

Dundee City Council
Planning Performance Framework
2021/2022



Dundee City Council PPF 2021/2022

In accordance with guidance issued by the Chief Planner we have prepared a light version of the PPF submission supported by 3 case studies of work undertaken by the Planning Service.

Case Study Title:	
<i>Digital Pre-application service</i>	
Location and Dates:	
City wide, April 2021 to March 2022, in force from 1 st April 2022	
Elements of a High-Quality Planning Service this study relates to (please select all that apply):	
<ul style="list-style-type: none"> Quality of Service and Engagement Culture of Continuous Improvement 	<ul style="list-style-type: none"> Governance
Key Markers (please select all that apply):	
<i>Note which key markers 1-15 this case study relates to</i> 1. Decision making 6. Continuous improvements	3. Early collaboration
Key Areas of Work (please select the main area of work covered - 1 to 2 options maximum):	
<ul style="list-style-type: none"> Development Management Processes Planning applications 	<ul style="list-style-type: none"> Process Improvement Online Systems
Stakeholders Involved (please select the main stakeholders - 1 to 2 options maximum):	
<ul style="list-style-type: none"> General public 	<ul style="list-style-type: none"> Authority planning staff
Overview:	
A new pre-application advice service was developed to provide customers with more thorough advice should they require it before submitting a planning application. Planning officers took a collaborative approach to implementation, engaging in multiple training sessions and discussions to ensure consistency for stakeholders and members of the public.	
Goals:	
<ul style="list-style-type: none"> To review the pre-application procedure to more effectively deal with the increased volume of pre-application enquiries in recent years. To ensure consistency in the quality and detail of responses alongside fulfilling statutory application duties. To improve customer satisfaction, performance, timescales and value-for-money. To provide an income stream to reinvest in the planning budget, in line with other Scottish local authorities and the Planning Act's introduction of charges for discretionary services. To identify problems early on to reduce complications further along in the application process. 	
Outcomes:	
<p>Before the service went live, a significant amount of preparation took place including the delivery of a communication strategy to ensure all stakeholders were aware of the change. Training sessions were held with planning officers to ensure the reliability and consistency of advice. Internal consultees such as drainage and transport engineers and Neighbourhood Services were also informed of the change and the new structure of responses. From the offset, staff were clear in their communication with customers and developers about what they could expect to receive in terms of the content and structure of responses.</p> <p>The planning team worked with technicians to significantly upgrade the planning department's webpages to update resources, signpost developers and customers, and encourage them to consult the available guidance before choosing to pay for advice. The charging structure was designed to encourage development in the right place by allowing exemptions for certain applications in General Economic Development Areas and the city centre in line with the aims of our Local Development Plan.</p> <p>The new online request service went live on 1st April 2022 on the Dundee City Council website: https://www.dundee.gov.uk/service-area/city-development/planning-and-economic-development/development-management/make-a-planning-application.</p> <p>This review of procedures enabled a cost-effective approach to improving the customer experience and delivering added value.</p>	
Name of key officer	
Alistair Hilton	

