



PLANNING PERFORMANCE REPORT

2016-17



HISTORIC
ENVIRONMENT
SCOTLAND

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FOREWORD

Historic Environment Scotland has a role in the planning system in Scotland to designate, make decisions and give advice to decision makers, and we are pleased to introduce this overview of our service for 2016-17 which marks the first full year of operation as a non-departmental public body.

We are pleased to report an excellent response rate across all areas of our casework. We have responded to in excess of 90% of consultations within the required timescales and continue to deliver high quality advice across all consultation areas.

This year we have provided advice to inform decision-making on a number of high-profile cases including proposals for the creation of a hotel at the former Royal High School in the Old and New Towns of Edinburgh World Heritage Site. We provided advice to a Scottish Government Reporter at a public inquiry on the impacts of a wind farm on Corrimony burial cairn, an important prehistoric monument in the care of Scottish Ministers. We also saw our designations processes tested and upheld at a hearing into the proposed amendment to the scheduling of Catherine Lodge Roman settlement.

In our role as lead body for the historic environment we have provided detailed input relating to the historic environment as part of the Scottish Government's ongoing review of the planning system. Alongside this, we have engaged over 2,000 members of the Scottish public in discussions and surveys to gain a better overall understanding of aspirations for protecting and celebrating our nation's heritage.

We continue to work with a wide range of partners which this year has included the Venture Trust, where our staff designed and led a wilderness journey for young carers, stakeholders, and a wide range of community groups.

In the coming year we will continue to explore new ways of improving our service and working in partnership with our stakeholders.

Historic Environment Scotland

INTRODUCTION

We are the **lead public body for Scotland's historic environment**. Scotland's historic environment is part and parcel of our daily lives: it's our castles, standing stones and landscapes; our factories, mills and shipyards; our homes, our streets and our stories. It is a catalyst for economic growth, driving tourism, regeneration and sustainable development and fuelling improvements.

We **LEAD** on securing the brightest future for our nation's historic environment. We seek to further **UNDERSTAND** the historic environment through investigation, research, recording and collecting. We **PROTECT** the historic environment through regulation, conservation, collection and investment. We promote the **VALUE** of the historic environment through enhancing access, interpretation, education and learning. We **PERFORM** at a high level to meet these challenges and improve the quality of service we provide.

In fulfilling these roles, Historic Environment Scotland has a number of functions within the planning system. These functions are primarily performed by the Casework and Designations teams with wider input from the organisation as a whole. These include:

- **Development Planning**

Together with fellow public bodies engaged in the planning process, we are a Key Agency in the creation of development plans. Here, we are required to provide input into emerging development plans to ensure that the historic environment is considered in a positive way. We also act as a Consultation Authority for Strategic Environmental Assessment (SEA), ensuring that the environmental effects of development plans are understood.

- **Pre-Application Engagement**

We advise planning authorities, developers and other stakeholders on emerging development proposals affecting the historic environment. We explain historic environment issues, and give advice about managing impacts through the design process. We also help to manage positive change in the historic environment.

- **Development Management**

We provide advice on applications for planning permission affecting historic environment assets of national importance, and applications requiring Environmental Impact Assessment (EIA). We also advise on applications for listed building consent and conservation area consent. We are the decision makers for scheduled monument consent.

- **Designations**

We designate listed buildings, scheduled monuments, gardens and designed landscapes and historic battlefields. We also advise the Scottish Government on the designation of Historic Marine Protected Areas. Historic environment assets that are designated become a consideration in the planning process.

This Planning Performance Framework Report details the performance of Historic Environment Scotland's Casework and Designations work in line with the requirements of the Scottish Government's Planning Performance Framework model for the year 2016-17. It demonstrates our first full operational year as we have engaged with the planning system and secured positive outcomes for the historic environment.

QUALITY OF OUTCOMES

Historic Environment Scotland promotes consideration of the historic environment at all stages of the planning process. We aim to ensure the delivery of high quality development. We do this by producing historic environment policy and guidance, engaging on emerging development proposals, participating in Charettes and on Design Review Panels, and reviewing development proposals at the application stage.

We also promote high quality development by sponsoring awards and issuing grants for the conservation of heritage assets.

Historic Environment Scotland: Policy and Guidance

Historic Environment Scotland plays a leading role in the establishment of policy and guidance for the management of change within the historic environment. This year we have updated key policy and guidance documents to ensure that they meet current requirements.

This has included the publication of the *Historic Environment Scotland Policy Statement* (HESPS, 2016). This technical update document serves to replace the operational practices which were set out in the *Scottish Historic Environment Policy* (2011) following legislative change as a result of the Historic Environment Scotland Act (2014). HESPS sets out how we fulfil our regulatory and advisory roles, explains our designation criteria, and gives information about how we designate heritage assets.

We have also initiated a comprehensive review of HESPS to ensure that our operational practices reflect current and emerging requirements within the planning system. We also want them to meet the aspirations of the people of Scotland.

The first step in this process has been a substantive and pioneering programme of public engagement, called *What's Your Heritage?* In a four month consultation, we invited people to tell us about the places in Scotland that matter to them. Their responses will inform our approach to the designation, management and celebration of the country's buildings, monuments and places.

We have provided further information about the *What's Your Heritage?* consultation on page 21.

We have also continued to update and expand our *Managing Change in the Historic Environment* guidance notes series. These documents explain how to apply historic environment policy and aim to promote best practice across the sector. The most recent additions have been notes on the consolidation and restoration of *Castles and Towerhouses* (2017), alterations to historic building *Interiors* (2016) and the use of *Micro-renewables* (2016) on historic buildings and sites. We have also updated our guidance notes on *Battlefields* (2016) and development affecting the *Setting* (2016) of heritage assets.

We now plan to develop additional guidance notes on Windows and Research Excavation on Scheduled Monuments.

This year, we have issued a series of introductory guides to Scotland's historic environment designations including Historic Battlefields, Inventory Gardens and Designed Landscapes, Historic Marine Protected Areas, Scheduled Monuments and Listed Buildings. These booklets clearly explain the purpose of designation and what this can mean for owners and occupiers. They also set out how these heritage asset types are currently assessed for designation.

In collaboration with colleagues at Edinburgh City Council and Edinburgh World Heritage, we have also consulted on the development of a new management plan for the Old and New Towns of Edinburgh World Heritage Site.

Development Planning

As a Key Agency we advise planning authorities on development planning documents at every level. We play an active role in ensuring that development is located in the right places, and promote the historic environment at the heart of place-making. We also advise authorities on their development plan policies for the historic environment to ensure that our heritage assets are provided with an appropriate level of protection.

