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Council Building
2 High Street
Perth
PH1 5PH

26/01/2023

A hybrid meeting of the **Scrutiny and Performance Committee** will be held in the **Council Chamber** on **Wednesday, 01 February 2023** at **10:00**.

If you have any queries please contact Committee Services on (01738) 475000 or email Committee@pkc.gov.uk.

THOMAS GLEN
Chief Executive

Those attending the meeting are requested to ensure that all notifications are silent on their device and other devices are in silent mode.

Please note that the meeting will be broadcast online and recorded. The recording will be publicly available on the Council's website following the meeting.

Members:

Councillor Colin Stewart (Convener)
Bailie Alasdair Bailey (Vice-Convener)
Councillor Keith Allan
Councillor Steven Carr
Councillor Eric Drysdale
Councillor Angus Forbes
Councillor Michelle Frampton
Councillor Ian Massie
Councillor Willie Robertson
Councillor Caroline Shiers
Councillor Frank Smith

Scrutiny and Performance Committee

Wednesday, 01 February 2023

AGENDA

MEMBERS ARE REMINDED OF THEIR OBLIGATION TO DECLARE ANY FINANCIAL OR NON-FINANCIAL INTEREST WHICH THEY MAY HAVE IN ANY ITEM ON THIS AGENDA IN ACCORDANCE WITH THE COUNCILLORS' CODE OF CONDUCT.

- | | | |
|----------|--|----------------|
| 1 | WELCOME AND APOLOGIES | |
| 2 | DECLARATIONS OF INTEREST | |
| 3 | MINUTE OF MEETING OF SCRUTINY AND PERFORMANCE COMMITTEE OF 30 NOVEMBER 2022 FOR APPROVAL
(copy herewith) | 5 - 10 |
| 4 | OUTSTANDING BUSINESS STATEMENTS (OBS)
(copy herewith 23/26) | 11 - 12 |
| 5 | SCRUTINY AND PERFORMANCE COMMITTEE FORWARD PLANNER
(copy herewith 23/27) | 13 - 14 |
| 6 | PLANNING PERFORMANCE FRAMEWORK 11 (2021-22)
Report by Head of Planning and Development (copy herewith 23/28) | 15 - 72 |

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SCRUTINY AND PERFORMANCE COMMITTEE

Minute of hybrid meeting of the Scrutiny and Performance Committee held in the Council Chambers, 2 High Street, Perth, on Wednesday 30 November 2022 at 2:00pm.

Present: Councillor C Stewart, Councillors K Allan, S Carr, A Forbes, M Frampton, D Illingworth (Substituting for F Smith), B Leishman (Substituting for Bailie A Bailey), I MacPherson (Substituting for E Drysdale), I Massie and W Robertson.

In Attendance: L Simpson (Head of Legal and Governance Services), B Renton (Executive Director, Communities); S Devlin (Executive Director, Education and Children's Services), B Atkinson, P Davison, R Drummond and S Johnston (all Education and Children's Services); A Brown, J Clark, C Guild, J Guild and M Pasternak (all Corporate and Democratic Services).

Apologies: Bailie A Bailey, Councillors E Drysdale and F Smith.

Councillor C Stewart, Convener, Presiding.

1. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting and apologies were noted as above.

2. DECLARATIONS OF INTEREST

No declarations of interest were made in terms of the Councillors' Code of Conduct.

3. MINUTE OF MEETING OF THE SCRUTINY AND PERFORMANCE COMMITTEE OF 21 SEPTEMBER 2022

The minute of meeting of the Scrutiny and Performance Committee of 21 September 2022 was submitted and approved as a correct record.

4. OUTSTANDING BUSINESS STATEMENT

Resolved:

The status of actions in the Outstanding Business Statement, be noted and completed actions removed accordingly.

5. COUNCIL COMPLAINTS PERFORMANCE REPORT FOR 2021-22

There was submitted a report by Head of Legal and Governance Services (22/292) providing assurance that the Council has an adequate and effective Complaints Handling Procedure (CHP) in place and advising the Committee of work undertaken to improve performance in relation to the Council's handling of complaints. The report also advised public performance reporting requirements are satisfied in accordance with the Scottish Public Services Ombudsman's (SPSO) performance measures for local authorities.

In response to a question from Councillor Carr regarding the availability of the Scottish Public Services Ombudsman (SPSO) review and conclusions to the Committee, J Clark advised this information is made publicly available by SPSO. L Simpson confirmed no business pertained to any cases for PKC in 2021/22 and therefore no information has been reported to Committee on this occasion.

In response to a question from Councillor Stewart regarding SPSO reports being brought to the next available Committee after receipt, rather than on an annual basis, L Simpson confirmed this could be possible going forward, however it should be noted SPSO are currently operating with a backlog.

In response to a question from Councillor Robertson regarding lessons learnt from complaints received, J Clark confirmed Stage 2 complaints are reviewed by the Corporate Complaints Team Leader who will compile relevant learning points and share feedback with relevant teams. J Clark further advised there is a Complaints Handling Group comprising representatives from all Services who meet regularly to identify and share learning points.

In response to a question from Councillor Leishman regarding timescales for handling complaints and comparison with other Local Authorities, J Clark advised elementary benchmarking information is routinely compiled, however, as not all Local Authorities collect data in the same way, the comprehensiveness and accuracy of this is variable. J Clark further advised that the Local Authority Complaint Handler's Network is in the process of reviewing this to ensure the information produced is meaningful.

In response to a question from Councillor Allan regarding the 34% increase in complaints received from 2020/21 to 2021/22, L Simpson confirmed that during 2020/21 staff were redeployed to essential business due to the Covid Pandemic and there was therefore a condensed period during which complaints were being processed. When compared to the full duration of 2021/22, this appears as a marked increase. L Simpson assured Members there is no concern of systemic failure.

In response to a question from Councillor Massie regarding monetary compensation and the financial implications of this, L Simpson confirmed monetary compensation does not form part of the CHP.

In response to a question from Councillor Stewart regarding complaints remaining open at the end of March 2022, J Clark confirmed no complaints remain open within the Council from 2021/22.

In response to a question from Councillor Shiers regarding the way in which the Council receives and responds to complaints given the prevalence of social media, L Simpson advised work has been ongoing to ensure all communications which resemble a complaint, regardless of how they are received, are dealt with through the CHP.

Resolved:

- (i) The contents of Report 22/292, be considered.
- (ii) It be noted that the Council's Complaints Handling Procedure (CHP) is considered to be adequate and effective.

- (iii) It be noted that the CHP will continue to be monitored and reviewed throughout the year and work undertaken to further improve performance.

6. PUPIL EQUITY FUNDING UPDATE 2022

There was submitted a report by the Executive Director (Education and Children's Services) (22/268) providing an update on progress made in Perth and Kinross, to close the poverty-related attainment gap through the use of Pupil Equity Funding (PEF). The report outlined the range of PEF funded measures implemented to improve performance and monitor progress of improvements. It meets the requirements to report on the expenditure and impact of the Pupil Equity Fund.

In response to a question from Councillor Leishman regarding outdoor learning at primary schools in Perth and Kinross, S Devlin confirmed all nursery, primary and secondary schools are encouraged to participate in forms of outdoor learning. In response to a further question from Councillor Leishman regarding numbers of teachers able to deliver outdoor learning and the timescales for staff being trained to do so, S Devlin confirmed different schools have received training from a range of providers.

In response to a question from Councillor Allan regarding one school which did not receive any PEF, S Devlin confirmed this would be due to there being no eligible pupils within the school. Allocation is based on eligibility for free school meals and qualifying benefits. P Davison confirmed the school in question was Logiealmond Primary School.

In response to a question from Councillor Shiers regarding measurement of PEF through a bespoke tracking tool, what data this measures and how this impacts future decisions regarding PEF allocation, S Johnston confirmed the Closing the Gap tool has been piloted for three years within Perth and Kinross. Work has been ongoing with the Education Scotland Attainment Advisor to strengthen the ability to evidence whether interventions are working or not. Staff are trained in measures to be used before tracking takes place throughout the school year. This has proven to be successful, and requests have been received nationally for the Council to share their progress with other Local Authorities.

In response to a question from Councillor Carr regarding school management teams' awareness of how best to use PEF, S Devlin confirmed evidence-based support and guidance is provided to all Headteachers in relation to judicious use of PEF to ensure the best outcomes possible for Children and Young People in every school.

Resolved:

The contents of Report 22/268, be scrutinised.

7. RAISING ATTAINMENT UPDATE

There was submitted a report by Executive Director (Education and Children's Services) (22/267) which provided an update to progress on the Education and Children's Services Raising Attainment Strategy 2020-23. Specifically, information was

provided on a range of performance measures across the National Improvement Framework for Education priorities.

In response to a question from Councillor Shiers, regarding statistics for attendance at school post-pandemic, provision of parental support and measures to support home learning for those who continue to require it, S Johnston confirmed attendance post-pandemic is a national issue. S Johnston advised some young people are successfully continuing to learn from home and programmes of staged intervention have been developed in conjunction with Educational Psychology. S Johnston also advised a framework for emotional based absence has been developed in conjunction with Perth Autism Support. With regard to mixed attenders, S Johnson confirmed work is ongoing with families, and Community Learning Assistants and Pupil Care and Welfare Officers have been appointed in primary schools and secondary schools, respectively. Their remit is to work with families to ensure support to attend regularly is provided. Finally, S Johnston advised work has recently begun with Local Authorities in Tayside and Forth Valley to form a joint approach to managing attendance.

In response to a question from Councillor Forbes regarding a stretch aim for exclusions and whether this will encourage teachers to not exclude when this may be the best course of action, S Devlin advised young people being at school provides several protective factors and it is therefore reasonable to set targets to reduce exclusions as far as possible. S Johnston confirmed exclusion is an act of last resort and statutory legislation is in place regarding this.

In response to a question from Councillor Leishman regarding children starting nursery school who have not met developmental milestones, S Johnston advised there is a Universal Pathway identifying developmental milestones from birth. Nurseries work closely with Health Visitors and information is shared on children who may not be meeting developmental milestones prior to them entering early education in order that a support plan be developed.

In response to a question from Councillor Robertson regarding home schooling, S Johnston advised this is a parental choice. There is no requirement for the Council to give permission for this to take place. If a child initially attends school before changing to home schooling, the Council has a duty to review a home school plan for the child and offer to monitor and support the parent.

Resolved:

The contents of Report 22/267, be scrutinised.

8. PERTH AND KINROSS CHILD PROTECTION COMMITTEE STANDARDS AND QUALITY REPORT 2021/2022

There was submitted a report by Chief Social Work Officer (22/293) providing an overview of the key activities and work of the Child Protection Committee (CPC) partners to protect children and young people from harm, abuse and exploitation and describing the CPC's achievements, key strengths and areas for improvement. The report also included an update on the CPC's Improvement Plan, confirming that the

CPC continues to focus on learning and improvement and has in place a comprehensive programme of improvement work for 2022 and beyond.

In response to a question from Councillor Shiers regarding Trio of Risk data and links made between the Child Protection Committee and services with waiting lists to expedite support and direct resources accordingly, B Atkinson advised the Trio of Risk focuses on intervention with children whose parents have issues surrounding substance misuse, mental health or domestic violence. If children are involved with Social Work Services and require a Care Plan or Child Protection Plan, areas of risk are identified as part of this, and agencies will be invited to work together and discuss progress of all key components.

In response to a question from Councillor Stewart regarding the Trio of Risk and main difficulties, B Atkinson advised timing of availability of services can be a key issue. Delays and pressures in different areas can create challenges, especially balancing support for a child with the pace of their parent's recovery.

Resolved:

The contents of Report 22/293, be scrutinised.

SCRUTINY AND PERFORMANCE COMMITTEE

OUTSTANDING BUSINESS STATEMENT (OBS)

(Report No 23/26)

Please note that this statement sets out outstanding decisions of this committee along with an update and estimated completion date. Actions which are overdue are shaded for ease of reference. Where an update reflects that an action is complete then the Committee's agreement will be sought to its removal from the OBS.

