Planning Performance Framework 9 2019-20

Part 1: Introduction

This is South Ayrshire's ninth Planning Performance Framework.
The Council Plan 2018-22 sets out the Council's vision with a focus on "Our People, Our Place". It details high level objectives and outcomes we want to achieve for our people and places by 2022.

The content of this year's Planning Performance Framework has been impacted upon by the COVID-19 pandemic and its simplified nature aims to convey key performance information and areas of improvement and outcomes for the coming year.

The work of the Planning Service is a key stakeholder in the delivery of the Council's vision and the ongoing recovery process. As we move forward we will continue to embrace new ways of working, learn from good practice, work strategically and collaboratively and create opportunities to influence, grow and make a difference.

Development Planning

The Planning Service prepared a revised spatial strategy and formulated new and modified topic and area-specific policies for the Proposed Replacement South Ayrshire Local Development Plan (PLDP2), where required, to take account of the 799 comments received on the Main Issues Report (MIR), advice from the LDP Board and changes in circumstances, such as in the Housing Land Supply. It also prepared the Strategic Environmental Assessment Environmental Report (SDEA ER), Habitats Regulations Appraisal and Equalities Impact Assessment (EqIA) of PLDP2, as well as 2 key Supplementary Guidance (SG) documents supporting the Plan - Housing Site Design Briefs and Maintaining an Effective Land Supply - which set out, respectively, the form of development the Council will expect on affordable housing sites released through the Plan and how the Council will remedy any shortfalls that might emerge in the effective housing land supply.

On completion of this work, PLDP2, the associated SEA ER, draft SGs and EqIA were reported to a special meeting of the full Council on 27 June 2019. The Council decided, inter alia, to approve PLDP2, the SEA ER and draft SGs for publication and public consultation. In accordance with this decision, an extensive public consultation exercise on PLDP2, involving an on-line StoryMap/QuestionWhere facility for submission of comments, as well as 6 staffed public exhibition sessions in the main South Ayrshire towns, was conducted between September and November 2019.

A report on the outcome of the public consultation exercise was presented to a Special Council meeting on 24 March 2020, just after the advent of Covid-19 'lockdown'. The report

summarised the 534 representations received, together with officers' responses thereto, and recommended various notifiable modifications be made to PLDP2 in light of the representations received, as well as comments from key agencies. The Report also recommended approval of an Addendum to the SEA ER, which assessed the impact of the recommended modifications to PLDP2. The Council agreed, amongst other things, to make the notifiable modifications to PLDP2 set out in the report and, in accordance with statutory requirements, publish the modified Proposed Plan (MPLDP2) and associated SEA ER Addendum for public consultation. In addition, it agreed to make a further notifiable modification to the Plan, comprising the deletion of a proposed affordable housing site, due to concerns relating to its effectiveness and the volume of public concern expressed about it.

Progress updates were issued by e-mail to all contacts on the Council's dedicated Planning Contacts database, at each significant stage in the PLDP2 process. The Development Plan Scheme has been updated and published to take account of necessarily revised timescales.

Elected Member Engagement

The Local Development Plan Board (LDP Board) was established as a non-decision making body of elected members, of various political parties, to influence development plan preparation. Within this PPF period, 3 LDP Board meetings have been held to discuss the emerging Proposed Local Development Plan 2, and obtain members' feedback, at key stages in the Plan preparation process. In addition, 2 'all members' briefing sessions were held to explain the main content and direction of PLDP2, and a Members' Bulletin outlining the proposed timing and method of public consultation on PLDP2 was issued prior to the commencement of the consultation exercise. Furthermore, in the period running up to the Council's consideration of PLDP2 in June 2019, fortnightly meetings were held with the Portfolio Holder for Economic Development and Tourism, who has responsibility for Planning, at which progress on PLDP2 was discussed, together with other areas of Service planning.

This regular engagement has cemented the strong relationship established previously between officers and Elected Members in respect of the development plan and planning policy, which will continue to build as LDP2 progresses towards adoption and be reported in subsequent PPF's.

