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Document 1 - Agenda



Resourcing the Planning System

Monday 20 November 2023

Victoria Quay, Edinburgh, EH6 6QQ

Agenda

9:45 **Tea & Coffee**

10:00 **Welcome, Chair – Johanna Boyd**, Chief Executive, Planning Aid for Scotland

10:05 **Resourcing Scotland's planning system: perspectives**

- **Fiona Simpson**, Scottish Government Chief Planner and Director of Planning, Architecture and Regeneration Division
- **Ian Aikman**, Chair, Heads of Planning Scotland
- **Craig McLaren**, National Planning Improvement Champion, Improvement Service

10:25 **Discussion session 1** - Ideas and Solution - Delegates will be assigned to a group and a facilitator identified for each table.

Each group will be given a topic and a series of questions to prompt discussion. The topics will include skills development, shared services, recruitment and retention, fees and charging. The group will be asked to discuss the topic and identify and prioritise potential solutions.

12:00 **Break**

12:10 **Feedback session 1**

Each group will be asked to present their priority actions which will be taken forward into discussion session 2. This session provides an opportunity for delegates from other groups to add further thoughts and ideas.

13:00 **Lunch**

13:30 **Discussion Session 2 – Practical Implementation**

Each group will reflect on the feedback from other delegates and agree a small number of ideas which can be practically implemented. For each proposal, the group will be asked to consider what action is required, which organisations would lead implementation, which organisations would support, any barriers to implementation and a possible timeframe for implementation and delivery.

15:00 **Break**

15:10 **Feedback session 2**

Each group will be asked to present their top 3 proposals to the group. Delegates will have an opportunity to provide input to the proposals during this session.

16:15 **Summing Up – Johanna Boyd**

16:25 **Next Steps - Fiona Simpson**

16:30 **Close**

Groups

Group 1	
Questions	How can the current skills and resource gaps be filled? Are there opportunities for skills/services to be shared? How can each sector support skills development, for instance identifying, sharing and implementing good practice?
Delegates	<ol style="list-style-type: none"> 1. [redacted] - HfS 2. SPF 3. [redacted] - Federation of Master Builders 4. [redacted] – Scottish Renewables 5. [redacted] - KAG 6. Ian Aikman- HOPS 7. [redacted] - HOPS 8. [redacted] – Mobile UK 9. [redacted] - Glasgow University 10. Craig McLaren – National Planning Improvement Champion

Group 2	
Questions	How can the current recruitment and retention issues faced by authorities be resolved/improved? What opportunities are there for people to gain practical work experience while working towards a planning or related qualification? How can this be expanded?
Delegates	<ol style="list-style-type: none"> 1. [redacted] – Partners in Planning 2. [redacted] - HfS 3. [redacted] - SPF 4. [redacted] - Federation of Master Builders 5. [redacted] - Scottish Renewables 6. [redacted] - KAG 7. [redacted] - HOPS 8. [redacted]- Heriot Watt University 9. [redacted] - Scottish Planning Consultants Forum 10. Fiona Simpson - SG

Group 3	
Questions	How can we work smarter to improve the process for determining applications through the various stages (pre-submission, validation, determination, conditions, legal agreements and appeals)?
Delegates	<ol style="list-style-type: none">1. [redacted] – RTPi2. [redacted] - HfS3. [redacted] - SPF4. [redacted] - Scottish Renewables5. [redacted] – Federation of Master Builders6. [redacted] - KAG7. [redacted] - HOPS8. [redacted] - Scottish Land and Estates9. [redacted] - SOLAR10. Scott Ferrie - DPEA

Group 4	
Questions	What different approaches could be taken to set planning fees (Applications and Appeals) in the future which would allow better recovery of their individual costs? How do we ensure that any fees or charges are reactive to the increased costs involved?
Delegates	<ol style="list-style-type: none"> 1. [redacted] – Scottish Planning Consultants Forum 2. [redacted] - HfS 3. [redacted] - SPF 4. [redacted] - Federation of Master Builders 5. [redacted] - Scottish Renewables 6. [redacted] - KAG 7. [redacted] - HOPS 8. [redacted] - Scottish Sea Farms 9. [redacted] - DPEA 10. [redacted] - Development Trust Association

