



PLANNING PERFORMANCE FRAMEWORK

2021 - 2022



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Introduction

The City of Edinburgh Council is pleased to present its eleventh Planning Performance Framework (PPF) report. For the second PPF year, the vast majority of Planning service staff have been working remotely during the Covid-19 pandemic. This ongoing health emergency has profoundly affected how everyone in Edinburgh lived and worked but the Council's planning service has continued to rise to the challenge of ensuring we continue to serve our customers. Building on the work of the previous PPF and the peer review process undertaken with our colleagues in North Lanarkshire Council, this report summarises the work of the service in 2021/22.

As in 2020/21, a flexible Councilwide approach to home working combined with refreshed hardware and specialist IT support again enabled us to provide a quality service to the people of Edinburgh. Development Management Sub-Committees and Local Review Body meetings were again run successfully on Microsoft Teams, viewable publicly.

Throughout, there has been a remarkable degree of service continuity and it has even proved possible to introduce some service improvements which have made it easier for our customers to engage with us.

The adopted Edinburgh Local Development Plan (LDP) and its associated suite of supplementary guidance documents continued to shape the city's growth during 2021/22. Its emerging successor, City Plan 2030, has also moved forwards to Proposed Plan stage. However, due to the impact of Covid-19 and ministers' rejection of the Proposed Strategic Development Plan (SESPlan 2), the current LDP will not be able to be replaced within the 5-year target.



The service again strove to maintain good levels of customer and stakeholder engagement in the review year. A coronavirus update page was published on the Council website and customers were encouraged to sign up to our planning blog for regular updates on changes to the service.

We ran a full programme of training for staff and members. Regular feedback sessions provided an update on the outcome of Development Management Sub-Committee and Local Review Body meetings.

The service has again risen to the challenges of the pandemic and has remained resilient and responsive. Thanks in large part to the hard work and professionalism of our staff, Edinburgh's service users continued to be served by a high quality, effective planning service, committed to continual improvement and accessible to all.



Part 1 – Qualitative Narrative and Case Studies

COVID 19 Resilience and Adaptation

Last year was a year like no other, and so was this PPF year! For a second full year the Planning service operated under the unprecedented cloud of the global Covid-19 pandemic. But necessity has accelerated a raft of innovations which staff and service users have adapted to remarkably well and many are likely to be here to stay. The challenge of adapting to these unprecedented challenges led us in 2020/21 to introduce and evolve new working practices and communication platforms in this PPF year.

- The service continued to review and update its business model and operating plan and carry out extensive adaptation planning
- The **business model** sets out **what** objectives will be met and what services will be delivered. It has been adapted as the new operating model evolved.
- **The operating plan** sets out **how** those objectives will be met and how the services will be provided.
- **The adaptation plan** sets out how services and operations will **adapt and evolve** to address the social, economic and health impacts of COVID 19 on our customers, communities and colleagues.

Wellbeing and Workforce

- With almost all staff working from home or remotely for another year, the service continued and refined arrangements that made sure colleagues had the right hardware, software, equipment, manager support and training to work effectively in this extraordinary new environment

- A Covid-adapted site visit protocol was used for when a physical presence was essential; it was kept under review and updated, shaped by colleague feedback on its practical use, to reflect changing Scottish Government coronavirus guidance.
- A new Training and Development Group made up of staff from across the service's teams was formed and developed a comprehensive Teams-based training programme; a broad range of planning topics have been delivered, often involving external speakers, with time built in for Q&A and discussion. Structured feedback from staff confirms this form of training suits the majority of staff well.
- A Wellbeing Working Group made up of representatives from teams across the service was empowered to develop an inclusive and collaborative approach to maintaining staff wellbeing and morale.
- We recognize one size doesn't fit all in these extraordinary times so arrangements were made for some staff to work in the office where they were unable for a range of reasons to achieve a satisfactory home-working environment.
- Regular organised walking tours for limited numbers of staff around key development and regeneration areas took place and have proved very popular with staff who appreciate the benefits of in-person (but socially-distanced) professional interactions with colleagues

Quality of Outcomes

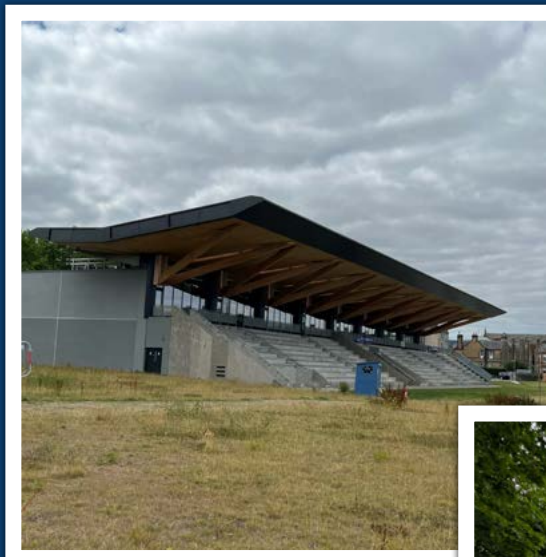
Throughout the pandemic, the service has maintained a focus on what really matters and has continued to develop projects, policies, initiatives and outreach that taken together will improve Edinburgh as a great place in the long-term. A key measure of performance is how improvements are made to the built and natural environment to facilitate the creation of a sustainable city which remains an attractive place for residents to live, work, play and relax in.