No	Minute Reference	Subject Title	Outstanding Action	Update	Lead Officer /Service	Action due	Action Expected
1.	29 November 2021	Business Gateway	Briefing session to be arranged on Business Gateway – Memorandum of Understanding to Committee Members	Briefing Session has been arranged in February 2023. NOT COMPLETED	David Littlejohn	26 April 2023	26 April 2023
2.	6 June 2022. Item 4.	Forward Planner	Forward Planner for Scrutiny and Performance Committee to be brought forward to future meeting of the Scrutiny and Performance Committee.	Bring forward to February 2023 Committee. COMPLETED	Lisa Simpson	1 February 2023	1 February 2023
3.	6 June 2022. Item 6(d).	Closing out of Improvement Actions from BMIPS.	Methodology to be constructed in terms of closing out of Improvement Actions raised in BMIPS.	Initial meeting has been held with officers and the Convener. Development Session to be	All services	26 April 2023	26 April 2023

No	Minute Reference	Subject Title	Outstanding Action	Update	Lead Officer /Service	Action due	Action Expected
				<p>arranged in 2023 for members on the new Improvement Service Local Government Benchmarking Framework dashboard.</p> <p>NOT COMPLETED</p>			
4.	21 September 2022. Item 8	Perth and Kinross Council Annual Performance Report 2021/22	A slide-based presentation to be delivered to members on the different on the different types of support that are available to young people regarding mental wellbeing.	<p>The national health and wellbeing census data will be published in February 2023.</p> <p>NOT COMPLETED</p>	Education and Children's Services	26 April 2023	26 April 2023

FORWARD PLANNER - SCRUTINY AND PERFORMANCE COMMITTEE 2023

(Report No. 23/27)

1 February

Planning and Performance Framework

26 April

Update from ALEO's

Summary Report on Care Inspectorate and Education Scotland Inspections

7 June

Communities BMIP

ECS BMIP

CDS BMIP

Annual Governance Statement

13 September

FOI Performance Report 2022-23

Data Protection Compliance 2022-23

Council Complaints Performance Report for 2022-23

Corporate Annual Performance Report

22 November

Update from ALEO's

All Services Interim Update Report

Child Protection Committee Standards and Quality Report

Raising Attainment (including RA Implementation Plan Annual Update)

Pupil Equity Funding Update 2023

PERTH AND KINROSS COUNCIL

Scrutiny & Performance Committee

25 January 2023

PLANNING PERFORMANCE FRAMEWORK 11 (2021-22)

Report by Head of Planning and Development

(Report No. 23/28)

1. PURPOSE

- 1.1 This report relates to the Perth and Kinross Planning Performance Framework 11 (2021-22) (PPF11). A PPF is required to be submitted to the Scottish Government annually. PPF11 (Appendix 1) provides an overview of performance statistics and evidence of continuous improvement for the Planning Service. The PPF was submitted to Government in September 2022 and is published on the Heads of Planning Scotland website: [Planning Performance Framework – HOPS \(hopsotland.org.uk\)](https://hopsotland.org.uk).
- 1.2 Formal feedback on PPF11 was received from Tom Arthur, the Minister for Public Finance, Planning & Community Wealth, on 22 December 2022 (Appendix 2) – a summary of which is set out in paragraphs 4.2 - 4.3 below.

2. RECOMMENDATIONS

2.1	<p>It is recommended that committee:</p> <ul style="list-style-type: none"> i) scrutinises the appended Planning Performance Framework; ii) scrutinises the appended Ministerial feedback received; and iii) considers and makes suggestions in relation to case studies and service improvements to be included in PPF12.
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3. STRUCTURE OF REPORT

- 3.1 This report is structured over the following sections:
- Section 4: Background/Main Issues
 - Section 5: Key Findings
 - Section 6: Conclusion
 - Appendices

4. BACKGROUND / MAIN ISSUES

- 4.1 The purpose of the Planning Performance Framework (PPF) is to show how the Council as Planning Authority is working to be a high-quality planning service: how it has performed against nationally agreed key indicators, and what improvement actions will be taken. The PPF therefore looks back on the previous year's performance and forward in terms of future actions.
- 4.2 Ministerial performance feedback received on 22 December 2022 notes the challenges and highlights the importance of an appropriately resourced planning system as key to improving performance. Nationally, the delivery of improvement is to be assisted by the significant increase in planning application fees implemented in April 2022, as well as increased fees for Local Authorities in relation to applications made under the Electricity Act. It also recognises that resourcing requires a pipeline of knowledgeable and skilled planners, as well as money, to delivering the ambitions of NPF4. In this regard, the Future Planners Project led by Heads of Planning Scotland is seen as important in easing the resourcing and skills challenges faced by planning authorities. Beyond this, the Minister also advises that work is progressing on: introducing mandatory training for elected members on the planning system; implementation of statutory annual reports by planning authorities; and the appointment of a Planning Improvement Coordinator for Scotland. Overall, the level of performance is seen as being testament to the hard work and flexibility during challenging times and that good progress is being made.
- 4.3 In terms of the Ministerial performance feedback related to Perth and Kinross, of the 15 performance indicators, rated on a Red/Amber/Green basis, only two are marked Amber, with the remaining thirteen being Green. This significant level of green ratings (87%) against performance markers and none marked as Red recognises the high level of performance within Perth and Kinross's Planning Services. The first Amber relates to planning application decision making timelines, and notes that average decision timescales were slower than the previous year – although remain faster than the Scottish average. The second related to continuous improvement commitments, which had not all been completed – although this reflects that a number are longer term projects than the annual reporting cycle and as such requires a long-term rating trend in feedback. Previously, the PPF was considered by the Planning Policy, Practice and Performance Member Officer Working Group, however this has not sat for some time now and this and future iterations of the PPF will be presented to this Committee. For information PPF10 (2020-21) and previous versions are accessible via the link in para 1.1 and on the PKC website: [Planning Performance Framework - Perth & Kinross Council \(pkc.gov.uk\)](https://www.pkc.gov.uk/planning-performance-framework).

5. KEY FINDINGS

- 5.1 PPF11 reflects on the period between 1 April 2021 and 31 March 2022 and focuses on work adapting to new working arrangements, the digital transformation programme, and the new legislative requirements for public engagement. The case studies in Part 1 (pages 5-16) evidence this, providing examples of what has been achieved and the quality of outcomes. This includes ongoing spatial analysis of open space as part of the wider 20-minute neighbourhood approach in the draft National Planning Framework 4 (NPF4); the work undertaken in terms of active travel; and evidence gathering for Local Place Plans.
- 5.2 Part 2 of the submission provides information on how officers have addressed previously identified service improvements and sets out further improvements as a focus moving forward (pages 17-21). For 2022/23 and beyond, the following have been identified:
- Leadership & Management
 - Customers & Stakeholders
 - Digital
 - Continuous Improvement
- 5.3 Part 3 & 4 of the document focuses on statistical information, evidencing the Council's performance against the National Headline Indicators and Scottish Government Official Statistics (pages 22-29). It highlights progress being made on LDP3 is in line with the Scottish Government timescales, with evidence gathering underway and an engagement strategy being programmed. The PPF indicates that the Development Management function is meeting overall targets, with a significant reduction in legacy cases (planning applications not determined due to information needed from, or actions by, the applicant). This was identified as an area for improvement following feedback last year. The PPF acknowledges that due to the significant turnover in staffing over the past year, with vacancies taking some time to fill, that there has been a minor fall in performance. Part 5 (pages 30-2) provides a snapshot of the staffing situation on 31 March 2022 and Part 6 (pages 33-4) provides information on Committee meetings.
- 5.4 Part 7 (pages 35-42) sets out the performance markers that are used by the Scottish Government to assess how the Council is meeting the required targets. It summarises work being undertaken, makes linkages with the case studies and what improvements have been made in the last year. Finally, performance over the previous six years is captured on page 42.
- 5.5 The Planning Performance Framework is designed to support improvement locally and nationally. The approach is consistent across all local authority areas. However, there may be local improvement actions which the Committee may wish to see delivered. As such the Committee may wish to give consideration to case studies and improvements for PPF 12, along with other, appropriate performance indicators.

6. CONCLUSION

- 6.1 The Planning Performance Framework has been submitted to update the Committee on the performance of the Planning service for the period from April 2021 to March 2022. It provides members with statistical information and evidence of significant and continuous improvement across almost all aspects.

Author

Name	Designation	Contact Details
Brenda Murray	Team Leader, Development Plans Team	(01738) 475000 ComCommitteeReports@pkc.gov.uk

Approved

Name	Designation	Date
Barbara Renton	Executive Director (Communities)	18 January 2023

APPENDICES

- Appendix 1 – Planning Performance Framework 2021-22
- Appendix 2 – Ministerial Feedback Letter 22 December 2022

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	None
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	None
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	None
Risk	None
Consultation	
Internal	No
External	No
Communication	
Communications Plan	None

1. Strategic Implications

Community Plan/Single Outcome Agreement

- 1.1 The Planning Performance Framework contributes to the following Perth & Kinross Community Plan / Single Outcome Agreement priorities:

- (ii) *Developing educated, responsible and informed citizens*
- (iii) *Promoting a prosperous, inclusive and sustainable economy*
- (iv) *Supporting people to lead independent, healthy and active lives*
- (v) *Creating a safe and sustainable place for future generations*

Corporate Plan

- 1.2 The Development Plan contributes to the achievement of the following Council's Corporate Plan Priorities:

- (ii) *Developing educated, responsible and informed citizens;*
- (iii) *Promoting a prosperous, inclusive and sustainable economy;*
- (iv) *Supporting people to lead independent, healthy and active lives; and*
- (v) *Creating a safe and sustainable place for future generations.*

2. Resource Implications

Financial

2.1 None.

Workforce

2.2 None.

Asset Management (land, property, IT)

2.3 None.

3. Assessments

Equality Impact Assessment

3.1 None.

Strategic Environmental Assessment

3.2 None.

Sustainability

3.3 None.

Legal and Governance

3.4 None.

Risk

3.5 None.

4. Consultation

Internal

4.1 The PPF is a collaborative document with input from throughout the Planning Service.

External

4.2 None.

5. Communication

5.1 None.

2. BACKGROUND PAPERS

2.1 The following background papers were referred to during the preparation of this report:

- Planning Performance Framework 11 (2021-22);
- Ministerial Feedback Letter 22 December 2022.

PLANNING PERFORMANCE FRAMEWORK 11

2021 - 22

6

Appendix 1



CONTENTS

Pg03 Introduction

The purpose of the Planning Performance Framework (PPF) is to show how as a planning authority we are working to achieve a high-quality planning service: how we have performed and also, how we plan to improve. It also provides more measured information on the authority's work programmes, called National Headline Indicators (NHI), along with the Scottish Government Annual Official Statistics for that authority. The PPF concludes with a snapshot covering the workforce and planning committee meeting information.

The last year has continued to prove challenging with restrictions limiting certain activities and staff continuing to perform and deliver the majority of the service from home. Nevertheless, the workforce has been increasingly adaptive, demonstrating creative approaches to online consultation, investigating new digital platforms, and identifying alternative forms of communication. This past year has allowed us to reflect on the time saved by use of technology and online resources to support our work. It has also, however, highlighted the importance of place, how integral it is to our health and well being, and how vital it is for us to listen to the needs of others and respond with kindness. Our work

and our improvements for next year will continue to focus our efforts on supporting everyone in Perth and Kinross, both staff and communities, to live life well, and enjoy all aspects of Perth & Kinross, whether through the quality of our environment, homes or business spaces. We also want to be more responsive to customers, ensuring they have a great experience of the planning service. be that access to great outdoor space, the creation of new tourism destinations or simply providing a quick response to an enquiry.

At the heart of this approach will be our response to the new legislation and the aspirations of the draft NPF4. As this PPF demonstrates, work has already begun on the Open Space Strategy and the groundwork for supporting Local Place Plans, whilst work within Development Management has focused on consolidating the learned experiences of the pandemic. The programmed improvements for the following year are focusing on continuing to provide an excellent service to our customers and stakeholders, whilst the Council adapts to future challenges. To achieve this, actions will be structured into a three-year programme – see [Part 2](#) for details.