Group 5	
Questions	What other services/types of application could a fee or charge be introduced for? How should planning fees and other income be reinvested in the planning service?
Delegates	<ol style="list-style-type: none"> 1. [redacted] - Scottish Renewables 2. [redacted] - SPF 3. [redacted] - HfS 4. [redacted] - Federation of Master Builders 5. [redacted] - KAG 6. [redacted] - HOPS 7. [redacted] - Scottish Tourism Alliance 8. [redacted] – COSLA 9. [redacted] - RIAS

Document 2 – List of Organisations or Individuals invited to workshop

Resourcing the Planning System - Workshop

Name	Organisation	email	Accepted	Group
[redacted]	Hfs	[redacted]@whiteburn.co.uk	Y	1
[redacted]	SPF			1
[redacted]	Federation of Master Builders	[redacted]@hadden.co.uk	Y	1
[redacted]	Scottish Renewables	[redacted]@scottishpower.com	Y	1
[redacted]	KAG	[redacted]@ads.org.uk	Y	1
Ian Aikman	HOPS	[redacted]@scotborders.gov.uk>	Y	1
[redacted]	HOPS	[redacted]@highland.gov.uk	Y	1
[redacted]	Mobile UK	[redacted]@mobileuk.org	Y	1
[redacted]	Glasgow University	[redacted]@glasgow.ac.uk	Y	1
Craig McLaren	National Planning Improvement Champion	[redacted]@improvementservice.org.uk	Y	1
[redacted]	Hfs	[redacted]@homesforscotland.com	Y	2
[redacted]	Hfs	[redacted]@persimmonhomes.com	Y	2
[redacted]	SPF			2
[redacted]	Federation of Master Builders	[redacted]@qbuildltd.co.uk	Y	2
[redacted]	Scottish Renewables	[redacted]@sse.com	Y	2
[redacted]	Scottish Planning Consultants Forum	[redacted]@geddesconsulting.com	Y	2
[redacted]	KAG	[redacted]@transport.gov.scot	Y	2
[redacted]	HOPS	[redacted]@west-dunbarton.gov.uk	Y	2
[redacted]	Partners in Planning	[redacted]@[redacted]	Y	2
[redacted]	Heriot Watt University	[redacted]@hw.ac.uk	Y	2
[redacted]	Federation of Master Builders	[redacted]@kwmb.co.uk	Y	3
[redacted]	Scottish Renewables	[redacted]@gmail.com	Y	3
[redacted]	KAG	[redacted]@hes.scot	Y	3
[redacted]	HOPS	[redacted]@moray.gov.uk	Y	3
[redacted]	Scottish Land and Estates	[redacted]@scottishlandandestates.co.uk	Y	3
[redacted]	SOLAR	[redacted]@aberdeenshire.gov.uk	Y	3
[redacted]	RTPI	[redacted]@rtpi.org.uk	Y	3

Scott Ferrie	DPEA		Y	3
[redacted]	SPF			4
[redacted]	Federation of Master Builders	[redacted]@qbuildltd.co.uk	Y	4
[redacted]	Scottish Renewables	[redacted]@locogen.com		4
[redacted]	Scottish Planning Consultants Forum		Y	4
[redacted]	KAG	[redacted]@SEPA.org.uk	Y	4
[redacted]	HOPS	[redacted]@southlanarkshire.gov.uk	Y	4
[redacted]	Scottish Sea Farms	[redacted]@scottishseafarms.com	Y	4
[redacted]	Development Trust Association	[redacted]@live.co.uk	Y	4
[redacted]	DPEA		Y	4
[redacted]	HfS	[redacted]@kirkwood-homes.com	Y	5
[redacted]	SPF	[redacted]@bpf.org.uk		5
[redacted]	Federation of Master Builders	[redacted]@fmb.org.uk	Y	5
[redacted]	Scottish Renewables	[redacted]@scottishrenewables.com	Y	5
[redacted]	KAG	[redacted]@phs.scot	Y	5
[redacted]	HOPS	[redacted]@northlan.gov.uk	Y	5
[redacted]	Scottish Tourism Alliance	[redacted]@fusiongroupuk.co.uk	Y	5
[redacted]	COSLA	[redacted]@cosla.gov.uk	Y	5
[redacted]	HfS	[redacted]@taylorwimpey.com	Y	
Johanna Boyd	PAS			
[redacted]	RIAS			
[redacted]	Federation of Small Businesses	[redacted]@fsb.org.uk	N	
[redacted]	Development Trust Association	[redacted]@dtascotland.org.uk	N	
[redacted]	Dundee University	[redacted]@dundee.ac.uk	Maybe	
[redacted]	SOLACE	[redacted]@aberdeenshire.gov.uk	n	

