



**Planning Performance Framework  
Orkney Islands Council**

Annual Report 2014/2015

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## 1. National Headline Indicators

### a) Development Planning

<b>Key Outcomes</b>	<b>2014/2015</b>	<b>2013/2014</b>
Age of Local Development Plan (years and months) at end of reporting period	11 months	9 years, 3 months
Will the local development plan be replaced by its 5 <sup>th</sup> anniversary according to the current development plan scheme?	Yes	
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changes over the past year?	No	
Were development plan scheme engagement/consultation commitments met during the year?	Yes	

<b>Effective Land Supply and Delivery of Outputs</b>		
	<b>2014/2015</b>	<b>2013/2014</b>
Establishing Housing Land	1088 units	
5 year effective housing land supply	943 units	1079 units
5 year housing supply targets	500	
5 year effective housing land supply	9.43 years	
Housing approvals	168 units	136 units
Housing completions over the last 5 years	703 units	
Marketable employment land supply	168.11 ha (within LDP Settlement Boundaries)	172 ha
Employment land take-up during reporting year	3.89 ha	

## b) Development Management

<b>Project Planning</b>		
	<b>2014/2015</b>	<b>2013/2014</b>
percentage of applications subject to pre-application advice	68%	61%
number of major applications subject to processing agreement or other project plan	1	0
percentage planned timescales met	100%	n/a
<b>Decision Making</b>		
application approval rate	96.7%	95%
delegation rate	92.3%	91%
<b>Decision Making Timescales</b>		
Average Number of Weeks to a decision:		
Major Developments	7.0	7.3
Local Developments (non householder)	9.8	11.4
Householder Developments	6.8	8.7
<b>Legacy Cases</b>		
Number cleared during reporting period	8	
Number remaining	8	
<b>Enforcement</b>		
time since enforcement charter published / reviewed (full years)	18 months	6 months
number of breaches identified / resolved	33/19	15/2

## c) Notes

### Development Planning

The new [Orkney Local Development Plan](#) was adopted by the Council in April 2014.

### Development Management

The total number of local development decisions in Orkney decreased by 3.6% from 381 in 2013/14 to 367 in 2014/15. Two major applications were determined during

the period – a Planning in Principle application for a new hospital and at New Scapa Road, Kirkwall and a housing development at Walliwall, Kirkwall. Other key applications determined included a new salmon farming site at Gairsay Sound, Wyre, changes to an existing farm at Meil Bay, St Ola, A number of applications for development in central Kirkwall have had to be notified to Scottish Ministers on the grounds of objections from SEPA that the proposals might place buildings and persons at flood risk contrary to SPP and PAN 69.

The average decision time for local development has shown a considerable improvement by 11 days to 9.0 weeks for 2014/15, from 10.6 weeks in the previous year. Both householder and non-householder determination timescales have shown an improvement over the period.

The percentage of local developments decided within 2 months has improved to 67.2% in 2014/15 compared to 62.7% in the previous year.

The above improvements were achieved despite the service operating with a managerial vacancy for the last 5 months of the reporting period.

## 2. Defining and Measuring a High-quality Planning Service

### Open for Business

We provide a good quality free pre-application advice service to members of the public including a 5 day/week duty officer to deal with public queries. This also includes formal written advice. Details of pre-application advice are recorded on our UNIFORM casework management system. The number of applications subject to pre-application advice (61% in 2013/14) has increased to 68% in 2014/15.

We provide a single point of contact for development proposals throughout the planning application process.

We also provide a duty officer service for the Development and Marine Planning service providing free advice 5 days a week, with no appointment needed.

The Council operates a direct dial telephone system which allows improved and direct access to all Planning staff.

We will be relocating some Planning staff to a new area office in Stromness later this year.

In partnership with the Scottish Government we have a local protocol in place for determining development proposals in the Lyness and Hatston Enterprise Areas.