Effective Land supply and Delivery of Outputs

Within South Ayrshire, land is available for **7,676** housing units (the Established Land Supply), and there is a programmed effective 5-year housing land supply of **2873** units, equivalent to **5.6 years'** supply. This **exceeds** the Local Development Plan land target of 2545 by **328 units**. Planning permissions were issued for **278** housing units in the reporting year. As in previous years, there were no significant additions to the employment land supply and take up of land remained low, at **1.95 hectares**. From the survey of employment land, the area of marketable employment land in South Ayrshire is estimated at **106.91 hectares**. No significant business related development on new sites was undertaken in the previous year.

Development Management

This service again continues to perform strongly in terms of statutory determination timescales. There has been a turnover in case officers within the team; however, following a recruitment process being completed in late 2019, the team is now up to full complement and it is expected that any slight diminution in performance in 19/20 (compared to 18/19) will recover in 20/21.

Priority Projects Team

The Priority Projects Team is tasked with 3 main areas of work; dealing with all applications for national, major and energy consent development, all planning enforcement and compliance matters and also with providing planning advice to the Council's Local Review Body. The team is made up of a Planning Co-ordinator, 2 Supervisory Planners, a Compliance Supervisor and an Enforcement Officer.

The total application fee income from all applications for major development and energy consent for which decisions were issued (including one withdrawn application) in the reporting year was £152,419.00 which was a reduction of £75,396.00 from the last reporting year and illustrates the fluctuations that there can be in fee income. The fees received for formal pre-application advice on major development and energy consents which was issued in the reporting year was £10,300.00 which was slightly more than in the previous reporting year (£8,501.00).

Major development and energy consents

Over the 2019/20 reporting year the Priority Projects Team considered 10 major development applications for planning permission and planning permission in principle, including three applications that were withdrawn. These applications were for a range of development types including; residential development (6), recycling facility (1) wind energy (2) and retail development (1). Of the 7 major applications that were considered and determined by the Council 6 were approved (86%) and the one that wasn't was a S42 application that the Council considered not to be a competent application as it involved a material alteration to the original planning permission. That S42 application is currently the subject on an appeal to the DPEA.

In addition to these 10 applications, 1 application for approval of matters specified in conditions for a major residential development was determined. It also required consideration by Regulatory Panel and was approved.

Processing Agreements

All applications for major development and energy consents considered and determined by the Priority Projects Team were the subject of processing agreements and all timescales were achieved. The processing agreement continues to be used as a valuable project management

tool which is strongly advocated by the Team in order to be very clear regarding; information requirements, consultee input, key dates, the timeline to determination and post decision arrangements and timescales. The use of the processing agreement together with the Council's Major Development Tracker ensures that all major development is carefully managed and tracked through the application and post determination process.

Legacy Cases

The definition of legacy cases is where an application is more than one year old. South Ayrshire Council deals with a relatively large number of major developments which are likely to involve complex submissions, potentially EIA and addendums and legal agreements to be concluded regarding matters such as affordable housing and development contributions. All of these factors can cause delay to processing, assessment, determination and the issuing of a decision notice. Consequently the timescale associated with such applications will quickly move in to the new definition of 'legacy'. In the 2019/20 reporting year decision notices on two legacy cases were issued. Both of these became legacy cases because of the excessive amount of time that the applicant took to conclude the required legal agreement and in one case that was only a number of days over the one year period. The Council is not complacent regarding 'legacy' applications and monitors our caseload carefully to ensure that the necessary action is taken to keep applications moving.

Pre-application Consultation

The number of formal Proposal of Application Notices received reduced from 10 in 2017/18 to 6 in 2018/19 and this has remained at a consistent level in 2019/20 with 7 PAN notices determined. These were for new schools (2), large residential development (1), industrial development (2), athletics complex (1) and a windfarm related development (1). The Priority Projects Team encourages pre-application engagement for major developments and energy consents and operates this through a formal pre-application process for which there is a fee. In the reporting year the maximum fee chargeable was 20% of the forthcoming application fee subject to an increased ceiling of £1000 for mainstream applications and £5000 for S36 proposals.

8 pre-application enquiries were dealt with by the Priority Projects Team in the reporting year for a wide range of major and energy consent developments including; residential and affordable housing, wind energy and tourism development. One of the wind energy pre-application enquiries related to a forthcoming S36 windfarm proposal that the Council will be consulted on by Scottish Ministers. The total fee income from these pre-application enquiries was £10,300

Advice to Local Review Body

Over the 3 year period from 2016/17 to 2018/19 there was an increase in the number of cases being considered by the LRB. In 2016/17 there were 20 cases, In 2017/18 there were 25 cases

and in 2018/19 there were 31 cases. In the current reporting year there were 29 cases which is remaining at a consistently high level. This is not reflected correctly in the PPF figures.