Again, while COVID-19 has undoubtedly made it harder to deliver high quality, sustainable development across the city, many quality developments on the ground were realised during 2021/22 that are great examples of joined-up, forward-looking place-making which help bring our city's communities together.

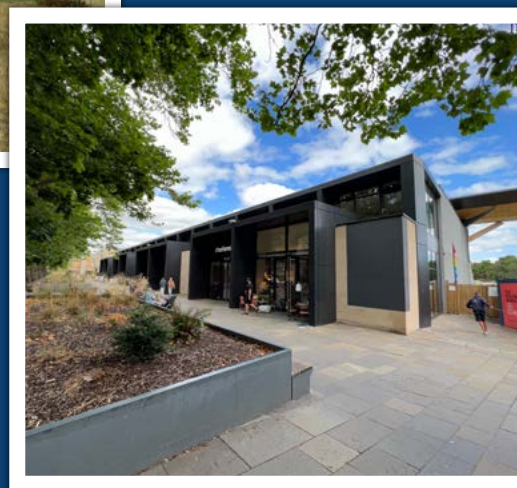
The changes introduced to the scheme of delegation, which gave the Chief Planning Officer extended delegated powers to make decisions on applications which would have otherwise required committee decisions have settled in during this PPF year and are working well. They strike the right balance between determining development timeously while ensuring elected members can engage effectively at the right level at the right time. The electronic sign-off of applications was also mainstreamed in 2021/22 and this has proven to be a keystone innovation, enabling permissions to be issued quickly.

Case Study 1: Development on the Ground - Edinburgh Accies new stadium

A **new stadium and rugby club facilities** for the Raeburn Place Foundation has been built in the Stockbridge area of the city. The development will be used by Edinburgh Academicals - Britain's oldest rugby club - and other sporting groups use the facilities. The development includes spectator stands for around 2,500 spectators, changing, training and gym facilities, retail units along the Comely Bank Road edge, a museum, licensed premises and administrative facilities.



Relevant performance marker number: 3 (see Appendix 1)



Case Study 2: Granton Gasworks Railway Station

The refurbishment of **Granton Gasworks Railway Station** in Edinburgh is transforming this long-standing vacant building into a modern, sustainable and adaptable business hub. The centrepiece of a major public realm initiative at Waterfront Gateway, the listed building is being sensitively re-purposed with internal and external fabric improvements. Flexible, high-spec spaces will attract and retain modern business and innovation occupiers. Sustainability and climate change are at the heart of the approach to its design which incorporates principles of sustainable drainage and ecology and is sensitive to its historic context. The project was based on multi-disciplinary partnership working. It balances the demands of developing a modern, flexible multi-let business space and public realm while addressing sustainability and climate change and facilitating a public conversation about how best to preserve the special architectural character and historic interest of this fine **listed building**.

Partners: City of Edinburgh Council, ADP Architecture, Keir Group Scottish Government, Historic Environment Scotland

Relevant performance marker number: 2, 3, 4 (see Appendix 1)



Case Study 3: Meadowbank

The redevelopment of **Meadowbank** is a major Council-led regeneration project which has delivered a modern sports centre with new homes and community facilities to follow on the surrounding site. This strategic place-making project is pedestrian-led, greatly increasing local connectivity, and is expected to bring significant opportunities to the area.

The Masterplan was developed with significant community input, involving 15 public events and the formation of a local steering group to help shape the project. It also benefited from collaboration with Nature Scot, sportscotland and Edinburgh Leisure.

Meadowbank was awarded the **Masterplanning Award** at the Edinburgh Architectural Association Awards 2021 and has achieved Building with Nature accreditation.

Relevant performance marker number: 2, 3, 4 (see Appendix 1)



Quality of Service and Engagement

Covid notwithstanding, we again made great efforts to maintain dialogue with our service users and drive ongoing service improvements which smooth the customer journey. Customer feedback is always encouraged and received via such channels as the Edinburgh Civic Forum, Community Council briefings, the Access Panel, and through informal engagement and formal public consultations, as well as our social media presence.

Our Service Improvement Plan, developed with and implemented by staff at all levels of the service, continues to be a living document that directs and co-ordinates actions which improve our performance statistics and overall service quality.

Our pre-application advice service has matured and is now key to how we operate and there has been remarkable continuity of service, despite the challenges of Covid-enforced remote working. We have also introduced a new, charged-for non-material variation service.

As with 2020/21, the pandemic has forced us to take a flexible and pragmatic approach to the enforcement of planning controls and restrictions on businesses. This helped essential businesses continue to operate, in turn supporting the city's long-term economic recovery.

Case Study 4: Non-Material Variation Service

www.edinburgh.gov.uk/nonmaterialvariations

In April 2021 we launched our new charged-for Non-Material Variation Service. It's part of our wider efforts to improve customer service and consistency across the service. It provides a new and streamlined way to apply for NMVs, with a new formalised **Application Form** and **Customer Guidance**. It's already paying dividends, allowing us to process NMVs more efficiently. Charges for NMV applications were based on the scale of proposed development; developments which improve accessibility for people with disabilities are exempt.

The introduction of the new Fee Regulations in April 2022 now set a flat rate fee for NMVs and our charges have been amended accordingly.