An internal Development and Infrastructure Developer Contacts team ensures regular exchange of information on key development site progress and developer interests across service areas.

The Council's Schools Investment Programme was commended in the "Delivering in Partnership" category in the 2014 Scottish Awards for Quality in Planning highlighting the contribution of the Planning Service in delivering the largest ever public sector building programme in Orkney.



**The new Papdale Halls of Residence, Kirkwall, Orkney**

We have a working arrangement with Comhairle nan Eilean Siar, whereby our Historic Environment Officer provides conservation advice on their listed building applications.

## High Quality Development on the Ground

The Council has adopted Placemaking Principles to provide the foundation for the development of future policies and proposals for Placemaking in Orkney. A [Placemaking Strategy Project Plan](#) has also been prepared and Supplementary Guidance on [Kirkwall Placemaking Proposals](#) were approved in September 2014.

Having successfully obtained external funding from Sustrans, we have appointed consultants to design a Placemaking project to improve the public realm in Broad Street in the centre of Kirkwall.

The Stromness Townscape Heritage Initiative which ran since 2009 was completed in July 2014. This community led regeneration project has helped fund 59 building repair and restoration projects in the town's historic core and brought long vacant properties into use transforming the streetscape. The project has been recognised nationally with a SURF Award for Best Practice in Community Regeneration.

Please see the link below for more information on the Stromness THI Project.

<http://www.orkney.gov.uk/Service-Directory/S/Stromness-THI.htm>

A similar Kirkwall Townscape Heritage Initiative was launched in July 2014 and will run until June 2019 delivering improvements to the built heritage of the Kirkwall Conservation Area.

We have commissioned consultants to undertake a review of the village masterplan for St Margaret's Hope and to undertake community engagement.

We have developed guidance on an "[Orkney Local List](#)" to protect buildings and structures in Orkney which do not feature on the statutory lists of historic buildings but are nevertheless considered to make a significant contribution to the history, character and appearance of Orkney. This guidance received a commendation in the 2014 Scottish Award for Quality in Planning, highlighting how the Planning service was being proactive in protecting heritage, whilst also allowing the community to live in and regenerate their local areas.

We have continued our major focus on the production of development briefs for key sites in order to promote high quality development. New development briefs were approved in 2014/15 for the Orkney Research Campus, Stromness (June 2014); Weyland Development Brief, Kirkwall (Sept 2014) and Hillside Road, Stromness (March 2015).

We have engaged in the A+DS NHS Scotland Design Assessment Process by participating in Panel Assessments of the emerging designs for the new Orkney hospital.

## Certainty

We have an up-to-date Local Development Plan for the first time in 5 years.

We have undertaken a wide-ranging public consultation on the monitoring of the current Local Development Plan in preparation for its [review](#) between June and December 2014. This has included: e-mailing or writing to all 800 contacts on our LDP database; press releases and adverts in the local press; undertaking a call for sites; undertaking a “Planning Matters” Survey; holding “drop-in” sessions for members of the public in Kirkwall, Stromness and at the local auction mart; and holding separate workshops with elected members, community council representatives, key agencies, the Council’s Corporate Management Team and the Orkney Community Planning Partnership.

We have continued to develop our range of supplementary guidance to support the Local Development Plan. During the last 12 months we have approved Supplementary Guidance on Trees and Woodlands (Apr 2014); Planning for Open Space (Apr 2014); and Development Briefs and Design Statements (Sep 2014)

To assess the capacity of the landscape in Orkney to accommodate further wind energy development, we completed a Wind Energy Landscape Capacity Study, held seminars with developers and elected members to consider its findings and how the document should be used by Planners and developers; and commenced a public consultation on the study in March 2015.

We appointed consultants to assist the Council to investigate options for potential Strategic Wind Energy Development Areas, where large scale wind energy developments would be supported.