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Case Study Title:	
<i>Mixed-use development at Dundee West Mineral Yard South Site, Greenmarket</i>	
Location and Dates:	
Development Management Service, November 2020 - June 2021	
Elements of a High-Quality Planning Service this study relates to (please select all that apply):	
<ul style="list-style-type: none"> • Quality of Outcomes • Quality of Service and Engagement 	
Key Markers (please select all that apply):	
<i>Note which key markers 1-15 this case study relates to:</i>	
<ol style="list-style-type: none"> 1. Decision making 2. Project management 3. Early collaboration 12. Corporate working across services 	
Key Areas of Work (please select the main area of work covered - 1 to 2 options maximum):	
<ul style="list-style-type: none"> • Development Management Processes • Economic Development 	<ul style="list-style-type: none"> • Collaborative Working
Stakeholders Involved (please select the main stakeholders - 1 to 2 options maximum):	
<ul style="list-style-type: none"> • Local Developers 	<ul style="list-style-type: none"> • Authority Planning Staff
Overview:	
<p>A proposal for a major, mixed-use development on a key city centre site was recognised as being strategically important in terms of its alignment with local planning policies. Planning officers led extensive pre-application discussions to ensure a quick application process and the achievement of a positive outcome for all parties. The brownfield site at Greenmarket was under multiple ownership and there had been previous pre-application discussions regarding projects on the site, but these had not come to fruition. It was identified that the proposed office, student accommodation and retail project would add value to the area in terms of its social and economic benefits and would result in a long-term vacant derelict site being transformed into a high-quality development.</p>	
Goals:	
<ul style="list-style-type: none"> • To be proactive and seek solutions rather than build barriers in our approach to pre-application advice as the proposed use was in accordance with the objectives of the Dundee Local Development Plan. • To be sensitive to the business needs of the applicant: providing clarity on timescales and the information we required so they could focus their own work programme and effectively assess and manage risk. • Early identification of key constraints and planning issues to reduce delays to the determination of the application. 	
Outcomes:	
<p>This is an example of where effective pre-application discussions are consequently leading to the delivery of a high-quality development on the ground. Following extensive dialogue between the DCC planning team, consultees, the agent and the project team, the formal application was valid on receipt and the approval decision was issued within 12 weeks of the validation date.</p> <p>In the early stages, the applicant disclosed that a national employer (BT) had an interest in being potential occupiers of the office building which would result in over 1,000 jobs being retained in the city. A series of meetings were held over Microsoft Teams during which the applicants were provided with the contact details of both internal and external consultees and encouraged to make early contact to discuss various issues including noise, air quality, roads, access, drainage and neighbouring historic buildings. The planning officers were clear about which supporting documents they required to be submitted which reduced the number of negotiations and amendments required at the formal application stage.</p> <p>During site investigations, two issues were identified: a Scottish Water sewer pipe and buried cables running through the site. Planning officers led discussions with Scottish Water, the cable companies, and the applicant to find technical solutions to overcome those constraints with little change to the proposed design of the building. In this case, mobilising resources to optimize the quality of our pre-application service and engage with stakeholders produced a positive result for all parties.</p>	
Name of key officer	
Craig Swankie	

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Case Study:

Implementation of Idox Enterprise for Development Management module

Location and Dates:

Development Management Service, September 2021 to March 2022

Elements of a High-Quality Planning Service this study relates to (please select all that apply):

- Culture of Continuous Improvement
- Quality of Outcomes
- Quality of Service and Engagement

Key Markers (please select all that apply):

Note which key markers 1-15 this case study relates to
6. Continuous improvements

12. Corporate working across services

Key Areas of Work (please select the main area of work covered - 1 to 2 options maximum):

- Online Systems
- Digital Practice

- Process Improvement
- Performance Monitoring

Stakeholders Involved (please select the main stakeholders - 1 to 2 options maximum):

- Authority Planning Staff

- General Public

Overview:

As digital transformation continues to increase globally, the digital strategy for planning set by the Scottish Government has encouraged the development and enhancement of the “paper-light” and digital office approaches. Since the introduction of the E-development websites in 2009, the shift from conventional paper application submission to digitally presented and online submission has driven the requirement for a digital workload management tool to enable control and accountability of the virtual workload.

The Idox Enterprise for Uniform system is a workflow tool which is integrative with the Uniform casework system, directly querying the data held regarding all planning applications and permissions. The interaction allows enhanced accuracy and ease of access for users.

Goals:

- To enable the progression of all planning applications from e-planning website submission to final determination (including appeal where applicable) to be seamlessly digital in entirety.
- To ensure the progression and processing of all planning applications can be fully audited and reported from.
- To assist planning officers in managing their workloads and timescales by providing a virtual caseload comprising outstanding applications and tasks prioritised by statutory timelines.
- To assist the Administrative Team in meeting the statutory targets for processing applications from receipt to validation.
- To allow complete integration between case work system and outstanding task workload.
- To allow simple sharing of processes between team members, allocation, and reallocation of workload without the need to call or email to do this.
- Manager overview of individual and team workload.
- To provide insight and vision into the financial status and key performance indicators using graph visuals in real-time.

Outcomes:

To allow for the implementation of the Enterprise system into the service environment, there was a requirement to map, document and analyse the existing process and procedure undertaken during the lifecycle of a planning application from submission to determination. This analysis allowed for the identification of gaps in the current process and stages requiring workaround steps using secondary systems. For example, there was heavy reliance on email and the storage of data out-with casework systems leading to processing stages that could not be audited or accounted for.

