





NATIONAL PLANNING IMPROVEMENT FRAMEWORK

2023 - 2024

NATIONAL PLANNING IMPROVEMENT FRAMEWORK

Performance Assessment

Cohort 1

July 2024

Planning Authority:	The City of Edinburgh Council
Lead officer:	David Givan
Email:	david.givan@edinburgh.gov.uk

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Introduction

The City of Edinburgh Council is pleased to present this National Planning Improvement Framework (NPIF) as part of the first cohort for the pilot project.

As Scotland's Capital City, Edinburgh is unique, with a beautiful green environment, world recognised natural, cultural, and built heritage, and an innovative entrepreneurial economy.

However, like other cities, Edinburgh must address increasingly complex issues at the same time as delivering growth. As set out in our City Plan, we want our city to lead the way in responding to climate change and the social inequalities felt by our residents. We have set a target for the city to be net zero by 2030. Our Improvement Action Plan arising from this Improvement Framework will help our Planning Service address these challenges.

As one of 10 planning authorities taking part in the first pilot to test this new framework, we welcome the opportunity to work with our peer partners, Glasgow City Council, and the National Planning Improvement Champion (NPIC), to explore what works effectively and to learn and feedback on what could be improved, and to learn from and share good practice nationally.

I would like to thank those who participated in our peer review meeting to examine our proposed actions and to guide where we could develop further. Their input has helped us define our actions and has influenced our priorities.

I look forward to sharing our progress in future reports.

David Givan

Chief Planning Officer & Head of Building Standards

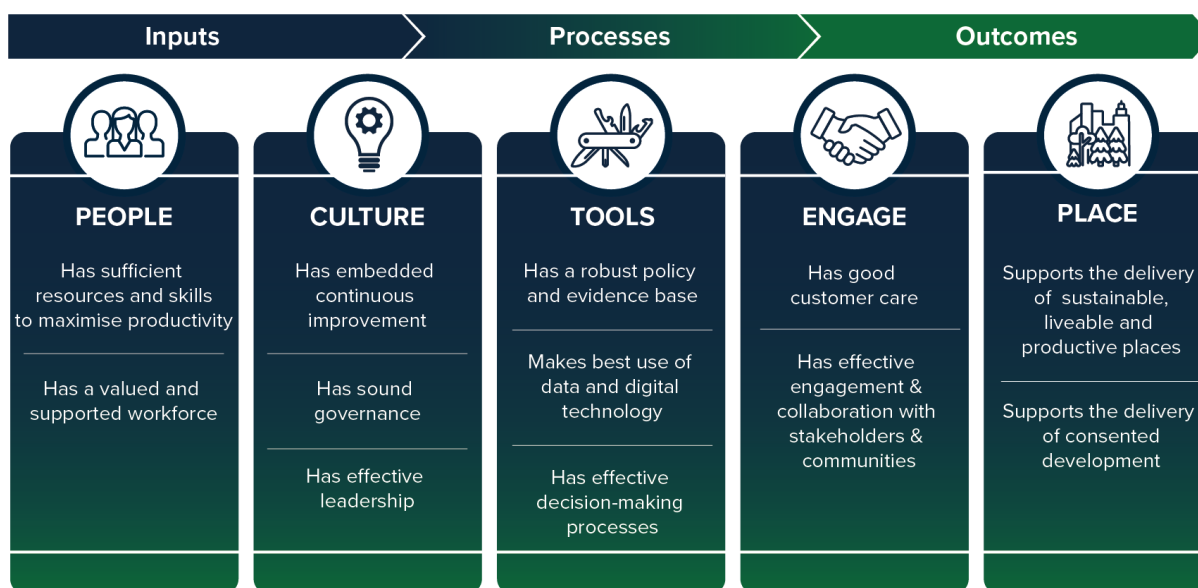
The City of Edinburgh Council

Context

The Planning (Scotland) Act 2019 introduced new statutory reporting for planning authorities. This mandatory requirement means that planning authorities must prepare a report annually that will assess performance and identify actions for improvement. This Performance Assessment report and the associated Improvement Action Plan will be published and submitted to Ministers.

This Performance Assessment has been prepared through a self-assessment of the work of the Planning Service during 2023/24 against the 12 attributes of a high performing planning authority outlined by the National Planning Improvement Champion (NPIC) (refer to **Figure 1.0**).

Figure 1.0 - Attributes of a High Performing Planning Authority



The Planning Service used the below matrix (refer to **Table 1.0**) to determine its score for each attribute. Where we have scored 1 or 2, we have provided examples of good practice. Through this process, the Planning Service has identified areas for improvement and developed an Improvement Action Plan. Both the Performance Assessment and Improvement Action Plan have been reviewed through a collaborative Peer Review Group and subject to feedback from the National Planning Improvement Champion.

Table 1.0 – Scoring Matrix

<input type="checkbox"/>	1	Making excellent progress	Consolidate Share learning with others
<input type="checkbox"/>	2	Making good progress	Build upon Increase ambition in targets Share learning with others
<input type="checkbox"/>	3	Making fair progress	Develop Increase ambition in targets Review and improve implementation
<input type="checkbox"/>	4	Making limited progress	Review Review ambition Review approach taken Inform NPI Learn from others
<input type="checkbox"/>	5	No progress	Prioritise Prioritise fundamental review and revisit approach taken. Engage with NPI Learn from others



A high performing planning authority needs to have the right number of people to do the work expected of it with the rights skills set. It also needs to have a strategy to ensure that it retains and recruits the right staff in the future. It supports staff to upskill and to be prepared for changes in policy, legislation, and new circumstances.

ATTRIBUTE 1: THIS PLANNING AUTHORITY HAS SUFFICIENT RESOURCES AND SKILLS TO MAXIMISE PRODUCTIVITY

Please consider the following when thinking about this attribute and how you have performed over the last year:

- Does the planning authority have the sufficient level of staff to carry out all activities within the required timeframes?
- Does the planning authority have the ability to carry out all activities within the required timeframes with its current budget?
- Does the planning authority have the ability to carry out all activities within the required timeframes with its current income?
- Does the planning authority receive responses from consultees within the prescribed timescale when assessing planning applications?
- Does the planning authority have the ability to access the appropriate advice, expertise, evidence and data it requires?

Narrative

Staff Resources - Context

There has been a significant change in legislation and policy following the adoption of the National Planning Framework 4 (NPF4) and the designation of a Short-Term Let Control Area (STLCA) covering the whole of the City of Edinburgh Council (CEC) area. This has resulted in a highly litigious environment which has required considerable time and resources to be dedicated to navigating this new context. There has been considerable increase in applications for the change of use to Short-Term Lets (STLs), applications for Certificates of Lawfulness and the number of enforcement cases arising from STLs. The complexity of cases has also increased due to the legislative and policy changes.

Staff Profile

The level of staff resources is finely balanced, and the Planning Service has identified particular areas for upskilling, i.e. heritage and enforcement. There is one vacant post (a Grade 7 Planning Officer post) within the Planning Service which has been advertised externally and internally. The Service has a single ICT Lead Officer who can administer Uniform.

A copy of the Planning Service staff structure and numbers by tier is provided in **Appendix 1**.

The Service is organised into nine teams:

- there are two area-based teams handling major development applications;
- two development management teams deal with householder and local-scale applications and treework cases;
- there is also a team covering enforcement and monitoring activity;
- Local Development Plan and policy-related activities are undertaken by a development planning team;
- a cross-disciplinary team contains specialists who make essential contributions to the Service's casework and policy development functions (refer to section regarding Internal Consultees, 'In-House Specialists' below and **Case Study 1.1**);
- another team contains all our development management technicians and undertakes Local Review Body support and street-naming; and
- there is a team that focus on STL applications and enforcement.

Table 1.1 outlines the Royal Town Planning Institute (RTPI) chartered staff. Most professional staff in the Service are members of the RTPI or eligible for membership.

Table 1.1: RTPI Chartered Staff

RTPI Staff	Headcount
Chartered Members	49
Associate RTPI members	1
Legal Associate RTPI members	0
Licentiate RTPI members	15
Total	65

Table 1.2 below summarises staff by age profile.

Table 1.2: Staff Age Profile

Staff Age Profile	Headcount
Under 30	7
30 - 39	31
40 - 49	20
50 and over	38
Total	96

Workload Profile

Workload should be considered in the context of the key legislative and policy changes noted above, i.e. following the adoption of NPF4 and the designation of a STLCA . **Table 1.3** sets out the number of applications validated.

Table 1.3: Planning Applications Validated

PLANNING APPLICATIONS VALIDATED								
	21-22	quarterly total	22-23	quarterly total	23-24	quarterly total	%Change prev. year	%Change cumulative
Apr	398	1233	317	1070	221	841	-21.40%	-21.40%
May	402		395		325			
Jun	433		358		295			
Jul	396	1050	251	963	279	815	-15.37%	-15.37%
Aug	330		332		258			
Sep	324		380		278			
Oct	333	1040	260	806	202	686	-14.89%	-14.89%
Nov	348		284		226			
Dec	359		262		258			
Jan	258	1134	258	878	297	928	5.69%	5.69%
Feb	383		274		299			
Mar	493		346		332			
Total	4457		3717		3270			

NOTE: Planning applications - this only includes application types FUL, PPP, AMC, LBC, ADV, PND, CLU, CLP, PNA, CAD, CON, HSC and PA (based on Scot Gov guidance)

Invalid Planning Applications

The number of invalid planning applications received by the Planning Service has increased from 27.6% to 35.5% (refer to **Table 1.4**).

Table 1.4: Invalid Planning Applications Received

	Total Received	No. Invalid	% Invalid
2022/2023	3,717	1,026	27.6%
2023/2024	3,270	1,162	35.5%

PANs and PREAPPs

The number of Proposal of Application Notices (PANs) has increased from 19 to 27 and pre-application enquiries have also increased from 100 to 125 during April 2023 to March 2024 (refer to **Table 1.5**).

Table 1.5: Received PANs and PREAPPs

Received PANs and PREAPPs										
	PROPOSAL OF APPLICATION NOTICES					PRE-APPLICATION ENQUIRIES				
	22-23		23-24			22-23		23-24		
	no.	quarterly	monthly no.	quarterly total	quarterly % change prev year	no. (from uniform only^)	quarterly	no. (from uniform only^)	quarterly	quarterly % change prev year
Apr	0		3			18		7		
May	3	5	3	7	40.0%	11	32	12	33	3.1%
Jun	2		1			3		14		
Jul	0		1			6		10		
Aug	1	4	3	8	100.0%	10	21	10	30	42.9%
Sep	3		4			5		10		
Oct	1		1			9		15		
Nov	4	9	2	5	-44.4%	9	26	8	33	26.9%
Dec	4		2			8		10		
Jan	0		3			4		7		
Feb	0	1	1	7	600.0%	3	21	14	29	38.1%
Mar	1		3			14		8		
total	19		27			100		125		

Major Applications

The number of Major applications received remained the same during 2023/24 as 2022/23, however, the number of Major applications determined doubled during 2023/24, refer to **Table 1.6**.