Document 3 – Briefing Pack for Delegate Group 1

From: [redacted]

Sent: Tuesday, November 14, 2023 12:58 PM

To: [redacted]@whiteburn.co.uk; [redacted]@hadden.co.uk; [redacted]@scottishpower.com; [redacted]@ads.org.uk; [redacted]@scotborders.gov.uk>; [redacted]@highland.gov.uk; [redacted]@mobileuk.org; [redacted]@glasgow.ac.uk; [redacted]@improvementservice.org.uk>

Cc: [redacted]@gov.scot>

Subject: Resourcing the Planning System - Workshop - Delegate Pack - Group 1

Good afternoon

Thank you for confirming your attendance at the workshop on resourcing the planning system being held on Monday 20 November from 10:00-16:30 at [Victoria Quay, Edinburgh, EH6 6QQ](#). Tea and Coffee will be available from 9:45. **Please note that you will need to bring photographic ID with you to access Victoria Quay.** Further details below.

I would be grateful if you could please indicate if you have any dietary or accessibility requirements by close of play on Wednesday 15th November.

Please find attached the agenda for the day and information on travelling to and accessing Victoria Quay.

In order to get the most out of the day, delegates have been allocated to tables which will focus on one of 5 key areas: skills; recruitment; determination of applications; planning fees; and income investment. We appreciate that some people may have specific views about the topics being discussed by other tables, therefore we have built in time to allow groups to feedback on the issues and potential solutions.

You have been allocated to Group 1 which will focus on skills. The three questions you will be asked to consider are:

- How can the current skills and resource gaps be filled?
- Are there opportunities for skills/services to be shared?
- How can each sector support skills development, for instance identifying, sharing and implementing good practice?

Travelling to Victoria Quay

- If you are travelling by train, the nearest station to Victoria Quay is Edinburgh Waverley. The quickest way to get to Victoria Quay from Edinburgh Waverley is by the new [tram line](#) from St Andrews Square, just a few minutes walk from the station. Alternatively, if travelling from the north get off at Haymarket and get on a tram just outside Haymarket Station.
- If you are travelling by car there are parking spaces available in the visitors car park at Victoria Quay (no need to book in advance). To access the visitors car park, please report to the security box at the far left barrier as you head through the main gates. The visitors car park is on the left once you have gone through the barrier.
- Lunch will be provided on the day. If you haven't already, then please send any special dietary requirements to Chief.Planner@gov.scot

Accessing the Building

- When you arrive, please report to reception and advise that you are here for the Resourcing Workshop. Someone will collect you and take you to the correct room. **Please bring photographic ID with you as you will need to show this at reception to access the building.**

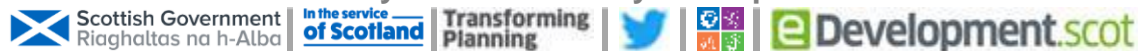
I look forward to seeing you on Monday.

Kind regards

[redacted] | Planning Improvement | Planning, Architecture & Regeneration | Scottish Government | [redacted]

Working Monday, Thursday and Friday 7am-3pm

Pattern Tuesday and Wednesday 7am-1pm



Document 4 – Briefing Pack for Delegate Group 2

From: [redacted]

Sent: Tuesday, November 14, 2023 12:58 PM

To: [redacted]@homesforscotland.com; [redacted]@persimmonhomes.com; [redacted]@qbuildltd.co.uk; [redacted]@sse.com; [redacted]@geddesconsulting.com; [redacted]@transport.gov.scot>; [redacted]@west-dunbarton.gov.uk; [redacted]; [redacted]@hw.ac.uk; [redacted]@bpf.org.uk

Cc: [redacted]@gov.scot>

Subject: Resourcing the Planning System - Workshop - Delegate Pack - Group 2

Good afternoon

Thank you for confirming your attendance at the workshop on resourcing the planning system being held on Monday 20 November from 10:00-16:30 at [Victoria Quay, Edinburgh, EH6 6QQ](#). Tea and Coffee will be available from 9:45. **Please note that you will need to bring photographic ID with you to access Victoria Quay.** Further details below.

I would be grateful if you could please indicate if you have any dietary or accessibility requirements by close of play on Wednesday 15th November.

Please find attached the agenda for the day and information on travelling to and accessing Victoria Quay.

