



**Planning Performance Framework**  
**Orkney Islands Council**  
Annual Report 2017/2018

# Contents

1. Defining and Measuring a High-Quality Planning Service	3
a) Quality of Outcomes	3
b) Quality of Service and Engagement	8
c) Governance	11
d) Culture of Continuous Improvement	15
2. Supporting Evidence	17
3. Service Improvements: 2017-2018	18
4. National Headline Indicators	20
a) Development Planning	20
b) Development Management	21
c) Notes	21
5. Official Statistics	23
6. Workforce Information	25
7. Planning Committee Information	25

# 1. Defining and Measuring a High-quality Planning Service

## a. Quality of Outcomes

The Council won the overall award at the [2017 Scottish Awards for Quality in Planning](#) for its [Team Stromness](#) project which featured a Council-wide task force to coordinate several distinct regeneration projects within the historic core of the town, including:

- Repaving the main street in Stromness in local stone;
- Construction of the landmark Warehouse Building;
- Paving and redevelopment of the wider pierhead area;
- Grants for private householders and businesses to help traditional repairs and refurbishment through the Stromness THI and
- Redevelopment by the Council of the Commercial Hotel through the Stromness THI.

The feedback from the judging panel was that: "(Team Stromness) was an exemplary Urban Design Framework delivering on the ground. The Council's passion to see Stromness modernise whilst maintaining its historical elegance was to be congratulated."

<b>Stromness Regeneration</b>	
<b>Location and Dates:</b>	
Stromness – 2008-2018	
<b>Elements of a High Quality Planning Service this study relates to</b> (please select all that apply):	
<ul style="list-style-type: none"> <li>• Quality of outcomes</li> <li>• Quality of service and engagement</li> <li>• Governance</li> </ul>	
<b>Key Markers</b> (please select all that apply):	
9, 10, 11, 12,	
<b>Key Areas of Work</b> (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> <li>• Design</li> <li>• Conservation</li> <li>• Regeneration</li> <li>• Town Centres</li> <li>• Masterplanning</li> </ul>	<ul style="list-style-type: none"> <li>• Interdisciplinary Working</li> <li>• Collaborative Working</li> <li>• Community Engagement</li> <li>• Placemaking</li> <li>• Economic Development</li> </ul>
<b>Stakeholders Involved</b> (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> <li>• General Public</li> <li>• Local Developers</li> <li>• Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Committee</li> <li>• Authority Planning Staff</li> <li>• Authority Other Staff</li> </ul>
<b>Overview:</b>	
<p>Stromness is Orkney's second largest settlement with c.3000 residents, situated on the shores of Scapa flow. At the onset of the project there was an identified need for both redevelopment and economic/urban regeneration.</p> <p>The regeneration of the settlement has been achieved through the delivery of several distinct projects within the historic core of the town that were led by 'Team Stromness', an inter-departmental Council task force, and has been guided by the principles and objectives enshrined within the 'Stromness Urban Design Framework' and a series of site-specific development briefs.</p>	

Projects completed during the 10 year scheme include:

- Establishment of tailored guidance in the form of a Conservation Area Management Plan
- Repaving of the main street through a Townscape Heritage Initiative (THI)
- Wide-reaching grant scheme for redevelopment and refurbishment of private premises through Conservation Area Regeneration Scheme and THI
- Construction of new landmark buildings, including a library and commercial buildings as part of the pierhead redevelopment
- Acquisition and redevelopment of the former Commercial Hotel by the Council

Paving of the pierhead area and the creation of sheltered public spaces for cultural and community activities/events

**Goals:**

1. *The production of a strategic plan for the regeneration of the Town*
2. *Interdepartmental team working*
3. *Establishment of discrete projects to rejuvenate the town*

**Outcomes:**

A variety of Council Teams collaborated to deliver effective and meaningful regeneration by enhancing the appearance of Stromness and increasing the offer of commercial space. 'Team Stromness' included Senior Officials, elected members and the managers of key council functions (Planning, Engineering, Economic Development, Education, Housing, Corporate Services, etc.).

The series of ambitious projects that were undertaken to kickstart the rejuvenation of the town included the identification and re-opening of the quarry where building stone and street paving had originally been sourced. Such actions, twinned with robust guidance for the redevelopment of the wider settlement, ensured that all works were high-quality, authentic and appropriate.

This innovative, collaborative approach to regeneration has successfully delivered high-quality public realm works and landmark civic buildings. The distinctive architectural language established through the modern works has successfully influenced private developments out with the initial project area and the endeavours of 'Team Stromness' has culminated in the recent multi-million pound investment to create the Orkney Research and Innovation Campus on another redevelopment opportunity site identified within the Local Development Plan.

When considered against the wider accomplishments of 'Team Stromness', the delivery of a new primary school and new commercial pier, the regeneration effort has been a great success.







The [Kirkwall Townscape Heritage Initiative](#) was launched in July 2014 following successful funding bids to the Heritage Lottery Fund and Historic Scotland (Conservation Area Regeneration Scheme) and runs until June 2019 delivering improvements to the built heritage of the Kirkwall Conservation Area. The £3.5 million project is aimed at regenerating the town centre of Kirkwall through revitalising historic buildings by providing grants for historic repairs and reinstatement and bringing vacant properties back into economic use. One of the two priority projects within the THI – the change of use of the former Kirkwall Library in Laing Street into a shop, gallery, café bar and music was completed in 2017 and work is on-going on the other – the transformation of a former Herring Curing Store in Bridge Street Wynd into a restaurant with rooms.

The Council has adopted Placemaking Principles to provide the foundation for the development of future policies and proposals for Placemaking in Orkney. A Placemaking Strategy Project Plan has also been prepared and Supplementary Guidance on [Kirkwall Placemaking Proposals](#) were approved in September 2014. Through our Kirkwall Townscape Heritage Initiative “[Spaces and Places](#)” Programme we have been undertaking engagement with businesses, the Kirkwall Business Improvement District (BID), and Kirkwall and St Ola Community Council, and a number of areas to be the focus of public realm improvement projects have been identified. [Public consultation](#) on the projects was undertaken in October 2017 and a funding package has now been secured to progress improvements at the head of Victoria Street and Castle Street and the path from the War Memorial to St Magnus Cathedral. The works will be undertaken during 2018 and early 2019. In association with the Kirkwall Harbour Flood Prevention Scheme project street and pavement improvements to Harbour Street and Shore Street, Kirkwall to encourage reduced traffic speed and improve the experience for pedestrians and cyclists were also completed in early 2018, with financial support from Sustrans.