Table 1.6: Major Applications Received and Determined

	2022/23		2023/24	
	Received	Determined	Received	Determined
Major Applications	25	13	25	26

Planning Fees

Table 1.7 summarises the income from planning applications and demonstrates an increase in during 2023/24.

Table 1.7: Planning Application Fees

	PLANNING APPLICATIONS				
	21-22	22-23	quarterley 22-23	23-24	quarterley 23/24
Apr	£248,845	£262,195	£1,067,647	£366,486	£875,600
May	£171,337	£351,535		£264,107	
Jun	£133,377	£453,917		£245,007	
Jul	£357,583	£191,025	£1,351,436	£135,588	£1,390,079
Aug	£406,521	£690,197		£355,514	
Sep	£184,098	£470,214		£898,977	
Oct	£129,719	£268,948	£929,906	£387,245	£1,229,522
Nov	£199,320	£512,104		£588,252	
Dec	£199,757	£148,854		£254,025	
Jan	£99,308	£249,805	£778,214	£322,810	£924,729
Feb	£91,483	£204,216		£238,817	
Mar	£531,550	£324,193		£363,102	
total	£2,752,897	£4,127,202		£4,419,929	
average	£229,408	£343,934		£368,327	

Discretionary Charging

Table 1.8 outlines the fees accrued from discretionary charging during 2022/3 and 2023/4, which relates to the Pre-Application Advice Service.

Table 1.8: Discretionary Charging

	2023/4	2022/3
Pre-Application Advice Service (on validation)	£314,987.40	£184,518.00

The income from pre-application charging increased. This resulted from a review of the Pre-Application Advice (PAA) service in early 2023. A working group was established within the Planning Service to review the way in which it provided PAA with a view to improving the quality of the service received by applicants, by reflecting on customer feedback and experiences. A simplification of the charging schedule was implemented on 1st April 2023. The working group meets on a regular basis to review the PAA service both internally and externally and a review is provided to the Planning Committee on an annual basis.

External Consultees

Consultation responses are provided from a range of external consultees. The timescales for receiving external consultations are not within the Planning Service's control and these vary depending on the organisation, the policy context and the complexity of each planning application.

Given the vast extent of Edinburgh's historic context, regular meetings take place between senior leaders from Historic Environment Scotland's' Planning, Consents and Advice Service and CEC's Planning Service.

Meetings also take place with SEPA as a key consultee on specific matters.

Internal Consultees, 'In-House Specialists'

CEC has a range of in-house specialists who make essential contributions to the Service's development management and development planning functions, both within the Planning Service and from other departments within the wider Council (refer to **Case Study 1.1**).

The Planning Service has a dedicated cross-disciplinary Specialist Team (refer to **Appendix 1.1 - Planning Service Staff Structure and Case Study 1.1**) which includes: one Architect; three Landscape Architects; one Environmentalist; three Transport Professionals; and two Urban Designers. The Specialist Team host monthly drop-in sessions for Officers to provide input to planning applications and to help upskill staff in particular areas of expertise.

The Planning Service also has strong links to other teams within the CEC Place Directorate, i.e. the 20 Minute Neighbourhood Team and the Place-Making and Mobility Team as colleagues have moved from the Planning Service to these teams. These links are instrumental in supporting NPF4 outcomes.

Advice is also provided by the following CEC departments: Flooding; Archaeology; Environmental Protection; Education; Legal Services; Parks and Recreations; and Affordable Housing.

Access to Advice, Expertise, Evidence and Data

The Planning Service manages a large amount of data. Our GIS systems hold many layers.

Where available, we can access evidence and data from other stakeholders both internally and externally. Given the level of data, it is not possible to list this. Generally, it provides the information that the Planning Service requires and we have the scope to commission work where necessary.

For the next Local Development Plan (LDP), City Plan 2040, the Planning Service will be commissioning:

- updates for the background data required for the Evidence Report stage e.g. Commercial Needs and Demand – retail, leisure office space etc; and
- new data required as per the new regulations e.g. sufficiency of cultural venues.

This data will support the development of our Evidence Report.

ATTRIBUTE 2: THE PLANNING AUTHORITY HAS A VALUED AND SUPPORTED WORKFORCE

Please consider the following when thinking about this attribute and how you have performed over the last year:

- Does the planning authority have a workforce planning strategy in place?
- Does the planning authority have the ability to support staff development and upskilling and send staff on relevant courses?
- Does the planning authority have a deliverable commitment to support staff health and wellbeing?

Narrative

Corporate People Strategy

CEC has a corporate People Strategy 2021-2024 for its workforce which sets out what the Council will do to ensure the following priorities and actions set out in its Business Plan (Our Future Council, Our Future City 2021-2024) are delivered:

- tackling poverty;
- becoming a sustainable and net zero city; and,
- promoting the wellbeing and inclusion of residents.

Service Improvement Plan – A People Plan for Planning

The Planning Service has a draft Service Improvement Plan 2024 – 2027 (SIP), which is a strategic plan that sets out how we will achieve our vision for the Service over the next three years. The Service Vision is:

“To provide an excellent Planning and Building Standards Service that works collaboratively to help make great buildings and places, and a net zero carbon, nature positive Edinburgh where inequalities are reduced.”

The draft SIP includes a number of Improvement Projects and one of the key projects is to develop a People Plan specifically for Planning. Refer to **Improvement Action Attribute 1** and **Improvement Action Attribute 2**. The initial framework for ‘A People Plan for Planning covers the following areas:

‘A People Plan for Planning’

Strategic Theme 1 – Living Our Behaviours

- Our behaviours
- Develop a Service/team charter
- Employment policies
- Leadership

Strategic Theme 2 –Maximising our Capability and Performance

- Resourcing and talent development
- Joint Learning Plan Planning and Building Standards and Placemaking & Mobility
- Training
- Performance management
- Workforce planning

Strategic Theme 3 – Enhancing our Colleagues Experience

- Planning Service Improvement Plan - continuous improvement to the Planning Service
- Wellbeing
- Engagement and enabling

Student Placement Positions

The Planning Service employs two student planners every year, this is the professional placement year as part of a university degree sandwich course. Student planners spend half the year working in Development Planning and half the year working in Development Management teams. They work on projects, manage their own caseload, and contribute to shaping the future of Edinburgh.

Performance Framework and Personal Development Plans

CEC has a performance framework in place which is made up of the following five elements:

- Annual Conversations;
- One-to-One Check-Ins;
- Team Check-Ins;
- Performance Improvement Conversations; and
- Timely and Regular Feedback and Appreciation.

All colleagues have an Annual Conversation with their line manager to reflect on their personal progress and identify any next steps. Part of this process involves planning role-specific

learning and personal development plans. One of the key questions asked at Annual Conversations is *“what further development would benefit and interest you?”*.

RTPI Accreditation - Assessment of Professional Competence

The Planning Service has a working group to support staff through their Assessment of Professional Competence (APC) towards chartered RTPI Membership. Refer to **Case Study 2.1** for further details of this working group.

Planning Service Training

There is a dedicated Training Group within the Planning Service which organises regular training events, both in-person and online. Further details regarding the Training Group are provided at **Case Study 2.1**.

There is no set budget for training. CEC have centralised training options from the Learning and Development Team who have a budget if there is something that would benefit the wider Service. Otherwise, training is paid for out of the central Planning and Building Standards budget.

In addition to formal training, there are staff feedback sessions following each Development Management Sub-Committee meeting and Local Review Body panel meeting, where there are updates from recent meetings and learning opportunities.

CEC Corporate Training

CEC's Learning and Development team facilitate corporate training including:

- **myLearning Hub** - CEC's learning experience platform. A modern, social, digital learning resource;
- **role specific learning** - the Council's Learning and Development team is responsible for ensuring that role-specific learning is articulated and accessible for all colleagues and services. Role-specific learning forms part of induction and continuing development for colleagues in their role;
- **leadership and management** - Planning and Building Standards Service manager essential learning to develop a culture to thrive;
- **health and safety** training; and

- **MyHR** - CEC's learning directory, to search for specific learning events.

Our Behaviours

CEC introduced [Our Behaviours of Respect, Integrity, and Flexibility](#) across our organisation in May 2023 (refer to **Figure 2.0**). Their purpose is to give us a shared understanding of how we're all expected to behave at work. They help us to communicate effectively, so that we can provide a more consistently positive experience at work, stay focused on our organisational purpose, and deliver our commitments.

Figure 2.0: Our Behaviours



As noted above in relation to workforce planning strategy, the Planning Service intend to develop a People Plan specifically for Planning. This will cover, amongst other things, pressures on staff, an ageing workforce and staff harassment.

Wellbeing Support for Colleagues

As part of CEC's performance framework, all colleagues have an Annual Conversation and regular One-to-One Check-Ins with their managers throughout the year.

There is 24/7 access for all staff to MyHR, the Council's online HR platform. There is 24/7 access for all staff to the PAM Assist Wellbeing App. Help and support is provided in respect of mental health, physical health and financial health.

Working Groups and Staff Forum

The Planning Service has the following dedicated working groups and forums (refer to **Case Study 2.1** for full details):

- **Wellbeing Group** - As part of their remit the Wellbeing Group carries out Planning's annual staff survey. The Wellbeing Group look to understand staff's views and to identify if there are any areas that require action to be taken.
- **Staff Forum** - The Staff Forum organise a number of social events throughout the year.
- **Staff Training Group** - The Training Group also organise walking tours which encourage different teams to come together.
- **RTPI Accreditation - Assessment of Professional Competence Group** – The APC Group provides support to staff through their APC towards chartered RTPI Membership.
- **Planning Communications Group** – The Communications Group was established during the pandemic to help keep customers and staff informed of the evolving response to the delivery of the Planning Service.

Planning Service 'Get Together'

A Planning Service 'Get Together' takes place twice a year. This is a Service-wide event hosted at the City Chambers. The agenda includes updates from the management team, presentations on current topics, team lunches and organised walking tours.

Learning at Work Week

Every year CEC also take part in Learning at Work Week. A week-long programme of learning and development sessions are organised covering a wider range of topics and all staff are invited to attend.



A high performing planning authority has a positive culture through ensuring it has sound governance, effective leadership and a commitment to continuous improvement. The authority has an identified chief planner, who is supported by a strong leadership group to advise on decision-making, policy and operational management.

ATTRIBUTE 3: THIS PLANNING AUTHORITY HAS EMBEDDED CONTINUOUS IMPROVEMENT.

Please consider the following when thinking about this attribute and how you have performed over the last year:

- Has the planning authority undertaken an annual assessment of its performance and acted upon areas previously identified as in need of improvement?
- Has the planning authority achieved recognition at relevant awards or through performance accreditation frameworks?
- Has the planning authority engaged in peer review, good practice exchange or improvement activities?

