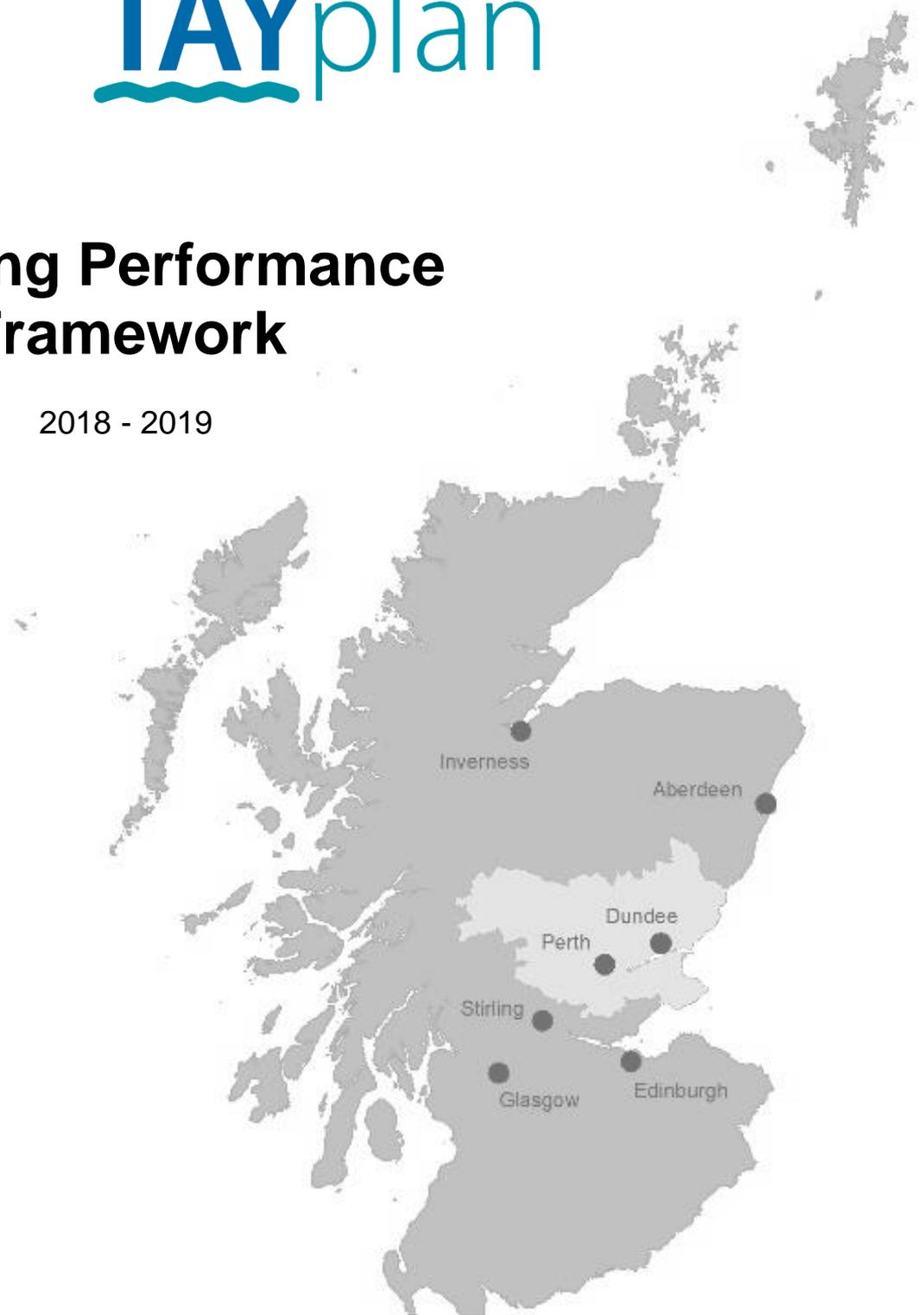




# Planning Performance Framework

2018 - 2019



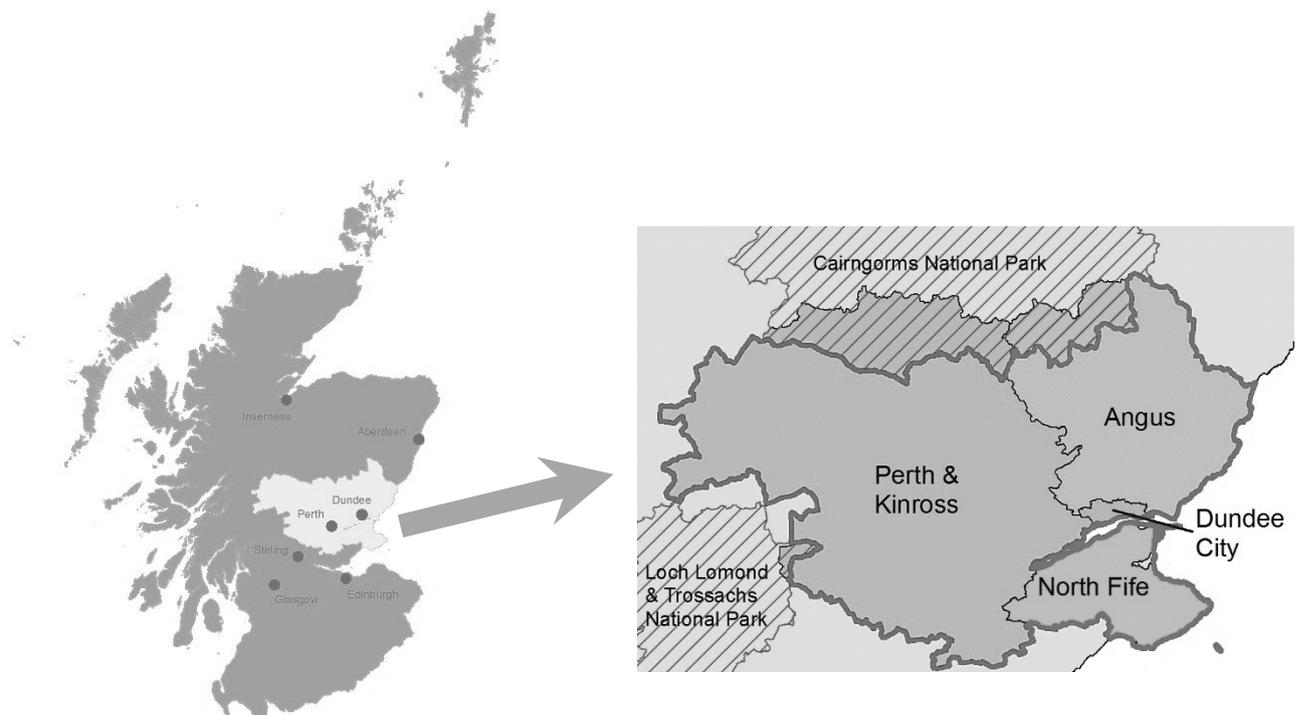
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July 2019



# 1. About TAYplan

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



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Figure 1: TAYplan area

## 2. 2018/19 Reporting Year

2.1 During 2018/19 TAYplan's focus has been on assembling various material to commence the preparation of the third Strategic Development Plan (or any successor dependent on the planning review).

### *National Indicators: Development Planning*

2.2 The Scottish Government introduced the Planning (Scotland) Bill into the Scottish Parliament on the 4 December 2017. The Bill set out the proposed reforms to the planning system as a whole including those to the system of development planning. The Stage 1 report on the Planning (Scotland) Bill was published in May 2018 and Stage 2 was completed in November 2018. Stage 3 of the Parliamentary process was completed in June 2019.

2.3 Stage 3 of the planning review confirmed that there is no longer a requirement for Strategic Development Planning Authorities (SDPAs) to produce Strategic Development Plans, nor is there a requirement for SDPAs. Instead, two or more local authorities should produce Regional Spatial Strategies. These documents would set out the long term strategy in respect of strategic development of an area, considering the strategic need for development, the outcomes that strategic development will contribute to, priorities for delivery of strategic development and proposed locations. Strategic development is defined as development that is likely to have a significant impact on future development within the area of more than one planning authority.

