



Inverclyde
council

PLANNING PERFORMANCE FRAMEWORK
2014/15

PLANNING PERFORMANCE FRAMEWORK

2014-15

FOREWORD

Welcome to Inverclyde Council's Third Planning Performance Framework.

I am delighted that the Local Development Plan has now been adopted. I noted last year that all the hard work in front loading the process was clearly evident as the early consultation and engagement with national and local stakeholders ensured that around one third of representations supported the overall strategy of the Plan. This evidence of clear communication and open engagement was also evident in the few representations seeking changes and the limited number of issues that remained unresolved and that required to be submitted for Examination. The outcome of the Examination was very encouraging with only eleven modifications being recommended to the Proposed Plan. This result is further testament to the preparation put in by the Planning Policy Team on the Schedule 4s and enabled me to report to Committee in less than a week in order for approval to be granted to adopt the Plan before the summer recess.

Repeating what I wrote last year, the Development Management team has always had an "open for business" attitude. I noted that it is difficult to improve on excellent performance, yet once again this is exactly what has happened! Applications continue to be determined more quickly by a team that already performed well above the national average.

Inverclyde Council's Planning Service aims to maintain and build upon our reputation of providing a common sense driven quality service. This Planning Performance Framework shows that this is exactly what is happening.

Stuart Jamieson

Head of Regeneration and Planning
Inverclyde Council
25 September 2014



Springtime in Inverclyde

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Part 1: National Headline Indicators (NHIs) - ANNUAL REPORT 2013-2014

Key Outcomes	2013 - 2014	2012 - 2013
<u>Development Planning</u> <ul style="list-style-type: none"> age of local/strategic development plan(s) development plan scheme: on track? (Y/N) 	8* / 2 years Yes	7 years Yes
<u>Effective Land Supply and Delivery of Outputs</u> <ul style="list-style-type: none"> effective housing land: years supply effective housing land supply housing approvals effective employment land supply employment land take-up 	>7 years 1,730 units 250 units 29.78 ha 0.68 ha	8 years 1,890 units 325 units 30.46 ha 0 ha
<u>Development Management</u> Project Planning <ul style="list-style-type: none"> percentage of applications subject to pre-application advice number of major applications subject to processing agreement or other project plan percentage planned timescales met Decision-making <ul style="list-style-type: none"> application approval rate delegation rate 	 38% 0 n/a 93% 92%	 23% 0 n/a 94% 83%
<u>Decision-making Timescales</u> Average number of weeks to decision: <ul style="list-style-type: none"> major developments local developments (non-householder) householder developments 	 n/a 8.0 6.0	 26.0 8.8 6.3
<u>Enforcement</u> <ul style="list-style-type: none"> time since enforcement charter published / reviewed number of breaches identified / resolved 	20 months 25/35	8 months 35/68

* See page 3



Gourock from the Firth of Clyde

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National Headline Indicators: Contextual Statement

Key Outcome: Development Planning

- The Inverclyde Local Development Plan was adopted on 29th August 2014.
- The Glasgow and the Clyde Valley Strategic Development Plan was approved 29th May 2012.

Key Outcome: Land Supply and Delivery of Outputs

- Private (owner-occupied) house completions have fallen considerably from an annual average of over 200 per annum pre-recession to their current lowest level in 2013-14 of only 76 units. Between 2009 and 2012 the total (all tenure) completions were boosted by the re-provisioning strategy with social rented and low cost home ownership completions numbering well over 200 per annum.
- The effective total (all-tenure) housing land supply is 1,730 units, of which 1,300 are for owner occupation. Expectations are for owner-occupied completions to slowly return to around 150-180 per annum, while the 'affordable sector' is unlikely to reach 100 per annum in the next 5 years.
- The housing approvals comprise 10 sites of five or more units and 13 approvals of 4 or less houses. Applications for planning permission in principle and for the substitution of house type are excluded.
- The effective employment land supply is categorised as Quality Marketable and Marketable land.

Key Outcome: Project Planning

- Pre-application consultation has increased significantly and the only major application submitted in 2013-14 is the subject of a processing agreement. Greater emphasis on the availability and benefits have been emphasised in guidance notes, including supplementary planning advice.

Key Outcome: Decision Making

- The introduction of a new Scheme of Delegation in October 2013 including Council interest cases has resulted in an 11% increase in applications being delegated.
- There was a 15% increase in applications being the subject of pre-application discussion in 2013-14.

Key Outcome: Decision Making Timescales

- The average time taken to determine planning applications in Inverclyde continues to fall. The overall average time is now 7.1 weeks, 3.5 weeks below the Scottish average and the third fastest in Scotland.
- 86.8% of all applications are determined within 2 months; only 5 Scottish local authorities beat this figure.

Key Outcome: Enforcement

- The Council's most recent Planning Enforcement Charter was adopted in January 2013.
- There were 50 unresolved enforcement cases on 31 March 2014.

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Part 2: Defining and Measuring a High Quality Planning Service

OPEN FOR BUSINESS

WHAT WE DO

- Planning and Economic Development work closely to facilitate the needs of the business sector under the same Head of Service. The letting of Council commercial property and development planning is under the same service manager, within the Service.
- Work closely with Riverside Inverclyde to help secure the long term economic growth of Inverclyde.
- Have a close working relationship with the Council's Strategic Housing team on the Glasgow and Clyde Valley Housing Need and Demand Assessment, the Local Housing Strategy and the Strategic Local Programme/Strategic Housing Investment Plan.
- Contribute significantly to the Glasgow and the Clyde Valley Strategic Development Plan process; an officer chairs the Glasgow and Clyde Valley Housing Market Partnership and there is active participation in all supporting officer/technical groups.
- Provide a prompt and efficient development management service - offering processing agreements for all major planning applications, encouraging pre planning application discussion publicising availability online, offering meetings with

other Council services as appropriate and typically including roads and building standards officers, allocating a case officer to take development through from pre application to completion and keeping the applicant informed. Weekly in house planning application conferences ensure the early identification of policy and design issues.

- Only require information that is essential to determine a planning application; the Council's Guide for Applicants and Neighbours explains what and when supplementary information may be requested.

- The circumstances and processes relating to developer contributions are clearly set out and detailed in the Local Development Plan and the Council's Guide for Applicants and Neighbours.



