

**REPORT TO:** Policy and Performance Review Committee

**MEETING DATE:** 7 October 2020

**BY:** Head of Development

**SUBJECT:** Review of Performance of the Planning Service –  
Planning Application Determination

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## **1 PURPOSE**

- 1.1 The purpose of this report is to update the Policy and Performance Review Committee on the performance of the Planning Service in terms of the speed of determination of planning applications.

## **2 RECOMMENDATIONS**

- 2.1 The Committee is asked to note the improvements made in the speed of determination of planning applications over the last year.

## **3 BACKGROUND**

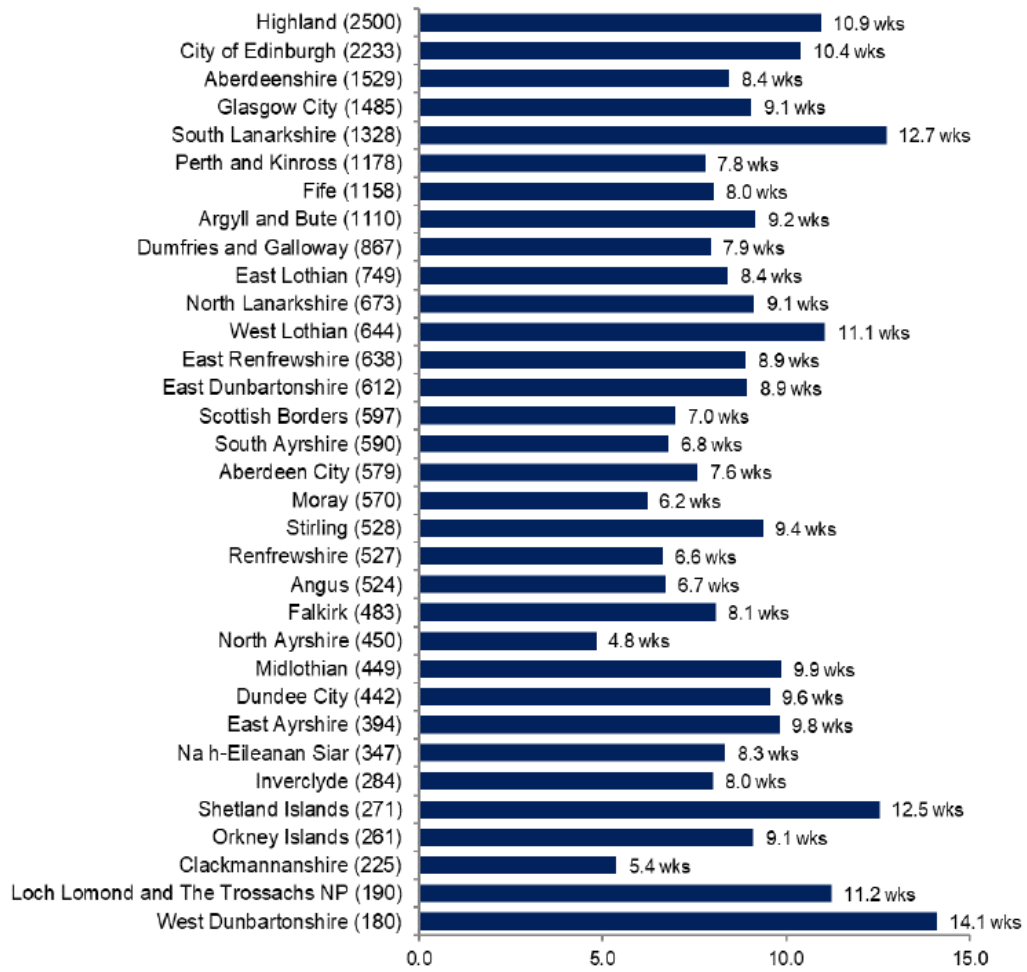
- 3.1 Every year, the planning departments of all Scotland's Councils report on their work as part of a process called the Planning Performance Framework (PPF). This provides Scottish Government Ministers, other Councils and the public a better understanding of how the planning authority is performing. The latest Report is for the financial year 2019-2020. The contents of the PPF have been used to inform this report and it is appended as a background paper to this report.
- 3.2 In the financial year 2019-2020 the Council registered 1118 planning and other related applications, which is a slight reduction from 1188 applications that the Council registered the previous year.
- 3.3 In the financial year 2019-2020 the Council determined 761 planning applications and 219 applications for other consents. The other consents were primarily listed building, conservation area and advertisements. This compares to 864 planning applications and 226 other consents determined during the previous financial year of 2018-2019.

- 3.4 The main reason that there is a difference between the number of applications registered and determined is that a number of applications are withdrawn prior to them being determined. Also there will be some applications that won't be determined within the same financial year and some applications where the applicant and Council will agree as a form of processing agreement to extend the target determination date beyond the original target date, some of which will require a Section 75 Agreement.
- 3.5 For the purposes of planning applications, developments are put into one of three categories: local, major or national. The different types allow councils to treat developments in a way which is suited to their size, complexity and the issues they are likely to raise. Local developments include changes to individual houses and, for example, smaller developments for new housing and retail. Most applications for planning permission are for local developments. Major developments include developments of 50 or more homes, certain waste, water, transport and energy-related developments, and larger retail developments. National developments are mainly large public works (for example, the replacement Forth crossing) and are identified in National Planning Framework 3. East Lothian Council did not determine any national developments in the last financial year. Of the 761 planning applications determined, 749 were local developments and 12 were major developments.
- 3.6 The period within which the Planning Authority must give notice to an applicant of their decision is—
- (a) in the case of an application for planning permission for development within the category of national developments or major developments, four months after the validation date; and
- (b) in any other case, two months after the validation date.
- Where it is not possible to determine the application within the target determination date, it is open to the applicant and Planning Authority to agree a new target determination date as a form of processing agreement.
- 3.7 In the last financial year, 5 of the 12 major planning applications were determined within their four month target date. A processing agreement was entered into in respect of the other 7 major applications, and all 7 were determined within the extended target determination date agreed with the applicant. The average time for the determination of the 5 major planning applications without a processing agreement was 13.8 weeks.
- 3.8 During the last financial year, 86.1% of local development applications were determined within their target two month period. Of these, 94.7% of householder development types were determined within two months, whilst 72.6% of local, non-householder developments were determined within their target two month period. The average time for the processing of local planning applications was 8.4 weeks, with householder developments taking an average of 7.2 weeks to determine and local non-householder developments taking an average of 10.3 weeks to determine.

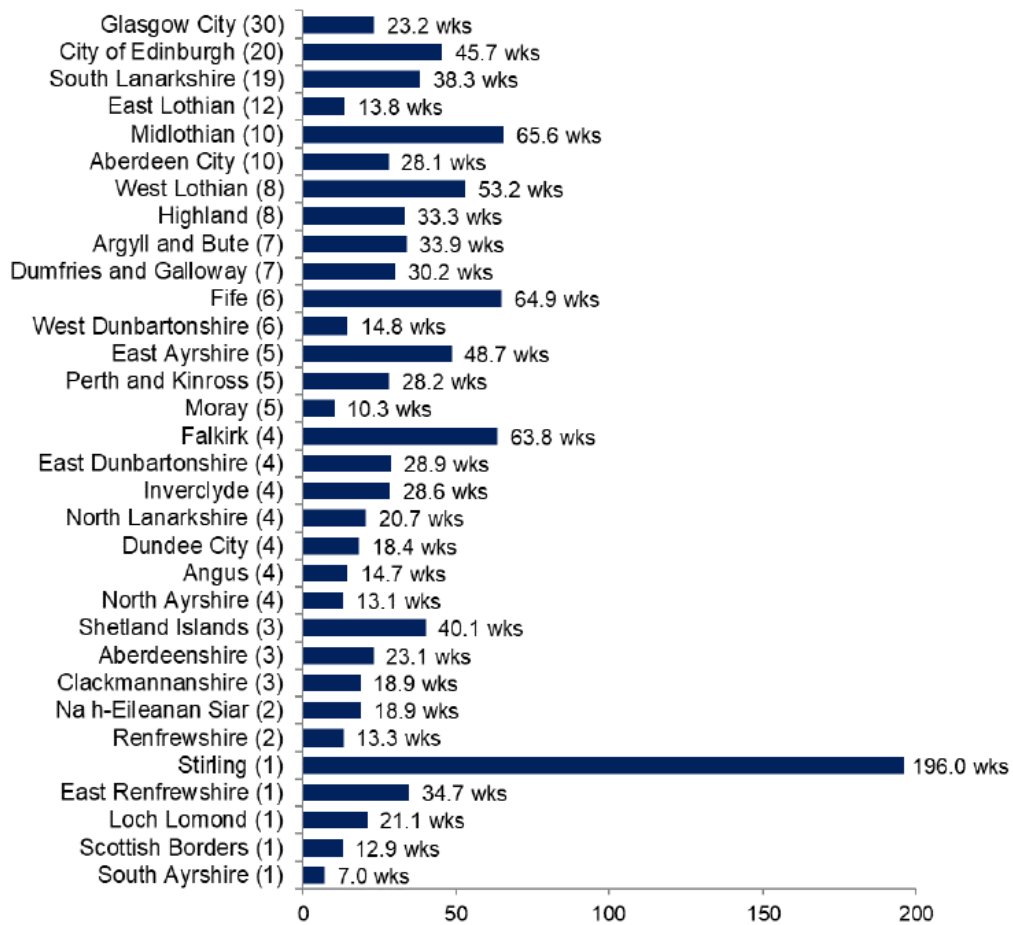
Applications with processing agreements are not included in the calculation of average decision times.