As a Consultation Authority for Strategic Environmental Assessment (SEA), we also advise planning authorities in their consideration of the environmental effects resulting from their plans. This helps to ensure that development is planned in a sustainable fashion and that the historic environment is considered as part of this.

CASE STUDY

Falkirk Council, Local Development Plan 2, Main Issues Report

During 2016 Historic Environment Scotland has provided advice to Falkirk Council on the development of its Main Issues Report for their Local Development Plan 2. We advised the Council on the effectiveness of the historic environment policies included within the adopted Local Development Plan (2016) and helped them to evaluate key historic environment issues in their area.

As part of this engagement we provided the Council with detailed written advice on their strategy for growth with the aim of avoiding significant impacts on the Antonine Wall World Heritage Site. We also encouraged the positive consideration of the historic environment as a Place-Making tool as part of a series of stakeholder workshops with other agencies, developers and community representatives.

We supported the Council's aspirations for the re-use of historic building stock through their Town Centre First policy and their approaches to housing delivery. We also encouraged the Council's promotion of the Antonine Wall World Heritage Site as a tourism and green network opportunity.

We were therefore able to comment positively at the Main Issues Stage of Falkirk's Local Development Plan 2 consultation, supporting the Council's preferred approach.



Above: Celebrating the Antonine Wall World Heritage

Pre-Application Engagement

We encourage pre-application engagement on development proposals and work closely with stakeholders to promote positive outcomes for the historic environment. Through early engagement, we are able to recommend mitigation measures against adverse impacts to the historic environment. We have also supported the development of proposals that we consider will bring substantive benefits to the historic environment.

'We are grateful to Historic Environment Scotland, who monitored and supported the project, providing valuable technical and strategic advice.'

James Palmer (Associate Director at Buccleuch Property) on the Dalkeith Stables Project



Right: Cross slab
Kilchoman No. 2
Site Assessment

CASE STUDY

Dalkeith Corn Exchange and Dalkeith Country Park, Midlothian

Historic Environment Scotland has been closely involved with two award-winning projects for the re-use and restoration of Dalkeith Corn Exchange and Dalkeith Country Park, Midlothian.

Previously included on the Buildings at Risk Register, the Category B listed Dalkeith Corn Exchange had been long underused until proposals came forward for the building's conversion into offices for the Melville Housing Association and a museum for the Dalkeith Heritage Society. Recognising the opportunities presented for the positive re-use of the building and the community focus of the scheme, Historic Environment Scotland actively engaged with Michael Laird Architects on the development of the proposals. We advised on the detailed design of elements and helped the architects find ways round complicated issues. We also issued a Building Repair Grant of almost £150,000 towards the costs of the scheme.

The completed scheme was the recipient of the 2017 RIAS award for Conservation and Climate Change.

The Category A listed stables at Dalkeith Country Park had also been vacant and in disrepair until proposals came forward for a high quality restaurant, café and bespoke shopping complex. Historic Environment Scotland worked closely with the Council, the applicants and their agents to develop the scheme. Through this engagement we were able to ensure a conservation-based approach to the inner courtyard elevations.

We also provided detailed advice on specific issues. This included the slate type for re-roofing, replacement ironwork and hoppers, and the internal restoration and retention of the horse stalls. The finished development included major conservation benefits; including the restoration of a conservatory space by William Burn, as well as ensuring the long term use of the building as a popular visitor attraction with projected annual visitor numbers of 280,000. The scheme was also the recipient of the 2017 RICS Building Conservation Award and the Edinburgh Architectural Association Regeneration and Conservation Award.

Below: Dalkeith Corn Exchange © Michael Laird Architects



Development Management

Historic Environment Scotland provides advice on development management casework affecting the historic environment and acts as the consent-giving authority for scheduled monument consent (SMC). Our role as a consultation body for planning, listed building and conservation area consent applications allows us to assess proposals and seek improvements for the benefit of the historic environment.

Through the determination of applications for SMC we are also able to ensure that any changes to monuments of national importance are appropriate and sympathetic to their cultural significance.

We object to development proposals where we consider that there is likely to be a significant and detrimental impact on the historic environment. During 2016-17 we objected to 21 planning applications, including revised proposals for the creation of a hotel at the former Royal High School, Edinburgh.

CASE STUDY

Cnoc an Eas Wind Farm, Public Local Inquiry

Historic Environment Scotland advised that proposals for a wind farm in the Scottish Highlands would have a significant adverse impact on the integrity of setting of Corrimony chambered cairn, which is a scheduled monument. We objected to the planning application on this basis.

We advised that the turbines would impact on key views along the line of the passage and chamber of the cairn, appearing above the entrance passage to the north east. We also identified a significant impact on the sense of enclosure and separation created by the valley sides and higher ground beyond the cairn. We did not consider there to be any exceptional circumstances to justify this impact.

The planning application was refused by the council, and appealed by the applicant. We participated in a Public Local Inquiry as part of this process. We provided written and oral evidence to a Planning and Environmental Appeals Division Reporter to support our advice given to the council.



The appeal was dismissed and planning permission refused. The Reporter's decision stated that he agreed with Historic Environment Scotland in our assessments. This demonstrated confidence in our decision-making process and assessment, which allows us to provide a strong and consistent level of advice.

Above: Entrance Passage to Corrimony Chambered Cairn

Engagement in Design Review Panels

We have sought to improve the quality of development and ensure positive outcomes for the historic environment through participation in Design Review Panels. This includes contributing to Architecture and Design Scotland's review panels and workshops and attending Local Authority-led design panels in Glasgow, Inverness and Edinburgh. We also participate in the Local Authority Urban Design Forum.

Below: Prize Winners at the Heritage Angels Awards 2016

Judging and Sponsorship of Awards

This year our Director of Heritage sat on the panel for the RTPi Awards for Planning Excellence, judging the Excellence in Planning for Built Heritage category. We also sit on the judging panel of the Royal Incorporation of Architects in Scotland (RIAS) awards, and sponsor a specific award for Conservation and Climate Change. The winner for 2016-17 was Dalkeith Corn Exchange. More details about this scheme are provided as part of a case study above.

Historic Environment Scotland also supports the Scottish Heritage Angels Awards.



QUALITY OF SERVICE AND ENGAGEMENT

Historic Environment Scotland supports the Scottish Government's aspirations for delivering sustainable and inclusive growth. We provide a high level of service by actively engaging in development planning, and working positively with planning authorities, stakeholders and communities. We regularly share best practice by providing training and engaging in professional forums across the sector, and also participate in a wide range of conferences and events.

