SESplan

**The Strategic Development Planning Authority
for Edinburgh and South East Scotland**

PLANNING PERFORMANCE FRAMEWORK 2013 - 2014

September 2014

Introduction

1. This is the third '*Planning Performance Framework'* (PPF) report submitted by the SESplan, the Strategic Development Plan Authority for Edinburgh and South east Scotland. The report covers the period 1st April 2013 to 31st March 2014.

2. SESplan, which is a partnership of City of Edinburgh, East Lothian, Fife, Midlothian, Scottish Borders and West Lothian Councils, aims to support the Scottish Government's central purpose of delivering sustainable economic growth and contribute to the National outcomes. The authority also supports the Scottish Government's promotion of a plan led system, the development a culture of improving performance and delivery of high quality sustainable economic development on the ground.

3. Through the Strategic Development Plan (SDP), SESplan sets a framework for the future development and growth across the city region to 2032 which addresses forecast population and household growth and drivers including the economy, sustainability, climate change and the improved integration of land-use and transportation.

SESplan's Purpose and alignment with the Scottish Government's National Outcomes

4. The aim of the SDP is to be *'concise and visionary'* and to set out a long-term spatial vision and related spatial development strategy i.e. the future geography of development in the city-region to 2032 in order to support economic competitiveness and social cohesion within a sustainable environmental approach.

5. In doing this the SDP takes account of a refreshed policy context including the Government's central purpose of sustainable economic growth and its aim to address climate change.

6. The SDP provides the framework for development within which the six member local authorities are preparing their LDP's and will assess planning applications and proposals. It is also intended to provide the public and other stakeholders in all sectors including the development and investment industries with confidence that a consistent strategic planning approach to creating a long-term sustainable future for the city region is in place.

7. The key aims and purpose of the SDP align closely with the Scottish Government's central purpose of the promotion of sustainable economic growth. The Supplementary Guidance on Housing Land prepared to support SDP1 requires the Local Development Plans to make allowances to meet in full the need and demand identified in the Housing Need and Demand Assessment for SDP1, which reflects the experience of a period when the housing market was at its most buoyant.

8. SDP2, due for submission to Scottish Ministers by no later than June 2017, will seek to align closely to the themes of the National Planning Framework 3 and the four 'Planning Outcomes' set in Scottish Planning Policy.

Overview of Performance Report

9. Attached is the Authority's third Planning Performance Framework Report for the period 1st April 2013 to 31st March 2014. The Scottish Government commissioned a review of the SDPs in late 2013 *"to ensure that the current procedural arrangements and approaches to the preparation of SDPs are fit for purpose and we will therefore review the experience with the first generation of these plans in 2013."* SESplan is working with the Scottish Government, the other SDPA's and other relevant bodies in taking forward the actions identified by the Scottish Government informed by the review.

10. In this context, this Planning Performance Framework Report focuses on Plan Preparation, Plan Implementation and some identified Delivery Risks.

(i) Plan Preparation

11. The first SDP (SDP1) was approved by Scottish Ministers on 27 June 2013. In approving the plan, Ministers included a modification to the plan which required SESplan to prepare Supplementary Guidance setting out Housing Land Requirements for the periods 2009-19 and 2019-24 for each of the six local authority areas. The Ministers specified that the Supplementary Guidance should set requirements which would meet in full the need and demand estimates from the Housing Need and Demand Assessment for SDP1. The preparation of the guidance was the first priority of the authority in 2013-14 and significant resources within the Core Team and member authorities were committed to this process.

12. The draft Supplementary Guidance was approved by the SESplan Joint Committee on 10 March 2014 and, following ratification by member authorities was submitted to Scottish Ministers on 21 May 2014. The Supplementary Guidance, including a modification required by Scottish Ministers, was approved by the Joint Committee on 30 June 2014 for ratification by member authorities. The six constituent Local Authorities are currently proceeding with the development of their Local Development Plans in accord with the SDP and the Supplementary Guidance.

