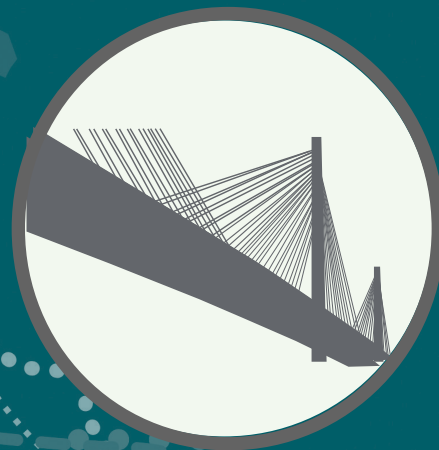


SESplan

The Strategic Development Planning Authority
for Edinburgh and South East Scotland

Planning Performance Framework 2018 - 2019



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1 Introduction

1.1 This is the eighth Planning Performance Framework (PPF) Report submitted to Heads of Planning Scotland (HOPS) by SESplan, the Strategic Development Plan Authority (SDPA) for Edinburgh and South East Scotland.

1.2 Edinburgh and South East Scotland is one of four City Regions in Scotland and is made up of the six administrative areas of City of Edinburgh Council, East Lothian Council, Fife Council (Southern half), Midlothian Council, Scottish Borders Council and West Lothian Council.

1.3 SESplan is also required to prepare an Annual Report covering the same period as the annual PPF Report, containing a review of SESplan's governance arrangements, membership and operation of the SESplan Joint Committee, a review of the key milestones achieved and the year ahead. As there are many cross overs and linkages between the PPF and Annual Report, SESplan incorporated the Annual Report into the PPF Report from 2017/2018 onwards. This report covers the period 1 April 2018 to 31 March 2019.

1.4 Following the planning review and a period of consultation, the draft Planning (Scotland) Bill is currently under consideration by the Scottish parliament. The Bill proposes to remove Strategic Development Plans (SDP) from the planning system, with regional level planning to be implemented through an enhanced National Planning Framework (NPF) and regional partnerships between local authorities and other stakeholders. The Bill also proposes to remove supplementary guidance as a planning tool. This review of the planning system provides part of the context for the operation of SESplan over the past year and going forward.

1.5 This year the workload of the authority has largely focused on the production of draft Supplementary Guidance on green networks. The Proposed SDP2 was submitted to Scottish Ministers for examination on the 26th June 2017 and was completed on the 20th July 2018. The report was submitted to the Scottish Ministers in July 2018.⁽¹⁾

¹ Scottish Ministers notified SESplan on 16th May 2019 that SDP2 had been rejected.

Planning Performance Framework 2017 / 2018 2

Table 2.1 Performance Against Key Markers 2017/2018

Performance Marker	RAG Rating	Comments
6. Continuous Improvements: <ul style="list-style-type: none"> • progress/improvement in relation to PPF National Headline Indicators (NHI); and • progress ambitious and relevant service improvement commitments identified through PPF report 	Amber	<p>While you have met your consultation commitments and your current SDP is up to date, it is clear that your proposed SDP is not on track for completion.</p> <p>You have completed four of your service improvement commitments, with work on one commitment (relating to stakeholder engagement) extending into the 2018-19 reporting period. However, the additional service improvements you have identified for 2018-19 are considered to reflect core business and are not service improvements.</p>
7. Strategic Development Plan (SDP) is less than 5 years since adoption	Green	Your SDP was 4 years, 9 months old at the end of the reporting period.
8. Development Plan Scheme (DPS) - next LDP: <ul style="list-style-type: none"> • on course for adoption within 5 years of current plan(s) adoption; and • project planned and expected to be delivered to planned timescale 	Amber	Your updated SDP is not on track to be adopted within the statutory five year cycle. However, you indicate you submitted your proposed plan by the statutory deadline (i.e within 4 years of approval of SDP1) and that the anticipated length of the subsequent examination period is outwith your control.
9. Elected Members Engaged Early - Pre Main Issues Report (MIR) in development plan preparation - <i>if plan has been at Pre MIR stage during reporting year</i>	N/A	
10. Cross Sector Stakeholders* Engaged Early (Pre MIR) in development plan preparation - <i>if plan has been at Pre MIR stage during reporting year</i> <i>*including industry, agencies and Scottish Government</i>	N/A	
13. Sharing Good Practice, Skills and Knowledge between authorities	Green	You indicate that SDPA Managers gather regularly to discuss examples of good practice lessons learned for strategic planning. SDPA team liason has become less frequent due to a drop in membership across teams. Regardless, you are sharing best practice with these and other key stakeholders.