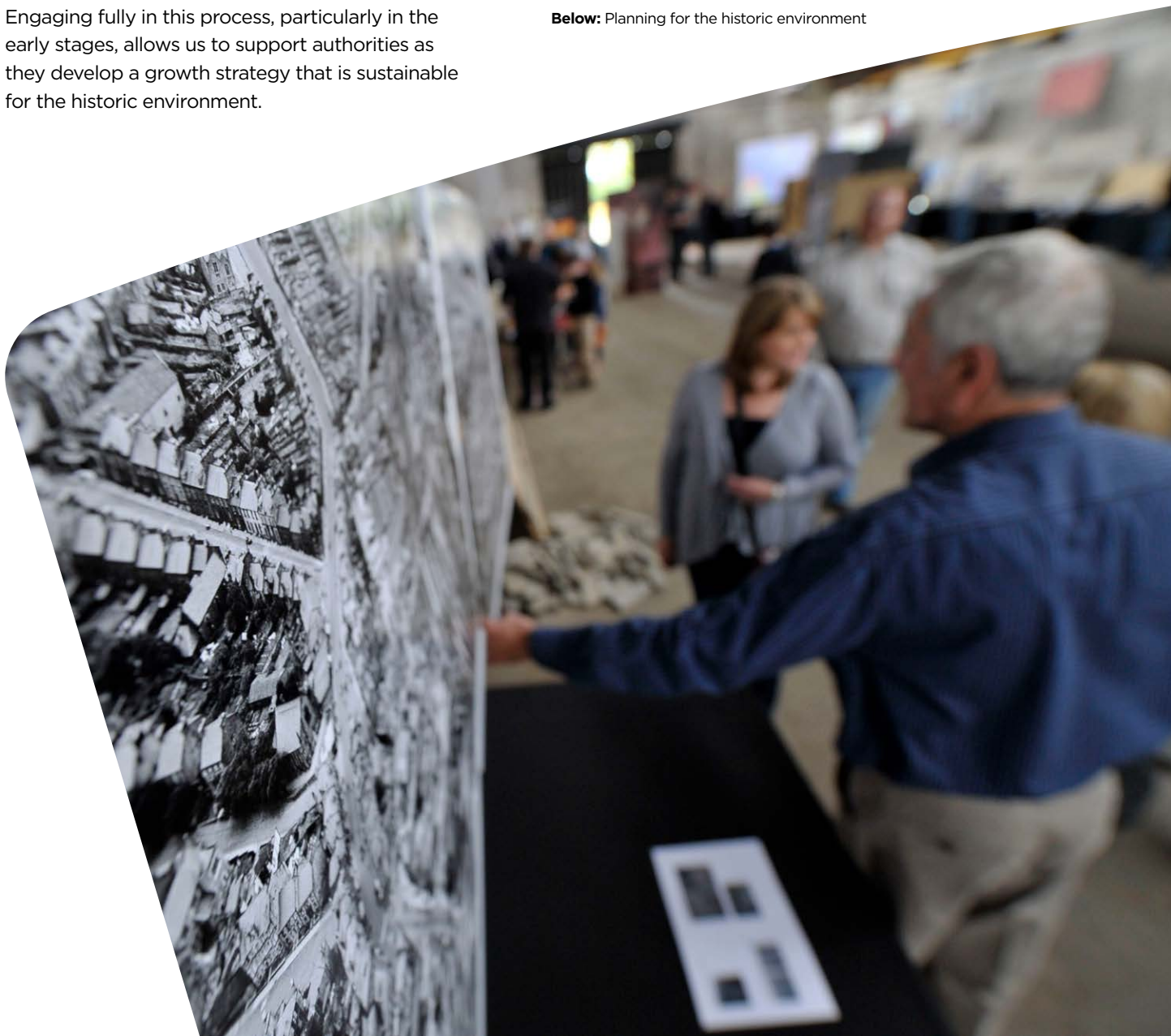
Development Planning

A key part of our role in supporting the plan-led system is assisting authorities during the preparation of their Strategic and Local Development Plans. Engaging fully in this process, particularly in the early stages, allows us to support authorities as they develop a growth strategy that is sustainable for the historic environment.

We play a key role in advising how local aspirations for growth can be realised while identifying difficulties for delivery at the earliest possible stage. We provide advice on the large number of development proposals that come forward under these plans, and help planning authorities to develop robust policies to inform the development management process.

At an operational level we align our functions in this process under one point of contact. This ensures that we have consistency in our roles as both a Key Agency and SEA consultation body, facilitating and supporting our engagement in the process.

Below: Planning for the historic environment



Pre-Application Engagement

We continue to provide high quality advice at the pre-application stage to identify potential historic environment issues and establish certainty within the planning process. We are routinely involved in discussions and site visits around emerging development proposals. This year, we have worked with a range of national agencies and planning authorities on the development of strategic infrastructure projects including the A9/A96 trunk roads and the Grangemouth Flood Protection Scheme.

In complex cases, we have sought to provide an enhanced level of advice in order to secure the future of important historic environment assets for the benefit of communities and the local economy.

CASE STUDY

The Sail Loft Bunkhouse, Portsoy, Aberdeenshire

Historic Environment Scotland provided regular advice and secured funding in support of proposals for the regeneration of a redundant 19th century sail making factory complex as bunkhouse accommodation for visitors to Portsoy.

The Sail Loft is a Category B listed row of early 19th century buildings which were abandoned in the 1970s. They comprise a former sail making factory, house and cottages. The North East Scotland Preservation Trust acquired the buildings in 2006. We have collaborated closely with Aberdeenshire Council on proposals for a comprehensive restoration and conversion scheme for the provision of high quality self-catering accommodation. We provided advice on the detailed design, including the exterior restoration and an internal fit out to address flood risk concerns. Over the course of a number of site meetings we agreed revisions and external finishing treatment appropriate to safeguarding the special vernacular quality of the buildings.



Successfully completed in January 2017, the project has received a four-star award from VisitScotland for the quality of its hostel accommodation. The Sail Loft is expected to increase tourism in the area, boosting the local economy and adding to the popularity of Portsoy.

Above: The Sail Loft Bunkhouse, Portsoy, Aberdeenshire

Development Management

We are a Statutory Consultee for planning applications affecting historic environment assets of national importance, and applications for listed building consent and conservation area consent. We aim to provide planning authorities with comments setting out our view on an application within a set timescale. These comments form a material consideration in decision-making as part of the planning process. This is an important part of our service.

Our National Headline Indicators (NHIs) demonstrate that in all cases we have maintained a high level of service through 2016-17, responding to more than 90 percent of consultations on time. We have also asked for further engagement on development proposals at the development management stage where we consider it possible to improve the outcome for the historic environment.