The rate of overturn in the last 3 reporting years was 70% (14 cases) in 2016/17, 44% (11 cases) in 2017/18 and 52% (16 cases) in 2018/19. In the current reporting year 16 cases were overturned or varied which equates to 55%. The Planning service would like to see the number of cases and rate of overturn reducing.

Receiving and checking new cases and providing planning advice to the LRB continues to be a significant draw on the resources of the Planning Service. The advice is currently provided by a Senior Chartered Planner who has not previously been involved with the delegated decision making process.

In accordance with our aim of continuous improvement, the Council continues to review the LRB processes and decision making in an attempt to establish if there are any patterns that point to a need for a review of; professional advice, procedure, policy and guidance, delegated decision-making or member training.

Enforcement

The number of cases investigated by the enforcement team was 444. Of those, 252 were taken up (founded) with 213 of the taken up (founded) cases being resolved. The number of Enforcement Notices served was 10 which is at a similar level to the last 3 years.

Successful outcomes this year have included;

- The benefits of the positive and persistent approach of the enforcement team was the resolution of breaches on the development of two separate single dwellinghouses which resulted in the cessation of works, in agreement with the developers, until all pre-commencement conditions imposed on the planning permission had been met and fulfilled. The outcome of a lengthy and positive process of negotiation and action by the Enforcement Team, along with partner Council Services, was the successful purification of suspensive conditions allowing the developments to re-commence in accordance with the detailed planning permissions.

- The enforcement team members have attended the Scottish Planning Enforcement Forum showing collaborative working together with other Planning Authorities and agencies, sharing expertise and to continue to provide a high quality service.

- The Council's Enforcement Charter was reviewed and updated in February this year thus ensuring that it continues to be a particularly useful document for the Enforcement Team and members of the public alike, as it sets out for South Ayrshire how the enforcement process works, how complaints are investigated and the appeal process.

The Charter also outlines how the Council will carry out pro-active enforcement, as opposed to simply being reactive. The Enforcement Team continue to undertake spot checks of Notifications of Initiation of Development and Certificates of Completion of Development and to record this 'pro-active' component of the Enforcement Service.

Part 3: Service Improvements 2019-20

Whilst good progress and performance can be seen throughout the year, changes to the management structure resulted in a vacant Service Lead post for a period of 4 months until 30th October 2019. This resulted in some delays to delivery which it is fully anticipated will be addressed during 2020/21.

Committed improvements	Actions
Progress adoption of Supplementary Guidance on developer contributions	No. Work is ongoing in relation to this and a report will be taken to the Council's Leadership Panel in the Autumn
Commence use of Tree Works module in IDOX, and undertake proactive monitoring of approvals	No. Work commenced on setting up on-line system for receipt of tree works applications via Uniform. Not completed due to resource issues.
Establish nature conservation and planning web page on Service web site	No. As a consequence of resource issues.
Design and implement processing within both Uniform and DMS, so as to comply with our Data Retention Schedule and GDPR legislation.	This has been substantially completed. The Data Retention Schedule has been signed off by the Council's Data Governance team and were are awaiting the functionality of the software to be made 'live' by our IT supplier (IDOX).

Service Improvements 2020-21

In the coming year we will:

- Consider our procedures for the handling and reporting of Planning Applications and provision of information to the Regulatory Panel
- Undertake a Planning Service review
- Submission of PLDP2 to Examination
- Lead the preparation of the Indicative Regional Spatial Strategy

Part 4: National Headline Indicators (NHI)

The National Headline Indicators (NHI) are a detailed list of work programme information that each planning service needs to collate in-house. They are designed by HOPS to allow for ongoing measurement of performance. The template below allows for 2018/19 and 2019/20 to be recorded in the same manner as it has been in previous years. Additional guidance on completion is included in the coloured sections within the template itself.