PART 1 QUALITY OF OUTCOMES

The last year has continued to prove challenging with COVID-19, still restricting site visits and a return to the office. However, the case studies evidence Perth & Kinross Council's focus on customer service, innovation and addressing climate change actions. Staff have maintained high standards of professional advice, identified service improvements and adapted to the challenges set by the pandemic.

Case Studies

1

Guidance on Ancillary Accommodation

4

Local Place Plan evidence gathering

2

Analysing open space for LDP3

5

Ratray Active Travel Plan

3

Enforcement goes virtual

6

Self build pilot projects

PART 1 Case Study 1: Guidance on Ancillary Accommodation

Location
Perth & Kinross wide
Elements of a High-Quality Planning Service This Study Relates To
<ul style="list-style-type: none"> Quality of outcomes Culture of continuous improvement
Key Markers
11 Regular and proportionate policy advice
Key Areas of Work
<ul style="list-style-type: none"> Local Development Plan & Supplementary Guidance Collaborative Working
Main Stakeholders Involved
<ul style="list-style-type: none"> Local developers Authority: Planning Staff

Key Officers:

Bea Nichol & Andrew Ballantine, Planning Officers, Planning & Housing Strategy
Christine Brien (Team Leader), Gillian Peebles, & Keith Stirton, Planning Officers, Development Management

Overview

Discussions over the need for further guidance in terms of ancillary accommodation had been raised prior to the first lockdown. The rise in home working and improvements in the digital network had already seen an increase in applications for office space, people sometimes using their garden to create an additional room. After the first lockdown in 2020, this rise was accelerated with increasing numbers of applications for separate accommodation, some of which had the potential to create a separate dwelling. To support the needs of the service, several policy officers were involved in the processing of householder applications to ensure that the council's targets were still being met. As a result, the policy and householder teams collaborated to produce a guidance document that officers, agents and the public could use when making proposals.

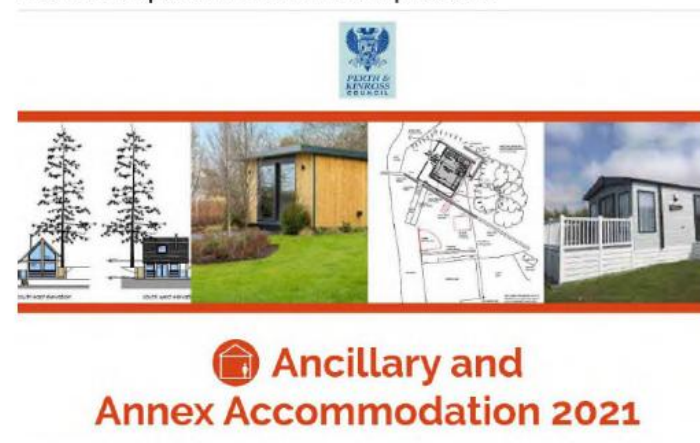
The document was drafted and prepared for consultation in May 2021. Agents on Uniform that had been registered for householder applications in the previous 5 years were sent the draft copy as well the LDP list of interested parties for placemaking issues. An online consultation took place with no objections to the approach taken. The document was then prepared for the Strategic Planning & Resources Committee and was adopted in November 2021. The Elected Members welcomed this proactive and collaborative approach to provide clear guidance for the public and agents and were appreciative of the efforts to move this through the process efficiently.

Goals

The non-statutory guidance provides detailed advice on what is likely to achieve planning permission in terms of separate and extended accommodation within garden grounds. It is linked to the Placemaking Guidance, the Council's statutory document on designing places and is intended work in tandem with the principles of placemaking. A review of the guidance will be undertaken with the development of LDP3, currently in its early engagement phase.

Outcomes

This is an example of collaborative working across policy and development management teams. The new ways of working, using technology to keep in touch, update and innovate, have supported this collaborative approach and allowed for more informal discussions on planning applications. The use of policy staff to assist the Development Management service provided an opportunity to proactively identify and address the need for additional guidance, creating a more transparent and efficient process.



PART 1 Case Study 2: Analysing open space for LDP3

Location
Perth & Kinross wide
Elements of a High-Quality Planning Service This Study Relates To
<ul style="list-style-type: none">• Quality of outcomes• Culture of continuous improvement
Key Markers
12 Corporate working across services
Key Areas of Work
<ul style="list-style-type: none">• Greenspace• Digital Practice
Main Stakeholders Involved
<ul style="list-style-type: none">• Authority: Planning Staff• Authority: Other Staff• General public

Key Officers:
Shelley McCann, Planning Officer &
Dante Sosa, Graduate Planner, Planning &
Housing Strategy

Overview

Scottish Government guidance on the preparation of Local Development Plans under the new planning act requires planning authorities to provide evidence regarding the capacity and planned investment for grey, green, and blue infrastructure. This corresponds with draft NPF4's Policy 8 (Infrastructure First), which suggests planning authorities provide evidence on infrastructure capacity, condition, needs, and desirability, to make informed decisions about the type, level, and location of development contributions. The Planning (Scotland) Act 2019 also introduced a requirement for planning authorities to prepare and publish an Open Space Strategy for their area. The strategy will aid in the coordination of policies across council departments responsible for the development, maintenance, and use of green infrastructure.

Draft guidance on LDPs suggests that the above open space and infrastructure data will likely be required in the evidence report for the new plan. Planning authorities may also be required to provide data on the health needs of the population and the likely effects that land use has on those health needs. Recognizing the beneficial links between greenspace and health and wellbeing, we should seek to analyse and compare data across services to better inform and build upon these linkages. For example, whether there is a correlation between health performance indicators and green space

accessibility and quality indicators across areas.

Several policy areas within the draft NPF4 are also likely to benefit from this work. Policy 7 (Local Living) establishes a framework for the implementation of 20-minute neighbourhoods, a key spatial principle in draft NPF4. Delivering this principle requires cleaner, safer, and greener places, as well as improved open spaces, to build resilience and provide wider benefits for people, health, and biodiversity. This links with Policy 12 (blue and green infrastructure, play and sport), which suggests development plans should identify, protect, enhance, and expand blue and green infrastructure. This then informs Policy 3 (Nature Crisis), which encourages planning authorities to gather information on green networks across development plan areas so that development can expand and improve them. Green networks are a key consideration for development allocations under the new planning system, and the data gathered for the open space strategy is key to understanding them.

To help Perth and Kinross Council deliver on these requirements, we undertook an assessment of key infrastructure and open spaces to assess the quality in terms of accessibility and to better plan and understand resource capacity and needs to inform future planning. The resulting digital maps and dashboards will help delivery insights needed to plan and respond in a rapidly changing environment and target infrastructure to meet community needs.

PART 1 Case Study 2: Analysing open space for LDP3

Goals

Open spaces promote health, improve well-being, build social cohesion, and make cities more resilient to climate change. This work addressed the need to assess the quality of open spaces to ensure that they are in good quality in terms of accessibility by employing GIS (Geographic Information Systems) network analysis.

Similarly, the quality of accessibility to key services is required to understand the infrastructural capacity across Perth and Kinross and identify threats and opportunities in relation to new developments helping us shape the next Local Development Plan, future strategies and development proposals.

GIS network analysis was used to assess the walking and driving distance to key services and open space providing valuable evidence for policy and planners in addition to the general public for framing future plans in a way that will enhance accessibility to services and open space.

Outcomes

The Infrastructure Accessibility analysis prioritised services that are also relevant for the Council's response to Covid-19. 5-, 10- and 20-minute walk and drive times were assessed to GP surgeries, pharmacies and primary schools. Using the same accessibility thresholds drive times were assessed to strategic level services including hospitals, secondary schools,

pharmacies.

The Open Space audit will be the evidence base for developing our Open Space Strategy which will be a framework for the development, maintenance, and use of greenspaces in the area and inform existing provision at neighbourhood scale to identify future need, sites which have a potential for improvement and those which should be maintained. Understanding the quality of access to open spaces is a key aspect of this work.

The audit will assess quantity, accessibility and quality for settlements over 500 people and for sites which are 0.2ha or above. Further engagement may highlight smaller sites which are important for the local community and/or biodiversity (e.g., green infrastructure 'steppingstones'). The audit focus is on key open space typologies. Quality of accessibility has been assessed for the following areas: public parks, amenity open spaces, play spaces, playing fields, green corridors and core paths and community food growing spaces based on walk time thresholds to conform to national standards and in line with PKC's [Open Space Supplementary Guidance](#). The outcomes of this accessibility audit will provide insights and future planning aids to determine which households are within an ideal walking distance and where there is a shortfall in provision, highlighting any neighbourhoods where access to open space is especially poor.



PART 1 Case Study 2: Analysing open space for LDP3

Digital surveys are being developed using ArGIS Survey123 solution to conduct on-site assessments for the open space audit and will be further considered to assist with engagement and consultation. Data gathered through these surveys can be linked to existing spatial data, analysed, shared and published through PKC's ArcGIS Online platform, and various other business intelligence systems used within the Council. Survey123 is currently being piloted across teams, for uses such as a waste bin audit and it is hoped that use of this solution for the open space audit will further demonstrate its functionality within the Council.

A key outcome of this work is the production of digital tools for rapid evidence-based decision-making. Using data dashboards and interactive web maps provides an accessible method for sharing the analyses and outcomes, both internally and externally to key stakeholders and the public. These tools allow users to filter, compare and analyse data at various spatial scales and can be used for council-wide analysis of green networks or individual settlements' open space profiles. This creates an opportunity for people to engage with the data and to compare performance across places and services.

The use of digital tools for data management improves the opportunity for sharing across services, delivering a more collaborative approach to evidence-based decision-making. more efficient use of resources by minimising duplication of efforts. Synergies have been identified with data being gathered for the open space and infrastructure assessments and data

needed across projects in the Development Plan, Greenspace, and Climate Change and Sustainable Development Teams. A collaborative, digital approach provides consistency in providing robust evidence to support decision making and supports more efficient use of resources by minimising duplication of efforts.



PART 1 Case Study 3: Enforcement goes virtual

Location
Perth & Kinross wide
Elements of a High-Quality Planning Service This Study Relates To
<ul style="list-style-type: none">• Quality of service and engagement• Culture of continuous improvement
Key Markers
6. Continuous improvement
Key Areas of Work
<ul style="list-style-type: none">• Enforcement• Digital Practice
Main Stakeholders Involved
<ul style="list-style-type: none">• Key agencies• Authority other staff

Key Officer:
Mary Barr, Enforcement Officer,
Development Management

Overview

The pandemic increased focus on developing new ways of working, using technology and enhancing collaborative approaches to enforcement issues. This sought to reduce barriers, including a default of officers undertaking a site visit, creating new ways of gathering information, communication and use of online resources. Furthermore, as demonstrated in PPF10, continued voluntary redeployment to support priority services has seen positive experiences strengthen working relationships internally and externally and supported improvements in evidence gathering and communication.

The use of virtual meetings has eased and speeded up access to interested parties. In addition, the opportunity to have monthly catch ups and quick calls has allowed more effective communication, reducing complexities of co-ordinating diaries, venues, and travel. Such cross agency working related to the unauthorised use of a building for temporary accommodation purposes led to the discovery of a human trafficking ring and a multi-agency taskforce (PKC Planning Enforcement, Safer Communities alongside Police Scotland and PKAVS) investigation and action.

This taskforce built up evidence and shared new information. Through co-ordination of evidence gathering and good communication, Police Scotland advanced with an ongoing prosecution. Importantly a number of vulnerable people were assisted, and the unauthorised use of the property stopped. This has highlighted how important the work of Planning Enforcement is to the public, in more respects that a breach of planning control. Particularly helpful was the fact that Planning Enforcement officers can access a site without the need for a 'warrant', allowing them to observe and gather information. This work was invaluable for the police and has enabled them to pursue convictions.

A further enhancement to the Planning Enforcement teams working has been the development of the 'submission of evidence online'. This evolved as a result of pandemic 'lockdowns' preventing or limiting site visits and thus delaying progress, officers encouraged the public to evidence their complaints in more detail. In less serious cases, this can save time and result in speedy responses on whether there was a breach of planning control and the approach to be taken.