Relevant performance marker number: 6, 12 (see Appendix 1)

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Apply for planning permission

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4. Decision and appeals
5. Start to work

0 Making changes to your planning consent

Non-Material Variation Service
nonmaterialvariations@edinburgh.gov.uk

Planning help desk
The Planning Help Desk is currently operating as an email service. You can contact us at planning@edinburgh.gov.uk

Making changes to your planning consent

A non-material variation (NMV) application is a proposal to change an approved development that will not significantly alter what was granted planning permission.

From 1 April 2022, all NMV applications are subject to a fee of £200, as set by the Scottish Government.

A NMV application can only relate to a **granting** of planning permission. It is tied to the original permission and is not a new consent. It is not possible to apply for a NMV for any other type of application such as:

- Listed Building consent
- Conservation Area consent
- Advertisements
- Prior notifications

Developments which are primarily related to improving accessibility for people with disabilities are exempt from a fee.

Before requesting a NMV [read our customer service guide](#). The guide sets out the:

- information required to be submitted
- level of service you will receive
- charges

Request a NMV

All applications for NMVs should be made using the form below.

[Request a NMV](#)

Pay for your NMV

Once your application has been received and checked you will be contacted to make payment using the form below.

[Pay for your NMV](#)

Please note we cannot accept cheques or phone payments.

Case-Study 5 - City Plan 2030

The plan has previously been delayed by various circumstances and the project plan reset. Joint work by the Council with SEPA and Atkins as consultants overcame the loss of SEPA data (due to cyber attack) to allow completion of the Strategic Flood Risk Assessment and progress to a Proposed Plan with finalised site selection. This was also informed by technical assessments including a full Transport Assessment, Education Appraisal and Healthcare Appraisal. Engagement with elected members was continued through the cross party Leadership Forum to ensure political understanding of the direction of the plan and its policies and senior officer Board governance.

Planning Committee approved the proposed plan for its period of representations in September 2021. Following the 6 week representation period (7 November to 20 December) the representations are being reviewed, summarised and responded to in line with a revised project plan defined by key milestones with staged deadlines for each component of work. These include finalisation of technical work and of representation summaries, decisions on whether to make changes to the plan or not in response, completion of Schedule 4 responses and amendments to the plan and proposals map as needed. This will be taken for a committee decision to submit for Examination, in summer 2022, which allows for consideration of the local election outcome and NPF4 schedules and outputs along with an updated Development Plan Scheme setting out the milestones for submission, examination and adoption.

Relevant performance marker number: 8, 9 (see Appendix 1)



The service's flagship statutory development plan vehicle, CityPlan 2030 maintained its momentum in this PPF year as shown in case study 5.

Our social media platforms and channels continue to expand and deepen and have proven an invaluable means of keeping our service users up to date on planning issues and service changes. The [planning.edinburgh](#) blog and our twitter feed provide a steady flow of up to the minute, rich, interactive content covering Planning Committee decisions, upcoming public consultations, emerging policy and guidance, and all aspects of the service for our growing subscriber community.

Governance

The Planning and Building Standards service continues to be located within the Council's Place Directorate, sitting alongside other functions with responsibility for the development and quality of the city. These include waste services, transport, culture and parks and greenspace. At a political level, planning-related matters are reported to a matrix of member Committees. These include full Planning Committee, the Development Management Sub-Committee, the Local Review Body, Housing and Economy, and Transport and Environment. This is a real strength which builds collaboration on cross-service projects, programmes and policies and fosters a culture of inter-disciplinary joint-working, often led by planners, which invariably produces better, integrated outcomes.

In 2021/22 we continued to lose some experienced colleagues and unprecedented pressure on budgets meant recruitment continued to be constrained. However, towards the end of this PPF year and into 2022/23 the service was able to recruit a number of new planners and to replace some of the loss of experienced team and service managers.

Team structures and roles have changed with an emphasis on building-in the flexibility needed to adapt quickly to new pressures and priorities, particularly in the case-handling teams.

The staff skills matrix developed in 2020/21 has proven its worth this year – it has informed internal moves and helped identify individual training needs in annual performance conversations. It is another positive step towards a more agile and adaptable service, fit for the demands it will continue to face in coming years.

As a result of a combination of continuing high application volumes in the context of constrained staff resource, officer caseload levels are actively monitored across teams and applications equitably distributed to ensure officers have a manageable and as varied a caseload as is practicable.

New report templates are now being used and have helped significantly to produce more consistent, robustly-argued reports of handling for both delegated and committee decisions.

Reacting to an issue that has risen in prominence in recent years with major implications for the liveability and residential amenity of many of our city's communities, the planning service introduced and is implementing a short term let control area (see case study 6).