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EXAMPLES FROM 2013-14

- In November 2013, the Council submitted the Inverclyde Local Development Plan and a summary of the issues it considered should be assessed at Examination to Scottish Ministers (Schedule 4s). The Reporters subsequently completed their findings in June 2014 and the Plan was adopted by the Council following modification in August 2014.
- Contributed to the Scottish Government's Review of the Strategic Development Plans in Scotland, through completion of questionnaires, one-to-one discussions and participation in regional workshops.
- The Council's Commercial Property and Development Management officers have continued to liaise closely to facilitate the smooth implementation of more shopfront improvement projects in 2013-14 including at West Station, Greenock.
- Close working with the Economic Development Team in preparing and submitting bids for funding projects and initiatives (e.g. EU Leader programme); the monitoring and review of the business and industrial land and property supply; joint working for the Assisted Areas Map 2014-2020 consultation and regular liaison on matters relating to the promotion of Inverclyde as a tourist destination.
- Joint working with Riverside Inverclyde has included facilitating the conversion of the Custom House in Greenock for business use and seen the development of business units at Kelburn, Port Glasgow near completion.
- A processing agreement has been entered into for the Corlic Hill windfarm application.



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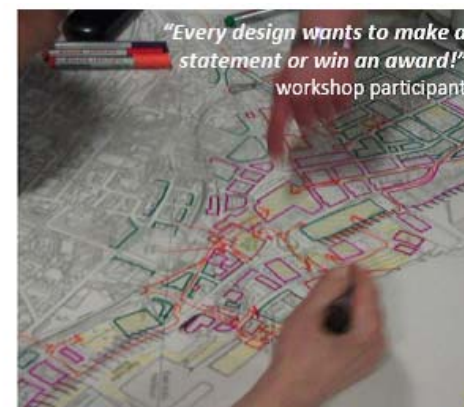
HIGH QUALITY DEVELOPMENT ON THE GROUND

WHAT WE DO

- Masterplan all key development sites, supported by Supplementary Guidance on Local Development Frameworks and Plan policies; plans are in place for all key mixed use development sites at the Greenock Harbours, James Watt Dock, Port Glasgow Town Centre extension, Woodhall and Gourock Town Centre, and a draft plan is prepared for the former Inverkip Power Station site.
- Have in place Supplementary Guidance for the Inverclyde Local Development Plan encouraging considered and appropriate design.
- Work with Riverside Inverclyde in supporting the provision of town art and town centre improvements in Greenock, Port Glasgow and Gourock.
- Add value as part of the planning application process through design refinement.

EXAMPLES FROM 2013-14

- Officers from both Planning Policy and Development Management undertook Improvement Service / Architecture-Design Scotland led design principles training on Creating Better Places.



Using simple drawing techniques the participants worked in groups to identify and correlate the interaction of:

- key 'dominant/focal' buildings and their settings
 - 'good' ordinary buildings (mostly frontages)
 - 'poor quality' ordinary backcloth buildings
 - places where people don't want to go
 - where people do want to go
 - how people get there

"Enjoyable, and a helpful reminder we are planning for people" workshop participant



Extract from the training event summary report

- Participated in the Port Glasgow Town Centre Charrette Programme (part of the Charrette Mainstreaming Programme 2013-14).
- Building Warrant submissions to the value of £44 million were approved in 2013-14.
- Through the pre-application consultation process significant design changes were negotiated, including developments at Kilmacolm Cross and Inverkip Marina.
- Provided Riverside Inverclyde with pre-application guidance and support in the submission of a planning application for the sculpture "Shipbuilders of Port Glasgow"



"Shipbuilders of Port Glasgow"

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Kilmacolm Cross - Design progression



Kilmacolm Cross - Negotiated amendments



Inverkip Marina - Initial design proposals



Inverkip Marina - Extract from final Design Statement



Inverkip Marina - Negotiated amendments

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CERTAINTY

WHAT WE DO

- Early engagement with the key deliverers and contributors to development to facilitate the preparation and implementation of the LDP strategy and policies.
- Update annually the Development Plan Scheme and Participation Statement.
- Offer processing agreements for all major planning applications, with availability advertised online.
- Use internal work protocols and checklists to ensure consistency in processing planning applications. All pre-application meetings are recorded and logged on the case file on receipt of an application.
- The Management team vets each planning application report for consistency in interpretation and decision.
- Only require information that is essential to determine a planning application; the Council's Guide for Applicants and Neighbours explains what and when supplementary information may be requested.

- The circumstances and processes relating to developer contributions are clearly set out and detailed in the Local Development Plan, Supplementary Guidance on Affordable Housing Provision and the Council's Guide for Applicants and Neighbours.



Timber Ponds, Port Glasgow

EXAMPLES FROM 2013-14

- We entered into a processing agreement for the Corlic Hill windfarm planning application.
- We consulted extensively in accordance with the LDP Participation Statement with key Government Agencies and Departments, local registered social landlords, Riverside Inverclyde, other council services, community groups and elected members (officer/member working group).
- The Inverclyde Local Development Plan has been adopted within the timeframe set out in the first Development Plan Scheme in March 2009.
- The primacy of the Development Plan is evident in the determination of planning applications. No applications were approved contrary to the Plan in 2013-14.
- Planning applications are consistently determined in accordance with officer advice. Only 5 applications in 2013-14 were determined contrary to officer recommendation.
- The Council's Guide for Applicants and Neighbours was updated to explain what and when supplementary information may be requested of applicants and the circumstances and processes relating to developer contributions are now clearly set out and detailed.

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COMMUNICATIONS, ENGAGEMENT AND CUSTOMER SERVICE

WHAT WE DO

- Provide easy access to Planning staff:
 - The names and contact details of all staff are posted online and all staff may be contacted by direct telephone number and by e-mail.
 - Appointments are not necessary – a Planner is available at all times during office hours to assist office visitors.
 - Each planning application has a dedicated case officer, with details provided in all correspondence and online.
- Encourage the use of electronic communication in the LDP and planning application process and promote submission of planning applications by ePlanning on our website.
- Welcome the views of customers.



