

ITEM 10 – PLANNING PERFORMANCE FRAMEWORK ANNUAL REPORT

Report by: Alice Miles, Acting SDP Manager

Purpose

This Report presents the 2016 / 2017 SESplan Planning Performance Framework and Annual Report (PPF) to the SESplan Joint Committee for noting.

Recommendations

It is recommended that the SESplan Joint Committee:

1. Note the SESplan Planning Performance Framework and Annual Report attached as Appendix 1 to this report.

Resource Implications

As set out below.

Legal and Risk Implications

All risks are detailed in the SESplan Risk Register and reported to Joint Committee on an annual basis.

Policy and Impact Assessment

No separate impact assessment is required.

1. Background

- 1.1 Planning Performance Frameworks were introduced by planning authorities in 2012. Developed by the Heads of Planning Scotland and supported by the Scottish Government, the framework captures key elements of a high-performing planning service, such as speed of decision-making, certainty of timescales, process and advice, delivery of good quality development, project management, clear communications and open engagement and an overall 'open for business' attitude.

1.2 The framework gives a balanced assessment of the quality of the planning service and is used to drive a culture of continuous improvement. All planning authorities, strategic development plan authorities and seven key agencies prepare a PPF report annually. PPF reports contain both qualitative and quantitative elements of performance and set out proposals for service improvement. PPF reports are available on the [Heads of Planning Scotland](#) website.

2. Planning Performance Framework and Annual Report

2.1 This is the sixth Planning Performance Framework Report submitted to Scottish Government by SESplan, the Strategic Development Plan Authority (SDPA) for Edinburgh and South East Scotland. SESplan is also required to prepare an Annual Report covering the same period as the annual PPF Report and containing a review of SESplan's governance arrangements, membership and operation of the SESplan Joint Committee, a review of the key milestones achieved and the year ahead. As there are many cross overs and linkages between the PPF and Annual Report, SESplan have incorporated the Annual Report into this PPF Report and will report the PPF Report only from now onwards. The PPF Report is attached as Appendix 1 and covers the period 1 April 2016 to 31 March 2017. Key points to note:

- SESplan achieved green ratings across all areas of the framework in 2015 / 2016;
- Key achievements in 2016 / 2017 include the publication of Proposed Plan 2, the Action Programme and Environmental Report and supporting technical papers including a Strategic Flood Risk Assessment and Equalities and Human Rights Impact Assessment, the completion of a wide ranging programme of consultation on Proposed Plan 2, the analysis of the representations received and the identification of unresolved issues and preparation of the Proposed Plan 2 package for submission to Scottish Ministers.
- The following service improvements for 2017 / 2018 have been identified:
 - Increase engagement with member authority services, agencies and other stakeholders in the SDP - SESplan are committed to continued engagement and will continue to prepare and keep under review the overarching SESplan Stakeholder Strategy and project related engagement strategies as required.
 - Continue SDPA liaison to share experience and resources - The SDPA teams held their annual liaison meeting allowing all team members to discuss SDP preparation and examples of good practice and lessons learned in August 2016 (hosted by SESplan) and March 2017 (hosted by CLYDEplan). Through ongoing liaison and discussion, officers across the SDPAs will continue to

share experience and learning on relevant strategic matters. The SDPA Managers will continue to meet regularly to address emerging issues, for example on the independent review of the planning system.

- Continue Elected Member Engagement - The SESplan team have continued to brief elected members within the member authorities and have undertaken workshops with the SESplan Joint Committee on emerging issues. In accord with the overarching SESplan Stakeholder Strategy further briefings will be offered at key stages in the project programme. These will promote the work of the SDPA and provide an opportunity for further dialogue on the SDP2 and its relationship with LDPs.
- Improve customer feedback - In accordance with the SESplan Stakeholder Strategy, stakeholders will continue to be invited to give feedback on all aspects of SESplan engagement activities.
- Support the delivery of Planning Review - The recent planning review undertaken by Scottish Government has set out that SDPAs will be repurposed to be replaced by Regional Working Partnerships. The role and remit of these Partnerships have not yet been defined. SESplan will work with Scottish Government and other SDPAs to identify options for Regional Working Partnerships and to support their delivery.

3. Next Steps

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- 3.1 Feedback on the PPF Report from Scottish Government will be shared with the Joint Committee where appropriate. The PPF Report for 2017 / 2018 will be brought to a meeting of the SESplan Joint Committee in the summer of 2018.

Appendices

Appendix 1 Planning Performance Framework Annual Report 2016 / 2017

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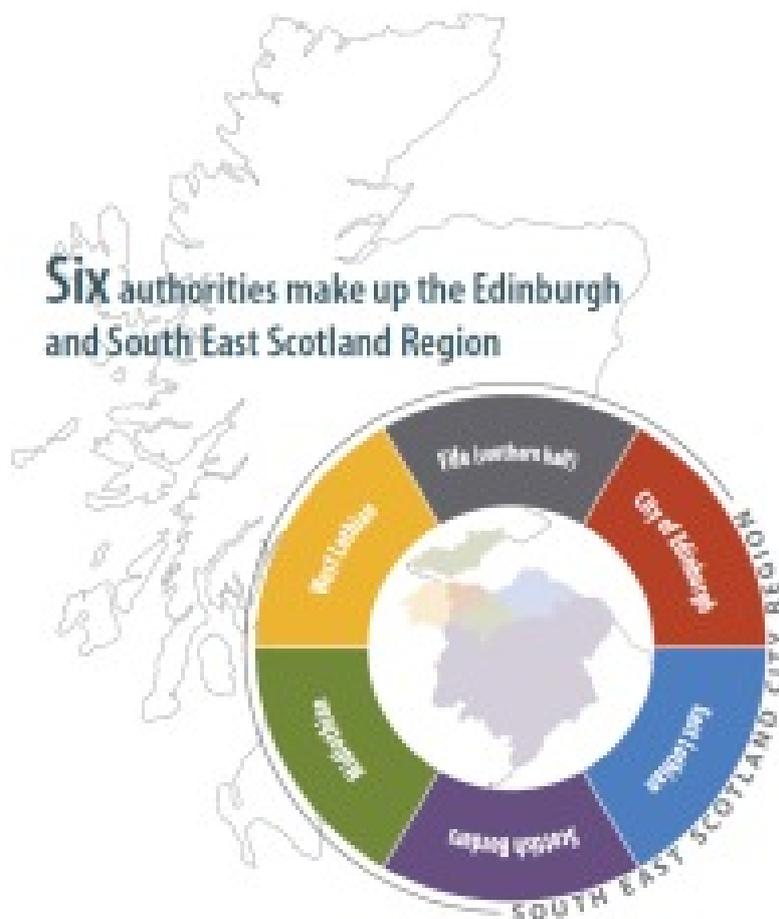
1 Introduction