Case-Study 6: Designation of Short-Term Let Control Area

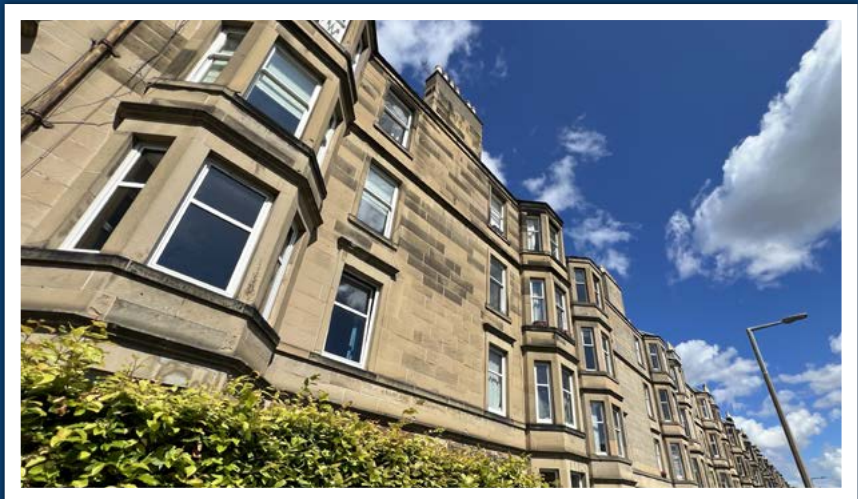
In February 2022, proposals were approved to designate the City of Edinburgh Council area as a short-term let (STL) control area. This is a major step forward in allowing us to manage high concentrations of secondary letting which affect the availability of residential housing and character of a neighbourhood.

The proposal followed a **consultation** with the public and industry bodies. The majority of respondents to the consultation were in favour of a control area, with 88% supporting the principle of it, and 85% supporting the entire City of Edinburgh Council area to be included.

When in effect, the designation will require residential property owners wholly letting a property which is not their principal home as an STL in the local authority area, to apply for planning permission for a 'change of use' to a short-term let.

The designation complements the control area legislation which the Scottish Parliament has approved which introduces a new licensing scheme requiring short-term lets to be licensed from July 2024.

Relevant performance marker number: 6, 12 (see Appendix 1)



Culture of Continuous Improvement

Before Covid, the service introduced a package of policies designed to make working from home easier. The pandemic has catalysed this trend and ushered in profound changes to the way we work, learn and communicate. Servicewide home working was the norm for almost all planning staff in 2021/22; the foundations laid in previous years in terms of IT platforms, protocols and training have helped us make this transition while maintaining a remarkably high level of service continuity and customer service.

The service continues to provide a programme of regular training for staff and members. Regular all-staff feedback sessions are held to provide an update on the outcome of Development Management Sub-Committee and Local Review Body meetings. Multiple training sessions were run to update staff on the significant changes to permitted development legislation introduced at the start of the PPF year.

The Planning Authority is currently engaged in a wholesale review of our internal DM guidance and process notes. The outcome will be a comprehensive, consistently presented, easily-updateable virtual DM manual, accessible to all colleagues.

The Council's ground-breaking Vision for Water Management was led by the Planning service and this year moved to become a practical tool that shaped development decisions. It is one of many contributions the service has made and continues to ensure Edinburgh becomes an increasingly sustainable city by tackling the challenge of adapting to climate change and creating great places.

Case-Study 7: CEC's Vision For Water Management

Vision for Water Management in the City of Edinburgh – The City of Edinburgh Council

Our ground-breaking strategic vision for water management was approved by the Council in November 2020. It sets clear objectives for all work across the Council to take into account and value water as a resource.

Developed as a collaborative project with Scottish Water and SEPA, it is now shaping how we assess planning proposals and driving change across a raft of project activity, including:

- the creation of a Strategic Green Blue network and shared GIS space and the creation of 'Green-Blue neighbourhoods' – areas highlighted for immediate action
- the production of 'Sustainable Rainwater Management Guidance'
- assessment of candidate development sites in City Plan 2030
- the Craigmillar High Street Regeneration project whose drainage masterplan was shaped by the Water Vision



Outcomes

The Vision has already had tangible benefits. It's helping the city adapt to the climate change emergency and is shaping the design phases of key projects. At a strategic level, stage one of the Green Blue Network is complete and embedded in City Plan 2030, guidance is complete and further guidance at factsheet level is on-going. At project level, Leith Connections' Active Travel project has included additional surface water sewerage separation, and roads maintenance projects such as Prestonfield are considering draining surface water into raingardens. We are also looking at how to prevent surface water flooding in the Craigmillar area of the city whilst improving connectivity and providing new wildlife habitat.

Relevant performance marker number: 9, 11, 12, 13 (see Appendix 1)

The challenge of climate change is one of the most important issues facing us today. The Council has also moved to address this with the implementation of a Low Emission Zone, as highlighted in case study 8.