James Watt Dock, Greenock

EXAMPLES FROM 2013-14

- 73% of representations to the Proposed Plan were received electronically.
- No complaints against the conduct or process in planning matters via the Council's "Inform" customer comments system or to the Scottish Public Services Ombudsman were upheld in 2013-14.
- Prior to submitting to Scottish Ministers our Schedule 4 summaries of representations to the Proposed Plan, an opportunity was given to each representee to confirm the accuracy of the Council's summary of their case.
- 52.6% of planning applications were submitted online in 2013-14, up from 31.5% in 2012-13.
- All email correspondence now invites recipients to participate in an online customer satisfaction survey.

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EFFICIENT AND EFFECTIVE DECISION-MAKING

WHAT WE DO

- The Planning Board and Local Review Body are timetabled to meet monthly.
- In-house time management training is available to all staff.
- Each planning application is given a target decision date following registration.
- Weekly planning application progress meetings are held to ensure that targets are met.
- There is an “open door” management approach to ensure quick resolution when issues covering development details and interpretation of policy, legislation and procedures arise with planning applications.
- Reasons for planning application delays are recorded.
- All Member briefings are provided for all major planning applications prior to Planning Board consideration.
- Speed the development process by providing published guidance on the information required with planning applications and by limiting the circumstances where applicants are required to enter into or submit legal agreements and bonds.

- Engage with Members on the LDP, providing all Member briefings and participating in officer/Member working groups.



Greenock West End

EXAMPLES FROM 2013-14

- In 2013-14, only 6 planning applications taking over 2 months to determine were attributable to officer delays. This amounts to only 1.5% of all decisions.
- There are no planning applications currently undetermined awaiting the conclusion of a legal agreement or the submission of a bond.
- Applicants in “stalled cases” were contacted resulting in 35 planning applications being withdrawn.
- Each stage of the LDP process, from pre-Main Issues Report engagement through to approval of the Proposed Plan by Committee, has been assisted greatly through having regular and committed involvement of cross-party Elected Members in the LDP Member/Officer Working Group. A total of 13 meetings were held between June 2009 and October 2013.

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EFFECTIVE MANAGEMENT STRUCTURES

WHAT WE DO

- The management structure provides for close linkage between Planning Policy, Development Management, Building Standards, Commercial Property Letting and Economic Development.
- Ensure that we have the right people for the job; our professional staff has extensive experience in a wide range of planning functions.
- Building Standards and Development Management staff take a flexible approach, providing cover and working collaboratively to facilitate enforcement inspections and the administration of applications.
- The Development Management team actively participate in the LDP process by testing the practical application of draft policies.
- Hold two weekly management meetings and monthly team meetings ensuring a flow and exchange of information.
- Quarterly benchmark with East Renfrewshire, East Dunbartonshire, North Ayrshire, Renfrewshire and West Dunbartonshire Councils.

- Work collaboratively with other bodies including Riverside Inverclyde Urban Regeneration Company, River Clyde Homes, Glasgow and the Clyde Valley Green Network Partnership, the Council's Strategic Housing Team and all government Key Agencies in delivering joint objectives.



Central Greenock, from Whinhill

EXAMPLES FROM 2013-14

- Working together, the Planning Policy and Development Management teams fine-tuned Local Development Plan policies and Supplementary Guidance.
- Benchmarking compared and examined best practice on issues including neighbour notification, restoration and landscaping bonds, archaeology advice and high hedges.
- Working with the Glasgow and the Clyde Valley Green Network Partnership on the potential for woodland on vacant and derelict land.
- Regular two monthly meetings between Planning Policy and the Council's Strategic Housing Team.

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FINANCIAL MANAGEMENT AND LOCAL GOVERNANCE

WHAT WE DO

- Fee income is monitored monthly to ensure appropriate budget balances are maintained.
- Budgets are adjusted to ensure additional funding to facilitate cyclical preparation of the LDP.
- Seek value for money in funded projects by using procurement processes.

EXAMPLES FROM 2013-14

- Open and competitive procurement processes were used in commissioning the 'Grow Wild' development plans at Belville Street community garden and the Heritage Inverclyde Coastal Trail.



Spango Valley

CULTURE OF CONTINUOUS IMPROVEMENT

WHAT WE DO

- Encourage officer participation in both national and Glasgow and Clyde Valley Local Development Plan forums, in Heads of Planning Scotland, in SEA national forums and in benchmarking to share, learn and benefit from best practice and issues.
- All staff receive annual performance appraisals.
- Maintain a common queries compendium based on case law.
- Encourage member training in all aspects of planning.
- Facilitate staff training and continuing professional development.
- Welcome ideas; staff are encouraged to promote improvements in how we work.

EXAMPLES FROM 2013-14

- Planning applications were determined more quickly in 2013-14. The average time dropped from 7.7 weeks to 7.1 weeks.
- Officers attended training events on environmental impact assessments, renewable energy, enforcement, trees, discharge of planning obligations and retail impact assessment.

- Development Management work process changes include changes to the planning application check-in list to improve efficiency.



Ocean Terminal, from James Watt Dock

Part 3: Supporting evidence

Part 2 of this report was compiled drawing on evidence from the following sources.

1. Inverclyde Local Development Plan 2014
<http://www.inverclyde.gov.uk/planning-and-the-environment/planning/development-plan/>
2. Glasgow and the Clyde Valley Strategic Development Plan.
http://www.gcvsdpa.gov.uk/index.php?option=com_content&view=article&id=54&Itemid=38
3. Scottish Government Planning Authority Performance Statistics.
<http://www.scotland.gov.uk/Topics/Statistics/Browse/Planning/Publications/planapps2014annual>
4. Housing and business and industrial land supply data.
<http://www.inverclyde.gov.uk/planning-and-the-environment/planning/development-plan/land-surveys>
5. Inverclyde Local Housing Strategy 2011-16.
<http://www.inverclyde.gov.uk/housing/inverclyde-local-housing-strategy-2011-2016/>
6. Inverclyde Strategic Housing Investment Plan 2013-18 and Strategic Local Programme 2015-18.
<http://www.inverclyde.gov.uk/committees/details/1643/> (refer to item 05)
7. Planning Register.
<http://www.inverclyde.gov.uk/planning-and-the-environment/planning/planning-applications/application-registers-weekly-list>
8. Inverclyde Council advice on submitting planning applications.
<http://www.inverclyde.gov.uk/planning-and-the-environment/planning/planning-applications/forms-guidance>
9. Riverside Inverclyde: Town centre regeneration and public art.
<http://riversideinverclyde.net/town-centres/public-art.html>
10. Riverside Inverclyde: Urban Regeneration projects
<http://riversideinverclyde.net/town-centres/>
<http://riversideinverclyde.net/kelburn/>
11. Corlic Hill Windfarm: Processing Agreement
<http://www.inverclyde.gov.uk/terms-conditions-use> (refer to application 13/0199/IC)