In order to get the most out of the day, delegates have been allocated to tables which will focus on one of 5 key areas: skills; recruitment; determination of applications; planning fees; and income investment. We appreciate that some people may have specific views about the topics being discussed by other tables, therefore we have built in time to allow groups to feedback on the issues and potential solutions.

You have been allocated to Group 2 which will focus on recruitment and retention of staff. The two questions you will be asked to consider are:

- How can the current recruitment and retention issues faced by authorities be resolved/improved?
- What opportunities are there for people to gain practical work experience while working towards a planning or related qualification? How can this be expanded?

Travelling to Victoria Quay

- If you are travelling by train, the nearest station to Victoria Quay is Edinburgh Waverley. The quickest way to get to Victoria Quay from Edinburgh Waverley is by the new [tram line](#) from St Andrews Square, just a few minutes walk from the station. Alternatively, if travelling from the north get off at Haymarket and get on a tram just outside Haymarket Station.
- If you are travelling by car there are parking spaces available in the visitors car park at Victoria Quay (no need to book in advance). To access the visitors car park, please report to the security box at the far left barrier as you head through the main gates. The visitors car park is on the left once you have gone through the barrier.
- Lunch will be provided on the day. If you haven't already, then please send any special dietary requirements to Chief.Planner@gov.scot

Accessing the Building

- When you arrive, please report to reception and advise that you are here for the Resourcing Workshop. Someone will collect you and take you to the correct room. **Please bring photographic ID with you as you will need to show this at reception to access the building.**

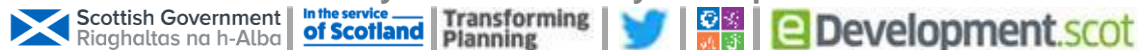
I look forward to seeing you on Monday.

Kind regards

[redacted] | Planning Improvement | Planning, Architecture & Regeneration | Scottish Government | [redacted]

Working Monday, Thursday and Friday 7am-3pm

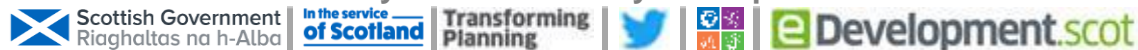
Pattern Tuesday and Wednesday 7am-1pm



[redacted] | Planning Improvement | Planning, Architecture & Regeneration | Scottish Government | [redacted]

Working Monday, Thursday and Friday 7am-3pm

Pattern Tuesday and Wednesday 7am-1pm



Document 5 – Briefing Pack for Delegate Group 3

From: [redacted]

Sent: Tuesday, November 14, 2023 12:58 PM

To: [redacted]@kwmb.co.uk; [redacted]@gmail.com; [redacted]@hes.scot; [redacted]@moray.gov.uk; [redacted]@scottishlandandestates.co.uk; [redacted]@aberdeenshire.gov.uk; [redacted]@rtpi.org.uk; Scott Ferrie [redacted]@gov.scot>; [redacted]@bpf.org.uk

Cc: [redacted]@gov.scot>

Subject: Resourcing the Planning System - Workshop - Delegate Pack - Group 3

Good afternoon

Thank you for confirming your attendance at the workshop on resourcing the planning system being held on Monday 20 November from 10:00-16:30 at [Victoria Quay, Edinburgh, EH6 6QQ](#). Tea and Coffee will be available from 9:45. **Please note that you will need to bring photographic ID with you to access Victoria Quay.** Further details below.

I would be grateful if you could please indicate if you have any dietary or accessibility requirements by close of play on Wednesday 15th November.

Please find attached the agenda for the day and information on travelling to and accessing Victoria Quay.

In order to get the most out of the day, delegates have been allocated to tables which will focus on one of 5 key areas: skills; recruitment; determination of applications; planning fees; and income investment. We appreciate that some people may have specific views about the topics being discussed by other tables, therefore we have built in time to allow groups to feedback on the issues and potential solutions.

You have been allocated to Group 3 which will focus on the process for determining applications. The question you will be asked to consider are:

- How can we work smarter to improve the process for determining applications through the various stages (pre-submission, validation, determination, conditions and legal agreements)?