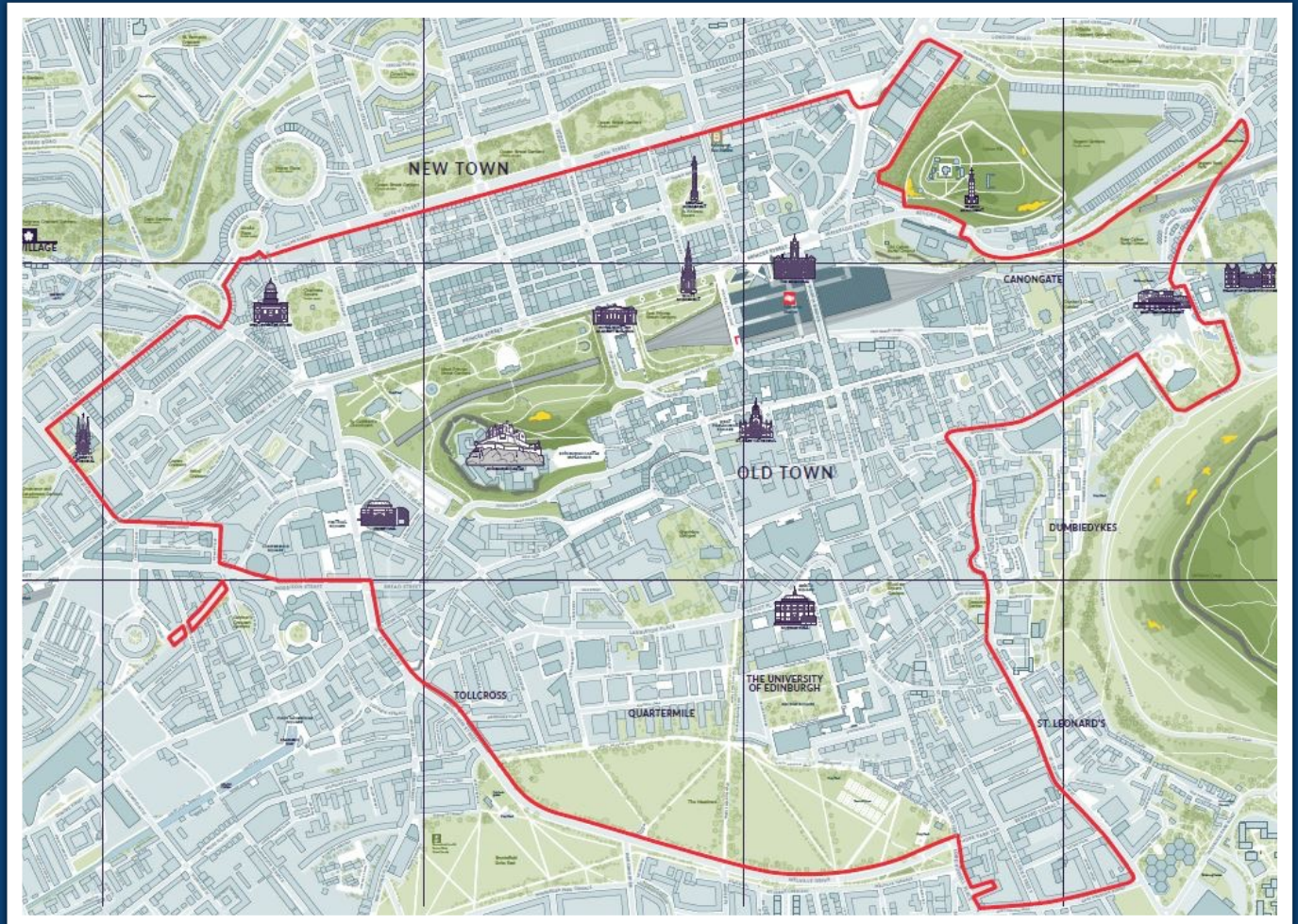
Case-Study 8: Edinburgh's Proposed Low-Emission Zone

In March 2022, the Council signed-off the official objection period for our Proposed Low-Emission Zone (LEZ). The LEZ aims to reduce dangerous levels of air pollution and will improve public health by discouraging the most polluting vehicles from entering central Edinburgh. We ran a successful consultation between June & September 2021 which received over 5,000 responses. Following the consultation, an objection period ran from 1 February to 1 March 2022.

The next step is to submit the proposal to Scottish Ministers for approval. Assuming approval is granted by Ministers, the LEZ will be introduced on 31 May 2022. There will be a two year 'grace period', meaning it won't be enforced until June 2024.

The Proposed LEZ is part of a raft of high-level Council sustainable development and environmental initiatives including: *City Centre Transformation*; the *City Mobility Plan*; *City Plan 2030*; and our *2030 Climate Strategy*.

Relevant performance marker number: 9, 11, 12, 13
(see Appendix 1)



Case-Study 11: Staff Training Programme

A staff training group was formed early in the Covid pandemic while all staff were working remotely. A full and varied programme of training topics was run via Microsoft Teams.

We ran a series of themed training sessions and workshops for staff on the Microsoft Teams platform. These ensured staff were abreast of current planning matters and provided high quality CPD opportunities. Most sessions were led by Council staff but many featured external speakers.

Topics included:

2020s Urbanism talks: Building for a Healthy Life in the post-Covid World; Scattered Space; Low Emissions Zones; Mobility Hubs; Future of the High Street

Planning Law: Enforcement; CPOs & Blight Notices; Certificate of Lawfulness applications

SUDS-themed: Building With Nature; Resilience

Topical planning issues: Landscape, trees & biodiversity; Inclusivity & Public Spaces; City Plan 2030 progress briefings; delivering net zero; habitat by design; heat pumps & EnerPHit; IIAs; COP26 - Future policy to protect natural habitats; EIA screening; Section 59 & 64 Listed Building & Conservation Area Report Assessments; Planning conditions; S.42 applications; conservation areas - assessing character & appearance; adapting to climate change - water; GIS; Developer Contributions & Infrastructure Requirements - Report Assessments; Housing land Supply & Audit

We also ran a series of informal 'Lunch & Learn' sessions where staff could share best practice and learn about the roles of colleagues

Attendance overall has been high and the feedback on individual sessions and the programme as a whole has been very positive. Colleagues appreciate the ease of access and flexibility.

