From mountain to sea

Aberdeenshire
COUNCIL

Planning Information and Delivery Team Strategy

2022-2025

"We aim to ensure Aberdeenshire Council's plans and policies are based on an accurate and reliable evidence base while facilitating their timely delivery to the benefit of the communities we serve."

Contents

1 Introduction

The Planning Information and Delivery (PID) Team has a key role within Aberdeenshire Council and specifically Environment and Infrastructure Services. Many aspects of the Team's remit are statutory in nature or are essential to enabling other Teams and Services across the Council to meet their own statutory obligations.
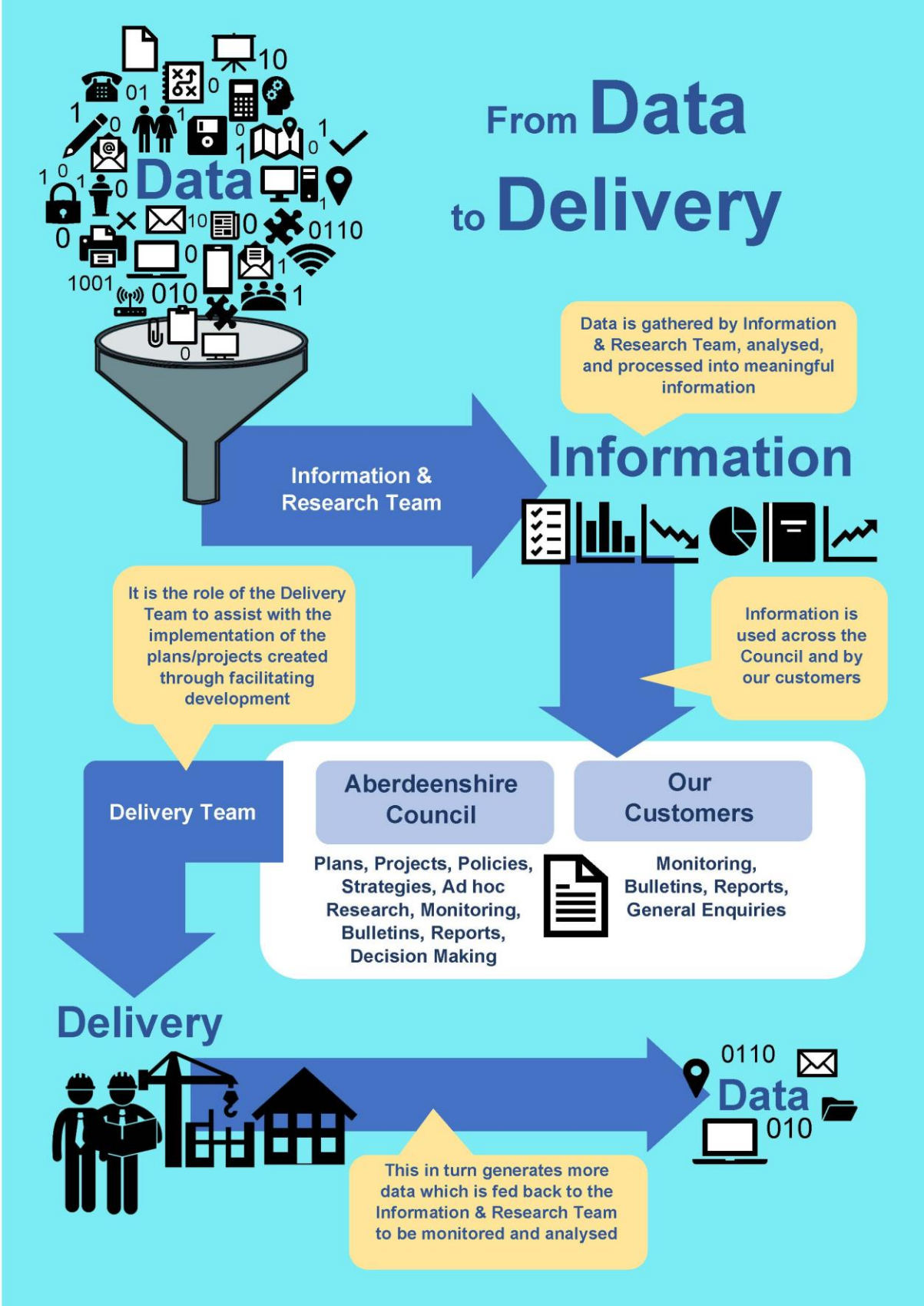
The PID Team's main functions fall into two main categories.

Firstly, through the provision and management of information and data the PID Team seeks to ensure that the policies and plans of Aberdeenshire Council are based on a reliable and accurate foundation. We analyse what has previously happened in Aberdeenshire, what is currently happening in Aberdeenshire and, what may happen in Aberdeenshire into the future.

Secondly, the PID Team actively works with other Council Services, key stakeholders and the wider development industry to facilitate the delivery of development through place-based project delivery. We ensure appropriate resources are directed to where they are required to allow the right development to occur in the right place, while continually monitoring the success of their implementation.

Figure 1 outlines how we use data to inform and deliver our key workstreams.

Figure 1: The Data Journey

From **Data** to **Delivery**

Data is gathered by Information & Research Team, analysed, and processed into meaningful information

Information & Research Team

Information

It is the role of the Delivery Team to assist with the implementation of the plans/projects created through facilitating development

Information is used across the Council and by our customers

Delivery Team

Aberdeenshire Council

Plans, Projects, Policies, Strategies, Ad hoc Research, Monitoring, Bulletins, Reports, Decision Making

Our Customers

Monitoring, Bulletins, Reports, General Enquiries

Delivery

Data

This in turn generates more data which is fed back to the Information & Research Team to be monitored and analysed

1.1   Scope of Strategy

This Strategy covers the joint aims of the two branches of the PID Team – the Information and Research (I&R) branch and the Delivery branch – while also highlighting their unique roles and functions.