Supplementary Guidance covering Developer Contributions and Good Neighbour Agreements was approved in September 2013. In addition the need for specific developer contributions is identified in the Local Development Plan Settlement Statements, site specific development briefs and masterplans as they are produced. We will consider future options for seeking developer contributions in the context of the Local Development Plan Main Issues Report.

We prepared our first ever processing agreement for the proposed new Orkney Hospital in February 2014. All the target dates in the agreement were met with the application being determined by Planning Committee on 4 June 2014. The availability of processing agreements is publicised on our website.

We have prepared a Development Management Guidance Note to provide clarity to Development Management Officers and developers in respect of the implementation of the Council’s affordable housing policy and guidance.

We have prepared Supplementary Guidance on Development Briefs and Design Statements to provide more certainty for developers in terms of the levels of information required for these documents and where they are required.

We have developed a standard set of model planning conditions.

We produced an “Application Checklist” for applicants, which covers the majority of information required to be submitted with a planning application in order to try to reduce the number of invalid applications being submitted.

We notified applicants and agents via the local press of the need to adhere to plans and drawings attached to any planning permission granted by the Council. This followed an instance where a retrospective application had to be determined by the Planning Committee and the development had clearly not been progressed in accordance with the approved plans.

We continue to have regular annual liaison meetings with key agencies (SEPA, SNH, Historic Scotland, Marine Scotland) and specific stakeholders such as architects/builders and the fish farming industry. In addition during the period we also commenced a more regular engagement with Scottish Water.

## **Communications, Engagement and Customer Service**

We continue to engage regularly (primarily via e-mail) with our key stakeholders through our Planning and Building Standard Stakeholders Forum.

Key public engagement workshops have taken place in the last 12 months covering the development of the Kirkwall THI; the preparation of a Pilot Marine Spatial Plan for the Pentland Firth and Orkney Waters; and the development of the Kirkwall Place-making Proposals. Part of the engagement of the latter project involved displaying design options in a marquee erected on the Kirk Green in the centre of Kirkwall. We have also held “drop-in” sessions as part of commencing the review of the Local Development plan including a session at Kirkwall Auction Mart in order to engage with the local farming community in relation to the “call for sites”.

We undertook a “Planning Matters” survey to find out what the public’s planning concerns were and whether or not they were address in the adopted Local Development Plan.

We continue to encourage customers to submit planning applications electronically. 66% of planning applications were submitted electronically during 2014/15, compared with 62% in Scotland as a whole. This year we have asked all customer services staff to advise any potential planning applicants of the option to apply on-line. In order to make our office as paperless as possible we now only require one set of plans and supporting documents from applicants submitting an application in paper format.

We have used opportunities when the local newspaper has been undertaking advertising features on home improvements to remind the public of the need to check to see if works require planning permission.

The Council has a Complaints Handling Procedure which provides a standard approach for dealing with customers who are unhappy with the service that they have received. In 2014/15 we received 4 complaints about the Planning Service. None of the complaints were upheld.

In March 2015 the Council commenced a trial of audio casting council committee meetings, including Development and Infrastructure meetings, which cover planning policy matters.

We launched an on-going Planning & Regulatory Services Customer Satisfaction Survey in October 2014 and will be reviewing the results after 6 months operation;

We are working with NFU/local landowners to review our Local Nature Conservation Sites.

## **Efficient and Effective Decision Making**

Our delegation rate has increased to just over 92% compared to the Scottish average (94.5%). We amended our Scheme of Delegation in May 2014 to take account of the changes in regulations introduced in June 2013.

After continued efforts to remove legacy cases, we only have 8 cases which have been in the system for over 1 year (at end of March 2015).

We have a Planning Committee dedicated to dealing with planning applications which meets on a monthly basis except in August which is the Members recess.

We adopted a policy of undertaking site inspections for all local review cases in June 2014, in order to reduce delays in the decision making process. The Local Review Committee now meets as and when required with site inspection undertaken on the same day as the meeting. The average time for determining local review cases in 2014/15 was 11.3 weeks as opposed to 15.5 weeks in 2013/14.