- 3.9 The findings of the PPF are that the Planning Service performed well compared to the previous financial year, with a significant improvement in average decision timescales for major developments (13.8 weeks compared to an average of 47.1 weeks the previous financial year) and a slight improvement for both local householder developments (7.2 weeks compared to an average of 7.6 weeks the previous financial year) and local non-householder developments (10.3 weeks compared to an average of 10.5 weeks the previous financial year).
- 3.10 Our speed of determination also compares favourably when considered with other Planning Authorities. Our averages for both local householder developments (7.2 weeks compared to 7.3 weeks) and local non-householder developments (10.3 weeks compared to 10.9 weeks) is slightly better the national average. Our average speed of determination for major developments is significantly better than the national average (13.8 weeks compared to an average of 33.5 weeks).
- 3.11 The average decision time by each Planning Authority for local developments and major developments are shown in the following charts (the number in brackets gives the total number of local development decisions not subject to processing agreements by planning authority):

## LocalDevelopments:



## Major Developments:



## 4 POLICY IMPLICATIONS

4.1 None.

## 5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy

## 6 RESOURCE IMPLICATIONS

6.1 Financial – Not applicable.

6.2 Personnel - Not applicable.

6.3 Other – None.

## 7 BACKGROUND PAPERS

- 7.1 East Lothian Planning Performance Framework 2019 – 2020 – Appendix 1
- 7.2 PPRC Report 27 February 2019 – 07 Planning Service  
[https://www.eastlothian.gov.uk/download/meetings/id/20471/07\\_planning\\_service](https://www.eastlothian.gov.uk/download/meetings/id/20471/07_planning_service)

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<b>DATE</b>	11 September 2020

# PLANNING PERFORMANCE FRAMEWORK 9

## 2019-2020



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## Introduction

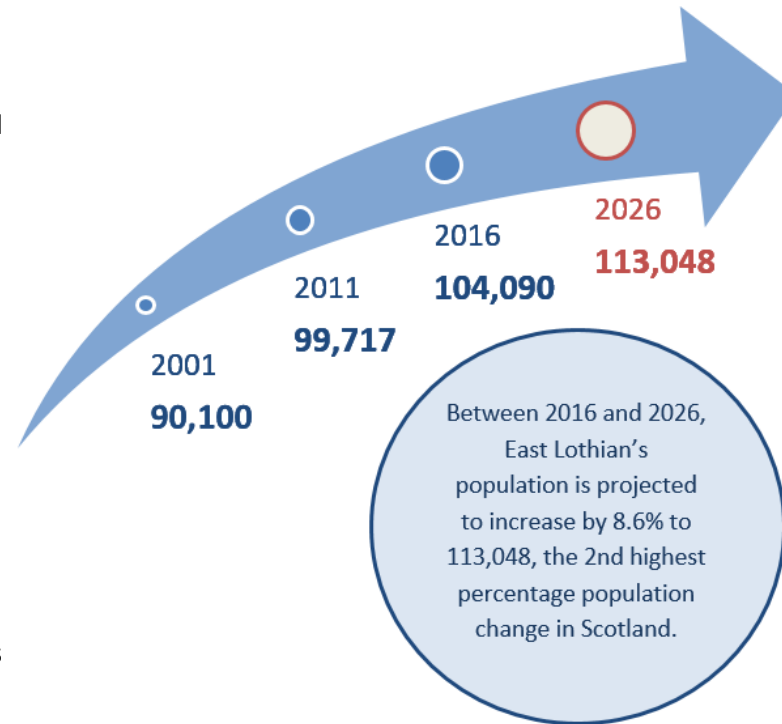
East Lothian Council is pleased to present its Planning Performance Framework report for 2019 to 2020. This PPF sets out how East Lothian Council as a planning authority is achieving a high-quality planning service.

East Lothian is one of the fastest growing areas in Scotland and this is reflected in the provision of record numbers of homes in the County. The last two years saw record numbers of housing completions. Alongside that there has been increased provision of infrastructure that is required to achieve balanced and sustainable communities.

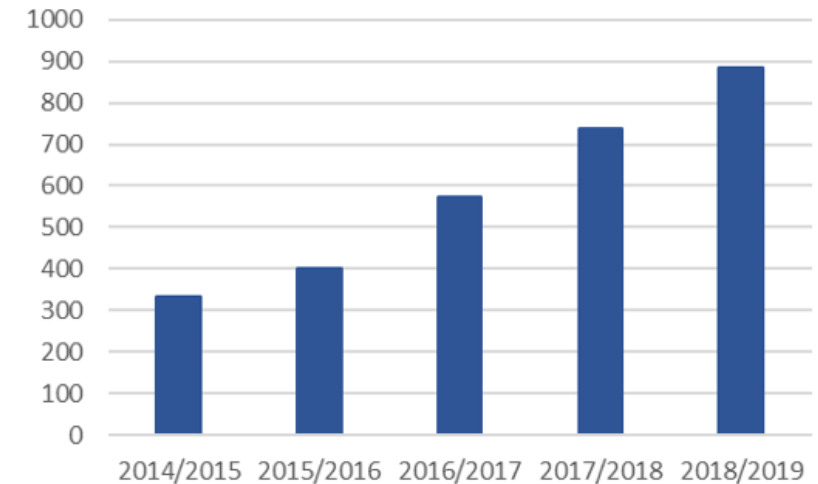
East Lothian has a varied and attractive landscape character and is rich in cultural heritage with a significant number of listed buildings, conservation areas, scheduled and unscheduled archaeology, designed landscapes and historic battlefields. The Council seeks to protect these key heritage assets whilst balancing the need to meet the demand for new homes, business and infrastructure.

As recommended by the Scottish Government this PPF has undergone a peer review process with Perth & Kinross Council, our partner authority. East Lothian Council wishes to thank Perth & Kinross Council for their help in this process.

### Population change



### Housing Completions 2014 - 2019



## Scottish Government Feedback

East Lothian Council's eighth Planning Performance Framework Report, covering the period April 2018 to March 2019, was submitted to Scottish Ministers in July 2019. Earlier this year the Scottish Government provided feedback on the report based around the 15 performance markers agreed by the High-Level Group on Planning Performance. Red, Amber or Green ratings were awarded based on the evidence provided, giving an indication of performance and the priority areas for improvement action.

The table *Performance against Key Markers* illustrates that, for 2018 - 2019, the Scottish Government rated us **green** against 11 performance markers out of 13 that were applicable during the monitoring year. This represents an improvement over the previous year.

## EAST LOTHIAN COUNCIL Performance against Key Markers

Marker		2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
1	Decision making timescales	Red	Amber	Green	Amber	Amber	Amber	Green
2	Processing agreements	Red	Green	Green	Green	Green	Green	Green
3	Early collaboration	Amber	Amber	Green	Green	Green	Amber	Green
4	Legal agreements	Amber	Green	Green	Green	Amber	Red	Green
5	Enforcement charter	Green	Red	Green	Green	Green	Green	Green
6	Continuous improvement	Red	Red	Amber	Amber	Amber	Amber	Amber
7	Local development plan	Green	Red	Red	Red	Red	Red	Green
8	Development plan scheme	Red	Red	Red	Amber	Amber	Amber	Green
9	Elected members engaged early (pre-MIR)	Amber	Red	Red	N/A	N/A	N/A	N/A
10	Stakeholders engaged early (pre-MIR)	Amber	Red	Amber	N/A	N/A	N/A	N/A
11	Regular and proportionate advice to support applications	Red	Amber	Amber	Green	Green	Green	Green
12	Corporate working across services	Red	Amber	Amber	Amber	Green	Green	Green
13	Sharing good practice, skills and knowledge	Amber	Amber	Green	Amber	Green	Green	Green
14	Stalled sites/legacy cases	Amber	Red	Red	Green	Amber	Red	Red
15	Developer contributions	Red	Amber	Amber	Amber	Amber	Green	Green

## Part 1 Qualitative Narrative and Case Studies

In September 2018, The Council's Local Development Plan (LDP) was adopted, following this the Developer Contributions Framework Supplementary Guidance and the Town Centre Strategies Supplementary Guidance were also adopted. Within the last 18 months the Planning Service completed all non-statutory guidance identified in the 2018 LDP. This includes the Design Standards for New Housing Developments SPG and Development Briefs SPG which provide guidelines for individual sites and complement national policy and guidance on masterplanning, site layouts and street design. Together these and other SPGs provide developers with clear expectations and guidance for place making and design quality, particularly around the relationship of buildings to spaces, reducing vehicle dominance and promoting active travel opportunities.