It was recognised that ensuring staff participation, investment and trust was essential and that this should be centred around providing an awareness of the benefits that the improved Enterprise processes could be expected to provide for all officers in their working practices. It was crucial that staff had a sound understanding of how to use the system to carry out their individual roles before going live.

Training workshops were undertaken to outline the system and the changes to the processes, and a pilot beta phase tested by a small number of early adopter case officers was successfully used. Following this phase, the system then went live using a soft launch which focused on the Validation and Invalid tasks and the Determination and Decision Notice processes. The process analysis had earlier revealed

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that these areas of the planning application process featured significant gaps in process structure and created disorganised, unaudited, and uncontrolled data creation and loss across multiple unrelated systems including email.

The adoption of the Enterprise system was well received by case officers whose digital skills had been enhanced because of the pandemic working from home requirements. All goals were obtained, and new goals have been set to continually improve and enhance working process to the benefit of the service.

Name of key officer
Lisa Penna, e-Development Officer

Checklist for Part 2: Qualitative Narrative and Case Studies

Each authority should add this very short tick box table to reference the case studies presented in Part 1. Please note that there is no requirement to cover every single topic listed below. This is designed to be collated by HOPS and issued to all authorities after the submission of the PPF. The goal is to have an easy to reference list of topics covered in the PPF to allow other authorities planners easier access PPF case studies on issues that they are dealing with. This supports the promotion of collaboration and knowledge sharing amongst planning authorities.

Case Study Topics	Issue covered by case study (pg no.)	Case Study Topics	Issue covered by case study (pg no.)
Design		Interdisciplinary Working	
Climate change		Collaborative Working	1
Conservation		Community Engagement	
Biodiversity		Placemaking	
Regeneration		Design Workshops/ Charrettes	
Environment		Place Standard	
Greenspace		Performance Monitoring	3
Town Centres		Process Improvement	3
Masterplanning		Project Management	1
Local Develop Plan & Supplementary Guidance		Skills Sharing	
Housing Supply		Staff Training	1
Affordable Housing		Online Systems	3
Economic Development	2	Data and Information	
Enforcement		Digital Practice	3
Development Management Processes	1	Transport	
Planning Applications	2		
Other: please note			

Part 3: Service improvements

Part 3: Service Improvements 2022-23

In the coming year we will:

1. Reduce the average timescales for determining local householder and local non-householder planning applications.
 - By the end of March 2023, will have continued the trend of reducing the average timescales of determining local planning applications. The target aim for local householder applications are to be determined within 8 weeks and local non-householder applications to be determined within 12 weeks.
2. Implement a discretionary charging service.
 - By April 2022 will have fully implemented a charging system and online IT portal for administering formal pre-application requests, requests for discharge of planning conditions and non-material variations.
3. Establish the role of a planning training coordinator within the Planning Team.
 - During 2022/23 the planning training coordinator will allow for a more structured approach to assist members of the Planning Team to record their training needs and assistance with identifying opportunities for training events across various platforms
4. Publish the draft Our Future City Centre - Strategic Investment Plan for a period of consultation.
 - By the end of 2022, the Planning Service will lead on the publication of the draft City Centre Strategic Investment Plan. This will be an ambitious strategic plan to inform development and investment around major sites, housing, transportation, employment opportunities, leisure and tourism, public realm and active travel improvements

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Delivery of our service improvement actions in 2021-22:

Whilst the following list of service improvement actions were put forward in the PPF 2020/21 the primary commitment for the Planning Service was to continue to play a key role in supporting the post-Covid-19 recovery.