We developed procedures for site visits by the Planning Committee and the Local Review Committee.

Whilst both Committees hold their meetings centrally, in 2014 the Planning Committee meet on Hoy and Westray to determine local application on these islands.

A separate Development & Infrastructure Committee deals with all development and marine planning policy issues and meets 5 times per year.

The Development & Infrastructure Committee has continued with its programme of touring the Isles to provide an opportunity for the Committee to meet with Isles communities as a group and to establish a direct channel for the Isles communities to communicate with Committee Members and the Service senior management team on issues which fall within the remit of the Committee. A further 4 islands were visited in 2014

We have entered a Joint Working Agreement with Historic Scotland to enable the Council to grant listed building consent to B Listed buildings.

We have a Member – Officer Working Group set up to progress the Local Development Plan. This allows open discussion between Members and Officers and guides the strategic direction and policy approach of the Plan.

A multi-disciplinary project team, comprising officers from the Planning, Roads, Design, Development and Engineering services, is implementing the Place-making Strategy and Policy within Orkney. This team is currently involved in guiding the development of design proposals for a number of projects in Kirkwall. Planning is also represented on multi-disciplinary teams dealing with House Build Programmes and Ports Masterplanning to assist the development of the Council's house building project and its harbours infrastructure.

An internal procedure has been established to ensure internal planning application consultations are dealt with timeously between the two elements of the Planning service.

We hold 6 monthly meetings between Committee Chairs and Vice-Chairs and Planning Managers to consider relevant issues.

We have revised our procedure for the production of Development Briefs in order to streamline the process and prevent unnecessary delays that might stifle development, as part of our new Supplementary Guidance on Development Briefs and Design Statements.

## **Effective Management Structures**

We have a fully integrated planning service under a single Head of Service post.

There are effective communication channels in place from the Senior Management Team, Corporate Management Team, Directorate Heads of Service down to individual teams. Planning and Regulatory Managers meet on a monthly basis with Development Management and Development & Marine Planning team meeting every 2 months.

We hold a 6 monthly Development & Infrastructure Managers Away Day to improve cross-service communication and awareness of cross cutting projects and professional capabilities.

There have been strong working relationships developed internally with Architects, Economic Development and Marine Services in respect of the development of the Enterprise Areas and delivery of harbour improvements.

Strong working relationships have been developed with Marine Scotland and Highland Council in the preparation of the pilot Pentland Firth and Orkney Waters Marine Spatial Plan.

The Planning Service has worked closely with Historic Scotland in the development of the Heart of Neolithic Orkney World Heritage Management Plan 2014-19 launched in April 2014, and the Development and Marine Planning Manager is the joint Chair of the Management Board.

## **Financial Management and local Governance**

The Council is undergoing a Change Management Programme aimed at transforming service delivery by exploring different options for delivering and, where feasible, improving services within the context of a reducing budget.

We operate a monthly budget monitoring system which ensures managers are well aware of budgetary positions.

Quarterly Revenue Expenditure Monitoring Reports on each service are presented to service committees on a quarterly basis.

We have a Council process for allowing service growth bids on an annual basis plus an additional “Spend to Save” fund which allows for bids for projects which will allow future efficiency savings. Consideration is currently being given to whether there are any Planning projects that may be eligible for funding.

We have undertaken a review of the costs of statutory press notices which has resulted in the costs of Neighbour Notification and Schedule 3 notices being standardised.

We have participated in the second round of the HoPS/Improvement Service project to cost the Planning Service, and now have improved information on the costs of the service compared with other local authorities.

Through the “Empowering Scotland’s Island Communities” project we have worked with the two other Islands Councils to identify opportunities for devolving more powers related to marine and terrestrial planning to a local level.

## **Culture of Continuous Improvement**

We volunteered for and participated in the second pilot trial of the Scottish Government’s “Gateway Review” process aimed at ensuring better project management of Local Development Plans. The review was concluded at the end of March 2015 and recommendations emerging from the review will be implemented during 2015/16.