1.1 This is the sixth Planning Performance Framework (PPF) Report submitted to Heads of Planning Scotland (HOPS) by SESplan, the Strategic Development Plan Authority (SDPA) for Edinburgh and South East Scotland.

1.2 SESplan is also required to prepare an Annual Report covering the same period as the annual PPF Report and containing a review of SESplan's governance arrangements, membership and operation of the SESplan Joint Committee, a review of the key milestones achieved and the year ahead. As there are many cross overs and linkages between the PPF and Annual Report, SESplan have incorporated the Annual Report into this PPF Report and will report the PPF Report only from now onwards.

1.3 This Report covers the period 1 April 2016 to 31 March 2017.

1.4 Edinburgh and South East Scotland is the hub of the Scottish economy and home to 1.25 million of the country's 5.3 million people. The National Planning Framework 3 (NPF3) recognises that the region '*supports many of our most important economic assets*' and that it will be a focus for economic growth and regeneration.



Planning Performance Framework 2015 / 2016 2

2.1 SESplan achieved green ratings across all areas of the framework in 2015 / 2016.

Table 2.1 Planning Performance Markers Report 2015 / 2016

No.	Performance Marker	RAG Rating	Comments
6	<p>Continuous Improvement:</p> <ul style="list-style-type: none"> • progress / improvement in relation to PPF National Headline indicators; and • progress ambitious and relevant service improvement commitments identified through PPF report 	Green	<p>SDP is up to date and is due to be replaced on time. We are pleased to see that you have built on the engagement carried out last year.</p> <p>All of the commitments for 2015 / 2016 were completed. You have set out a good range of commitments which build on your previous commitments and the evidence within your report.</p>
7	Local development plan less than 5 years since adoption	Green	SDP approved in June 2013.
8	<p>Development plan scheme - next LDP:</p> <ul style="list-style-type: none"> • on course for adoption within 5 year (s) of current plans adoption; and • project planned and expected to be delivered to planned timescale 	Green	<p>As noted the delivery of SDP2 is on course for submission to Scottish Ministers and to be adopted within the required timescales.</p> <p>You have a project plan in place and hold regular meetings to ensure the plan remains on track. You have a risk management strategy in place and have appointed project teams to take forward specific themes of the proposed plan.</p>
9	Elected members engaged early (pre MIR) in development plan preparation - <i>if plan has been at pre MIR stage during reporting year</i>	Green	You have provided good evidence regarding the early engagement of elected members for example by running shared committees with the public and workshops with key agencies.
10	Cross sector stakeholders* engaged early (pre MIR) in development plan preparation - <i>if plan has been at pre MIR stage during reporting year</i>	Green	You have demonstrated your commitment to engaging with key stakeholders. We note that your project teams engage in a variety of partnerships with key stakeholders and provided a significant number of technical notes to deliver better solutions for the SDP2.

2 Planning Performance Framework 2015 / 2016

No.	Performance Marker	RAG Rating	Comments
	*including industry, agencies and Scottish Government		
13	Sharing good practice, skills and knowledge between authorities	Green	You have provided good evidence of working with authorities, for example by hosting and attending a number of liaison meetings including the six Community Planning Partnerships. You also work with the other SDPAs on the use of SDPs in Development Management, HNDA, Housing Supply Targets and the story boarding of plans and graphics.

Defining and Measuring a High Quality Planning Service 3

Quality of Outcomes

3.1 SESplan works in partnership with a number of stakeholders and interested parties and worked on storyboarding the second SDP with Architecture and Design Scotland. The layout of the second Main Issues Report and Proposed Plan was based on creating a sense of the SESplan place - the vision, the strategy, a place to do business, a place for communities and a better connected place.

3.2 The spatial strategy in SDP1, the approved plan, sets out development principles to be met in delivering the strategy including the promotion of high quality design, energy efficiency and the use of sustainable building materials. SDP1 also recognises the importance of green infrastructure and promotes the delivery of the strategic green network.

3.3 The approved plan was based on unprecedented growth assumptions and identified thirteen Strategic Development Areas across Edinburgh and South East Scotland where further growth should be directed. The six LDPs will deliver that growth.

3.4 The Proposed Plan strategy builds on SDP1 and sets out detailed placemaking principles to be taken account of in LDPs. The strategy also requires development frameworks, masterplans and design briefs to be developed with local people and to align with relevant community plans.

3.5 Under a place to do business SESplan works in partnership with SESEC and the team developing the City Region Deal for Edinburgh and South East Scotland. This collaboration is reflected in the Proposed Plan for SDP2 and the accompanying Action Programme, which identifies infrastructure required to support sustainable economic growth. The City Region Deal Partnership proposes the development of a regional economic strategy which will influence future development plans. The approved plan, SDP1, supports of the Scottish Government's key economic sectors.