A: NHI Key outcomes - Development Planning:

Development Planning	2018-19	2019-20	Guidance on what to include
Local and Strategic Development Planning:			
Age of local/strategic development plan(s) at end of reporting period *Requirement: less than 5 years*	**South Ayrshire Local Development Plan (LDP1) – 4 years & 6 months. Town Centre and Retail Local Development Plan (TCRLDP) – 1 year and 11 months.**	**LDP1 - 5 years and 6 months. TCRLDP – 2 years and 11 months.**	*Number of years and whole months passed starting from date(s) existing local or strategic development plan(s) were adopted /approved.*
Will the local/strategic development plan(s) be replaced by their 5th anniversary according to the current development plan scheme?	**LDP1 – No (3 months later) TCRLDP - Yes**	**LDP1 – No (15 months later) TCRLDP - Yes**	*Using the development plan scheme in force on 31st March at the end of the reporting year, is the expected adoption/ approval date of each plan less than 5 years after the date the current plan was adopted/approved?*

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-earlier/ Y-later/ Y - later	*Comparison of the development plan scheme at the start of the reporting period with the one in force at the end of the reporting period*
Were development plan scheme engagement/consultation commitments met during the year?	**No. For various reasons - both political and resourcing - publication of the Proposed Plan was delayed beyond the DPS target date and the end of the PPF reporting year, so no consultation on the Proposed Plan could take place.**	**No. Public consultation on the Proposed Replacement South Ayrshire Local Development Plan concluded 2 weeks later than estimated in the 2019 DPS. This was due to political and resourcing reasons.**	*Both the timing and nature of engagement should be considered here. Exceeding the commitments given in qualitative terms should not be seen as requiring a negative response. However, commitments missed by more than a month should be reported and justified.*

Effective Land Supply and Delivery of Outputs[1]			
Established housing land supply	**7975 units HLA Year: 2018 final**	**7676 units HLA Year: 2019 draft**	*This indicator will usually be captured by a Housing Land Audit on an annual basis. The most up-to-date figure should be given, with the base date also being reported. All housing tenures should be included.* *Established housing land supply: the total housing land supply including both unconstrained and constrained sites. This will include the effective housing land supply, plus the remaining capacity for sites under construction, sites with planning consent, sites in adopted local development plans and where appropriate other buildings and land with agreed potential for housing development* ***Circular 2/2010 Glossary*** *http://www.scotland.gov.uk/Resource/Doc/212607/0103970.pdf*
5-year effective housing land supply programming	**2761 units HLA Year: 2018 final**	**2873 units HLA Year: 2019 draft**	*This indicator will usually be captured by a Housing Land Audit on an annual basis. The most up-to-date approved figure should be given, with the base date also reported. All housing tenures should be included.* *Effective housing land supply: the programming of that part of the established housing land supply which is free or expected to be free of development constraints, and will therefore be available for the construction of housing in the next 5 years. This is influenced by the rate of delivery.* ***Circular 2/2010 Glossary*** *http://www.scotland.gov.uk/Resource/Doc/212607/0103970.pdf* *SPP(2014) para 110 & 125* *http://www.scotland.gov.uk/Resource/0045/00453827.pdf*

[1] Audit Year

Please provide the housing land audit year utilised and state whether draft or final. The most up to date audit available at the time of submitting the PPF should be utilised which will either be the draft 2020 or final 2019.

5-year effective land supply total capacity	**7266 units HLA Year: 2018 Final**	**5416 units**	*This indicator will usually be captured by a Housing Land Audit on an annual basis. The most up-to-date approved figure should be given, with the base date also report. All housing tenures should be included.* *Effective housing land supply total capacity: this is the total remaining capacity of the part of the established housing land supply which is free or expected to be free of development constraints, and will therefore be available for the construction of housing in the next 5 years. For example, if a site of 110 units is delivering 20 units per annum, the 5-year effective land supply is 100 units and the 5-year effective land supply total capacity is 110 units.* *Circular 2/2010 Glossary* *http://www.scotland.gov.uk/Resource/Doc/212607/0103970.pdf* *SPP(2014) para 110 & 125 http://www.scotland.gov.uk/Resource/0045/00453827.pdf*
5-year housing supply target	**2545 units**	**2545 units**	*This is the total number of additional homes (all tenure) that the development plan seeks over the following 5-year period. Under SPP (2014) this is called the housing supply target, although previously this was often referred to as the housing requirement. However, for the avoidance of doubt, it is not the housing land requirement which includes a margin of flexibility to ensure the housing supply target can be met. If the target is updated in light of historic completions, this should be specified.*
5-year effective housing land supply (to one decimal place)	**5.4 years HLA Year: 2018 final**	**5.6 years HLA Year: 2019 draft**	*Calculation of the 5-year supply using the figures provided above (5-year effective housing land supply & 5-year housing supply target) using the following formula:* $= (\frac{5-year\ effective\ housing\ land\ supply\ (units)}{5-year\ housing\ supply\ target\ (units)})*5$ **SPP (2014)** *para 110 & 125* *http://www.scotland.gov.uk/Resource/0045/00453827.pdf*