PART 1 Case Study 3: Enforcement goes virtual

In the case of an appeal to DPEA against an enforcement notice, there was disagreement over the number of trees that had been cleared from a site without prior permission. The appellant provided evidence from a specific date that seemed to demonstrate there had been a limited number of trees on site and contradicted the evidence provided by the planning authority. However, with the use of online aerial photography dated to the previous year, it was demonstrated that there were considerably more trees on site than the appellant had claimed. The enforcement case was upheld, and the Reporter stated that they considered the appellant to have acted criminally. The Council is now pursuing fixed penalties notices for not complying with the steps of the notice with the appellant.

Whilst enforcement matters can often be emotive the enforcement team are working to improve engagements and build positive relations with all interested parties, particularly those who may have breached planning controls. Ongoing work with a particular case has allowed the enforcement officer to develop a relationship with the landowner, with a collaborative approach to tackling the enforcement issues. In this instance, the site has multiple infringements, built up over many years. This approach has seen some of the key unauthorised development issues addressed. The continued contact throughout the pandemic, providing support, advice and allowing trust to build during a time when many rural communities felt isolated

made a difference and reminds us all that whatever the issue is, we are all human and make mistakes. In such cases, a measured and proportionate approach has achieved more than may have otherwise been the case.

Goals

Staff have had to look for innovative ways to provide quality evidence. To ensure a continued and effective planning enforcement service. The results have seen new working practices emerge and evolve that are time efficient and cost effective, whilst also improving service quality and allowing for staff resources to be concentrated on a more fluid response to customer and Council priority areas.

Outcomes

The pandemic has enabled us to develop new working practices. There have been challenges but also positive outcomes. Keeping in contact has at times been made easier by use of technology and avoiding spatial and time barriers.



Planning Enforcement Charter

Revised January 2021



PART 1 Case Study 4: Evidence gathering for Local Place Plans

Location
Perth & Kinross wide
Elements of a High-Quality Planning Service This Study Relates To
<ul style="list-style-type: none">Governance
Key Markers
12 Corporate working across services
13 Sharing good practice, skills and knowledge
Key Areas of Work
<ul style="list-style-type: none">Place StandardCollaborative Working
Main Stakeholders Involved
<ul style="list-style-type: none">Authority: Planning StaffAuthority: Other StaffGeneral Public

Key Officer:
Alasdair Finlayson, Planning Officer, Planning & Housing Strategy

Overview

Provisions for the preparation of Local Place Plans were introduced by the Scottish Government as part of the new measures in the Planning (Scotland) Act 2019. They are intended to improve community engagement and build public trust in planning matters.

Local Place Plans are a way for community bodies to prepare their own proposals for the development and use of land in their areas. Local Planning Authorities have a new additional duty to engage with and support communities wishing to prepare community-led Local Place Plans.

Although the Local Place Plans powers and provisions are new, local authorities already have existing and extensive engagement with the communities they serve. And it became clear that this additional engagement relating to raising awareness about Local Place Plans would partly duplicate existing work and therefore there would be potential to obtain more valuable engagement using existing resources if better coordinated. More could be achieved by building and integrating the new engagement work to raise awareness of Local Place Plans into the work already carried out by existing teams.

Key officers from the Council's teams working in Planning & Development and in Community Planning met to discuss where they would potentially be working across each other and to try to identify strengths and gaps.

Our approach was to build on the work that was already being carried out by teams and to make better use of existing resources instead of adding potentially unfunded duties to existing workloads.

In addition, we identified a need to co-ordinate our activities relating to awareness raising about Local Place Plans with our two overlapping National Park authorities. Both the Cairngorms National Park Authority and Loch Lomond and the Trossachs National Park Authority administer parts of Perth & Kinross Council's area for Development Planning (and therefore also Local Place Planning) purposes.

Goals

This case study aims to highlight the contribution that raising awareness in respect of Local Place Plans, and supporting communities wishing to prepare a Local Place Plan, will make to two areas of the Council's work.

Firstly, Local Development Plans will be more likely to contain deliverable proposals if it can be demonstrated that their LDP policies and proposals are founded on good evidence. This includes evidence of engagement with communities so that they have a say in expressing their aspirations and ambitions for the future development of their area. We will issue an invitation to communities to prepare Local Place Plans before work starts on the preparation of our next Local Development Plan.

PART 1 Case Study 4: Evidence gathering for Local Place Plans

Secondly, we aim to align our resources when engaging with communities by pooling training opportunities in the use of tools such as Place Standard, and by avoiding repeat consultations on similar issues in an area.

We have met with internal colleagues to assess whether this approach would be a good corporate fit with the [Perth & Kinross Offer](#) – working with and for our communities and drawing on the strengths and assets of individuals and communities to improve outcomes. The approach is a good fit with our existing commitments, especially to ensure that resources in respect of Local Place Plans will be directed to where communities need them most.

Outcomes

Work on this project has commenced but it is still to be completed. Parts of the 2019 Act have not yet been commenced, including section 14(2) relating to the local authority invitation to prepare Local Place Plans. However, we do have a framework setting out the arrangements for the preparation, submission and registration of Local Place Plans including the 2019 Act, the Town and Country Planning (Local Place Plans) (Scotland) Regulations 2021, which came into force in January 2022, and Planning Circular 1/2022: Local Place Plans.



PART 1 Case Study 5: Rattray Active Travel Plan

Location
Blairgowrie & Rattray, Strathmore
Elements of a High-Quality Planning Service This Study Relates To
<ul style="list-style-type: none">• Quality of Service & Engagement• Culture of Continuous Improvement
Key Markers
12 Corporate working across services
Key Areas of Work
<ul style="list-style-type: none">• Active Travel• Community Engagement
Main Stakeholders Involved
<ul style="list-style-type: none">• Authority: Planning Staff• Authority: Other Staff• General Public

Key Officer:
Lachlan MacLean, Project Engineer,
Planning & Housing Strategy

Overview

Perth & Kinross Council has been working closely with Planning Aid Scotland and Proactive Communities Blairgowrie and Rattray to better understand how to improve transport options for the community of Rattray. Planning Aid Scotland (PAS) sourced funding from Paths for All through Smart Choices, Smarter Places Open Fund to undertake a community led consultation exercise with a number of communities across Scotland, with Rattray being one of them. The goal of the project was to develop an increased evidence based to support sustainable transport and active travel interventions in each location.

After the community of Rattray had been selected by Planning Aid Scotland, Perth & Kinross Council worked with Proactive Communities to help facilitate the project. Proactive Communities assisted the project team to contact key members of the community and set up engagement sessions; inviting members of the community along to the events. Proactive Communities, community facilitator was given training to help them engage with their communities in an online environment.

Goals

Community facilitators were trained in engagement principles using an adapted version of PAS's SP=EED® training. They were

also trained in the Place Standard Tool to use it as a structured framework to shape the discussion around our Anchor Statement. The Anchor Statement for Rattray was:

"Do you want to help shape our community and improve transport options that work for everyone in Rattray? How can we improve opportunities to walk, cycle and wheel around town, and improve public transport while reducing emissions?"

A number of engagement methods were used on the project including:

1. Online session being hosted by PAS staff and volunteers
2. Community facilitator hosted an online session with help from Perth & Kinross Council
3. Face-to-Face engagement session with young people
4. Online survey

In each of the methods used above, three questions were selected from the Place Standard Tool to help focus the discussion and allow participants to rate how they felt about each topic area. The engagement sessions attracted 57 members of the public, who fed into the process. The discussion points in each of the engagement sessions were collated and analysed by the PAS staff to create a list of 19 priorities and 46 actions.

PART 1 Case Study 5: Rattray Active Travel Plan

Outcomes

In the final session with the community a Delivery Summit was held, where nine of the action points were selected to help scope future work with the community. The nine actions chosen for discussion were:

1. Install more bike storage facilities, particularly next to bus shelters.
2. Install physical wayfinding for places of interest, cycle paths and walks.
3. Explore improvements to town bus service.
4. Better support for bus and bike connectivity (bus stop storage, on-bus bike storage).
5. Offer essential cycling skills courses.
6. Install a town notice board for Rattray to share information.
7. Install more street benches.
8. Make crossing easier and safer on the High Street, make cycling and walking safer.
9. Explore 20mph speed limit along whole of the High Street.

The actions discussed would either be delivered by the community or Perth & Kinross Council or in collaboratively with between both parties. There are a number of actions remaining and it is proposed that these will be entered into the

Community Action Plan, with a view to these being worked on in the future.



PART 1 Case Study 6: Self build pilot projects

Location
Perth & Kinross
Elements of a High-Quality Planning Service This Study Relates To
<ul style="list-style-type: none"> Quality of outcomes
Key Markers
3 Local Development Plan
Key Areas of Work
<ul style="list-style-type: none"> Affordable Housing
Main Stakeholders Involved
<ul style="list-style-type: none"> Local Developers Authority Planning: Staff Authority Other: Staff

Key Officer:
Campbell Hall, Affordable Housing
Enabler, Planning & Housing Strategy

Overview

The Scottish Planning Act 2019 requires Planning authorities to prepare and maintain a list of interested Self Builders in their area. Local Development Plans also need to have regard to the list in policy making and for masterplan consent areas to include self build housing development. PKC also has a commitment in the Local Housing Strategy (LHS) to providing affordable self build homes.

Self build is defined as 'Where an individual commissions or (whether acting alone or with other individuals) is personally involved in the design and construction of a dwelling which is intended to be the individual's main residence once it is built.' In addition, Housing to 2040 aims to 'make self provided housing a mainstream option'.

Goals

PKC Planning & Housing Strategy commissioned self-build specialist consultancy Assemble Self-Build Collective CIC, to assist with these aims and objectives :

- Undertake a baseline review of Planning Policy and Housing Strategy
- Review Self Build as a form of Affordable Housing Report
- Write new policy to support self build
- Assess how PKC can support provision of infrastructure for affordable self build

- Working with developers to encourage self and custom build
- Develop proposals for a Pilot Project of affordable self build in Auchterarder

Outcomes

It is anticipated that a broad range of outcomes can be delivered, to address, amongst other things:

- Accelerate and grow supply of affordable and market housing
- Improvement in housing choice and quality
- Support for local economies and SME builders
- Innovation and climate change, for example, modular housing and microgeneration
- Simplifies and streamlined approach to planning and fewer planning objections
- Opportunities for landowners
- Early involvement of planning

Self and custom build in PKC has reached a key stage in identifying two pilot projects which are currently at feasibility/master plan stage. These will be evaluated with a view to continually improving outputs and outcomes.



PART 2 Delivery of Service Improvements 2020-21

In last year's PPF, we identified a number of areas where we could improve the service to the benefit of our customers. The tables below set out what we hoped to achieve and how successful we were.

What we said we would do

DELIVERED

Collaborative development of Ancillary & Annex Accommodation between Policy & Development Management. COVID-19 has changed the way that we use our homes. Many now require office space or are accommodating extended family, both young and old. This has caused a rise in planning applications for ancillary and annex accommodation. We will develop non-statutory guidance on ancillary accommodation proposals, providing applicants and agents with advice on how the Council assess these applications. This should ensure consistency in terms of submissions and decisions.

What we have achieved

1. We established a working group of officers combining DM and Policy to discuss the development of guidance and identify the aims of the guidance, including audience and outcomes.
2. Policy officers then drafted guidance based on working group decisions and sourced best practice examples to support the guidance.
3. The guidance was then consulted upon, contacting all agents who had submitted household applications in the previous 2 years and members of the public who had been involved in the Placemaking Guide engagement process. The consultation generated supportive comments and no fundamental changes were required prior to the guidance going to committee.
4. The guidance was approved at committee and adopted as non statutory guidance. It is now on the PKC website and used by DM officers, the public and agents requiring guidance when submitting applications for ancillary accommodation.

What we said we would do

ON TARGET

Improve the effectiveness and transparency of the way we use spatial data by continuing to utilise digital analytics tools. The Climate Change & Sustainable Development and LDP teams will collaborate to develop interactive, digital products (StoryMaps, dashboards, webmaps) on the provision and accessibility of open spaces and key community facilities. The tools will assist in our understanding of 20 min neighbourhoods. and the data analysis will form part of the LDP3 Evidence Report and support decision making.