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Part 4: Service improvements: 2014-15

DELIVERY OF OUR SERVICE IMPROVEMENT ACTIONS IN 2013-14

- Submit an amended Scheme of Delegation to the Scottish Ministers. Full Council approval is anticipated in October 2014. DELIVERED: Scheme submitted to and approved by the Scottish Ministers in October 2013.
- Engage further with stakeholders to overcome delays in the planning application process and re-engage more with customers on Development Management. PART DELIVERED: Overall time taken to process planning applications reduced, but the number of applications subject to applicant delays increased.
- Take forward and review projects as timetabled in the Local Development Plan Action Programme. DELIVERED: The Inverclyde Local Development Plan was adopted on August 29 2014 and an updated Action Programme will be published within three months of the LDP's adoption.
- Review and evaluate the effectiveness of participation initiatives outlined in the Local Development Plan Participation Statement. NOT DELIVERED: Timing of this initiative has been revised to be undertaken in advance of preparing the first Development Plan Scheme and Participation Statement for the next review of the LDP (expected during year 2015-16).
- Reduce the number of legacy planning applications. DELIVERED: 35 Legacy cases withdrawn in 2013-14

IN THE COMING YEAR WE WILL...

- Review the Enforcement Charter.
- Review all planning application processes to maximise efficiency.
- Produce a new Development Management Charter.
- Engage further with stakeholders to overcome applicant delays in the planning application process.
- Publish our first Action Programme within three months of adoption of the adopted LDP (to support implementation of the Plan).
- Publish for consultation a refreshed Supplementary Guidance on 'Renewable Energy', to incorporate changes in national policy (SPP 2014) since its preparation alongside the Proposed Plan.
- Publish for consultation Supplementary Guidance on 'Enabling Development', following the Reporter's recommended modification to policy in the LDP and the recommendation that supplementary guidance be prepared to support the policy's implementation.
- Review and refresh where appropriate, the level of detailed advice required in supplementary guidance, to assist in the implementation of LDP policies.
- Prepare and publish (non-statutory) Supplementary Guidance on 'Developer Contributions', to assist developers when submitting planning applications what obligations are expected of them, under each of its different parts.

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PART 5: Official Statistics

A: Decision-making Timescales

Category	Total number of decisions 2013-14	Average timescale (weeks) 2012-13	Average timescale (weeks) 2011-12	Notes
Major developments	0	n/a	26.0	<p>* Consents and certificates: Listed Buildings and Conservation area consents, Control of Advertisement consents, Hazardous Substances consents, Established Use Certificates, certificates of lawfulness of existing use or development, notification on overhead electricity lines, notifications and directions under GPDO Parts 6 & relating to agricultural and forestry development and applications for prior approval by Coal Authority or licensed operator under classes 60 & 62 of the GPDO.</p> <p>** Legal obligations associated with a planning permission; concluded under section 75 of the Town and Country Planning (Scotland) Act 1997 or section 69 of the Local Government (Scotland) Act 1973</p>
Local developments (non- householder)	170			
• Local: less than 2 months	134 (79%)	6.2	5.9	
• Local: more than 2 months	36 (21%)	14.7	16.7	
Householder developments	133			
• Local: less than 2 months	129(97%)	5.8	5.9	
• Local: more than 2 months	4(3%)	11.5	11.3	
Housing developments				
Major	0	n/a	17.4	
Local housing developments	30			
• Local: less than 2 months	21(70%)	6.0	5.6	
• Local: more than 2 months	9(30%)	16.7	26.4	
Business and industry	6			
Major	0	n/a	n/a	
Local business and industry	6	8.8	10.3	
• Local: less than 2 months	3 (50%)	5.6	6.4	
• Local: more than 2 months	3(50%)	12.0	12.2	
EIA developments	0	n/a	n/a	
Other consents*	82	8.0	6.9	
Planning/legal agreements**	0	n/a	93.1	
Local reviews	9	13.7	19.4	

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B: Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2013-14		2012-13	
		No.	%	No.	%
Local Reviews	9	4	44	5	83
Appeals to Scottish Ministers	5	2	40	1	20

C: Enforcement activity

Type	2013-14	2012-13
Cases taken up	25	35
Breaches Identified	25	35
Cases resolved	35	68
Notices served***	1	1
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

*** Enforcement notices; breach of condition notices; planning contravention notices; stop notices; temporary stop notices; fixed penalty notices, and Section 33 notices.



Port Glasgow, looking west

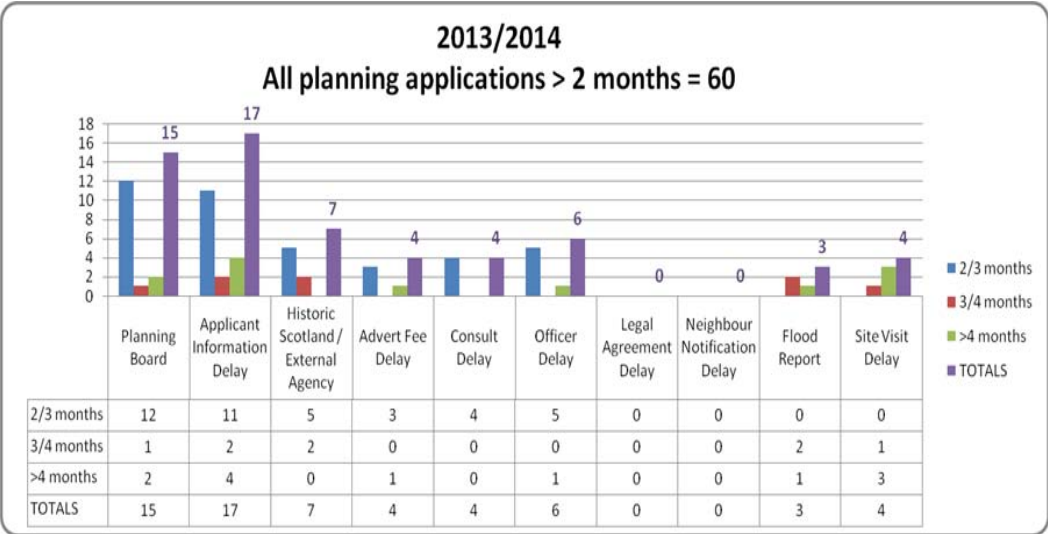
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D: Context

Planning application performance in Inverclyde has, for a number of years, been consistently well above the Scottish average. This has continued in 2013-14, with 87% of all applications being determined in 2 months, up from 81% in 2012-13 and 77% in 2011-12.