Key performance indicators relating to the Planning service are monitored and reported to the relevant service committee every 6 months.

We are currently supporting members of staff to participate in Public Sector Leadership and Marine Spatial Planning further education courses.

The Council’s Performance Review and Development system has been implemented within the Planning service.

We are participating in the Council’s “How Good is our Council” performance self evaluation/assessment.

We continue to share good practice (primarily by e-mail) with other local authorities in the HoPS rural authorities benchmarking club.

We actively participate in Heads of Planning Group and Sub-groups where issues of best practice are continuously being discussed. We also participate in the North of Scotland Development Plans Forum and the joint Local Authority Aquaculture Planning group.

3 members of staff undertook PRINCE2 project management training in order to assist with the programme to review the Local Development Plan.

Training and awareness raising seminars have been held with elected members on Regulation in the Marine Environment, Design in a Rural Context (with A+DS) and Flood Risk Planning (with SEPA).

### 3. Supporting Evidence

Part 2 of this report was compiled, drawing on evidence from the following sources:

- The Council's "How Good is our Council" performance self evaluation & assessment;
- [Planning, Development & Infrastructure](#), and [Policy & Resources](#) Committee reports;
- Corporate Improvement Plan;
- [The Council Plan 2013-2018](#);
- [Development and Infrastructure Service Plan \(April 2013-March 2016\)](#);
- [Development Plan Scheme 2015](#);
- [The Monitoring Statement](#) – The Review and Monitoring of the Orkney Local Development Plan – March 2015
- Orkney Islands Council Management of Development Plans – Gateway Review
- Planning & Building Standards Stakeholders meetings;
- Planning Managers meetings; and
- Scottish Government Planning Liaison meetings.

## 4. Service Improvements: 2015-2016

In the coming year we will:

### Open for Business

1. Provide a Planning Service presence in the new area office in Stromness;

### High Quality Development on the Ground

2. *Continue to work with NHS Orkney and A+DS to deliver a high quality Orkney Hospital;*
3. *Engage independent facilitators to work with the public to establish a series of design principles to meet the aspirations of the Orkney public and inform a revision of our Design Policy approach in the emerging Local Development Plan;*

### Certainty

4. Consider future options for seeking developer contributions through the Local Development Plan Main Issues Report;
5. Develop a detailed Project Plan for the review of the Local Development Plan covering resources (staffing, technology, training and financial), identifying risks and providing contingency arrangements;

### Communications, engagement and customer service

6. Provide timely feedback to stakeholders on how comments received from them during public consultation exercises have been used, including providing a clear explanation where responses have not been acted upon;
7. Development of a Communications Plan to clarify how all sectors of the community are to be engaged in the review of the Local Development Plan and consider what channels of communications should be used;

### Efficient and effective decision making

8. Establish procedures which will ensure better alignment between planning application and roads construction consent processes;

### Financial Management and Local Governance

9. Review processes for undertaking direct enforcement action including the recovery of the costs of taking such action; and