Building on this very strong programme of training provision, we are working to record training sessions and make them fully accessible for colleagues to view anytime on the Council's intranet.

Relevant performance marker number: 6, 12 (see Appendix 1)



Part 2 - Supporting Evidence

The service has used a variety of qualitative and quantitative sources in preparing the PPF. This includes the customer forum, community councils, councillor and staff training and benchmarking through Heads of Planning Scotland (HOPS). Sources used to compile this report include:

- Planning Committee Reports
- Planning Committee Training
- Planning Service Improvement Plan
- Planning People Plan
- Scottish Government Transforming Planning Programme
- SESPlan
- The Adopted Edinburgh Local Development Plan
- Development Plan Schemes
- Edinburgh Design Guidance
- Planning Enforcement Charter
- Non-Statutory Planning Guidelines
- Committee and Local Review Body Webcasts
- Edinburgh [Planning Blog](#) and [Twitter Feed](#)
- Planning and Building Standards Customer Care Charter
- Edinburgh Urban Design Panel
- City Plan 2030
- Planning Service Improvement Plans
- Processing agreements guidance and templates

Part 3 – Service Improvements

The table below summarises progress on the Planning Improvement Plan 2021/2022

Improvement	Themes Actions
Leadership and Management	<p>Recruitment restrictions in the PPF year meant that the service was not able to fill all vacant posts on the establishment. But we were again able to take on two year-out university students who alternate their period with the service between development policy and development management.</p> <p>The service has used the staff skills matrix, developed in PPF year 2020/21, to inform career development and internal moves. The matrix sets out a detailed record of the skills sets of our staff and has also been a useful tool in identifying training and development needs when used in conjunction with the annual performance conversation and regular one-to-ones.</p> <p>Our Future Operating Model includes a workforce strategy and sets out a clear plan for succession planning and staff development, recognition and wellbeing.</p>
Customer Improvement	<p>The annual Planning and Building Standards Customer Forums took place in during 2021. Separate forums were held for agents involved in local development and householder applications to recognise the different concerns which these applications raise. Feedback was generally positive.</p> <p>Teams-based training sessions were also held for community council representatives in this PPF year which again provided clarity on their role in the planning process and an opportunity to discuss process and policy issues with senior Planning staff.</p> <p>We continue to offer a pre-application service for larger developments. Uptake has slightly declined but satisfaction levels remain high.</p> <p>The service has continued to use the Planning Edinburgh blog to update customers on changes in legislation, the progress of City Plan 2030 and general service updates.</p> <p>The planning helpdesk service has continued to function with officers answering email queries between 9-1. A call back facility is available for urgent matters.</p>

Performance and Continuous	<p>Improvement The following arrangements were introduced or maintained to improve decision making timescales and general performance:</p> <ul style="list-style-type: none"> • Continued re-alignment of staff resources across the service where needs are greatest. • A new procedure for appeals was developed for all staff after consultation with the DPEA. • A new framework for managing and producing statutory and non-statutory performance measures. • Regular virtual staff briefings. • An application cap for officers assessing householder applications in order that these officers can concentrate effectively on processing an acceptable number of applications at any one time. • The bedding-in of a standardised fast-track householder report template, reducing the time taken to process straightforward applications. • Regular feedback briefings on the outcomes from fortnightly Development Management Sub-Committee and Local Review Body meetings. • Regular staff training including 'walk and talk' sessions on biodiversity and new developments.
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The table below sets out the improvement priorities for the year ahead as set out in the Planning Improvement Plan 2021-2022

Improvement Themes	Actions
Leadership and Management	<p>The more flexible working model will continue to be employed alongside the skills matrix to allow staff to be deployed in the most efficient and productive manner.</p> <p>Develop a formal People Plan/workforce strategy encompassing engagement, development, succession planning, recognition and wellbeing.</p>
Customer Improvement	<p>Feedback from online customer forum and online community council forums will be incorporated into future staff training and protocols.</p> <p>Continued use of the planning blog and Edinburgh planning twitter feed to inform as many members of the public as possible.</p> <p>We will review and simplify Planning's pages on the Council's external web site to make it easier for customers to find commonly sought items and information, reducing the need in many cases to directly contact staff.</p>
Performance and Continuous Improvement	<p>Continue with regular feedback briefings on Development Management Sub-Committee and Local Review Body so that staff are kept fully up to date with the latest considerations in respect of determining applications.</p> <p>Review handling of major and complex local cases to identify efficiencies and improvements.</p> <p>Continue to produce and develop the quarterly complaints report for senior management, including tracking of recommendations.</p>

Part 4 – National Headline Indicators

A: NHI Key Outcomes – Development Planning

Development Planning	2021/2022	2020/2021
Land and Strategic Development Planning		
Age of local/strategic development plan(s) at end of reporting period	5 yrs 4 mths	4 yrs 4 mths
Will the local/strategic development plan be replaced by their 5 year targets	No	No
Has the expected date of submission of the plan to Scottish Ministers in development plan scheme changed over the past year	Yes	Yes
Were development plan scheme engagement/consultation commitments met during the year	Yes	Yes

Effective Land Supply and Delivery of Outputs	2021/2022	2020/2021
Established Housing Land Supply	29,742	30,639
5-year effective housing land supply programming	13,673	12,843
5-year effective land supply	22,514	22,411
5-year housing supply target	7,956	8,740
5-year effective housing land supply (to one decimal Place)	9	7
Housing Approvals	5,138	3,222
Housing Completions over the last 5 years	12,406	12,107
Marketable employment land supply	246.2	248.8
Employment land take up during reporting year	2.6	0

The housing land figures are from the Draft HLACP 2022

The figures for 2020/21 have been corrected from draft audit 21 to final agreed figures

There are now only four years remaining of the development plan period. The five year target has been calculated as the remaining development plan target, taking into account completions to date (a 4 year target), with an addition of the annual average of the total development plan target (to make a 5 year target).