3.6 The Joint Committee agreed that the support of sustainable economic growth should be at the core of SDP2 and the Proposed Plan is focused on this. Across the SESplan area there is already sufficient employment land offering a range and choice of sites. The challenge is to ensure that the land is in a serviced state and well connected to infrastructure networks including broadband to increase its attractiveness to investors. Similarly there is also a significant supply of housing land. Because of economic conditions since 2008 and the challenges these have presented to the development industry, a number of opportunities identified through existing plans remain unrealised. Acknowledging that the SDP1 strategy extends over a 20 year period to 2032 and the commitment made by the public and private sector to the delivery of existing sites, MIR2 and the Proposed Plan indicate that SDP2 will give continued support to these. Economic research commissioned to inform both SDP2 and the City Region Deal, including work on economic scenarios underpinning estimates of housing need and demand, has been shared among the partners in both projects.

3.7 The SESplan Action Programme has informed the City Region Deal proposal and the development of that proposal is reflected in the Action Programme. The Action Programme was updated in consultation with Key Agencies and the six member authorities and republished

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in September 2013, September 2015 and alongside Proposed Plan 2 in October 2016. Regular monitoring and updating of the Action Programme in consultation with these partners will further improve the co-ordination of action and increase certainty for all stakeholders.

3.8 SESplan have worked with Scottish Enterprise and Visit Scotland to ensure that SDP2 supports key growth sectors. These and other partners have identified appropriate locations for significant business clusters and locations for tourism and recreational developments of national or regional importance identified in MIR2 and the Proposed Plan.

3.9 SESplan is also working with Transport Scotland and member authorities to improve our understanding of cross boundary transport impacts of development promoted in SDP1. The outputs of this work will inform future work on infrastructure funding and delivery including the development of a Cross Boundary Transport Contributions Framework. This is intended to be adopted as Supplementary Guidance within one year of the approval of SDP2.

3.10 SDP1 and the Proposed Plan support the development of a strategic green network across the city region and the delivery of this through the Edinburgh and Lothian's Green Network Partnership. SESplan, member authorities, SNH and others collaborated to identify priority areas for the green network in the Proposed Plan. The Proposed Plan proposes the preparation of Supplementary Guidance setting out strategic frameworks for two cross boundary green network areas and non-statutory frameworks for the other priority areas.

3.11 SESplan updates and publishes its Development Plan Scheme (DPS) annually. DPS9 was approved by the Joint Committee on 13 March 2017. The programme set out in DPS9 meets statutory requirements. Project Plans for individual projects building the evidence base and preparing the Proposed Plan have also been approved by the Project Board.

Quality of Service and Engagement

3.12 Consultation exercises throughout the preparation of SDP2 have seen an increased commitment to engaging with the wide number of stakeholders in the city region. Preparation of the Engagement Strategy for both the Main Issues Report and Proposed Plan saw SESplan identify key stakeholder groups and enabled us to tailor our consultation methods to each group. Following from the positive outcomes of the MIR2 consultation, such as increased participation from community groups and the public as a whole, an overarching SESplan Stakeholder Strategy has been prepared. This demonstrates how we will continue to work with key stakeholder groups throughout the plan making process. Key aims include increased awareness of development planning and continued growth in engagement with typically under represented groups.

3.13 SESplan uses a number of methods to ensure clear and frequent communication with our stakeholders. We regularly post updates using social media and our website and produce email updates which are sent out to our mailing list of over 1,000 stakeholders. SESplan's website saw a significant increase in visits over the MIR2 and Proposed Plan 2 period with a peak of 14,900 page views in November 2016 during the Proposed Plan period for representations. SESplan's Twitter following has seen steady growth in 2016 / 2017, with a growth to just under 650 followers.

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3.14 Demonstrated through the MIR2's Easy Read Guide and supporting consultation materials, we are committed to ensuring we use clear plain English and accompany information with engaging maps and graphics. SESplan continued this approach and used appealing graphics including infographics, diagrams and clear branding in the Proposed Plan. In early 2016, the Core Team took part in a Architecture and Design Scotland workshop to learn techniques in preparing a graphically appealing and easy to understand planning documents and worked with colleagues in TAYplan to test the layout, format and content of the Plan.

3.15 An Easy Read Guide for the SESplan Annual Housing Update is in preparation.

3.16 SESplan utilises technology to assist in the submission and management of consultations. SESplan's [Consultation Portal](#) has been in operation since 2013 and allows users to both sign up to the SESplan mailing list and respond to consultations online. The MIR2 consultation was successful in increasing the number of people who responded to the consultation using the Consultation Portal with just short of 80% of responses made using the Portal. SESplan continued to promote the use of the Portal to submit representations for the Proposed Plan in October 2016 supported by clear user guides and easy to use forms.

3.17 Technology is also used to share information across the six Member Authorities through Objective Connect. This is an online document sharing system which allows for information to be uploaded, comments to be made and automatic notifications provided to the nominated representatives. This allows data sharing among project teams members as well as the sharing of agendas and papers with the Project Board and Joint Committee. This has provided resource efficiencies to the Core Team in that a single point of information sharing is used on a consistent basis.

Governance

3.18 The Planning etc. (Scotland) Act 2006 gives Scottish Ministers the power to create SDPAs. In June 2008, four designation orders came into force, creating SDPAs in Aberdeen City and Shire, Glasgow and the Clyde Valley, TAYplan, and SESplan. The SESplan Joint Committee was formally established in November 2008, following the agreement of the SESplan Constitution, Scheme of Delegation and Financial Rules. Paragraph 1.1 of the SESplan Constitution sets out that: *'The following planning authorities comprise the Strategic Development Planning Authority ("the Authority") for the Edinburgh city region: the City of Edinburgh Council, East Lothian Council, Fife Council, Midlothian Council, Scottish Borders Council and West Lothian Council.* This group of authorities has a statutory duty under Section 4 of the Planning etc. (Scotland) Act 2006 ("the Act") to work together and prepare, and keep under review, a Strategic Development Plan (SDP) for the Edinburgh city region.