Below: The Old and New Towns of Edinburgh World Heritage Site

We are also consulted on applications for planning permission requiring Environmental Impact Assessment (EIA). As a consultation body in the EIA process, we engage at every stage to ensure that impacts on the historic environment are correctly identified and assessed. We also provide advice on avoiding or reducing impacts on the historic environment throughout the project design process. As is also demonstrated by our NHIs, we continue to demonstrate a high level of service, responding to more than 90 percent of EIA consultations on time.

We act as the consent-giving authority for scheduled monument consent (SMC). We recognise how important it is that applications for SMC are determined in a reasonable timescale. This process allows the on-going management and maintenance of Scotland's nationally important monuments. These include popular visitor attractions and properties in our care. Our NHIs show that we continue to meet our targets for determining SMC applications. We publish all our applications and decisions through our online portal.



CASE STUDY

New Brunstane Residential Development, Edinburgh

Historic Environment Scotland provided detailed advice on a planning application for up to 1,330 houses at New Brunstane, Edinburgh. We considered that the proposals would result in significant and detrimental impacts on the setting of the Category A listed Brunstane House, and the Newhailes Inventory Designed Landscape.

The proposed development site had been allocated as housing land within the recently adopted Edinburgh City Council Local Development Plan (June 2016). As the principle of development in this location had therefore already been accepted, it was not proportionate to object to the planning application.

Our engagement at the development management stage was therefore to ensure that impacts on the setting of Brunstane House and the nearby Newhailes Landscape were reduced as much as possible through the design process. We engaged closely with the applicant and officers at Edinburgh City Council and, during the course of a number of meetings, we were able to achieve several modifications to the development masterplan.

These alterations ensured that a sense of the historic landscape in this area was retained, and that key views from both of these nationally important heritage assets were influential in the layout of the housing proposals. We were also able to make sure that Historic Environment Scotland will continue to be involved in the detailed design of the development.

These changes made us able to support the proposals at Edinburgh City Council's pre-determination hearing for the planning application, when we spoke directly to the Development Management Sub-Committee. We were able to assist in the delivery of a development that would address Edinburgh's housing need while also ensuring a higher level of protection for the historic environment.

Below: Brunstane House



Designations

Historic Environment Scotland's designations team compiles and publishes lists of scheduled monuments, listed buildings, gardens and designed landscapes and historic battlefields. We also advise Scottish Ministers on the creation of historic marine protected areas. Heritage assets included on these lists become a consideration in the planning system, with national and local level policies for their protection.

When we designate a heritage asset, we research it in detail, and evaluate it against the relevant criteria from the Historic Environment Scotland Policy Statement (HESPS, 2016). We also undertake broad consultation on designation proposals and publish our decisions online.

Above: Updating our designations records

It is now possible for the public to appeal our designations decisions. This change came about in 2015, with the implementation of the Historic Environment Scotland (2014) Act. The first appeal against a designation was submitted in 2016-17. It was against the designation of Catherine Lodge, a Roman Settlement and Field System, in Inveresk, East Lothian.

Field Officers

Historic Environment Scotland's field officer team are situated across the county and are able to provide advice and information to owners and land managers about how to care for scheduled monuments. They conduct regular surveys and, during 2016-17, reported on the condition of 648 monuments across Scotland, with 91.4% of the monuments visited reported to be in optimal or satisfactory condition.



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CASE STUDY

Cables Wynd House and Linksview, Leith, Edinburgh

Cables Wynd House and Linksview are two prominent post-war, multi-storey block of flats in Leith. The buildings are local landmarks, and Cables Wynd is popularly known as the 'Banana Flats'. They are significant examples of modern post-war housing in Scotland. This year, following a request from a member of the public, we considered both buildings for listing.

The listing request would potentially affect hundreds of residents. In response to this unusual situation we decided to hold a public consultation event on the proposal. Residents living in the flats, as well as in the wider local community, were invited to an open meeting at Leith Library in December 2016. We set up a small panel exhibition about the flats and invited people to take part in our on-going What's Your Heritage? survey. Further consultation was held at the buildings themselves at the end of December, with the aim of speaking to individuals who were not able to go to the public meeting.

Residents on the whole did not have any objections to the listing. A number raised concerns about the maintenance of the buildings. As the local authority is responsible for managing the buildings, we were able to refer this issue back to them. This enabled the housing team to take direct action.

The consultation also demonstrated that most residents agreed that not all nationally important listed buildings should be castles and grand houses. This was feedback from people who we might not otherwise have spoken to as part of the What's Your Heritage? consultation, and widened the knowledge we gained in this process.

We therefore listed both buildings on 30 January 2017 at Category A as iconic and architecturally significant examples of post-war housing.

Below: Cables Wynd House, Leith, Edinburgh



CASE STUDY

Catherine Lodge Appeal, Inveresk, East Lothian

In 2016 we reviewed the designation of a scheduled monument known as Catherine Lodge near Inveresk, East Lothian. Catherine Lodge is the site of a Roman settlement and includes the archaeological remains of a fort and surrounding town.

Much research has been carried out to tell us how the site was developed and used. It had roads and timber buildings for housing, industrial and leisure uses, as well as a temple and plots for growing crops and keeping animals. We took the decision to increase the boundary of the scheduled monument to include an additional field which contained remains of the Roman field system which formed part of the site.

Below: Inveresk Farmland, East Lothian

The owner of the site appealed against the change to the boundary of the scheduled monument. They argued that there was not enough evidence to prove that the field contained nationally important archaeology. They proposed that the interest of the site should be recognised by another method other than as a scheduled monument. We submitted our appeal documents including our reasons for changing the designation to the Scottish Government's Department of Planning and Environmental Appeals (DPEA). We were also required to participate in a formal hearing where both sides gave further information in support of their views.

The appeals process allows for our designations decisions to be tested and ensures that our work is open and transparent. In this instance, the Reporter concluded that our decision-making was proportionate and appropriate. The Reporter found that 'the monument is of archaeological and historic significance for its evidence of Roman incursion, settlement and agriculture in Scotland.' He also agreed that 'the whole of the monument as scheduled is of national importance and that scheduling is necessary to protect the remains.'



Engagement across the Sector

Historic Environment Scotland works with colleagues across the planning and development sector to promote the historic environment and share good practice. At the highest level, we respond to Scottish Government consultations and take part in groups including the Heads of Planning Scotland Group, the Royal Town Planning Institute and the Key Agencies Group. We also sit on the BEFS historic environment working group.