(ii) Plan Implementation

13. Achieving SDP plan implementation and outcomes is challenging as the Authority does not directly implement the plan's strategy and has no budgetary provisions to support implementation. Implementation of the SDP and the constituent LDPs, is through the following types of activity:

- provision of an appropriate policy framework that aligns with Scottish Planning Policy, the NPF and the Planning Outcomes;
- determination of Development Management decisions by member authorities in accordance with the SDP;
- provision of an adequate supply of land in the right locations in order to facilitate the future development of the area and support sustainable economic growth;
- identification of key infrastructure requirements to support development and the removal of impediments to the delivery of development;
- facilitation of private sector investment in the identified locations for development;

- prioritisation of public sector activity around the spatial priorities identified in the Development Plan and its Action Programmes accompanying the SDP and LDPs in constituent authorities;
- partnership working to achieve shared priorities including on cross boundary issues, for example work with Transport Scotland and member authorities on cross boundary transport impacts and potential interventions.

(iii) Delivery Risks

14. The SDP has a limited role in direct delivery but SESplan can facilitate action by others or contribute to partnerships engaged in delivery. Examples of these are: SESplan's facilitation of partnership working among the member authorities and Transport Scotland on cross boundary impacts on transport networks; and the Edinburgh, Lothian and Fife Green Network Partnership.

15. The recession has significantly impacted on the ability to deliver effectively a number of key policy priorities of the SDP e.g. annual private sector housing completions in 2008-14 down 30% against the average in 2004-08. The Authority nevertheless considers that, in the context of a 20+ year development strategy, the direction set in the current SDP remain appropriate to deliver the outcomes which Scottish Government and the member authorities seek to achieve.

16. LDPs are the main mechanism through which the Spatial Strategy of the SDP will be delivered. The delivery of SESplan's Spatial Strategy was subject to uncertainty pending the development and adoption of the Supplementary Guidance. The need to prepare the Supplementary Guidance also had some impact on the associated LDP programmes and this has highlighted further the interdependence of SDP and LDP programmes and the need to co-ordinate these.

Observations

17. The Planning Performance Frameworks and the Scottish Government's review of SDPs provide an opportunity to emphasise that the role SDP's can play in adopting an outcome focused approach to all of its activities and to pursue and implement continuing service improvements.

18. The current SDP has been produced on time and within budget and in the spirit of the planning reform agenda. The policy context adopted reflects the Scottish Governments' National Performance Framework, Scottish Planning Policy and the NPF. The Authority seeks to ensure that the correct outcomes are being achieved on the ground and some potential concerns and risks in terms of delivery are highlighted in the foregoing.

19. The SDPA would wish to reiterate its commitment to working with the Scottish Government towards desired outcomes, and would wish to offer its continuing support and assistance, in considering the outputs from this planning performance review and the required response as we move forward.

**PLANNING PERFORMANCE FRAMEWORK
ANNUAL REPORT 2013-2014**

SESplan

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Part 1: National Headline Indicators (NHIs)

Key outcomes	2013-2014	2012-2013
Development Planning: • age of local/strategic development plan(s) (full years) *Requirement: less than 5 years* • Development plan scheme: on track? (Y/N)	Supplementary Guidance on Housing Land, as modified by Scottish Ministers, was approved by SESplan Joint Committee on 30 June 2014. Development Plan Scheme 6 approved 4 March 2014. The SDP has been prepared in accord with the DPS.	SESplan Proposed Plan submitted to Scottish Ministers in 12 August 2012 in accord with Development Plan Scheme. The first SDP was approved by Scottish Ministers on 27 June 2013. Development Plan Scheme. Development Plan Scheme 4 in place until March 2013. Development Plan Scheme 5 approved 11 March 2013.
Effective Land Supply and Delivery of Outputs • effective housing land: years supply • effective housing land supply • housing approvals • effective employment land supply • employment land take-up	Local authorities hold this information. The SDP provides the strategic context for housing and employment land supplies.	N/A
Development Management **Project Planning**	The SDPA makes no formal decisions in respect of	N/A

• percentage of applications subject to pre-application advice • number of major applications subject to processing agreement or other project plan • percentage planned timescales met **Decision-making** • application approval rate • delegation rate	Development Management.	
Decision-making timescales Average number of weeks to decision: • major developments • local developments (non-householder) • householder developments	The SDPA makes no formal decisions in respect of Development Management.	N/A
Enforcement • time since enforcement charter published / reviewed (months) *Requirement: review every 2 years* • number of breaches identified / resolved	The SDPA has no role in respect of Enforcement matters.	N/A

The acquisition and application of software for the preparation, publication and consultation (Objective) has increased the capacity of SESplan in these areas and facilitated the delivery of the Supplementary Guidance on Housing Land and supporting papers.