Travelling to Victoria Quay

- If you are travelling by train, the nearest station to Victoria Quay is Edinburgh Waverley. The quickest way to get to Victoria Quay from Edinburgh Waverley is by the new [tram line](#) from St Andrews Square, just a few minutes walk from the station. Alternatively, if travelling from the north get off at Haymarket and get on a tram just outside Haymarket Station.
- If you are travelling by car there are parking spaces available in the visitors car park at Victoria Quay (no need to book in advance). To access the visitors car park, please report to the security box at the far left barrier as you head through the main gates. The visitors car park is on the left once you have gone through the barrier.
- Lunch will be provided on the day. If you haven't already, then please send any special dietary requirements to Chief.Planner@gov.scot

Accessing the Building

- When you arrive, please report to reception and advise that you are here for the Resourcing Workshop. Someone will collect you and take you to the correct room. **Please bring photographic ID with you as you will need to show this at reception to access the building.**

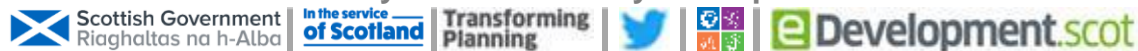
I look forward to seeing you on Monday.

Kind regards

[redacted] | Planning Improvement | Planning, Architecture & Regeneration | Scottish Government | [redacted]

Working Monday, Thursday and Friday 7am-3pm

Pattern Tuesday and Wednesday 7am-1pm



Document 6 - Briefing Pack for Delegate Group 4

From: [redacted]

Sent: Tuesday, November 14, 2023 12:58 PM

To: [redacted]@qbuildltd.co.uk; [redacted]@locogen.com; [redacted]@SEPA.org.uk [redacted]@southlanarkshire.gov.uk; [redacted]@scottishseafarms.com; [redacted]@live.co.uk; [redacted]@gov.scot>; [redacted]@scotthobbsplanning.com; [redacted]@bpf.org.uk

Cc: [redacted]@gov.scot>

Subject: Resourcing the Planning System - Workshop - Delegate Pack - Group 4

Good afternoon

Thank you for confirming your attendance at the workshop on resourcing the planning system being held on Monday 20 November from 10:00-16:30 at [Victoria Quay, Edinburgh, EH6 6QQ](#). Tea and Coffee will be available from 9:45. **Please note that you will need to bring photographic ID with you to access Victoria Quay.** Further details below.

I would be grateful if you could please indicate if you have any dietary or accessibility requirements by close of play on Wednesday 15th November.

Please find attached the agenda for the day and information on travelling to and accessing Victoria Quay.

In order to get the most out of the day, delegates have been allocated to tables which will focus on one of 5 key areas: skills; recruitment; determination of applications; planning fees; and income investment. We appreciate that some people may have specific views about the topics being discussed by other tables, therefore we have built in time to allow groups to feedback on the issues and potential solutions.

You have been allocated to Group 4 which will focus on planning fees. The two questions you will be asked to consider are:

- What different approaches could be taken to set planning fees (Applications and Appeals) in the future which would allow better recovery of their individual costs?
- How do we ensure that any fees or charges are reactive to the increased costs involved?

Travelling to Victoria Quay

- If you are travelling by train, the nearest station to Victoria Quay is Edinburgh Waverley. The quickest way to get to Victoria Quay from Edinburgh Waverley is by the new [tram line](#) from St Andrews Square, just a few minutes walk from the station. Alternatively, if travelling from the north get off at Haymarket and get on a tram just outside Haymarket Station.
- If you are travelling by car there are parking spaces available in the visitors car park at Victoria Quay (no need to book in advance). To access the visitors car park, please report to the security box at the far left barrier as you head through the main gates. The visitors car park is on the left once you have gone through the barrier.
- Lunch will be provided on the day. If you haven't already, then please send any special dietary requirements to Chief.Planner@gov.scot

Accessing the Building

- When you arrive, please report to reception and advise that you are here for the Resourcing Workshop. Someone will collect you and take you to the correct room. **Please bring photographic ID with you as you will need to show this at reception to access the building.**

I look forward to seeing you on Monday.

Kind regards

[redacted] | Planning Improvement | Planning, Architecture & Regeneration | Scottish Government | [redacted]

Working Monday, Thursday and Friday 7am-3pm

Pattern Tuesday and Wednesday 7am-1pm



Document 7 – Briefing Pack for Delegate Group 5

From: [redacted]

Sent: Tuesday, November 14, 2023 12:58 PM

To: [redacted]@kirkwood-homes.com; [redacted]@bpf.org.uk; [redacted]@fmb.org.uk; [redacted]@scottishrenewables.com; [redacted]@phs.scot; [redacted]@northlan.gov.uk; [redacted]@fusiongroupuk.co.uk; [redacted]@cosla.gov.uk>; [redacted]@taylorwimpey.com; [redacted]@gmail.com; [redacted]@bpf.org.uk

Cc: [redacted]@gov.scot>

Subject: Resourcing the Planning System - Workshop - Delegate Pack - Group 5

Good afternoon

Thank you for confirming your attendance at the workshop on resourcing the planning system being held on Monday 20 November from 10:00-16:30 at [Victoria Quay, Edinburgh, EH6 6QQ](#). Tea and Coffee will be available from 9:45. **Please note that you will need to bring photographic ID with you to access Victoria Quay.** Further details below.