Narrative

Planning Service Internal Audit

The Planning Service carried out a series of internal audits which consisted of a review of:

- the lifespan of planning applications and the use of the Idox system – this has identified areas for improvement and has led to the identified projects covering the Validation and Consultation processes; and
- the Quality Management System documentation, management and supporting activities, and operational processes – this has led to:
 1. a review of the Development Management Procedures Manual to identify and remove obsolete/duplicate documents;
 2. the implementation of a standard template for procedure guidelines, including version control table (this will be rolled-out as documents are reviewed and replaced); and

3. the implementation of a regular review process and evidence with record of reviews for priority procedures.

ISO9001 Audit

A full ISO9001 audit of the Planning Service has been carried out and the Service is now subject to an annual surveillance audit.

Improvement Team

The Planning Service has a dedicated Improvement Team which is embedded in the structure of the Service (refer to **Appendix 1.1**). The Improvement Team focuses on short-term let casework and the development and delivery of the Service Improvement Plan 2024 – 2027.

Refer to **Improvement Action Attribute 3**.

Project Awards

The Planning Service does not routinely apply for awards, however, a number of projects which the Service has been involved with received recognition during 2023. These include the following projects:

- **Urbanism Awards** - The Great Neighbourhood – Winner - [Leith Shore, Edinburgh](#).
- **Chartered Institute of Housing's Scotland Housing Awards** - Excellence in Regeneration and Sustainability - [North Sighthill Regeneration, Edinburgh](#).
- **Learning Places Scotland Awards** - Project of the Year - Winner - [The National Robotarium, Edinburgh](#). Highly Commended - [King's Buildings Nucleus, Edinburgh](#).
- **Homes for Scotland** - Development of the Year Medium - [Newington Residences, Edinburgh](#).
- **Herald Property Awards for Scotland** - Interior Design, Commercial - Winner - [Virgin Hotels, Edinburgh](#);
- **Scottish Property Awards**:
 - Architectural Excellence Award (Commercial Use) - Winner - [Virgin Hotel, Edinburgh](#); —
 - Student Accommodation of the Year – Winner - [St Joseph's House, Edinburgh](#); and
 - Architectural Excellence Award (Public Use) - Highly Commended - [The National Robotarium, Edinburgh](#);

- **Scottish Design Awards:**

- Residential - Multi Unit - [Simon Square, Edinburgh](#);
- Planning - [Coatfield Lane, Edinburgh](#); and
- Retrofit - [Greyfriars Charteris Centre, Edinburgh](#).

- **Scottish Home Awards:**

- Excellence in Sustainability - [Rowanbank Gardens, Edinburgh](#);
- House of the Year - [The Ropeworks, Leith](#);
- Innovation in Design - [Simon Square, Edinburgh](#); and
- Housing Development of the Year (Small, Private Sale) - [Meadowfield Terrace, Edinburgh](#).

Engagement with Other Authorities

CEC regularly engage with other authorities through a number of working groups, these include:

- City Authorities Group
- SES Plan Authorities Group
- Conservation Officer Working Group / Lothians Natural Heritage Group
- Heads of Planning Scotland (HOPS) – the Chief Planning Officer and Head of Building Standards sits on the HOPS Executive Committee and Team Managers sit on each of the five sub-committees:
 - Development Management
 - Development Planning
 - Performance and Practice
 - Climate Change, Energy and Resources
 - Digital Planning

CEC Complaints Procedure

How CEC handle complaints is set out in the Council's [Complaint Handling procedure](#). This is based on a model complaint handling procedure produced by the [Scottish Public Services](#)

[Ombudsman \(SPSO\)](#). The Complaint Handling procedure is based on a two-stage process where complaints are resolved as close to the frontline as possible. These are:

Stage 1 - Frontline Resolution

- These are straightforward complaints which require little or no investigation.
- Responses can be verbal or in writing and must be responded to in no more than 5 working days.
- Customers must also be advised that they can escalate their complaint to the next stage if they remain dissatisfied.

Stage 2 - Investigation

- Stage two deals with two types of complaints: those that have not been resolved at Stage one and those that are complex and require detailed investigation. Complex complaints can be escalated straight to Stage 2.
- Responses must be in writing and signed-off by a senior manager in no more than 20 working days.
- Customers must be advised that they can escalate their complaint to the SPSO if they remain dissatisfied at this stage.
- In exceptional circumstances, timescales can be extended at both stages following consultation with the customer.

Referral to the Scottish Public Services Ombudsman

Customers can contact the Scottish Public Services Ombudsman (SPSO) if they remain dissatisfied with the Council's final investigation decision, or the way the Council has dealt with their complaint. The Information Governance Unit is the single point of contact for SPSO referrals and co-ordinates all Council submissions and responses.

Planning Service Complaints - Handling, Learning and Improvement

In addition to the above-noted CEC Complaints Procedure, complaints in relation to the Planning Service are recorded in a Complaints Analysis Tracker along with recommendations where appropriate and reported to Planning Managers on a quarterly basis.

Valid and upheld complaints are considered by Planning Managers. Training needs are considered, and any necessary training is put in place by the Training Group, or Improvement Team, to address points identified by the SPSO. These actions are recorded through our Quality Management System.

CEC received three notifications from the SPSO in 2023/2024 regarding planning complaints. In each case, the SPSO decided not to take the complaint forward to investigation.

ATTRIBUTE 4: THE PLANNING AUTHORITY HAS SOUND GOVERNANCE

Please consider the following when thinking about this attribute and how you have performed over the last year:

- Does the planning authority have an effective scheme of delegation in place?
- Have all councillors who exercise a planning function undergone statutory training and is there evidence of ongoing training for members?
- Have more than x % of officer recommendations have been overturned by councillors at committee or Local Review Body.

Narrative

Planning Committee Information

Table 4.1 sets out the Committees for April 2023 to March 2024.

Table 4.1: Planning Committee Information

Committee and Site Visits	Number Per Year
Full Council Meetings	12
Planning Committees	7
Development Management Sub-Committee - Meetings	19
Area Committees	Not Applicable
Development Management Sub-Committee - Site Visits	6
Local Review Body Meetings	19
LRB Site Visits	1

Schemes of Delegation

There are two [Schemes of Delegation](#) regarding planning matters:

- **Statutory Scheme of Delegation** - This comes under the Planning Etc. (Scotland) Act 2006 and relates to planning applications for local developments; and
- **Council Scheme of Delegation** - The second scheme of delegation is made under the terms of the Local Government (Scotland) Act 1973 and relates to all other planning matters.

The Council Scheme of Delegation was last reviewed and updated in May 2023.

Effective Decision-Making

In addition to the two Schemes of Delegation, a detailed schedule 'Delegation from Chief Planning Officer to Appointed Officers' sets out the appointed officers authorised to carry out these functions.

The Schemes of Delegation allows Officers to identify proposals where decisions can be made under delegated powers in line with Statutory Decision Timescales, and those proposals which are not delegated and must be considered by the [Development Management Sub-Committee](#), which operates in accordance with the Committee Terms of Reference.

Delegation Rates

The delegation rate for April 2023 - March 2024 is 95.8%. **Table 4.2** outlines the delegation rates from 2021 – 2024.

Table 4.2: Delegation Rates

Year	Percentage
2023 / 2024	95.8%
2022 / 2023	94.4%
2021 / 2022	94.9%

Elected Member Training

The Council have a [Development Management Sub-Committee](#) (DMSC) which decides upon planning (and related) applications, [Local Review Body Panel 1](#) (LRB1), [Local Review Body Panel 2](#) (LRB2) and a separate [Planning Committee](#). Each Committee operates differently, with specific needs and requirements placed on Members. Given the different types of decision-making involved i.e. quasi-judicial (reflected by participation in DMSC, Planning Committee and LRB), the associated training requirements vary.

Mandatory training sessions are delivered to all Members (including Substitutes) who sit on DMSC, Planning Committee and LRB to ensure a good level of understanding and knowledge is in place to inform decision making on planning matters. Attendance at training sessions is recorded for the purpose of record keeping.

Elected members are trained in all aspects of Planning to reflect the nature of decision making, be it in relation to Development Management matters or Development Planning/Policy or the Local Review Body.

In addition to the mandatory training requirement for all Members who sit on the DMSC, the LRB and Planning Committee, there is a Training and Awareness Raising Programme set annually for Members of the Planning Committee. Please refer to **Case Study 4.1** for further information.

Officer Recommendations Overturned by Councillors

Officer Recommendations Overturned by Councillors at Committee

There was a total of 190 applications reported to DMSC during April 2023 - March 2024. Of these applications, 17 were overturned by Committee and refused against Officer recommendation. 9% of officer recommendations have therefore been overturned by Councillors at Committee.

Officer Recommendations Overturned by Councillors at Local Review Body

Table 4.3 outlines the appeals considered by LRB during April 2023 - March 2024. 5% of Officer recommendations have been overturned by Councillors at LRB.

Table 4.3: Appeals to LRB

	Number
Appeals considered by LRB	144
Upheld	126
Overturned	7
Continued	8
Vary	1
Withdrawn	2

Service and Policy Advisor Role

The Planning Service has a dedicated, full-time 'Service and Policy Advisor' post which provides support the Planning Committee Convener and the Development-Management Sub-Committee Convener. This is a unique post which staff of the Planning Service can apply for on a biannual basis. Further information is provided at **Case Study 4.2**.

ATTRIBUTE 5: THE PLANNING AUTHORITY HAS EFFECTIVE LEADERSHIP

Please consider the following when thinking about this attribute and how you have performed over the last year:

- Does the planning authority have an identified Chief Planning Officer in place?
- Does the Chief Planning Officer advise on corporate decision making and policy within the broader organisation?
- Is the planning authority's Chief Planning Officer a member of the Royal Town Planning Institute?
- Does the Chief Planning Officer advise and support external bodies through engagement in organisations' committees, advisory groups or working groups?
- Does the planning authority have a strong leadership team that supports a culture of continuous improvement?

Narrative

Chief Planning Officer

David Givan is in post as the Chief Planning Officer and Head of Building Standards and is a chartered Member of the Royal Town Planning Institute (RTPI). Refer to **Case Study 5.1** for further information.

Corporate Decision Making and Policy

The Chief Planning Officer and Head of Building Standards sits on a number of groups/boards across the Council, advising on corporate decision making and policy. These include: CEC Senior Leadership Team; Sustainable Development Management Team; City Plan 2030 – Board; City Plan 2030 - Leadership Forum; Place Directorate - Transport Group; Education Planning; CEC Agenda Planning; Edinburgh Urban Design Panel; and West Edinburgh Board.

Engagement with External Organisations' Committees, Advisory Groups / Working Groups

The Chief Planning Officer and Head of Building Standards regularly engages with a variety of external bodies and organisations. This is summarised in **Table 5.1** below with examples of recent engagement.

