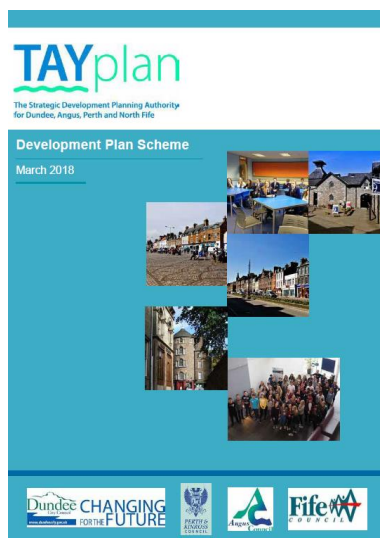


Figure 4: Development Plan Scheme, March 2018

## 5 Governance

### *TAYplan Team*

5.1 TAYplan was originally structured to be lean and remains so. The TAYplan team are employees of Dundee City Council and therefore procedures align with that Council for HR, customer care, IT etc. For every member of staff an annual appraisal and training programme is agreed, with an interim review after 6 months.

### *TAYplan Joint Committee and Governance Arrangements*

5.2 TAYplan is structured to support effective and efficient decision making. TAYplan's Joint Committee is made up of three elected councillors from each of the four councils. Councillors serving on the Joint Committee and the convenorship arrangements can be seen at Appendix 3. The Joint Committee meets a minimum of twice per year, the timing of which is determined by the project plan. In the 2017/18 period meetings were held in October 2017 and June 2018 (<http://www.tayplan-sdpa.gov.uk/jointcommittee>).

5.3 An effective and proportionate scheme of delegation is in place. Elected members of the Joint Committee are briefed ahead of key stages of the Plan and following consultation stages. This provides an opportunity for discussion on key issues and potential responses ahead of the Joint Committee considering and determining key outputs.

5.4 At key stages the Joint Committee's decisions must be ratified by the 4 Constituent Councils. This has been seen as crucial to achieving broad political ownership and oversight.

5.5 Delegated decisions are taken by the TAYplan Manager or through the TAYplan Board.

5.6 Effective management structures are in place to ensure that the four councils have a joint say in how the area develops and also in a way which supports the delivery of PRINCE2 project planning.

5.7 As part of the move towards deeper collaboration and joined up policy making, a new regional joint committee has been established with responsibility for economic development, transport planning and strategic planning, as well as the Tay Cities Deal. It is intended that the statutory duty of the TAYplan SDPA will be transferred to the Tay Cities Region Joint Committee in autumn 2018. (Performance Markers 6, 12 and 13)

5.8 TAYplan is currently led by an interim manager who reports to a Project Board (TAYplan Board) comprising the 4 Heads of Service within the constituent Councils. A resource plan is prepared aligned with the project plan to ensure delivery of the Strategic Development Plan. The TAYplan Manager reports to the Board where required. The TAYplan Board structure can be seen at Appendix 1.

<b>Committee &amp; Site Visits *</b>	<b>Number per year</b>
Full council meetings	0
Planning committees	2
Area committees (where relevant)	0
Committee site visits	0
LRB**	0
LRB site visits	0

*Notes: \*References to committees also include National Park Authority Boards. Number of site visits is those cases where visits were carried out by committees/boards. \*\*this relates to*

*the number of meetings of the LRB. The number of applications going to LRB are reported elsewhere.*

- 5.9 A scheme of delegation is in place, last reviewed in 2011, which provides delegation from the 4 constituent councils to the Joint Committee and then to the TAYplan Manager. This scheme of delegation is still considered to be up to date and relevant. The TAYplan Board meets ahead of each Joint Committee and other key stages to provide scrutiny and challenge.
- 5.10 In addition, TAYplan has two other groups which help shape the work; the Steering Group (comprising LDP leads from the constituent councils) and the Key Stakeholders Group (comprising 15 key agencies and government organisations). The structure and membership of the Key Stakeholders and Steering Group can be seen at Appendix 1.
- 5.11 Procurement is carried out following the procedures of our parent council (Dundee City Council). These are themselves joint procurement procedures for Angus, Dundee City and Perth & Kinross Councils. This supports a broad consistency in approach.