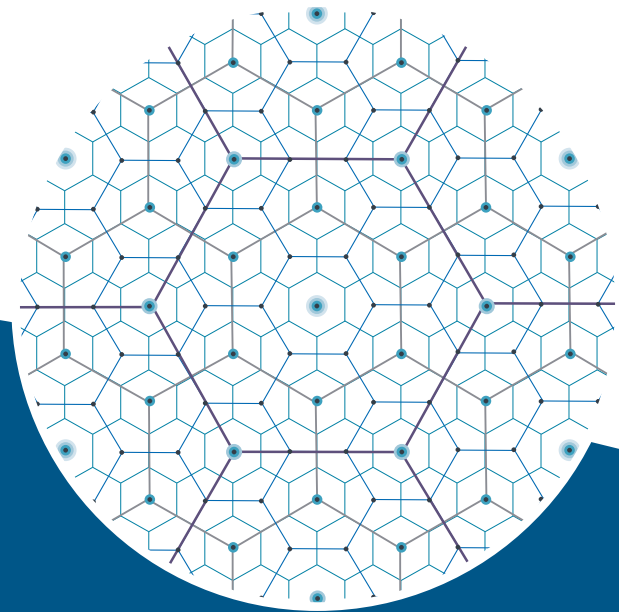
This year we have been involved in supporting the Scottish Government on the transposition of the new Environmental Impact Assessment (EIA) Directive into Scots Law. In addition to providing responses on formal consultations, we have also worked with Scottish Government planning colleagues on the development of a draft circular for the new regulations.

CASE STUDY

Engagement in the Planning Review

As a member of the Key Agencies Group, we have been closely involved with the development of the Scottish Government's proposals for reforming the planning system in Scotland. The Key Agencies Group comprises public bodies involved in planning and includes Scottish Natural Heritage, the Scottish Environment Protection Agency, Architecture and Design Scotland, Scottish Water, Transport Scotland, Scottish Enterprise and Sport Scotland. Together, we have participated at Scottish Government workshops and provided evidence for research papers in support of the 20 proposals included in the 'Places, People, Planning' consultation paper published in January 2017.

The Key Agencies Group also coordinated further engagement by hosting a collaborative workshop with representatives from the planning and development sector in February 2017. This process involved the Scottish Government, Homes for Scotland, the RTPI, the Scottish Futures Trust, the Improvement Service and Planning Aid Scotland. The aim was to gain a broader understanding of proposals and where the Key Agencies could assist in the delivery of the reforms. It was also an opportunity to promote good place-making, inclusivity and environmental protection amongst decision-makers.



We identified areas where the Key Agencies as a group could assist with the delivery of a simplified and strengthened planning system. These included initiatives for developing skills across the sector, and the creation of statutory national policies and guidance notes for the protection of Scotland's environmental assets. These were set out in a Key Agencies 'Joint Response' letter to the consultation paper issued to the Scottish Government in April 2017.

Historic Environment Scotland also fully considered the 20 proposals specifically for our historic environment interests. As part of this process, we held an internal workshop in March 2017 seeking to identify where the proposed reforms were likely to affect Scotland's cultural heritage assets and how we could best promote consideration of the historic environment as part of a reformed planning system. We issued our own detailed response to the consultation paper to the Scottish Government in April 2017.

More broadly, we play an active role within a range of professional forums and participate in industry events. This includes working with colleagues internationally on the management of Scotland's World Heritage Sites as well as through continued engagement at the local level with colleagues in planning authorities. Through attendance at the Campbeltown THI Conclusion, for example, we were able to share good practice with planning authorities and other agencies on the management of the historic environment.

Across the development sector we have also participated at Continuing Professional Development (CPD) events for professional associations and bodies. This has included leading Royal Incorporation of Architects in Scotland CPD seminars on the designation and conservation of historic buildings and updating the Royal Institute of Chartered Surveyors on heritage management processes at practice events. In addition to this, we gave a presentation to architects and property professionals at the Workplace Wellbeing Conference at the City of Glasgow College on the re-use and adaptation of listed buildings.

Heritage Crime

We are an active partner in the Scottish Heritage and Cultural Property Crime Working Group. This group includes Historic Environment Scotland, Treasure Trove Unit, Police Scotland, the Scottish Planning Enforcement Forum, the Crown Office and the Procurator Fiscal Service. It aims to reduce the threat to the historic environment caused by heritage and cultural property crime. We have begun work to promote awareness and improve the reporting of these crimes.

Conferences and Events

Historic Environment Scotland Staff play a leading role at national and international conferences, engaging with professionals and academics from across the world.

This year, we organised a roundtable discussion at the EAA Conference held in Vilnius, Lithuania. This event engaged archaeology professionals from across Europe and examined cases where partnership working had successfully integrated heritage management with other land management aims. This was an excellent opportunity to share best practice across an international audience and promote the heritage management work of Historic Environment Scotland.

We have also been pleased to participate in a number of other conferences over the course of the year. This has included facilitating professional discussions at the World Towns Leadership Summit, giving the keynote welcome address at the International Radiocarbon conference in Edinburgh, contributing to panel discussions as part of a community heritage conference in Oban, and providing advice on the management of Inventory Gardens and Designed Landscapes at the Forth Naturalist and Historian Annual Conference. We also attended the RTPI Scotland Annual Conference held in Paisley.

Engaging with Communities

This year we placed communities at the heart of our professional practice and policy development. We undertook two innovative programmes of public engagement at national and local level. These were in support of the development of our new Policy Statement and the forthcoming Edinburgh World Heritage Site Management Plan.

CASE STUDY

What's Your Heritage?

This year we started our wide-ranging review of the Historic Environment Scotland Policy Statement by opening up a dialogue with the people of Scotland about their heritage. *What's Your Heritage?* was our first ever project undertaken to understand people's views on the designation and management of the historic environment.

From 23 November 2016 to 31 March 2017 we invited the public to engage with us through an online survey, across social media, and in group workshops held throughout Scotland. We asked people about the places and buildings they valued most and how they should be designated, acknowledged and celebrated. We also asked about how change to designated sites and places should be managed for the future.

We were delighted with the passion and enthusiasm shown about the project by people of all ages and backgrounds. 2,000 people completed the online survey and we engaged with up to 200 people as part of the workshop events. The views and opinions we collected will now contribute to our evidence-base for re-drafting our historic environment policies. We look forward to keeping the conversation about our heritage going with the public and the heritage sector. More information about the findings of the consultation can be found as part of the *What's Your Heritage?* Consultation Report (June 2017).

Below: Elizabeth McCrone of HES with John Clancy, proprietor of the Lauriston Bar



CASE STUDY

Edinburgh World Heritage Site Management Plan

Together with our partners at Edinburgh City Council and Edinburgh World Heritage, we undertook an extensive programme of engagement on the new management plan for the Old and New Towns of Edinburgh World Heritage Site.

During summer 2016, we invited the public to have their say on how the World Heritage Site is managed. This consultation involved making innovative use of the Place Standard Tool to stimulate discussion around public attitudes toward the World Heritage Site and its management.