Table 5.1: Chief Planning Officer – External Engagement

	Attends Meetings on a Regular Basis	Attends Meetings on Specific Matters
Heads of Planning Scotland	✓ Sits on the HOPS Executive Committee	-
Edinburgh Civic Forum	✓	-
Edinburgh Development Forum	✓	-
Scottish Government		✓
COSLA	-	✓
Scottish Parliament - Local Government, Housing and Planning Committee	-	✓ e.g. 15th Committee Meeting, 2024
Other Authorities	-	✓ e.g. Fife, Highland, Falkirk regarding Green Freeports
External Consultees	✓ e.g. HES	✓ e.g. SEPA

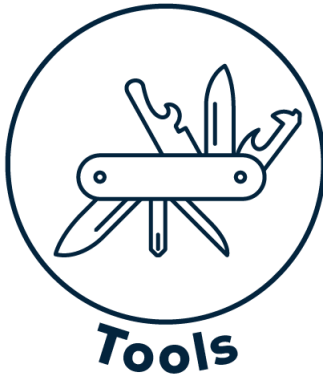
Leadership Team and Continuous Improvement

The Chief Planning Officer and Head of Building Standards is directly supported by a Development Management - Operations Manager and a Development Planning - Operations Manager.

The Operations Managers are supported by nine Team Managers, plus a World Heritage Site Co-ordinator and LDP Project Manager. A copy of the Planning Service structure is provided at **Appendix 1.1**.

Improvement Team

The Planning Service has a dedicated Improvement Team which is embedded in the Planning Service. The Improvement Team focuses on short-term let casework and the development and delivery of the Service Improvement Plan 2024 – 2027.



A high performing planning authority needs to have an effective local development plan and other strategies in place to provide a vision for the future of the area. It needs to be able to set and deliver on policy ambitions and priorities by clearly informing decision making and providing certainty and predictability for communities, developers and investment. The authority's development management systems need to be effective in making the right decisions about development and be efficient as possible in doing this. The planning authority makes best use of digital technology and how it manages and uses data.

ATTRIBUTE 6: THE PLANNING AUTHORITY HAS A ROBUST POLICY AND EVIDENCE BASE

Please consider the following when thinking about this attribute and how you have performed over the last year:

- Does the planning authority have an up to date Local Development Plan in place and/ or is on track to adoption?
- Does the planning authority have an up to date Regional Spatial Strategy in place/ or is on track to adoption?
- Has the planning authority's Local Development Plan Evidence Report been approved by the Department of Planning and Environmental Appeals and/ or is on track for approval?
- Have the application of the Local Development Plan's policies been found to be deficient at appeal or judicial review?

Narrative

Local Development Plan

On 10 September the Council received [notification](#) from Scottish Ministers that it can adopt [City Plan 2030](#) as the new Local Development Plan, subject to a small policy change and some very minor corrections and updates. The Plan is proposed to go to a special Planning Committee on 23 October followed by Full Council on 7 November for formal adoption.

At the same time, we are at the early stages of [City Plan 2040](#) which will be our next LDP after City Plan 2030.

Draft Regional Spatial Strategy

The draft Regional Spatial Strategy (RSS) is a collaboration with other local authorities, so this is a collective attribute which we are not in control of; it requires the commitment and resources from all the relevant local authorities to prepare the RSS once regulations are enacted and guidance published.

Local Development Plan Evidence Report

CEC are at the early stages of [City Plan 2040](#) and are starting work on evidence gathering. The Planning Service have recently published the [Development Plan Scheme](#).

Application of LDP Policies – Policy Working Group

We monitor and analyse our appeal decisions on an on-going basis. The Planning Service has a Policy Working Group which looks to assess the appeal decisions and any implications for changes to practice/ policy. Refer to **Case Study 6.1** for further details regarding the Policy Working Group and its remit.

ATTRIBUTE 7: THE PLANNING AUTHORITY MAKES BEST USE OF DATA AND DIGITAL TECHNOLOGY

Please consider the following when thinking about this attribute and how you have performed over the last year:

- Has the planning authority encouraged and promoted planning applications to be submitted through the e-development portal?
- Does the planning authority have a data governance strategy in place for the management of planning data?
- Does the planning authority have the ability to use interactive web-mapping, GIS and spatial data?
- Does the planning authority have the ability to use digital approaches to engagement, including website, social media and other platforms?

Narrative

ICT - Reliance on Partners

The Planning Service is reliant on partners facilitating much of the necessary ICT and systems to support the running of the Service, this includes:

- the [ePlanning portal](#) – run by the Scottish Government;
- Idox – the software used by local planning authorities; and
- Internal IT – run by the Council's ICT services provider.

E-Planning Portal Submissions

During April 2023 - March 2024, 99.92% of all applications were submitted through the e-development portal. Only 3 out of 3,667 decisions in 23/24 were submitted on paper. These were Certificate of Lawfulness' where no agent was used. CEC can accept paper applications, but encourage all applications to be submitted via the [ePlanning portal](#).

Data Governance Strategy

CEC has a Data Governance Strategy in place. This is being reviewed/updated through the Service Improvement Plan 2024 – 2027 as part of the Information Governance project. Refer to **Improvement Action Attribute 7.**

Data for LDP Evidence Reports

With the change in planning legislation now NPF4 is in place, as well as the Planning (Scotland) Act 2019 for the new style LDP's, much of the data that the Planning Service need to collect for the Evidence Report stage and production of a LDP is described for us.

For City Plan 2040 the Planning Service will be commissioning updates for the background data required for the Evidence Report stage e.g. Commercial Needs and Demand – retail, leisure office space etc. We will be commissioning new data required as per the new regulations e.g. Sufficiency of cultural venues. Once the Evidence Report is written, all background documents are publicly available on the CEC website along with the Evidence Report. GIS data is available on written request, as long as it is not of a commercially or otherwise sensitive nature. We do an annual review of housing unit delivery and participate in each Housing Need and Demand report.

When at Examination stage, the Proposed Plan and all supporting background documents are available on the CEC website. CEC also have a data sharing agreement with the Scottish Government that covers the transfer, review and destruction of data used by the Scottish Government Reporters during the examination.

The City Plan mailing list is held and maintained using GDPR and any requests to join, amend details or be removed must be submitted in writing by individuals.

Data that is submitted as part of representations or consultation responses that will be made publicly available on the CEC website is reviewed and information redacted as per GDPR requirements, unless Planning legislation says otherwise.

Data that is held either in digital or another format is held until 10 years after the publication of the next LDP and then destroyed. For example, data generated in the production of the Edinburgh LDP 2016 will be held until 10 years after the adoption of City Plan 2030 and then destroyed.

Interactive Web-Mapping, GIS and Spatial Data

CEC have the ability to use interactive maps, GIS and spatial data. Four Planning users have these skills and there is one ArcGIS specialist in Corporate Digital team.

CEC's Corporate Digital team provide training and online ArcGIS training is available.

Digital Approaches to Engagement

The Council's [Planning webpages](#) are directly managed by planning staff and provide the main source of customer information on planning applications and planning policy matters.

The [Planning Edinburgh WordPress blog](#) has almost 1,000 subscribers and is used to communicate informal news, events, consultations and recruitment opportunities.

The [Edinburgh Planning X \(formerly Twitter\) account](#) has over 4,000 followers and regularly tweets updates and re-tweets information related to planning and building in Edinburgh.

The Edinburgh Planning [Instagram](#) account has 985 followers and is used to post photographs promoting the work of the Edinburgh Planning Service.

We work closely with the Corporate Media Team when needed to promote via the corporate CEC social media accounts, which reach far more users. The Media Team uses Youtube, NextDoor, X/Twitter & Facebook & also liaise with traditional media for promotion.

[The Consultation Hub](#) is used by the Planning Service to publicise and gather views on the various engagement exercises it undertakes.

ATTRIBUTE 8: THE PLANNING AUTHORITY HAS EFFECTIVE AND EFFICIENT DECISION MAKING PROCESSES

Please consider the following when thinking about this attribute and how you have performed over the last year:

- Does the planning authority planning have the ability to make decisions on planning applications within the required timeframes?
- Are less than x% of planning decisions overturned at appeal or judicial review?
- Does the planning authority have an up-to-date Enforcement Charter in place?
- Does the planning authority have the ability to resolve enforcement cases?

Narrative

Decisions on Planning Applications

Table 8.1 sets out the overall approval rate and average processing time for applications. Refer to **Improvement Action Attribute 8, Validation Process** and **Consultation Process** projects to address identified needs in this area.

Table 8.1: Application Approval Rates and Average Processing Time

	Overall - major	Overall – local	House holder	Housing (Major)	Housing (Local)	Business & Industry (Major)	Business & Industry (Local)	EIA Developments
Approval rate	87.5%	52.6%	95.3%	100%	75.9%	100%	100%	n/a
Average processing time (weeks - not including clock stops)	51.8	18.5	8.2	63.4	29.5	75.6	10.6	n/a

Planning Decisions Overturned at Appeal / Judicial Review

Table 8.2 outlines the appeals decisions during April 2023 to March 2024. The LRB overturned 8% of appeals and the DPEA overturned 25% of appeals.

There were no decisions on planning applications overturned at Judicial Review during April 2023 to March 2024.

Table 8.2: Appeal Decisions from DPEA and LRB

	Decision Upheld/Appeal dismissed	Decision Overturned/ Appeal allowed	Other (Withdrawn, Vary, Continue)	Total
DPEA Appeals	74	26	2	102
LRB Appeals	126	7	11	144

Planning Enforcement Charter

The [Planning Enforcement Charter](#) was reviewed and updated in December 2023. The [Planning Customer Service Charter](#) was also updated in December 2023. These revised charters help to clarify the role and operation of the Enforcement Service and updates referencing NPF 4 and City Plan 2030 and the certificate of lawfulness process.

Resolution of Enforcement Cases

Table 8.3 sets out the enforcement cases from 2021 – 2024.

Table 8.3: Enforcement Cases

	2023/2024	2022/2023	2021/2022
Time since enforcement charter published / reviewed	4 months	15 months	4 months
Complaints lodged and investigated	885	807	786
Breaches Identified – no further action taken	431	340	380
Cases Closed	888	770	843
Notices Served	110	87	64 (no change)
Direct Action	0	0	0
Reports to Procurator Fiscal	0	0	0
Prosecutions	0	0	0

A high performing planning authority should ensure a



ATTRIBUTE 9: THE PLANNING AUTHORITY HAS GOOD CUSTOMER CARE

Please consider the following when thinking about this attribute and how you have performed over the last year:

- Does the planning authority have the ability to offer pre-application advice where it is requested?
- Has the planning authority held regular engagement events with developers and communities?
- Do the results from the customer and stakeholder survey show that customers are satisfied with the service offer by the planning authority?

Narrative

Pre-Application Advice

The Planning Service offers two tiers of pre-application advice: generic; and bespoke.

Generic advice is provided without charge on the Council [website](#) and via the [Planning Helpdesk](#), which customers can use to determine whether their proposals are in accordance with planning policies and guidance. Examples of this would be for householder developments, adverts and signage or simple changes of use/alterations.

Bespoke pre-application advice is available via our [Pre-Application Advice Service](#), this is tailored advice that is based on a specific proposal based on detailed information provided by the customer. This is subject to a charge and these charges are based on the scale of development proposed. Further details regarding the Pre-Application Advice Service are provided at **Case Study 9.1**. Refer also to **Improvement Action Attribute 9 - Annual Review**.

