

# Planning Development Management Committee Annual Effectiveness Report



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# 1. INTRODUCTION

- 1.1 I am pleased to present the first 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 have operated within their Terms of Reference, through an annual report. This has been an aspiration for some time, representing good practice in governance terms and evidencing the Council's progress towards achieving CIPFA accreditation and I am glad to see the first report for the Education Operational Delivery Committee presented.
- 1.2 This first annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee supports the principles of the Target Operating Model; contributes to the 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.
- 1.3 Throughout the first year, the Committee has worked collectively 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 development briefs and masterplans, developed and adopted non-statutory hearings in pursuance of the provisions contained within Section 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

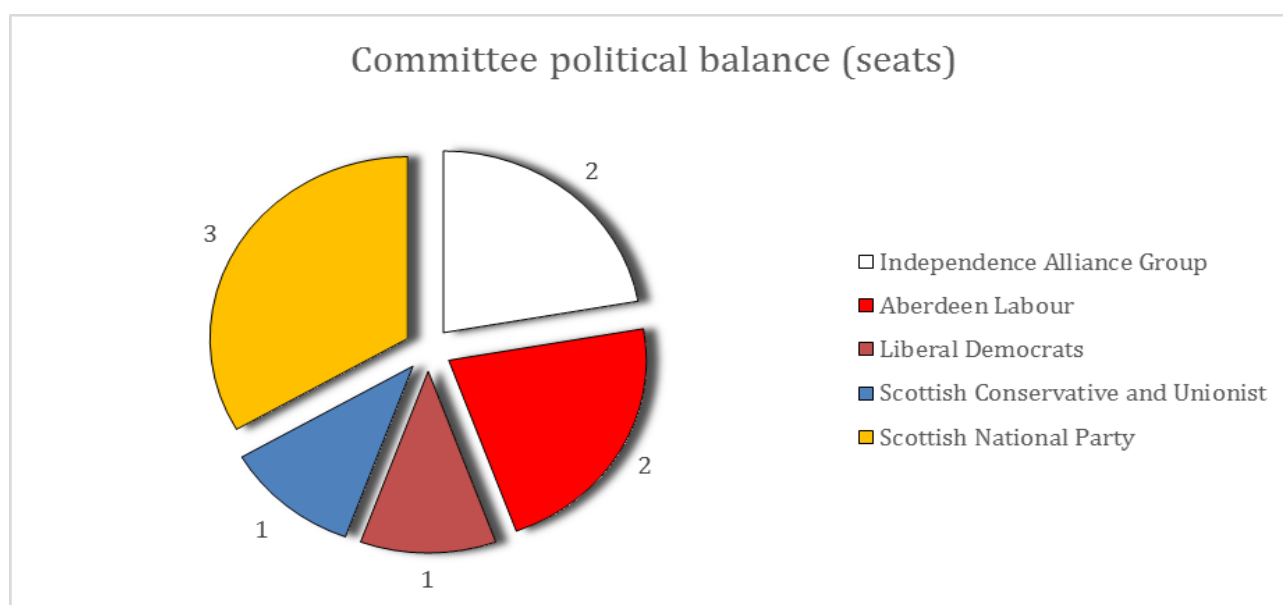
## 2. THE ROLE OF THE COMMITTEE

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

The Terms of Reference for the Committee as approved by Council on 5 March 2018 are appended to the report.

## 3. MEMBERSHIP OF THE COMMITTEE DURING 2018/2019

- 3.1 The Planning Development Management Committee has 9 members and the composition is presented below.



## 4. MEMBERSHIP CHANGES

None.