PLANNING PERFORMANCE FRAMEWORK

Part 2: Defining and measuring a high-quality planning service

Open for business	SESplan works in partnership with its six partner authorities and Scottish Enterprise in the development of the economic context for South East Scotland through the South East Scotland Economic Community (SESEC). This is reflected in its Action Programme, which identifies infrastructure required to support economic development, and the approved plan's support of the Scottish Government's key economic sectors. The SDP1 Action Programme was used to inform Scottish Cities Alliance Strategic Infrastructure Funding (City Deal) research. The Joint Committee have endorsed the proposition for SDP2 which places the support of sustainable economic growth at the core of the plan. An economic framework for the city region which will shape the Main Issues Report for SDP2 is being developed in consultation with member authorities and Scottish Enterprise. SESplan is working with Scottish Enterprise and Visit Scotland to ensure that SDP2 supports the growth sectors. SESplan and member authorities are also working with Scottish Enterprise and other partners to identify appropriate locations for significant business clusters and locations for tourism and recreational developments of national or regional importance. In 2013-14, to improve SESplan's understanding of the economy of the city region and inform the preparation of the MIR for SDP2, Oxford Economics were commissioned to identify economic scenarios for the city region. The work on economic scenarios was used also to influence the HNDA for SDP2. In addition, research completed on behalf of the Scottish Cities Alliance increased SESplan's understanding of the key sectors within the city region. To support the engagement of business interests in the SDP, presentations have been made to the Scottish Property Federation and Edinburgh Property Forum and Quarry Products Association and British Aggregates Association have contributed to the development of the SDP's minerals policies. Homes for Scotland were consulted in the preparation of the Supplementary Guidance on Housing Land and the Housing Market Partnership has informed the preparation of the HNDA for SDP2. The approved plan supports the development of a strategic green network across the city region and to supports the delivery of this through Edinburgh Lothian's and Fife Green Network Partnership.
High quality development on the ground	The Spatial Strategy in 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. The approved plan also recognises of the importance of green infrastructure through the promotion and delivery of the strategic green network.
Certainty	The SDP and its Action Programme provide the strategic context for the forthcoming Local Development Plans and their Action Programmes.

	SESplan updates and publishes its Development Plan Scheme annually. The programme set out in the Scheme meets statutory requirements for SDP preparation and review. DPS 6 was approved by the Joint Committee on 10 March 2014.
	SDP1 and the Supplementary Guidance on Housing Land were prepared in accord with programmes agreed by the Joint Committee and the Prince 2 Project Plans for these approved by the Project Board. The Programme Plan for SDP2 was approved by the Project Board on 2 November 2012 and is reflected in DPS 6. Project Plans for the individual projects building the evidence base have been have also been approved by the Project Board.
	SESplan worked with the Key Agencies and Lead Persons to develop the Action Programme in support of the SDP. In 2013-14, the Action Programme was updated in consultation with the Key Agencies and Lead Persons and the updated programme was adopted in September 2013. 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.
	In addition, SESplan is working with Transport Scotland and member authorities to improve our understanding of cross boundary transport impacts of development promoted in the approved plan. The outputs of this work will inform future work on infrastructure funding.
Communications, engagement and customer service	In 2013-14 SESplan introduced the use of Objective software to facilitate the drafting of key documents and the management of consultation with stakeholders. Consultations on the draft Supplementary Guidance, a pre MIR consultation to influence SDP2 and elements of the HNDA for SDP2 were managed through the portal http://sesplan-consult.objective.co.uk/common/register.jsp . This portal will be used for all consultations related to the development of SDP2 and supporting documents.
	SESplan launched a new website with improved functionality in 2013-14. In 2013-14, SESplan also increased its use of social media (Twitter) to publicise its work and invite engagement with the SDP.
	The Key Agencies and other stakeholders have been engaged through involvement in Project Teams developing inputs to the MIR for SDP2 and in the updating of the Action Programme in 2013-14.
	Through the website and at all events, all those with an interest in SESplan are invited to follow @SESplan and to register to receive email updates on the progress of the SDP.
	All principle documents are made available in braille or minority languages on request.
Efficient and effective decision-making	The SESplan Joint Committee comprises 12 elected Councillors, two from each member local authority. The Convenership has rotated annually among the member authorities but in 2013, it was agreed that this should be amended to align with key stages of the plan. This will increase the continuity of leadership at a political level. 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 Regulations. A review of the Constitution, Scheme of Delegation and Financial Regulations was completed in 2011 – 2012 and amendments made to streamline decision making. A further review of governance is planned in 2014-15.
	The Authority is supported by a Project Board made up of senior officers from each of the member authorities who oversee the preparation and delivery of the Project Plan, the budget and work programmes for the SDP and the Core Team.