Committed improvements and actions	Complete?
<p>1. Reduce the average timescales for determining major planning applications</p> <ul style="list-style-type: none"> ○ By the end of March 2022, will have reduced the timescales to an average of 20 weeks for major planning applications. <p>The Planning Service determined 8 major applications within the PPF reporting year 21/22 in an average timescale of 23.4 weeks. Whilst the service improvement target of 20 weeks was not achieved the figure of 23.4 weeks is a reduction in timescales of over 4 weeks from the 27.8 weeks in 2020/21. The number of major applications determined in 2021/22 was also double the number of major applications determined in 2020/21. The Planning Service are committed to continuing the reduction in average determination timescales for major applications.</p>	<p>[Ongoing]</p>
<p>2. Develop a Planning Team Plan</p> <ul style="list-style-type: none"> ○ By the end of March 2022, publish the first draft of a Planning Team Plan. Prepared collaboratively by the team this will set out clear aims and objectives for the team and set out how we will deliver on these. <p>Initial work commenced on drafting the Planning Team Plan setting out workloads to deliver the statutory functions of the Planning Service. The publication of the draft Planning Team Plan was delayed in 2021/22 as a key part of the Team Plan will be relating to the preparation of the Local Development Plan. The Planning Team Plan will therefore be drafted to provide a clear role for officers on that process following the publication of the Local Development Planning Regulations. The Planning Service are also actively recruiting in order to deliver the requirements of the Planning (Scotland) Act 2019 and this will be reflected in the Team Plan.</p>	<p>[Ongoing]</p>
<p>3. E-Development upgrade the functionality of application system</p> <p>By the end of 2021, implement upgrades to application management system and to ensure officers trained in utilising the systems and allow for reduction in manual administrative procedures.</p> <p><i>As evidenced in the case study <i>Implementation of Idox Enterprise for Development Management module</i> the Planning Service successfully implemented a significant upgrade to the application management system and was fully in operation by officers using the upgraded management module within the reporting year.</i></p>	<p>[Y]</p>
<p>4. Launch a digital pre-application advice service</p> <ul style="list-style-type: none"> ○ By the end of 2021, fully implement improvements to the pre-application advice service. These will include publishing pre-application advice enquiry and response forms and pre-application 'what we will provide' on the website and enabling the submission of enquiries through the website and integration with development management software. <p><i>As evidenced in the case study <i>Digital pre-application service</i>, a digital pre-application was launched on 1st April 2022 after a period of collaboration and staff training. Customers can access information on the content of responses, fees, and how to submit applications on the planning pages of the DCC website. Pre-application cases have been integrated with development management software including Uniform and Idox.</i></p>	<p>[Y]</p>

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Part 4: National Headline Indicators (NHI)

The National Headline Indicators (NHI) are a detailed list of work programme information that each planning service needs to collate in-house. They are designed by HOPS to allow for ongoing measurement of performance. The template below allows for 2019/20 and 2020/21 to be recorded in the same manner as it has been in previous years. Additional guidance on completion is included in the coloured sections within the template itself.

A: NHI Key outcomes - Development Planning:

Development Planning	2021-22	2020-21
Local and Strategic Development Planning:		
Age of local/strategic development plan(s) at end of reporting period <i>Requirement: less than 5 years</i>	3 years and 1 month	2 years and 1 month
Will the local/strategic development plan(s) be replaced by their 5 th anniversary according to the current development plan scheme?	N	Y
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	Y-later	Y-later
Were development plan scheme engagement/consultation commitments met during the year?	Y	N

PPF 2021/2022

Effective Land Supply and Delivery of Outputs¹	2021-22	2020-21
Established housing land supply	5,051 units	4,672 units
5-year effective housing land supply programming	3,769 units	3,449 units
5-year effective land supply total capacity	4,739 units	4,391 units
5-year housing supply target	2,400 units	2,400 units
5-year effective housing land supply (to one decimal place)	7.8 years	7.2 years
Housing approvals	834 units	569 units
Housing completions over the last 5 years	1,692 units	1,584 units
Marketable employment land supply	139.3 ha	139.3 ha
Employment land take-up during reporting year	0 ha	0 ha

¹ Audit Year

Please provide the housing land audit year utilised and state whether draft or final. The most up to date audit available at the time of submitting the PPF should be utilised which will either be the draft 2022 or final 2022.