The case studies included in Part 1 of our Planning Performance Framework seek to document the qualitative story of the past year's performance and demonstrate how the Local Development Plan and its supplementary guidance have been implemented to deliver high quality development and place making.



## CASE STUDIES

### Quality of Outcomes – demonstrating the added value delivered by planning

#### Case Study 1 - East Lothian Community Hospital

**Location and Dates:** Haddington, East Lothian from 2015 (pre-application) to 2020 (completion of the hospital)

**Elements of a High Quality Planning Service this study relates to:**

- Quality of outcomes – pre-application work, planning policies and guidance have delivered high quality development on the ground;
- Quality of service and engagement – early pre-application discussions and good working relationships with applicant and their architects;
- Governance – strong collaboration between local authority services.

**Key Performance Markers:**

- 3. Early collaboration with applicants and consultees on planning applications: availability and promotion of pre-application discussions for all prospective applications; clear and proportionate request for supporting information.
- 12. Corporate working across services to improve outputs and services for customer benefit

**Key Areas of Work:**

- Collaborative Working
- Design

**Stakeholders Involved:**

- Authority Planning and Other Staff
- The applicants and their architects, Keppie Design





### **Outcomes:**

The new hospital opened some areas in November 2019 but has continued to expand its services to the stage where it is now largely complete with only the last of the work on the final phase of the overall project to be completed, which will include the installation of public art within the hospital grounds (this is a requirement of a condition of the planning permission). It has been a finalist in [the Scottish Property Awards 2020 Healthcare Development of the Year](#) and has won a silver award at the Partnership Awards 2017 Best Healthcare Building Project.

The Planning Service continues to work collaboratively with the applicant and their design team in post-determination work to deal with any remaining planning conditions or non-material design changes to the scheme of development through the last phase of site works.

### **Name of key officer:**

For the Planning Service of East Lothian Council: Linda Ritchie

### **Quotes**

*“The East Lothian Community Hospital is going to transform NHS services for people in East Lothian. Having been around the new Outpatients Department, I can already see the benefits it’s going to bring. For patients in East Lothian, this can be the difference between being treated locally or having to travel into Edinburgh or further afield. And obviously because it’s a brand new facility, it means state of the art equipment and facilities.”*

### **Nicola Sturgeon, First Minister of Scotland**

Source: <https://www.keppiedesign.co.uk/project/east-lothian-community-hospital/>

*“It is a real asset to the community, with public rooms available to local groups, local radio providing hospital broadcasting and the hospital’s grounds open to all. I would really like to take this opportunity to thank our project team, our staff, our local artists and the community round about for their collaboration and support for the new East Lothian Community Hospital. They have done a fantastic job.”*

### **Alison MacDonald, Chief Officer, East Lothian Integration Joint Board**

Source: <https://www.keppiedesign.co.uk/project/east-lothian-community-hospital/>



## Quality of Service and Engagement

### Case Study 2 – Local Development Plan Supporting Policy and Guidance

*Coast and Countryside SPG*

*Design Standards for New Housing Areas SPG*

<b>Location and Dates:</b> East Lothian, 2018-2020
<b>Elements of a High Quality Planning Service this study relates to:</b>
<ul style="list-style-type: none"> <li>• Quality of outcomes</li> <li>• Quality of service and engagement</li> <li>• Culture of continuous improvement</li> </ul>
<b>Key Performance Markers:</b>
<ul style="list-style-type: none"> <li>• 7. LDP (or LP) less than 5 years since adoption - Development Plan Scheme on course</li> <li>• 10. Cross-sector stakeholders, including industry, agencies and Scottish Government</li> <li>• 11. Production of regular and proportionate policy advice, for example through supplementary guidance, on information required to support applications</li> <li>• 12. Corporate working across services to improve outputs and services for customer benefit</li> </ul>
<b>Key Areas of Work:</b>
<ul style="list-style-type: none"> <li>• Placemaking</li> <li>• Environment</li> </ul>
<b>Stakeholders Involved:</b>
<ul style="list-style-type: none"> <li>• General Public</li> <li>• Key Agencies</li> </ul>



## Overview:

Following the adoption of the Local Development Plan in September 2018, the Planning Service has continued to work collaboratively across the Council and with wider stakeholders in order to develop a suite of guidance documents required to support the LDP. In 2019, the Developer Contributions Framework Supplementary Guidance, Town Centre Supplementary Guidance and the majority of non-statutory supplementary guidance were adopted by the Council. Within the current monitoring period of 2019/2020 we finalised the Coast and Countryside Supplementary Planning Guidance and the Design Standards for New Housing Areas Supplementary Planning Guidance and as such completed a whole suite of planning guidance listed in the LDP.

### ***Coast and Countryside SPG***

#### **Goals:**

As part of the LDP several countryside policies were added that provide additional protection for the setting of East Lothian settlements, the character of the landscape and protection for the characteristics of the coastal areas.

In preparing this SPG our main priority was to identify in more detail what would be required from development proposals to meet the requirements of the LDP. Through the consultation process we identified that the majority of respondents agreed with the purpose of the document and the value in having additional guidance on the key attributes of the countryside and coast and need to protect them from unnecessary or unsympathetic development.



*Forth Island*



## Outcomes:

The adopted SPG provides comprehensive and clear guidance to applicants and the general public on Policy DC8: Countryside Around Towns and also provides additional guidance on some of the other Countryside policies, including Policy DC1: Rural Diversification, Policy DC3: Replacement Dwellings in the Countryside, Policy DC4: New Build Housing in the Countryside, Policy DC5: Housing as Enabling Development and Policy DC6: Development in the Coastal Area.

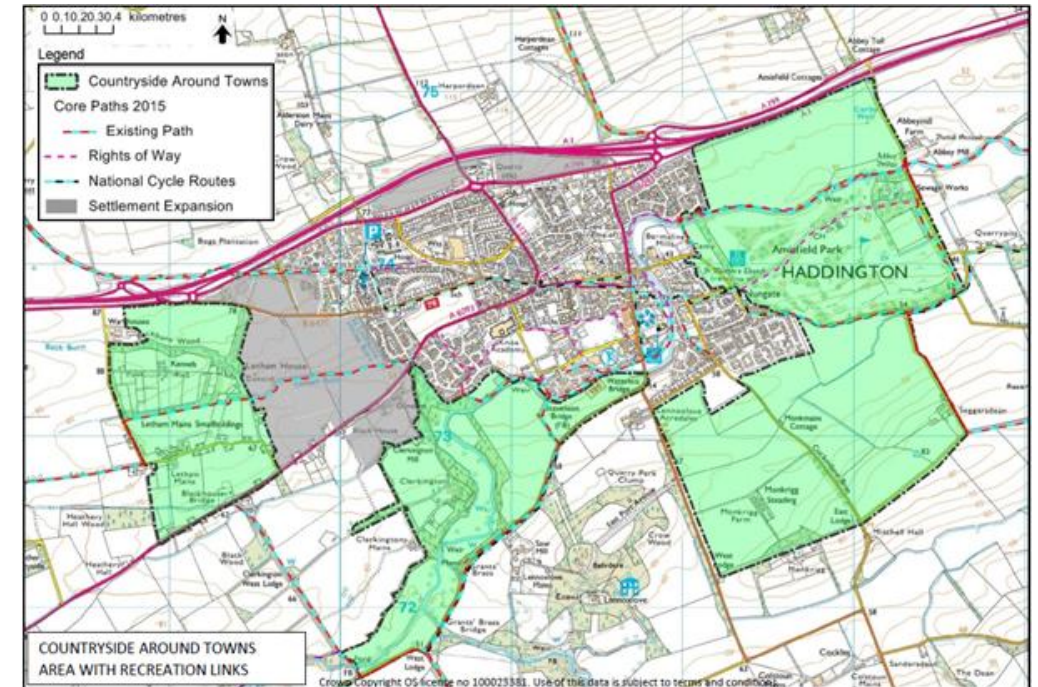
Name of key officer:

For the Planning Service of East Lothian Council: Sarah Cheyne, Jean Squires, Paul Zochowski

## Quotes:

*“Close liaison between the plan maker and agencies like SNH means that the plan and its supplementary guidance are prepared using all relevant environmental information. In the case of the Countryside and Coast Supplementary Planning Guidance, this work followed on from a close and successful collaborative approach to preparation of the Local Development Plan. This meant we had a good understanding of plan content and what East Lothian Council hoped to achieve in the Countryside and Coast SPG. We were able to work with them during its preparation and gave feedback on several aspects of the SPG ahead of formal consultation. This allowed us to focus our resources and meant that we had relatively few further comments to make when we were consulted formally. This is an approach that we consider to be good practice and would recommend to all planning authorities.”*

**Vivienne Gray**, Planning Advisor Scottish Natural Heritage



## ***Design Standards for New Housing Areas SPG***

### **Goals:**

Prior to the LDP being prepared the Council had approved Supplementary Guidance dating from 2008 on design in new housing development. A proposal to update this guidance was set out in the LDP. This intention to update the guidance was recognised by the reporter during the Examination to the LDP as a positive step that would help to ensure a high standard of design in future development in East Lothian. In addition, the original guidance required to be updated to reflect the growing realisation of a need for action on climate change and how this can be addressed through development layout and individual building design. In preparing this new guidance our key priority was to work collaboratively with the teams outside the Planning Service and with key stakeholders to identify most pertinent issues to the design process and construction of new residential developments in East Lothian.