3.19 SESplan is made up of a Joint Committee comprising two Elected Members from each member authority, a Project Board (one Director / Head of Service from each member authority) and a Core Team. The Core Team is supported by an Operational Group (one Manager / Team Leader from each member authority) and a series of project teams, which include resources from each of the member authorities. Representatives of the key agencies also contribute to some project teams, for example on green networks, a place to do business and a better connected place.

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3.20 The Core Team are based in the West Lothian Civic Centre in Livingston. Fife Council provides HR, payroll and financial services support to the team whilst Scottish Borders Council provides legal support.

3.21 The membership of the SESplan Joint Committee as at 31 March 2017 is set out in Table 3.1 below.

Table 3.1 SESplan Joint Committee Membership 31 March 2017

SESplan Member Authority	SESplan Joint Committee Member
City of Edinburgh	Cllr A Lunn, Cllr I Perry
East Lothian	Cllr T Day, Cllr N Hampshire
Fife	Cllr L Laird (Vice Convener), Cllr J Wincott
Midlothian	Cllr J Bryant, Cllr K Parry
Scottish Borders	Cllr S Bell (Convener), Cllr R Smith
West Lothian	Cllr T Boyle, Cllr C Muldoon

3.22 On 14 December 2015, the Joint Committee agreed the appointment of Councillor S Bell as Convener and Councillor L Laird as Vice Convener for a two year period (1 January 2016 - 31 December 2017). The rotation of the Convener and Vice Convener of the SESplan Joint Committee is set out in Table 2.2 below.

Table 3.2 SESplan Joint Committee Convener and Vice Convener Rotation

Period	Convener	Vice Convener
1 Jan 2016 - 31 Dec 2017	Scottish Borders	Fife
1 Jan 2018 - 31 Dec 2019	Fife	Midlothian
1 Jan 2020 - 31 Dec 2021	Midlothian	East Lothian

3.23 Local government elections will be held on the 4 May 2017 across Scotland. The membership of the SESplan Joint Committee subsequent to the elections will be confirmed by the end of May, ahead of the next meeting of the Committee on the 26 June 2017.

3.24 Five meetings of the SESplan Joint Committee have been held over the period 1 April 2016 - 31 March 2017 as follows:

- 30 May 2016;
- 20 June 2016;
- 26 September 2016;
- 28 November 2016; and
- 13 March 2017.

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3.25 Agendas and minutes of all SESplan Joint Committee meetings are available [here](#).

3.26 The Joint Committee has a clear decision making structure set out in its Constitution and Scheme of Delegation. Responsibilities regarding financial matters are set out in SESplan's Financial Rules. Since the inception of SESplan these documents have been under continuous review and amendments have been made to streamline decision making where possible. A SESplan Service Plan and revised statement on Roles and Responsibilities were implemented in February 2014. The Roles and Responsibilities statement clarifies the responsibilities and expectations of each level of SESplan governance from the Joint Committee to the members of the Core Team and has allowed for resource efficiencies and reduction in resource overlap. The Joint Committee also adopted Standing Orders to assist in the management of its operation.

3.27 The SESplan Joint Committee is advisory and not a decision making body. Paragraph 2.4 onwards of the SESplan Constitution states that reports are to be submitted to individual member authorities for information only, on substantive decisions taken and action authorised under delegated authority. At the stage of submitting the Proposed Plan to Scottish Ministers the Joint Committee can decide, following consideration of representations received during the statutory period for representations, to submit the Proposed Plan without making any modifications. In addition, where, and only where, the Joint Committee decide to make no changes, then the Joint Committee is authorised under delegated authority to submit the Proposed Plan and Summary of Unresolved Issues directly to Scottish Ministers without requiring the decision to be ratified.

3.28 In 2016 / 2017, the Joint Committee approved the Proposed Plan and Action Programme for publication (20 June 2016) and the Operating Budget for 2017 / 2018 (13 March 2017). The submission of the Proposed Plan to Scottish Ministers was considered by the Joint Committee on the 13 March 2017. However, further information relating to transport was received immediately prior to the Committee and the Joint Committee agreed to defer a decision until the next meeting in June following further work and assessment in this area.

3.29 Both the decisions on publishing the Proposed Plan and Operating Budget have been ratified by the member authorities. In addition, the SESplan Joint Committee participated in two workshops which considered the planning review and progress on the Cross Boundary Transport Project led by Transport Scotland. A member briefing on SESplan and its work is planned for mid June following the appointment of members to the SESplan Joint Committee.

3.30 The annual Operating Budget for SESplan for the forthcoming year is considered and approved by the Joint Committee no later than December each year. Budgets are audited annually and reported to the SDP Joint Committee. Fife Council is Treasurer to SESplan. The Joint Committee approved SESplan's operating budget for 2016 / 2017 in December 2015.

3.31 SESplan has operated within agreed budgets since its establishment and, in 2016 / 2017 delivered Proposed Plan 2 and supporting documents and consultation on time and within budget. The Joint Committee receives detailed monitoring reports to the Joint

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Committee twice a year with one occasion being the end of each financial year. All Joint Committee reports include details of resource implications and budgets are subject to regular reporting to the Project Board.

Culture of Continuous Improvement

3.32 All members of the Core Team participate in Fife Council's contribution management and personal development planning programme. All members of the team review and update personal development plans six monthly to address professional development needs and address skills gaps within the team.

3.33 Training undertaken in 2016 / 2017 included:

- **SP=EED** Stage 1 PAS' SP=EED training was undertaken in May 2015. This has been used to inform and assess MIR consultation and the forthcoming Proposed Plan Period for Representations. This is expected to lead to second stage of the SP=EED training - gaining SP=EED Verification in 2017 / 2018.
- **PRINCE2** - PRINCE2 is a process based method for effective project management. The SESplan team are all now qualified to PRINCE2 Foundation level.