B: NHI Key outcomes – Development Management:

Development Management:	2021-22	2020-21
Project Planning		
Percentage and number of applications subject to pre-application advice	150, 23.8%	141, 26.5%
Percentage and number of major applications subject to processing agreement	0 %	0 %
Decision Making		
Application approval rate	94.9 %	95.4%
Delegation rate	95.1 %	95.5%
Validation	42.6%	57.3%
Decision-making Timescales		
Major Developments	23.1 weeks	27.8 weeks
Local developments (non-householder)	16.6 weeks	17.3 weeks
Householder developments	9.6 weeks	10.6 weeks
Legacy Cases		
Number cleared during reporting period	8	6
Number remaining	13	21

C: Enforcement activity

	2021-22	2020-21
Time since enforcement charter published / reviewed	1 year 1 month	1 month
Requirement: review every 2 years		
Complaints lodged and investigated	150	107
Breaches identified – no further action taken	13	7
Cases closed	44	23
Notices served	0	2
Direct Action	0	1
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

<https://www.dundee.gov.uk/service-area/city-development/planning-and-economic-development/development-management/planning-enforcement>

D: NHI Key outcomes – Commentary

Commentary
Short contextual statement
Reasons/factors which have influenced performance and any increase/decrease
Development Planning The figures in the National Headline Indicators demonstrate that there continues to be a healthy and effective supply of housing and employment land within the City, with a housing land supply that is in excess of the minimum 5 year requirement. The Local Development Plan 2019 is just over 3 years old and the focus is on delivery of that Plan. The Planning Service are committed to supporting the delivery of the Planning (Scotland) Act 2019 and have worked in partnership with Tayside Local Authorities to contribute to the draft NPF4 as well as the indicative Regional Spatial Strategy.
Development Management Throughout the last year the Planning Service have continued to provide responses to pre-application requests. Providing advice to applicants at an early stage has provided applicants further clarity through the identification of issues early in the process and enables the provision of a high quality service. The approval rate for planning applications remains high at 94.9% which reflects the Council’s aim to achieve a positive outcome for every application. In addition, the level of delegation rate has also remained high at 95.1%. The decision making timescales for the assessment of major, local (non-householder) and householder applications has improved in comparison to 2020/2021 figures and the Planning Service are committed to continue to improve on these timescales.

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Part 5: Scottish Government Official Statistics

Scottish Government Official Statistics are drawn from quarterly returns by planning authorities. They are collated into an annual set of figures that is published on the Scottish Government website. The template below allows the information from these returns to be recorded in a consistent format. Additional guidance on how to access the statistics is included within the template itself.

A: Decision-making timescales (based on 'all applications' timescales)

Timescales	2021-22	2021-22	2020-21
Overall			
Major developments	8	23.1 weeks	27.8 weeks
Local developments (non-householder)	191	16.6 weeks	17.3 weeks
<ul style="list-style-type: none"> Local: less than 2 months Local: more than 2 months 	(30%) (70%)		
Householder developments	316	9.6 weeks	10.6 weeks
<ul style="list-style-type: none"> Local: less than 2 months Local: more than 2 months 	(63%) (37%)		
Housing Developments			
Major	5	25.7 weeks	46.7 weeks
Local housing developments	49	20.8 weeks	20.2 weeks
<ul style="list-style-type: none"> Local: less than 2 months Local: more than 2 months 	(16.3%) (83.7%)	7.8 weeks 23.4 weeks	7.1 weeks 23.9 weeks
Business and Industry			
Major	1	8.7 weeks	0 weeks

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Local business and industry developments	91	15.2 weeks	14.1 weeks
• Local: less than 2 months	(29.7%)	7.2 weeks	7.7 weeks
• Local: more than 2 months	(70.3%)	18.5 weeks	16.7 weeks
EIA Developments	0	0 weeks	0 weeks
Other Consents			
• <i>As listed in the guidance(right)</i>	153	12.9 weeks	12.7 weeks
Planning/legal agreements			
• Major: average time	0	0 weeks	0 weeks
• Local: average time	2	12.2 weeks	0 weeks

B: Decision-making: local reviews and appeals

Type	Total number of decisions No.	Original decision upheld			
		2021-22		2020-21	
		No.	%	No.	%
Local reviews	10	8	80	4	66
Appeals to Scottish Ministers	12	4	33.3	5	41.6

C: Context

Text box: short contextual statement – focus on reasons/factors which have influenced performance and any increase/decrease

The decision making timescales for the assessment of major, local and householder developments have, on the whole, decreased from the previous year as indicated in the above tables. This is significant as the number of these applications received has increased by 28.5% over the same period. Some minor increases in timescales can be seen for local housing developments, local business and industry developments and other consents. However, this corresponds with an increase in the number of these types of applications from the previous year. Efforts are being made to continue to reduce the average decision times taken for determining applications.