<b>Kirkwall Flood Prevention and Harbour Public Realm</b>	
<b>Location and Dates:</b>	
<b>Kirkwall – 2015-2018</b>	
<b>Elements of a High Quality Planning Service this study relates to</b> (please select all that apply):	
<ul style="list-style-type: none"> <li>• Quality of outcomes</li> <li>• Quality of service and engagement</li> </ul>	
<b>Key Markers</b> (please select all that apply):	
9, 10, 12	
<b>Key Areas of Work</b> (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> <li>• Design</li> <li>• Conservation</li> <li>• Regeneration</li> <li>• Environment</li> <li>• Town Centres</li> <li>• Masterplanning</li> <li>• Housing Supply</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Development</li> <li>• Development Management Processes</li> <li>• Planning Applications</li> <li>• Collaborative Working</li> <li>• Community Engagement</li> <li>• Placemaking</li> </ul>
<b>Stakeholders Involved</b> (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> <li>• General Public</li> <li>• Hard to reach groups</li> <li>• Local Developers</li> <li>• Key Agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Committee</li> <li>• Authority Planning Staff</li> <li>• Authority Other Staff</li> </ul>
<b>Overview:</b>	
<p>A large area at the western edge of Kirkwall town centre is dominated by brownfield land, some vacant and the remainder occupied by temporary uses. The area is of strategic importance, linking the adjacent densely developed, historic town centre with a key area of public space. The site has been allocated for redevelopment in successive local development plans. However, much of Kirkwall town centre was modelled as being at high risk of coastal flooding, including the majority of the brownfield land. A significant coastal flood was recorded in January 2005, when the Kirkwall harbour defences were breached with minor overtopping which combined with significant surface water due to tidal influence on the storm water drainage network. As a result of the risk of flooding, influenced by advice from SEPA, the development of most of the brownfield land has stalled.</p> <p>A coastal flood protection scheme for Kirkwall was proposed, to a 1 in 200 year flood level of 3.855 metres above Ordnance Datum, including an allowance for climate change and wave action, with associated public realm works.</p>	
<b>Goals:</b>	
<p><i>Enhance and complement existing flood defences to reduce flood risk in Kirkwall</i></p> <p><i>Remove the risk of coastal flooding from allocated land</i></p> <p><i>Improve public realm</i></p>	
<b>Outcomes:</b>	
<p>The development was lead by the Engineering Services team within the Council, in collaboration with SEPA to ensure the scheme would offer sufficient flood protection to be considered in the strategic flood risk and hazard maps.</p> <p>The engineering involved in the scheme was significant, extending over 900 metres across the Kirkwall harbour perimeter, including sections of rock armour,</p>	

heightening of existing walls, and construction of new walls, as well as associated flood gates at multiple points to serve vehicles and users of a working harbour.

The project had to be delivered adjacent to a busy working harbour, and many town centre businesses and residential properties. The existing harbour is a listed building, including eighteenth century cobbled slipway, and so its special architectural and historic interest had to be protected. The central section of the project is also in Kirkwall Conservation Area. Views from the town centre to the harbour are a key characteristic of the conservation area. Another unique consideration is the Kirkwall Ba, a traditional game played at Christmas and New Year, of two opposing sides in a scrum numbering up to a few hundred, with the objective of one of the sides to immerse a leather ball into the sea, normally at the harbour. The defences had to take account of that tradition, in terms of access to the basin, avoiding hazards to the players, and designed to support significant weight loading from the landward side as well as the sea. The corner of the harbour is also the arrival point for cruise liner tender boats and passengers, for any liners anchored in Kirkwall Bay, which requires port security measures.

The public was consulted on several design options, with input also from Development Management in relation to the listed building and the character and appearance of the conservation area, and Development and Marine Planning in relation to public realm works.

It was resolved that the defences would be faced with natural stone on the landward facing side, as viewed from the conservation area. The method of laying the stone, and mortar joints was agreed with Development Management. The profile of the shuttered concrete rear of the wall was also agreed. An innovative approach was taken across the frontage of the harbour basin, using glass screens. Those are sufficient to withstand the loading of the sea and the Ba, whilst maintaining the view of the harbour basin from the adjacent street. The gates were finished to be in-keeping with existing street furniture in style and colour. And demountable gates were used at the cobbled corn slipway to leave it open.

Hours of construction were controlled to protect the amenity of nearby residents and hotel users.

In a section away from the harbour basis, rock armour was enhanced. Otters are frequent in the area, so the works were designed and carried out in consultation with an independent ecological consultant, guided by the advice of SNH.

The flood defences are estimated to reduce flood risk to 383 existing residential properties and 158 non-residential properties. Main roads, police and ambulance stations, a school, and the power station all benefit from the additional flood protection. Critically, the allocated land to the west of the town centre is no longer at risk of coastal flooding, which is acknowledged by SEPA in consultation responses to planning applications.

Also of significant benefit to the town were public realm works carried out in conjunction with the defences. The adjoining street was dominated by vehicles and car parking. At particular points in the road, the pedestrian crossing consisted of a taxi rank, two lane road with central stacking lane, and a parking bay. The stacking lane was removed, allowing the footway to be widened by an equivalent area. Footways on both sides of the road have been finished with flagstones. A flagstone public square has been created at the point of arrival of cruise liner passengers,

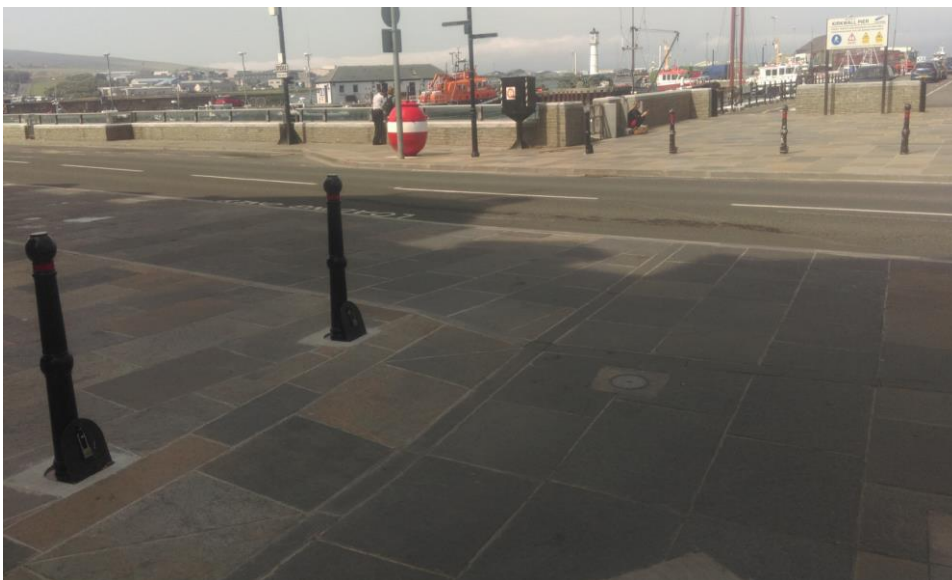


enhancing the adjacent listed building. From there, the entrance in the relatively narrow street opposite has been enhanced as a route.