## 6. Culture of continuous improvement

6.1 Continuous improvement is central to the TAYplan team's ethos and we continue to demonstrate a culture of learning and improving. This is a long term approach which builds on skills, capacity and relationships built in earlier reporting years and then applies the lessons learned from these.

### Evidence

6.2 Much of the evidence to support TAYplan's performance during 2017/18 is documented in the preceding sections, in addition to the below:

- TAYplan Approved Strategic Development Plan (2017) - [Link to Report](#)
- News articles - [www.tayplan-sdpa.gov.uk/news](http://www.tayplan-sdpa.gov.uk/news)

### Service Improvements

6.3 Figure 10 (below) shows improvements in TAYplan performance over recent years through subsequent planning performance frameworks. Some of this improvement has been the result of demonstrating activity and improvements more clearly and better recording. However, it has also been the result of concerted effort and hard work to improve and deliver a high quality service.

6.4 Figure 10 (below) shows consistently strong performance on markers 6, 7 and 8. More recent improvement is apparent on markers 9, 10 and 13. TAYplan wishes to see continued improvement on all of these markers.

Performance Markers	2012/13	2013/14	2014/15	2015/16	2016/17
6 Continuous improvement					
7 Local development plan					
8 Development Plan Scheme					
9 Elected members engaged early (Pre-MIR)	N/A			N/A	
10 Stakeholders engaged early (Pre-MIR)	N/A			N/A	
13 Sharing good practice, skills and knowledge					

Figure 10: Recent Red/Amber/Green performance grading from previous TAYplan Planning Performance Framework

## **7. Service improvements for the next reporting year (2018/19)**

7.1 In the coming year (2018/19) TAYplan have recognised the policy hiatus and reduced staffing accordingly to a skeleton level. Staff turnover means there will be one part-time TAYplan team staff in place to deliver SDPA functions during much of the 2018/19 reporting year.

7.2 It is also unclear, given the ongoing review of the Scottish Planning system, whether there will be a third Strategic Development Plan and what structures and operational practices will emerge.

7.3 Therefore the key service improvements for 2017/18 are dictated by the need to adapt to circumstantial changes. These improvements will be implemented through project planning for and subsequent review to prepare the third Strategic Development Plan. They will also be implemented by broader budgetary and staffing considerations. The progress of these improvements may be dictated by the timing and direction of the planning review, which TAYplan does not control.

7.4 During 2018/19 TAYplan will seek to:

- Deliver all legislative requirements.
- Use LDP team resources from the four councils to progress necessary SDPA work and establish any working arrangements required as a consequence of the planning review.
- Continue to support and communicate on the delivery of the planning review.

## 8. Actions to deliver Service Improvements during this reporting year (2017/18)

Committed improvements and actions	Complete
<p>Continue SDPA liaison to share Yes. experience and resources – The SDPA teams held their annual liaison meeting allowing all team members to discuss the preparation of the SDP and examples of good practice and lessons learned in March 2017 (hosted by CLYDEplan). A further liaison meeting is planned for August 2018.</p> <p>The SDPA managers will continue to meet regularly to address emerging issues including the independent review of the planning system.</p>	<p>YES and ONGOING</p>
<p>Continue to consider the outcomes of the planning review and implement the appropriate structures and arrangements to support its delivery once finalised by Scottish Ministers</p>	<p>YES and ONGOING</p>

## 9. Statistics

9.1 The guidance for preparing Planning Performance Frameworks focuses strongly on measuring development management functions; including time taken to assess planning applications and statistical information relating to this.

9.2 TAYplan does not have any legal duty to undertake development management. Therefore the relevant statistical information covering the TAYplan area can be found in the Planning Performance Frameworks for the respective councils (Angus, Dundee City, Fife and Perth & Kinross).

### *Our workforce*

9.3 Following on from decisions in the last reporting year (2016/17) we have moved to a more financially sustainable model for running TAYplan.