This Strategy will demonstrate where the PID Team clearly delivers, or contributes to, Scottish Government and Aberdeenshire Council Priorities and outcomes. It is the responsibility of the whole Team to support the Planning and Economy Service within Environment and Infrastructure Services and to facilitate projects and operations across all Services within the Council.

This Strategy forms a working document to help manage and deliver the key aims and objectives of the PID Team as described in Section 5 and detailed in **Appendix 1**. This Strategy covers the next three years of operation, from 2022 to 2025, with annual reviews timetabled to allow us to consider new and emerging priorities as they arise.

1.2   Planning Information and Delivery Team Vision

Through our work we will continue to support Aberdeenshire Council's vision to be the best local authority in Scotland. Supporting the One Aberdeenshire Principles, this will be achieved through encouraging meaningful and robust plans/projects and publications which in turn will facilitate the right development, in the right place, at the right time.

Our Team vision is:

"We aim to ensure Aberdeenshire Council's plans and policies are based on an accurate and reliable evidence base while facilitating their timely delivery to the benefit of the communities we serve."

2   Team Structure

To best facilitate our vision the PID Team has two primary functions: Information and Research (I&R) and Delivery. These two functions often overlap but the structure diagram below details the two operational branches (**Figure 2**).

Figure 2: Team Structure

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                    ┌─────────────────────────────┐
                    │  Planning Service Manager   │
                    └─────────────────────────────┘
                                  │
                    ┌─────────────────────────────┐
                    │        Team Leader          │
                    │ Planning Information and     │
                    │        Delivery x1          │
                    └─────────────────────────────┘
                    ┌─────────────┴──────────────┐
        ┌───────────────────────┐    ┌───────────────────────────────┐
        │ Senior Information and │    │ Project Co-ordinator          │
        │ Research Officer x1    │    │ (Delivery) x0.8               │
        └───────────────────────┘    └───────────────────────────────┘
                    │                              │
        ┌───────────────────────┐    ┌───────────────────────────────┐
        │ Information and        │    │ Project Officer (Delivery)    │
        │ Research Officer x1.1  │    │ x2.3                          │
        └───────────────────────┘    └───────────────────────────────┘
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2.1 Resources

The Team is currently made up of 6.2 full-time equivalent (FTE) staff. This comprises one full-time Team Leader and 7 officers working a mix of full-time (x2) and part-time (x5) hours.

3 Information and Research

Information is an asset, one that is vital to ensure the effective delivery of services provided by Aberdeenshire Council. It provides the starting point for the management of resources. Well-informed decisions will facilitate the appropriate allocation of the Council's resources, while reducing costs and unnecessary waste for the Authority.

To enhance public services, information must be managed effectively and appropriately. By striving to ensure that the right person has the right information at the right time, effective information management has a key role to play in supporting sustainable development across Aberdeenshire to the advancement of the communities we serve.

Good quality data analysis will assist us to better understand Aberdeenshire, maximising the benefit to both the Council, stakeholders, and our customers.

3.1 Information and Research Vision

"To enhance Aberdeenshire's communities by providing a reliable foundation for informed decisions across the Authority."

3.2   Role of Information and Research Officers

I&R officers play an important role in ensuring that Aberdeenshire Council is information led. Reliable, relevant, and up to date information should form the foundation for all decision-making processes. This ensures robust plans, policies, and strategies which the Council and the public can have confidence in.

By better understanding the communities we serve, and the economic and natural environment we operate in, we can ensure the most effective allocations of services and resources. Furthermore, through monitoring baseline data, performance can be tracked and analysed and used to aid continuous improvement.

I&R officers maintain a cross-service information and research capacity based within the Planning and Economy Service, to the benefit of all Services and the public.

Our key responsibility is to analyse data on a range of topics and present the findings for a variety of audiences. We contribute to the preparation, assessment and monitoring of the Aberdeenshire Local Development Plan (LDP) and input into other relevant strategies and policies.

We also organise and maintain databases and record systems. We respond to any request for information from both internal and external customers, undertake relevant research exercises and provide advice on how to interpret information. In addition to this we also publish information relating to Aberdeenshire and prepare research reports.

Data must be professionally managed, continually updated, and accessible to all, ensuring the greatest economic, social, environmental, and cultural benefits for the people of Aberdeenshire. Effective information data management ensures decisions are well informed which contributes to Aberdeenshire Council's vision to be the best area and the best Council in Scotland.

4   Delivery

Delivering development is a key priority for Aberdeenshire Council, the development industry, and the Scottish Government. The LDP allocates land that is available for development and we play a role in ensuring that the sites identified within the LDP are deliverable.

Facilitating development is our main aim and we ensure that the Council is doing all it can to assist in delivery of sites by eliminating barriers, creating certainty, and facilitating dialogue/communication between statutory and non-statutory stakeholders.

To achieve this, Delivery officers work across Services and with external stakeholders to facilitate the delivery of the LDP.

4.1 Delivery Vision

"To facilitate, oversee and ensure the timely delivery of major developments promoted by the Aberdeenshire Local Development Plan (LDP) and other place-based projects."