The project has been collaborative between different Council services and other key agencies, principally SEPA. The design is of course functional and has helped to unlock for housing supply and other development a large area of ground adjacent to the town centre, as well as protecting existing properties. But that design has taken account of the sensitive historic environment setting and other key local characteristics. Public realm in the harbour front has been enhanced as a result of a necessary functional development.



Before



After



**Name of key officer**

*Peter Bevan, Engineering Services Manager*

A funding bid to the Heritage Lottery Fund was successful in attracting £3 million of funding for a [North Isles Landscape Partnership Scheme](#). The £4.5m project aims to raise awareness and conserve and enhance the distinct identities of Orkney's North Isles through the delivery of a number of projects aimed at developing and promoting the built, natural and cultural heritage. Historic Environment Scotland has also ring fenced a fund of £0.65 million to be utilised in the delivery of the Scheme. This investment will stimulate development and promote the survival of some of Scotland's most fragile communities and will run from 2018 to 2023.

We have worked closely with colleagues in NHS Orkney with responsibility for delivering the new [Orkney hospital and health care facilities](#) to ensure that the planning application process is dealt with efficiently. This has included engagement in the A+DS NHS Scotland Design Assessment Process by participating in Panel Assessments of the emerging designs. The

detailed planning application for the site was approved by the Council in November 2016 and is currently under construction with a completion date of May 2019.

Following public consultation over May and June 2016, the [Orkney Local Development Plan](#) was submitted to the Scottish Government for examination in September 2016, and was formally adopted on 18 April 2017. A range of [Supplementary Guidance](#) to support the Local Development Plan has also been developed - these cover - Settlement Statements; Housing in the Countryside; Energy; Historic Environment and Cultural Heritage; Natural Environment; and Aquaculture. The [Orkney Local Development Plan 2017 – Action Programme](#) was approved in June 2017 following consultation with key agencies and organisations.

<b>House Extension, St Rognald Street, Kirkwall</b>	
<b>Location and Dates:</b>	
Kirkwall - 2015-2017	
<b>Elements of a High Quality Planning Service this study relates to</b> (please select all that apply):	
<ul style="list-style-type: none"> <li>• Quality of outcomes</li> <li>• Governance</li> </ul>	
<b>Key Markers</b> (please select all that apply):	
1, 3	
<b>Key Areas of Work</b> (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> <li>• Design</li> <li>• Conservation</li> <li>• Regeneration</li> <li>• Development Management Processes</li> <li>• Planning Applications</li> </ul>	
<b>Stakeholders Involved</b> (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> <li>• Local Developers</li> <li>• Key Agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Committee</li> <li>• Authority Planning Staff</li> </ul>
<b>Overview:</b>	
This example related to a planning application. The application site was a vacant house located on a side street at the edge of Kirkwall Conservation Area. The house is of traditional construction but had been subject to inappropriate finishing treatments in recent decades, including an incongruous post-war extension to one side, visible from the street. The owner required a relatively significant extension to the house to make it suitable as a modern family home, on a relatively site which slopes across its frontage.	
<b>Goals:</b>	
<i>Reinstate the original house</i> <i>Extend to create a house suitable as a family home</i> <i>Maintain the character of the conservation area</i>	
<b>Outcomes:</b>	
Pre-application advice was provided by Development Management at an early stage. The owner proposed to make use of the sloping site by setting the floor level of the side extension lower than that of the existing house, and creating a first floor above. In principle that was acceptable, but even with a lowered floor level, two storeys with a traditional pitched roof form would have caused unacceptable loss of daylight to the immediately neighbouring property.	

Therefore, the applicant was advised to design a contemporary extension, deliberately contrasting with the form of the existing house, to ensure that the respective periods of construction of the two elements of the house would be apparent.

The owner was also advised that to help mitigate any impact of the modern addition, the original house would have to be fully reinstated to its original form and external finishes and materials.

The result was that the original boundary wall was retained and re-rendered and the hedging behind it protected, the front wall of the house was re-pointed using lime mortar with other walls rendered, the house was re-roofed with purple Welsh slate, and timber sash and case windows and a traditional timber front door installed.

In deliberate contrast, the extension is a bold, square in form, with black vertical timber cladding, set behind a wall of local stone. The parapet roof ensures the roof covering is not seen, whilst limiting the height required above the first-floor ceiling to minimise loss of light to the neighbouring house.

The approach of traditional restoration combined with high-quality contemporary extensions has been referenced elsewhere in the town centre, and is supported as an honest means of developing vacant buildings in the conservation area, helping to encourage traditional methods of construction, and thereby supporting traditional building practices, whilst never diminishing a requirement for the highest quality of design and protection of amenity.



**Name of key officer**

*Jamie Macvie, Planning Manager, Development Management*



## b. Quality of service and engagement

The [Your Kirkwall](#) project was launched in October 2017 with extensive and exemplary community engagement being carried out over a 6 month period to inform a review of the Kirkwall Urban Design Framework (KUDF), which represents the planning, design and transport policies and projects for the main town in Orkney.

As well as an online survey (completed in by over 300 people) and drop-in events for the public at large, there has been a particular focus on engaging with young people with sessions for pupils at Glaitness and Papdale primary schools and Kirkwall Grammar School, young people involved in the VAO Connect Protect, the Youth Café and Orkney Youth Forum, and students at Orkney College UHI. In addition, children and young people had the chance to have their say at their own special event - a Your Kirkwall Youth Summit which took place in January 2018. attended by around 55 young people who had become engaged in the project.

Use of social media has also featured prominently in engaging with the public. And you can engage in with the exercise using Facebook (<https://www.facebook.com/YourKirkwall/>) and Twitter (<https://twitter.com/yourkirkwall>).

The project has been led by Planning Aid for Scotland and partly funded by the Scottish Government's 'Smarter Choices, Smarter Places' initiative. The Draft Kirkwall Urban Design Framework will be published for public consultation in April 2018.

<b>Your Kirkwall Engagement</b>	
<b>Location and Dates:</b>	
Kirkwall, Nov 17 – Jan 18	
<b>Elements of a High Quality Planning Service this study relates to</b> (please select all that apply):	
<ul style="list-style-type: none"> <li>• Quality of outcomes</li> <li>• Quality of service and engagement</li> </ul>	
<b>Key Markers</b> (please select all that apply):	
9, 10, 12, 15	
<b>Key Areas of Work</b> (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> <li>• Design</li> <li>• Conservation</li> <li>• Regeneration</li> <li>• Environment</li> <li>• Greenspace</li> <li>• Town Centres</li> <li>• Masterplanning</li> <li>• Local Develop Plan &amp; Supplementary Guidance</li> <li>• Housing Supply</li> </ul>	<ul style="list-style-type: none"> <li>• Interdisciplinary Working</li> <li>• Collaborative Working</li> <li>• Community Engagement</li> <li>• Placemaking</li> <li>• Charrettes</li> <li>• Place Standard</li> <li>• Transport</li> <li>• Active Travel</li> <li>• Affordable Housing</li> <li>• Economic Development</li> </ul>
<b>Stakeholders Involved</b> (please select/delete all that apply, as appropriate):	
<ul style="list-style-type: none"> <li>• General Public</li> <li>• Hard to reach groups</li> <li>• Local Developers</li> <li>• Key Agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Committee</li> <li>• Authority Planning Staff</li> <li>• Authority Other Staff</li> </ul>
<b>Overview:</b>	



Community engagement, under the banner of ‘Your Kirkwall’ took place in two stages:

- **November 2017:** asking people to set the agenda for the future of the town by identifying issues, aspirations and priorities
- **January 2018:** testing the emerging framework for the Kirkwall Place Plan to check it was heading in the right direction.