When planning applications were determined in more than 2 months it is noted that 52% of delays were not attributable to Inverclyde Council. In 40% of cases the delays is as a result of amendments, additional information or outstanding fees being awaited from applicants. The requirement for determination by the Planning Board accounted for 32% of delays, consultation response delays for 18%, and officer delays for 10%.



Kilmacolm Old Kirk

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PART 6: Workforce and Financial Information

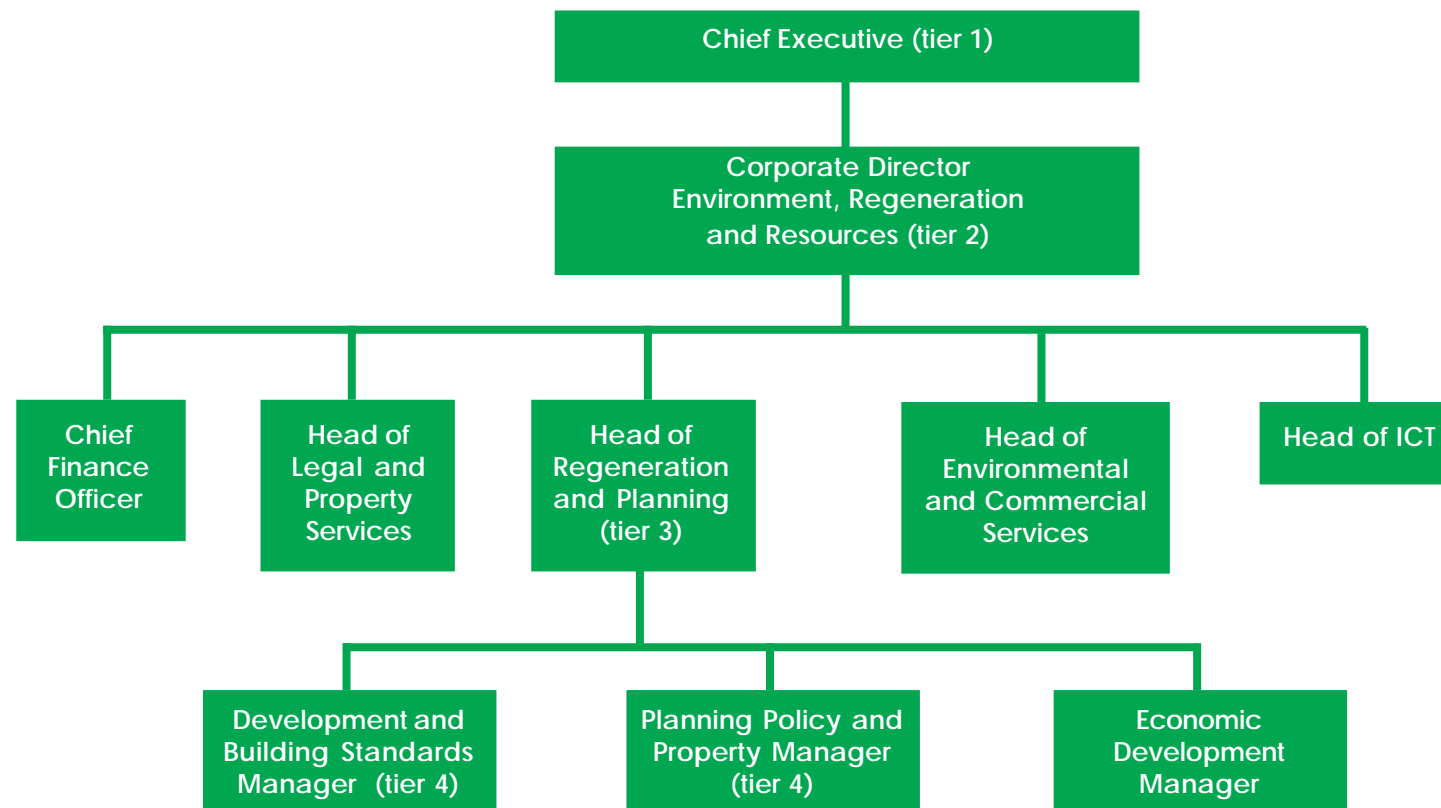
The Planning function operates within the Regeneration and Planning Service of the Environment, Regeneration and Resources Directorate.

Day-to-day management of planning applications, planning enforcement, tree preservation and conservation/design rests with the Development and Building Standards Manager, who also has responsibility for building standards verification, enforcement and licensing advice.

The Planning Policy and Property Manager is responsible for the Development Plan (the Glasgow and the Clyde Valley Strategic Development Plan and the Inverclyde Local Development Plan), Lower Clyde Greenspace, outdoor access, the green charter and carbon management, as well as the Council's commercial property lets.

Data provided as of 31 March 2014. On 11 June the vacant Senior Planner post (p/t) in the Planning Policy Team was filled by Ashley Hamilton and redesignated 'Planner'.