4.2 Role of Project Officers

The purpose of the Team is to work with all Services to ensure that resources are directed to where they are needed to facilitate development. Allocation of sites has an impact across several areas including, but not limited to, education, transportation, and water. We work collaboratively across all these areas to try and ensure that the infrastructure is in place when the sites in the LDP come forward.

The Team is principally responsible for the Aberdeenshire LDP Delivery Programme which supports delivery of the sites allocated within the LDP. The Delivery Programme is a tool which identifies the actions required to deliver each allocated site, along with who is responsible for the actions, and anticipated timescales.

Officers employ a project management approach to the delivery of sites to ensure the effective co-ordination of resources between the parties involved to deliver development. The Team is adaptable and approachable, and use positive, proactive measures to encourage development to proceed.

The knowledge and skills of the officers are also employed to assist other Services in achieving their aims and objectives including economic development, regeneration and delivering community benefits. The Team also undertakes specific place-based projects.

5 PID Strategy Drivers, Priorities, Aims, and Objectives

5.1 Strategy Drivers

There are several key strands that drive the work of the PID Team. Whilst by no means exhaustive, the following list outlines the key pieces of legislation and national, regional, and local guidance/policies that inform the Team's aims:

National Drivers (UK and Scottish Government)

1. UK National Data Strategy
2. Scottish Government: The National Performance Framework
3. 'A Changing Nation: How Scotland Will Thrive in a Digital World
4. Scottish Government: The Housing and Regeneration Outcomes Framework
5. The Town and Country Planning (Scotland) Act 1997 (as amended) and other associated legislation
6. National Planning Framework (NPF) 4 (expected in 2022 and will replace NPF3 and Scottish Planning Policy)
7. Planning Circulars
8. Designing Streets: A Policy Statement for Scotland

9. The Housing (Scotland) Act 2001

Regional Drivers (Aberdeen City and Shire)

10. Aberdeen City and Shire Strategic Development Plan 2020 (to be replaced by a Regional Spatial Strategy)
11. Aberdeen City Region Deal
12. Regional Economic Strategy

Local Drivers (Aberdeenshire Council)

13. Aberdeenshire Council Plan 2017 – 2022
14. Aberdeenshire Local Outcomes Improvement Plan (LOIP) 2017 – 2027
15. Infrastructure Services Directorate Plan 2020 – 2022
16. Planning Information and Delivery Team Strategy 2022 – 2025
17. Aberdeenshire Local Development Plan 2017 (to be replaced in 2022)
18. Scheme of Governance (pending review)
19. Strategic Housing Investment Programme (SHIP) 2021 – 2026
20. Local Housing Strategy
21. Town Centre First Principle Policy
22. School roll forecast (published annually)

The PID Team recognises the importance of working collaboratively. This in itself is seen as a key Strategy Driver due to the number of aims and objectives that require successful collaborative and partnership working to deliver outcomes and ensure accurate information is included in our statutory and non-statutory publications. Officers within the Team have skillsets in facilitation and negotiation to promote effective dialogue between stakeholders. This has been actively seen in the preparation of the Delivery Programme, Housing Land Audit, and Town Centre Health Checks, and in bringing forward specific place-based projects, including in recent years in Kingseat and Banff, to name but a few. The Team works closely with internal and external stakeholders to forge positive working relationships and to find practical and innovative solutions to overcoming barriers to development e.g. to resolve infrastructure constraints. The research and publications produced by the Team are likely to be of particular interest to Aberdeenshire Council's Area Teams in contributing towards the evidence base for local place-based projects. The Team can also support the Community Planning Partnership in realising the LOIP priorities, particularly in relation to 'Connected and Cohesive Communities'.

A key part of the PID Team's work programme for the coming 3-year period will be to continue to support the Scottish Government in its reform of the planning system. Through engaging with formal consultations e.g., Draft National Planning Framework 4, and ensuring changes brought forward via secondary legislation are effectively communicated with Elected Members, colleagues, and communities, with changes to internal processes implemented, where appropriate, this will ensure Aberdeenshire Council is at the forefront of these reforms, maintaining customer service excellence. The Team will liaise closely with Government Officials to meet our aims and objectives in this regard.

The following aims and objectives provide the framework for a customer and performance focused approach to service delivery, ensuring best value for money.

As part of this process key priorities for the entire Team have been identified which will deliver outcomes over the aims of the Strategy and will deliver the most positive impact for the region.

5.2   Aims

The aims seek to address current issues facing the PID Team (**Figure 3**) and outline future aspirations. They are divided between the I&R and Delivery roles. Where one function of the PID Team leads on an aim's delivery, appropriate support will be provided from the other.