As part of this consultation over 1,000 people were encouraged to submit their views. This was done through an online questionnaire, stakeholder meetings and discussions at public events such as World Heritage Day and the Meadows Festival.

An analysis of this feedback has revealed six themes relevant to the management of the World Heritage Site. These themes will go on to inform discussions amongst the Partners responsible for the World Heritage Site, and the forthcoming Management Plan.

Below: World Heritage Day 2016



We regularly offer advice to community groups that are planning to reuse historic buildings. This includes advice on project development. This can cover wide-ranging issues such as fundraising, conservation and planning, and options appraisals and feasibility studies. We also signpost groups to other organisations that may be able to help on specific aspects, such as asset transfer and right to buy.

This year we participated in a series of homeowner events run by Home Energy Scotland where we provided advice to owners of pre-1919 tenement flats on making their buildings more energy efficient while still maintaining the historical features of the property and meeting planning requirements. This event was attended by over 310 homeowners, and many commented that learning about the history of their property made them value it more.

2017 is also Scotland's Year of History, Heritage and Archaeology. We have been celebrating the richness of our country's history and cultural heritage by hosting a series of public lectures to be broadcast over our online platforms. This has included the use of new engagement channels such as Facebook Live.

Our specialist staff have also given public lectures to community groups across Scotland. This has included talks on the Neolithic pottery of Orkney and the battlefield memorials of Mull. We also continue to participate at Doors Open Day events. This year, we gave an illustrated talk on the Inter-war housing of Ebenezer Macrae in Edinburgh.

CASE STUDY

World Heritage Day 2016

Every year we organise and fund an event to celebrate World Heritage Day on 18th April. These events are designed to promote public understanding and knowledge of Scotland's six World Heritage Sites. This year's event took place in the Grand Gallery of the National Museum for Scotland and was extremely well attended, with 3,000 visitors to the museum that day. Activities included making Neolithic stone balls, Forth Bridge jigsaws and Roman laurel wreaths.



CASE STUDY

Engaging with Young People: Tracking the Highland Drovers with the Venture Trust

Historic Environment Scotland collaborated with the Venture Trust on a Wilderness Journey for a group of Glasgow young carers. We designed an experience for the group on the theme of the highland drovers, allowing them to learn about this important area of history while also developing skills and awareness for the future. Participants were encouraged to use photography and videography to record their experience and share their understanding of the highland drovers with friends and family.

We supported these Wilderness Journeys by running a series of workshops that gave participants the opportunity to learn about the essential role the drovers occupied in Highland Life. These focussed on the drovers' journeys through some of Scotland's wildest terrain. We also delivered learning opportunities at key points along the journey at Auchindrain Township, Loch Katrine and Doune Castle. The journeys finished at Stirling Castle with a hands-on demonstration of stone-carving, a scaffold tour and certificate ceremony in the Great Hall at Stirling Castle.

More information about our time with the group and the Venture Trust can be found on our blog: blog.historicenvironment.scot/2017/03/footsteps-highland-drover

Below: Introducing young people to traditional skills



GOVERNANCE

The following paragraphs provide an overview of our governance arrangements and show how we are structured to provide an effective service.

Reporting Structure

Historic Environment Scotland is a Non-Departmental Public Body (NDPB) and a registered Scottish Charity. We are governed by a Board of Trustees appointed by the Cabinet Secretary for Culture, Europe and External Affairs in accordance with the Code of Practice for Ministerial Public Appointments in Scotland. Our Board sets our vision and strategic direction, ensures we fulfil our duties as a charity, and is accountable to Scottish Ministers and the Scottish Parliament.

The Historic Environment Scotland Corporate Plan 2016-19 establishes the mission of the organisation. We aim to enhance knowledge and understanding of Scotland's historic environment while protecting, conserving and managing it for the enjoyment, enrichment and benefit of everyone. In accordance with this, the Corporate Plan sets out strategic objectives for the organisation under the following themes:

LEAD

We will fulfil a leading and enabling role through our activities and by supporting, empowering and collaborating with others to secure the brightest future for our nation's historic environment.

UNDERSTAND

We will increase knowledge and understanding of the historic environment through investigation, research and recording activities.

PROTECT

We will enhance protection of the historic environment through regulation, conservation, collection and investment activities.

VALUE

We will promote the value of the historic environment through education, learning, outreach and skill-sharing activities.

PERFORM

We will create a high performing organisation that is well equipped to meet day-to-day and future challenges, and to improve the way we work and the quality of service we provide.

Historic Environment Scotland's planning engagement role is led by Historic Environment Scotland and the Directorate's business plan follows the strategic themes set out above.

Casework and Designations Team Structure

Within Historic Environment Scotland, our engagement with the planning system is led by our Casework and Designations Teams. These teams operate within close knit structures where functional areas are aligned. Our Casework Team, for example, is made of combined groups of specialists with knowledge of Architectural History, Archaeology and Planning and Environmental Assessment. We are therefore able to share best practice, undertake peer review and ensure a consistent level of advice. Our Designations Team is also made up of combined groups of specialists with a responsibility for designating all heritage asset types.

Our Casework and Designations Teams are all based within the same office and we encourage open communication across all functional areas. Our Business Support teams also enable us to provide a streamlined service and ensure that our consultation responses are issued to HES standards.

Internal Forums and Decision-Making

Our decision-making processes are standardised across Historic Environment Scotland and underpinned by a set of sign-off and quality control procedures. We continue to hold weekly forums for the discussion of complex, unusual or high profile cases. These meetings encourage the sharing of good practice, and make sure that all staff have the opportunity to contribute to key decisions.

Formal Complaints

Over the period of April 2016 to March 2017, we responded to 10 formal complaints. To do this, we have a standard complaints handling procedure. 4 complaints were dealt with under stage 1 of the procedure (frontline/direct response within five working days) and 9 were dealt with under stage 2 of the procedure (investigation within 20 working days).

Environmental Information Requests

Over the period of April 2016 to March 2017, we responded to 36 Environmental Information Requests (EIR) relating to our role in the planning system. A number of these requests were made under the Freedom of Information (FoI) legislation, however as they related to 'environmental information' all were treated as EIR requests, and the appropriate FoI exemption was applied.

There were no internal or Scottish Information Commissioner (SIC) reviews.

CULTURE OF CONTINUOUS IMPROVEMENT

Historic Environment Scotland aims to operate as a high-performing organisation with a commitment to improving the way we work and the quality of service we provide. We also have an ongoing commitment to staff training and improving practice across the sector as a whole.