2.4 Such strategies should be produced as soon as possible after the Act comes into force and should be kept under review at least once every 10 years from adoption. It is anticipated that Scottish Ministers will produce guidance (after consulting with local planning authorities) that must be taken into account by authorities working together to produce a Regional Spatial Strategy.

2.5 This reporting year has therefore seen the completion of work necessary to achieve the below outcomes.

<b>Key Outcomes</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2016-17</b>	<b>2015-16</b>
<i>Development Planning:</i> • age of local/strategic development plan(s) (years and months) at end of reporting period Requirement: less than 5 years	Yes	Yes	Yes	Yes
• Will the local/strategic development plan(s) be replaced by their 5th anniversary according to the current development plan scheme? (Y/N)	Yes	Yes	Yes	Yes
• Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year? (Y-earlier/Y-later/N)	No*	No*	No*	No*
• Were development plan scheme engagement/consultation commitments met during the year? (Y/N)	Yes	Yes	Yes	Yes

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

2.6 No further work has begun on preparing the next Strategic Development Plan (TAYplan 3) until the further guidance on the requirement for Regional Spatial Strategies is provided as part of the Planning (Scotland) Bill. In practical terms this means there will not be a TAYplan 3, although there may be a replacement Regional Spatial Strategy.

Figure 2: Performance Indicators as at 31 March 2017

<b>2011/12</b>	Age of Strategic Development Plan	<input type="text"/>
	Development Plan Scheme: on track	<b>Yes</b>
<b>2012/13</b>	Age of Strategic Development Plan	<input type="text" value="1 year"/>
	Development Plan Scheme: on track	<b>Yes</b>
<b>2013/14</b>	Age of Strategic Development Plan	<input type="text" value="2 years"/>
	Development Plan Scheme: on track	<b>Yes</b>
<b>2014/15</b>	Age of Strategic Development Plan	<input type="text" value="3 years"/>
	Development Plan Scheme: on track	<b>Yes</b>
<b>2015/16</b>	Age of Strategic Development Plan	<input type="text" value="4 years"/>
	Development Plan Scheme: on track	<b>Yes</b>
<b>2016/17</b>	Age of Strategic Development Plan	<input type="text" value="5 years"/>
	Development Plan Scheme: on track	<b>Yes</b>
<b>2017/18</b>	Age of Strategic Development Plan	<input type="text" value="1 year"/>
	Development Plan Scheme: on track	<b>Yes</b>
<b>2018/19</b>	Age of Strategic Development Plan	<input type="text" value="2 years"/>
	Development Plan Scheme: on track	<b>Yes</b>

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

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

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

#### *Quality of Outcomes*

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

## 4. Quality of Service and Engagement

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

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

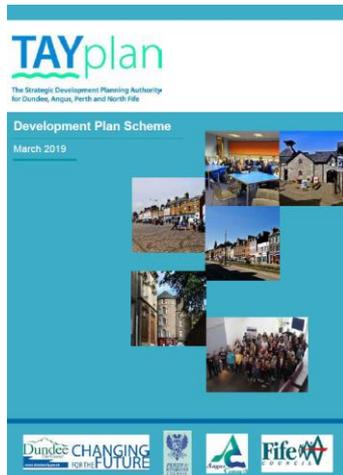


Figure 4: Development Plan Scheme, March 2019

## 5. Governance

### *TAYplan Team*

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

### *TAYplan Joint Committee and Governance Arrangements*

3.9 TAYplan is structured to support effective and efficient decision making. TAYplan's Joint Committee is made up of three elected councillors from each of the four councils. Councillors serving on the Joint Committee and the convenorship arrangements can be seen at Appendix 3. The Joint Committee meets a minimum of twice per year, the timing of which is determined by the project plan. In the 2018/19 period meetings were held in October 2018, March 2019 and June 2019 (<http://www.tayplan-sdpa.gov.uk/jointcommittee>).