Engagement with Developers and Communities

The Edinburgh Development Concordat

The [Edinburgh Development Concordat](#) is a working document which sets out how developers and businesses, representative community organisations and the Council's development functions can work together to achieve good placemaking. It is a tripartite agreement between the Council, development industry and local communities:

- CEC development functions;
- The development and business sectors; and
- The local communities of Edinburgh.

The Edinburgh Development Concordat is based on principles around behaviours based on how we are going to understand, appreciate and work better with one another.

Experience has shown that when developers, communities and the local authority work constructively together, better places can be created. Getting the balance right is difficult but important and Edinburgh Development Concordat seeks to achieve this.

Engagement Events

There is on-going engagement via the Edinburgh Development Forum and the [Edinburgh Civic Forum](#) which meet on a regular basis.

Edinburgh Development Forum

The Edinburgh Development Forum takes place as a hybrid meeting on a quarterly basis to discuss a range of challenges and issues. The Forum is run by the Planning Service and meetings take place at the City Chambers and online. Refer to **Case Study 9.2** for further details.

Edinburgh Civic Forum

The Chief Planning Officer and Head of Building Standards attends [Edinburgh Civic Forum](#) , which is run by the Cockburn Association and takes place on a quarterly basis. The Civic Forum involves representatives from the following groups: Community Councils; Street Associations; Area Associations; amenity groups; and local interest groups.

Edinburgh Urban Design Panel

There is also on-going engagement with groups via the [Edinburgh Urban Design Panel](#), which is run by the Planning Service and meets on a monthly basis. A Senior Planning Manager chairs the meeting and CEC provides secretarial support for the Panel. The Panel gives design advice, aiming to raise the quality of new buildings streets spaces in Edinburgh. The Panel meets monthly and reviews one to three schemes per meeting. As well as new developments, the Panel review Council policy and guidance that has an impact on design.

Panel Membership includes representatives from groups / organisations: Cockburn Association; Edinburgh Architectural Association (EAA); Edinburgh School of Architecture and Landscape Architecture, University of Edinburgh; Landscape Institute Scotland; Historic Environment Scotland; Police Scotland; Royal Town Planning Institute Scotland; School of Energy, Geoscience, Infrastructure and Society, Heriot Watt University; Transport Research Institute, Edinburgh Napier University; NatureScot; and Edinburgh World Heritage.

ATTRIBUTE 10: THE PLANNING AUTHORITY HAS EFFECTIVE ENGAGEMENT AND COLLABORATION WITH STAKEHOLDERS AND COMMUNITIES

Please consider the following when thinking about this attribute and how you have performed over the last year:

- Does the planning authority have a community engagement strategy and infrastructure in place to ensure engagement is early, collaborative, meaningful and proportionate?
- Has the planning authority undertaken community engagement, for example consistent and effective use of the Place Standard Tool, to inform decision-making processes? Has the planning authority encouraged and promoted planning applications to be submitted through the e-development portal?
- Has the planning authority engaged with a good representation of the community including young people, gypsies and travellers, people with protected characteristics, including disability, race, age, sex and sexual orientation, and including people from a range of socio-economic backgrounds?
- Has the planning authority supported the production of Local Place Plans when requested?
- Do the results from the customer and stakeholder survey show that stakeholders are satisfied with their collaboration with the planning authority?

Narrative

City Plan 2040 - Participation Statement

Consultation recently took place regarding the best ways to keep members of the public and organisations informed and involved in City Plan 2040 and the Planning Service have a [Participation Statement](#) within the Development Plan Scheme.

Customer Group Engagement

Further engagement with wider customer groups will be included as part of the part of the Service Improvement Plan 2024 – 2027. Refer to **Improvement Action Attribute 10**.

Community Engagement – Place Standard Tool

The Planning Service have consistently used the Place Standard for engagement including the young person's version for recent engagement for West Edinburgh. The Planning Service have also worked with other stakeholders both externally and internally to undertake engagement most recently for Seafield and West Edinburgh.

West Edinburgh Placemaking Framework and Strategic Masterplan: Engagement Programme

We have not undertaken 'city-wide' engagement in the last year; we have had engagement on West Edinburgh as part of the Engagement Programme for the preparation of the 'West Edinburgh Placemaking Framework and Strategic Masterplan' (WEPFSM). This targeted young people through local schools. Refer to **Case Study 10.1** for further details.

Consultation Training

The Planning Service have access to training including a formal training via The Consultation Institute, which a number of planners have undertaken to improve how we engage.

Impact Assessments

Equalities Impact Assessments are carried out for developing policies and the consideration of planning applications. An Integrated Impact Assessment is also a requirement for planning guidance.

Edinburgh Access Panel

Edinburgh Access Panel is a consultee on planning applications and provides input to developing policies, such as the City Mobility Plan. In this case, the Panel attended frequent meetings and site-visits with various project teams during the development of the City Mobility Plan, highlighting access issues likely to be caused by the proposed measures.

Local Place Plans

The Planning Service have a register of Local Place Plans (LPPs) in place. One LPP has been registered. Information to provide assistance to communities preparing LPPs is available on the [Council's website](#). This includes a [template](#) for LPPs. The Planning Service is also developing further guidance for communities.

Planning Officers have attended a number of meetings to promote LPPs and are happy to attend further meetings when requested. The Planning Service intend to provide officer time to support communities where required. Communities can request assistance on LPPs from the Planning Service via the [Council's website](#).



A high performing planning authority should demonstrate place leadership by taking a collaborative place-based approach in line with the Place Principle. It should use the Place and Wellbeing Outcomes in decision-making processes, to achieve the three spatial principles outlined in NPF4: Sustainable places, where we reduce emissions, restore and better connect biodiversity; Liveable places, where we can all live better, healthier lives; and Productive places, where we have a greener, fairer and more inclusive wellbeing economy. The planning authority should seek to ensure that there are no impediments to delivering agreed development.

ATTRIBUTE 11: THE PLANNING AUTHORITY SUPPORTS THE DELIVERY OF SUSTAINABLE, LIVEABLE AND PRODUCTIVE PLACES

Please consider the following when thinking about this attribute and how you have performed over the last year:

- Is the planning authority aware of the [Place and Wellbeing Outcomes](#), the evidence that sits behind them and is it using them in decision-making processes?
- Has the planning authority identified tools and approaches to delivering sustainable, liveable and productive places and is implementing them?

Narrative

Place and Wellbeing Outcomes

The Planning Service are aware of the Place and Wellbeing Outcomes and the evidence that sits behind them. The Development Planning Team will start to gather this as part of the Evidence Report stage.

The Planning Service have a close relationship with the Local Outcome Improvement Plan (LOIP) which is led by Public Health Scotland, community planning and third sector stakeholders. The LDP Team are working with stakeholders and partners on what data is available for the Evidence Report; and considering how the Place and Wellbeing Outcomes can be embedded within the next LDP.

Delivering Sustainable, Liveable and Productive Places

The Planning Service has links with a wide range of internal and external stakeholders to gather information, identify outcomes and to ensure 'joined-up working'. These are either established working groups or working collaboratively and include:

- 20 Minute Neighbourhood Team;
- Green Blue Network;
- Biodiversity Action Plan;
- Nature Recovery and Climate Change;
- Heat Networks;
- Active Travel;
- Community Planning; and
- Community Wealth Building.

The Planning Service are working to 'join the dots' between different work streams within the Council and how these relate to NPF4; and the preparation of the City Plan 2040.

The Development Planning Team are preparing planning guidance to help planners and developers implement policies and help deliver the outcomes; for example: Edinburgh Design Guidance, Guidance for Householders, Guidance for Listed Buildings.

On a corporate level, having teams such as the 20-Minute Neighbourhoods within the Council's Place Directorate (along with the Planning Service) is helpful in terms of providing data and information, but also giving an emphasis on the importance of delivering such outcomes.

Biodiversity Conservation

The Planning Service has a dedicated environmentalist in post and a Biodiversity Working Group. **Table 11.1** provides further details on the Biodiversity Working Group and its remit.

The [2023 Annual Biodiversity Action Plan progress update](#) is available on the Council's website.

Officers also sit on the following external conservation groups: Conservation Officers Group; and Edinburgh, Lothian and Borders Natural Heritage Planning Group.

Table 11.1: Biodiversity Steering Group

Group	Meetings	Remit
Biodiversity Steering Group Chair – Specialist Team Manager	Every 6 weeks	Input to the Annual Biodiversity Action Plan progress updates Input to the Biodiversity statutory duty report Nature Vision - being developed Review policy requirements. Identify actions and training. Report to Management.

Edinburgh World Heritage Site

The Planning Service has a dedicated World Heritage Site Co-ordinator in post. Consultation on the [draft Management Plan for the Old and New Towns of Edinburgh World Heritage Site](#) took place in early 2024. Feedback was sought to update and modify the draft Management Plan. The final version of the Management Plan will be formally endorsed by the partners in 2024. Further details are provided at **Case Study 11.2**.

Conservation and Adaptation

The Planning Service ran a [Conservation and Adaptation Consultation](#) between March and June 2023. This sought views from residents who own and live in listed buildings and/or conservation areas about their experience of trying to maintain, repair and adapt their property. Feedback was used to inform the discussions of the Conservation and Adaptation Short-Life Working Group. The [findings from the consultation and next steps](#) are available on the Council's website. Refer to **Case Study 11.1** for further information.

ATTRIBUTE 12: THE PLANNING AUTHORITY SUPPORTS THE DELIVERY OF CONSENTED DEVELOPMENT

Please consider the following when thinking about this attribute and how you have performed over the last year:

- Has the planning authority provided clear and proportionate expectations of Section 75 agreements and set these out in the LDP and pre-application discussions and they are concluded within 6 months of resolution to grant?
- Does the planning authority take a proportionate approach to imposing conditions?
- Does the planning authority have an ambitious local housing land requirement that exceeds the Minimum All Tenure Housing land requirements in NPF4 and is it on track to support delivery?
- Are the number of processing agreements the planning authority has agreed with applicants increasing?
- Does the planning authority have an effective delivery programme in place that supports the delivery of development on the ground?

Narrative

Section 75 Legal Agreements

The Pre-Application Advice Service sets out that developer contributions will be taken in accordance with the [Action Programme](#) and other material considerations. The Major/national pre-application service will highlight:

- the areas contributions will be required, but does not specify costs associated with these; and
- that the Council allows a maximum of six months for the conclusion of Legal Agreements.

The requirements for Section 75 Legal Agreements are set out within the [Developer Contributions and Infrastructure Delivery Supplementary Guidance \(Finalised Version August 2018\)](#). This supports the policies with the LDP. In addition, the Council have published regular [Action Programme updates](#) on the implementation of infrastructure projects identified. The most recent Action Programme was published in [April 2023](#).