Service Improvements 2016-17

This Planning Performance Framework Report demonstrates that we have made good progress toward our Service Improvements for 2016-17. Most notably we have initiated a large scale review of our main policy and practice document, the Historic Environment Scotland Policy Statement (HESPS, 2016). This has involved undertaking a ground-breaking consultation, 'What's Your Heritage?', engaging over 2,000 members of the public on the management of Scotland's historic environment. This is the first ever consultation of its type and will inform the ongoing development of the document. We have also undertaken a series of technical updates to our policy and guidance documents to ensure that they remain current and user-friendly.

We have also published a series of Designations Guides for planners, owners and conservation enthusiasts. These documents are designed to be accessible and make clear the purpose and processes for designating listed buildings, scheduled monuments, battlefields and inventory designed landscapes. They also provide user friendly advice on the management of heritage assets. Members of the public are also now invited to propose heritage assets for designation and review through our combined online application form.

Another important area of work this year has been through our ongoing engagement in the reform of the Scottish planning system. Through close collaboration with the Scottish Government and other public bodies we have helped to promote consideration of good place-making, inclusivity and environmental protection as part of a new planning system. We have also aimed to ensure that our historic environment interests are fully taken into account as part of this process. We will continue to engage on the development of a new Planning Bill during 2017/18.

We will publish our new Service Standards document to meet the requirements of a new planning system during 2017/18.

This year we appointed a Performance Development Officer to co-ordinate CPD across Historic Environment Scotland. Through this route we have been able to deliver opportunities for staff training identified in our recent Training Survey, and a training bulletin is now delivered to staff.

Sharing Good Practice

Historic Environment Scotland is committed to sharing good practice across the sector and we regularly engage in training activities. During 2016-17 we facilitated training events on Environmental Impact Assessment and Strategic Environmental Assessment with colleagues from Scottish Natural Heritage (SNH) and the Scottish Environment Protection Agency (SEPA). Here, a range of professionals were introduced to Environmental Assessment and the requirements of the associated legislation. A key focus of the training was to explain the role of the Key Agencies within this process, and emphasise links with the planning system.

Careers Development

We are actively engaged in helping to develop careers in planning and the historic environment. We have given lectures and contributed to degree programmes across a number of Scottish universities. These have included lectures on architectural history at the University of Strathclyde and the University of Edinburgh. We have also contributed to seminars at the University of Stirling on managing change in the historic environment and a seminar at Glasgow University on the value of conserving historic buildings.

We continue to run our graduate programme, inviting recent graduates to work with us for a year and gain knowledge and experience in the sector. This initiative has been in place since 2013 and we currently have a graduate in post.

SUPPORTING EVIDENCE

This report was compiled using evidence from the following sources:

- Historic Environment Scotland: Casework Management System
- Historic Environment Scotland: Decisions Portal
- Historic Environment Scotland, Corporate Plan (2016–2019)
- Historic Environment Scotland, Annual Corporate Business Plan (2016–2017)
- Historic Environment Scotland, Annual Operating Plan (2017–2018)
- Heritage Directorate Business Plan
- Key Agencies Pre-Application Statement
- Managing Change Guidance Notes
- What's Your Heritage? Past, Places and Traditions (June 2017)

SERVICE IMPROVEMENTS 2017/18

In the coming year we will:

- Use the outcomes of the 'What's Your Heritage?' Survey to inform discussions with the Heritage Sector in support of revisions to the Historic Environment Scotland Policy Statement.
- Publish new Managing Change guidance notes on Windows and Research Excavations on Scheduled Monuments.
- Publish research commissioned by HES, SNH, SEPA and The Scottish Government looking into proportionality and good practice when undertaking strategic environmental assessment of Development Plans.
- Work with the Key Agencies on the preparation and implementation of the forthcoming Planning Bill.
- Work with colleagues at SNH and SEPA to develop a new handbook on Environmental Impact Assessment (EIA) for practitioners.
- Work with the Improvement Service in seeking to build capacity amongst Local Planning Authorities.
- Work with the Key Agencies to develop a new format for Performance-Reporting in line with the aspirations of ongoing planning reforms.

Delivery of our service improvement actions in 2016-17:

Committed service improvements and actions	What happened?	Complete?
Issue the Historic Environment Scotland Policy Statement as a technical update to the Scottish Historic Environment Policy (SHEP)	The <i>Historic Environment Scotland Policy Statement</i> (HESPS) was published in June 2016.	✓
Initiate broad consultation around a longer term strategic review of our historic environment policy	Historic Environment Scotland has undertaken substantive and pioneering programme of public engagement, <i>What's Your Heritage?</i> , in support of this review. This consultation ran from 23 November 2016 to 31 March 2017.	✓
Review and update the Historic Environment Circular 1	An updated <i>Historic Environment Circular</i> was published in June 2016.	✓
Publish new Managing Change Guidance Notes on Interiors, Micro-renewables, Restoring Castles and Tower Houses and Setting	During 2016-17 new <i>Managing Change Guidance Notes</i> were published on <i>Interiors</i> (2016), <i>Micro-renewables</i> (2016), <i>Restoring Castles and Tower Houses</i> (2017) and <i>Setting</i> (2016). These are available to view on the Historic Environment Scotland website.	✓
Publish a suite of Designations Guides	A series of designation guides were published in June 2016.	✓
Create a single application form for all designations proposals	Members of the public are now able to propose heritage assets for designation and review using our combined online application form.	✓
Re-launch the Local Authority Historic Environment Forum	We will continue to engage with local authorities on the management of the historic environment through the <i>What's Your Heritage?</i> project.	In progress
Work with Key Agencies to deliver changes to the planning system initiated by the Independent Review of Planning	We have been involved in various activities in support of the review of the Scottish planning system, including giving evidence to the Independent Panel, participating in the Scottish Government Working Groups and discussions with Key Agencies on how to respond to and take forward aspects of these reforms.	✓
Publish guidance for community groups on historic buildings	We have taken forward various items of work around enhancing information available to community groups that are interested in using or managing historic buildings. This included new guidance on asset transfer which contains advice to community groups on developing proposals involving historic buildings. We intend to develop further related guidance on this theme in the year ahead as part of our 'Resource for Communities' workstream.	In progress
Implement a staff training programme in line with training survey findings	We appointed a Performance Development Officer to co-ordinate CPD across Historic Environment Scotland. We have been able to effectively deliver opportunities for staff through a training bulletin.	✓
Establish and publish service standards for Historic Environment Scotland	Service standards have been developed for the functions we fulfil within the planning system and these are expected to be published by the end of this year.	In progress

NATIONAL HEADLINE INDICATORS (NHIS)

The Headline Indicators for 2016-17 show a continued high level of service across all our planning engagement roles.

Development Planning Casework

We continue to advise planning authorities on the preparation of Development Plans, responding to 100% of statutory development plan consultations within the required timescales.