### Culture of Continuous Improvement

10. *Progress development of Service Training Plan.*

## Delivery of our service improvement actions in 2014-15:

<b>Committed improvements and actions</b>	<b>Complete?</b>
<p><b>Open for Business</b></p> <p>1. <i>Ensure a Planning Service presence in the new Council Area Office to be opened in Stromness;</i></p>	<p><i>No – delays in completing the new building have held up this action. Staff now due to re-locate in September 2015.</i></p>
<p><b>High Quality Development on the Ground</b></p> <p>2. <i>Work with (a) National Health Service Orkney to deliver a high quality Orkney Hospital; (b) housing developers to secure good quality major development schemes; and with OIC colleagues to (c) finalise designs for place-making projects in Kirkwall Town Centre and (d) deliver a flood defence scheme that is appropriate for Kirkwall Conservation Area;</i></p> <p>3. <i>Engage independent facilitators to work with the public to establish a series of design principles to meet the aspirations of the Orkney public and inform a revision of our Housing in the Countryside Design Guidance;</i></p>	<p><i>Yes - We have engaged in the A+DS Panel Assessments of the emerging designs for the new Orkney hospital; worked with internal housing colleagues on design matters related to major Council house-building projects; we have appointed consultants to design a Placemaking project to improve the public realm in Broad Street, and worked with engineering colleagues to finalise the design of the Kirkwall Flood scheme.</i></p> <p><i>On-going – facilitated public engagement now to be undertaken as part of the Main Issues stage in the review of the Local Development Plan.</i></p>
<p><b>Certainty</b></p> <p>4. <i>Prepare Development Management Guidance to assist in the implementation of the Developers Contribution Supplementary Guidance;</i></p>	<p><i>On-going - future options for seeking developer contributions are to be considered further in the context of the Local Development Plan Main Issues Report.</i></p>
<p><b>Communications, engagement and customer service</b></p> <p>5. <i>Report on the results of Customer Satisfaction Survey and progress any resultant improvement actions which are identified;</i></p>	<p><i>On-going - Planning &amp; Regulatory Services Customer Satisfaction Survey launched in October 2014. Results will be reviewed after 6 months</i></p>

	<i>operation.</i>
<p><b>Efficient and effective decision making</b></p> <p>6. <i>Promote the greater use of processing agreements where appropriate, including providing more information and a template on the website;</i></p> <p>7. <i>In order to better manage individual planning officer caseload, undertake more systematic monitoring of planning casework by running regular application monitoring reports;</i></p> <p>8. <i>Commence a programme of back-scanning our archive of planning files in order to allow better access to historical planning information;</i></p> <p>9. <i>Through the review of our local Roads Development Guide establish procedures which will ensure better alignment between planning application and roads construction consent processes;</i></p>	<p><i>Yes - the availability of processing agreements is publicised on our website.</i></p> <p><i>Yes – monitoring reports provided on a monthly basis.</i></p> <p><i>On-going – being undertaken as resources allow. Sources of funding to allow this project to be completed being sought.</i></p> <p><i>Outstanding – delayed pending outcome of national pilot project.</i></p>
<p><b>Financial Management and Local Governance</b></p> <p>10. <i>Implement any planning related projects emerging from the Council's Change Programme;</i></p> <p>11. <i>Review processes for undertaking direct enforcement action including the recovery of the costs of taking such action; and</i></p>	<p><i>On-going – no planning related projects identified as yet.</i></p> <p><i>On-going – initial meetings held internally but review still to be completed.</i></p>
<p><b>Culture of Continuous Improvement</b></p> <p>12. <i>Progress development of Service Training Plan commencing with a review of the current costs associated with providing service specific training.</i></p>	<p><i>On-going – some initial work on identifying the current costs of training has been undertaken.</i></p>
<p><b>Outstanding Actions from previous year</b></p>	
<p><b>Performance Indicators</b></p> <p>1. <i>Council performance indicators for dealing with planning applications in top quartile of Scottish councils</i></p>	<p><i>No – 1<sup>st</sup> out of 34 for Major applications; 9<sup>th</sup> out of 34 for Local – non householder; and equal 24<sup>th</sup> out of 34 for householder developments</i></p>

	<i>(overall average time)</i>
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## 5. Official Statistics