Housing approvals	**588 units**	**278 units**	*Total number of units (all tenures) consented during the reporting period.*
Housing completions over the last 5 years	**units**	**units**	*Total number of new homes (all tenures) completed over the preceding 5-year period.*
Marketable employment land supply	**88.4 ha (estimate)**	**106.91 ha**	*This indicator will usually be captured by a business or employment land audit on an annual basis. The most up-to-date figure should be given, with the base date also reported.* *Marketable employment land – land which as well as meeting business requirements, such land should have a secure planning status, be serviced or serviceable within 5 years, and be accessible by walking, cycling and public transport.* ***SPP2 (2003)*** *para 10 (http://www.scotland.gov.uk/Resource/Doc/47007/0026443.pdf) and* ***SPP (2014)*** *para 101 (http://www.scotland.gov.uk/Resource/0045/00453827.pdf).*
Employment land take-up during reporting year	**Not recorded**	**1.95 ha**	*Quantity of land removed from the marketable supply due to the start of work on site during the reporting year (or the most recent 12-month period available), specifying the period concerned.*

B: NHI Key outcomes – Development Management:

Development Management:	2019-20	2018-19	Guidance on what to include
Project Planning			
Percentage and number of applications subject to pre-application advice	**7.2 %** **(54)**	**9.36 %** **(74)**	*Planning applications decided during the year on which the planning authority had provided pre-application advice to the applicant normally including written advice. A number and percentage for this indicator is required.*
Percentage and number of major applications subject to processing agreement	**85.7 %** **(6)**	**100 %** **(11)**	*Applications decided during the year for which there had been a processing agreement, shared and understood and agreed between the applicant and planning authority, including a scheduled timetable for handling of the application. A number and percentage for this indicator is required.*
Decision Making			
Application approval rate	**91.1 %**	**90.9%**	*Percentage figures; to be provided by the Scottish Government (Analytical Services), drawn from the data provided by planning authorities.*
Delegation rate	**96.7 %**	**95.5%**	*Percentage figures; to be provided by the Scottish Government (Analytical Services), drawn from the data provided by planning authorities.*
Validation	**73.7 %**	**47.51%**	*The percentage of applications which are validated upon first receipt.*
Decision-making Timescales			
Major Developments	**7 weeks**	**N/A**	*Average number of weeks from receipt of a valid planning application to decision. Figures to be provided by the Scottish Government (Analytical Services), drawn from the data provided by planning authorities. The figures used in the PPF report should be based on 'all applications' and not 'post – August 2009 applications'.*
Local developments (non-householder)	**6.8 weeks**	**6.6 weeks**	*-*
Householder developments	**6.5 weeks**	**6.8 weeks**	*-*
Legacy Cases			
Number cleared during reporting period	**2**	**5**	*Applications which are more than one-year-old. Provide details of the number of legacy cases cleared during the reporting period and the number remaining (as at 31 March).*
Number remaining	**3**	**2**	*-*

C: Enforcement activity

	2019-20	2018-19	Guidance on what to include
Time since enforcement charter published / reviewed Requirement: review every 2 years	months	13 months Feb 2018	*Position as at 31 March. The number of months since the authority's enforcement charter was last published or reviewed and re-published.* *Include hyperlink to the latest version of the charter.*
Complaints lodged and investigated	252	421	*Total enquiries made or complaints lodged about possible planning breaches which have been investigated.*
Breaches identified – no further action taken	#	251	*Potential breaches of planning control investigated.*
Cases closed	#	244	*Cases closed within this timeframe.*
Notices served	10	13	*Formal notices served including; enforcement notices; breach of condition notices; planning contravention notices; stop notices; temporary stop notices; fixed penalty notices, and Section 33 notices*
Direct Action	#	0	*Cases where direct action has been taken to resolve the breach*
Reports to Procurator Fiscal	0	0	*Reports passed to the Procurator Fiscal*
Prosecutions	0	0	*Number of prosecutions on planning enforcement activity led by the authority*