A number of engagement channels were used:

- youth engagement with local schools and youth organisations, including a Youth Summit in late January 2018;
- online engagement via [www.yourkirkwall.com](http://www.yourkirkwall.com), Facebook and Twitter (@YourKirkwall);
- discussions with key community and business organisations and community planning partners;
- use of the Scottish Government’s Place Standard tool (<https://placestandard.scot/place-standard.pdf>);
- a public online community survey at [www.yourkirkwall.com](http://www.yourkirkwall.com) attracting over 300 responses; and
- community discussions in the town hall



#### Goals:

It was imperative that the revised Kirkwall Urban Design Framework (KUDF) and Place Plan was driven by the Community. Elected members had raised concerns during 2016 that the planning service was not reaching a broad enough sample of the Orkney demographic, with only limited responses – often from the same individuals – to draft documents and guidance. Planning Aid for Scotland (PAS) were appointed to fully engage with the public and all other stakeholders through a rigorous consultation process, including hard to reach stakeholders like youths and local business operators who historically had not made their thoughts on Development Planning known in Orkney.

#### Outcomes:

The process of community engagement which informed the emerging KUDF and Place Plan took place over a number of months. PAS and the Council engaged with the citizens of Kirkwall and across Orkney by listening to and meeting with a variety of stakeholders – including residents, young people, community groups, local businesses and community planning partners to share ideas, set priorities and create a shared vision for Kirkwall.

A full report of the outputs from all of these events can be found in the 'Interim Engagement Report: Update' which is available online at [www.yourkirkwall.com](http://www.yourkirkwall.com) in the Events section. The report summarises the outputs from the first stage of engagement in November 2017, which sought to identify community aspirations and priorities through a number of activities:

- Youth engagement (section 2)
- Web & social media (section 3)
- Community survey (section 4)
- Community events in November 2017 (section 5)
- Individual discussions (section 7)

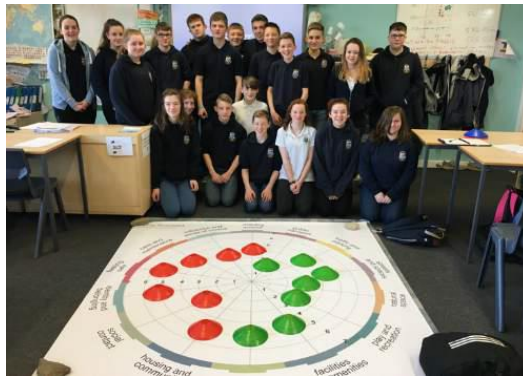
The report was subsequently updated to incorporate the outputs from further engagement in January 2018, which presented initial draft proposals in response to those aspirations:

- Community events in January 2018 (section 6)

At the same time that the two stages of community engagement were happening, the team was also undertaking background research into population change, strategic policy aspirations and constraints (for example, Scottish Government national planning policy on the protection of natural environments) and technical constraints and opportunities (for example, drainage and potential funding for future project implementation).

The two stages of consultation outputs making up the 'Your Kirkwall' engagement – in November 2017 and January 2018 – will be used to inform the draft KUDF, which will be published for public consultation in April 2018.

The final plan is due to be considered by the Council in September 2018.



Supplementary Guidance covering [Developer Contributions and Good Neighbour Agreements](#) was approved in September 2013. Feedback was sought during the Main Issues Report consultation on future options for seeking developer contributions, given that opportunities for seeking such contributions in Orkney are limited due to the small scale of development/developers. The last monetary figure secured through a developer contribution in Orkney was in 2011. We have continued with identifying developer contributions required to make a development acceptable in the LDP Settlement Statements and Development Briefs with the most recent included within the [Kirkwall South Development Brief](#). Further contributions required towards a limited number of strategic capital infrastructure projects will be identified in new Development Management Guidance to be prepared. However, we recognise the important role developers play in a fragile island economy, particularly in the continued challenging financial climate, so we will continue with our proportionate approach to developer funding.

We have prepared Supplementary Guidance on [Development Briefs and Design Statements](#) to provide more certainty for developers in terms of the levels of information required for these documents and where they are required.

We have prepared a [Development Management Guidance Note](#) to provide clarity to Development Management Officers and developers in respect of the implementation of the Council's affordable housing policy and guidance.

In partnership with the Scottish Government we have a local protocol in place for determining development proposals in the Lyness and Hatston Enterprise Areas.

In order to inform the development of fish farming in Scapa Flow we have commissioned a capacity study to establish an upper biomass limit for farmed fish.

We provide a good quality free pre-application advice service to members of the public including a 4 day/week duty officer to deal with public queries at the main office between 9-10am and 4-5pm. Outwith these hours officers planning officers are also available by appointment. Formal written advice is also provided. We also provide a duty officer service for the Development and Marine Planning service providing free advice 5 days a week, with no appointment needed. The Council operates a direct dial telephone system which allows improved and direct access to all Planning staff.

We continue to encourage customers to submit planning applications electronically. In order to make our office as paperless as possible we now only require one set of plans and supporting documents from applicants submitting an application in paper format.

Details of pre-application advice are recorded on our UNIFORM casework management system. Over two thirds (68%) of all planning applications were subject to pre-application advice. We provide a single point of contact for development proposals throughout the planning application process.

The availability of processing agreements is publicised on our [website](#) and we worked with NHS Orkney and the successful bidder for the new Orkney Hospital project to develop a processing agreements which was agreed in June 2016. As the scale of development in Orkney is not significant, opportunities for using processing agreements for major development is limited.

We provide a "[Validation Checklist](#)" for applicants, which covers the majority of information required to be submitted with a planning application in order to try to reduce the number of invalid applications being submitted.

We have developed a standard set of model planning conditions.

Our [Planning Enforcement Charter](#) was updated and approved in November 2017.

We held our annual meeting with our Planning and Building Standards Forum in November 2017 covering a range of issues including: validation of planning applications; enforcement; Notification of Initiation/Completion of Development notices; suspensive Conditions; online payment of applications and housing in the countryside. We also engage regularly primarily via e-mail.