Effective management structures	SESplan has effective management structures in the Project Board which has overseen the delivery of the first SDP for SESplan in accordance with timescales agreed by the SESplan Joint Committee and within budget. The Project Board is supported by the Operational Group made up of development plan manager of each authority and by the SDP Manager and Core Team. In 2013-14, SESplan implemented the recommendations of an Operational Review completed in 2012-13. These included changes following a review of roles and responsibilities the Project Board, Operational (formerly Steering) Group and Core Team. A Scheme of Delegation and Operational Standards for the Core Team were agreed by Project Board.
Financial management and local governance	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 2014-15 on 11 November 2013. The Joint Committee requested that the Project Board complete a further review of the SESplan's operations in 2013-14. The review focused on cost reduction and process improvement. Following a recommendation of the review, the Joint Committee set a target for 5% saving in SESplan's operating costs in 2014-15, subject to the relocation of the Core Team to accommodation shared with the Planning Service of a member authority. The Joint Committee also agreed to undertake such a review annually. Budgets are subject to quarterly reporting to the Project Board. Over 2010-11 and 2011-12, savings made have included those on SESplan's accommodation and printing and publication costs.
Culture of continuous improvement	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, for example in relation to Strategic Flood Risk Appraisal, SEA and Performance Management.. The Core Team maintains and reports to the Project Board against a Service Plan setting standards and targets for the Core Team. In 2013-14, SESplan implemented the reviewed and updated SESplan Roles and Responsibilities and Scheme of Delegation agreed by the Project Board and Operational Standards for the Core Team. These have clarified the roles of the Board, Board Chair and all members of the Core Team and standards expected. A four weekly work programme setting out priorities and targets for all members of the Core Team is maintained and updated four weekly. A lessons log is maintained was used to inform the Operational Review in 2013-14 and Project Planning for MIR2.

Part 3: Supporting evidence

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

- Strategic Development Plan and related documents;
- SESplan Joint Committee reports and decisions;
- SESplan Annual Reports;
- SESplan Annual Audit;
- SESplan Operational Review 2013-14; and
- Meetings with key stakeholders to review the experience of preparing the Proposed Plan and consider the way forward including how arrangements could be improved where that would be appropriate.

Part 4: Service Improvements in 2014-15

In the coming year we will:

- Relocate the Core Team to co-locate with West Lothian Council Planning Service, which will improve SESplan's access to support services;

- Establish support for GIS by Scottish Borders Council;

- Introduce improved software to facilitate the sharing of information with member authorities and other authorities;

- Review the programme of Joint Committee Workshops, Committees and Boards and arrangements for these to improve efficiency and effectiveness;

- Increase engagement with other member authority services, agencies and other stakeholders through Joint Committee workshops;

- Review the SESplan Scheme of Delegation, Constitution and Financial Regulations;

- Increased reporting to Project Board and Joint Committee through monthly e-newsletters;

- Improved engagement of Economic Development services in member authorities and Scottish Enterprise in the SDP through the South East Scotland Economic Community and the SESplan Board; and

- Take forward actions as identified in the Scottish Government's response to the review of SDPAs completed in 2013-14, working in consultation with the Scottish Government, the other SDPA's and other bodies as appropriate.