What we have achieved

1. This is a much longer term project and requires collaboration throughout the Council to deliver the necessary data and software support to evolve. There has been considerable investigation into defining the best approach to each project. This can be evidence through the work being undertaken on the Open Space Audit as highlighted by the case study.
2. The 20 minute neighbourhood work is currently being undertaken through the establishment of a settlement audit. This collation of information ranges from spatial, statistical and narrative evidence and therefore it requires both data storage and visualisation tools to provide analysis and outputs. Both PowerBI, Survey 123 and Arch Pro packages are currently being trialled to identify the best fit for the type of evidence required.
3. A further piece of work to provide a Council-wide SEA, State of the Environment and Quality of Life evidence platform that can be used both internally and externally is underway, with collaboration from the Corporate GIS team, the Climate Change & Sustainable Development team and the LDP team.

PART 2 Delivery of Service Improvements 2020-21

What we said we would do

ON TARGET

The establishment of a working group to steer the development of council policy on self and custom-built housing, with input from Housing, Development Plans and Development Management. This will develop an evidenced based approach to the identification of sites and review of current LDP policies. The Council aims to establish a list of interested parties and provide information on locality opportunities. The Council will also investigate the feasibility of a pilot project on Council owned land.

What we have achieved

1. The establishment of a working group that incorporates representatives from various internal teams, including the LDP team, Developer Contributions, Housing Strategy, Climate Change and Sustainable Development.
2. The commissioning of a self build specialist consultancy, Assemble Self-Build Collective CIC, to assist with these aims.
3. The development of a pilot scheme in Auchterarder, working closely with DM to develop a innovative approach to site development.

What we said we would do

IN PROGRESS

A review of Developer Contribution and Legal Agreement procedures and monitoring is to be undertaken to improve efficiency in the collection, spending and monitoring of developer contributions. New remote-working practices as a result of the ongoing COVID-19 pandemic have highlighted opportunities to improve these procedures, with relatively minor but effective actions. This is also in anticipation of new provisions arising from the Planning (Scotland) Act 2019 (35 Planning obligations: publication and 36 Planning obligations: annual report). An internal report has been drafted outlining these.

What we have achieved

1. PKC are taking forward five recommendations to improve Section 75 Legal Agreement procedures. Officers have agreed new measures with the Head of Service to be implemented. They will be led by the Development Contributions Officer with support across Planning and Development, as well as Legal Services.
2. Feedback from key services in PKC was that planning obligations and the Section 75 Legal Agreements process can be difficult to access and monitor. It is important that services have an understanding of obligations and feel involved in the process. New measures aim to promote cross-service awareness and engagement in planning obligations and Section 75 Agreements to improve the preparation, monitoring, and enforcement of these obligations by PKC. One example is, upon registration, a simplified version of the Section 75 Agreement is to be circulated to relevant services containing the clauses relevant to their team.
3. Information available on the PKC website is being reviewed to ensure stakeholders can obtain the advice they need prior to contacting officers. One area we are improving is information on Modification of Planning Obligations (MPO), following revised provisions under Section 75A of the Act for varying Legal Agreements. Better guidance will also provide officers with a point of reference for enquiries, saving time and ensuring consistency.
4. Section 35 and 36 of the Planning (Scotland) Act 2019 have yet to be enacted. These relate to the publication of Section 75 Agreements and an annual report of planning obligations by local authorities. Although there is no statutory requirement for these provisions as yet, officers are reviewing potential platforms for enhanced monitoring of Section 75 Agreements and planning obligations to adopt better monitoring practices.

PART 2 Delivery of Service Improvements 2020-21

What we said we would do

ON TARGET

Rationalise our long-term approach to carrying out site visits. Due to the pandemic, we relied on photo evidence and Google imagery to determine planning applications instead of visiting sites in person. Reducing the need to travel helped officers manage their time more effectively and reduce the environmental impact of our service. In the next reporting year, we will explore how we can consolidate these benefits post-Covid and take a proportionate approach to site visits. We will consider how digital tools such as photographs, videos, live calls and drone footage could be used appropriately, at different stages of the planning process and for proposals at different scales. We will also liaise with the enforcement and building standards teams to learn from their experience.

What we have achieved

The approach to site visits was reviewed on a number of occasions as changes in working practices adapted and improvements and refinements incorporated into the relevant guidance for officers and the published approach on the PKC website. This sees a general risk-based approach determining the value to be added by undertaking a site visit. The guidance is available at this link: [Coronavirus update 21 June 2021.docx \(pkc.gov.uk\)](#).

What we said we would do

ON TARGET

Outline how we will support Local Place Plans. A cross-service working group will be looking at ways in which we can provide support for communities who decide to prepare their own Local Place Plan. The aim is to agree a one Council approach and highlight the skills, support and information that different teams can contribute to the process. For instance, we will explore how the evidence gathering for the Local Development Plan could serve a dual purpose and provide the baseline for preparing LPPs.

What we have achieved

1. We are establishing Locality Working Groups, combining Community Planning, Health & Social Care and Education to identify ways that we can support the development of the Local Place Plans.
2. We have piloted a Settlement Audit process through the LDP which will be available for communities to use to support their evidence base and can also meet with the requirements of the SEA legislation.
3. We have identified communities that have already initiated or delivered Community Action Plans and are approaching them to ask how they would like this work taken forward.
4. We are aiming through the LDP review to support community capacity building through engagement using the Place Standard toolkit and develop a more rolling engagement pattern that communities can input to and use to identify local needs.

Planned Service Improvements for 2022-23

In the coming year, actions will be structured into an improvement programme containing the following themes:

- Leadership & Management
- Customers & Stakeholders
- Digital
- Continuous Improvement

Actions under these themes will include:

Leadership & Management

Develop a People Plan, including a workforce profile and actions to build and retain skills.

Customers & Stakeholders

Review approach to external communications.

Digital

DM introduce and monitor online use of self-service digital tools, e.g. Short Term Let questionnaire and Report a Planning Breach. It is proposed to introduce additional online services to aid customer experience and reduce the need to speak to a staff member. The introduced measures will be monitored and success assessed.

Continuous Improvement

1. DM reduction in average time to check validation status of planning applications. During the 21/22 period there has been a general rise in average times from previous years. This has been impacted by several factors including: increasing number of submissions not meeting validation guidelines and fluctuating staffing levels. A review of the flexibility of the validation standards; engagement with applicants/agents; and the increasing the staffing resource will all be undertaken, and the performance level monitored.
2. DM improvements to speed of decisions being issued where Planning and Placemaking decision varies from the officer recommendation. Current procedure was that the decision would not be actioned until the Minute of the previous Committee had been agreed at the next meeting. This would see delays of at least 4 weeks in the issuing of decision notices. A review of this process is to be undertaken with a desired outcome that a decision could be issued without having to wait until agreement with the meeting minute.



PART 3 National Headline Indicators

The National Headline Indicators (NHI) are a detailed list of different parts of the local planning authority work programme, on which each planning service reports. The NHIs are designed by Heads of Planning Scotland ([HOPS](#)) to enable ongoing measurement of a planning authority's performance. Information on the previous year is included within the table and earlier information is available in our [previous PPF submissions](#).

Key Outcomes - Development Planning

Local and Strategic Development Planning	2020-21	2021-22
Age of local/strategic development plan(s) at end of reporting period Requirement: less than 5 years	1 year 4 months	2 years 4 months
Will the local/strategic development plan(s) be replaced by their 5 th anniversary according to the current development plan scheme?	Yes	No
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	No	Yes
Were development plan scheme engagement/consultation commitments met during the year?	n/a - no engagement or consultation was scheduled for this reporting year	No

Effective Land Supply and Delivery of Outputs ¹	2020-21	2021-22
Established housing land supply	19,176 units	18,818 units
5-year effective housing land supply programming	3,682 units	4,089 units
5-year effective land supply total capacity	16,600 units	16,355 units
5-year housing supply target	4,230 units	4,230 units
5-year effective housing land supply (to one decimal place)	4.4 years	4.8 years

¹ Housing land supply figures are taken from the Final 2020 Housing Land Audit

PART 3 National Headline Indicators

Key Outcomes - Development Planning

Effective Land Supply and Delivery of Outputs ¹	2020-21	2021-22
Housing approvals	866 units (Covering the period April 2020 to March 2021)	555 units (Covering the period April 2021 to March 2022)
Housing completions over the last 5 years	3,508 units (Covering the period April 2020 to March 2021)	3,488 units (Covering the period April 2021 to March 2022)
Marketable employment land supply	289.21 ha (Base date June 2020)	286.14 ha (Base date June 2021)
Employment land take-up during reporting year	1.15 ha (Base date June 2020)	1.61 ha (Base date June 2021)

¹ Housing land supply figures are taken from the Final 2021 Housing Land Audit

PART 3 National Headline Indicators

NHI Key Outcomes - Development Management

Project Planning	2020-21		2021-22	
Percentage and number of applications subject to pre-application advice	16.7%	236	12.8%	240
Percentage and number of major applications subject to processing agreement	100%	3	25%	4
Decision-Making	2020-21		2021-22	
Application approval rate	91.1%		87.8%	
Delegation rate	97.6%		97.7%	
Validation	19.5%		25.5%	
Decision-Making Timescales	2020-21		2021-22	
Major Developments	24.1 weeks		35.1 weeks	
Local developments (non-householder)	8.5 weeks		8.6 weeks	
Householder developments	6.9 weeks		7.4 weeks	
Legacy Cases	2020-21		2021-22	
Number cleared during reporting period	13		20	
Number remaining	30		20	

Enforcement Activity

	2020-21	2021-22
Time since enforcement charter published/reviewed Requirement: review every 2 years	15 months Planning Enforcement Charter 2021 	19 months Planning Enforcement Charter 2021 
Complaints lodged and investigated	268	234
Breaches identified - no further action taken	268	234
Cases closed	237	286
Notices served	31	47
Direct Action	0	0
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

PART 3 National Headline Indicators

Commentary

Both the timetable in the previous and current versions of the DPS have been indicative based on the information available at the time of preparation in relation to the impending publication of the Development Planning Regulations and Guidance to accompany the 2019 Planning Act. The Scottish Government acknowledges that transitioning to the new planning system will have implications for LDP timescales and envisages that every planning authority in Scotland will have a 'new style' local development plan in place within 5 years of the development plan regulations coming into force (currently anticipated in summer 2022) i.e. summer 2027. In line with these anticipated timescales our current indicative timetable envisages the Proposed Plan being consulted on during 2024 and we are therefore on target to have our first 'new style' LDP adopted before summer 2027. In terms of progress on the next plan we have continued to gather evidence for the Evidence Report and to develop our Communication Strategy to focus on meeting the new engagement requirements set out in the Act. We have drafted the SEA Baseline Report and are currently working on the Scoping Report.

During the reporting period there were four more applications subject to pre-application advice (236 v 240), although the percentage when measured against all applications reduced from 16.7% to 12.8%. It is not clear why there was this variation, however, it is not considered a significant factor requiring detailed investigation.

There was a marked decrease in the percentage of 'Major' applications that were subject to processing agreements, a drop from 100% (3 applications) to 25% (4 applications) this may reflect the at times lack of willingness of applicants to enter into processing agreements, as these are offered and encouraged for all major applications. It is also notable that the smaller percentage also reflects a higher number of applications, showing the increased number of this application type.

Application approval rates fell slightly, from 91% to 88%, but again this is not considered significant. The rate of delegation remained constant.

The validation rate shows those submissions which were valid on receipt. Whilst the percentage remains disappointing, especially given the guidance available on our website, there is an increase over the previous year. We would hope to build on this modest improvement going forward. It is worth noting that a further 318 application submissions were checked, invalidated and subsequently returned by our office, as the applicants/agents had not submitted the required information within a reasonable period. Although these 'returned applications' do not count in total applications, they do take a significant amount of time to assess, advise, follow up, return and refund.

It has been disappointing that the period to determine 'Major' applications has slipped from 24 to 35 weeks, however this reflects the staffing situation within that team, where both planning officers and the Team Leader left PKC during the reporting period, lengthy recruitment periods now see that team repopulated and additional resources added – 1x Planning Officer and 1x Planning Support Officer. Improved performance is already evident.