Following the delays caused by Covid-19, Committee meetings and applications are now proceeding with staff starting to adopt a hybrid way of working, splitting their time between home and the office. The use of the online meeting format has increased opportunities for staff including Local Authority cooperation, without incurring significant resource implications and an example of this is Dundee's Local Review Body Advisor has been able to assist with review casework at a neighbouring authority without the need for the extended travel requirements that would otherwise have been required pre-covid.

Whilst the covid pandemic was still of course ongoing over this period, this had no appreciable impact on the operation of the Local Review Body except for additional caution in respect of site visits. The arrangements for Local Review Body committee being online resulted in a more stable and predictable timeframe for all cases than was the case in earlier years.

Part 6: Workforce Information

Workforce information should be a snapshot of the authorities planning staff in position on the **31st of March 2022**. The information requested in this section is an integral part of providing the context for the information in parts 1-5. The template below allows the information to be recorded in a consistent format, additional guidance on what to include is within the template itself.

	Tier 1 <i>Chief Executive</i>	Tier 2 <i>Director</i>	Tier 3 <i>Head of Service</i>	Tier 4 <i>Manager</i>
Head of Planning Service			<input checked="" type="checkbox"/>	

Staff Age Profile	Headcount
Under 30	3
30-39	4
40-49	8
50 and over	7

RTP Chartered Staff	Headcount
Chartered staff	13

Part 7: Planning Committee Information

The template below allows the information on the number of meetings and site visits during the reporting period to be recorded in a consistent format, additional guidance on what to include is within the template itself.

Committee & Site Visits	Number per year
Full council meetings	17
Planning committees*	17
Area committees	n/a
Committee site visits	0
Local Review Body**	8
LRB site visits	0

*This includes 10 meetings of the Planning Committee and 7 meetings of the City Development Committee and both of those Committees are full Council meetings.

**This relates the number of meetings of the LRB. The number of applications going to LRB are reported elsewhere

SECTION 5 – Performance Markers

	Performance Marker	Evidence
DRIVING IMPROVED PERFORMANCE		
1	Decision making: authorities demonstrating continuous evidence of reducing average timescales for all development types	Official Statistics and context summary included above within PPF report
2	Project management: offer of processing agreements (or other agreed project plan) made to prospective applicants in advance of all major applications <u>and</u> availability publicised on planning authority website	Our pre-application process ensures that the offer of processing agreements (or other agreed project plan) is made to prospective applicants in advance of all major applications and this availability is also publicised on our website and as part of pre-application responses.
3	<p>Early collaboration with applicants and consultees on planning applications:</p> <ul style="list-style-type: none"> - availability and promotion of pre-application discussions for all prospective applications - clear and proportionate requests for supporting information 	<p>Officers have continued to maintain a timely and informative service to provide advice on all scales of development proposals. Prospective applicants can receive clear and consistent advice early in the planning application process and detailed advice through submission of formal pre-application requests. Pre-application responses clearly sets out what proportionate supporting information is required to be submitted with an application and also provides contact details for internal and external officers / teams / consultees.</p> <p>The advice on the Planning Service website was updated in 2022 to provide customers with a range of additional policy and planning guidance as part of enhancing the availability of planning information that customers can access without requiring to submit a formal submission to the pre-application advice service.</p>

SECTION 5 – Performance Markers

4	Legal agreements: conclude (or reconsider) applications within 6 months of 'resolving to grant' ³	<p>Official Statistics and summary included within PPF report demonstrate there were two applications determined within 2021/22 that were subject to Legal agreements.</p> <p>The procedures for assessing and determining major planning applications were maintained and the process is set out in the Supplementary Guidance on Developer Contributions, which is available on our website and in summary the process commences at pre-application stage where applicants are advised of the likely contribution items and amounts. Items and amounts are finalised during the application process and in some cases a draft agreement is prepared prior to Planning Committee determining the application. In all cases the agreement is concluded as quickly as possible after resolving to grant permission. Where delays do occur, we focus efforts to ensure agreements are concluded within 6 months of resolving to grant permission.</p>
5	Enforcement charter updated / re-published	As detailed in the statistics the Enforcement charter is up to date.
6	<p>Continuous improvements:</p> <ul style="list-style-type: none"> - show progress/improvement in relation to PPF National Headline Indicators - progress ambitious and relevant service improvement commitments identified through PPF report 	Official Statistics and context summary included on the statistics and service improvement commitments has been included above within the PPF report.
PROMOTING THE PLAN-LED SYSTEM		
7	LDP (or LP) less than 5 years since adoption	The Dundee Local Development Plan 2019 was adopted on 15 February 2019 and is up to date.
8	<p>Development plan scheme demonstrates next LDP:</p> <ul style="list-style-type: none"> - on course for adoption within 5-year cycle - project planned and expected to be delivered to planned timescale 	The Development plan scheme was reviewed and published in December 2021. The dates against the key stages in the review and adoption of the DPS are estimated and there will be a review of the timescales following the conclusion of the review of the national planning position.
9	Elected members engaged early (pre-MIR) in development plan preparation	n/a