2 Planning Performance Framework 2017 / 2018

Table 2.2 Performance Against Key Markers 2013/14 - 2017/18

Performance Marker		2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018
6	Continuous Improvements					
7	Strategic Development Plan (SDP)					
8	Development Plan Scheme (DPS)					
9	Elected Members Engaged Early (Pre MIR)				N/A	N/A
10	Cross Sector Stakeholders Engaged Early (Pre MIR)				N/A	N/A
13	Sharing Good Practice, Skills and Knowledge					

Defining and Measuring a High Quality Planning Service 3

Quality of Outcomes

3.1 SESplan works in partnership with a number of stakeholders and interested parties.

3.2 The spatial strategy in SDP1 (the approved plan), sets out development principles to be met in delivering the strategy including the promotion of high quality design, energy efficiency and the use of sustainable building materials. SDP1 also recognises the importance of green infrastructure and promotes the delivery of the strategic green network. The approved plan was also based on unprecedented growth assumptions and identified thirteen Strategic Development Areas across Edinburgh and South East Scotland where further growth should be directed. The six LDPs will deliver that growth.

3.3 The layout of the second MIR and proposed plan SDP2 was based on creating a sense of the SESplan place - the vision, the strategy, a place to do business, a place for communities and a better connected place. The proposed plan strategy builds on SDP1 and sets out detailed placemaking principles to be taken account of in LDPs. The strategy also requires development frameworks, masterplans and design briefs to be developed with local people and to align with relevant community plans.

3.4 The SESplan Joint Committee agreed that the support of sustainable economic growth should be at the core of the SDP2 and the proposed plan is focused on this. Across the SESplan area there is already sufficient employment land offering a range and choice of sites. The challenge is to ensure that the land is in a serviced state and well connected to infrastructure networks including broadband to increase its attractiveness to investors. Similarly there is also a significant supply of housing land. Because of economic conditions since 2008 and the challenges these have presented to the development industry, a number of opportunities identified through existing local development plans (LDP's) remain unrealised. Acknowledging that the SDP1 strategy extends over a 20 year period to 2032 and the commitment made by the public and private sector to the delivery of existing sites, the SDP2 proposed plan gives continued support to these. Economic research commissioned to inform both SDP2 and the City Region Deal, including work on economic scenarios underpinning estimates of housing need and demand, has been shared among the partners in both projects.

3.5 Under a place to do business, SESplan works in partnership with the City Region Deal for Edinburgh and South East Scotland. This collaboration is reflected in SDP2 proposed plan and the accompanying Action Programme, which identifies infrastructure required to support sustainable economic growth. The City Region Deal Partnership proposes the development of a regional economic strategy which will influence future development plans. The SDP2 proposed plan supports the Scottish Government's key economic sectors.

3.6 The SESplan Action Programme has informed the City Region Deal proposal and the development of that proposal is reflected in the Action Programme. The Action Programme was updated in consultation with Key Agencies and the six member authorities and republished in September 2013, September 2015 and alongside the proposed plan in October 2016. Regular monitoring and updating of the Action Programme in consultation with these partners will further improve the co-ordination of action and increase certainty for all stakeholders.

3.7 SESplan has worked with Scottish Enterprise and Visit Scotland to ensure that the SDP2 proposed plan supports key growth sectors. These and other partners have identified appropriate locations for significant business clusters and locations for tourism and recreational developments of national or regional importance.

