

Service Priority Plan 2011/12 and Future Years: Planning Service

Service Statement:

The Planning Service carries out the following functions:

- Development Plans Service: prepares, maintains, reviews and implements the Structure Plan and Local Plan
- Development Management Service: consultation and negotiation on new development proposals
- Building Standards Service: ensures that new building work achieves national standards
- Heritage Service: heritage buildings, outdoor access and flooding and coast protection
- Coastal Zone Management Service: developments within the marine environment

Summary of Priorities for 2011/12:

- Continue with the development of the Local Development Plan, for completion in Autumn 2012. It is essential to ensure the full involvement of staff, other services (particularly the Local Housing Strategy) and the wider community. Links with Scenario Planning process and the development of a new Community Plan for Shetland, will be made.
- Ensure the smooth implementation of the back-office system.
- Manage the service will three less professional posts.
- Examine ways to contribute further to the savings for 2012/13.

In 2011/12 this Service is provided by:

- Staff Summary

Service	Staff
Development Plans	Service Manager, 6 Planning Officers, 1 Business Support
Development Management	Service Manager, 7 Planning Officers, 1 Business Support
Building Standards	Service Manager, 5 Surveyors, 1 Business Support, 1 Officer (shared with Development Management)
Heritage	Service Manager, 6 Officers, 1 Engineer, 2 Assistants
Coastal Zone Management	Service Manager, 2 Planning Officers

- Assets Summary

Office space at Grantfield

- Finance Summary

TOTAL BUDGET 2011/12: **£1,778,659**

1. Service Standard:

- **Customer Satisfaction Rate:** 84% satisfied or very satisfied
- **Delivery of Service:** comparisons with elsewhere can be misleading, as Shetland experiences a higher proportion of first time / only time planning applications, than elsewhere, as well as some large developments.


2. Strategic Service Risk Assessment

2.1 Legislation:

- The majority of the 2006 Planning Legislation has been implemented. Further changes are expected, in terms of less planning permission, but this is in hand.
- Building Regulations continue to change, to improve energy efficiency. Again, this is in hand.

2.2 Strategic Priorities

SOA/ Corporate Plan Outcomes and Progress (October 2010 to March 2011):

Greener 2: We will protect Shetland's renowned natural and built environment				
G2.1	Approved, fit for purpose Local Development Plan Target: Progress on Local Development Plan and Supporting Planning Guidance	Head of Planning	Autumn 2012	GREEN Progress is being made to meet the timescale of Autumn 2012.
G2.4	Represent Local Authority views on marine pollution at the national and international level Target: Retain KIMO secretariat	Head of Planning	Ongoing	GREEN
G2.5	Continue support for NFLA Target: Retain status quo	Head of Planning	Ongoing	GREEN

Other Plans and Strategies:

- Core Paths Plan
- Coastal Protection Policy
- Marine Spatial Plan
- Works Licence Policy
- Marine Renewables Strategy
- Local Biodiversity Action Plan
- Outdoor Access Strategy
- Marine Aquaculture Policy

2.3 Financial:

- Revenue Budget for 2011/12: **£1,778,659**
- Estimated Outturn 2011/12: **£1,778,659** (the service typically is under-spent, because of recruitment. This shouldn't be reflected in planned budget savings).
- External Funding Achieved / Proposed: **none**
- Actions to deliver Savings and Assessment of Progress / Meeting Targets

All savings approved as part of the Budget Reduction Proposals for 2011/12 are on target:

Proposal Detail	Approved Savings	Actual Savings
Delete existing part-time Building Standards Surveyor post. Statutory changes in Building Standards and Planning require more early intervention in site and increased site inspections which is better fulfilled by other posts in the Planning Service. Increase Admin from part-time to full-time. Implementation 2011/12 – permanent saving.	15,572	15,572
Increased income from projected planning application and building warrant fees for 2011/12 which are ring fenced for processing planning applications and building warrants. Implementation 2011/12 – permanent saving	45,000	45,000
TOTAL	60,572	60,572

2.4 Capital Assets:

- No Capital Assets / Programmes

2.5 Community Issues / Stakeholder Issues:

- Continue to work with key stakeholders, such as those in the building professions.
- Local Development Plan involvement is crucial.

2.6 Staffing:

- Difficulty with recruitment is ongoing, which is likely to be accentuated as all recruitment will be to temporary posts.
- High proportion of staff are trainees.
- Loose staff to private sector.

2.7 Systems / ICT:

- New back office system for Building Control and Management Planning is being developed and introduced.

2.8 Summary of Known Risks:

- staffing (recruitment and retention), and less staff available to undertake tasks;
- ensuring the LDP is tied into the Community Plan and Local Housing Strategy;
- increasing Government requirements, on a small Local Authority .

Summary of Priorities for Future Years:

Ongoing Service Efficiencies:

- Continue to freeze recruitment to current vacant posts, with savings made for 2012/13;
- Decrease the amount of money available for discretionary grants (Head of Service would rather use this funding to recruit to vacant posts to support work in these areas).