We continue to have regular annual liaison meetings with key agencies (SEPA, SNH, Historic Environment Scotland, Scottish Water, Marine Scotland) and specific stakeholders such as architects/builders and the fish farming industry.

Strong working relationships have been developed with Marine Scotland and Highland Council in the preparation of the pilot [Pentland Firth and Orkney Waters Marine Spatial Plan](#). The success of this pioneering partnership working was recognised when the plan scooped the Partnership Working category at the 2016 Scottish Awards for Quality in Planning as well

as the Excellence in Plan Making in Practice award in the RTPI Awards for Planning Excellence 2017. The Council produced a [short film](#) to promote this pioneering local marine planning project.

Together with Highlands & Islands Enterprise we commissioned a report into [Volume Tourism Management](#) which was completed in August 2017. We will now work in partnership with Destination Orkney, a new local Tourism Strategic Partnership body being established that will also include other key stakeholders to implement the recommendations of the report including the preparation of an Orkney Destination Management Plan and secure funding for tourism infrastructure improvements.

We are working in partnership with Scottish Natural Heritage and the Royal Society for the Protection of Birds to develop the [Orkney Native Wildlife Project](#) which is aimed at safeguarding Orkney's native wildlife by addressing the urgent issue of invasive non-native stoats.

Ensuring consistency between marine and terrestrial planning particularly for policies and projects which have significant implications for both marine and terrestrial environments is crucial for an Islands Authority. To achieve this the Planning Service works very closely with the Council's Marine Services in a number of areas. Work is currently being progressed on the development of an Orkney Harbours Master Plan which will assess current and future port infrastructure use demands and plan future investment. The Planning service has led on drafting the brief for the consultants to prepare the master plan.

Close collaboration is taking place between the Planning Service and other Council services in key regeneration projects being developed by the Council in Stromness where the former primary school and Old Academy buildings are being refurbished, updated and extended to create an [Orkney Research and Innovation Campus](#); and at Lyness on Hoy where it is planned to create a specialised base on Council-owned industrial land and quayside facilities to service the emerging decommissioning markets of the North Sea oil and gas sector.

In March 2015 the Council commenced audio casting council committee meetings, including Development and Infrastructure meetings, which cover planning policy matters.

In March 2017 the Council established a new public consultation group – [Orkney Opinions](#). This gives a group of Orkney residents the opportunity to comment and provide feedback on a range of topics. The Planning Service is now making regular use of this consultation forum with specific planning questions included in the second survey (October 2017) regarding development in the countryside; and the third survey (February 2018) regarding active travel as part of the review of the Kirkwall Urban Design Framework.

The Council has a [Complaints Handling Procedure](#) which provides a standard approach for dealing with customers who are unhappy with the service that they have received. In 2017/18 we received 1 complaint about the Planning Service which was escalated to the SPSO. The complaint was not upheld with the SPSO concluding that the Council had acted reasonably investigating the concerns raised and providing a detailed response.



## c. Governance

During 2016 the Council commenced a Governance Review with a Review Survey undertaken amongst elected members and senior officers in March 2016. This covered a number of aspects including meeting cycles, delegation to officers and pre-determination hearings for the Planning Committee. A key outcome of the review was that constitutional arrangements for the Planning Committee were amended from 12 members of the Council, to two elected members from each of the six electoral wards. This is to avoid an instance where all the members in a particular ward could be appointed to the committee thereby restricting the availability of members to constituents in that ward with issues to raise in regard to planning applications. A comprehensive review of the Council's [Schemes of Administration and Delegation](#) was completed in January 2018 which updated in more detail current policies, procedures and working practices of the Council, including the incorporation of the existing "hearings" process for the Planning Committee. Further delegation has been provided to officers in areas where a statutory consultation process has been undertaken and no objections have been received.

Following on from the Council elections in May 2017 an extensive training programme was undertaken with members of the Planning and Local Review Committees. This included an introduction to all new members to highlight the role of regulatory committees such as Planning, an overview of the Planning system in Scotland provided to the new committees, and bespoke Planning and Local Review Body training provided by external consultants. Other more specialised training has been provided to members of the Planning Committee by SEPA on Aquaculture Development and the role of SEPA and by A+DS on the role of architecture and design in the Planning process.

We have a Planning Committee dedicated to dealing with planning applications which meets on a 4 to 6 weekly basis except in August which is the Members recess. The number of planning applications delegated to officers at 95.8% is aligned with the Scottish average of 95.7%.

A separate Development & Infrastructure Committee deals with all development and marine planning policy issues and meets 5 times per year. This Committee completed its programme of touring the Isles in 2016 and this has provided an opportunity for the Committee to meet with Isles communities as a group and to establish a direct channel for residents to communicate with Committee Members and the Service senior management team on issues which fall within the remit of the Committee. In total 11 islands were visited with around 220 community councillors, development trust representatives and local residents attending public meetings. The visits to the islands will be repeated during 2018/19.

A process for streamlining the procedure for the [preparation of Planning Policy documents](#) was agreed by the Council in February 2017. The revised procedure will reduce the number of draft documents being presented to committee for formal approval prior to public consultation. This will reduce the volume of reports being presented to elected members as well as reducing the timescales for the preparation and approval of planning documents.

We adopted a policy of undertaking site inspections for all local review cases in June 2014, in order to reduce delays in the decision-making process. The Local Review Committee now meets as and when required with site inspection undertaken on the same day as the meeting. The average time for determining local review cases in 2017/18 was 7.9 weeks, compared to 10.2 weeks in 2016/17, and lower than the 2017/18 Scottish average of 13.8 weeks.

We have a Planning & Regulatory Services Consultative Group which is a member/officer Working Group set up to provide a less formal forum to discuss in particular progress with the Local Development Plan and other Plans falling within the remit of the service, as well as other performance related matters. This allows open discussion between Members and Officers and helps guide the strategic direction and policy approach of the various plans.

There are effective communication channels in place from the Senior Management Team, Corporate Management Team, Directorate, Heads of Service down to individual teams. Planning and Regulatory Managers meet on a monthly basis with Development Management and Development & Marine Planning team meeting every 2 months.

We hold a 6 monthly Development & Infrastructure Managers Away Day to improve cross-service communication and awareness of cross cutting projects and professional capabilities.

We have a fully integrated planning service under a single Head of Service post with 2 Planning Managers - one covering Development Management and the other responsible for Development and Marine Planning.

There is a close working relationship between Development Management and Building Standards functions. In order to assist with the monitoring of planning conditions we are using Building Inspectors to undertake a limited role in checking pre-commencement conditions in respect of access roads for developments of up to 4 houses and the demolition of existing derelict or ruinous buildings.