I would be grateful if you could please indicate if you have any dietary or accessibility requirements by close of play on Wednesday 15th November.

Please find attached the agenda for the day and information on travelling to and accessing Victoria Quay.

In order to get the most out of the day, delegates have been allocated to tables which will focus on one of 5 key areas: skills; recruitment; determination of applications; planning fees; and income investment. We appreciate that some people may have specific views about the topics being discussed by other tables, therefore we have built in time to allow groups to feedback on the issues and potential solutions.

You have been allocated to Group 5 which will focus on discretionary charging and income investment. The three questions you will be asked to consider are:

- What other services/types of application could a fee or charge be introduced for?
- How should planning fees and other income be reinvested in the planning service?

Travelling to Victoria Quay

- If you are travelling by train, the nearest station to Victoria Quay is Edinburgh Waverley. The quickest way to get to Victoria Quay from Edinburgh Waverley is by the new [tram line](#) from St Andrews Square, just a few minutes walk from the station. Alternatively, if travelling from the north get off at Haymarket and get on a tram just outside Haymarket Station.
- If you are travelling by car there are parking spaces available in the visitors car park at Victoria Quay (no need to book in advance). To access the visitors car park, please report to the security box at the far left barrier as you head through the main gates. The visitors car park is on the left once you have gone through the barrier.
- Lunch will be provided on the day. If you haven't already, then please send any special dietary requirements to Chief.Planner@gov.scot

Accessing the Building

- When you arrive, please report to reception and advise that you are here for the Resourcing Workshop. Someone will collect you and take you to the correct room. **Please bring photographic ID with you as you will need to show this at reception to access the building.**

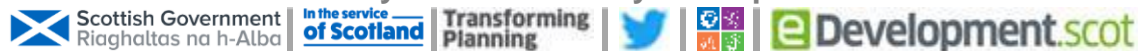
I look forward to seeing you on Monday.

Kind regards

[redacted] | Planning Improvement | Planning, Architecture & Regeneration | Scottish Government | [redacted]

Working Monday, Thursday and Friday 7am-3pm

Pattern Tuesday and Wednesday 7am-1pm



Document 8 – Email to Group Facilitators

From: [redacted]

Sent: Wednesday, November 15, 2023 11:52 AM

To: [redacted]@highland.gov.uk>; [redacted]@scottishrenewables.com>; [redacted]@scotthobbsplanning.com; [redacted]; [redacted]@rtpi.org.uk

Cc: [redacted]@gov.scot>

Subject: RE: Resourcing the Planning System - Workshop - Facilitators

Hi,

Thank you for confirming your willingness to act as facilitators on Monday.

I thought it would be useful to provide some more information on the format for the day which will hopefully give some reassurance regarding the need to take notes etc.

During discussion session one, participants will be asked to put any ideas/solutions onto post it notes. The group will then be asked to narrow down the suggestions to 3 or 4 key priorities. The post-it notes will be transferred to the main room for the feedback session to allow other groups to add any additional thoughts/suggestions.

Moving on to discussion session 2, the 3/4 priorities which have been identified are to then be subject of further discussion and worked up using a proforma which will be provided. The proforma will include details of the proposal, what action is required to be taken in order to implement, who should lead implementation, potential timeline for implementation and any potential barriers.

If there are any issues/questions on the day Johanna, Suzanne and I will be dropping into the check how things are going and to provide any updates on timings.

This will all be explained to the participants during the introduction.

I hope this is helpful.

Kind regards

[redacted] | Planning Improvement | Planning, Architecture & Regeneration | Scottish Government | [redacted]
Working Monday, Thursday and Friday 7am-3pm
Pattern Tuesday and Wednesday 7am-1pm



Document 9 – Notes for main facilitator

Resourcing the Planning System – Workshop

Notes for Johanna

No fire alarm test is planned

If alarm goes please exit by the emergency exit in the conference room

For your comfort there is an air quality monitor in each room. If the monitor beeps please just open the door.