## 5. MEMBER ATTENDANCE

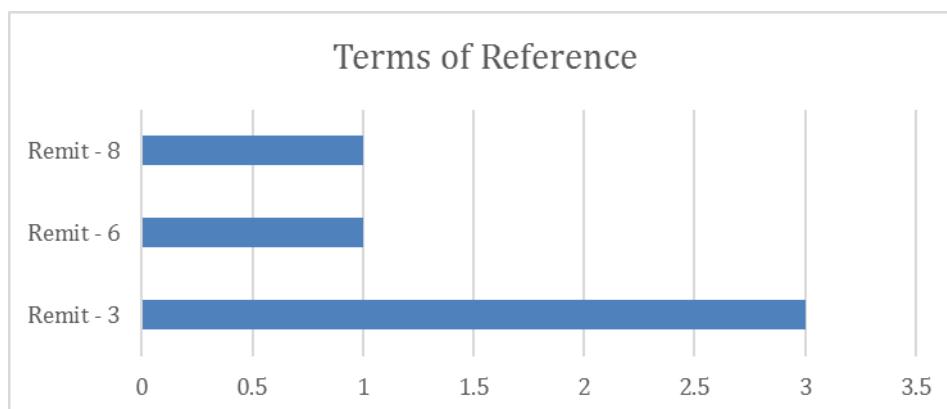
Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Marie Boulton	11	11	
Jennifer Stewart	11	8	3
Yvonne Allan	11	11	
John Cooke	11	11	
Neil Copland	11	10	1
Bill Cormie	11	7	2
Martin Greig	11	9	2
Avril Mackenzie	11	9	2

## 6. MEETING CONTENT

- 6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019) the Committee had 11 meetings and considered a total of 7 reports.
- 6.2 During this period the Committee also considered 54 planning applications.
- 6.3 This report does not take into consideration the planning applications and is based only on the reports.

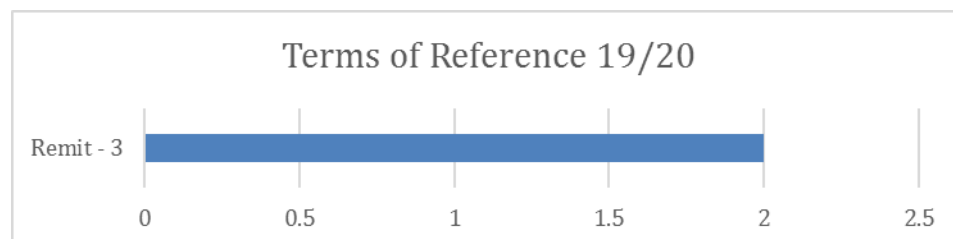
### 6.4 Terms of Reference

Of the 7 reports received the following table details how the reports aligned to the Terms of Reference for the Committee. 5 of these reports were considered under the Terms of Reference approved by Council on 5 March 2018. The following table details how those 5 reports aligned to those Terms of Reference for the Committee. One of the reports considered (Tree Preservation Order) came to Committee as it fell under the Committee remit previously (February 2018) but was deferred and came back to Committee in April 2019. Tree Preservation Orders are now dealt with by officers under delegated powers.



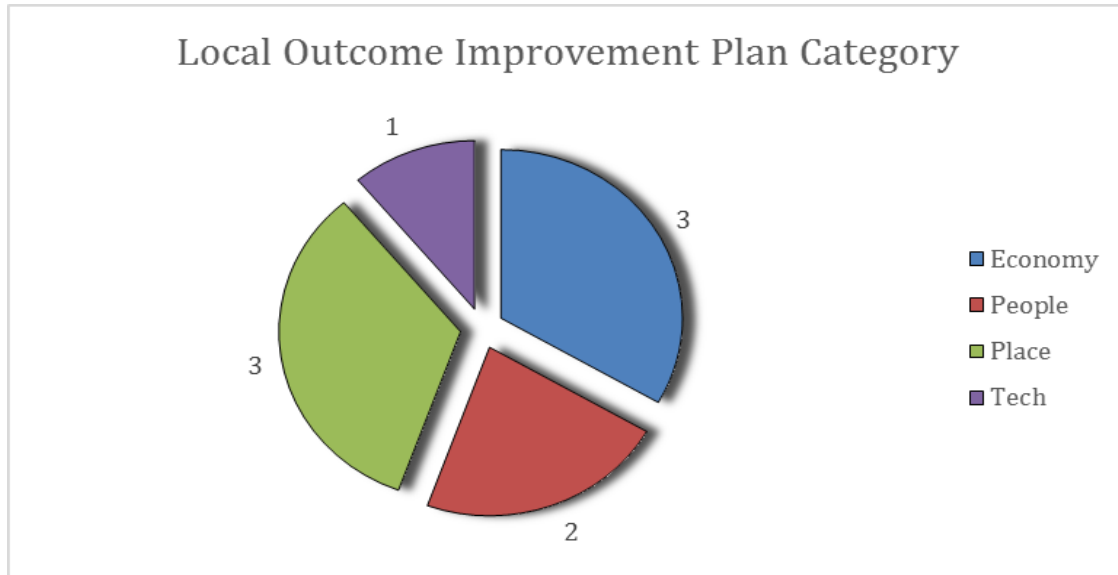
The majority of the reports have fell under remit 3 (authorise the taking of enforcement action).