Figure 3: Strategy Aims
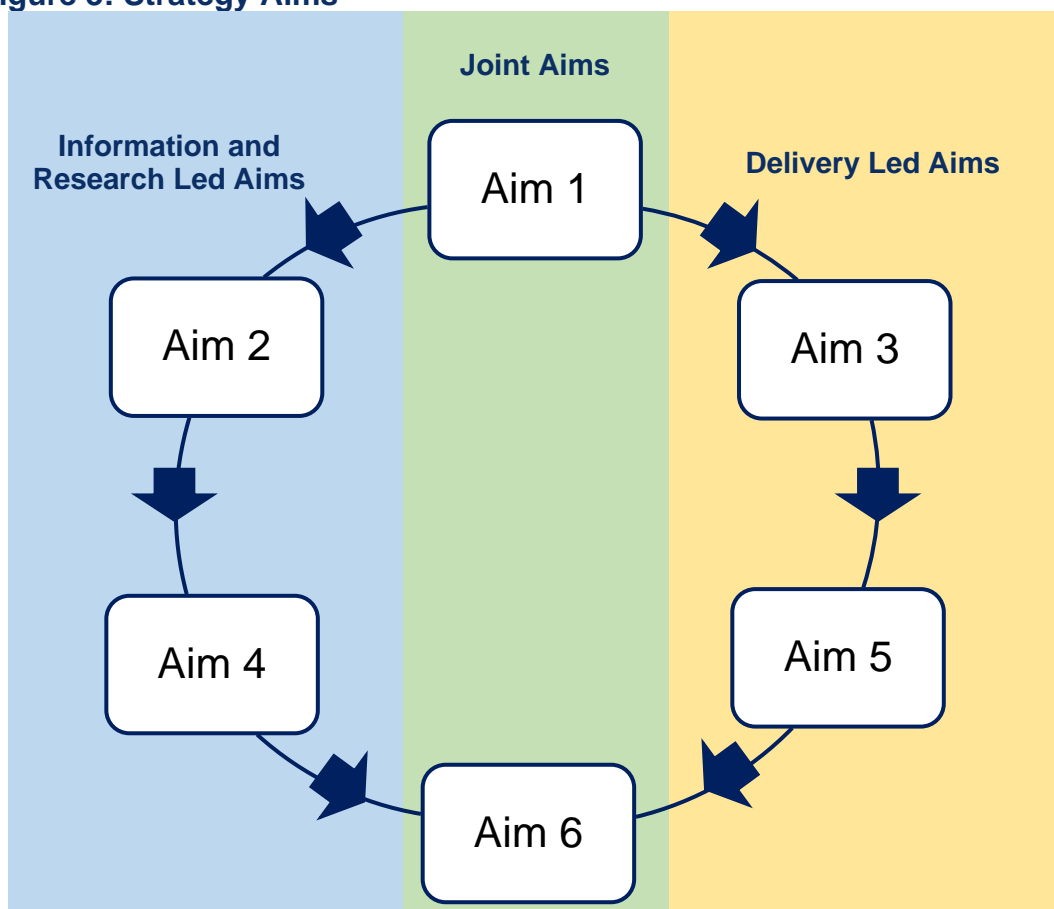
Aim 1: To promote, inform, and facilitate the delivery of sustainable development across Aberdeenshire

The PID Team will enable sustainable development through the management and delivery of key projects. Furthermore, by maintaining a One Aberdeenshire approach to the collation and dissemination of information we will provide analysis and cross-Service support for projects and initiatives which promote sustainable development.

Aim 2: To inform the Planning and Economy Service's decision-making process by providing an evidence base

Through data gathering and analysis across a range of topics the PID Team will provide a sound knowledge base to inform the development and implementation of policies, plans and strategies, aiding decision making and focusing Council priorities and resources.

Aim 3: To support the delivery of the allocated sites and strategic infrastructure within the Aberdeenshire Local Development Plan

The PID Team will monitor, update, and record the status of allocated sites, providing additional assistance to aid the delivery of sites and infrastructure projects.

Aim 4: To act as a key source for data analysis, presentation, and the sharing of knowledge

The PID Team will provide expert advice on the availability and interpretation of data and develop and promote a high standard of data presentation and effective communication. The PID Team will promote effective data management and data sharing, creating an information culture that enriches Aberdeenshire's communities and support the Planning and Economy Service and Area Teams.

In addition to informing internal decision-making within the Council, the data collected and managed by the PID Team will serve a statutory function, providing information to relevant regulatory bodies and reliable information for the public.

Aim 5: To stimulate regeneration and inward investment across the region

The PID Team will provide project management and delivery input into regeneration and investment projects. The PID Team will assist colleagues in Environment (Built Heritage) and Economic Development (Regeneration and Town Centres) in ad hoc projects to revitalise regeneration priority areas.

Aim 6: To facilitate the continuous improvement of the Team

The PID Team will strive to provide a consistently high-quality service by enabling staff training and development and by seeking to identify and develop more efficient working processes. Through this the PID Team will develop best practice for service delivery, embodying the Council's One Aberdeenshire Principles in our daily work. Through developing the PID Team, we will continuously improve the customer experience while providing best value for money for Aberdeenshire Council and the residents we serve.

5.3   Objectives

Appendix 1 outlines how our aims and objectives are to be achieved through identification of specific actions. These are used to inform individual work plans, ensuring the Team's work remains relevant to supporting Service level, Council wide and national priorities.

6 Key Priorities

Priorities 2022-2025

1. Prepare and publish statutory documents within the required timeframe. Publications are to be of a high quality and be made available on the Council's website. Where appropriate, input will be sought from other Teams and Services to draft documents. Publications will be circulated internally and publicised externally via the PID Team quarterly newsletter.

2. Collect, collate, analyse, and disseminate data and information to inform plans, policies, and decision-making within Environment and Infrastructure Services and across Aberdeenshire Council, and respond to requests for information and analysis from both internal and external customers.

3. Facilitate development delivery associated with the Aberdeenshire LDP 2022. Specific place-based projects will be initiated where necessary for large or complex sites, bringing together landowners and/or developers and key internal and external stakeholders to overcome site constraints and barriers to development. The Site Prospectus should be relaunched to draw attention to allocated sites available for development that have no associated developer.