SENIOR MANAGEMENT STRUCTURE

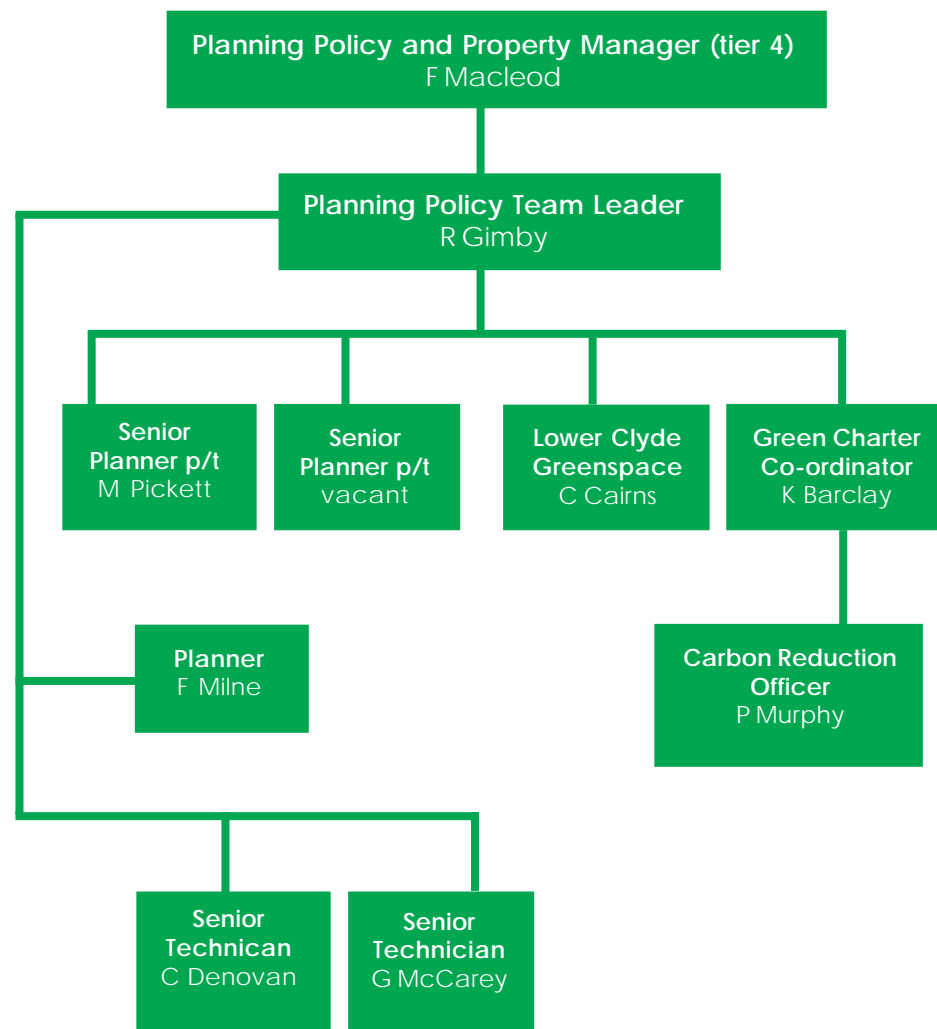


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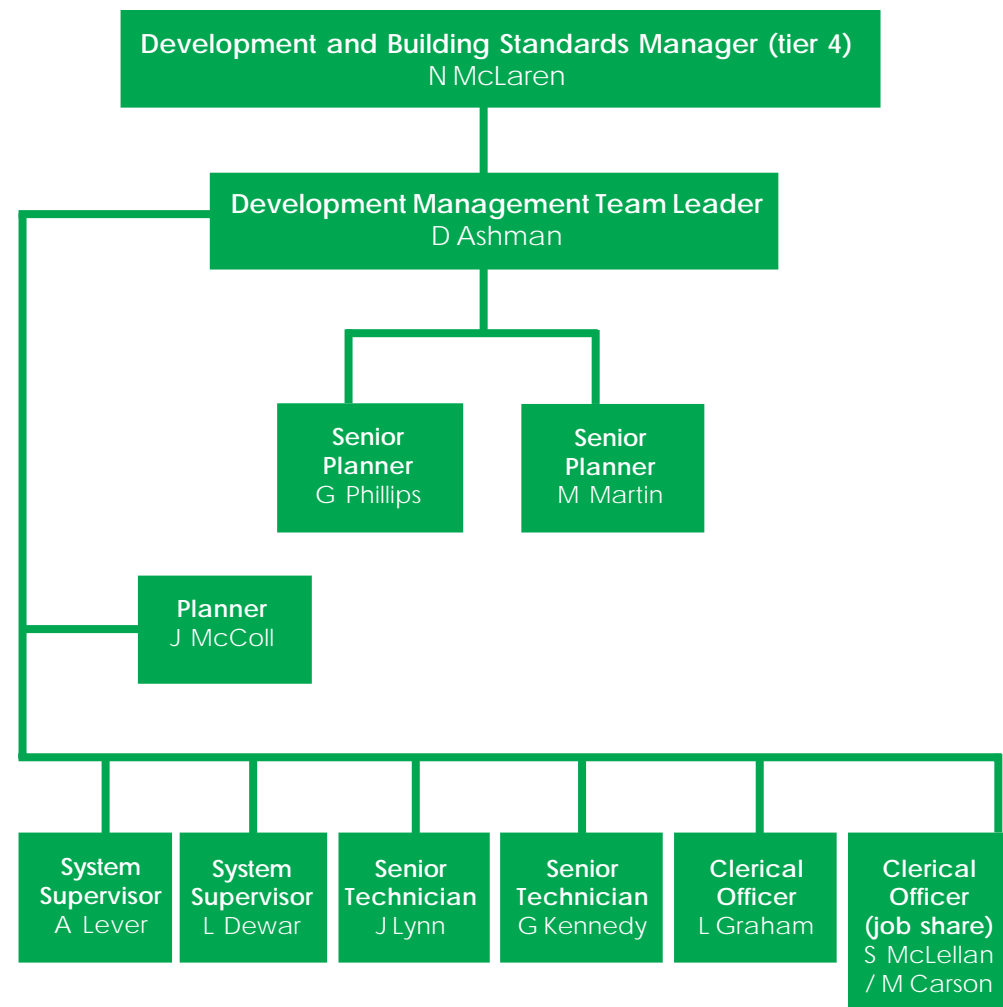
PLANNING POLICY STRUCTURE

(31 March 2014)



DEVELOPMENT MANAGEMENT STRUCTURE

(31 March 2014)