3.34 The Core Team maintains and reports against the standards and targets set out within the SESplan Service Plan. A lessons log is maintained and this has informed project planning throughout the preparation of SDP2. The log has highlighted lessons related to:

- **Representations** - Streamlining the processing of representations a key lesson from MIR1 and SDP1. The use of Objective significantly reduced timescales for processing and analysing representations received on Proposed Plan 2. The period for representations closed on the 24 November, with all representations categorised, summarised and responded to within a series of seventeen issues set out within twenty five Schedule 4s for Joint Committee approval on the 13 March 2017. Excluding the Christmas holidays, this is a timescale of 12 weeks.
- **Evidence** - Ensuring that a robust and tested evidence base is collated in support of key documents including Main Issues Reports and Proposed Plans. This influenced the project planning process for SDP2, the initiation of project teams and the involvement of other services, key agencies and other stakeholders in developing the evidence base for SDP2.

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- **Profile** - The importance of raising the SESplan profile and awareness of strategic planning across the region. This was a driver of preparing the overarching SESplan Stakeholder Strategy allowing for bespoke engagement strategies to be prepared for specific consultation exercises including the Main Issues Report and Proposed Plan. Increased online presence has continued to be a priority.
- **Governance** - The SESplan Constitution, Scheme of Delegation and Financial Rules sets out arrangements for Joint Committee including delegation to officers etc. It was identified that the original versions of these were inconsistent and clarification was required. This has led to a series of reviews to ensure decision making is streamlined where possible.

3.35 The SDPA teams held their annual liaison meeting allowing all team members to discuss SDP preparation and examples of good practice and lessons learned in August 2016 (hosted by SESplan) and March 2017 (hosted by CLYDEplan). Through ongoing liaison and discussion, officers across the SDPAs continue to share experience and learning on matters including HNDAs preparation, the setting of housing supply targets, engagement and consultation, the story boarding of plans and graphics and the recent planning review.

3.36 The SDPA Managers meet regularly to address emerging issues, for example on the independent review of the planning system. An electronic hub for sharing information among SDPA managers has been established.

4 Supporting Evidence

4.1 This report was compiled and draws on evidence from the following:

- Development Plan Scheme 9 ([DPS9](#));
- [Strategic Development Plan 1](#) and related documents including:
 - Supplementary Guidance on Housing Land;
 - Strategic Environmental Assessment;
 - Equalities and Human Rights Impact Assessment;
 - Habitats Regulations Appraisal;
 - Action Programme; and
 - Background Technical Notes relating to Spatial Strategy Assessment, Housing, Economy, Transport, Minerals, Waste, Green Belt and Green Network;
- [Main Issues Report 2](#), Easy Read Guide and supporting documents including:
 - Interim Environmental Report;
 - Monitoring Statement;
 - Equalities and Human Rights Impact Assessment; and
 - Background Technical Notes on Housing Land, Economy, Spatial Strategy, Green Networks, Waste and Minerals;
- [Proposed Plan 2](#) and supporting documents including:
 - Action Programme;
 - Environmental Report;
 - Housing Background Paper;
 - Green Network Technical Note;
 - Record of Habitats Regulation Appraisal;
 - Transport Appraisal;
 - Strategic Flood Risk Assessment; and
 - Equalities and Human Rights Impact Assessment;
- [SESplan Consultation Portal](#);
- SESplan [Governance and financial reporting](#) including the SESplan Constitution, Scheme of Delegation and Financial Rules;
- [SESplan Joint Committee Reports, Decisions and Minutes](#);
- [SESplan website](#), [Twitter \(@SESplan\)](#) and [Facebook](#); and
- [SESplan PPF Report 2015 / 2016](#).

Key Achievements 2016 / 2017 5

5.1 The key achievements in 2016 / 2017 related to the completion of key stages in the preparation of SDP2. Of particular significance was the publication of the Proposed Plan and supporting documents and the analysis of the representations received informing the preparation of the Plan for submission to Scottish Ministers.

Strategic Development Plan 1

Infrastructure - Transport

5.2 Action 112 in the SESplan Action Programme is to *'develop a project to explore cumulative and cross border impacts and mechanisms for funding infrastructure enhancements. To include an examination of the principles and potential of cross border developer funding'*.

5.3 Transport Scotland are leading a project to identify the cumulative and cross boundary impacts of SDP1 and LDP housing and employment development on the SESplan Transport Network, the 'Cross Boundary Transport Project'. The project will also identify the most effective multi modal interventions that could best mitigate these impacts. The outputs will provide evidence to allow contributions to be sought towards the interventions required consistent with regulations relating to planning obligations. Outputs will also be used to provide evidence towards prioritising transport infrastructure interventions. SESplan is a key stakeholder in this project alongside the six SESplan Member Authorities and SEStran.

5.4 In 2016 / 2017, a Base Model, Reference Case and Future Model were established and the major hot spots on the networks were identified. Options to address the hot spots have been assessed and a draft Report was circulated to the Steering Group in March 2017. A final Report is expected towards the end of April 2017. The outputs from this work will inform further work on transport appraisal and a developer contributions framework to be set out within Supplementary Guidance as signposted in the Proposed Plan. A project plan for this Guidance including timescales is being drafted.

Action Programme

5.5 The [Action Programme \(September 2015\)](#) accompanying SDP1 was updated in consultation with Scottish Government, Key Agencies, member authorities and named lead partners in 2015. An update to the [Action Programme \(October 2016\)](#) was published alongside the Proposed Plan in 2016.

Strategic Development Plan 2

Proposed Plan 2

5.6 In 2016 / 2017, SESplan focused on the publication of Proposed Plan 2, the Action Programme and Environmental Report and supporting technical papers including a Strategic Flood Risk Assessment and Equalities and Human Rights Impact Assessment, the completion of a wide ranging programme of consultation on Proposed Plan 2, the analysis of the representations received and the identification of unresolved issues and preparation of the Proposed Plan 2 package for submission to Scottish Ministers.