7 Appendices

Appendix 1: PID Team 2022-2025 Objectives & Actions

Objective: Maintain and publish the Delivery Programme on an annual basis to support implementation of the Aberdeenshire LDP

Supports aim(s): 3 & 4

Link to Key Driver(s): 5, 6, 7, 15 & 16

Action(s):

- Maintain and update information within 'live' version of the Delivery Programme
- Review of weekly planning lists and monitor Committee agendas and planning application decisions to update Delivery Programme, where necessary
- Liaise with Policy Team on a regular basis
- Liaise with Development Management on a regular basis
- Liaise with other Council Services, as required, including Area Teams
- Arrange stakeholder meetings on an annual basis/as required
- Contact landowners, agents and developers on an annual basis/as required
- Format and edit the Delivery Programme for publication on an annual basis
- Make Delivery Programme publicly available, as required
- Submit to Scottish Ministers
- Use the Delivery Programme as a project management tool

Objective: Provide co-ordination and reporting of legacy cases/planning applications in partnership with Development Management and Legal Teams to progress targets identified in the Planning Performance Framework

Supports aim(s): 1 & 3

Link to Key Driver(s): 5, 7 & 16

Action(s):

- Liaise with Development Management
- Liaise with Legal
- Organise, and where necessary facilitate, meetings between key stakeholders
- Maintain an up-to-date list of legacy cases and track progress of applications
- Provide a monthly update of new legacy cases to Development Management Team Managers and Planning Service Managers
- Report on the status of the legacy cases in the Planning Performance Framework on an annual basis

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Objective: Monitor and audit the supply of land available for housing development on an annual basis

Supports aim(s): 4

Link to Key Driver(s): 5, 7, 9, 16 & 19

Action(s):

- Monitor planning applications, decisions, and completions for housing development sites
- Undertake annual housebuilders survey with Aberdeen City and collate results
- Update and maintain housing land database and GIS layer
- Carry out internal consultation within planning and housing services
- In partnership with Aberdeen City Council undertake consultation with developers and other key external stakeholders to reach agreement on status of sites
- Produce Aberdeen City and Aberdeenshire Housing Land Audit report
- Report to the Strategic Development Planning Authority and Infrastructure Services Committee
- Make publication available online and publicise internally

Objective: Respond to public enquiries within 5 working days and Freedom of Information (FOI) requests within 20 working days

Supports aim(s): 4

Link to Key Driver(s): 1 & 13

Action(s):

- Assist customers with enquiries and FOIs
- Record enquiry and response time in log
- Archive response for future reference

Objective: Input into preparation of the Planning Performance Framework on an annual basis

Supports aim(s): 4

Link to Key Driver(s): 5

Action(s):

- Contribute statistics on land supply and planning approvals, also case studies and progress reports of projects that are currently being undertaken

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Objective: Provide additional support and resources to the Planning and Economy Service and where appropriate, support the Area Teams

Supports aim(s): 1 & 5

Link to Key Driver(s): 3, 6, 11 & 12

Action(s):

- Provide support and assistance to Development Management, Policy Team and where appropriate, the Area Teams for the 6 administrational areas
- Support relevant youth engagement projects
- Support implementation of the Planning (Scotland) Act 2019 as well as any associated statutory instruments and guidance

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Objective: Inform the Housing Need and Demand (HNDA) Assessment

Supports aim(s): 1, 2 & 3

Link to Key Driver(s): 1, 4, 10, 13, 16 & 19

Action(s):

- Undertake analysis and provide housing, economic and demographic evidence to inform the Aberdeen City and Aberdeenshire Housing Need and Demand Assessment
- Produce Key Housing Market Drivers chapter of HNDA
- Attend project team meetings and contribute to decision making on methodology and outputs
- Undertake required training on the HNDA tool provided by the Centre for Housing Market Analysis

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Objective: Support the statutory development plan-making process in accordance with the Development Plan Scheme and in discussion/agreement with the Policy Team

Supports aim(s): 2

Link to Key Driver(s): 5, 6, 7, 8, 10, 11, 12 & 16

Action(s):

- Provide data and analysis and respond to queries as required
- Provide support for Proposed LDP 2020 Examination – further information requests and if called, attendance at hearings
- Provide data and analysis for the LDP Evidence Report
- Implement changes to monitoring procedures and publications to reflect new plans and legislation
- Add value to the bid assessment process by assessing deliverability of new proposed sites
- Engage with landowners/developers of allocated sites where a bid has not been submitted to review site delivery
- Delivery feedback on preferred sites and strategies at Future Infrastructure Requirements (FIRS) group meetings
- Provision of site-specific information/updates
- Provision of up-to-date infrastructure information

Objective: Provide project co-ordination for large and/or complex development sites and strategic infrastructure projects to delivery stage

Supports aim(s): 1, 3 & 5

Link to Key Driver(s): 5, 6, 7, 8 & 16

Action(s):

- Input into Development Frameworks
- Input into Masterplans
- Facilitate regular project meetings, prepare minutes and track actions for allocated sites
- Participate in the Affordable Housing Hub
- Provide project support for infrastructure projects

Objective: Promote and showcase allocated sites available for development via the publication of site prospectus on an annual basis

Supports aim(s): 3

Link to Key Driver(s): 3, 5 & 8

Action(s):

- Review of Delivery Programme to identify sites
- Liaise with landowners and agents, arrange workshops when required
- Site visit and photograph
- Collate site information
- Make publication available online and publicise internally
- Undertake periodic review of content, proposed annual publication
- Facilitate meetings with prospective developers

Objective: Serve as a point of contact for expertise and advice relating to the development of sites across Aberdeenshire

Supports aim(s): 1, 2 & 3

Link to Key Driver(s): 5, 6, 7, 14 & 16

Action(s):