There is [a model Section 75 Legal Agreement available](#). The requirement to conclude Section 75 Legal Agreements within 6 months can be challenging. Applicants often seek to amend the standard format of the model Legal Agreement. This can cause a significant amount of delay.

There are occasions where Applicants fail to engage in the conclusion of their Section 75 Legal Agreement within the 6-month timeframe. In these cases, the application will be further reported to Development Management Sub-Committee and consideration given to the refusal of the application on the basis of failure to deliver appropriate infrastructure.

Planning Conditions

The Planning Service seeks to ensure the significant resolution of matters prior to the determination of an application to reduce the requirements to attach conditions. Conditions are reviewed as part of the determination and sign-off process. Conditions should meet the five tests set out in [Planning Circular 4/1998: the use of conditions in planning permissions](#).

The sign-off and discharge of conditions can take a period of time, particularly when additional information has been requested and there requires to be a technical sign off from a consultee. Some conditions relate to the provision of infrastructure/ planting etc in perpetuity and no further discharge of these conditions is required. The Planning Service are currently investigating a more appropriate means through technology to the recording and discharge of planning conditions. This is an identified area of improvement and will be included in the Service Improvement Plan 2024– 2027 as part of the identified ‘Monitoring Process’ Project (Delivering Excellence Projects). Refer to **Improvement Action Attribute 12**.

Housing Land Requirement

At present, the Planning Service does not have ‘an ambitious local housing land requirement’. The current LDP was adopted in 2016 and was prepared under Scottish Planning Policy (SPP) and the SESPLAN strategic development plan which had different policies relating to housing land supply than NPF4. City Plan 2030, which will replace the current LDP, has recently completed the Examination stage. City Plan 2030 was also prepared prior to the adoption of NPF4 and the plan, as proposed, did not have a ‘local housing land requirement’ though it did have a housing land requirement that was above the Minimum All Tenure Housing Land Requirement (MATHLR) in NPF4. The [Report of Examination](#) recommended a change to the proposed plan that set the Housing Land Requirement to match the MATHLR concluding:

“There is inevitably some complication in harmonising this transitional plan prepared in the context of SPP and SESPlan, with the expectations of NPF4. I conclude above that the

MATHLR, as the most recent expression of housing need and demand, should be included in this plan and should be the benchmark comparator for the deliverable land supply in this case.

In time, replacement of this local development plan will enable a Local Housing Land Requirement to be set based on up-to-date evidence in the manner set out in the local development planning guidance. Until then, and in view of my conclusions on the land supply, I consider it is sufficient to rely on the MATHLR in order to set the housing land requirement in this plan.”

There will be sufficient land allocated to exceed the Housing Land Requirement in the adopted City Plan 2030.

Processing Agreements

Table 12.1 sets out the Processing Agreements for Major applications during April 2023 - March 2024 and preceding years.

Table 12.1: Processing Agreements for Major Applications

Year	Number of Processing Agreements	% of Processing Agreements
2023/2024	6	25
2022/2023	4	33.3
2021/2022	n/a	79.3

(above table is Major applications only.)

Delivery Programme

City Plan 2030 was prepared under the Planning Etc. (Scotland) Act 2016 and the Planning Service prepared a [Proposed Action Programme \(September 2021\)](#) to accompany the [City Plan 2030 Proposed Plan \(November 2022\)](#). Within 3 months of adoption, the Planning Service will publish the adopted City Plan 2030’s Action Programme. Subsequent updates on the Plan’s delivery will be in a Delivery Programme, and it is intended that this will be prepared within two years of the Plan’s adoption.

Case Studies

Case Study 1.1	Range of Specialist Advice / Practitioners
Case Study 2.1	Staff Groups to Support Training and Wellbeing
Case Study 3.1	Service Improvement Team
Case Study 4.1	Elected Members Training Programme
Case Study 4.2	Service and Policy Advisor Role
Case Study 5.1	Chief Planning Officer Position
Case Study 6.1	Policy Working Group
Case Study 8.1	Review of Council Scheme of Delegation and Enforcement Charter
Case Study 9.1	Pre-Application Advice Service
Case Study 9.2	Edinburgh Development Forum
Case Study 10.1	West Edinburgh Placemaking Framework and Strategic Masterplan: Engagement Programme
Case Study 11.1	Conservation and Adaptation Consultation
Case Study 11.2	Draft Management Plan for the Old and New Towns of Edinburgh World Heritage Site Consultation
Case Study 12.1	Model Legal Agreement

Case Study 1.1: Range of Specialist Advice / Practitioners

Attribute 1: The Planning Authority has sufficient resources and skills to maximise productivity

Context

The Planning Service has a dedicated cross-disciplinary Specialist Team (refer to Appendix 1.1 - Planning Service Staff Structure) which contains professionals who make essential contributions to the Service's casework and policy development functions.

What happened?

The Specialist Team includes: one Architect; three Landscape Architects; one Environmentalist; three Transport professionals; and two Urban Designers. The Specialist Team host monthly drop-in sessions for Officers to provide input to planning applications and to help upskill staff in particular areas of expertise. This is in addition to providing consultation responses and input to the development of policy.

Areas of collaboration

- Lead Officer - Team Leader of the Specialist Team.
- Stakeholders – Planning authority staff.

What was the overall result?

- The project is on-going.
- Early dialogue and specialist input to planning applications and policy development.
- Face-to-face consultation with specialists.

Lessons learned

- These sessions are continuing to take place and are reviewed on an ongoing basis.

Case Study: 2.1 Staff Groups to Support Training and Wellbeing

Attribute 2: The Planning Authority has a valued and supported workforce

Context

The Planning Service has a number of Working Groups to support training and wellbeing in a hybrid working environment:

- Assessment of Professional Competence (APC) Preparation Group;
- Planning Service Training Group;
- Wellbeing Group;
- Staff Forum; and
- Planning Communications Group.

What happened?

The Planning Service has set up the following Staff Working Groups to support colleagues in their professional development and wellbeing: Planning Service Training Group; Wellbeing Group; APC Mentoring Group; Staff Forum (organise a number of social events); and Planning Communications Group

Areas of collaboration

- Lead Officer – Chair of each Working Group
- Stakeholders – Planning authority staff.

What was the overall result?

Assessment of Professional Competence Preparation Group

The Planning Service has a working group to support staff through their Assessment of Professional Competence (APC) towards chartered RTPI Membership. **Table 2.1** sets out the Group's remit.

Table 2.1: APC Preparation Group

Group	Meetings	Remit
APC Preparation Group Chair – Senior Planning Officer	Every 6 weeks	Support and develop new members of staff. Establish mentoring for new staff members. Support the submission of RTPI membership applications. Identify any training gaps. Quarterly report to Managers.

The APC Preparation Group meets every six weeks. The initial session covers the fundamentals of the APC process and the role of a mentor and sets out ideas for futures sessions. Each subsequent session focuses on different topics and elements of the APC submission i.e. the Practical Experience Statement (PES), Professional Competence Statement (PCS) and Professional Development Plan (PDP). At these sessions there is a focus on the competencies and areas candidates commonly find more challenging, such as economics, legal, political and ethics.

The sessions take the form of short presentations from chartered Planners setting out the requirements and showing examples. Successful candidates also attend these sessions to give advice and tips.

The working group also has a Microsoft Teams Chat Channel so that links and information can be shared amongst the group, as well as examples of recent successful submissions from colleagues in the department.

There are currently 16 candidates at various stages in their APC journeys, including a couple of more experienced candidates undergoing the alternative 'Experienced Practitioner Route'.

Alongside this, there are the same number of mentors ranging from officer level up to manager.

Planning Service Training Group

There is a dedicated Training Group within the Planning Service which organises regular training events, both in-person and online. **Table 2.2** outlines the Group's remit.

Table 2.2: Training Group

Group	Meetings	Remit
Training Working Group	Meeting on a 6-week basis	Training event calendar for CPD and service changes.
Chair - Senior Planning Officer		Monitoring attendance. Organising speakers and training events (Teams/ hybrid/ in-person).

Training events take place on a regular basis. There is a minimum of one training event per month, but there regularly up to four training events a month. The Planning Service supports staff to attend external training events. This is on an ad hoc basis. If staff are interested in attending an event, they fill out a training request form and the Planning Service do our best to satisfy this. The 2023 Training Plan is provided at **Appendix 2.1**.

An annual Training Survey is carried out seeking views from staff on the training events provided throughout the year and training aspirations for the following year.

The Training Group also organise walking tours which encourage different teams to come together.

Wellbeing Group

As part of their remit the Wellbeing Group carries out Planning's annual staff survey. The Wellbeing Group look to understand staff's views and to identify if there are any areas that require action to be taken. **Table 2.3** outlines the Group's remit.

Table 2.3: Wellbeing Group

Group Policy	Meetings	Remit
Wellbeing Working Group Chair – Senior Planning Officer	Quarterly, but more frequent if required.	Remit is to focus on maintaining and improving staff wellbeing by identifying problems likely to have an impact and coordinating actions to resolve them. Annual staff survey associated with this. Feedback report quarterly between management/ group.

Staff Forum

The Staff Forum organise a number of social events throughout the year.

Planning Communications Group

The Communications Group was established during the pandemic to help keep customers and staff informed of the evolving response to the delivery of the Planning Service. **Table 2.4** outlines the Group's remit.

Table 2.4: Planning Communications Group

Group	Meetings	Remit
Communications Working Group Chair – Team Manager / Senior Planning Officer	Weekly Tuesday meeting	Manage external and internal communications. Continual review of Communication Strategy. Promotion of job vacancies. Reporting positive planning stories. Quarterly manager feedback.

Communication work has been consolidated throughout 2023-24, with the group made up of representatives from across the Planning Service attending a short weekly meeting to review external and internal communications.

A weekly email is issued to all planning staff with information on items such as operational matters, training opportunities, awards, wellbeing resources, legislative/policy updates, staff, and team updates. With hybrid working in place there has been a focus on the work of the various teams and their team members. This has been particularly valuable for newer members of staff to get to know their colleagues.

Lessons learned

These are existing working groups and are reviewed on an annual basis.

Case Study: 3.1 – Service Improvement Team

Attribute 3: This Planning Authority has embedded continuous improvement

Context

- On-going improvement of the Planning Service.

What happened?

The Planning Service set up a dedicated Improvement Team which is embedded in the structure of the Service (refer to **Appendix 1.1**). The team comprises:

- Team Manager (x1);
- Senior Planning Officers (x3);
- Planning Officers (x2); and
- Assistant Planning Officers (x3).

Areas of collaboration

- Lead Officer – Team Leader for the Service Improvement Team.
- Stakeholders – Planning authority staff, developers, communities, planning committee.

What was the overall result?

The Improvement Team focuses on:

- Short-Term Let casework; and
- the development and delivery of the Service Improvement Plan 2024 – 2027.

Lessons learned

This is an existing team within the Planning Service and work is on-going.

Case Study: 4.1 – Elected Members Training Program

Attribute 4: This Planning Authority has sound governance

Context

- Elected Members training – Training and Awareness Programme.

What happened?

