

Planning Development Management Committee Annual Effectiveness Report 2020/2021



Planning Development Management Committee

Contents

	Page
1. Introduction	3
2. The role of the Committee	4
3. Membership of the Committee during 2020/2021	4
4. Membership changes	4
5. Member Attendance	4
6. Meeting Content	5
7. Training Requirements and Attendance	7
8. Code of Conduct – Declarations of Interest	7
9. Civic Engagement	7
10. Officer support to the Committee	7
11. Executive Lead's Comments	7
12. Next year's focus	8

1. INTRODUCTION

- 1.1 I am pleased to present the third 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 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 2021 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 fourth 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; made Orders and issued notices; approved the development briefs and masterplans; developed and adopted non-statutory development management guidance; and conducted Pre Determination Hearings in pursuance of the provisions contained within 38A of the Town and Country Planning (Scotland) Act 1997.



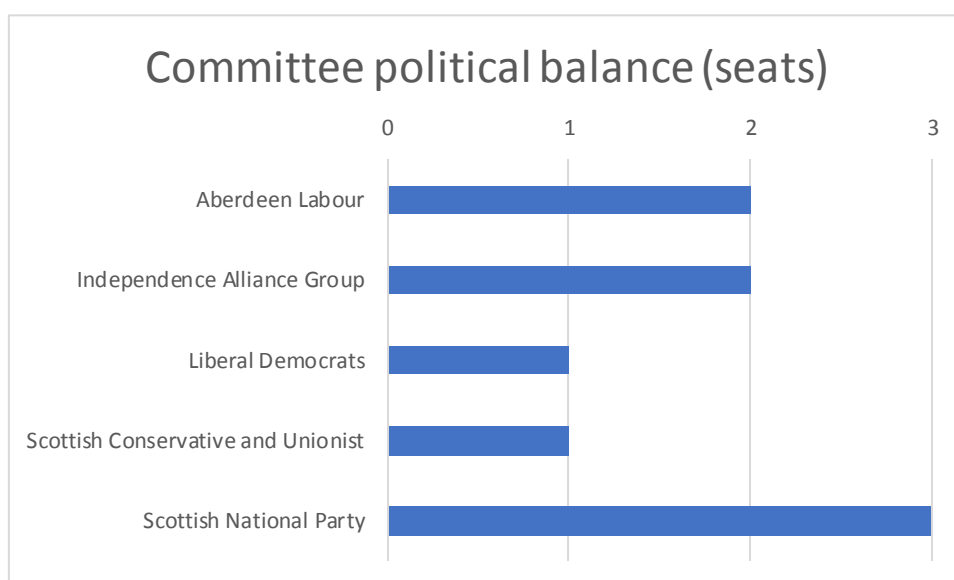
Councillor Marie Boulton
Convener, Planning Development Management Committee

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 2020/2021

- 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	Substitutions	Nominated Substitute
Marie Boulton	13	13	0	
Jennifer Stewart	13	13	0	
Yvonne Allan	13	13	0	
John Cooke	13	10	3	Dell Henrickson Miranda Radley x 2
Neil Copland	13	11	2	Christian Allard and Jim Noble (for one meeting) Miranda Radley
Bill Cormie	13	11	2	Michael Hutchison

				and Jessica Mennie (for one meeting) Alex Nicoll
Martin Greig	13	12	1	Steve Delaney
Avril MacKenzie	13	13	0	
M. T. Malik	13	12	1	Barney Crockett

6. MEETING CONTENT

6.1 During the 2020/2021 reporting period (1 May 2020 to 31 October 2021), the Committee had 13 meetings and 3 Pre Determination Hearings and considered a total of 7 non-application reports. There were also 49 specific applications considered. 44 of these applications were approved/refused in line with the officer recommendation and 5 went against the officer recommendation. Due to COVID-19 and restrictions, no site visits have been held during the reporting period.

6.2 Terms of Reference

Of the 7 non-application 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
Remit of Committee 1	0
Remit of Committee 2	0
Remit of Committee 3	0
Remit of Committee 4	1
Remit of Committee 5	4
Remit of Committee 6	2
Remit of Committee 7	0

6.3 During the course of 2020/21 the Planning Development Management Committee received reports under Term of Reference 4 (approve development briefs and masterplans, 5 (adopt non-statutory planning management guidance) and 6 (conduct pre-determination hearings in pursuance of the provisions contained within s38A of the Town and Country Planning (Scotland) Act 1997) but no reports under Terms of Reference 3 (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 49 applications considered and these cover Terms of Reference 1 and 2. In relation to remit 7, any application coming forward following a Pre Determination Hearing would be classed as an application and not a report, hence why the number is 0.

6.4 Local Outcome Improvement Plan

The following table provides details on the 7 reports and how many had a link to the themes of the Local Outcome Improvement Plan.

Local Outcome Improvement Plan	Number of reports
Economy	5
People (Children)	3
People (Adult)	6
Place	5

6.5 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 7 reports presented to it throughout the year.

Reports	Total
Number which were Exempt/Confidential	0
Number of reports where the Committee has amended officer recommendations	0
Number of reports approved unanimously	6
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	0
Number of Service Updates requested	0
Number of decisions delayed for further information	0
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	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
Number of referrals to Council, or other Committees in terms of Standing Order 34.1	0

6.6 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.	0

7. TRAINING REQUIREMENTS

Officers from the Local Development Plan, Development Management and Legal Services Teams carried out Elected Member training in the planning process and Elected Members Code of Conduct in relation to the determination of planning applications in December 2020.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

8.1 5 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	Anticipated Attendance	Attendances
Chief Officer – Strategic Place Planning	13	11
Development Management Manager	13	13
Chief Officer – Governance (representative)	13	13

11. EXECUTIVE LEAD'S COMMENTS

11.1 Planning Development Management Committee (rather than Full Council) now determine development proposals considered to be significant departures from development plan strategy. A report is presented to PDMC with a recommendation to determine whether PDMC wishes the application to be decided by Full Council or PDMC.

11.2 Due to COVID-19, Planning Development Management Committee and

Local Review Body meetings have been successfully held electronically and broadcast online.

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 3 March 2021

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;
2. visit application sites where agreed;
3. make Orders and issue Notices;
4. approve development briefs and masterplans;
5. adopt non-statutory planning management guidance
6. conduct pre-determination hearings in pursuance of the provisions contained within s38A of the Town and Country Planning (Scotland) Act 1997; and
7. determine an application for planning permission for a development where a pre determination hearing is held in terms of s38A of the Town and Country Planning (Scotland) Act 1997

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