SECTION 5 – Performance Markers

10	Cross-sector stakeholders, including industry, agencies and Scottish Government, engaged early (pre-MIR) in development plan preparation	n/a
11	Production of regular and proportionate policy advice, for example through supplementary guidance, on information required to support applications	<p>Supplementary Guidance comprises:</p> <ul style="list-style-type: none"> • Air Quality and Land Use Planning Supplementary Guidance • Householder Development - Advice and Best Practice Supplementary Guidance • Developer Contributions Supplementary Guidance <p>In 2021, The Planning Service working with City Engineers and Scottish Water prepared an updated guidance note on surface water drainage. The guidance note summarised the key sections of the technical planning guidance in order to promote and encourage the use of the document amongst customers and to obtain feedback through an electronic feedback form for customers to comment on both the content and process. This has been utilised as a method to encourage developers to understand and utilise the procedure as a response to emerging issues with the management of surface water drainage in the city.</p>
SIMPLIFYING AND STREAMLINING		
12	Corporate working across services to improve outputs and services for customer benefit (e.g. protocols; joined-up services; single contact; joint pre-application advice)	<p>Our council-wide plan provides a strategy for integrating service delivery across partnerships, which is reflected in the City Development departments joined-up service delivery.</p> <p>The planning division sits within the City Development service area alongside teams overseeing property, architecture, engineering, transportation and economic development. The Division works closely with these teams to deliver the priorities for the City Development service. This approach improves outputs and services for customer benefits and the approach within 2021/22 has been further developed through the production and publication of the City Development Service Plan.</p> <p>The Planning Service work closely with other service areas and examples and evidence of this from the last year have been provided in the above PPF report within the Case Study for the Mixed-use development at Dundee West Mineral Yard South Site, Greenmarket.</p>

SECTION 5 – Performance Markers

		In addition, the Planning Service has built on the work undertaken to contribute to the NPF4 discussion and within 2021/22 worked with the Tayside Region Authorities to feedback a joint response to the Scottish Government on the draft NPF4.
13	Sharing good practice, skills and knowledge between authorities	The Planning Service have contributed to working groups established by Tayside regional authorities such as Regional Housing meetings, Tay Estuary Forum and also wider sharing of knowledge at national level as part of HOPS meetings. These meetings with Tayside authorities and at a national level resulted in sharing of good practice and positively allowed for opportunities to improve and reflect on service delivery.
DELIVERING DEVELOPMENT		
14	Stalled sites/legacy cases: conclusion/withdrawal of planning applications more than one-year-old	The Planning Service have increased the clearance of legacy cases with 8 legacy cases cleared. The total number of legacy cases within the PPF reporting year have decreased and this has been due to ongoing efforts made by the Planning Service to reduce remaining cases through applications being determined and/or withdrawn.
15	Developer contributions: clear expectations - set out in development plan (and/or emerging plan,) and - in pre-application discussions	<p>The Dundee Local Development Plan 2019 through Policy 20 sets out advice in relation to developer contributions towards the costs of infrastructure provision for both on and offsite works.</p> <p>The Developer Contributions Supplementary Guidance provides a clear basis for developer contributions early in the development process.</p> <p>At the pre application stage Developer Contributions are discussed to inform the applicant of the potential contributions from the outset. This provides certainty for developers on the required level of contribution and helps them to understand the development costs at an early stage. The Planning Service has continued to ensure that information requests are clear and proportionate and work closely with customers, stakeholders and key agencies. This has been formalised through formal pre-application service.</p>