### **Outcomes:**

To help inform the new SPG the Policy and Projects team together with a number of colleagues from other services undertook a design assessment to evaluate the quality of new residential developments completed in the previous years. The assessment identified that generally new residential developments provide a sense of identity and include layouts that allow pedestrians and cyclists to move freely therefore supporting the residents wellbeing and sustainable forms of transport. However, we also found that some developments could have been improved with focal points or feature buildings and that the impact of parked cars on some of the streetscapes could have been lessened by improved screening in the form of boundary treatment or landscaping. Overall, this exercise was very useful as it initiated discussions within the multidisciplinary teams of site auditors on the design qualities of completed housing schemes. These discussions helped identify aspects of the SPG that required strengthening and additional input from other specialist areas such as transportation or landscaping. The SPG's preparation was also informed by a number of meetings and discussions with the Planning Delivery team

who were instrumental in ensuring the draft guidance appropriately reflected current development management processes and was ambitious yet implementable. The *Design Standards for New Housing Areas Supplementary Planning Guidance* was adopted in 2020 following a public consultation engagement and further input from members of the public, Key Agencies, as well as other organisations including Homes for Scotland and housing developers.



The adopted SPG seeks to raise awareness of the unique characteristics and attributes of East Lothian, how these can be used positively to create new places both small scale and large, and the technical aspects of design that are required to deliver great new places.

**Name of key officer:**

For the Planning Service of East Lothian Council: Leigh Taylor and Marek Mackowiak

**Quotes:**

*“These new standards represent an update to existing guidance, with more of a focus on the growing realisation of a need for action on climate change and how this can be addressed through development layout and individual building design. It is absolutely right that this guidance should be updated to tie in with the latest LDP. Having this new guidance will ensure that all new residential developments in East Lothian meet the very highest standards.”*

**Councillor Norman Hampshire**, *Convenor of East Lothian Council Planning Committee*

*“We welcome the approach of the guidance, which focuses on good place-making and the contribution this can make to well-being and inclusivity.”*

**Ruth Cameron**, *Senior Casework Officer Historic Environment Scotland*



Kings Court (Station Road) Dunbar. Source: ELC

## Quality of Service and Engagement

### Case Study 3 - Black Bull Close Dunbar sensitive restoration and conversion of historic building

**Location and Dates:** Land to the rear of 72-74 High Street, Dunbar, East Lothian from 2015 to present

**Elements of a High Quality Planning Service this study relates to:**

- Quality of outcomes – pre-application work, planning policies and guidance are delivering high quality development on the ground with positive social outcomes;
- Quality of service and engagement – early work to save these buildings, support to community applicant, early pre-application discussions and good working relationships with applicant and their architects;
- Governance – strong collaboration between local authority services and national agencies

**Key Performance Markers:**

- 2. Project Management
- 3. Early Collaboration with Applicants and Consultees on Planning Applications

**Key Areas of Work:**

- Collaborative Working
- Design

**Stakeholders Involved:**

- Authority Planning and Other Staff
- The applicants and their architects



72 & 74 High Street, Dunbar

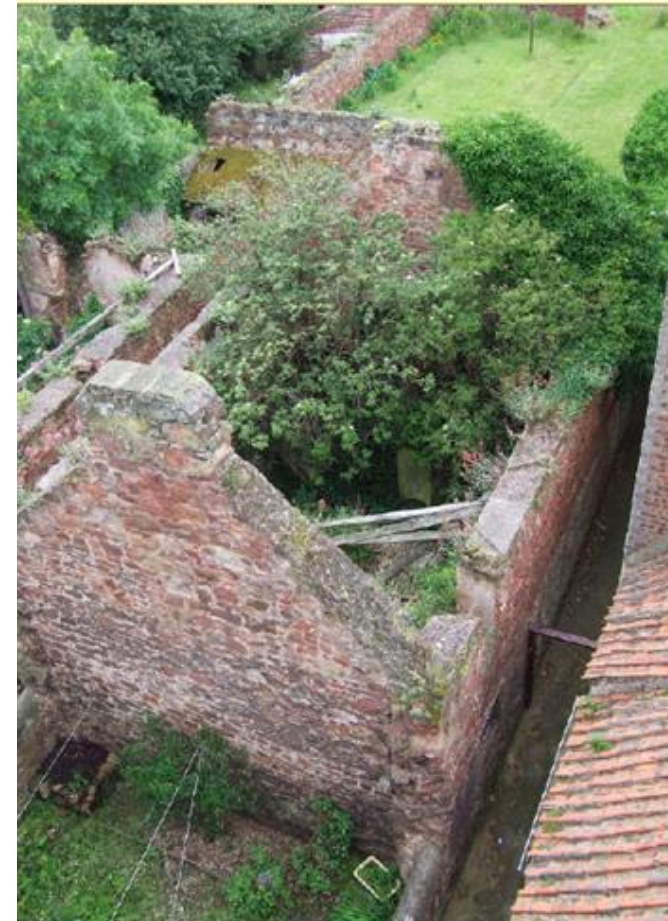
## Overview:

Located in the backlands off Dunbar High Street, Black Bull Close, 72 –74 High Street consisted of two derelict riggs and four linked ruinous partially listed buildings, which were also included on Scotland’s Buildings at Risk Register. This historic backland site within Dunbar Conservation Area dates from at least the early 17<sup>th</sup> Century and is a rare survivor of an early medieval close, full of historic character with tightly packed old buildings and enclosed garden ground bounded by high stone walls. Council planners were instrumental in the Council acquiring the buildings to prevent their loss a number of years ago, and assisted the community group to undertake the necessary archaeological and feasibility studies to establish their significance and potential. Historic Environment Scotland assisted the group financially to repair and restore the old rig walls using a hot lime mortar process. The riggs and buildings had a very high potential for archaeological remains to survive, as evidenced by significant discoveries being made nearby.

The site had been overgrown and was largely inaccessible for many years. [The Ridge](#) , a social enterprise, applied to revitalise this whole area starting with opening up the garden ground in the riggs and a community garden growing and training project that continues today. In 2018 an application was made to convert the ruinous listed buildings into a community facility.

Due to the sensitive nature of the historic site the architects, Simpson and Brown, and the applicants worked closely with East Lothian Council and Historic Environment Scotland to ensure that the designs and impacts of the proposals were appropriate for the structures and location. Through the considered advice of East Lothian Planning and Conservation officers the proposal was revised in response to the sensitive nature of the site. The Ridge also acquired weathered pantiles from the Planning Service Architectural Salvage Store.

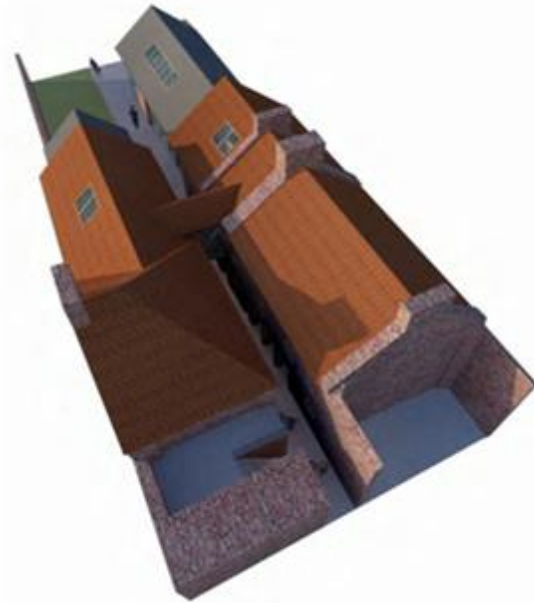
A programme of archaeological investigation and historical analysis was undertaken to help inform the designs and to give the buildings context. As the whole ethos of the project is one of community enterprise, all the historic analysis and archaeological investigations (excavations and historic building recording) were undertaken with community involvement which helped engender a sense of ownership for the site and project. Ownership of the site has now passed to The Ridge under Community Asset Transfer.



Rear of 72 & 74 High Street before clearance  
Source: ELC



Building 4 after clearance prior to redevelopment  
© Addyman Archaeology



3D rendering of refurbished buildings  
© Simpson and Brown Architect

The developers also ensured that during the redevelopment, opportunities were in place for community learning and apprenticeships in traditional building methods. East Lothian Council and national agencies provided support and consultation for this element of the project too.

**Outcomes:**

Although the work on the buildings and riggs is extensive, it was undertaken sympathetically and with full consultation of both East Lothian Council and Historic Environment Scotland and has transformed the area into a positive addition to the conservation area as well as giving the listed and at risk structures a new lease of life.