We will be taking some pictures during the day if everybody is ok with that.

Reminder of Groups, questions, facilitators (top of list) and rooms.

Guidelines

- We will aim to start and finish on time and keep to the agenda
- Facilitator's role is to keep us focussed on the questions
- One person speaks at a time
- Respect one another's contributions
- We are a resource to one another

Group 1 – Conference room 1	
Questions	How can the current skills and resource gaps be filled? Are there opportunities for skills/services to be shared? How can each sector support skills development, for instance identifying, sharing and implementing good practice?
Delegates	1. [redacted] - HOPS 2. [redacted] - HfS 3. [redacted] - SPF 4. [redacted] - Federation of Master Builders 5. [redacted] – Scottish Renewables

	6. [redacted] - KAG 7. Ian Aikman- HOPS 8. [redacted] – Mobile UK 9. [redacted] - Glasgow University 10. Craig McLaren – National Planning Improvement Champion
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Group 2 - Conference room 6	
Questions	How can the current recruitment and retention issues faced by authorities be resolved/improved? What opportunities are there for people to gain practical work experience while working towards a planning or related qualification? How can this be expanded?
Delegates	1. [redacted] – Partners in Planning 2. [redacted] - HfS 3. [redacted] SPF 4. [redacted] - Federation of Master Builders 5. [redacted] - Scottish Renewables 6. [redacted]- KAG 7. [redacted] - HOPS 8. [redacted] - Heriot Watt University 9. [redacted] - Scottish Planning Consultants Forum 10. Fiona Simpson - SG

Group 3 – Conference room 9	
Questions	How can we work smarter to improve the process for determining applications through the various stages (pre-submission, validation, determination, conditions and legal agreements)?
Delegates	1. [redacted] – RTPi 2. [redacted] - HfS 3. [redacted] - SPF 4. [redacted] - Scottish Renewables 5. [redacted] – Federation of Master Builders 6. [redacted] - KAG 7. [redacted] - HOPS 8. [redacted] - Scottish Land and Estates

	<p>9. [redacted] - SOLAR</p> <p>10. Scott Ferrie - DPEA</p>
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Group 4 – Conference room 1	
Questions	<p>What different approaches could be taken to set planning fees (Applications and Appeals) in the future which would allow better recovery of their individual costs?</p> <p>How do we ensure that any fees or charges are reactive to the increased costs involved?</p>
Delegates	<ol style="list-style-type: none"> 1. [redacted] – Scottish Planning Consultants Forum 2. [redacted] - HfS 3. [redacted] - SPF 4. [redacted] - Federation of Master Builders 5. [redacted] - Scottish Renewables 6. [redacted] - KAG 7. [redacted] - HOPS 8. [redacted] - Scottish Sea Farms 9. [redacted] - DPEA 10. [redacted] - Development Trust Association

Group 5 – Conference rooms 4&5	
Questions	<p>What other services/types of application could a fee or charge be introduced for?</p> <p>How should planning fees and other income be reinvested in the planning service?</p>
Delegates	<ol style="list-style-type: none"> 1. [redacted] - Scottish Renewables 2. [redacted] - SPF 3. [redacted] - HfS 4. [redacted] - Federation of Master Builders 5. [redacted] - KAG 6. [redacted] - HOPS 7. [redacted] - Scottish Tourism Alliance 8. [redacted] – COSLA 9. [redacted] - RIAS

Document 10 – Guidelines for each delegate group

Resourcing the Planning System Workshop

Group 1 – conference room 1

Questions

- How can the current skills and resource gaps be filled?
- Are there opportunities for skills/services to be shared?
- How can each sector support skills development, for instance identifying, sharing and implementing good practice?

Facilitator – [redacted] - HOPS

Guidelines

- We will aim to start and finish on time and keep to the agenda
- Facilitator's role is to keep us focussed on the questions
- One person speaks at a time
- Respect one another's contributions
- We are a resource to one another

Resourcing the Planning System Workshop

Group 2 - conference room 6

Questions

- How can the current recruitment and retention issues faced by authorities be resolved/improved?
- What opportunities are there for people to gain practical work experience while working towards a planning or related qualification? How can this be expanded?