Both Local and Householder timelines increased slightly, reflective of the reduced capacities within the wider DM Team, as staffing issues saw other parts of the team provide cover.

On a more positive note, concerted efforts were made to reduce the number of legacy cases, reducing the number by 10 to 20.

In terms of Planning Enforcement, a reduced number of complaints arose, but the backlog of cases was tackled, and more cases were closed than received. In addition, a significant increase in Notices Served is evident, rising from 31 to 47.

PART 4 SCOTTISH GOVERNMENT OFFICIAL STATISTICS



PART 4 SCOTTISH GOVERNMENT OFFICIAL STATISTICS

Scottish Government Official Statistics are drawn from quarterly returns submitted to them by all Scottish planning authorities. They are collated into an annual set of figures that is published on the [Scottish Government website](https://www.scotland.gov.uk/Information/Statistics/Statistics-Home). The template below allows the information from these returns to be recorded in a consistent format.

Timescales	2021-22	2021-22	2020-21
Overall			
Major Developments	12 (with additional 4 as PPA)	35.1 weeks	24.1 weeks
Local Developments (Non-Householder)	595 (with additional 124 as PPA)	8.6 weeks	8.5 weeks
<ul style="list-style-type: none"> Local: less than 2 months Local: more than 2 months 	428 (71.9%) 167 (28.1%)	6.6 13.7	6.4 14.3
Householder Developments	560 (with additional 13 with PPA)	7.4 weeks	6.9 weeks
<ul style="list-style-type: none"> Local: less than 2 months Local: more than 2 months 	453 (80.9%) 107 (19.1%)	6.5 10.9	6.6 10.1
Housing Developments			
Major	1 (with additional 3 as PPA)	40.3 weeks	- weeks
Local Housing Developments	229 (with additional 65 with PPA)	8.8 weeks	9.3 weeks
<ul style="list-style-type: none"> Local: less than 2 months Local: more than 2 months 	167 (72.9%) 62 (27.1%)	6.4 weeks 15.1 weeks	6.4 weeks 15.7 weeks

Timescales	2021-22	2021-22	2020-21
Business and Industry			
Major	3 (with additional 1 with PPA)	15.9 weeks	28.1 weeks
Local Business and Industry Developments	98 (with additional 15 with PPA)	9.6 weeks	8.1 weeks
<ul style="list-style-type: none"> Local: less than 2 months Local: more than 2 months 	64 (65.3%) 34 (34.7%)	7.0 14.7	6.3 12.8
EIA Developments	0	-	37.3 weeks
Other Consents	295 (with additional 16 with PPA)	7.2 weeks	6.3 weeks
<ul style="list-style-type: none"> Including Listed Buildings and Conservation Area consents, Control of Advertisement consents, Hazardous Substances consents, Established Use Certificates, Certificates of Lawfulness of Existing Use or Development, notifications, directions and applications for prior approval under the General Permitted Development Order. 			
Planning/legal agreements			
<ul style="list-style-type: none"> Major: average time Local: average time 	1 22	129.3 15.7	47.6 18.4

PART 4 SCOTTISH GOVERNMENT OFFICIAL STATISTICS

Decision-Making: Local Reviews and Appeals

Type	Total number of decisions	Original Decision Upheld			
		2021-22		2020-21	
		No.	%	No.	%
Local Reviews	44	31	70.5	31	79.5
Appeals to Scottish Ministers	7	3	42.9	4	44.5

NOTE: The numbers of applications included in the timescale tables above for decisions made either within two months or more than two months include only those applications which were not the subject of Planning Processing Agreements (PPA) and including agreed Extensions of Time, to provide consistency with the Scottish Government's approach.

Context

DM performance overall remains excellent, although there are some fluctuations when drilling down into individual development types. This is most marked in relation to 'Major' applications and those subject to legal agreements. Where no processing agreement is entered into timelines can extend, as complex processes can see significant delays on both sides. Particularly when applications reach a 'minded to grant' stage, subject to a legal agreement, efforts to continue forward progress can wane. This may reflect that applicants see the positive position and 'take the foot off the pedal'. The Planning Authority is then reluctant to move to a refusal position, if some progress is being made.



PART 5 WORKFORCE INFORMATION



PART 5 WORKFORCE INFORMATION

The workforce information below is a snapshot of our planning staff in position on the 31st of March 2021.

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

Staff Age Profile	Headcount
Under 30	6
30-39	14
40-49	17
50 and over	22

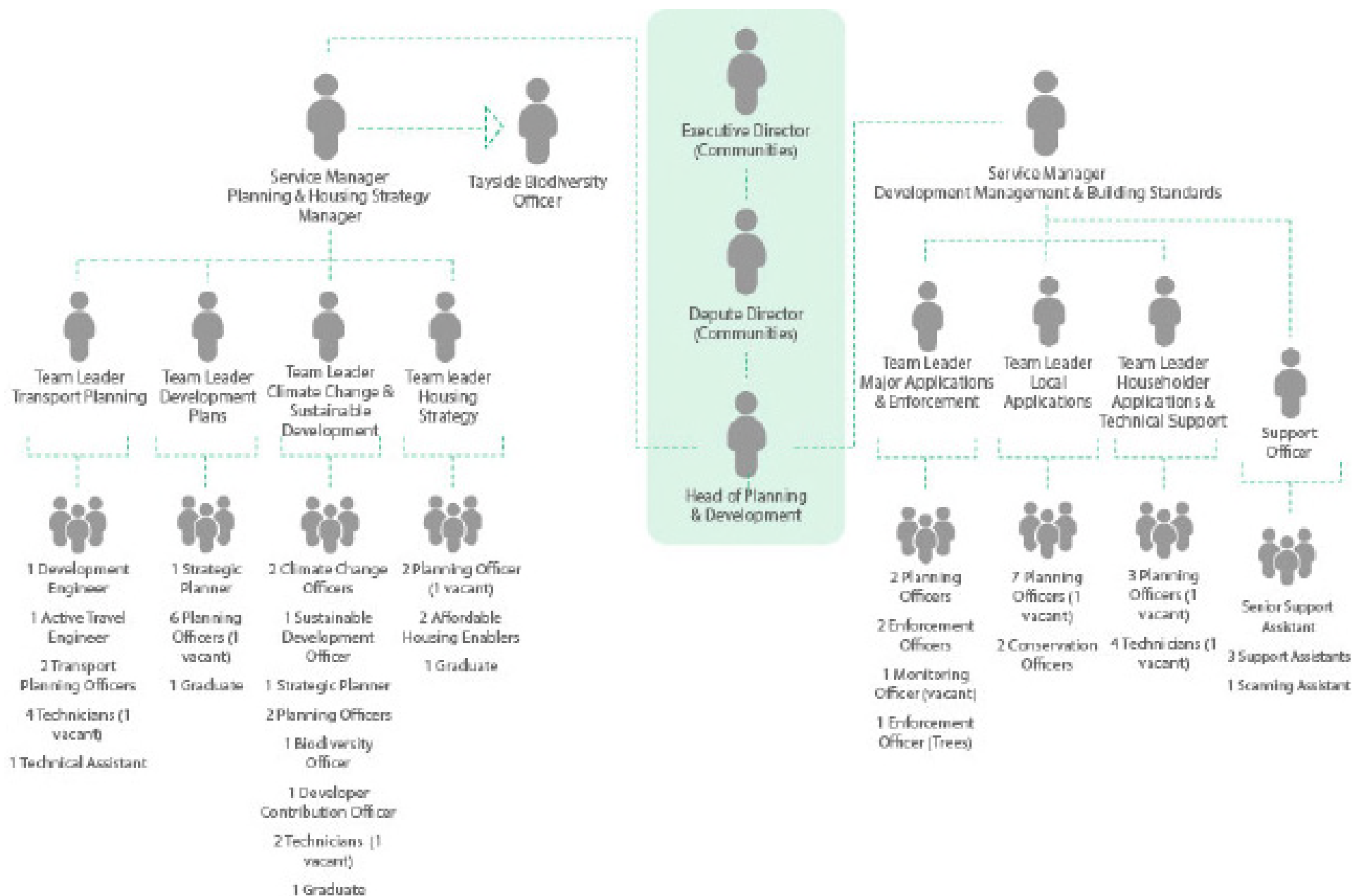
RTPI Chartered Staff	Headcount
Chartered Staff	25

Our Staffing Structure

There have been significant staffing changes during the last year, with several staff leaving to work within for private sector organisations. These staff departures has seen considerable impact on the operational side of the service, as well as in relation to recruitment actions. In a number of cases backfilling posts has proven very difficult, with a number having to be advertised multiple times and with different approaches. In the case of the Enforcement and Monitoring Officer posts, these have been vacant of over 12 months.

The level of staff changes and areas affected has seen a requirement for significant different way of working and distribution of duties and work streams. This was largely able to be mitigated during the reporting period, but resilience has reduced and it is likely that performance outputs reflected in PPF12 will reduce.

PART 5 Development Management and Strategy and Housing Structure

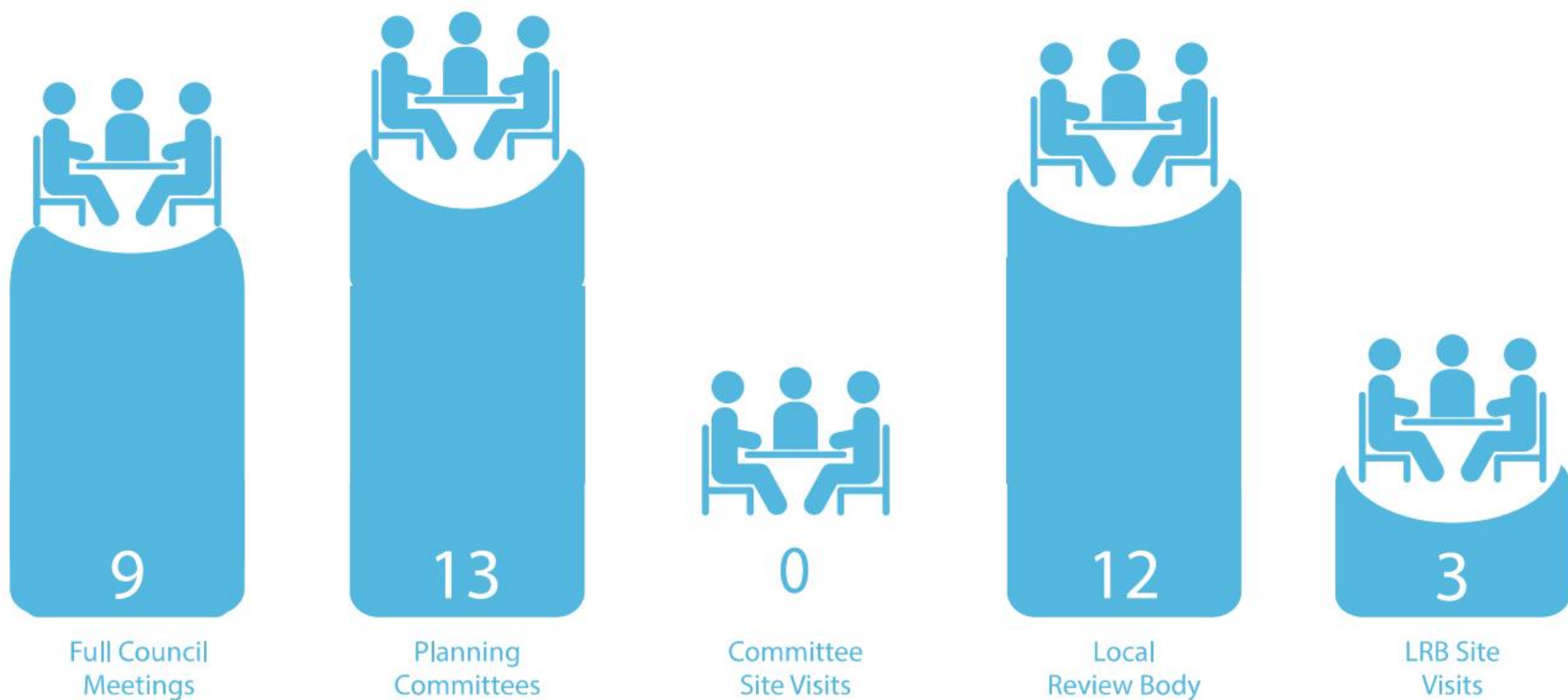


PART 6 PLANNING COMMITTEE INFORMATION



PART 6 PLANNING COMMITTEE INFORMATION

In order to fulfil our statutory duties, we are required to report certain matters to different Council committees. The most regular of these is the Planning & Development Management Committee where applications that cannot be considered under delegated powers are determined. Planning policy matters are considered by the Policy & Strategic Resources Committee and enforcement by the Environment & Infrastructure Committee. A breakdown of the committees and associated site visits is provided below.