The developers continue to liaise with the Council as the work on the buildings continues and the project has received national attention for its positive social outcomes which have been driven and informed by the historic environment.

**Name of key officer:**

For the Planning Service of East Lothian Council: Paul Zochowski, Neil Millar  
East Lothian Council Archaeology Service: Stephanie Leith, Andrew Robertson

**Quotes:**

*“Visiting The Ridge gave me an insight into the wide range of projects and support they provide, including the Backlands Site, the Hungry Hatch Café and the exciting restoration work at Black Bull Close. These projects provide great food, green spaces to enjoy and improve Dunbar as a place to live and visit. This innovative enterprise also provides local people with opportunities for training, employment and volunteering and helps improve health and wellbeing. The success of The Ridge is a testament to the dedication of staff and volunteers, transforming people’s lives and physically regenerating the heart of Dunbar.”*

**Aileen Campbell**, Cabinet Secretary for Communities and Local Government. Sept 2019

Source: <https://the-ridge.org.uk/ministerial-visits/>

## Governance – Ensuring that our structures and processes were proportionate, effective and fit for purpose

### Case Study 4 – East Lothian Planning Service Response to COVID-19

<b>Location and Dates:</b> From March 2020 to present
<b>Elements of a High Quality Planning Service this study relates to:</b> <ul style="list-style-type: none"><li>• Quality of service and engagement – positive actions to support sustainable economic growth and initiatives to work consistently with stakeholders and deliver a positive customer experience; and</li><li>• Governance – how structures and processes are proportionate, effective and fit for purpose</li></ul>
<b>Key Performance Markers:</b> <ul style="list-style-type: none"><li>• 12. Corporate working across services to improve outputs and services for customer benefit;</li><li>• 13. Sharing good practice, skills and knowledge between authorities</li></ul>
<b>Key Areas of Work:</b> <ul style="list-style-type: none"><li>• Process improvement</li><li>• Development Management Processes</li></ul>
<b>Stakeholders Involved:</b> <ul style="list-style-type: none"><li>• Authority Planning Staff</li><li>• Planning Committee</li></ul>



Wash your hands.



Use a tissue for coughs and sneezes.



Avoid touching your face.

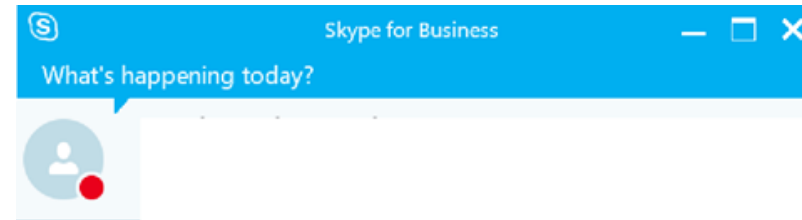
[www.nhsinform.scot/coronavirus](http://www.nhsinform.scot/coronavirus)

## Overview:

The COVID-19 pandemic has turned life upside down for everyone and has forced an urgent rethink for Planning Authorities across Scotland. Like other Authorities, East Lothian has had to amend our working practices and procedures to ensure that our critical activities can continue to be undertaken.

Back in March, our first priority was ensuring the safety of our staff and customers. At the start of the pandemic, we took a precautionary approach by quickly moving to reduce the number of staff working within our office. Whilst still retaining a public interface in our office, this reduced the risk of the virus being passed between staff members. As time passed we further reduced the number of staff within the office to the point of having only a skeleton staff present. At the same time, we were still able to service both the Planning Committee and Local Review Body meetings that were held in March.

Our second priority was ensuring that staff were able to work satisfactorily from home. Early investment in Skype for Business allowed for good communication between staff and with external stakeholders. It has also been crucial to keep all staff updated with regular updates on legislative changes, as well as Council updates and changes to procedure. Whilst officers were already set up to work from home, an early difficulty was ensuring that our support staff were also able to work remotely. Having assisted them in securing sufficient laptops, we then worked closely with them to help them adjust to working from home and to make sure they knew the critical tasks that we required them to undertake. Business staff worked proactively to overcome the various challenges that the pandemic brought them, for example organising a rota system for accessing their office to make sure that paper applications could be picked up and any hard copy objections logged on the system and acknowledged. This was all crucial to the Service, as the continuation of these administrative tasks allowed us to continue to undertake our critical activities.





Another important step was in taking steps to ensure that officers could continue to undertake essential site visits. Visiting sites is a crucial part of our application determination process, and this ensured there was no delays in applications being processed. It further allowed our planning enforcement and landscape officers to continue to investigate alleged breaches, therefore maintaining confidence in our planning service. It was essential that we drew up a procedure that ensures the safety of staff on site. This procedure enabled us to secure the support of both senior management and Police Scotland to continue to undertake essential site visits.

For many reasons, not least ensuring that planning permissions for major developments were in place to aid economic recovery, it was crucial that we found a way to ensure that our Planning Committee could continue to operate. This took some time to finalise, as Members and other stakeholders had strong views on how our new process should operate. Our new procedure consists of a virtual Planning Committee using Skype for Business. Staff have adjusted well to the process, with 11 applications being determined during our first two virtual Committees. Staff also adjusted well to a new virtual process for the Local Review Body. The establishment of this has been welcomed by both applicants and objectors and has reduced the risk to the Council of complaints and appeals to the DPEA against non-determination.

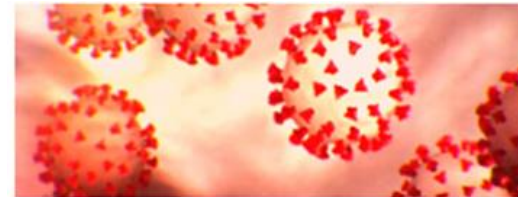


As we move towards the recovery phase, our focus is now on supporting local businesses to reopen their businesses at the earliest opportunity. Staff have been taking a positive attitude with local proposals, whilst ensuring that new developments do not bring with them unacceptable impacts. Staff have worked closely with a number of stakeholders, including consultees, Members and local traders.

In all of this, we have adopted new approaches to keep plans and proposals moving through the system; measuring risk and taking a pragmatic view of how we can best continue to plan and make the decisions vital to the recovery of our communities and businesses. In all of this, the Heads of Planning has been a rich resource for us in both identifying and sharing good practice through benchmarking with partners.

#### Goals:

Some aspects of our planning system, including a number of processes and requirements, have been affected by the impacts of the Coronavirus (COVID-19) outbreak and the various measures put in place to curtail it. Working with a number of stakeholders our goal has been to overcome the obstacles and find the temporary solutions needed to get us through this period and ensure the continued functioning of the critical activities of our Planning Service. The hard work of all staff and the innovative, pragmatic, practical and flexible approaches we have taken has helped to ensure that business has continued as near to normal as possible.



## Outcomes:

Planning performance in the determination of planning applications during the first quarter of 2020/21 has been strong, with speed of determination exceeding the Council's targets. Planning enforcement has also continued to deal with enforcement complaints in accordance with the standards set out in our Planning Enforcement Charter. Planning policy have been able to continue their work with minimal delay, ensuring that a response was made to the NPF4 Call for Ideas whilst ensuring that we remain on target with our timescales for both the Regional Strategies and our preparatory work for LDP2. Feedback has been positive, with various stakeholders appreciating the procedures we have taken to ensure that critical activities continue to be undertaken in order that we can play an important role in societal and economic recovery.

## Name of key officer:

For the Planning Service of East Lothian Council: Keith Dingwall

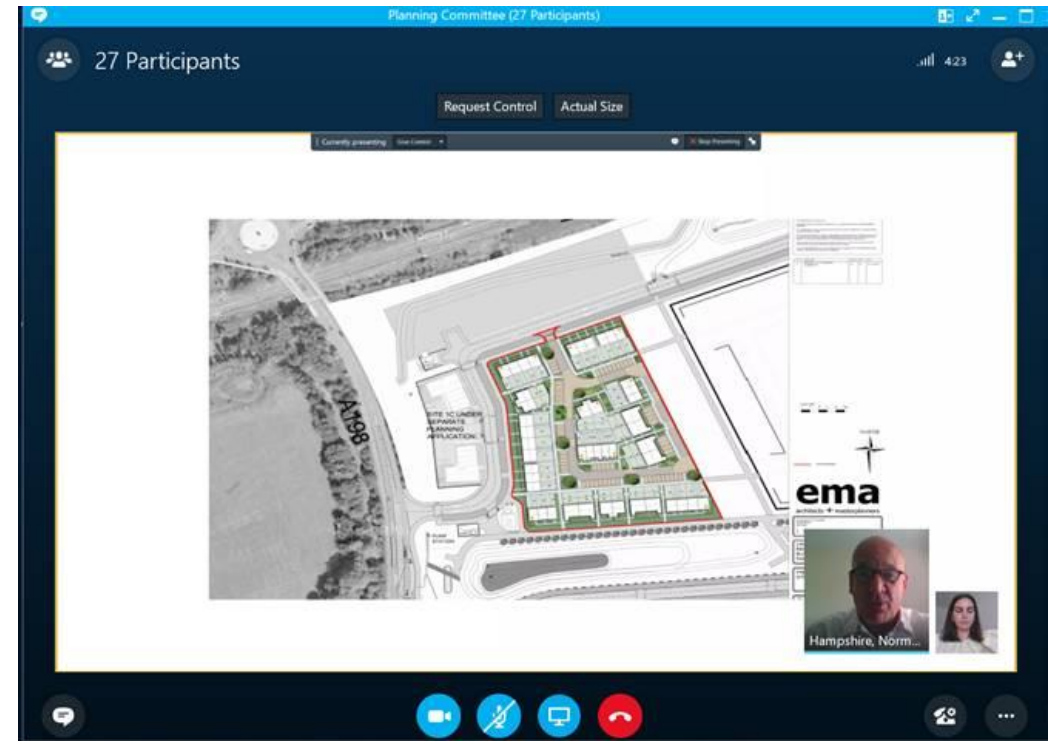
## Quotes:

*"Hargreaves have been impressed with how the East Lothian Planning Service have responded to the pandemic. They have implemented all of the measures necessary to ensure a continuity of service, which is clearly essential to aid societal and economic recovery. We were particularly pleased with how quickly they were able to set up a virtual Planning Committee to ensure that delays to major development projects were kept to a minimum".*

**Iain Slater**, Development and Estates Director, Hargreaves Services plc

*"I've been really pleased with how our Planning Service have adapted to the various challenges thrown up by COVID-19. All staff have worked hard to ensure that all of our critical activities continue to be undertaken. This helps to ensure that we are well placed to play an important role in East Lothian's recovery from the pandemic".*

**Councillor Norman Hampshire**, Convenor of East Lothian Council Planning Committee



## Culture of Continuous Improvement

### Case Study 5 – Information sharing, ongoing training of staff, managers and members

<b>Location and Dates:</b> From April 2019 to March 2020
<b>Elements of a High Quality Planning Service this study relates to:</b> <ul style="list-style-type: none"><li>• Quality of outcomes</li><li>• Culture of continuous improvement</li></ul>
<b>Key Performance Markers:</b> <ul style="list-style-type: none"><li>• 12. Corporate working across services</li><li>• 13. Sharing good practice, skills and knowledge</li></ul>
<b>Key Areas of Work:</b> <ul style="list-style-type: none"><li>• Skills Sharing</li><li>• Staff Training</li></ul>
<b>Stakeholders Involved:</b> <ul style="list-style-type: none"><li>• Authority Planning Staff</li><li>• Authority Other Staff</li><li>• Key Agencies</li><li>• Elected Members</li></ul>

#### Building Capacity - Improving Performance



The Planning Delivery Service operates alongside and has direct and indirect relationships with a number of other services within ELC as well as with agencies operating outside of ELC. In the interests of information sharing representatives from the following services were each invited to attend one of the Planning Delivery team meetings in November and December 2019. The objective of their attendance at the meeting was to update and inform the Planning Delivery team of their current work streams and in particular identify areas where there were overlaps of work.

**Planning Policy team of ELC** – the team were updated by the Manager of the Policy team on ELLDP 2 and its timescales.

**Sustainable Development Officer** – The declaration by ELC of the Climate Emergency in September 2019 has implications on the operation of the Planning Delivery team. The Council’s Sustainable Development informed the team of the aspirations of the ELC and how through the determination of planning applications those aspirations can be achieved.

**Project Manager Blindwells** – the larger Blindwells new town is potentially one of the largest developments in Scotland. The project manager informed the team of the aspirations of ELC for the new town and how this will influence the growth of East Lothian and SE Scotland. The ramifications of this development will be felt well beyond the boundaries of the area of land safeguarded for this new town. This will require a co-ordinated approach in the determination of planning applications that could potentially influence and should not prejudice the development of this new town.

- **Project Manager Craighall** - As a major development in part funded by City Deal this is a complex development with potentially competing demands of each of the partners of this project (ELC, Scottish Govt, Westminster, QMU and Persimmon Homes). These competing demands need to be reconciled to deliver the employment opportunities and economic growth required by City Deal alongside the delivery of 1200 new homes.
- **SNH** – in an environment of diminishing resources and ever increasing demands representatives of SNH informed of their current working environment and their expectation of Planning Authorities in delivering the ELLDP 2018 and in the determination of applications that require HRA/Appropriate Assessment.

Examples of information sharing, training and capacity building undertaken in the last 12 months include:

- Habitats Regulations Appraisal and Appropriate Assessment – in-house training for staff members delivered by external biodiversity consultant
- Presentation delivered by a member of the Service to Scottish Parliament Cross Party Group on Rural Policy: Demographic change in rural Scotland and place based responses
- Local Authority Urban Design Forum events on Active Travel and Market-led Housing – organised by A&DS
- Scotland’s Towns Conference in Aberdeen – organised by Scotland’s Towns Partnership
- Planning Act Masterclass – organised by RTPi and attended by two members of the Service
- Creating Better Places for Scotland’s Gypsy/Traveller – PAS event
- HOPS full attendance
- Meeting with key agencies to discuss LDP2
- Service Manager attended Association of East Lothian Community Councils

The Service organised briefings for Elected Members on key issues and stages for LDP2, regional planning post SDP2 rejection and Regional Spatial Strategies and other significant requirements of the Planning (Scotland) Act 2019. The Service organised briefings for Elected Members on key issues and stages for LDP2, regional planning post SDP2 rejection and Regional Spatial Strategies and other significant requirements of the Planning (Scotland) Act 2019.



LAUDF 14 – Market-led Housing, Glasgow January 2019

## PART 2 Supporting Evidence

- [Housing Land Audit 2019](#)
- [Development Plan information](#)
- [East Lothian Council Web Site: Planning Pages](#)
- [Planning Enforcement Charter 2020](#)
- [Council Internal Audit Report 2020](#)
- [ELC Planning Committee meetings](#)
- [ELC Full Council meetings](#)
- [East Lothian Community Hospital \(Keppie Design\)](#)
- [Development Plan Scheme 11](#)
- [East Lothian Council's 2019 Annual Performance and 'State of the Council' Report](#)
- [East Lothian Council Plan](#)
- [Update and Progress Report on the 2017-2027 East Lothian Plan](#)
- [Local Outcome Improvement Plan](#)
- [East Lothian Customer Service Charter](#)

- [East Lothian Feedback Team](#)
- [East Lothian Council Policy and Performance Review Committee report 07 and Minute](#)
- [LTS Active Travel Improvement Plan](#)

Case Study Topics	Issue Covered	Case Study Topics	Issue Covered
Design	Case study 2	Interdisciplinary Working	Case study 3
Conservation	Case study 3	Collaborative Working	Case study 1
Regeneration	Case study 3	Community Engagement	Case study 3
Environment	Case study 2	Placemaking	Case study 2
Greenspace		Charrettes	
Town Centres	Case study 3	Place Standard	
Masterplanning	Case study 1	Performance Monitoring	Case study 4
LDP & Supplementary Guidance	Case study 2	Process Improvement	Case study 4
Housing Supply		Project Management	Case study 1
Affordable Housing		Skills Sharing	Case study 5
Economic Development	Case study 3	Staff Training	Case study 5
Enforcement		Online Systems	Case study 4
Development Management Processes	Case study 4	Transport	
Planning Applications	Case study 4	Active Travel	Case study 2
		Other: please note	

## Part 3: Service improvements

### In the coming year we will:

- continue discussions with communities and elected members on next stages in LDP2 process within the context of the planning review including NPF4 and an indicative Regional Spatial Strategy (iRSS)
- start the preparation of the Evidence Report to set out the context within which the draft LDP2 will be framed
- seek the views of stakeholders on what they see are the issues in their area in order to prepare the Evidence Report. This engagement and information gathering will have a particular focus on the usually harder to reach groups such as the elderly, disabled people, young people and gypsy travellers
- prepare and adopt a new procedure note for our tree preservation order process
- establish an annual forum for developers and planning agents to discuss existing planning issues, to review practice and to identify any measures that need to be taken to improve the Planning Service in East Lothian
- continue to reduce the number of legacy planning applications
- review working practices adopted during the Covid-19 pandemic to increase the Planning Service resilience, improve efficiency and effectiveness