D: NHI Key outcomes – Commentary

Commentary	Guidance on what to include
Short contextual statement	
Reasons/factors which have influenced performance and any increase/decrease	*You can use the text box to refer to the NHI table and provide a short contextual statement, focussing on reasons/factors which have influenced your authority's performance and any increase or decrease on past results. Authorities should focus on decision making timescales, however this text box can also be used to provide relevant context for the development land supply and delivery figures, such as the area or percentage of land covered by environmental designations or national parks. It should be used to explain any obvious 'jumps' in figures between years whether this is housing land supply, housing approvals or other changes which would benefit from further context.*

Part 5: Scottish Government Official Statistics

Scottish Government Official Statistics are drawn from quarterly returns by planning authorities. They are collated into an annual set of figures that is published on the Scottish Government website. The template below allows the information from these returns to be recorded in a consistent format. Additional guidance on how to access the statistics is included within the template itself.

A: Decision-making timescales (based on 'all applications' timescales)

Timescales	2019-20	2019-20	2018-19	Guidance on what to include
Overall				
Major developments	7	**7 weeks**	**2 weeks**	***Decision-making timescales***
				Information on decision-making timescales for planning and other applications
Local developments (non-householder)	7.2 weeks	**7.2 weeks**	**6.6 weeks**	*will be provided by the Scottish Government (Analytical Services), drawn from*
• Local: less than 2 months	(83.1%)		**(90%)**	*the data provided by planning authorities. The figures used in the PPF report*
• Local: more than 2 months	(16.9%)		**(10%)**	*must be based on the 'all applications' timescale. You can simply copy/paste in*
Householder developments	6.5 weeks	**6.5 weeks**	**6.8 weeks**	*the 2017-18 full year table we publish for the authority on the Scottish*
• Local: less than 2 months	(91.8%)		**(93.8%)**	*Government website. You can use the information you receive prior to its*
• Local: more than 2 months	(8.2%)		**(6.2%)**	*publication on the web.*
Housing Developments				
Major	**1**	**7 weeks**	**weeks**	*www.gov.scot/Topics/Statistics/Browse/Planning/Publication*
Local housing developments	97	**7.5 weeks**	**6.9 weeks**	*It is important that the statistics give an accurate and reliable account of the*
• Local: less than 2 months	(78.4%)		**(88.9%)**	*timescales for handling applications. There will be an opportunity for planning*
• Local: more than 2 months	(21.6%)		**(11.1%)**	*authorities, when providing their data to the Scottish Government, to highlight*
Business and Industry				*particular cases where substantial, and clearly unavoidable, delays have*
Major	**N/A**	**N/A**	**N/A**	*occurred. Additionally, the planning authority should highlight at that time any*
				applications where there has been written agreement between the authority
Local business and industry developments	**10**	**7.6 weeks**	**6.5 weeks**	*and the applicant that no action should be taken on the application during a*
• Local: less than 2 months	**(100%)**		**(89.2%)**	*specified period. The figures provided by the Scottish Government for this*
• Local: more than 2 months	**(0%)**		**(10.8%)**	

				section may therefore have been reasonably adjusted to provide a more accurate marker of performance. *For applications where the authority and applicant have agreed a timescale different from the 2 month and 4 month targets, for example where there are processing agreements in place, the statistics on decision times will be adjusted to reflect these agreements.*
EIA Developments	**0 (Local)**	**N/A**	**N/A**	
Other Consents • *As listed in the guidance(right)*	211	**5.0 weeks**	**5.1 weeks**	*Consents and certificates: Listed buildings and Conservation area consents, Control of Advertisement consents, Hazardous Substances consents, Established Use Certificates, certificates of lawfulness of existing use or development, notification on overhead electricity lines, notifications and directions under GPDO Parts 6 & & relating to agricultural and forestry development and applications for prior approval by Coal Authority or licensed operator under classes 60 & 62 of the GPDO.*
Planning/legal agreements • Major: average time • Local: average time	1 1	**N/A** **N/A**	**4 weeks** **N/A**	*Legal obligations associated with a planning permission; concluded under section 75 of the Town and Country Planning (Scotland) Act 1997 or section 69 of the Local Government (Scotland) Act 1973*