5 Key Achievements 2016 / 2017

5.7 The project plan for Proposed Plan 2, followed on from Main Issues Report 2 and centered on the establishment of project teams to complete specific pieces of work under the key themes of the SESplan Vision, the SESplan Strategy, a Place to do Business, a Place for Communities and a Better Connected Place.

5.8 The project teams included a range of key agencies and stakeholders including SNH, Architecture and Design Scotland, Transport Scotland and member authorities' economic development, housing and transportation services. The teams were designed to facilitate focused and timely input of advice and guidance by the Key Agencies and others. For example SEStran, SNH and SUSTRANS advised on regional walking and cycling networks, SEPA advised on the Strategic Flood Risk Assessment, and Scottish Enterprise, Visit Scotland and the South East Scotland Economic Community (SESEC) provided guidance on the identification of business clusters. SESEC, which comprises the member authorities economic development services, Scottish Enterprise and SESplan, provided advice on the economic content of the SDP including its contribution to the transition to the low carbon economy. SESEC is also engaged in delivering Scottish Cities Alliance priorities such as the City Region Deal for Edinburgh and South East Scotland.

5.9 All key agencies and interested stakeholders received regular emails and regular updates were posted on the SESplan website, Twitter and Facebook. The SESplan Core Team, supported by the project teams, produced a number of Technical Notes which provided evidence to support the Proposed Plan.

5.10 The project teams continue to be managed by the Core Team with input from the SESplan Operational Group. Issues are escalated to the SESplan Project Board when required.

5.11 Throughout 2016 / 2017, engagement with the SESplan Joint Committee has been through public meetings and workshops involving Joint Committee members, senior officers and the Core Team. The workshops are private sessions set up to facilitate greater elected member engagement in plan preparation. They provide members with an opportunity to discuss emerging issues, priorities for SDP2 and involve key agencies and other organisations including Transport Scotland when appropriate.

5.12 Two workshops were held with Joint Committee members in 2016 / 2017. The workshops increased elected member engagement in SESplan and helped build relationships among the members, key agencies, senior officers and the Core Team.

Proposed Plan 2 - Publication

5.13 Proposed Plan 2 was approved for publication by SESplan Joint Committee on the 20 June 2016 (reports available [here](#)). This decision was ratified by the member authorities, and Proposed Plan 2 together with supporting documents was published for 6 weeks on the 13 October 2016.

5.14 An Engagement Action Plan for the publication of the Proposed Plan was presented to Joint Committee in September 2016. The Proposed Plan Period for Representations is a formal process focused on the content of the plan providing an opportunity for stakeholders

Key Achievements 2016 / 2017 5

to suggest changes. This contrasts with consultation at the Main Issues Report stage of plan preparation which provides opportunities for wider debate about the issues affecting the region. SESplan’s main focus during the Period of Representations was to ensure people are informed about the purpose of the plan, its contents and its potential influence. Should people wish to make comments on the plan, they should understand the process for doing so and what will happen with the comments they make.

5.15 Again SESplan sought to exceed the minimum requirements set in legislation, engage a wider and more representative audience and increase awareness of strategic planning as a whole.

5.16 To inform the Engagement Strategy, SESplan drew on the National Standards for Community Engagement and other resources such as PAS' SP=EED guidance to explore different techniques and to test the appropriateness of the strategy.

5.17 The Engagement Strategy activities are summarised below.

<p>Promotion</p>	<ul style="list-style-type: none"> • SESplan contacted everyone on our database, by email or letter as appropriate, to tell them that the plan has been published and to explain how to make representations. Our database includes everyone who responded to the Main Issues Report and previous SESplan consultations and consists of a wide range of community groups, individuals, key agencies and representatives of the development industry who have registered with us. The six member authorities also sent emails on our behalf to everyone on their Local Development Plan contact lists, informing them that the plan has been published. • All active Community Councils in the region (approximately 236) were sent a ‘plan information pack’ including a copy of the plan along with supporting leaflets and information on how to respond. • SESplan made use of our website and social media including Twitter and Facebook to promote the plan’s publication and our member authorities used their website and social media in the same way. • Press releases were prepared at key stages to encourage coverage in the press and wider media and in councils’ own publications. • Posters advertising the plan’s publication were sent to libraries and council offices. • Copies of the plan and supporting documents were made available in libraries and the planning offices in the region. • A newspaper notice was published in a local paper and an internet notification published on the public information site www.tellmesotland.gov.uk
<p>Supporting material</p>	<ul style="list-style-type: none"> • An information leaflet was prepared highlighting the content of the Proposed Plan and the process for making representations.

5 Key Achievements 2016 / 2017

Assistance	<ul style="list-style-type: none"> • The SESplan team were available during office hours to answer email and telephone enquiries on submitting representations or any further enquiries on the plan. • Social media was used to answer questions and highlight any common enquiries made.
Public Information Events	<ul style="list-style-type: none"> • One event was held in each of the Local Authority areas in the region. These took place in locations where previous similar events have attracted good attendance. • Events were a drop-in format during the day with a presentation and Q and A towards the end of the day. • Events had the Proposed Plan and all supporting documentation available to view • Events were staffed by the SESplan team and at least one planner from the Local Authority. This enabled us to answer questions on the plan and the representation process and deal with any enquiries of a more local nature. • Each event lasted from afternoon through the early evening to allow a wide range of stakeholders an opportunity to attend

5.18 The SESplan Core Team, assisted by officers within member authorities, organised and co-ordinated events. Discussions between SESplan and key stakeholders was also central to this.

5.19 Six public events were held over the consultation period. These included a drop in session where members of the Core Team and member authorities were in attendance to answer any queries, followed by a presentation by SESplan and a further opportunity for questions. Attendance at the community events varied considerably with thirty participants at one drop-in event but with an overall average of eleven participants per event. The SESplan team also attended a number of liaison meetings and seminars including with Homes for Scotland and the RTPI.