## Delivery of our service improvement actions in 2018-19:

Committed and outstanding improvements and actions	Complete?
<ul style="list-style-type: none"> <li>Adopt LDP1 and all related statutory and non-statutory supplementary guidance - Service Manager and Team Manager Policy and Strategy responsibility</li> </ul>	<p>Yes - with the approval of the Design Standards for New Housing Areas SPG all the guidance attached to the LDP has now been approved and the LDP1 process is complete.</p>
<ul style="list-style-type: none"> <li>Continue internal officer and Member discussions on LDP2 in the context of NPF4 and iRSS</li> </ul>	<p>Yes – further briefings given to all political groups and to Council Management Team.</p>
<ul style="list-style-type: none"> <li>Complete progress to 100% default electronic handling of planning and related applications - Service Manager, Team Manager Planning Delivery, Management Systems and Administration Officer and Unified Business Support responsibility</li> </ul>	<p>100% default electronic handling of planning and related applications achieved.</p>
<ul style="list-style-type: none"> <li>Undertake further workshops with Agents engaged in the submission of planning applications and other statutory consents – Team Manager Planning Delivery, Planning Technician, Management Systems and Administration Officer and Unified Business Support responsibility</li> </ul>	<p>Partly - Individual meetings held with agents/developers on registration/validation issues. Annual Forum to be set up with applicants and agents to review our Planning Service and to establish whether any improvement need to be made.</p>
<ul style="list-style-type: none"> <li>Review LDP1 Action Programme as part of evidence base for LDP2</li> </ul>	<p>Partly; Action Programme updated and currently consulted with Key Agencies.</p>
<ul style="list-style-type: none"> <li>Further promote and enhance the use of processing agreements for planning applications to back up project management work</li> </ul>	<p>The uptake of processing agreements proves challenging and there appears to be limited interest from developers .</p>
<ul style="list-style-type: none"> <li>Remove remaining legacy applications by withdrawal or determination, facilitated by part us of resource from additional planning fees – Service Manager and Planning Delivery Team Manager responsibility</li> </ul>	<p>Partly; Out of 137 legacy cases identified in our previous PPF we have cleared 74 cases during the reporting period (63 applications withdrawn and 11 applications with a decision). However, we now have 194 legacy applications, of which 66 have a validation date between 3 August 2009 and 31 March 2018. This is due to a miscalculation in previous reports.</p> <p>Progress on removing legacy applications has been significant, with 226 cases taken out of the system during the last two years. However, there still remains a need to continue with this targeted action to achieve further improvement on this.</p>

## KEY PERFORMANCE MARKERS 2019-2020

No.	Performance Marker	Evidence
1	<b>Decision-making:</b> continuous reduction of average timescales for all development categories [Q1 - Q4]	<b>No need to provide statistics.</b>
2	<b>Processing agreements:</b> <ul style="list-style-type: none"> <li>offer to all prospective applicants for major development planning applications; and</li> <li>availability publicised on website</li> </ul>	Processing agreements are consistently offered for major and complex applications through both the Council's website and pre-application discussions, however, there remains a limited uptake of this opportunity, with developers being content to work with the Council in terms of application project management and, where required, agreed extensions of time. Project management approaches help to monitor progress and to ensure that major planning applications are determined within agreed timescales including simple project planning, keeping a spreadsheet for consultation responses, and, where necessary, meeting on a regular basis with applicants and agents.
3	<b>Early collaboration</b> with applicants and consultees <ul style="list-style-type: none"> <li>availability and promotion of pre-application discussions for all prospective applications; and</li> <li>clear and proportionate requests for supporting information</li> </ul>	We provide a pre-application advice service which is promoted through staff engaging with prospective applicants. Advice is provided free of charge to written and telephone enquires and we also operate a duty officer system twice a week. Any information we seek is clear and proportionate to their needs. The Planning Service has established and on-going collaborative working arrangements with internal consultees and key agencies.
4	<b>Legal agreements:</b> conclude (or reconsider) applications after resolving to grant permission reducing number of live applications more than 6 months after resolution to grant (from last reporting period)	<b>No need to provide statistics.</b> Our average timescales (18.9 weeks) for determining major applications with legal agreements is significantly better than last year (41.3 weeks) and also better than the Scottish average (43.6 weeks). Local applications with legal agreements are determined significantly faster (4.1 weeks) than last year (58.8 weeks) and the Scottish average (25.4). As noted below this improvement is partially due to our pre-application discussions that address developer contributions and the role of the Planning Obligations Officer who is a key contact for developers in understanding the implications of their development in the context of the Developer Contributions Framework.
5	<b>Enforcement charter</b> updated / re-published within last 2 years	Our updated <a href="#">Enforcement Charter</a> was approved in March 2020.



No.	Performance Marker	Evidence
6	<b>Continuous improvement:</b> <ul style="list-style-type: none"> <li>• progress/improvement in relation to PPF National Headline Indicators; and</li> <li>• progress ambitious and relevant service improvement commitments identified through PPF report</li> </ul>	<b>Bullet point 1 - Nothing required for.</b>  The service improvements we identified in our previous PPF have largely been achieved. Of the four identified, we have completed three and are on target for achieving the remaining one (LDP Action Programme update). We note that some of the improvements identified in previous years remain outstanding (Out of four outstanding improvements identified as outstanding in 2018/19 PPF one was attained and three remain outstanding).
7	<b>Local development plan</b> less than 5 years since adoption	Yes, LDP adopted in September 2018
8	<b>Development plan scheme</b> – next LDP: <ul style="list-style-type: none"> <li>• on course for adoption within 5 years of current plan(s) adoption; and</li> <li>• project planned and expected to be delivered to planned timescale</li> </ul>	Our <a href="#">DPS11</a> sets out a broad timescale for the LDP2. It is projected that LDP2 will be adopted by 2023 ie within 5 years of the current LDP adoption.  Project plan for LDP2 work is in place.
9	<b>Elected members engaged early</b> (pre-MIR) in development plan preparation – <i>if plan has been at pre-MIR stage during reporting year</i>	N/A as no MIR stage. However, Elected Members have already been engaged early in the preparation of the LDP2.
10	<b>Cross sector stakeholders* engaged early</b> (pre-MIR) in development plan preparation – <i>if plan has been at pre-MIR stage during reporting year</i> <i>*including industry, agencies and Scottish Government</i>	N/A as no MIR stage. However, stakeholders have already been engaged early in the preparation of the LDP2.
11	<b>Regular and proportionate policy advice</b> produced on information required to support applications.	All SGs and SPGs listed in the current LDP have now been finalised and adopted.

No.	Performance Marker	Evidence
12	<b>Corporate working across services</b> to improve outputs and services for customer benefit (for example: protocols; joined-up services; single contact arrangements; joint pre-application advice)	Both pre-application enquiries and applications are appraised in weekly team meetings to highlight potential issues, assess opportunities for design improvements and give greater consistency on outcomes. Internal consultees including Roads, Education, Environmental Health, Landscape, Countryside and Legal services are available for fortnightly pre-application slots with developers. The team of Transport Planners who are consulted on proposals are also responsible for the Roads Construction Consents for the same proposals so as to ensure that RCCs and planning applications are subject to consistent processes and are twin tracked.
13	<b>Sharing good practice, skills and knowledge</b> between authorities	We continue our engagement through HOPS, COSLA and with relevant stakeholders including Key Agencies to improve service delivery and share good practice, skills and knowledge (eg our participation in KAG LDP (Environmental Evidence)).
14	<b>Stalled sites / legacy cases:</b> conclusion or withdrawal of old planning applications and reducing number of live applications more than one year old	Out of 137 legacy cases identified in our previous PPF we have cleared 74 cases during the reporting period (63 applications withdrawn and 11 applications with a decision). However, we now have 194 legacy applications, of which 66 have a validation date between 3 August 2009 and 31 March 2018. This is due to a miscalculation in previous reports.
15	<b>Developer contributions:</b> clear and proportionate expectations <ul style="list-style-type: none"> <li>• set out in development plan (and/or emerging plan); and</li> <li>• in pre-application discussions</li> </ul>	Our LDP, supported by the Developer Contributions Framework SG sets out expectations for developer contributions.  Pre-application discussions address developer contributions and are part of a protocol for application processing. The role of the Planning Obligations Officer is critical in that respect. It helps to reduce negotiation periods and agree/register Section 75 agreements within shorter timescales.

## Part 4 National Headline Indicators (NHI)

### A: NHI Key outcomes - Development Planning:

Development Planning	2019-20	2018-19
<b>Local and Strategic Development Planning:</b>		
Age of local/strategic development plan(s) at end of reporting period <i>Requirement: less than 5 years</i>	LDP - 22 months SDP - 7yr 2months	LDP - 9 months SDP - 6yr 2months
Will the local/strategic development plan(s) be replaced by their 5 <sup>th</sup> anniversary according to the current development plan scheme? <b>SDP to be resolved following Ministerial rejection and legislative change to strategic planning and through NPF4</b>	LDP -yes SDP - no, see note	LDP Yes. SDP - no
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	Y	N
Were development plan scheme engagement/consultation commitments met during the year?	Y	Y
	Agreed 2019 HLA	April 2019
<b>Effective Land Supply and Delivery of Outputs</b>		
Established housing land supply	11,765 units	11,818 units
5-year effective housing land supply programming	6,644 units	6,896 units
5-year effective land supply total capacity	13,435 units	11,657 units
5-year housing supply target	5,308 units	5,308 units
5-year effective housing land supply (to one decimal place)	6.61 years	6.61 years
Housing approvals	1,559 units	2,475 units
Housing completions over the last 5 years	2,984 units	3,038
Marketable employment land supply	81.1 ha of which 10.3 ha are immediately available	6.45 ha
Employment land take-up during reporting year	0 ha	0.45 ha

## Context and Commentary – Development Planning

The 2019 Housing Land Audit has been agreed with HfS. The previous reporting year saw record numbers of housing completions at 885 demonstrating the level of delivery enabled by the housing land supply set out in the LDP. The previous record was some 739 in 2018, and some 730 just prior to the recession. The provision of record numbers of homes and affordable homes (over 600 completed between 2014/15-2018/19) underpins the value of a constructive, positive and well thought through LDP in enabling the housing industry to maximise delivery from its capacity, as does maintaining an effective housing land supply of over 6 years.