PART 7 PERFORMANCE MARKERS



PART 7 PERFORMANCE MARKERS

National oversight of the performance of the Scottish Planning System is taken by a High-Level Group, chaired by the Minister for Local Government and Communities. Heads of Planning Scotland sit on this group alongside COSLA and the Royal Town Planning Institute (RTPI). In 2013 the group agreed a set of "Performance Markers" which allow the Scottish Government a consistent basis to consider performance.

The table below, setting out these markers, shows the measure that Scottish Government will apply, the policy background to the marker being applied and where we have evidenced that this marker has been met.

The PPF feedback report we receive from the Scottish Government stems purely from an assessment of whether these markers have been met and are shown to be met. There is no assessment of the situation behind

that information. We therefore need to provide evidence showing the way we work meets the key markers. We have done this by including case studies and illustrating how we have operated and improved over the past year. The table below references these as well as provides additional examples of projects which we wish to be recognised as evidence of our performance as a planning service.

Performance Marker	Evidence
<p>1 Decision-Making</p> <p>Decision-making: continuous reduction of average timescales for all development categories [Q1 - Q4]</p>	<p>The statistics above show how we have performed in comparison to last year. Decision timescales for Major applications has however increased significantly, primarily as a result of the staff within that dedicated team departing during the reporting period, with time taken to fill those vacancies to an enhanced level. However, that process has been completed and early indications are that performance levels have turned around. There was only a 0.1 week increase in determination time of 'Local' non-householder applications, remaining very favourable when measured against the Scottish Average and in spite of the pressures on that team due to wider staffing issues. Whilst our performance related to householder applications increased by 0.5 weeks, but remains within the target period, this team also seeing two of the 3 officers moving to other areas of the wider team to promoted posts and filling vacancies. Although simply 'shuffling the pack' this has rewarded long serving staff with career progression.</p>
<p>2 Processing agreements</p> <ul style="list-style-type: none"> offer to all prospective applicants for major development planning applications; and availability publicised on website 	<p>Planning Processing Agreements (PPAs) are recommended to all applicants of Major and Local pre-application enquiries, as a standard part of our response, and are promoted on the relevant pages on our website, which also relates to EIA developments. PPAs can also be offered during the life of an application, in order to allow transparent programming. In the past year, there has only been a 25% take up with major applications, perhaps reflective of applicants unwillingness to enter into such agreements, although there continues to be a rise in relation to the more complex Local applications.</p>

Continued

PART 7 PERFORMANCE MARKERS

Performance Marker	Evidence
<p>3 Early Collaboration with Applicants and Consultees</p> <ul style="list-style-type: none"> • availability and promotion of pre-application discussions for all prospective applications; and • clear and proportionate requests for supporting information 	<ol style="list-style-type: none"> 1. As noted above we continue to offer pre-application enquires and pre-validation checks for all proposals on our website and promote this service to potential applicants whenever possible. In this reporting year, there has been an increase in the number of applications subject to pre-application advice, from 236 to 240; although a reduction in the overall percentage from 16.7% to 12.8%. 2. The Development Management and the Development Plan teams are working towards a more collaborative approach to pre-apps to ensure that applicants get early guidance on how their proposal should be approached and what policy barriers they will need to overcome. 3. Guidance is available on our website in relation to requirements for supporting information and this can be further enhanced by using our pre-application advice service, which will seek to identify areas where information is required. It also remains the case that supporting information on certain subject areas will not be insisted upon, where the principles or direction of travel sees the proposals not supportable and such a request could be seen as disproportionate.
<p>4 Legal Agreements 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)</p>	<p>Although it is made clear in Reports of Handling what the expected timeframes are for either upfront payment to be made (28 days) or a legal agreement to be concluded (4 months); and that the applicant/agent is further advised that the application may be refused under delegated powers, should progress not be made within these timeframes. As discussed above, we are keen to work with developers to bring forward as many permissions as we can, ideally within these target timeframes. This demonstrates good governance and commitment to a quality service, however, there remain difficulties in achieving these timelines – particularly where there is a lack of urgency from applications once a positive recommendation is advised.</p>
<p>5 Enforcement Charter updated / re-published within last 2 years</p>	<p>The most recent detailed review of the Perth & Kinross Council Planning Enforcement Charter was published in January 2021.</p>

Continued

PART 7 PERFORMANCE MARKERS

Performance Marker	Evidence
<p>6 Continuous Improvements</p> <ul style="list-style-type: none"> • progress/improvement in relation to PPF National Headline Indicators; and • progress ambitious and relevant service improvement commitments identified through PPF report 	<ol style="list-style-type: none"> 1. In the circumstances of a global pandemic and thereafter significant staffing issues performance levels have remained excellent, with minimal impact on indicators, other than in relation to 'Major' applications. However, as indicated above this was largely unavoidable due to the wholesale loss of that team in the period and redistribution of work to the remaining team. We worked hard to liaise with applicants and keep things moving forward, but delay was unavoidable. It is important to note that the overall number of cases affected was very low and that the team now has enhanced staffing levels and clear improvements in performance. 2. Several service improvements identified last year have been successfully progressed, as detailed in Part 2. For 2022-23, actions are to be grouped into a new three-year improvement programme. This is structured in four themes: leadership & management (which includes workforce planning); continuous improvement, customer; and digital. This will help coordinate and deliver new and existing improvement actions, including work on developer contributions and legal agreements.
<p>7 Local Development Plan less than 5 years since adoption</p>	<ol style="list-style-type: none"> 1. The Local Development Plan 2 was adopted in November 2019. The Development Plan Scheme for LDP3 sets out an indicative timetable showing key milestones in the plan preparation process. It notes that these dates may be subject to potential change depending on the timescale of publication, and details of the new regulations and guidance for Development Planning. At the time of drafting our DPS, it was anticipated that the Regulations and Guidance would be laid in Parliament in the spring/summer of 2022, and our indicative timeline was amended to reflect this, with preparation of our Evidence Report in 2023. 2. The Scottish Government acknowledges that transitioning to the new planning system will have implications for LDP timescales and envisages that every planning authority in Scotland will have a 'new style' local development plan in place within 5 years of the development plan regulations coming into force (currently anticipated in summer 2022) i.e. summer 2027. In line with these anticipated timescales our current indicative timetable envisages the Proposed Plan being consulted on during 2024 and we are therefore on target to have our first 'new style' LDP adopted before summer 2027.

Continued

PART 7 PERFORMANCE MARKERS

Performance Marker	Evidence
<p>8 Development Plan Scheme - next LDP</p> <ul style="list-style-type: none"> on course for adoption within 5 years of current plan(s) adoption; and project planned and expected to be delivered to planned timescale 	<ol style="list-style-type: none"> As can be seen from the Development Plan Scheme, a significant amount of work has been undertaken in relation to early data gathering for LDP3 and this will continue during 2022/23 with a programme of place based engagement with local communities using the Place Standard Tool. In preparation for this PAS delivered training to officers in the LDP team in relation to both use of the Place Standard Tool and facilitation techniques for online and in person engagement. A programme for cascading the training across the wider Planning & Development Service and to colleagues in Community Learning and Development and the Housing and Social Care Partnership has been developed to enable a collaborative placed based approach to engagement across the council. The outcomes will feed into the evidence report and the wider work of other Services across the Council. Work is progressing on LDP3 in line with the indicative timeline in the DPS and is expected to be delivered to planned timescales going forward subject to the timely adoption of the Development Planning Regulations and Guidance.
<p>9 Elected Members engaged early (pre-MIR) in development plan preparation – if plan has been at pre-MIR stage during reporting year</p>	<ol style="list-style-type: none"> Regular virtual Members and Officers Working Group sessions have continued to be organised to discuss planning matters, informing Elected Members of legislation changes, staffing requirements and policy approaches. This is an informal approach to negotiations and supports the good working relationship that is so vital to delivering the planning service. Matters discussed during the reporting year include Draft National Planning Framework 4, Regional Spatial Strategies, Local Place Plans and the Planning Performance Framework Feedback Report 2019-20 A briefing session on Draft NPF4 was held to inform members of its content and to provide an opportunity for issues to be raised. The key concerns raised related to the policy framework and also the need for collaboration across all stakeholders, in particular health providers, with concern about silo mentality, and the need for other National Strategies to be aligned with NPF4. In terms of the policy framework, concerns related to contradictions between policies, for example directing development towards brownfield land instead of greenfield land without addressing viability issues. The challenges of making planning decisions where NPF4 policies contradict adopted LDP policies especially where the national policy wording is vague was also raised. These concerns were included within the consultation response.

Continued

PART 7 PERFORMANCE MARKERS

Performance Marker	Evidence
<p>10 Cross sector stakeholders* engaged early (pre-MIR) in development plan preparation – if plan has been at pre-MIR stage during reporting year</p> <p>*including industry, agencies and Scottish Government</p>	<ol style="list-style-type: none"> Following on from the production of the first iteration of the Tayside Indicative Regional Spatial Strategy (iRSS) referred to in PPF10, further collaborative work has been undertaken with Angus and Dundee City council's to produce a second iteration which was submitted to Scottish Government in April 2021. In advance of preparation of the refined document officers from the Tayside iRSS Working Group engaged with other authorities, the Scottish Government and Key Agencies during a show and tell workshop to review and learn from the collective experience of producing the initial documents. Re-instatement of our House Builder Liaison meetings enabled engagement with the house building industry on matters covering population trends and the economy, expectations for the housing market in the future, housing delivery, draft National Planning Framework 4, the evidence gathering for the LDP and opportunities for the housebuilders to engage further in this process, in addition to these 6 monthly meetings.
<p>11 Regular and proportionate policy advice produced on information required to support applications</p>	<ol style="list-style-type: none"> The LDP and Greenspace teams led on the preparation of the Food Growing Strategy which was adopted in August 2021. It sets out the Council's approach to providing food growing sites and identifies settlements and neighbourhoods with unmet demand for space to support the implementing Policy14: Open Space Retention and Provision. As highlighted in last years PPF service improvements section, we had been working on new planning guidance that provides more information for Ancillary & Annex Accommodation proposals. This Guidance was adopted in November 2021 We have produced new non-statutory Planning for Nature Guidance to support Policy 41 of LDP2. The guidance supports developers and decision makers to implement the requirements in law and policy with regards to biodiversity. Current law, policy and best practice expectations are set out in the one document. The intention is to ensure proposals are robust and supported by evidence when submitted, thereby reducing the amount of time between validation and final decision. By setting out the best practice expectations of the Council, developers and decision makers are provided with greater certainty when designing or assessing submissions. We have produced updated non-statutory guidance for Loch Leven. The Loch Leven Special Protection Area and Ramsar Site Guidance supports Policy 46 of LDP2 and sets out the tests and information required for developments within the catchment area to address phosphorus emissions that affect the Loch.