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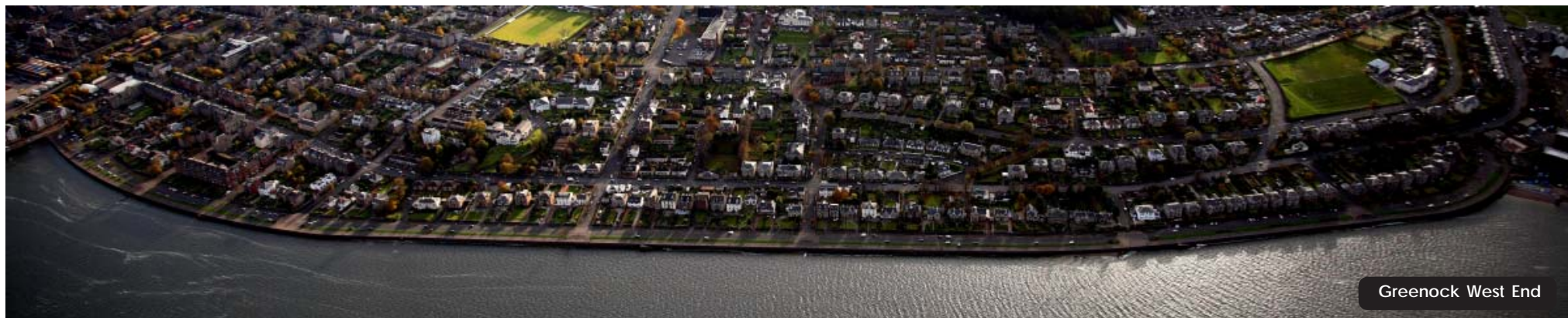
PROFESSIONAL STAFF: QUALIFICATIONS AND EXPERIENCE (31 March 2014)

Officer	Membership of Professional Bodies	Qualifications	Experience to Date
Development and Building Standards Manager	MRTPI	BSc. (Hons) in Town Planning	18 years Local Govt. managerial experience. 33 years in Local Govt. Planning (Development Management, Subject Planning, Planning Policy and Implementation).
Planning Policy and Property Manager	MRTPI	BA (Hons.) in Geography Postgraduate Studies: Historical Urban Geography	22 years Local Govt. managerial experience. 35 years in Public Sector Planning (Regional Planning, Structure Planning, Local Planning and Planning Policy).
Development Management Team Leader	MRTPI	BSc. (Hons.) in Geography Diploma in Urban and Regional Planning	12 years Local Govt. supervisory/team leader experience. 27 years in Local Govt. Planning (Development Management, Planning Policy)
Planning Policy Team Leader	MRTPI	BA in Town and Country Planning	12 years Local Govt. supervisory/team leader experience. 36 years in Public Sector Planning (Planning Policy and Implementation).
Senior Planner	MRTPI	BA (Hons.) in Psychology and Geography Diploma in Town and Country Planning	23 years in Local Govt. Planning (Planning Policy and Implementation).

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Officer	Membership of Professional Bodies	Qualifications	Experience to Date
Senior Planner	MRTPI	BA (Hons.) in Town and Country Planning	30 years in Local Govt. Planning (Development Management).
Senior Planner	MRTPI	BSc. in Town and Regional Planning	35 years Local Govt. Planning (Development Management, Planning Policy and Implementation).
Planner	MRTPI	BSc. in Town and Regional Planning	12 years in Public Sector Planning (Development Management, Planning Policy and Implementation).
Planner	MRTPI	MA (Hons.) in Geography and Sociology Masters in Urban and Regional Planning	9 years in Local Govt. Planning (Planning Policy).



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EMPLOYEE NUMBERS AND PROFILE (31 March 2014)

Head of Regeneration and Planning Service: Tier 3

	Managers		Main Grade Posts		Technician Posts		Office Support / Clerical		Totals
	No. Posts	Vacant	No. Posts	Vacant	No. Posts	Vacant	No. Posts	Vacant	
Development Management	1	0	4	0	2	0	4	0	11
Development Planning	1	0	3	1	2	0	0	0	7
Enforcement Staff	0	0	0	0	0	0	0	0	0
Cross Service / Other Planning	0	0	3	0	0	0	0	0	3

Staffing Profile	Number
Under 30	0
30 - 39	6
40 - 49	6
50 and over	9



James Watt Dock, Greenock

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COMMITTEES AND SITE VISITS

The Council's Environment and Regeneration Committee considers planning policy matters, while the Planning Board determines planning applications. The Environment and Regeneration Committee meets on an 8 week cycle, and the Planning Board sits on the first Wednesday of each month. There is a summer recess, with no meeting taking place in July. Site visits may be requested and agreed at Planning Board meetings, with the site visit occurring in advance of the next timetabled Board meeting. The Local Review Body is timetabled to meet immediately after each Planning Board meeting, although it will only sit when there are cases to be considered.

Full Council Meetings	6
Environment and Regeneration Committee meetings	7
Planning Board meetings	10
Planning Board site visits	5 (6 sites)
Local Review Body	7
Local Review Body site visits	3



Municipal Buildings, Clyde Square, Greenock

PLANNING PERFORMANCE FRAMEWORK

2014-15

BUDGET 2013-14

Budgets	Budget	Costs		Income
Planning Service	£642,630	Direct	Indirect	£264,730
Development Management	£196,435	£341,220	£110,715	£255,500
Development Planning	£446,195	£336,580	£118,845	£9,230
Enforcement	-	-	-	-

Notes:

- Direct staff costs cover gross pay, including overtime, national insurance and the superannuation contribution.
- Indirect costs include all other costs attributable to operating the service.
- Income include planning fees for applications and deemed applications and deed plan fees.
- No income is received from property and planning searches.
- Enforcement resources are included in the Development Management budget.
- 2013-14 LFR return is not submitted until November 2014. The above figures are based on the 2013-14 budget at April 2013 and will vary from the March 2014 figures included in the LFR return.