The five year target for 2021/22 has been recalculated as the total development plan target minus completions up to 2020/21

B: NHI Key Outcomes - Development Management

Development Management	2021-2022	2020-2021
Project Planning		
Percentage and Number of applications subject to pre application advice	3.4%	4.4%
Percentage and number of major applications subject to processing agreement	79.3%	31.3%
Decision Making		
Application approval rate	92.1%	92%
Delegation rate	94.9%	95.6%
Validation	78.1%	75%
Decision-Making Timescales		
Major Developments	24.9 weeks	49 weeks
Local Developments (non-householder)	13 weeks	13.1 weeks
Householder Developments	8.1 weeks	7.6 weeks
Legacy Cases		
Number cleared during reporting period	23	65

C: Enforcement Activity

Enforcement	2021-2022	2020-2021
Time since enforcement charter published / reviewed https://www.edinburgh.gov.uk/downloads/file/26753/planning-enforcement-charter	4 months	15 Months
Complaints lodged and investigated	689	713
Breaches Identified - no further action taken	843	583
Cases Closed	748	798
Notices Served	64	3
Direct Action	0	0
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

D: NHI Key Outcomes - Commentary

The service has continued to perform to a high standard to ensure that any disruption to the preparation and delivery of Cityplan 2030, which will form the next Local Development Plan, is kept to a minimum. However, as noted in last year's PPF, the LDP will not be adopted within the five-year target. Elected members have been kept up to date and actively involved with the progress of Cityplan through regular planning committee meetings.

The decision time for local developments has continued to fall, albeit only slightly. There has been a slight rise in decision times for householder developments. This can be attributed to a significant number of staff departures and retirements and the time taken to recruit new staff.

The number of enforcement cases lodged has remained at the same level as last year. However, there has been a significant increase in the number of notices served.

The number of enforcement cases lodged has remained broadly stable whilst there has been a notable increase in the number of notices served during the PPF period. The increase is mainly due to the resumed operation of short-term let properties after the easing of pandemic restrictions.

The time period for the determination of major developments has fallen significantly since last year. This is largely attributable to the increased use of processing agreements and the effect of procedural issues which remove some applications from official statistics.

The number of legacy cases cleared during the period has fallen slightly. However, the overall number remaining has continued to fall as the service continues to focus on reducing what can be an impediment to development in the city.

The proportion of applications subject to pre-application advice has fallen slightly, reflecting the higher increase in all applications compared to major applications. However, the service continues to deliver both a valuable income stream and a means of assisting prospective applicants avoid unnecessary delays and complications at a later point in the formal application process.

Part 5 – Scottish Government Official Statistics

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

Timescales	2021-22	2021-22	2020-21
Overall	Numbers	Weeks	Weeks
Major Developments	29	24.9	49
Local Developments (non-householder)	739	13.0	8.9
• Local: less than 2 months	1,445	6.8	6.6
• Local: more than 2 months	779	14.2	15
Householder Developments	1,639	8.1	7.6
• Local: less than 2 months	46	7.2	6.6
• Local: more than 2 months	73	20.3	11.6
Housing Developments			
Major	10	21.6	15.9
Local Housing Developments	180	15.2	14
• Local: less than 2 months	46	7.2	7
• Local: more than 2 months	73	20.3	21.1
Business and Industry Developments			
Major	-	-	-
Local Business and industry developments	28	9.3	9.8
• Local: less than 2 months	12	7.4	6.8
• Local: more than 2 months	12	11.3	15.0
EIA Developments	-	-	-
Other consents	1,398	8.5	8.1
Planning/legal agreements			
• Major: average time	4	25.7	49.5
• Local: average time	15	29.0	45.1

B: Decision-making: local reviews and appeals

	2021-2022		2020-2021	
	Total number of decisions	Original decision upheld	Total number of decisions	Original decision upheld
Local Reviews	38	63.2	74	71.6%
Appeals to ministers	52	48.1	55	60%

C: Context

The service has tried to maintain a high standard of performance during a challenging period. We have continued to work in partnership with developers to reduce delays by utilising 'stop the clock' and 'extension of time' mechanisms for complex or contentious applications. We have also continued our flexible approach to staff resources. However, staff retirements and departures have seen an increase in decision-making timescales for both non-householder and householder applications from the previous PPF year. There have, however, been notable reductions in time for the determination of major applications and for the conclusion of legal agreements for both major and local developments.

There has been a continued reduction in both local review appeals and appeals to ministers, likely reflecting the reduction in applications submitted. Whilst the proportion of officer decisions upheld has been reduced, the reduction in the numbers of appeals means it is difficult to make an assessment on the reasons for decisions being overturned or upheld, or whether there are any wider trends emerging.