### A: Decision-making timescales (based on “all applications” timescales)

Category	Total number of decisions 2014-2015	Average timescale (weeks)	
		2014-2015	2013-2014
<b>Major developments</b>	1	7.0	7.3
<b>Local developments (non-householder)</b>			
• Local: less than 2 months	169 (61.7%)	6.7	6.8
• Local: more than 2 months	105 (38.3%)	14.7	18.9
<b>Householder developments</b>			
• Local: less than 2 months	77 (83.7%)	6.1	6.9
• Local: more than 2 months	15 (16.3%)	10.3	11.9
<b>Housing developments</b>			
<b>Major</b>	1	7.0	7.3
<b>Local housing developments</b>			
• Local: less than 2 months	67 (56.8%)	6.7	6.6
• Local: more than 2 months	51 (43.2%)	12.6	20.9
<b>Business and industry</b>			
<b>Major</b>	0	0	0
<b>Local business and industry</b>			
• Local: less than 2 months	19 (55.9%)	6.7	7.2
• Local: more than 2 months	15 (44.1%)	25.1	27.1
<b>EIA developments</b>	5	22.8	18.7
<b>Other consents*</b>	36	3.9	10.8
<b>Planning/legal agreements**</b>			
• Major: average time	0	0	0
• Local: average time	1	36.7	0
<b>Local reviews</b>	3	11.3	15.5

\* Consents and certificates: Listed buildings and Conservation area consents, Control of Advertisement consents, Hazardous Substances consents, Established Use Certificates, certificates of lawfulness of existing use or development, notification on overhead electricity lines, notifications and directions under GPDO Parts 6 & 8 relating to agricultural and forestry development and applications for prior approval by Coal Authority or licensed operator under classes 60 & 62 of the GPDO.

\*\* Legal obligations associated with a planning permission; concluded under section 75 of the Town and Country Planning (Scotland) Act 1997 or section 69 of the Local Government (Scotland) Act 1973

## B: Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2014-2015 No.	2014-2015 %	2013-2014 No.	2013-2014 %
Local reviews	3	2	66.7	3	75
Appeals to Scottish Ministers	3	2	66.7	1	50

## C: Enforcement activity

	2014-2015	2013-2014
Cases taken up	33	18
Breaches Identified	33	15
Cases Resolved	19	2
Notices served***	5	6
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

\*\*\* Enforcement notices; breach of condition notices; planning contravention notices; stop notices; temporary stop notices; fixed penalty notices, and Section 33 notices.

## D: CONTEXT

*The single major development determined during the period was determined in 7 weeks which is much better than the national average of 36.6 weeks.*

*Average timescales for local (both non-householder and householder) developments have shown a considerable improvement over the previous year. The average timescale for householder developments (6.8 weeks) and non-householder developments (9.8 weeks) compared very favourably with the Scottish averages of 7.5 weeks and 12.5 weeks.*

*A single development involving the securing of a financial bond took a total of 36.7 weeks to complete. This lengthy period was due to delays caused by the developer rather than the Planning Authority.*

*A more proactive approach to enforcement has resulted in more cases being pursued.*

*The above improvements were achieved despite the service operating with a managerial vacancy for the last 5 months of the reporting period.*

## 6. Workforce and Financial Information

	Tier 1	Tier 2	Tier 3	Tier 4
Head of Planning Service			1.0	

		DM	DP	Enforcement	Other
Managers	No. Posts	1.0	1.0		
	Vacant	1.0	0		
Main grade posts	No. Posts	3.8	7.0	0.5	1.0
	Vacant	0	0	0	
Technician	No. Posts	2.0	1.0		
	Vacant	0	0		
Office Support/Clerical	No. Posts	2.0	1.0		
	Vacant	0	0		
<b>TOTAL</b>		<b>8.8</b>	<b>10.0</b>	<b>0.5</b>	<b>1.0</b>

Staffing profile	Number
Under 30	4
30-39	6
40-49	3
50 and Over	7

Committees & site visits	No. per year (2014)
Full Council committees	0
Planning Committees	14
Area Committees (where relevant)	n/a
Committee site visits	5
LRB	5
LRB site visits	2

Budgets	Budget	Costs		Income
		Direct	Indirect	
Planning Service				
Development Management	£445,300	£374,400	£70,900	£280,200
Development Planning Enforcement (inc. within Development Management)	£440,100	£364,800	£75,300	0