Of the 7 reports received during the reporting period 2 reports were considered under the Terms of Reference approved by Council on 4 March 2019 and the following table details how the reports aligned to those Terms of Reference for the Committee.



### 6.5 Local Outcome Improvement Plan

The following table details of the 6 reports 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 6 reports presented to it throughout the year.

	Total	% Total Reports
Number of confidential reports	0	0.0%
Number of exempt reports	1	14.2%
Number of reports where the Committee has amended officer recommendations	0	0.0%
Number and percentage of reports approved unanimously	6	85.7%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	0.0%
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	0.0%
Number of decisions delayed for further information	0	0.0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	0.0%
Number of late reports received by the Committee	1	14.2%

## 6.7 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
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
Number of petitions considered	0
Number of Members attending meetings of the committee as observers	11
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	<p>Weekly meetings held with the Conveners of City Growth and Resources, Strategic Commissioning and the Business Manager.</p> <p>Weekly meetings held with Chief Officer for Strategic Place Planning and the Senior Planning team.</p>

## 7. TRAINING REQUIREMENTS AND ATTENDANCE

- 7.1 The following specific Scheme of Governance training which is related to the operation of all Committees was provided to Members:-
- Effective Decision Making on 23, 27 and 28 March 2018
  - Financial and Procurement Regulations on 23 and 29 March 2018
- 7.2 Training on the Councillors' Code of Conduct was provided to Elected Members in January and February 2018.
- 7.3 A training session was held on 25 March 2019, to which all Councillors were invited to attend. This was on Planning and Decision Making.
- 7.4 The above opportunities provide valuable insights into relevant business areas to aid scrutiny of Committee business. Further development opportunities will be developed for 2019–2020 based on Committee business, officer proposals and Member feedback.

## 8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 There were no declarations of interest made by Councillors during the reporting period. This is in relation to reports and not planning applications.

## 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
Development Management Manager	11	10	1
Legal	11	11	0
Chief Officer Strategic Place Planning	11	7	0
Chief Officer Corporate Landlord	1	1	0

## 11.EXECUTIVE LEAD'S COMMENTS

- 11.1** One of the Council's transformation projects is to deliver the CIPFA Mark of Excellence in Good Governance. As part of this project, CIPFA recommended that each Committee should annually review its effectiveness, including its information reporting needs, to help ensure that each Committee was following its Terms of Reference; operating effectively; and would assist in identifying any training needs or improvements to the Council's decision-making structures.
- 11.2** It can be seen from the statistics in the annual report that one report was required to be delayed, with the vast majority of business approved or noted unanimously. Nearly all business was able to be considered in public, which assists in maintaining transparency in the democratic process, with only one exempt report.
- 11.3** Only minor changes were made to the Committee's Terms of Reference when they were presented to Council in March 2019. The Scheme of Delegation was amended to take into account experience of operating the Scheme approved in March 2018.
- 11.4** The work of the Planning Development Management Committee was reviewed as part of the comprehensive service review that was carried out for Strategic Place Planning. Various improvements have been implemented including:
- Adoption and implementation of a procedure for consideration of motions contrary to officers recommendation which now forms part of the preamble to the agenda pack;
  - Further refinement of PowerPoint presentation of development proposals being considered by the Committee;
  - Name plates provided for officers and elected members to assist the general public;
  - Three separate training sessions have been held to train or refresh member's knowledge of the planning system, material considerations in determining planning application and their role on the Local Review Body.

## 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.



## **PLANNING DEVELOPMENT MANAGEMENT COMMITTEE**

### **PURPOSE OF COMMITTEE**

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. 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 City Growth and Resources 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**