PART 7 PERFORMANCE MARKERS

Performance Marker	Evidence
12 Corporate working across services to improve outputs and services for customer benefit (for example: protocols; joined-up services; single contact arrangements; joint pre-application advice)	<ol style="list-style-type: none"> 1. The Pre-Application Advice service sees proportionate liaison with other consultees, reflective of the nature of the proposal. This sees the most rounded advice given and aids progress in relation for applications submitted. 2. There is also close liaison with the Building Standards Service, particularly in relation to 'Dangerous Buildings'. It is also important to note the benefits of having both Development Management and Building Standards sitting under a single service manager, aiding cross service understanding and collaboration. 3. As is demonstrated by the case studies, there has been significant collaboration across services to deliver ongoing projects such as the Active Travel work in Rattray and the Self Build pilot work being undertaken. The digital work discussed in Case Study 2 encompasses input from the Corporate GIS team, Community Greenspace and Planning to transform our approach to data analysis and visualisation.
13 Sharing good practice, skills and knowledge between authorities	<ol style="list-style-type: none"> 1. Officers from Planning and Housing Services across the Tayside partner authorities have been collaborating on the preparation of a new Housing Needs and Demand Assessment to inform individual Local Housing Strategies and Local Development Plans but also to provide an evidence base for considering the cross-boundary issues relating to the Greater Dundee Housing Market Area which spans all four Authorities. 2. There has been considerable discussion regarding the 20 minute neighbourhood analysis required and discussions have taken place with Aberdeenshire, Angus and Nick Wright, sharing what work is underway and how to move forward with the analysis. Staff have also attended SURF events to develop an approach to this work. This has culminated with a settlement audit being established to gather evidence on infrastructure and services and will become part of the evidence to support place standard engagement with communities next year. Case Study 2 demonstrates some of the work that will be undertaken towards this analysis.

Continued

PART 7 PERFORMANCE MARKERS

Our Performance Graphic Against The Key Markers

Marker	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
1 Decision-making timescales	●	●	●	●	●	●
2 Processing agreements	●	●	●	●	●	●
3 Early collaboration	●	●	●	●	●	●
4 Legal agreements	●	●	●	●	●	●
5 Enforcement charter	●	●	●	●	●	●
6 Continuous improvement	●	●	●	●	●	●
7 Local development plan	●	●	●	●	●	●
8 Development plan scheme	●	●	●	●	●	●
9 Elected members engaged early (pre-MIR)	●	N/A	N/A	N/A	N/A	N/A
10 Stakeholders engaged early (pre-MIR)	●	N/A	N/A	N/A	N/A	N/A
11 Regular and proportionate advice to support applications	●	●	●	●	●	●
12 Corporate working across services	●	●	●	●	●	●
13 Sharing good practice, skills and knowledge	●	●	●	●	●	●
14 Stalled sites/legacy cases	●	●	●	●	●	●
15 Developer contributions	●	●	●	●	●	●

Our Overall Markings

The red, amber and green ratings issued by Scottish Government show where we have evidenced our continued improvement (green), where we have not evidenced or performed as well as the previous year (amber) and where we have missed a key marker (red).

Clearly, we have been consistently surpassing statutory decision-making timescales and improving our performance year-on-year. Our Enforcement Charter is always current. It is recognised that we provide proportionate advice to applicants on both developer contributions and supporting information for applications.

Within PKC there is a strong ethos of working together to provide a clear message to all our customers and this is shown in our ability to work collaboratively across services. We also have many established links with other local authorities where we can share and develop good practice. These are a few of the trends we will continue to build upon in the coming year and we will endeavour to resolve the issues contributing to our ambers.

Get in Touch

We welcome any comments you may have about our service and suggestions about how we can improve. This might include comments about things that have gone well, what has not, and what we should continue to do. Please feel free to contact us with your views.



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01738 475000



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You can also send us a text message on 07824 498145.

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Ministear airson Ionmhas Poblach, Dealbhachadh
agus Beartas Còimhearsnachd
Minister for Public Finance, Planning and Community
Wealth
Tom Arthur MSP



Scottish Government
Riaghaltas na h-Alba
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Thomas Glen
Chief Executive
Perth and Kinross Council

22 December 2022

Dear Thomas Glen

I am pleased to enclose feedback on your authority's eleventh Planning Performance Framework (PPF) Report, for the period April 2021 to March 2022.

The reporting period which these reports cover has continued to present challenges for people working within planning, in the development sector and across Scotland's communities.

Ensuring the system is appropriately resourced is key to improving the performance of planning, which is why in April I implemented the biggest change to planning fees in 8 years, with fees for most types of development increasing by between 25% and 50%. At the time I said I would expect to see this additional money invested in delivering improvements in Planning Services. It is too early to know whether that has occurred, however, I have heard positive feedback from some authorities who have managed to recruit or retain staff as a result of the additional income. I also committed to working with Heads of Planning and COSLA to identify how we could move planning fees closer to covering the full cost of their determination. That work is ongoing and I expect to receive some conclusions/recommendations early in the new year.

I am also encouraged to see the fees for applications made under the Electricity Act also increasing on 13th December and the voluntary contribution of 50% of the fee, for certain types of application, being passed to planning authorities being maintained.

However, I recognise that resourcing is about more than just money and having a pipeline of knowledgeable and skilled planners is essential to delivering on our ambitions set out in NPF4. This is why I supported the RTPi and Heads of Planning Scotland's Future Planners Project which looked at proposals to help increase the numbers of people entering the planning profession. We recognise the importance of delivering on this vision and the resourcing and skills challenges for planning authorities, which we are taking steps to address.

Scottish Ministers, special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

St Andrew's House, Regent Road, Edinburgh EH1 3DG
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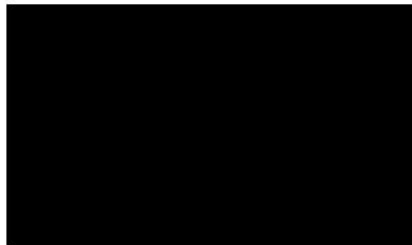


Work is also progressing on

- the introduction of mandatory training for elected members in the planning system;
- the implementation of statutory annual reports by planning authorities; and
- the appointment of a Planning Improvement Coordinator for Scotland.

Turning to the 2021-22 PPF reporting year, although, as expected, there have been some minor changes overall in the markings awarded, the figures indicate that performance has remained relatively stable. This is a testament to the hard work and flexibility of authorities during challenging times and I believe that overall, good progress continues to be made by Scotland's planning authorities.

If you would like to discuss any of the markings awarded below, please email chief.planner@gov.scot and a member of the team will be happy to discuss these with you.



TOM ARTHUR

CC: David Littlejohn, Head of Planning and Development

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PERFORMANCE MARKERS REPORT 2021-22

Name of planning authority: **Perth and Kinross Council**

The High Level Group on Performance agreed a set of performance markers. We have assessed your report against those markers to give an indication of priority areas for improvement action. The high level group will monitor and evaluate how the key markers have been reported and the value which they have added.

The Red, Amber, Green ratings are based on the evidence provided within the PPF reports. Where no information or insufficient evidence has been provided, a 'red' marking has been allocated.

No.	Performance Marker	RAG rating	Comments
1	Decision-making: continuous reduction of average timescales for all development categories [Q1 - Q4]	Amber	<p>Major Applications Your average timescale of 35.1 weeks is slower than the previous year but faster than the Scottish average of 44.6 weeks. RAG = Amber</p> <p>Local (Non-Householder) Applications Your average timescale of 8.5 weeks is slower than the previous year but is faster than the Scottish average of 13.5 weeks. RAG = Amber</p> <p>Householder Applications Your average timescale of 6.9 weeks is faster than the previous year and faster than the Scottish average of 8.7 weeks and statutory timescale. RAG = Green</p> <p>Overall RAG = Green</p>
2	Processing agreements: <ul style="list-style-type: none"> offer to all prospective applicants for major development planning applications; and availability publicised on website 	Green	<p>We note your offer of processing agreements to prospective applicants for major and complex local developments. These are offered during the application process as well to assist with programming. You mention there has been a continued rise in processing agreements for local complex applications, however the uptake for major applications is relatively low at 25%. RAG = Green</p> <p>Your processing agreements information is available on your website. RAG = Green</p> <p>Overall RAG = Green</p>
3	Early collaboration with applicants and consultees <ul style="list-style-type: none"> availability and promotion of pre-application discussions for all prospective applications; and clear and proportionate requests for supporting information 	Green	<p>You offer pre-application and pre-validation checks support to prospective applicants. The number of applications subject to pre-application advice has remained relatively stable. RAG = Green</p> <p>Your report outlines that you have comprehensive guidance available for supporting information on your website which can be further enhanced via the pre-application service. RAG = Green</p> <p>Overall RAG = Green</p>

4	Legal agreements: 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)	Green	Your average timescales for determining applications with legal agreements is slightly slower than last year at 20.6 weeks but faster than the Scottish average of 33.2 weeks. You have protocols in place to ensure that any contributions or agreements are concluded swiftly.
5	Enforcement charter updated / re-published within last 2 years	Green	Your enforcement charter was 1 year and 2 months old at the end of the reporting year.
6	Continuous improvement: <ul style="list-style-type: none"> progress ambitious and relevant service improvement commitments identified through PPF report 	Amber	You completed 1 of your 6 commitments with another 4 on target and 1 still progressing. You have identified a good range of service improvements for 22/23 and have set them out into a three-year improvement programme.
7	Local development plan less than 5 years since adoption	Green	Your LDP was 2 year and 4 months old at the end of the reporting year.
8	Development plan scheme – next LDP: <ul style="list-style-type: none"> project planned and expected to be delivered to planned timescale 	Green	You have an updated DPS which shows work is progressing on the next LDP3 in line with the indicative timeline set out
9 & 10	LDP Engagement: <ul style="list-style-type: none"> stakeholders including Elected Members, industry, agencies, the public and Scottish Government are engaged appropriately through all key stages of development plan preparation. 	Green	Work has continued on further engagement with stakeholders including re-instatement of the House Builder Liaison meetings to help cover matters including economy, housing market expectations, draft NPF4 and evidence gathering for the LDP.
11	Regular and proportionate policy advice produced on information required to support applications.	Green	You have produced new Supplementary Guidance on Food Growing Strategy which sets out the approach to find food growing sites by identifying settlements. Other statutory guidance also produced included Ancillary and Annex Accommodation proposals as well as additional non-statutory guidance with regards to Nature Guidance and Loch Leven.
12	Corporate working across services to improve outputs and services for customer benefit (for example: protocols; joined-up services; single contact arrangements; joint pre-application advice)	Green	You provide a number of examples where Planning has contributed to projects which are being led by other councils services such as the Active Travel Work and the digital work which has been undertaken incorporating corporate working across GIS team and the Community.
13	Sharing good practice, skills and knowledge between authorities	Green	You regularly engage with other authorities to share experience and good practice. Examples provided in your report include cross-authority collaboration on a new Housing Needs and Demand Assessment. Work has also been shared across different authorities on early discussions regarding 20-minute neighbourhoods.
14	Stalled sites / legacy cases: conclusion or withdrawal of old planning applications and reducing number of live applications more than one year old	Green	You have cleared 20 cases during the reporting year, with 20 cases still awaiting conclusion. The number of legacy cases remaining has dropped from 30 to 20.

15	Developer contributions: clear and proportionate expectations <ul style="list-style-type: none"> • set out in development plan (and/or emerging plan); and • in pre-application discussions 	Green	<p>You have a clear developer contributions policy which has been updated. RAG = Green</p> <p>Developer contributions form part of your pre-application discussions. RAG = Green</p> <p>Overall RAG = Green</p>
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PERTH AND KINROSS COUNCIL
Performance against Key Markers

Marker		13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22
1	Decision making timescales									
2	Processing agreements									
3	Early collaboration									
4	Legal agreements									
5	Enforcement charter									
6	Continuous improvement									
7	Local development plan									
8	Development plan scheme									
9 & 10	LDP Early Engagement	N/A			N/A	N/A	N/A	N/A	N/A	N/A
11	Regular and proportionate advice to support applications									
12	Corporate working across services									
13	Sharing good practice, skills and knowledge									
14	Stalled sites/legacy cases									
15	Developer contributions									

Overall Markings (total numbers for red, amber and green)

2012-13	4	7	2
2013-14	1	5	7
2014-15	1	0	14
2015-16	0	1	14
2016-17	0	6	7
2017-18	0	4	9
2018-19	1	4	8
2019-20	0	2	11
2020-21	0	2	11
2021-22	0	2	12

Decision Making Timescales (weeks)

	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	2021-22 Scottish Average
Major Development	55.4	42.2	23.7	20.9	18.5	31	28.2	24.1	35.1	44.6
Local (Non-Householder) Development	12.5	11.8	11.3	8.1	8.4	8.3	8.1	8.5	8.5	13.5
Householder Development	7.8	6.8	6.3	6.5	6.8	6.9	7.3	6.9	6.9	8.7