A multi-disciplinary project team, comprising officers from the Planning, Roads, Design, Development and Engineering services, has been involved in designing and implementing public realm works within Orkney. Planning is also represented on multi-disciplinary teams dealing with House Build Programmes, Housing Market Partnership, Housing Forum and Ports Masterplanning to assist the development of the Council's house building project and its harbours infrastructure.

There have been strong working relationships developed across the Council with a Renewables, Regeneration and Community Benefit Project team involving Planning established to explore options for generating income for the Council from renewable energy projects. The Council agreed in June 2016 the principle of the Council assuming the role of project developer of onshore wind farm projects. Two options are currently being progressed – the Council acting as a developer of a scale wind farm for direct export to the National Grid, and the Council acting as the developer of a private wire onshore wind energy project to supply Council-owned properties in Kirkwall. Feasibility, planning and technical appraisals are currently being undertaken with support and input being provided by the Planning Service.

The Planning Service is also represented on the Strong Communities and Vibrant Economy delivery groups of the [Community Planning Partnership](#). The Planning Service has worked closely with colleagues in Corporate Services to widen the use of the Place Standard for consultation and analysis of local communities across Orkney and develop new Locality Plans under community planning.

Through the “Empowering Scotland’s Island Communities” project we are working with the two other Islands Councils to identify opportunities for devolving more powers related to marine and terrestrial planning to a local level.

The Council has worked with partners in seeking amendments to strengthen the [Islands Bill](#) as it progressed through the Scottish Parliament. Of relevance to the Planning Service is an

amendment proposed to allow local authorities to be sole delegate for the delegation of functions related to regional marine plans in instances where the local authority have difficulty in finding a partner. This amendment would make it easier for the Council to establish a Marine Planning Partnership to deliver future statutory Regional marine planning in Orkney.

Together with the Scottish Government and the other local authorities with Islands we undertook a process of “island-proofing” the emerging [Planning Bill](#) which resulted in the publication of an Island Proofing Statement to accompany the Bill as introduced in the Scottish Parliament.

Following the transfer of the Crown Estate’s management duties in Scotland to Crown Estate Scotland (CES) in April 2017, the Council has been developing a proposal under a new scheme launched by CES that will allow local authorities and other bodies to apply to manage assets in their local area.

We operate a monthly budget monitoring system which ensures managers are well aware of budgetary positions. Quarterly Revenue Expenditure Monitoring Reports on each service are presented to service committees on a quarterly basis. The Planning Service is represented on the Capital Planning and Asset Management Team established to monitor the Council’s Capital Programme and improve procedures for the future delivery of the programme.

A comprehensive [Travel Policy](#) to cover travel by Council staff and elected members was approved by the Council in September 2016. The new procedures are intended to simplify and streamline the administration process for booking travel and claiming expenses, and result in reduced costs and savings to the Council, particularly in relation to travel outwith Orkney.

## **d. Culture of Continuous Improvement**

The Council has adopted the “How Good is our Council” self-assessment tool in order to identify areas for improvement. Previously undertaken in 2012 a further self-evaluation of all Council services including the Planning & Regulatory service was undertaken during 2015. Actions emerging from this exercise are currently being implemented.

Key performance indicators relating to the Planning Service are monitored and reported to the Development and Infrastructure Committee every 6 months.

The Planning Performance Framework is reported to the Planning and Regulatory Services Consultative Group which included members of the Development and Infrastructure and Planning Committees.

We have purchased IDOX Enterprise module and are using it to assess performance and workloads in the Development Management service.

The Planning Service was included in the Development and Infrastructure Workforce Plan 2017-22 which was agreed by the Council in February 2017. A Service Learning Plan was completed in March 2018 which identified a number of training needs for the Planning Service including GIS, Marine Spatial Planning and RTPI accredited training for Graduate Planners.

The Council's Employee Review and Development system has been implemented within the Planning service with all staff being appraised on an annual basis.

All Planners in Development and Marine Planning function have attended Prince 2 Project Management training. During the course of the year other training events attended by staff have covered a diverse range of topics including: environmental assessment; development viability; project planning and delivery; funding infrastructure; Uniform spatial administration; compulsory purchase and review of the Planning System.

We actively participate in Heads of Planning Group and Sub-groups where issues of best practice are continuously being discussed. We also participate in the National Development Plans Forum, North of Scotland Development Plans Forum, National Enforcement Forum, Local Authority Urban Design Forum and the joint Local Authority Aquaculture Planning group. We continue to share good practice (primarily by e-mail) with other local authorities in the HoPS rural authorities benchmarking club.

Of the 5 planning application legacy cases reported at the end of March 2017, 4 have been cleared. Although there were three additional legacy cases at the end of March 2018, the reported figure of 4 is reduced compared to the 5 the previous year.

The Planning Service has embraced new technology by acquiring a commercial drone and training an Officer to pilot it to NATS standards. The technology is used as a valuable aide in site analysis, application evaluation and for planning and access enforcement, especially in more remote and hard to reach places.

The use of on-line interactive mapping technology has been developed to allow users of our Energy and Aquaculture Supplementary Guidance to have more accessible information in relation to potential constraints and sensitive areas in regard to wind farm and fish farming developments. We have also published our adopted [Local Development Plan](#) and annual [Housing Land Audit](#) as interactive documents for the first time.

## 2. Supporting Evidence

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

- The Council's "How Good is our Council" performance self evaluation & assessment;
- [Planning, Development & Infrastructure](#), and [Policy & Resources](#) Committee reports;
- Corporate Improvement Plan;
- [Council Delivery Plan 2015-2018](#)
- [Development and Infrastructure Service Plan \(2016-March 2019\)](#);
- [Service Plan Monitoring Reports](#)
- Development Plan Scheme 2017 and [Development Plan Scheme 2018](#);
- The Monitoring Statement – The Review and Monitoring of the Orkney Local Development Plan – March 2015
- Planning & Building Standards Stakeholders meetings;
- Planning Managers meetings; and
- Scottish Government Planning Liaison meetings.
- Orkney Islands Council [Performance Information](#)

### Qualitative Narrative and Case Studies

Case Study Topics	Issue covered in PPF7	Case Study Topics	Issue covered in PPF7
Design	✓	Interdisciplinary Working	✓
Conservation	✓	Collaborative Working	✓
Regeneration	✓	Community Engagement	✓
Environment	✓	Placemaking	✓
Greenspace	✓	Charrettes	✓
Town Centres	✓	Place Standard	✓
Masterplanning	✓	Performance Monitoring	
LDP & Supplementary Guidance	✓	Process Improvement	
Housing Supply	✓	Project Management	
Affordable Housing		Skills Sharing	
Economic Development	✓	Staff Training	
Enforcement		Online Systems	✓
Development Management Processes	✓	Transport	
Planning Applications	✓	Active Travel	✓
Other: please note			



### **3. Service Improvements: 2018-2019**

In the coming year we will:

#### **Quality of Outcomes**

1. *Finalise the designs for public realm improvements in the centre of Kirkwall;*
2. *Adopt the revised Kirkwall Urban Design Framework following the “Your Kirkwall” consultation and engagement which will identify redevelopment, active planning and master-planning projects in Orkney’s main town;*

#### **Quality of Service and Engagement**

3. *Provide training for community council in planning matters;*
4. *Provide validation training for local agents involved in submitting planning applications;*

#### **Governance**

5. *Review and update Planning Decision Notices;*
6. *Appoint a Sustainable Transport Programme Manager to develop and deliver a programme of projects to enhance opportunities for active and sustainable travel in Orkney;*
7. *Appoint a Marine Environmental Planner to undertake a State of the Environment report for the Regional Marine Plan;*

#### **Culture of Continuous Improvement**

8. *Ensure all RTPI members are meeting Continuing Professional Development obligations; and*
9. *Achieve Associate RTPI Membership for our current Graduate Planners.*

## Delivery of our service improvement actions in 2017-18:

Committed improvements and actions	Complete?
<b>Quality of Outcomes</b> <ol style="list-style-type: none"> <li><i>Publish all future Local Development Plans and associated guidance in both a standard, accessible format and also as an interactive digital document;</i></li> <li><i>Monitor the performance of Local Plan Policies and produce 'Development Management Guidance' or 'Planning Policy Advice' in response to issues arising or to provide greater clarity in decision making;</i></li> </ol>	<p><i>Yes – Local Development Plan published as an interactive and accessible document.</i></p> <p><i>Yes – monitoring of the Plan has resulted in reports to the Planning and Regulatory Services Consultative Group on two areas requiring further clarity – infill housing in the countryside and the locational requirements for business development in the countryside</i></p>
<b>Quality of Service and Engagement</b> <ol style="list-style-type: none"> <li><i>Publish the proposals map of the Local Plan as an interactive tool for the first time, which will allow planning stakeholders to easily identify development opportunities and constraints</i></li> <li><i>Undertake Orkney's first 'charette' to inform future development and the preparation of a revised Kirkwall Urban Design Framework</i></li> </ol>	<p><i>Yes – Local Development Plan published as an interactive document.</i></p> <p><i>Yes – charrettes undertaken in November 2017 and January 2018 as part of the "Your Kirkwall" engagement</i></p>
<b>Governance</b> <ol style="list-style-type: none"> <li><i>Adopt a new Local Development Plan for Orkney, and all associated supplementary guidance documents that are referenced within the Plan;</i></li> <li><i>Review and update the Planning elements of the Council's Schemes of Administration and Delegation</i></li> <li><i>Explore governance arrangements for Regional Marine Planning in Orkney</i></li> <li><i>Review and update Planning Decision Notices</i></li> </ol>	<p><i>Yes – the Orkney Local Development Plan was formally adopted on 18 April 2017.</i></p> <p><i>Yes – review of Scheme of Administration and Delegation reported to Council's Policy and Resources Committee in January 2018</i></p> <p><i>Yes – amendment pursued via the Islands Bill to make it easier for the Council to establish a Marine Planning Partnership to deliver future statutory Regional marine planning in Orkney.</i></p> <p><i>No – not progressed due to lack of availability of technical staff</i></p>

<p><b>Culture of Continuous Improvement</b></p> <p>9. <i>Provide detailed training for new Council elected members on all aspects of Planning;</i></p> <p>10. <i>Explore the use of IDOX Enterprise module as a tool for assessing performance and workloads in the Development Management service</i></p>	<p>Yes – Following on from the Council elections in May 2017 an extensive training programme was undertaken with members of the Planning and Local Review Committees.</p> <p>Yes - <i>the IDOX Enterprise module has been purchased and is being used to assess performance and workloads in the Development Management service.</i></p>
--	--

## 4. National Headline Indicators

### a) Development Planning

Key Outcomes	2017/2018	2016/2017
Age of Local Development Plan (years and months) at end of reporting period	11 months	2 years 11 months
Will the local development plan be replaced by its 5 <sup>th</sup> anniversary according to the current development plan scheme?	Yes	Yes
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	N/A. Current Plan less than one year old.	No – Plan submitted to Scottish Ministers in September 2016 as planned
Were development plan scheme engagement/consultation commitments met during the year?	Yes	Yes – Public consultation on the Proposed Plan undertaken in May/June 2016 as planned

Effective Land Supply and Delivery of Outputs		
	2017/2018	2016/2017
Established housing land supply	2069 units	908 units
5-year effective housing land supply programming	1629 units	
5-year effective housing land supply total capacity	1564 units	846 units
5-year housing supply Target	539 units	622 units*
5-year effective housing land supply	14.51 years	6.8 years
Housing approvals	308 units	198 units
Housing completions over the last 5 years	682 units	639 units
Marketable employment land supply	83.5 ha (in OLDP2017)	166.1ha
Employment land take-up during reporting year	10.8 ha	1.1ha

Figures correct as at 31<sup>st</sup> March 2018.

## b) Development Management

Project Planning		
	2017/2018	2016/2017
Percentage and number of applications subject to pre-application advice	68%	67%
Percentage and number of major applications subject to processing agreement or other project plan	N/A	N/A
Decision Making		
Application approval rate	96.1%	96.4%
Delegation rate	95.8%	93.2%
Validation	55% valid on receipt	
Decision-making Timescales		
Average Number of Weeks to a decision:		
Major Developments	N/A	N/A
Local Developments (non- householder)	8.9	8.3
Householder Developments	7.1	9.1
Legacy Cases		
Number cleared during reporting period	4	2
Number remaining	4	5

## c) Enforcement Activity

Enforcement activity		
	2017-18	2016-17
Time since enforcement charter published/reviewed (full years)	8 months <a href="#">Enforcement Charter</a>	18 months
Complaints lodged and investigated	39 enquiries or complaints received	
Breaches identified – no further action taken	113 total investigated (including the 39 above) 53 no further action	124/82
Cases closed	70	
Notices served	5	2
Direct Action	0	
Reports to Procurator Fiscal	0	
Prosecutions	0	



## d) NHI Key outcomes - Commentary

### Commentary

#### Development Planning

The previous Orkney Local Development Plan was adopted by the Council in April 2014. Significant progress was made on the Local Development Plan Review during 2016/17 with the Proposed Plan published for public consultation during May and June 2016. Following public consultation the Proposed Plan and unresolved issues were submitted to Scottish Ministers for Examination in September 2016. The Examination Report which detailed the conclusions of the Reporter was received in January 2017. In March 2017 the Council agreed to advertise the Council's intention to adopt the Orkney Local Development Plan 2017 having incorporated the modifications proposed by the Reporter and the Plan was formally adopted on 18 April 2017 along with all six supplementary guidance documents that were detailed within the Plan.

