

# Planning Development Management Committee Annual Effectiveness Report



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## 1. INTRODUCTION

- 1.1 I am pleased to present the second annual effectiveness report for the Planning Development Management Committee. As Members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that Committees review the extent to which they had operated within their Terms of Reference, through an annual report. This had been an aspiration for some time, representing good practice in governance terms. I am delighted that this year, the Council was the first in Scotland to be awarded the CIPFA Mark of Excellence in Governance, and that the annual effectiveness report was highlighted by CIPFA as an example of good governance. The annual effectiveness report also informs the annual review of the Council's Scheme of Governance and enables officers to identify if any changes are required, for example, to the Committee Terms of Reference.
- 1.2 As part of the 2020 review, minimal changes were made to the Planning Development Management Committee Terms of Reference to provide greater clarity and those will be monitored throughout the year and taken into consideration during next year's review and the preparation of the third annual committee effectiveness report.
- 1.3 The annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee contributes to the Council Delivery Plan and Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.4 Throughout the year, the Committee has worked to determine all applications for consent or permission except those local applications which fall to be determined by an appointed officer under the adopted Scheme of Delegation or for which a Pre Determination Hearing has been held; visited application sites where agreed; authorised the taking of enforcement action; made Orders and issued notices; approved the development briefs and masterplans; developed and adopted non-statutory development management guidance; conducted Pre Determination Hearings in pursuance of the provisions contained within 38A of the Town and Country Planning (Scotland) Act 1997 and reviewed and approved policies and supplementary guidance relating to its function.



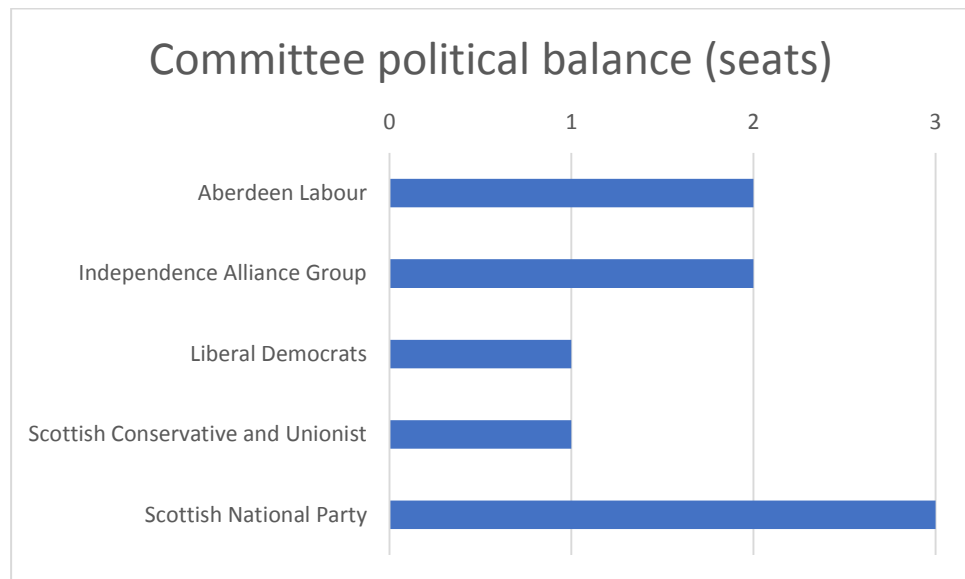
**Councillor Marie Boulton**  
Convener, Planning Development Management Committee

## 2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is to ensure the effective undertaking of the Development Management and Building Standards duties of the Council.

## 3. MEMBERSHIP OF THE COMMITTEE DURING 2019/2020

- 3.1 The Planning Development Management Committee has 9 Elected Members.



## 4. MEMBERSHIP CHANGES

- 4.1 During the reporting period, the membership of the Committee has remained the same.