The City of Edinburgh Council have a [Development Management Sub-Committee](#) (DMSC) which decides upon planning (and related) applications, [Local Review Body Panel 1](#) (LRB1), [Local Review Body Panel 2](#) (LRB2) and a separate [Planning Committee](#). Each Committee operates differently, with specific needs and requirements placed on Members. Given the different types of decision-making involved i.e. quasi-judicial (reflected by participation in DMSC, Planning Committee and LRB), the associated training requirements vary.

Areas of collaboration

- Lead Officer – Development Management Team Leaders, Development Planning Team Leader, Service Delivery Team Leader, Service and Policy Advisor.
- Stakeholders – Elected members, planning authority staff, communities, developers.

What was the overall result?

Mandatory Training

Mandatory training sessions are delivered to all Members (including Substitutes) who sit on DMSC, Planning Committee and LRB to ensure a good level of understanding and knowledge is in place to inform decision making on planning matters. Attendance at training sessions is recorded for the purpose of record keeping.

Elected members are trained in all aspects of Planning to reflect the nature of decision making, be it in relation to Development Management matters or Development Planning/Policy or the LRB.

Training and Awareness Raising Programme

In addition to the mandatory training requirement for all Members who sit on the DMSC, the LRB and Planning Committee, there is a Training and Awareness Raising Programme set annually for Members of the Planning Committee. This training programme sets out proposed themes and dates for training for Planning Committee members and includes a mock Committee. The programme supports a wider group of elected members who have an interest in, or requirement to be briefed on, relevant Planning issues.

Lessons learned

- Elected member training is on-going and reviewed on an annual basis.

Case Study: 4.2 – Service and Policy Advisor Role

Attribute 4: This Planning Authority has sound governance

Context

- There is a Service and Policy Advisor role within the Planning Service.
- This role provides support and advice to the Convenor of the Development Management Sub-Committee and the Convenor of the Planning Committee.

What happened?

- This is a role filled by a Planning Officer.
- Planning Officers can apply for this post on a biannual basis.

Areas of collaboration

- Lead Officer – Service and Policy Advisor (Planning Officer).
- Stakeholders – Elected members, planning authority staff, other local authority staff.

What was the overall result?

- Specialist planning advice is provided to the Convenor of the Development Management Sub-Committee and the Convenor of the Planning Committee.
- The Service and Policy Advisor also acts on behalf of the Development Management Sub-Committee in relation to appeals where the Committee has overturned an Officer's recommendation to approve planning permission.

Lessons learned

- This is an on-going role, which is reviewed on a biannual basis.

Case Study: 5.1 - Chief Planning Officer Position

Attribute 5: This Planning Authority has effective leadership

Context

- The Chief Planning Officer and Head of Building Standards is the head of the Planning Service within the City of Edinburgh Council and the senior responsible officer for the organisation's planning service.
- This is an on-going role.

What happened?

The Chief Planning Officer and Head of Building Standards plays a key role in the leadership, vision and strategic direction of the City of Edinburgh Council, carrying out a strategic role that works to raise the profile of planning in authority decisions.

Areas of collaboration

- Communities, protected characteristics, developers, key agencies, planning committee, planning authority staff, other local authority staff.

What was the overall result?

Corporate Decision Making and Policy

The Chief Planning Officer and Head of Building Standards sits on a number of groups/boards across the Council, advising on corporate decision making and policy. These include: CEC Senior Leadership Team; Sustainable Development Management Team; City Plan 2030 – Board; City Plan 2030 - Leadership Forum; Place Directorate - Transport Group; Education Planning; CEC Agenda Planning; Edinburgh Urban Design Panel; and West Edinburgh Board.

Engagement with External Organisations' Committees, Advisory Groups / Working Groups

The Chief Planning Officer and Head of Building Standards regularly engages with a variety of external bodies and organisations. This is summarised in **Table 5.1** below with examples of recent engagement.

Table 5.1: Chief Planning Officer – External Engagement

	Attends Meetings on a Regular Basis	Attends Meetings on Specific Matters
Heads of Planning Scotland	✓ Sits on the HOPS Executive Committee	-
Edinburgh Civic Forum	✓	-
Edinburgh Development Forum	✓	-
Scottish Government		✓
COSLA	-	✓
Scottish Parliament - Local Government, Housing and Planning Committee	-	✓ e.g. 15th Committee Meeting, 2024
Other Authorities	-	✓ e.g. Fife, Highland, Falkirk regarding Green Freeports
External Consultees	✓ e.g. HES	✓ e.g. SEPA

Lessons learned

- The Chief Planning Officer and Head of Building Standards is directly supported by a Development Management - Operations Manager and a Development Planning - Operations Manager.
- The Operations Managers are supported by nine Team Managers, plus a World Heritage Site Co-ordinator and LDP Project Manager. A copy of the Planning Service structure is provided at **Appendix 1.1**.
- This is an on-going post.

Case Study: 6.1 – Policy Working Group

Attribute 6: This Planning Authority has a robust policy and evidence base

Context

The Planning service has a Policy Working Group which meets every six weeks.

What happened?

The Policy Working Group assesses appeal decisions and any implications for changes to practice/ policy.

Table 6.1 provides further details on the Policy Working Group and its remit.

Table 6.1: Policy Working Group

Group	Meetings	Remit
Policy Working Group	Scheduled to meet every 6 weeks.	Communication platform to address/raise the profile of policy/guidance issues. Input from everyone is required to review and update policies/guidance based on experience with applications, appeals and external changes etc.
Chair – Senior Planning Officer	Meeting lasts for two hours.	Review policy and provide constructive feedback on the draft policy/ guidance.
	In person.	Appeal/ court decision standing agenda item.
	Papers/ Agenda circulated a week in advance.	Feedback report quarterly between management/ group.

Areas of collaboration

- Lead Officer – Chair of the Policy Working Group
- Stakeholders – Planning authority staff

What was the overall result?

- Continual review and analysis of appeal decisions.
- Review and feedback on draft policies and guidance.
- Quarterly feedback to Management.

Lessons learned

- The Policy Working Group is an existing group that is reviewed on an annual basis.

Case Study: 8.1 - Review of Council Scheme of Delegation and Enforcement Charter

Attribute 8: This Planning Authority has effective and efficient decision-making processes

Context

- Updates to the Council Scheme of Delegation and the Enforcement Charter.

What happened?

There are two [Schemes of Delegation](#) regarding planning matters:

- **Statutory Scheme of Delegation** - This comes under the Planning etc (Scotland) Act 2006 and relates to planning applications for local developments; and
- **Council Scheme of Delegation** - The second scheme of delegation is made under the terms of the Local Government (Scotland) Act 1973 and relates to all other planning matters.

The Council Scheme of Delegation was last reviewed and updated in May 2023

The [Planning Enforcement Charter](#) was reviewed and updated in December 2023. The Planning [Customer Service Charter](#) was also updated in December 2023.

Areas of collaboration

- planning authority staff, other local authority staff and planning committee.

What was the overall result?

- Both the Council Scheme of Delegation and the Enforcement Charter have been reviewed and updated.

Lessons learned

- The revised charters help to clarify the role and operation of the enforcement service and updates referencing NPF 4 and City Plan 2030 and the certificate of lawfulness process.

Case Study: 9.1 – Pre-Application Advice Service

Attribute 9: This Planning Authority has good customer care

Context

- The provision of bespoke pre-application on local, major and national developments.

What happened?

Bespoke pre-application advice is available via our [Pre-Application Advice Service](#), this is tailored advice that is based on a specific proposal based on detailed information provided by the customer. This is subject to a charge and these charges are based on the scale of development proposed. There are currently three categories:

- Local development (small)
- Local development (medium); and
- Major/national development.

Further details are available in the [Pre-Application Customer Service Guide](#). **Table 9.1** sets out the number of pre-application advice requests dealt with in April 2023 - March 2024.

Table 9.1: Pre-Application Advice Requests

Year	Number	%
2023/2024	139	3.8
2022/2023	101	2.6
2021/2022	n/a	3.4

125 pre-application requests were received via our [Pre-Application Advice Service](#) in the time period, and 139 were closed. The Planning Service do not record whether an application is subject to pre-application request in a way that can be reported on, although an estimate based on 139 pre-app requests closed & 3667 applications determined is 3.8%.

The Planning Service do not provide bespoke pre-application advice for Householders, Advertising, signage or simple changes of use/ alterations.

A survey monkey link is sent out in the email to customers with the pre-application advice note. Overall, the responses to date show it is a positive service, providing the customer with clarity and ease of understanding in the advice they receive. The service also provided value for money.

Areas of collaboration

- Lead Officer – Development Management Team Leaders.
- Stakeholders – Developers, key agencies, planning authority staff, other local authority staff.

What was the overall result?

- There was review of the Pre-Application Advice Service in early 2023. A working group was established within the Planning Service to review the way in which it provided pre-application advice with a view to improving the quality of the service received by applicants reflecting on customer feedback and experiences. A simplification of the charging schedule was implemented on 1st April 2023.

Lessons learned

- The working group meets on a regular basis to review the PAA Service both internally and externally and a review is provided to the [Planning Committee](#) on an annual basis.

Case Study: 9.2 – Edinburgh Development Forum

Attribute 9: This Planning Authority has good customer care

Context

- Engagement with groups and organisations from the development industry.

What happened?

- The Edinburgh Development Forum takes place as a hybrid meeting on a quarterly basis to discuss a range of challenges and issues. The Forum is run by the Planning Service and meetings take place at the City Chambers and online. The Edinburgh Development Forum consists of approximately 35 representatives from Groups / organisations from the development industry and a Chair, who is from either the private or third sector. The Chief Planning Officer and Head of Building Standards attends the Edinburgh Development Forum along with Senior Leaders from CEC's Place Directorate and elected Members.

Areas of collaboration

- The Development Forum is run by the Planning Service and chaired by a representative from either the private or third sector.

What was the overall result?

- There is on-going engagement with the development industry. Discussion at the Forum takes place under the Chatham House Rule.

Lessons learned

- The Development Forum is on-going.

Case Study: 10.1 – West Edinburgh Placemaking Framework and Strategic Masterplan: Engagement Programme

Attribute 10: This Planning Authority has effective engagement and collaboration with stakeholders and communities

Context

- Engagement Programme for the West Edinburgh Placemaking Framework and Strategic Masterplan

What happened?

- We have had engagement on West Edinburgh as part of the Engagement Programme for the preparation of the 'West Edinburgh Placemaking Framework and Strategic Masterplan' (WEPFSM). This targeted young people through local schools.
- **Joint-Consultation:** This was a joint consultation with the 'West Edinburgh Transport Improvement Programme' and 'Towards West Edinburgh 2050', which involved working with colleagues across CEC to host joint events and to ensure stakeholders had a complete understanding of the ambitions and changes within the area. A range of techniques were used including CEC's [Consultation and Engagement Hub](#), social media, online events.
- **Schools:** We hosted 3 engagement events within Cramond, the Fox Covert primary school and Craigmount High School which involved a Place Standard exercise and also the young people drawing their own towns; it was very well received and involved approximately 150 students.
- **Consultation Advisory Panel:** The consultation plans for the WEPFSM were submitted to CEC's Consultation Advisory Panel (CAP). The CAP process provides a structured and consistent approach to engagement and consultation to ensure quality and consistency in terms of engagement and ensures that exercises have a wide reach. CEC's Communications Team is involved in the CAP process to ensure clarity of messaging. This ensures awareness of other engagement exercises within the Council and identify linkages so we can join up engagement exercises.