The current Development Plan Scheme 2018 was approved by the Council in February 2018. In light of the changes anticipated to the Planning system as a result of the new Planning Bill, and the fact that the current Plan is up-to-date the Council does not anticipate progressing a further review of the Plan until the revised system is established under the new Planning Act, focusing primarily upon monitoring the performance of the plan policies and developing Placemaking/Masterplan documents for Orkney's settlements..

#### Development Management

The average decision time for householder applications improved from 9.1 in 2016/17, to 7.1 in 2017/18. That is marginally lower than the Scottish average of 7.3 weeks.

The householder application figure contributed to the average decision time for all local development applications, which improved from 8.5 weeks to 8.3 weeks and compares favourably with the Scottish average of 9.0 weeks. That is despite an increase in decision time for non-householder local development from 8.3 to 8.9 weeks.

The improvements in performance have been achieved despite the Development Management team not having a full complement of staff at any time during the reporting period. Total staff in post in Development Management averaged 40-60% capacity during the first five months of the reporting period, and the Graduate Planner post was vacant for nine months of the reporting period.

During 2016/17, the lack of Graduate Planner and Assistant Technician cover resulted in householder application times increasing, as senior officers focussed on larger developments. In contrast, in 2017/18 householder and other non-contentious applications were given equal priority with the staff resources available, resulting in the improvements above.

EIA caseload had a significant impact on staff resources, largely related to the aquaculture industry. During the reporting period, Development Management determined 3 applications which were subject to EIA, all for new finfish farm sites. A further 3 applications with EIA were submitted during the reporting period (and continue to be under

consideration). 6 requests to adopt a screening and scoping opinion were processed and issued for aquaculture development during the reporting period, as well as processing of marine prior notifications. Development Management also provides consultation responses to Marine Scotland for marine licence applications. All of that requires significant staff time and specialist knowledge.

Several local developments that were of a novel or complicated nature were determined during 2017/18, including an innovative hydrogen generation complex and separate vehicle charging and storage station related to the renewable energy industry in Orkney, and the conversion of water to hydrogen cells. Several applications were determined for the landfall elements of sub-sea electricity transmission cables connecting the inhabited islands within the Council area, which raised environmental issues. And the multi-million pound Orkney Research and Innovation Campus in Stromness, referred to earlier in this report, was determined during the reporting period.

There is a continued lack of uptake by developers of processing agreements, despite their use being promoted. This is likely due to the relatively small pool of agents and developers that carry out most work within Orkney. Development Management maintains an open relationship with the construction industry, both agents and contractors, generally through advice, and also in relation to progress or complications with submitted applications, so that availability and willingness to provide updates by the Council will provide many of the assurances that developers elsewhere would seek through a processing agreement.

The listed building stock in Orkney remains prevalent in the time dedicated to pre-application and general advice provided by Development Management, and listed building consent applications make up more than 10% of the total caseload.

#### Enforcement

Enforcement activity is comparable to the figure of 124 cases investigated in 2016/17, down slightly to 113 cases. Of those, just over a third (35%) were generated by members of the public, other Council services, or other agencies. A new internal process in Development Management, in conjunction with Building Standards, has improved efficiencies in monitoring Notification of Initiation of Development notices, and pursuing any suspensive planning conditions. An internal notification system from the roads authority has also been established with a focus on new vehicle accesses being formed from public roads.

The number of formal notices served increased from 2 to 5.

## 5. Scottish Government Official Statistics

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

Category	Total number of decisions 2017-2018	Average timescale (weeks)	
		2017-2018	2016-2017
<b>Overall</b>			
<b>Major developments</b>	0	0	0
<b>Local developments (non-householder)</b>			
• Local: less than 2 months	230	6.3	6.4
• Local: more than 2 months	102	12.9	12.2
<b>Householder developments</b>			
• Local: less than 2 months	94	6.3	5.9
• Local: more than 2 months	15	12.0	22.6
<b>Housing Developments</b>			
<b>Major</b>	0	0	0
<b>Local housing developments</b>			
• Local: less than 2 months	68	6.3	6.5
• Local: more than 2 months	44	12.7	12.6
<b>Business and industry</b>			
<b>Major</b>	0	0	0
<b>Local business and industry</b>			
• Local: less than 2 months	31	6.5	6.6
• Local: more than 2 months	14	14.3	11.5
<b>EIA developments</b>	3	33.1	n/a
<b>Other consents*</b>	86	6.5	8.7
<b>Planning/legal agreements**</b>			
• Major: average time	0	N/A	N/A
• Local: average time	0	N/A	9.0

\* 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 & 7 relating to agricultural and forestry development and applications for prior approval by Coal Authority or licensed operator under classes 60 & 62 of the GPDO.

\*\* Legal obligations associated with a planning permission; concluded under section 75 of the Town and Country Planning (Scotland) Act 1997 or section 69 of the Local Government (Scotland) Act 1973

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

Type	Total number of decisions	Original decision upheld			
		2017-2018		2016-2017	
		No.	%	No.	%
Local reviews	6	4	66.7	2	28.6
Appeals to Scottish Ministers	2	2	100.0	1	33.3

**C: CONTEXT**

Overall the average decision for all local development applications has improved from 8.5 weeks to 8.3 weeks and compares favourably with the Scottish average of 9.0 weeks, despite a drop in performance in non-householder local development timescales (8.3 to 8.9 weeks). That is supported by an improvement in timescales for householder applications from 9.1 to 7.1 weeks.

As indicated previously the Development Management team did not have a full complement of staff at any time during the reporting period, but a focus was retained on householder and other non-contentious applications.

**6. Workforce Information**

	Tier 1	Tier 2	Tier 3	Tier 4
Head of Planning Service			1.0	

RTPI Qualified Staff	Headcount	FTE
Development Management	5	4.8
Development Planning	5	4.7
Enforcement	1	0.5
Specialists	3	2.8
Other (including staff not RTPI eligible)	5	4.0

Staffing Age Profile	Headcount
Under 30	2
30-39	8
40-49	4
50 and Over	6

### Planning Service

The Planning Service is incorporated within the Planning, Development and Regulatory Service which also includes, Building Standards, Environmental Health, Economic Development, Business Gateway, EU and Leader programme, Regeneration including Kirkwall THI, and Trading Standards. There are two distinct teams within the Planning Service each with a separate manager - Development Management, including Enforcement and Development and Marine Planning which covers marine and terrestrial planning policy. There are 10 people employed in the Development Management team and 9 in the Development & Marine Planning function.

There has been a reduction in the number of posts in the service during 2017/18 with the loss of an Assistant Planner post and a Clerical Assistant post in the Development & Marine Planning team.

## 7. Planning Committee Information

Committees & Site Visits	No. per year (2017-18)
Full Council committees	0
Planning Committees	6
Area Committees (where relevant)	n/a
Committee site visits	1
Local Review Body	5
Local Review Body site visits	5



# Planning Services Structure