Delivery of our service improvement actions in 2013-14:

Committed improvements and actions	Complete?
Republish our Development Plan Scheme and Participation Statement: **Actions carried out/evidence** • *Development Plan Scheme 6 and Participation Statement published in March 2014.*	*Yes*
Work with our constituent local authorities and key stakeholders to develop a work programme to support SDP2 (it is anticipated SDP2 will be submitted to the Scottish Ministers in 2017)**.** **Actions carried out/evidence** • *Programme for SDP2 approved by Joint Committee on 4 March 2013.* • *Member authorities' Planning Economic Development and Transport services engaged in Project Teams preparing evidence base for MIR2.* • *South East Scotland Economic Community reactivated, contributing to economic development aspects of the SDP and (from August 2014) represented on SESplan Project Board.* • *Key Agencies engaged in Place to do Business, Better Connected Place and Green Network Project Teams developing evidence base for MIR2 and advising on preparation of Strategic Flood Risk Appraisal.*	*Yes*
Embed an outcome focussed approach; **Actions carried out/evidence** • Vision to demonstrate how the SDP is contributing to National Outcomes developed. • Analysis of Single Outcome Agreements for member authority areas completed to inform MIR.	*Yes*
Reconfigure SESplan 'Topic Group' activities to be more outcome focused, to operate as Project Teams and deliver specific outputs to inform MIR2. **Actions carried out/evidence** • Project Teams established for: Spatial Strategy; a Place to do Business, a Better Connected Place; SESplan Housing Needs and Demand Assessment and Green Network. • Project Board and Operational Group 'Leads' for each Theme/Project Team identified with remits to advice Project Teams • Key Agencies engaged in Project Teams for Place to do Business, Better Connected Place and work on Green Network.	*Yes*

Agree a Project Plan for SDP2: . **Actions carried out/evidence** • Project Plan for SDP2 approved by Project Board xxx • Project Plans for each project developing evidence base to inform MIR2 approved by Project Board.	*Yes*

Part 5: Official Statistics

A: Decision-making timescales

This section does not relate to the activities of SDPAs.

B: Decision-making: local reviews and appeals

This section does not relate to the activities of SDPAs.

C: Enforcement activity

This section does not relate to the activities of SDPAs.

D: Context

This section does not relate to the activities of SDPAs.

Part 6: Workforce and Financial Information

The information requested in this section is an integral part of providing the context for the information in parts 1-5. Staffing information should be a snapshot of the position on 31 March. Financial information should relate to the full financial year.

	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

		DM	DP	Enforce-ment	Other
Managers	No. Posts		**2**		
	Vacant				
Main grade posts	No. Posts		**1 permanent** **1 temporary (from June 2013)**		
	Vacant				
Technician	No. Posts		**0**		
	Vacant				
Office Support/Clerical	No. Posts		**0**		
	Vacant				
TOTAL			**4**		

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

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

Committee & Site Visits*	Number per year
Joint Committees 17 June 2013 30 September 2013 18 November 2013 10 March 2014	Under SESplan constitution the Joint Committee must meet on not less than two occasions each year. 4 meetings in 2013-14.
Joint Committee Workshops 27 January 2014 24 February 2014	As agreed by Joint Committee. 2 workshops in 2013-4.
Project Boards 26 April 2013 10 May 2013 17 June 2013 19 July 2013 30 August 3013 4 October 2013 6 December 2013 7 February 2014	As agreed by Project Board 8 meetings in 2013-14.

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.

	Total Budget	Costs		Income***
		Direct*	Indirect**	
Development management				
Development planning	**300,000**	195,000	105,000	
Enforcement				
Other				
TOTAL				

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% of 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 that 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.

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