3 Defining and Measuring a High Quality Planning Service

3.8 SESplan is also working with Transport Scotland and member authorities to improve understanding of cross boundary transport impacts of development promoted in the SDP2 proposed plan. The outputs of this work will inform future work on infrastructure funding and delivery including the development of a cross boundary transport contributions framework. This is intended to be adopted as Supplementary Guidance within one year of the approval of SDP2.

3.9 SDP1 and SDP2 proposed plan support the development of a strategic green network across the city region and the delivery of this through the Edinburgh and Lothian's Green Network Partnership. SESplan, member authorities, SNH and others collaborated to identify priority areas for the green network. SESplan has prepared draft Supplementary Guidance on green networks in support of the proposed SDP2. The draft guidance was published and subject to consultation between 12th February until the 10th April 2019.

Quality of Service and Engagement

3.10 Consultation exercises throughout the preparation of SDP2 have seen an increased commitment to engaging with the wide number of stakeholders in the city region. Preparation of the Engagement Strategy for both the MIR and proposed plan saw SESplan identify key stakeholder groups and enabled us to tailor consultation methods to each group. Following from the positive outcomes of the MIR2 consultation, such as increased participation from community groups and the public as a whole, an overarching SESplan Stakeholder Strategy was prepared. This demonstrates how we will continue to work with key stakeholder groups throughout the plan making process and beyond. Key aims include increased awareness of development planning and continued growth in engagement with typically under represented groups.

3.11 SESplan uses a number of methods to ensure clear and frequent communication with our stakeholders. Updates using social media and the SESplan website are regularly posted together with updates on SESplan's Twitter account.

3.12 Demonstrated through the MIR, Annual Housing Update and Cross Boundary Transport Study Easy Read Guides, we are committed to ensuring we use clear plain English and accompany information with engaging maps and graphics where appropriate.

3.13 SESplan utilises technology to assist in the submission and management of consultations. SESplan's [Consultation Portal](#) has been in operation since 2013 and allows users to both sign up to the SESplan mailing list and respond to consultations online.

3.14 Technology is also used to share information across the six member authorities through Objective Connect. This is an online document sharing system which allows for information to be uploaded, comments to be made and automatic notifications provided to the nominated representatives. This allows data sharing among project team members as well as the sharing of agendas and papers with the Project Board and Joint Committee across the six member authorities. This has provided resource efficiencies to the Core Team in that a single point of information sharing is used on a consistent basis.

Governance

3.15 The SESplan Joint Committee was formally established in November 2008, following the agreement of the SESplan Constitution, Scheme of Delegation and Financial Rules. Paragraph 1.1 of the SESplan Constitution sets out that: *'The following planning authorities comprise the Strategic Development Planning Authority ("the Authority") for the Edinburgh city region: the City of Edinburgh Council, East Lothian Council, Fife Council, Midlothian Council, Scottish Borders Council and West*

Defining and Measuring a High Quality Planning Service 3

Lothian Council. This group of authorities has a statutory duty under Section 4 of the Planning etc. (Scotland) Act 2006 (“the Act”) to work together and prepare, and keep under review, an SDP for the Edinburgh city region.

3.16 SESplan is made up of a Joint Committee comprising two Elected Members from each member authority, a Project Board (one Director / Head of Service from each member authority) and a Core Team. The Core Team is supported by an Operational Group (one Manager / Team Leader from each member authority) and a series of project teams, which include resources from each of the member authorities. Representatives of the key agencies also contribute to some project teams, for example on green networks, a place to do business and a better connected place. It should be noted that there is currently no Core Team in place and the work has been distributed between the Member Authorities to be undertaken. Day to day management is provided by Midlothian Council with West Lothian Council in a supporting role. Fife Council continues to provide HR, payroll and financial services support and Scottish Borders Council provides legal support. Moving forward into 2019/2020 this arrangement is anticipated to continue until the Planning Bill progresses through Parliamentary process and a final decision is reached on the future of strategic development plans.