Part 6 – Workforce Information

Workforce information should be a snapshot of the authority's planning staff in position on the 31st of March 2022. The service is organised into eight case-based development management teams and four teams operating with a citywide policy and cross-disciplinary projects focus. Two teams deal with local development applications, there is a dedicated enforcement team and a team responsible for focusing on householder proposals. Four area teams dealing primarily with major developments and larger local developments were also established to cover the east, west, central and waterfront areas of the city. Local development plan and policy-related activities are undertaken in a Citywide group of four teams. Administration and business support staff is provided from a central council resource and are not included in the information below. Specialist roles in the Planning service include transport officers, environmental health officers, ecologists, landscape architects, arboriculturalists, legal agreement officers and street-naming staff. Most professional staff in the service are members of the Royal Town Planning Institute (RTPI) or eligible for membership.

RTPI Chartered Staff	Headcount
Chartered Members	58
Associate RTPI members	1
Legal Associate RTPI members	0
Licentiate RTPI members	3
Total	62

Staff Age Profile	Headcount
Under 30	11
30-39	22
40-49	34
50 and over	23

RTPI Chartered Staff	Headcount
Chartered Members	58
Associate RTPI members	1
Legal Associate RTPI members	0
Licentiate RTPI members	3
Total	62

Planning Service Structure (at March 2022)



Part 7 – Planning Committee Information

The table below sets out the Committees for the past 2020-2021 year

Committee and Site Visits	Number Per Year
Full Council Meetings	12
Planning Committees/ Development Management Sub-Committee	5 and 24
Area Committees	Not Applicable
Committee Site Visits	Nil (Due to COVID restrictions)
Local Review Body Meetings	15
LRB Site Visits	2 (Due to COVID restrictions)

Appendix 1 – Performance Markers

Performance Marker		Part of PPF report demonstrating evidence for this marker
Driving Improved Performance		
1	Decision making: authorities demonstrating continuous evidence of reducing average timescales for all development types	Part 4 – National Headline Indicators Part 5 – Scottish Government Statistics
2	Project management: offer of processing agreements (or other agreed project plan) made to prospective applicants in advance of all major applications and availability publicised on planning authority website	Part 4 – National Headline Indicators Case Studies: 2, 3
3	Early collaboration with applicants and consultees on planning applications: <ul style="list-style-type: none"> availability and promotion of pre-application discussions for all prospective applications clear and proportionate requests for supporting information 	Part 1 – Governance Part 4 – National Headline Indicators Case Studies: 1, 2, 3
4	Legal agreements: conclude (or reconsider) applications within 6 months of ‘resolving to grant	Part 5 – Scottish Government Official Statistic Case Studies: 2, 3
5	Enforcement charter updated / re-published	Part 4 – National Headline Indicators
6	Continuous improvements: <ul style="list-style-type: none"> progress ambitious and relevant service improvement commitments identified through PPF report 	Part 4 – National Headline Indicators Part 1 – Culture of Continuous Improvement Case Studies: 4, 6, 10
Promoting the Plan-Led System		
7	LDP less than 5 years since adoption	Part 4 – National Headline Indicators
8	Development plan scheme demonstrates next LDP: <ul style="list-style-type: none"> on course for adoption within 5-year cycle project planned and expected to be delivered to planned timescale 	Explanation given in Part 4 – National Headline Indicators Case Studies: 5
9	Stakeholders including Elected Members, industry, agencies, the public and Scottish Government are engaged appropriately through all key stages of development plan preparation	Not applicable during this PPF cycle. Development plan has now passed MIR stage Case Studies: 5, 7, 8
10	No longer applicable – gap kept for data continuity	

Performance Marker		Part of PPF report demonstrating evidence for this marker
11	Production of regular and proportionate policy advice	Part 1 – Culture of Continuous Improvement Case Studies: 7, 8
Simplifying And Streamlining		
12	Corporate working across services to improve outputs and services for customer benefit (e.g. protocols; joined-up services; single contact; joint pre-application advice)	Part 1 – Covid Resilience and Adaptation, Culture of Continuous Improvement Case Studies: 4, 6, 7, 8, 9
13	Sharing good practice, skills and knowledge between authorities	Introduction Case Studies: 7, 8
Delivering Development		
14	Stalled sites/legacy cases: conclusion/withdrawal of planning applications more than one-year-old	Part 4 – National Headline Indicators
15	Developer contributions: clear expectations <ul style="list-style-type: none"> • Set out in development plan (and/or emerging plan) and • In pre-application discussions 	Part 3 – Service Improvements

Appendix 2 – Qualitative Narrative and Case Studies Checklist

Case Study Topics	Issue Covered by Case Study
Design	1,2 and 3
Conservation	2
Regeneration	2 and 3
Environment	5, 7 and 8
Greenspace	5 and 7
Town Centres	5
Masterplanning	3 and 5
LDP & Supplementary Guidance	5
Housing Supply	5
Affordable Housing	5
Economic Development	10 and 11
Enforcement	6
Development Management Processes	4 and 9
Active Travel	6 and 9
Planning Applications	9
Interdisciplinary Working	2,3,5,6 and 7
Community Engagement	5
Placemaking	1,2,3 and 5
Performance Monitoring	4
Process Improvement	4,6 and 9
Project Management	5,6 and 8
Staff Training	11
Online Systems	4
Transport	5 and 8



PLANNING PERFORMANCE FRAMEWORK

2021 - 2022