- Identification of delivery issues
- Advocacy to developers and landowners
- Problem solve and troubleshoot
- Collaboratively work with internal and external stakeholders
- Communicate and share information
- Co-ordinate and facilitate meetings

Objective: Provide data, advice and support for all internal enquiries

Supports aim(s): 1, 2 & 4

Link to Key Driver(s): 1, 5, 6, 13 & 18

Action(s):

- Assist with ad hoc research projects and data requests as required

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Objective: Provide project support in seeking finance for regeneration projects

Supports aim(s): 1

Link to Key Driver(s): 4, 5, 6, 8, 14 & 20

Action(s):

- Provide data to support bid/funding applications
- Provide data analyses to support regeneration projects
- Provide other ad hoc support when required

Objective: Undertake studies to ensure relevant settlement information is available

Supports aim(s): 1, 2 & 3

Link to Key Driver(s): 5, 6 & 14

Action(s):

- Commission new studies where necessary
- Undertake tendering exercise and appoint consultants
- Monitor and review existing studies on an ad hoc basis

Objective: Produce analysis of house price data and income data on an annual basis

Supports aim(s): 1 & 3

Link to Key Driver(s): 1, 6 & 19

Action(s):

- Analyse Sasines/CACI data
- Produce a Housing Market Bulletin and a Household Income Bulletin
- Produce affordability analysis report
- Distribute internally and to inform policy and decision making
- Make publication available online and publicise internally

Objective: Produce annual bulletins on Aberdeenshire's economy and labour market

Supports aim(s): 1

Link to Key Driver(s): 1, 11 & 12

Action(s):

- Collate economic data on Aberdeenshire
- Analyse information and economic activity
- Produce bulletin with graphics
- Make publication available online and publicise internally

Objective: On a weekly basis, review and disseminate information from the weekly lists of new planning applications, committee agendas and planning decisions

Supports aim(s): 1

Link to Key Driver(s): 5, 10, 16 & 17

Action(s):

- Review for sites allocated in the LDP and housing sites above 3 homes
- Review for large scale/strategic development
- Review for new/upgraded infrastructure
- Disseminate to colleagues in Policy, Housing and Education and Information and Research
- Update 'live' version of Delivery Programme accordingly

Objective: Gather relevant knowledge to be shared with stakeholders

Supports aim(s): 1

Link to Key Driver(s): 3, 6 & 16

Action(s):

- Attend regular meetings with Council Estates Team for Council owned assets
- Attend regular meetings with Council's asset disposal and acquisition meetings
- Attend regular meetings with Affordable Housing for project updates
- Attend regular meetings with FIRS group
- Attend Development Management Team Meetings
- Attend regular liaison meetings with Scottish Water

Objective: Every 5 years undertake a monitor of the number of rural facilities across Aberdeenshire

Supports aim(s): 1 & 2

Link to Key Driver(s): 1, 2, 6 & 16

Action(s):

- Research number of facilities in rural communities
- Analyse trends and current economic/social/political influences
- Produce the Rural Monitoring Facilities Report (every five years)
- Distribute internally to inform policy and decision making
- Make publication available online and publicise internally

Objective: On an annual basis produce Aberdeenshire wide and Administration Area Profiles

Supports aim(s): 1 & 4

Link to Key Driver(s): 1, 6, 13 & 14

Action(s):

- Collate data on Aberdeenshire, at Council and sub-council area level, relating to physical characteristics, the environment, demographics, economy, education, transport and infrastructure and the administration
- Produce infographic reports for Aberdeenshire and each of six areas
- Distribute internally to inform policy and decision making
- Make publications available online and publicise internally

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Objective: Provide a One Aberdeenshire approach to responses to consultations on behalf of the Council, on relevant matters

Supports aim(s): 1

Link to Key Driver(s): 14 & 17

Action(s):

- Scottish Government and key agency consultations
- Consultations from neighbouring Local Authorities
- Stakeholder consultations
- Co-ordinate comments and draft consultation responses

Objective: Audit the available supply of employment land on an annual basis

Supports aim(s): 4

Link to Key Driver(s): 1, 5, 6 & 16

Action(s):

- Review relevant planning applications and conduct site visits to determine status
- Work with Aberdeen City to consult with stakeholders as appropriate to review draft audit
- Update employment land database and GIS layer
- Produce the Aberdeen City and Aberdeenshire Employment Land Audit report
- Report to Strategic Development Planning Authority and Infrastructure Services Committee
- Make publication available online and publicise internally

Objective: Produce Town Centre Health Check reports to provide information relating to the Principal and Other Town Centres on an annual and bi-annual basis respectively

Supports aim(s): 1, 2 & 5

Link to Key Driver(s): 6, 16 & 20

Action(s):

- Review methodology and lessons learned log prior to new site visits
- Undertake site visits in each town centre to assess the viability and vitality
- Complete footfall counts, accessibility audits (where applicable), business surveys and community surveys for each town centre
- Produce reports for principal towns annually and other towns biannually
- Produce an Information Bulletin for Elected Members
- Make publication available online and publicise internally

Objective: Monitor the Local Development Plan on a 5-year basis or as requested

Supports aim(s): 2 & 4

Link to Key Driver(s): 5 & 16

Action(s):

- Provide data to the Policy Team if required

Objective: Continue to develop a settlement database

Supports aim(s): 1 & 2

Link to Key Driver(s): 1, 13 & 14

Action(s):

- Make data easily accessible to customers
- Provide evidence base for the development plan