The LDP [Action Programme](#) has been updated and is currently consulted with Key Agencies. The Action Programme provides a detailed account of the actions that will be required to deliver the LDP, as well as those responsible for those actions and the timescales within which the actions should be delivered.

Previous Planning Performance Frameworks explained and evidenced the arrangements for extensive collaborative and corporate working which informed the preparation for and projected implementation phase of LDP1. These same established processes have been carried through the early development of LDP2. Normally, and as was the case with the first LDP, our review would be set within the context of the approved Strategic Development Plan. However, in this instance SESplan2 was rejected by the Scottish Government and the SDP is not being pursued further. This has left a gap in strategic planning coverage for the SESplan area which affects all of the 6 SESplan local authorities. Due to the timescales of introducing the new Planning Act and the lack of strategic context caused by the rejection of SESplan2 it was decided, after the rejection of SESplan, to pursue a preparation of LDP2 under the new Planning Act.

The NPF is a vital document for all other parts of the development plan as it provides the context for the LDP allocations and policy. The Scottish Government has already started the review of the NPF and the Council responded to the first issues gathering stage and is currently jointly preparing an indicative Regional Spatial Strategy which will also guide the NPF. Due to the Covid crisis the production of the NPF has been delayed and the draft will not come out until the autumn of 2021 with the final version planned for a year later, autumn 2022. We have started a review of the current LDP with the aim of getting LDP2 adopted before October 2023. The Evidence Report for LDP2 (formerly known as the Main Issues Report stage) is being programmed for late 2021. Under the chosen timescale we should be able to review our LDP within a 5 year period since its adoption in October 2018.

[The Development Plan Scheme no11](#) sets out the next stages for the LDP and its associated guidance. The DPS will be updated in 2020 and this update will be done in the context of the National Planning Framework timescales.



## Context and Commentary – Development Management

The National Headline Indicators show a significant improvement in average decision timescales for major developments from 47.1 weeks in 2018-2019, to 13.8 weeks this year.

Householder applications and other local development applications also show a slight improvement in average decision timescales.

The previous appointment of a Planning Obligations Officer continuous to help us improve performance, with an increased focus on the timely conclusion of legal agreements.

It is encouraging that a total of 226 legacy applications have been removed from our system within the last two years. However, there remains a considerable number of legacy applications still to be dealt with, and this could have a negative impact on our performance figures.

### B: NHI Key outcomes – Development Management

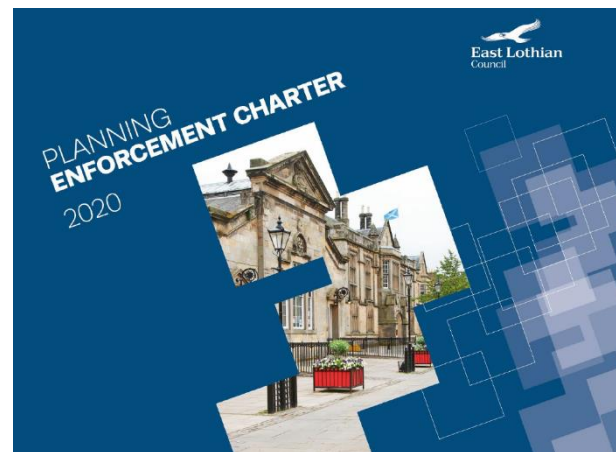
Development Management:	2019-20	2018-19
<b>Project Planning</b>		
Percentage and number of applications subject to pre-application advice	47%/358	65.8%/706
Percentage and number of major applications subject to processing agreement	16.6%/2	1.9%/21
<b>Decision Making</b>		
Application approval rate	96.0%	96.1%
Delegation rate	96.7%	98.0%
Validation	38%	34%
<b>Decision-making Timescales</b>		
Major Developments	13.8 weeks	47.1 weeks
Local developments (non-householder)	10.3 weeks	10.5 weeks
Householder developments	7.2 weeks	7.6 weeks
<b>Legacy Cases</b>		
Number cleared during reporting period	74	152
Number remaining	194	137

## C: Enforcement activity

	2019-20	2018-19
Time since <a href="#">enforcement charter</a> published / reviewed	Published in March 2020	17 months since review/16 months since published
Complaints lodged and investigated	325	250
Breaches identified – no further action taken	260	175
Cases closed	216	229
Notices served	65	38
Direct Action	0	22
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

### Context and Commentary – Enforcement

The [Enforcement Charter](#) has been reviewed and updated and importantly, rewritten to simplify the language used and break up the text with illustrations to make it a more customer friendly document and more accessible. Within this PPF's monitoring period there was an increase in the number of complaints lodged and investigated as well as identified breaches that required no further action. Also, when compared to the previous year there was an increased number of resolved and closed cases reflecting increased activity levels.



## PART 5: Scottish Government Official Statistics

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

Timescales	2019-20	2018-19
<b>Overall</b>		
<b>Major developments</b>	12 (13.8)	12 (47.1 weeks)
<b>Local developments (non-householder)</b>	292 (10.3)	320 (10.5 weeks)
• Local: less than 2 months	212 (72.6%)	76.3%
• Local: more than 2 months	80 (27.4%)	23.8%
<b>Householder developments</b>	457 (7.2 weeks)	532 (7.6 weeks)
• Local: less than 2 months	433 (94.7%)	90.4 %
• Local: more than 2 months	24 (5.3%)	9.6 %
<b>Housing Developments</b>		
<b>Major</b>	5 (17.5 weeks)	6 (45.1 weeks)
<b>Local housing developments</b>	50 (13.2 weeks)	80 (14.9 weeks)
• Local: less than 2 months	28 (56.0%)	52.5%
• Local: more than 2 months	22 (44.0%)	47.5%
<b>Business and Industry</b>		
<b>Major</b>	0	0
<b>Local business and industry developments</b>	24 (10.7 weeks)	29 (10.8 weeks)
• Local: less than 2 months	16 (66.7%)	79.3%
• Local: more than 2 months	8 (33.3%)	20.7%
<b>EIA Developments</b>	0	0
<b>Other Consents</b>		
• <i>As listed in the guidance(right)</i>	219 (7.6 weeks)	226 (7.7 weeks)
<b>Planning/legal agreements</b>		
• Major: average time	4 (18.9 weeks)	8 (41.3 weeks)
• Local: average time	3 (4.1 weeks)	4 (58.8 weeks)



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

Type	Total number of decisions No.	Original decision upheld			
		2019-20		2018-19	
		No.	%	No.	%
<b>Local reviews</b>	16	14	87.5%	5	33%
<b>Appeals to Scottish Ministers</b>	7	4	57.1%	1	25%

## PART 6: Workforce Information

Workforce information should be a snapshot of the authorities planning staff in position on the 31<sup>st</sup> of March. 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
Head of Planning Service				1

RTPI Qualified Staff	Headcount	FTE
Development Management	10	8.6
Development Planning	8	7.1
Enforcement	1	1
Specialists	0	0
Other (including staff not RTPI eligible) ( 10.1 FTE technicians, information systems, landscape and archaeology staff)	11	8.6

Staff Age Profile	Headcount
Under 30	5
30-39	11
40-49	11
50 and over	3

In addition to planning responsibilities (Development Management -Planning Delivery, Development Planning -Strategy and Policy), the Service delivers the Council's statutory responsibilities for Landscape and Tree Protection, Corporate Address Gazetteer and Archaeology/Heritage Management under the Service Manager, Planning role. There are two Team Managers with responsibility for the two major business streams of the service, Planning Delivery and Strategy and Policy, delegating responsibility from the Service Manager to allow a clear line of responsibility and reporting for those workstreams. Landscape Officers, the Corporate Address Gazetteer, Archaeology Officers and the Management Systems and Administration Officer all report directly to the Service Manager. Planners' responsibilities are subject to generic job description with enhanced responsibilities to support the Senior and Principal Planners and Team Managers and allow for flexibility across the two main workstreams of the service. This service structure balances responsibilities and provides appropriate tiers of delegation to support the Service Manager.



## PART 7: Planning Committee Information

Committee & Site Visits	Number per year
Full council meetings	8 (LDP, SG/SPG and SESplan decisions, ratification of report on called in application)
Planning committees	10
Area committees	n/a
Committee site visits	33
Local Review Body	8 (total of 16 cases)
LRB site visits	16
Audit & Governance Committee	1
Policy & Performance Review Committee	1

To make a comment, suggestion or complaint about a council service, download a feedback form online at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk) or pick one up at your local office.