## 5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Bill Cormie	9	8	Dell Henrickson
Jennifer Stewart	9	7	Alan Donnelly
John Cooke	9	8	Dell Henrickson
M. Tauqeer Malik	9	7	Sandra Macdonald
Marie Boulton	9	9	
Martin Greig	9	7	Steve Delaney & Ian Yuill
Avril MacKenzie	9	9	

Neil Copland	9	9	
Yvonne Allan	9	7	Ryan Houghton

## 6. MEETING CONTENT

6.1 During the 2019/2020 reporting period (30 May 2019 to 19 March 2020), the Committee had 9 meetings and considered a total of 10 non-application reports. There were also 33 specific applications considered. 28 of these applications were approved/refused in line with the officer recommendation and 5 went against the officer recommendation. There were also 5 applications determined after a site visit.

### 6.2 Terms of Reference

Of the 10 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.

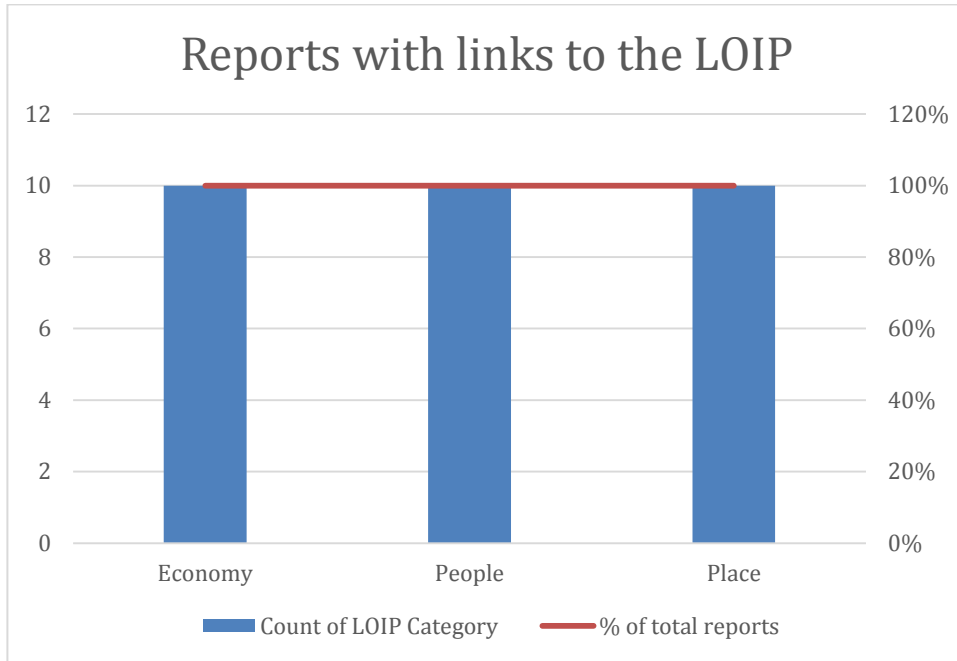
Terms of Reference	Count of Terms of Reference
General Delegations To Committees 7.5	1
Remit of Committee 3	4
Remit of Committee 5	2
Remit of Committee 6	3

6.3 During the course of 2019/2020 the Planning Development Management Committee received reports under Term of Reference 3, 5 and 6 but no reports under Terms of Reference 4 (make Orders and issue Notice) This would indicate that the Committee has discharged its role throughout the course of the reporting period. As stated above there were 33 applications considered and these cover Terms of Reference 1 and 2.

6.4 Most of the reports considered related to Term of Reference 3 (Authorise Enforcement Action).

### 6.5 Local Outcome Improvement Plan

The following table provides details on the 10 reports and how many had a link to the themes of the Local Outcome Improvement Plan.



## 6.6 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 10 reports presented to it throughout the year.

	Total	% Total Reports
Confidential	0	0%
Exempt	0	0%
Number of reports where the Committee has amended officer recommendations	0	0%
Number and percentage of reports approved unanimously	10	100%
Number of reports or service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	0%
Service update requested	0	0%
Number of decisions delayed for further information	0	0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	0%
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	0	0%

Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0%
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## 6.7 Notices of Motion, Suspension of Standing Orders, Interface with the Public

Number of notices of motion	0
Number of times Standing Orders were suspended and the specific Standing Orders suspended	0
Standing order number (ref)	-N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	N/A
Number of petitions considered	N/A
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	Fortnightly meeting with Chief Officer Strategic Place Planning, fortnightly meeting with Development Management Manager and Policy and Strategy Manager. Weekly meetings with Conveners of Strategic Commissioning Committee and City Growth and Resources Committee.