Objective: Contribute to corporate data hub projects

Supports aim(s): 2

Link to Key Driver(s): 1, 13 & 14

Action(s):

- Assist with the development of data hub projects by providing planning related data as required

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Objective: On an annual basis, produce Town Profiles

Supports aim(s): 1 & 2

Link to Key Driver(s): 1, 3 & 20

Action(s):

- Collate data on Aberdeenshire's 16 main towns relating to population, housing, school rolls, income and unemployment, industry and business and travel to work
- Produce infographic reports for each town
- Distribute internally and to inform policy and decision making
- Make publications available online and publicise internally

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Objective: Provide analysis of the National Records of Scotland (NRS) Population Estimates and Households & Dwellings Estimates, and Population Projections and Household Projections at Aberdeenshire level

Supports aim(s): 2 & 4

Link to Key Driver(s): 1, 3, 5 & 6

Action(s):

- Analyse population estimate figures produced by NRS
- Produce and publish information bulletins which describe main points of the reports as they affect Aberdeenshire
- Update Council website
- Respond to requests for information from all sources
- Attend meetings of the Population and Migration Statistics Committee
- Respond to feedback/consultation requests from NRS

Objective: Analyse and disseminate data on the Census relating to Aberdeenshire

Supports aim(s): 2 & 4

Link to Key Driver(s): 1 & 2

Action(s):

- Understand how Census results are disseminated and advise on use of Census website
- Collate Census data on Aberdeenshire, its settlements, administrative areas etc. and produce and publish Census profiles
- Respond to requests for Census data from all sources
- Take part in NRS consultation events about Census 2021

Objective: Report on Aberdeenshire's areas of deprivation

Supports aim(s): 2 & 4

Link to Key Driver(s): 1 & 13

Action(s):

- Provide additional analysis of the Scottish Index of Multiple Deprivation (SIMD) report produced by the Scottish Government as required
- Interpret data for Aberdeenshire identifying our most deprived areas
- Produce SIMD Report
- Distribute internally to inform policy and decision making
- Make publication available online and publicise internally

Objective: Review the Statistics webpages during 2022 and maintain on a rolling basis to ensure information is correct and up to date

Supports aim(s): 4 & 6

Link to Key Driver(s): 1 & 3

Action(s):

- Monitor number of hits to the webpage
- Improve text to maximise ease of data searching
- Ensure compliant with accessibility standards
- Seek user feedback
- Manage publications to improve access
- Review and update regularly

Objective: Develop skills in infographics and data presentation

Supports aim(s): 4 & 6

Link to Key Driver(s): 1, 3 & 15

Action(s):

- Identify available software to support design
- Attend training where possible and share knowledge
- Improve visual impact of documents produced

Objective: On an annual basis undertake a survey of vacant and derelict land in Aberdeenshire

Supports aim(s): 1 & 4

Link to Key Driver(s): 1, 4, 5 & 6

Action(s):

- Identify new possible vacant and derelict sites and confirm with site visits
- Monitor existing sites for any new development
- Update Vacant and Derelict Land database
- Update Vacant and Derelict Land GIS layer
- Provide findings to the Scottish Government
- Feed into monitoring report for the LDP
- Manage data and provide as requested to inform policy and decision making

Objective: Input into national, regional and local infrastructure planning and modelling

Supports aim(s): 2

Link to Key Driver(s): 6, 8, 16, & 21

Action(s):

- Provide annual and biennial updates on housing, employment and commercial land uses and planned developments in Aberdeenshire to inform infrastructure planning for external agencies including Transport Scotland, Scottish Water and Scottish and Southern Energy Network
- Provide annual updates of projected housing completions to inform Aberdeenshire Council's school roll forecasts

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Objective: Develop and support projects which assist with the restoration and regeneration of the built and natural environment

Supports aim(s): 5

Link to Key Driver(s): 4, 5, & 6

Action(s):

- Undertake scoping exercise/identification of sites
- Undertake tendering exercise and appoint consultants where necessary
- Manage projects
- Commission options appraisals
- Liaise with internal colleagues on all aspects of development
- Liaise with external bodies, members of the public, property/landowners to gather information for assessing development opportunities
- Undertake public consultation events
- Research into planning history
- Undertake site visits and assess development potential/delivery issues
- Assess the viability of proposed development sites
- Report options appraisal reports to Committee(s) as required

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Objective: Joint project work with developer obligations on deliverability and viability

Supports aim(s): 5 & 6

Link to Key Driver(s): 3, 5 & 8

Action(s):

- Settlement/site specific work
- Review Developer Obligation Exemption Zones and make recommendations as required to aid development in deprived areas
- Increase knowledge and understanding of viability

Objective: Produce quarterly newsletter to promote PID workstreams

Supports aim(s): 4

Link to Key Driver(s): 15

Action(s):

- Produce summary of the most recent publications produced by the Team and forthcoming releases
- Make publication available online and publicise internally

Objective: Develop a Team Strategy for adoption in 2022 with annual reviews to be undertaken prior to a full review in 2024

Supports aim(s): 6

Link to Key Driver(s): 15

Action(s):

- Implement Strategy over 3-year period
- Undertake regular Team Meetings
- Prepare and publish an Annual Report to monitor delivery of the Strategy
- Make publication available online and publicise internally

Objective: Promote staff training and development to ensure each member of staff completes a minimum of 20-hours continuous professional development (pro-rata) on an annual basis

Supports aim(s): 6

Link to Key Driver(s): 1, 6, 13, 14 & 15

Action(s):

- Provide opportunities for staff to attend relevant training events/ seminars/ conferences/ workshops/ and allow time for reading, such as relevant professional articles and self-study
- Maintain individual training records