3.17 The membership of the SESplan Joint Committee as at 31 March 2019 is set out in Table 3.1 below.

Table 3.1 SESplan Joint Committee Membership 31 March 2019

SESplan Member Authority	SESplan Joint Committee Member
City of Edinburgh	Cllr M Child, Cllr N Gardiner
East Lothian	Cllr J Goodfellow, Cllr N Hampshire
Fife	Cllr J Beare (Convener), Cllr A Craik
Midlothian	Cllr R Imrie (Vice Convenor), Cllr P Smaill
Scottish Borders	Cllr S Bell, Cllr T Miers
West Lothian	Cllr D McGuire , Cllr C Muldoon

3.18 Three meetings of the SESplan Joint Committee have been held over the period 1 April 2018 - 31 March 2019 as follows:

- 25 June 2018
- 26 November 2018
- 25 March 2019

3.19 Agendas and minutes of all SESplan Joint Committee meetings are available [here](#).

3.20 The Joint Committee has a clear decision making structure set out in its Constitution and Scheme of Delegation. Responsibilities regarding financial matters are set out in SESplan’s Financial Rules. Since the inception of SESplan these documents have been under continuous review and amendments

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have been made to streamline decision making where possible. A SESplan Service Plan and revised statement on Roles and Responsibilities were implemented in February 2014. The Joint Committee also adopted Standing Orders to assist in the management of its operation.

3.21 The SESplan Governance Review was undertaken by Fife Council in March 2018. This included a review of the SESplan governance arrangements (including financial rules) and a high level overview of the SESplan systems. The audit raised five areas where improvement could be made and three of these actions related to amendments to the SESplan Constitution and Financial Rules. These actions were presented to the Joint Committee in June 2018.

3.22 In 2018 / 2019, the main items for Joint Committee consideration were Draft Supplementary Guidance Cross Boundary Green Networks, Annual Housing Update 2017, Development Plan Scheme 11 and an update on SDP2 further to the DPEA examination. The Joint Committee also considered operational matters related to finance, risk management, accounts and audit. Member briefings on SESplan and its work continue throughout the year.

Culture of Continuous Improvement

3.23 Whilst the Core Team was in place all members of the team participated in Fife Council's contribution management and personal development planning programme. All team members were required to review and update personal development plans on a 6 monthly basis to address professional development needs and address skills gaps.

3.24 Project plans were put in place for key work streams (i.e) progressing SDP2 to approval, preparation of supplementary guidance and preparation of DSP No.11. This was shared with the member authorities to progress in the absence of a core team.

3.25 Ongoing discussions with officers across the member authorities and the SDPA's continues allowing for a sharing of knowledge and experience.

Supporting Evidence 4

4.1 This report was compiled and draws on evidence from the following:

- Development Plan Scheme 11
- [Strategic Development Plan 1](#) and related documents including:
 - Supplementary Guidance on Housing Land;
 - Strategic Environmental Assessment;
 - Equalities and Human Rights Impact Assessment;
 - Habitats Regulations Appraisal;
 - Action Programme; and
 - Background Technical Notes relating to Spatial Strategy Assessment, Housing, Economy, Transport, Minerals, Waste, Green Belt and Green Network;
- [Main Issues Report 2](#), Easy Read Guide and supporting documents including:
 - Interim Environmental Report;
 - Monitoring Statement;
 - Equalities and Human Rights Impact Assessment; and
 - Background Technical Notes on Housing Land, Economy, Spatial Strategy, Green Networks, Waste and Minerals;
- [Proposed Plan 2](#) and supporting documents including:
 - Action Programme;
 - Environmental Report;
 - Housing Background Paper;
 - Green Network Technical Note;
 - Record of Habitats Regulation Appraisal;
 - Transport Appraisal;
 - Strategic Flood Risk Assessment;
 - Equalities and Human Rights Impact Assessment; and
 - Draft Supplementary Guidance Cross Boundary Green Networks
- Proposed Plan 2 [Submission Package](#) including the Summary of Unresolved Representations set out within Schedule 4s;
- [SESplan Consultation Portal](#);
- SESplan [Governance and financial reporting](#) including the SESplan Constitution, Scheme of Delegation and Financial Rules;
- [SESplan Joint Committee Reports, Decisions and Minutes](#); and
- [SESplan website](#), [Twitter \(@SESplan\)](#) and [Facebook](#).