Areas of collaboration

- The Engagement Programme for the preparation of the WEPFSM was supported by CEC's Policy and Insight Unit and CEC's Strategy and Communications Division.

What was the overall result?

- The outcomes of the WEPFSM engagement were fed back ("you said, we did approach") and the draft Framework and Strategic Masterplan amended in response. Overall, the Planning Service have

a strong awareness of the need to engage with a wide range of the community and those who find it hard to participate. Refer to **Figure 10.1** and **Figure 10.2** for examples of the outputs from the consultation.

Figure 10.1: Consultation Outputs, West Edinburgh



Figure 10.2: Consultation Outputs, Fox Covert Primary School



Lessons learned

- Use of the Place Standard exercise and young people drawing their own towns.

Case Study: 11.1 – Conservation and Adaption Consultation

Attribute 11: This Planning Authority supports the delivery of sustainable, liveable and productive places

Context

- A [Motion and Amendment](#) approved by Planning Committee on 2 November 2022 requested that an online consultation be undertaken to seek views on the challenges for residents, who live in listed buildings and/or conservation areas, to adapt their homes in response to climate change and the cost-of-living crises. The analysis of the consultation responses were to be used to inform a short-life working group.

What happened?

- The Conservation and Adaptation Consultation ran on the Council's Consultation Hub for a period of 10 weeks between March and June 2023.
- Feedback was used to inform the discussions of the Conservation and Adaptation Short-Life Working Group established to consider:
 1. The challenges faced when trying to maintain or adapt homes in such areas;
 2. What can currently be done to help tackle these challenges;
 3. What needs to be addressed in the longer-term; and
 4. The cost to our built heritage from any changes we make.

Areas of collaboration

- Planning officers, elected members, community councils, resident associations, the University of Edinburgh and relevant bodies with an interest in the historic environment, energy saving and fuel poverty.

What was the overall result?

- A full detailed analysis of the responses to the consultation was undertaken by the University of Edinburgh.
- The analysis of the consultation responses were used to inform a short-life working group.

Lessons learned

- The [findings from the consultation and next steps](#) are available on the Council's website.

Case Study: 11.2 – Draft Management Plan for the Old and New Towns of Edinburgh World Heritage Site Consultation

Attribute 11: This Planning Authority supports the delivery of sustainable, liveable and productive places

Context

- Preparation of a new Management Plan for the Old and New Towns of Edinburgh World Heritage Site.

What happened?

- Between 2021 and 2023, members of the public were consulted on the development of the new Management Plan. This feedback identified five themes of relevance to the management of the World Heritage Site:
 1. Awareness, appreciation and activity around World Heritage Site status
 2. Climate emergency
 3. Conservation and maintenance of buildings and public spaces
 4. Control, guidance, and contribution of new development to city centre
 5. Sustainable visitor experience
- Consultation on the [draft Management Plan for the Old and New Towns of Edinburgh World Heritage Site](#) took place in early 2024.

Areas of collaboration

- The plan is prepared and managed by the City of Edinburgh Council, Historic Environment Scotland and Edinburgh World Heritage.

What was the overall result?

- Feedback was sought to update and modify the draft Management Plan. The final version of the Management Plan will be formally endorsed by the partners in 2024.

Lessons learned

- The consultation is on-going.

Case Study: 12.1 – Model Legal Agreement

Attribute 12: This Planning Authority supports the delivery of consented development

Context

Standardising the format of Legal Agreements.

What happened?

The Planning Service has prepared [a model Section 75 Legal Agreement](#) which is used for planning applications.

Areas of collaboration

- Planning Service and Legal Assurance staff

What was the overall result?

- There is [a model Section 75 Legal Agreement](#) available for applicants to utilise.

Lessons learned

- Applicants often seek to amend the standard format of the model Legal Agreement. This can cause a significant amount of delay.

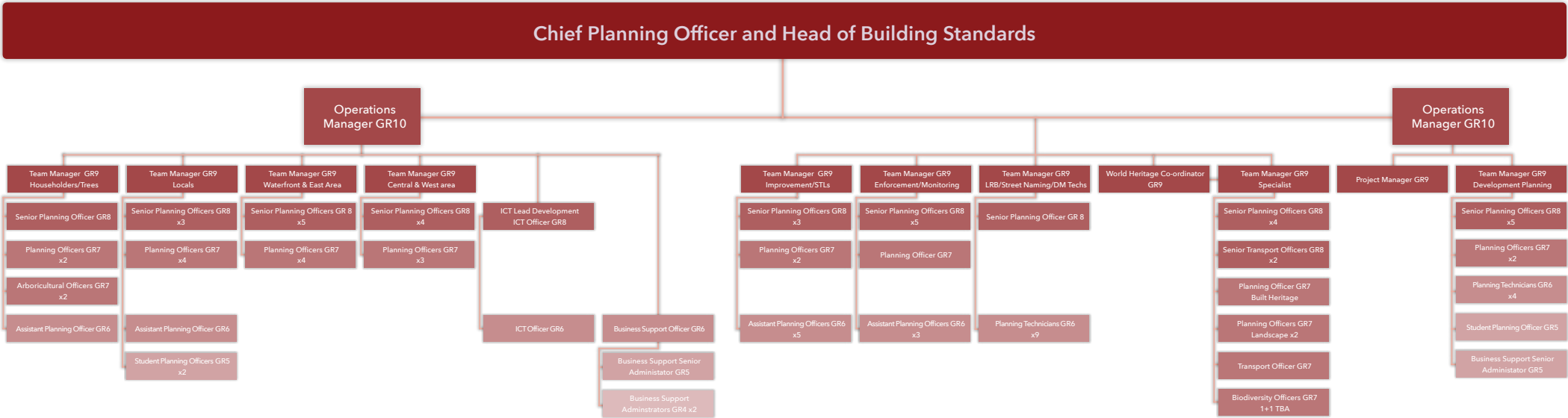
Appendices

Appendix 1.1 Planning Service Staff Structure

Appendix 2.1 Training Plan – 2023

Appendix 1.1 Planning Service Staff Structure

Planning Service Structure (at April 2024)



Appendix 2.1 Training Plan – 2023

Short Training Sessions		Urbanism Talks	Other Training	External Training	Staff Breifings	Feedback from DM Sub & LRB
January						Thu 12 Jan
				Carbon Awareness Training - 12 January, 9am to 12 – Board Room (WVC) - myLearning Hub		
February						Thu 09 Feb
		Primal City: Urban Design and Human Evolution - 23 February 11:30-12:15 (MS Teams)	NPF4 Drop-In Session - 20 February 14:00-15:00 (MS Teams)			
March						Thu 02 Mar
			NPF4 Drop-In Session - 01, 21, 23, & 29 (MS Teams)	Integrated Impact Assessments (IIAs) - Wed 22 March (MS Teams)	Wed 08 Mar	
			EIA Screening - 07 March 09:45-10:15 (MS Teams)			
			New Pre-application Process Training - 08 March 10:00-11:00 (MS Teams)			Thu 16 Mar
			Changes to Permitted Development Order and Use Classes Order 20, 23 & 28 March (MS Teams)			
April						
			New Pre-application Process Training - 18, 20, 26 April (MS Teams)			
		Night Time Strategies and Approaches 27 April 2023 11:30-12:15 (MS Teams)		Climate Risk Training: GreenBlueNetwork - 20 April (Waverley Court and MS Teams), 25 April (MS Teams), 4 May (MS Teams)	Tue 25 Apr	Thu 20 Apr

May	Trees Training 4 & 9 May (MS Teams)		New Pre-application Process Drop In Sessions - 02 May (MS Teams)	Climate Risk Training: Sea Level Rise/Coastal Erosion - GreenBlueNetwork - 23 May (MS Teams)	Tue 11 May	Thu 4 May
			Listed Buildings - Why they are listed and the limits of LBC - 17 May (Walking tour - Stephen Dickson - New Town)	Integrated Impact Assessments (IIAs) - Thu 25 May (MS Teams)		
			NPF4 Drop-In Session - 18 May (MS Teams)			
June		Urban Planning in New York City: the Garment District Alliance Business Improvement District - Jane Rossman from The Garment District Alliance (GDA) - Thurs 8 June (MS Teams)	Scheme of Delegation and Sign-off procedure Training (MS Teams) 7, 8 & 12 June	SUDS and Trees Training - Wed 21 June (in person workshop & walking tour)	Tue 6 June	Thu 8 June
		Kings Cross Regeneration -Morwenna Hall from Argent LLP - Wednesday 28 June (MS Teams)	Delivering the City Mobility Plan - Draft Action Plan (22 & 27 June)			
July			Listed Buildings & Conservation issues in the Canongate/ South Side - 21 July (Walking tour - Stephen Dickson)		Thursday 29 June	
			Helpdesk Training (31 July, 3 Aug, 8 Aug)			
August		Heat Networks - Aisling O'Reilly from Scottish Government's Heat Network Support Unit - Thurs 3 Aug (MS Teams)	DM Staff Training Day 17 August			Thu 10 August

			Wed 31 August	Thu 24 August	
September		Integrated Impact Assessments (IIAs) - Wed 6 Sept (MS Teams)		Thursday 7 Sept	
	DM Staff Training (catch up sessions) 04, 18 October		Thu 28 Sept	Thursday 21 Sept	
October		Integrated Impact Assessments (IIAs) - Tue 24 Oct (MS Teams)		Thursday 5 Oct	
				Thursday 26 Oct	
November		DM Staff Training 15 November	Wed 1 November	Thursday 9 November	
		Strategic Green Blue Network update - Fri 24, Wed 29 November (Urban Room)			
	Glasgow City Centre Strategy 2024 - 2030 (MS Teams) - Tuesday 28 November	Lunchtime Learning - The Council's approach to supporting refugees and asylum seekers Thursday 30 November (MS Teams)	Scotland's Churches: Free CPD Event (Society for the Protection of Ancient Buildings Scotland and the BEFS) - Wednesday 29 November (Glasgow)	Thu 30 November	Thursday 23 November
December		Historic Environment Scotland's Planning, Advice and Consent Team - Plan Form and Interiors of listed buildings - Thursday 14 December 12:30 – 13:45 (Urban Room)	Integrated Impact Assessments (IIAs) - Wed 6 Dec (MS Teams)	Wed 20 December	Thursday 7 December

Update on the Strategic Green blue network for our city -
Julie Waldron - 21 December (MS Teams)

Online Appeals Training with the DPEA - 14 Dec - DPEA -
HOPS - Brodies (MS Teams)