B: Decision-making: local reviews and appeals

| | Total number of decisions | Original decision upheld | | | | Guidance on what to include |
| | | 2019-20 | | 2018-2019 | | |
Type	No.	No.	%	No.	%	
Local reviews	23	14	61	13	44.8	*Information on local review and appeal decisions will be provided by the Scottish Government (Analytical Services), drawn from the data provided by planning authorities.*
Appeals to Scottish Ministers	10	10	80.0	6	60	

C: Context

The Council continues to manage the local and major application process well. Pre application advice is offered and project management of major developments through processing agreements is encouraged.

The Council continues to monitor appeal and Local Review Body decision making.

Part 6: Workforce Information

Workforce information should be a snapshot of the authorities planning staff in position on the **31st of March 2020**. The information requested in this section is an integral part of providing the context for the information in parts 1-5. The template below allows the information to be recorded in a consistent format, additional guidance on what to include is within the template itself.

	Tier 1 Chief Executive	Tier 2 Director	Tier 3 Head of Service	Tier 4 Manager	Guidance on what to include
Service Lead Planning & Building Standards			X Service Lead Planning & Building Standards (no Heads of Service tire)		*Please note the tier of the most senior member of planning staff*

Staff Age Profile	Headcount	Guidance on what to include
Under 30	1	*Approximate age profile of the staff noted above*
30-39	4	
40-49	5	
50 and over	11	

RTPI Chartered Staff	Headcount	Guidance on what to include
Chartered staff	11	*Approximate numbers of staff which are MRTPI*

Staff Structure	Structure Diagram	Guidance on what to include

Noting the roles and job titles of staff within the planning authority hierarchy		*Due to changes in local authority structures it has become increasingly difficult to measure the different ways in which to allocate staff to roles. HOPS have decided it is a better representation to include a staff structure diagram. Examples of these can be found below:* *Inverclyde PPF 2018 page 37 or Fife PPF 2018 page 56*

Development Management comprises a Local Team and a Priority Projects team within which Enforcement sits.

Local development planning is located within the Development Planning and Customers team.

Part 7: Planning Committee Information

The template below allows the information on the number of meetings and site visits during 2019-20 to be recorded in a consistent format, additional guidance on what to include is within the template itself.

Committee & Site Visits	Number per year	Guidance on what to include
Full council meetings	7	
Planning committees	11	*References to committees also include National Park Authority Boards.*
Area committees	N/A	*Where relevant*
Committee site visits	0	*Number of sites (i.e. applications) visited by committee.*
Local Review Body	14	*This relates to the number of meetings of the LRB. The number of applications going to LRB are reported elsewhere.*
LRB site visits	7	*Number of sites (i.e. applications) visited by the LRB.*

Service Lead – Planning & Building Standards
VACANT

Coordinator – Planning L13
Michael McClelland

Coordinator – Planning (Priority Projects) L13
Austin Cooke

Coordinator – Development Planning & Customers L13
Neil Feggans

Planner L9
Advised not to recruit

Planner L10
Diane Lewis

Supervisory Planner L11
Allan Edgar

Information Asst. L6
Gareth Horsburgh-Jones

Planner L9
Advised not to recruit

Planner L10
A McGribbon

Supervisory Planner L11
Fiona Sharp

Supervisory Planner L11
VACANT

Planning Asst. L5
Advised not to recruit

Planner L10
Ben Horwill

Supervisory Planner L11
David Clark

Planning Assistant L7
VACANT

Compliance Supervisor L8
John Hamilton

Planner L10
Zena Clark

Environment Planner L8
VACANT

Technical Support L5
VACANT

Enforcement Officer L7
Malcolm Irving

Lead Development Planning Officer L11
Adrian Browne

Lead Conservation Planner L11
David Hearton

Admin Assistant L8
Caron Ferrans

Supervisory Planner L11
Shirley Curran

Technician L8
Gordon Wilson

Admin Assistant L5
Shane Stirling (Acting Supervisor)

Admin Assistant L5
Ronald McCallum

Access Officer L8
Rachel Shipley

Admin Assistant L5
Sarah Smith

Admin Assistant L5
Kathleen Gerrish

Admin Assistant L5
Advised not to recruit