5 Key Achievements 2018 / 2019

Strategic Development Plan 1

Infrastructure - Transport

5.1 Action 112 in the SESplan Action Programme is to *'develop a project to explore cumulative and cross border impacts and mechanisms for funding infrastructure enhancements. To include an examination of the principles and potential of cross border developer funding.*

5.2 Transport Scotland led on a project to identify the cumulative and cross boundary impacts of SDP1 and LDP housing and employment development on the SESplan Transport Network - the Cross Boundary Transport Project. The [Cross Boundary Study](#) was published in April 2017. The outputs from this work are informing further work on transport appraisal and a developer contributions framework to be set out within supplementary guidance as signposted in the SDP2 proposed plan. Discussions with Transport Scotland, SEStran and the six member authorities are ongoing.

Strategic Development Plan 2

Proposed Plan 2 - Submission for Examination

5.3 The second proposed plan was submitted to the DPEA for examination in June 2017 with 17 issues identified and set out in 25 Schedule 4s. Reporters appointed by Scottish Government completed their examination in July 2018. The Report of examination was submitted to the Scottish Ministers in July 2018 to review its content and approve the second SDP in whole or in part, with or without modifications or they may reject it. ⁽²⁾ In 2018 / 2019, draft Supplementary Guidance Green Network was published for consultation.

2 Scottish Ministers notified SESplan on 16th May 2019 that SDP2 had been rejected

Service Improvements 6

Table 6.1 SESplan Service Improvements 2018 - 2019

Service Improvements 2018 / 2019		Complete (Yes / No)
1.	<p>Continue to support the delivery of the planning review</p> <p>The Planning Bill published in December 2018 removes the requirement to prepare SDPs with secondary legislation likely to introduce a power to direct authorities to provide information, collaboratively if appropriate, to assist in the preparation of the NPF through wider regional partnership working.</p> <p>Transitional arrangements together with the role and remit of working collaboratively have not yet been published by Scottish Government. SESplan will continue to work with the member authorities, Scottish Government, City Region Deal and SEStran on the transition to working as part of a wider regional partnership.</p>	Yes, updates on implications arising from the Planning Bill are considered by the SESplan Project Board and reported to the Joint Committee.
2.	<p>Continue communication on the delivery of the planning review</p> <p>SESplan is committed to continued engagement and will continue to circulate regular updates on the progress of the Planning Bill and transition of SESplan to wider regional partnership working.</p>	Yes, updates on implications arising from the Planning Bill are considered by the SESplan Project Board and reported to the Joint Committee.
3.	<p>Continue engagement with member authority services, agencies, stakeholders and wider customers on the development of Supplementary Guidance, in accordance with the SESplan Stakeholder Strategy, stakeholders will continue to be invited to give feedback on all aspects of SESplan engagement activities.</p>	Yes, SESplan continues to work with interested parties to progress supplementary guidance required in support of SDP2.
4.	<p>Improve customer feedback</p> <p>SESplan will delivery Supplementary Guidance required through the proposed plan within one year of the approval of SDP2.</p>	Yes, consultation on supplementary guidance on green networks was undertaken over an 8 week period commencing in February 2019. All comments have been assessed and draft responses prepared with the intention of reporting these to a future Joint Committee.

6 Service Improvements

Table 6.2 SESplan Service Improvements 2019/2020

Service Improvements 2019 / 2020	
1.	<p>Continue to support the delivery of the planning review</p> <p>The Planning Bill published in December 2018 removes the requirement to prepare SDPs with secondary legislation likely to introduce a power to direct authorities to provide information, collaboratively if appropriate, to assist in the preparation of the NPF through wider regional partnership working.</p> <p>Transitional arrangements together with the role and remit of working collaboratively have not yet been published by Scottish Government. SESplan will continue to work with the member authorities, Scottish Government, City Region Deal and SEStran on the transition to working as part of a wider regional partnership.</p>
2.	<p>Continue communication on the delivery of the planning review</p> <p>SESplan is committed to continued engagement and will continue to circulate regular updates on the progress of the Planning Bill and transition of SESplan to wider regional partnership working.</p>
3.	<p>Continue engagement with member authority services, agencies, stakeholders and wider customers on the development of Supplementary Guidance, in accordance with the SESplan Stakeholder Strategy, stakeholders will continue to be invited to give feedback on all aspects of SESplan engagement activities.</p>
4.	<p>Improve customer feedback</p> <p>SESplan will delivery Supplementary Guidance required through the proposed plan within one year of the approval of SDP2.</p>
5.	<p>Continue to support preparation of SDP2 in the absence of a core team</p> <p>In the absence of a core team arrangements have been put in place for the member authorities to provide additional resource in terms of day to day management of work streams. This is currently provided by Midlothian Council with West Lothian Council in a supporting role.</p>
6.	<p>Governance</p> <p>Governance arrangements will continue to be reviewed to reflect matters arising from review of annual accounts and reported to the Joint Committee as appropriate.</p>