Objective: Maintain continuous improvement through identification and implementation of continuous improvement projects

Supports aim(s): 6

Link to Key Driver(s): 1, 6, 13, 14 & 15

Action(s):

- Review practices regularly for improvement
- Record any feedback received
- Provide case studies for the Planning Performance Framework
- Review relevant Council webpages

Appendix 2: PID Team Publications

Publication	Description	Frequency
Aberdeenshire's Economy Annual Review	Overview of Aberdeenshire's economy, drawing on annually produced national statistics.	Annually
Aberdeenshire Profile	Overview of the physical, natural, demographic, economic and political make up of Aberdeenshire.	Annually
Administration Area profiles	Information about Aberdeenshire's 6 administrative areas including maps of each area. Land area, population, population density, age structure, economy, industry by sector and number of employees, unemployment, housing stock, house building, house price, political composition, services.	Annually
Aberdeenshire's Housing Market	Update on recent house prices and sales for Aberdeenshire.	Annually
Census Profile for Aberdeenshire	Profile of Aberdeenshire based on the latest Census date.	Every 10-years
Census Profiles for Administration Areas	Profiles of Aberdeenshire's 6 Administrative Areas based on the latest Census date.	Every 10-years
Census results by Main Towns	Profiles of Aberdeenshire's main settlements based on the latest Census date (Banchory, Ellon, Fraserburgh, Huntly, Inverurie, Peterhead, Portlethen, Stonehaven, Turriff and Westhill).	Every 10-years
Delivery Programme	Identifies what is required to deliver the policies and proposals within the Local Development Plan, the stakeholders responsible for the delivery of the identified actions and timescales involved.	Annually
Employment Land Audit	Provides up-to-date and accurate information on the supply and availability of employment land in Aberdeen City and Aberdeenshire. The audit is undertaken in conjunction with Aberdeen City Council.	Annually
Housebuilding in Aberdeen City and Shire	Summarises the housing completions figures in the housing land audit and shows the number of houses built in recent years and expected future completions.	Annually
Household Income Bulletin	Provides average annual household income for Aberdeenshire's settlements.	Annually

Housing Land Audit	An audit of the housing land supply in Aberdeen City and Aberdeenshire. The audit is used to determine if there is enough land available for housing development and informs the planning of future infrastructure such as roads, schools and drainage. Produced in conjunction with Aberdeen City Council.	Annually
Local Development Plan Monitoring Statement	Supports the Local Development Plan by presenting the key characteristic changes in Aberdeenshire while considering the impact of the LDP policies.	Every 5-years or as requested
Newsletter	Provides a summary of the most recent publications produced by the Team and forthcoming releases. Also highlights some key facts from our most recent reports and outlines any ongoing project work.	Quarterly
NRS Estimates – Households and Dwellings Bulletin	Summary bulletin covering the current Households and Dwellings estimates.	Annually
NRS Estimates – Population Bulletin	Summary bulletin covering the current Population estimates.	Annually
NRS Projections – Household Bulletin	Summary bulletin covering the current Household projections.	Annually
NRS Projections – Population Bulletin	Summary population bulletin covering the current Population projections.	Annually
Rural Facilities Monitor	Monitoring key facilities available in our rural settlements.	Every 5-years
Report on the Scottish Index of Multiple Deprivation for Aberdeenshire	Examines the key findings for Aberdeenshire from the Scottish Index of Multiple Deprivation. Identifying Aberdeenshire's most deprived areas while analysing indictor data for the whole region.	Every 3-years
Site Prospectus	A document to showcase sites available for development in the area.	Annually
Town Centre Health Checks	Individual reports presenting and analysing the factors which contribute to successful town centres highlighting indicators of vitality and viability. Produced for Principal Town Centres as identified by the Local Development Plan, Regeneration Towns and Other Town Centres.	Principal Town Centres & Regeneration Towns Annually Other Town Centres Biannually
Town Profiles	Provides sources and update schedule for data and a summary page for quick reference.	Annually

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Aberdeenshire's Economy Annual Review						■	■					
Aberdeenshire Profile			■	■								
Administration Area profiles		■	■									
Bridge Street project completion and Stage 3 Safety Audit	■	■	■	■	■							
Census 2022										■	■	■
Delivery Programme		■	■	■	■	■	■	■				
Employment Land Audit	■	■	■	■	■				■	■		
Household Income Bulletin					■	■	■		■			
Housing Land Audit	■	■	■	■	■	■	■	■	■	■		
Housing Market Bulletin								■	■			
Housing Needs and Demands Assessment	■	■	■	■	■	■	■	■	■	■	■	■
National Planning Framework 4 (consultation and implementation)	■	■	■		■	■		■	■	■		■
PID Team Newsletter						■						■
Place-Based Projects	■	■	■	■	■	■	■	■	■	■	■	■
Planning (Scotland) Act 2019 (implementation)	■	■	■	■	■	■	■	■	■	■	■	■
Planning Performance Framework		■	■	■	■							
Proposed Local Development Plan 2020 Examination (support)	■											
Rural Facilities Monitor	■	■	■	■	■	■	■	■	■	■		
Site Prospectus	■	■	■	■	■	■	■	■	■	■		
Scottish Vacant and Derelict Land Survey					■	■	■	■	■	■		

Strategic Assessments	■	■	■	■	■	■	■	■	■	■	■	■
Town Centre Health Checks	■	■		■	■	■	■	■	■	■	■	■
Town Profiles				■	■	■	■					