5.20 Feedback forms were circulated at all events, inviting information as to how the participant found out about the event, whether the event was informative, if staff were helpful, if there was anything that could be improved upon for future events and if they had heard of SESplan prior to the event.

5.21 A key part of the Engagement Strategy was to ensure that Proposed Plan 2 was promoted through the use of press releases, social media and other outlets including SESplan and partners' websites, newsletters and industry magazines. Press releases were circulated across the SESplan area throughout the six week period for representations including at the approval of the Plan for publication, at the publication launch, mid period for representations and as a reminder at the end of the period. Releases circulated were informative and engaging, highlighting the big issues as well as giving details of how to get involved. SESplan also regularly posted updates on upcoming events and the progress of the consultation on Twitter (@sesplan) and Facebook and on the SESplan website (www.sesplan.gov.uk).

Key Achievements 2016 / 2017 5

Proposed Plan 2 - Submission for Examination

5.22 A total of 168 consultees responded to the Proposed Plan publication, making 802 comments. The majority of representees (40%) were developers, landowners and or property interests. This was followed by individuals (20%) and community councils (17%). 25% of representations raised comments on the Place for Communities chapter within the Proposed Plan which covers housing, town centres and green networks. Around 17% related to a Place to do Business (locations for investment, responsible resource extraction and zero waste), 15% related to a Better Connected Place (supporting non car travel, strategic transport improvements and funding transport infrastructure) and 14% related to the key areas of change in the South East, Edinburgh and West, Scottish Borders and Fife. All representations received on the Proposed Plan are available to view on the [SESplan Consultation Portal](#).

5.23 Following the close of the period for representations in November 2016, the 802 representations were analysed. Paragraph 106 of Circular 6/2013 (Development Planning) states that in preparing a Plan for Examination, the planning authority must prepare a summary of unresolved issues. This summary is to group the representations into a smaller number of issues. It is to:

- Number and list all the unresolved representations and name the people making the representations;
- Include a summary of the issues raised in the representations, in the form of a Schedule 4, with a separate Schedule 4 used for each group of unresolved issues; and
- Include the authority's reasons for not modifying the Plan.

5.24 On this basis 17 issues have been identified: The Vision, the Spatial Strategy, Green Belt and Related Designations, Brownfield Land, Prime Agricultural Land, Key Area of Change South East, Key Area of Change Edinburgh and West, Key Area of Change Fife, Key Area of Change Scottish Borders, Placemaking Principles, Investment and Employment, Rural Economy, Responsible Resource Extraction, Zero Waste, a Low Carbon Economy, Increasing Housing Delivery, 2018 – 2030 Period and Five Year Land Supply, Affordable and Specialist Housing, Thriving Town Centres, Enhanced Green Networks, Supporting Non Car Travel, Strategic Transport Improvements, Funding Transport Infrastructure, Other Infrastructure and Other Issues.

5.25 No representations were received which would require a change to the Proposed Plan's strategy and / or themes around the Vision, Spatial Strategy, a Place to do Business, a Place for Communities and a Better Connected Place. It was therefore recommended to the SESplan Joint Committee at its meeting on the 13 March 2017 that no modifications are made to the Proposed Plan. Just prior to the meeting, the draft Cross Boundary Transport Study was circulated to the Core Team and the stakeholder steering group by Transport Scotland. The Joint Committee therefore agreed at its meeting on the 13 March that it would not be appropriate to approve the Proposed Plan for submission for examination until further understanding of the Report and its implications for the Proposed Plan and its strategy were known.

5 Key Achievements 2016 / 2017

5.26 The next meeting of the SESplan Joint Committee is scheduled for the 26 June 2017 following local government elections on the 4 May. As stated above, briefings for members once they have been elected to the SESplan Joint Committee will be held in Mid June. Paragraph 17 of Circular 6/2013 (Development Planning) states that SDPAs are required to prepare and review SDPs and submit these for Scottish Ministers within four years of the approval of the existing plan. SDP1 was approved by Scottish Ministers on the 27 June 2013. Submission of Proposed Plan 2 (subject to Joint Committee approval) will therefore be made by the 27 June 2017.

Service Improvements 6

6.1 In the coming year 2017 / 2018 we will:

- **Increase engagement with member authority services, agencies and other stakeholders in the SDP** - SESplan are committed to continued engagement and will continue to prepare and keep under review the overarching SESplan Stakeholder Strategy and project related engagement strategies as required.
- **Continue SDPA liaison to share experience and resources** - The SDPA teams held their annual liaison meeting allowing all team members to discuss SDP preparation and examples of good practice and lessons learned in August 2016 (hosted by SESplan) and March 2017 (hosted by CLYDEplan). Through ongoing liaison and discussion officers across the SDPAs will continue to share experience and learning on relevant strategic matters. The SDPA Managers will continue to meet regularly to address emerging issues, for example on the independent review of the planning system.
- **Continue Elected Member Engagement** - The SESplan team have continued to brief elected members within the member authorities and have undertaken workshops with the SESplan Joint Committee on emerging issues. A briefing for new members to SESplan will be held in mid June 2017 once the membership of the Joint Committee has been confirmed following local government elections in May 2017. In accord with the overarching SESplan Stakeholder Strategy further briefings will be offered at key stages in the project programme. These will promote the work of the SDPA and provide an opportunity for further dialogue on the SDP2 and its relationship with LDPs.
- **Improve customer feedback** - In accordance with the SESplan Stakeholder Strategy, stakeholders will continue to be invited to give feedback on all aspects of SESplan engagement activities.
- **Support the delivery of Planning Review** - The recent planning review undertaken by Scottish Government has set out that SDPs will be abolished to be replaced by Regional Working Partnerships. The role and remit of these Partnerships have not yet been defined. SESplan will work with Scottish Government and other SDPAs to identify options for Regional Working Partnerships and to support their delivery.