National Headline Indicators 7

Key Outcomes	2018 / 2019	2017 / 2018
Development Planning		
<p>Age of Local / Strategic Development(s) (years and months) at end of reporting period</p> <p><i>Requirement: less than 5 years</i></p>	<p>SDP1 approved June 2013 (age 5 years & 10 months).</p> <p>Supplementary Guidance on Housing Land adopted by all SESplan Member Authorities October 2014.</p> <p>Draft Cross Boundary Green Networks Supplementary Guidance approved for consultation, which ended on 10th April 2019.</p> <p>DPS11 approved 25th March 2019.</p>	<p>SDP1 approved June 2013 (age 4 years & 9 months).</p> <p>Supplementary Guidance on Housing Land adopted by all SESplan Member Authorities October 2014.</p> <p>DPS10 approved 19 March 2018.</p>
<p>Will the Local / Strategic Development Plan(s) be replaced by their 5th anniversary according to the current development plan scheme? (Y / N)</p>	<p>N - The second proposed plan was submitted for examination by SESplan within 4 years of the approval of SDP1 in accordance with statutory timescales.</p> <p>The examination formally commenced in August 2017, with a target date of the 6 April 2018. On the 20 July 2018, the Planning and Environmental Appeals Division (DPEA) completed their examination.</p> <p>The Report was submitted to the Scottish Ministers and a decision on the approval of the Plan is awaited. Throughout the examination process and currently, the timescales are outwith the control of SESplan.</p> <p>On this basis, a decision on the approval of SDP2 by Scottish Ministers is expected Spring to Summer 2019.</p>	<p>N - The second proposed plan was submitted for examination by SESplan within 4 years of the approval of SDP1 in accordance with statutory timescales.</p> <p>The examination formally commenced in August 2017, with a target date of the 6 April 2018. The examination is ongoing with the report of examination anticipated to be published by the end of June 2018. The timescales are outwith the control of SESplan.</p> <p>On this basis, a decision on the approval of SDP2 by Scottish Ministers is expected around September 2018.⁽³⁾</p>

3 Scottish Ministers notified SESplan on 16th May 2019 that SDP2 had been rejected.

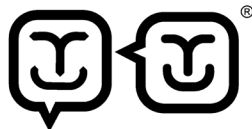
7 National Headline Indicators

Key Outcomes	2018 / 2019	2017 / 2018
Development Planning		
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year? (Y - earlier / Y - later / N)	N - The second proposed plan was submitted for examination on the 26 June 2017, in accordance with the 4 year deadline for submission.	N - The second proposed plan was submitted for examination on the 26 June 2017, in accordance with the 4 year deadline for submission.
Were development plan scheme engagement / consultation commitments met during the year? (Y / N)	Y	Y

Workforce Information 8

8.1 At the 31 March 2019, there is currently no SESplan Core Team. The work is currently being distributed between all the Member Authorities. Day to day management is provided by Midlothian Council with West Lothian Council in a supporting role. Fife Council still provides HR, payroll and financial services support and Scottish Borders Council provides legal support.

8.2 Decisions regarding staffing and the long term operating budget of SESplan are now under continuous review following the publication of the Planning Bill and that SDPs will no longer be prepared. Given this, the current operating budget for 2019 / 2020 is limited to statutory functions and the future SDPA work programme under review.



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