Facilitator – [redacted] – Partners in Planning

Guidelines

- We will aim to start and finish on time and keep to the agenda
- Facilitator's role is to keep us focussed on the questions
- One person speaks at a time
- Respect one another's contributions
- We are a resource to one another

Resourcing the Planning System Workshop

Group 3 – conference room 9

Questions

- How can we work smarter to improve the process for determining applications through the various stages (pre-submission, validation, determination, conditions and legal agreements)?

Facilitator – [redacted] - RTPi

Guidelines

- We will aim to start and finish on time and keep to the agenda
- Facilitator's role is to keep us focussed on the questions

- One person speaks at a time
- Respect one another's contributions
- We are a resource to one another

Resourcing the Planning System Workshop

Group 4 – conference rooms 4&5

Questions

- What different approaches could be taken to set planning fees (Applications and Appeals) in the future which would allow better recovery of their individual costs?
- How do we ensure that any fees or charges are reactive to the increased costs involved?

Facilitator – [redacted] – Scottish Planning Consultants Forum

Guidelines

- We will aim to start and finish on time and keep to the agenda
- Facilitator's role is to keep us focussed on the questions
- One person speaks at a time
- Respect one another's contributions
- We are a resource to one another

Resourcing the Planning System Workshop

Group 5 – Conference room 1

Questions

- What other services/types of application could a fee or charge be introduced for?
- How should planning fees and other income be reinvested in the planning service?

Facilitator – [redacted] – Scottish Renewables

Guidelines

- We will aim to start and finish on time and keep to the agenda
- Facilitator's role is to keep us focussed on the questions
- One person speaks at a time
- Respect one another's contributions
- We are a resource to one another

Document 11 - Email to attendees on Photo ID reminder

From: [redacted]

Sent: Friday, November 17, 2023 12:33 PM

To: [redacted]@gmail.com; [redacted]@pas.org.uk>; [redacted]@scotthobbsplanning.com>; [redacted]@whiteburn.co.uk; [redacted]@hadden.co.uk; [redacted]@scottishpower.com; [redacted]@ads.org.uk; [redacted]@scotborders.gov.uk>; [redacted]@highland.gov.uk>; [redacted]@mobileuk.org; [redacted]@glasgow.ac.uk; [redacted]@improvementservice.org.uk; [redacted]@homesforscotland.com; [redacted]@persimmonhomes.com; [redacted]@qbuildltd.co.uk; [redacted]@sse.com; [redacted]@geddesconsulting.com; [redacted]@transport.gov.scot>; [redacted]@west-dunbarton.gov.uk; [redacted]; [redacted]@hw.ac.uk; [redacted]@kwmb.co.uk; [redacted]@gmail.com; [redacted]@hes.scot; [redacted]@moray.gov.uk; [redacted]@scottishlandandestates.co.uk; [redacted]@aberdeenshire.gov.uk; [redacted]@rtpi.org.uk; [redacted]@qbuildltd.co.uk; [redacted]@locogen.com; [redacted]@SEPA.org.uk; [redacted]@southlanarkshire.gov.uk; [redacted]@scottishseafarms.com; [redacted]@live.co.uk; [redacted]@kirkwood-homes.com; [redacted]@bpf.org.uk; [redacted]@fmb.org.uk; [redacted]; [redacted]@phs.scot; [redacted]@northlan.gov.uk; [redacted]@fusiongroupuk.co.uk; [redacted]@cosla.gov.uk>; [redacted]@taylorwimpey.com

Cc: [redacted]@gov.scot>

Subject: Resourcing the Planning System Workshop

Good afternoon,

I just wanted to remind you all that photo identification will be required to access Victoria Quay on Monday. Types of ID which are accepted include a passport and driving license (other official government security passes including agencies and local authority are accepted) . Further details can be found at: [Main buildings - gov.scot \(www.gov.scot\)](https://www.gov.scot/main-buildings)

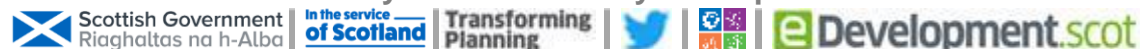
I look forward to seeing you all on Monday.

Kind regards

[redacted] | Planning Improvement | Planning, Architecture & Regeneration | Scottish Government | [redacted]

Working Monday, Thursday and Friday 7am-3pm

Pattern Tuesday and Wednesday 7am-1pm



Document 12 - Summary of Workshop Discussion

Link to workshop discussion published online - [Resourcing the Planning System Workshop - November 2023 | Transforming Planning](#)