PLANNING PERFORMANCE FRAMEWORK

2014-15

BUDGET 2014-15

EMPLOYEE COSTS £677,800

Salaries	655,290
Salaries – Turnover Savings	(13,400)
Salaries – Basic	526,500
Salaries – National Insurance	40,570
Salaries – Superannuation	101,620
Other Employee Costs	22,510

PROPERTY COSTS £77,840

Furniture and Fittings	290
Office Accommodation	77,500

SUPPLIES AND SERVICES £7,480

Books and Publications	390
Office Equipment	730
Lease Payments	2,340
Materials	1,120
Protective Clothing	230
Technical Equipment	470
Transport and Plant costs	2,200

ADMINISTRATION COSTS £13,020

Conferences etc.	540
Insurance	4,790
Postage, Printing, Stationary	6,830
Telephones	560
Sundries	300

SPECIAL PROJECTS £8,080

Local Plan Preparation	8,080
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OTHER EXPENDITURE £123,140

Payments to other Bodies	106,320
Other Subscriptions	16,820

INCOME (£264,730)

Deed Plan Fees	(9,230)
Application Fees and Charges	(255,500)

NET EXPENDITURE £642,630

PLANNING PERFORMANCE FRAMEWORK

2014-15

DRIVING IMPROVED PERFORMANCE

APPENDIX: PERFORMANCE MARKERS

Performance Marker	Measure	Source / Evidence
Decision making: continuous evidence of reducing average timescales for all development types.	Evidence of continuous improvement.	The overall average time to determine an application in 2013-14 was 7.1 weeks, 3.5 weeks below the Scottish average and the third fastest in Scotland and down from 7.7 weeks in 2012-13. 87% of all applications are determined within 2 months, up from 81% in 2012-13. Source: Scottish Government Planning Authority Performance Statistics.
Project management: offer of processing agreements made to prospective applicants in advance of all major applications <u>and</u> availability publicised on planning authority website	Yes/No	Only 1 major application received in 2013-14: processing agreement entered into (reference 13/0199/IC, Inverclyde Windfarm Limited, Corlic Hill, Greenock). Source: Inverclyde Council Planning Register. Processing agreements publicised online in the Council's Guide for Applicants and Neighbours. Source: Inverclyde Council website.
Early collaboration with applicants and consultees on planning applications: - availability and promotion of pre-application discussions - clear and proportionate requests for supporting information.	Yes/No Examples	Availability of pre-application advice publicised online on web page (Forms and Guidance), on Planning Application Advice Notes (Supplementary Planning Guidance) and in the Council's Guide for Applicants and Neighbours. Source: Inverclyde Council website. Requirements for supporting information are provided in the Council's Guide for Applicants and Neighbours. Source: Inverclyde Council website.
Legal agreements: conclude (or reconsider) applications within 6 months of 'resolving to grant'	Reducing no. of live applications more than 6 months after resolution to grant	There are no live applications awaiting the conclusion of legal agreements.
Enforcement charter updated / re-published	Within 2 years	Enforcement Charter updated January 2013. Source: Inverclyde Council website.
Continuous improvement: - show progress / improvement in relation to PPF National Headline Indicators - progress ambitious and relevant service improvement commitments identified through PPF report	Progress on all commitments	The Local Development Plan was adopted in August 2014, effective land supply is 1,730 units, pre-application advice increased in 2013-14 as did the delegate rate, application decision times reduced, and the Council's Enforcement Charter is up to date. Sources: Scottish Government Planning Authority Performance Statistics and Inverclyde Council website.

PLANNING PERFORMANCE FRAMEWORK

2014-15

PROMOTING THE PLAN-LED SYSTEM

Performance Marker	Measure	Source / Evidence
LDP (or LP) less than 5 years since adoption	Yes/No	LDP adopted August 2014. Source: Inverclyde Council website.
Development plan scheme demonstrates next LDP: - on course for adoption within 5-year cycle - project planned and expected to be delivered to planned timescale	Yes/No	LDP adopted in August 2014 and an updated Action Programme will be published within three months of adoption. Source: Inverclyde Council website.
Elected members engaged early (pre-MIR) in development plan preparation	Evidence of activity	N/A – The Local Development Plan was not at the pre Main Issues Report stage during 2013-14.
Cross-sector stakeholders, including industry, agencies and Scottish Government, engaged early (pre-MIR) in development plan preparation	Evidence of activity	N/A – The Local Development Plan was not at the pre Main Issues Report stage during 2013-14.
Production of regular and proportionate policy advice, for example through SPGs, on (i) information required to support applications and (ii) expected developer contributions.	Evidence of activity	Requirements for supporting information are provided in the Council's Guide for Applicants and Neighbours. Source: Inverclyde Council website. The circumstances and processes relating to developer contributions are set out in the Local Development Plan, Policy TRA4 and Policy RES4, and with detailed advice outlined in Supplementary Guidance on 'Affordable Housing Provision' and the Council's Guide for Applicants and Neighbours. Source: Inverclyde Council website.

PLANNING PERFORMANCE FRAMEWORK

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SIMPLIFYING AND STREAMLINING

Performance Marker	Measure	Source / Evidence
Corporate working across services to improve outputs and services for customer benefit (e.g. protocols; joined-up services; single contact; joint pre-application advice)	Examples from the year	Cross function working with the Council's Strategic Housing Team and Economic Development Team in the delivery of housing and business opportunities, and with roads and building standards officers pre-application. Close working with Riverside Inverclyde in bringing forward and enhancing urban regeneration projects. Source: Inverclyde Council website.
Sharing good practice, skills and knowledge between authorities	Evidence of activity to pass on and adopt good practice	Benchmark with East Renfrewshire, East Dunbartonshire, North Ayrshire, Renfrewshire and West Dunbartonshire Councils; examined best practice on issues including neighbour notification, restoration and landscaping bonds, archaeology advice and high hedges. Source: Benchmarking Group minutes.

DELIVERING DEVELOPMENT

Performance Marker	Measure	Source / Evidence
Stalled sites/legacy cases: conclusion/ withdrawal of planning applications more than one year old	Reducing number of applications more than one year old.	Applicants in "stalled cases" were contacted resulting in 35 planning applications being withdrawn. Sources: Scottish Government Planning Authority Performance Statistics and Inverclyde Council website.
Developer contributions: clear and proportionate expectations - set out in development plan (and/or emerging plan,) and - in pre-application discussions	Yes/No Examples	The circumstances and processes relating to developer contributions are set out in the Local Development Plan, Policy TRA4 and Policy RES4, and with detailed advice outlined in Supplementary Guidance on 'Affordable Housing Provision' and the Council's Guide for Applicants and Neighbours. Source: Inverclyde Council website.

Inverclyde
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