6.2 Delivery of our service improvement actions in 2016 / 2017:

6 Service Improvements

Service Improvements 2016 / 2017	Comment	Complete (Yes / No)
1. Increase collaboration between SESplan, SEStran and City Region Deal	SESplan has worked with SEStran and City Region Deal as key stakeholders in the preparation of the Proposed Plan. The recent planning review undertaken by Scottish Government has set out that SDPs will be abolished to be replaced by Regional Working Partnerships. The role and remit of these Partnerships have not yet been defined, with a draft Bill anticipated to be published by Scottish Government towards the end of 2017. Discussions are ongoing as to how a Regional Working Partnership within South East Scotland may be established and taken forward.	Ongoing - To be taken forward under supporting the delivery of the planning review in 2017 / 2018
2. Increase efficiency in the processing of consultation responses	The use of Objective significantly reduced timescales for processing and analysing representations received on Proposed Plan 2. The period for representations closed on the 24 November, with all representations categorised, summarised and responded to within a series of seventeen issues set out within twenty five Schedule 4s for Joint Committee approval on the 13 March 2017. Excluding the Christmas holidays, this is a timescale of 12 weeks.	Yes
3. Improve efficiency of performance reporting	SESplan is required to prepare an Annual Report covering the same period as the annual PPF Report and containing a review of SESplan's governance arrangements, membership and operation of the SESplan Joint Committee, a review of the key milestones achieved and the year ahead. As there are many cross overs and linkages between the PPF and Annual Report, SESplan have incorporated the Annual Report into this PPF Report and will report the PPF Report only from now onwards.	Yes
4. Increase SESplan's involvement in facilitating the delivery of development in accord with the SDP	The SESplan Joint Committee at its meeting in May 2015, approved non-statutory guidance on maintaining a five year effective supply of housing land. The guidance indicates that an Annual Housing Update will be prepared to consider the effective land supply and performance against the approved	Yes

Service Improvements 6

Service Improvements 2016 / 2017	Comment	Complete (Yes / No)
	<p>SDP and comment on other factors such as completions and significant appeal decisions. Annual updates have been reported to the May 2016 and March 2017 Joint Committee meetings.</p> <p>The Proposed Plan also sets out the commitment to preparing Supplementary Guidance on a Cross Boundary Transport Contributions Framework within one year of the approval of the Plan. A project manager has been appointed, a project plan is being drafted and a working group established. An updated Action Programme was also published alongside the Plan in October 2016 and will be further updated within three months of the approval of the Plan (estimated Plan approval May 2018).</p>	
5. Increased engagement with member authority services, agencies and other stakeholders in the SDP	<p>SESplan are committed to continued engagement as set out within the overarching SESplan Stakeholder Strategy. Throughout 2016 / 2017 SESplan undertook engagement in accordance with the Proposed Plan Engagement Strategy and held liaison and discussion with key agencies and other stakeholders including Homes for Scotland, Transport Scotland, SNH, SEStran, SUSTRAN, RTPI and SEPA amongst others.</p>	Yes

7 National Headline Indicators

Key Outcomes	2016 / 2017	2015 / 2016
Development Planning		
Age of Local / Strategic Development(s) (years and months) at end of reporting period <i>Requirement: less than 5 years</i>	SDP1 approved June 2013. Supplementary Guidance on Housing Land adopted by all SESplan Member Authorities October 2014. DPS9 approved 13 March 2017	SDP1 approved June 2013. Supplementary Guidance on Housing Land adopted by all SESplan Member Authorities October 2014. DPS8 approved 21 March 2016.
Will the Local / Strategic Development Plan(s) be replaced by their 5th anniversary according to the current development plan scheme? (Y / N)	Y	Y
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)	Y - Anticipated to be submitted for examination in Spring 2017, however further information relating to transport was received immediately prior to the Joint Committee meeting in March 2017 to meet this timescale. The Proposed Plan will be considered at the next meeting of the Joint Committee on the 26 June 2017.	N
Were development plan scheme engagement / consultation commitments met during the year? (Y / N)	Y	Y

Workforce Information 8

8.1 At the 31 March 2017, the SESplan Core Team consists of one permanent and three temporary members of staff - Acting SDP Manager / Lead Officer, Planners (two posts, both temporary), and a Student Planner (three month contract).

8.2 The Core Team is supported by a series of project teams, which includes resources from each of the member authorities. The Core Team has been based in the West Lothian Civic Centre in Livingston since December 2014. Fife Council provides HR, payroll and financial support to the SESplan Core Team.

8.3 The Project Board appointed the Lead Officer as part time Acting SDP Manager from January 2017. Decisions regarding staffing and the long term operating budget of SESplan are now under continuous review following the recommendation of the Planning Review that SDPs are no longer prepared and that SDPAs should be repurposed. In the short term it is sensible to plan the 2017 / 2018 Operating Budget and 3 Year Budget on the basis of a continuation of SESplan in its current form. The 2018 / 2019 Operating Budget will be drafted to take account of any changes to the purpose of the SDPA and alignment with strategic transport functions.

	Tier 1 - Chief Executive	Tier 2 - Director	Tier 3 - Head of Service	Tier 4 - Managers
Head of Planning Service				1

		DM	DP	Enforcement	Other
Managers ⁽¹⁾	No. Posts		1		
	Vacant				
Main Grade Posts	No. Posts		3		
	Vacant				
Technician	No. Posts				
	Vacant				
Office Support / Clerical	No. Posts				
	Vacant				
Total			4		

1 Managers are those staff responsible for the operational management of a team / division. They are not necessarily line managers.

8 Workforce Information

Staff Age Profile	Number
Under 30	1
30 - 39	3
40 - 49	
50 and Over	