## 7. TRAINING REQUIREMENTS

7.1 In January 2020, comprehensive Elected Member training in planning decision making (with special attention to the implications of the new Planning (Scotland) Act 2019) was carried out for all members of the Planning Development Management Committee and other interested Members. A separate Members session was also held on the adoption of infrastructure – led by the Roads Development Management Team with input from the Applications Team.

## 8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 Four declarations of interest were made by Councillors during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors’ Code of Conduct and the responsibility to ensure fair decision-making.

## 9. CIVIC ENGAGEMENT

- 9.1 No civic engagement was undertaken specifically around the activity of the Planning Development Management Committee.

## 10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Chief Officer - Strategic Place Planning	9	5	Development Management Manager
Legal	9	9	
Development Management Manager	9	9	

## 11. EXECUTIVE LEAD’S COMMENTS

- 11.1 In early 2019 the Council initiated an annual review of the Corporate Scheme of Governance including the Scheme of Delegation. Officers in Strategic Place Planning took this opportunity to introduce changes that would be required as a result of the Planning (Scotland) Act 2019. A report to the Council’s City Growth and Resources Committee set out the changes that were introduced by the new Act, and asked for Member approval on a number of discretionary powers.
- 11.2 One of the key elements of this review included amending the Scheme of Governance to allow the Planning Development Management Committee (rather than Full Council) to determine development proposals considered to be significant departures from development plan strategy. This was approved at Full Council in March 2020 and came into effect immediately.
- 11.3 With the onset of the COVID-19 pandemic in the last few months of the Planning Performance Framework (PPF) reporting year, the entire applications team has moved rapidly and effectively to full home working. Planning Development Management Committee and Local Review Body



meetings have been successfully held electronically and broadcast online, as will be reported on further in next year's PPF report. Neighbour notification, newspaper advertising and display of site notices have all continued during lockdown.

## **12. NEXT YEAR'S FOCUS**

- 12.1 The effectiveness of the Committee will continue to be reviewed over the year and planning training will continue to be part of the scheduled elected member development programme.

## Appendix 1

### Committee Terms of Reference Approved by Council on 4 March 2019

#### PURPOSE OF COMMITTEE

1. To ensure the effective undertaking of the Development Management and Building Standards duties of the Council.

#### REMIT OF COMMITTEE

The Committee will:

1. determine all applications for consent or permission except those local applications which fall to be determined by an appointed officer under the adopted Scheme of Delegation or for which a Pre Determination Hearing has been held;
  - 1.1 for the avoidance of doubt, all major or national applications and all applications subject to a Pre Determination Hearing will be considered by Committee (or Council where appropriate);
2. visit application sites where agreed;
3. authorise the taking of enforcement action;
4. make Orders and issue Notices;
5. approve development briefs and masterplans;
6. develop and adopt non-statutory development management guidance (supplementary planning guidance);
7. conduct pre-determination hearings in pursuance of the provisions contained within Section 38A of the Town and Country Planning (Scotland) Act 1997; and
8. review and approve policies and supplementary guidance relating to its function.

#### JOINT WORKING WITH OTHER COMMITTEES

The Committee will maintain an awareness of key issues arising through the work of other committees of the Council, through lead officers, conveners and vice conveners working together, and attending other committees as observers. Specifically, key relationships will be required with the Capital Programme Committee which will oversee the preparation of the Local Development Plan to the point where it will be approved by Council.

#### JOINT WORKING WITH NON COUNCIL BODIES

The Committee, through its lead officers, will work jointly as appropriate with the Scottish Environment Protection Agency, Historic Environment Scotland and the Planning and Architecture Division of the Scottish Government.

Executive Lead: Chief Officer – Strategic Place Planning