9.4 During this reporting year the Tay Cities Team remain co-located with the TAYplan team, continuing to share both assets and rent. The Tay Cities Manager has remained Acting TAYplan Manager at no cost to TAYplan.

9.5 For the majority of this reporting year the TAYplan team has run with 1 core member of staff (on maternity leave).

### WORKFORCE AND FINANCIAL INFORMATION

		DM	DP	Enforcement	Other
Managers	No. Posts		1		
	Vacant				
Main Grade Posts	No. Posts		1 – part time		
	Vacant				
Technician	No. Posts				
	Vacant				
Office Support/ Clerical	No. Posts				
	Vacant				
TOTAL			1.5		

	Tier 1	Tier 2	Tier 3	Tier 4
Head of Planning Service			1	

Note: Tier 1= Chief Executive, Tier 2= Directors, Tier 3= Heads of Service, Tier 4= Managers

Staff Age Profile	Number
Under 30	
30-39	1
40-49	
50 and over	1

### *Our budget*

9.6 TAYplan is funded equally by the four constituent councils providing an income of £184,000 (£46,000 each) for 2017-18.

9.7 Budgets are monitored and considered through the TAYplan Board meetings with a focus on meeting the statutory requirements of TAYplan in an efficient and effective manner.

### *TAYplan Financial management*

9.8 TAYplan's financial regulations are agreed by the Joint Committee and are controlled by Dundee City Council. Audit Scotland did not raise any substantial issues in respect of audited accounts in for 2016/17 ([Link](#)). The audit of the 2017/18 accounts will complete in September 2018 - the next reporting year. Budget reports are considered at each of the Joint Committee meetings.

	Total Budget	Costs		Income ***
		Direct *	Indirect **	
Development Management				
Development Planning	£184,000	£26,448.21	£33,861.81	
Enforcement				
Other				
TOTAL	£184,000	£26,448.21	£33,861.81	

#### *Notes:*

\* *Direct staff costs covers gross par (including overtime, national insurance and superannuation contribution). The appropriate proportion of the direct cost of any staff member within the planning authority spending 30% or more of their time on planning should be included in costs, irrespective of what department they are allocated to (for example, legal advice, administration, typing). Exclude staff spending less than 30% of their time on planning.*

\*\**Indirect costs include all other costs attributable to the planning service. Examples (not exhaustive) include accommodation, IT, stationery, office equipment, telephone charges, printing, advertising, travel & subsistence, apportionment of support service costs.*

\*\*\* *Include fees from planning applications and deemed applications, and recharges for advertising costs etc. Exclude income from property and planning searches.*

## Appendix 1: Partnership Working

### Key Stakeholders 2017-18

- Architecture & Design Scotland
- Sportscotland
- Scottish Water
- Sustran
- Tactran
- Scottish Enterprise
- NHS Fife
- NHS Tayside
- The Scottish Government
- Transport Scotland
- Visit Scotland
- Historic Environment Scotland
- Scottish Natural Heritage
- SEPA
- Forestry Commission
- Marine Scotland

### Steering Group and TAYplan Board



## **Appendix 2: TAYplan Joint Committee**

Elected Councillors serving on TAYplan Joint Committee 2017-18

### **Angus Council:**

Cllr Bill Duff - Scottish National Party  
Cllr Ron Sturrock – Conservative Party  
Cllr Bob Myles - Independent

### **Dundee City Council:**

Cllr Will Dawson - Scottish National Party - Convenor 2018  
Cllr Mark Flynn - Scottish National Party  
Cllr Michael Marra - Labour Party

### **Fife Council:**

Cllr Tim Brett – Liberal Democrats Party  
Cllr Brian Thomson - Labour Party  
Cllr Karen Marjoram – Scottish National Party – Vice Convenor 2018

### **Perth & Kinross Council:**

Cllr Tom Gray - Scottish National Party  
Cllr Murray Lyle – Conservative Party  
Cllr Willie Wilson – Liberal democrats Party