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

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

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

- 3.13 Effective management structures are in place to ensure that the four councils have a joint say in how the area develops and also in a way which supports the delivery of PRINCE2 project planning.
- 3.14 As part of the move towards deeper collaboration and joined up policy making, a new regional joint committee has been established with responsibility for economic development, transport planning and strategic planning, as well as the Tay Cities Deal. It is intended that the statutory duty of the TAYplan SDPA will be transferred to the Tay Cities Region Joint Committee during 2020. (Performance Markers 6, 12 and 13)
- 3.15 TAYplan is currently led by an interim manager who reports to a Project Board (TAYplan Board) comprising the 4 Heads of Service within the constituent Councils. A resource plan is prepared aligned with the project plan to ensure delivery of the Strategic Development Plan. The TAYplan Manager reports to the Board where required. The TAYplan Board structure can be seen at Appendix 1.

<b>Committee &amp; Site Visits *</b>	<b>Number per year</b>
Full council meetings	0
Planning committees	3
Area committees (where relevant)	0
Committee site visits	0
LRB**	0
LRB site visits	0

*Notes: \*References to committees also include National Park Authority Boards. Number of site visits is those cases where visits were carried out by committees/boards. \*\*this relates to the number of meetings of the LRB. The number of applications going to LRB are reported elsewhere.*

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

## 6. Culture of continuous improvement

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

### Evidence

6.2 Much of the evidence to support TAYplan's performance during 2018/19 is documented in the preceding sections, in addition to the below:

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

### Service Improvements

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

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

Performance Markers		2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
6	Continuous improvement	Amber	Green	Green	Green	Green	Green
7	Local development plan	Green	Green	Green	Green	Green	Green
8	Development Plan Scheme	Green	Green	Green	Green	Green	Green
9	Elected members engaged early (Pre-MIR)	N/A	Amber	Green	N/A	Green	Green
10	Stakeholders engaged early (Pre-MIR)	N/A	Amber	Green	N/A	Green	Green
13	Sharing good practice, skills and knowledge	Amber	Amber	Green	Green	Green	Green

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

## **7. Service improvements for the next reporting year (2019/20)**

7.1 In the coming year (2019/20) TAYplan will face major staffing challenges. Staff turnover means there will be one part-time TAYplan team staff (on maternity leave from September 2019) in place to deliver SDPA functions during much of the 2019/20 reporting year.

7.2 It is also unclear, given the ongoing review of the Scottish Planning system, what structures and operational practices will emerge for strategic planning, going forward.

7.3 Therefore the key service improvements for 2018/19 are dictated by the need to adapt to circumstantial changes. These improvements will be implemented through project planning for and subsequent review to prepare Regional Spatial Strategies. They will also be implemented by broader budget and staffing considerations. The progress of these improvements may be dictated by the timing and direction of the planning review, which TAYplan does not control.

7.4 During 2019/20 TAYplan will seek to:

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

## 8. Actions to deliver Service Improvements during this reporting year (2018/19)

Committed improvements and actions	Complete
<p>Continue SDPA liaison to share experience and resources.</p> <p>The SDPA managers will continue to meet regularly to address emerging issues including the independent review of the planning system.</p>	YES and ONGOING
<p>Continue to consider the outcomes of the planning review and implement the appropriate structures and arrangements to support its delivery once finalised by Scottish Ministers</p>	YES and ONGOING

## 9. Statistics

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

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

### *Our workforce*

9.3 Following on from decisions in the last reporting year (2018/19) we have moved to a more financially sustainable model for running TAYplan.

9.4 During this reporting year the TAYplan core team no longer have a separate office space. The Acting TAYplan Manager is currently the Service Lead for Planning and Communities at Angus Council.

9.5 For this reporting year the TAYplan team has run with 1 core member of staff (part-time).

### WORKFORCE AND FINANCIAL INFORMATION

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

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

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

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

### *Our budget*

9.6 TAYplan is funded equally by the four constituent councils. The Contribution for 2018/19 has been agreed as £5,000 per council, which will be rebated. This means that TAYplan will be funded through its reserves for the foreseeable future.

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

### *TAYplan Financial management*

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

## Appendix 1: Partnership Working

### Key Stakeholders 2018-19

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

### Steering Group and TAYplan Board



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

Elected Councillors serving on TAYplan Joint Committee 2018-19

### **Angus Council:**

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

### **Dundee City Council:**

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

### **Fife Council:**

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

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

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