In addition to this, we continue to respond to 100% of Strategic Environmental Assessment (SEA) consultations within the required timescales. There has been a slight reduction in Development Plan and SEA consultations, reflecting the stage that many planning authorities are at in their plan-making cycles, and we expect the number of consultations to increase in the coming year.

Development Planning Consultations ¹	2016-17	2015-16
Early engagement on Main Issues Reports	9	5
Main Issues Reports	9	12
Proposed Plans	9	19
Supplementary Guidance	36	54
Percentage statutory development plan consultations within the required timescale	100%	100%

Strategic Environmental Assessment Consultations	2016-17	2015-16
No. of Screening Reports / % within target (28 days)	76 / 100%	86 / 100%
No. of Scoping Reports / % within target (35 days)	36 / 100%	34 / 100%
No. of Environmental Reports / % within target (typically 6 weeks)	40 / 100%	46 / 100%

Development Management Casework

We have consistently met our targets for our role in Development Management. These figures demonstrate that we are able to assess planning applications with efficiency, responding to 97.42% of statutory planning applications within our target of 14 days.

This excludes planning applications requiring Environmental Impact Assessment (EIA), and we have responded to 100% of EIA statutory consultations within agreed timescales.

Development Management Consultations	2016-17	2015-16
Percentage planned timescales met	98.57%	97.68%
Average response timescales ²		
- planning applications (target: 14 days)	12 days	11.05 days
- planning applications with Environmental Statements (target: 28 days)	30.03 days	13.22 days

1. Consultations relating to respective stages of the development planning process can include drafts/non-statutory advice.
2. Mean average (sum of days taken divided by number of consultations).

We continue to meet our 90% target of responding to Listed Building and Conservation Area Consent Consultations within 14 days. This target was recently introduced following the implementation of the Historic Environment Scotland Act 2014, and this year we responded to 99.39% of consultations within the required timescales.

This year we also met our targets for issuing Scheduled Monument Consent decisions, responding to 94.07% of applications within 8 weeks.

Listed Building & Conservation Area Consent Consultations	2016-17	2015-16
Response within 14 days (target: 90%)	98.91%	99.13%

Scheduled Monument Consent	2016-17	2015-16
Issue decision within 8 weeks (target 82%)	94.07%	96.81%
Appeals against scheduled monument consent decisions	0	0

Designations Casework

Our designations indicators demonstrate where we have worked to keep our designations records up to date. One of our biggest challenges is maintaining and updating over 55,000 records relating to our lists of scheduled monuments, listed buildings, gardens and designed landscapes and battlefields. We therefore have undertaken a series of reviews updating 149 listed building records and 112 scheduled monument records.

This year, we listed 39 buildings of special architectural or historic interest. We also designated 41 monuments of national importance. We have also improved the quality of the list and schedule by removing 249 buildings and 60 monuments which no longer meet the criteria for designation or were targeted as part of our dual-designations project.

Scheduled Monuments	2016-17	2015-16
New designations	41	20
Re-designations	112	54
De-designations (removal from schedule)	60	40
Appeals against scheduling	1	0

Listed Buildings	2016-17	2015-16
New listings	39	16
Changes to listed buildings records	149	267
De-designations (removal from list)	249	210
Appeals against listing	0	0

OFFICIAL STATISTICS

Decision-Making: Timescales

DEVELOPMENT PLANNING

During 2016-17 we were consulted on **63 development plan related cases**, some of which were accompanied by Strategic Environmental Assessments. Of these 63 cases, almost half related to Supplementary Guidance of adopted Local Development Plans. While we have seen some reduction in the number of Main Issues Report and Proposed Plan consultations this year, we have seen increases in pre-Main Issues Reports consultations. This reflects the stage many planning authorities are at in their planning cycle. We anticipate further increases in pre-MIR and MIR engagement during the coming year.

Of those consultations we received during 2016-17, we responded to all within the agreed time period.

Reviewing proposed allocations associated with Local Development Plans is a key part of our role in supporting a plan-led system. Engagement at this stage is crucial in identifying any difficulties for delivery at the earliest opportunity and in helping local authorities develop a growth strategy that is sustainable in terms of the historic environment. This engagement also enables us to work with planning authorities in developing a robust policy framework for development management decisions.

Percentage of statutory development plan consultations within the required timescale



WHAT DO THESE STAGES MEAN?

Main Issues Reports

These set out where the Local Authority considers development should or should not occur in the future. The public and anyone else that is interested is invited to give their views at this stage.

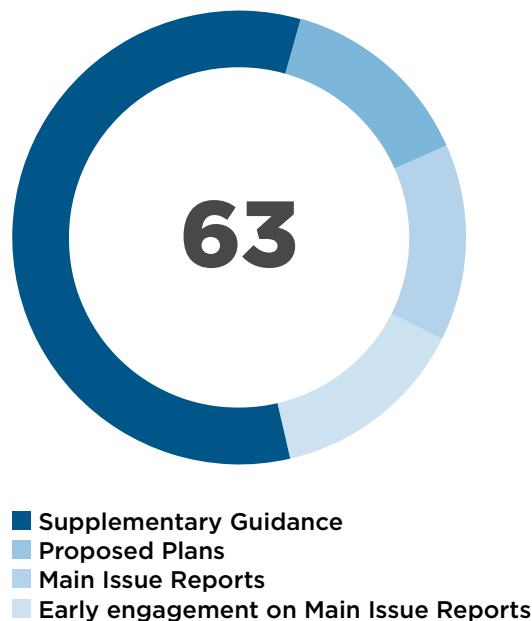
Proposed Plans

These outline the spatial strategy for the Local Authority area for where development should occur. It represents the 'settled view' of the authority. Formal representations are invited from the public, Key Agencies and other interested parties at this stage. Views are taken into account before the plan is examined by a Scottish Government Reporter, finalised and subsequently adopted by the authority.

Supplementary Guidance

This provides further explanation of a policy contained within a Proposed Plan. These tend to be produced at the same time or not long after the adoption of a Proposed Plan.

Development planning consultations

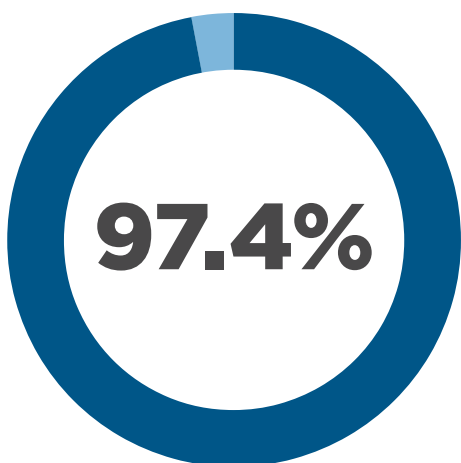


DEVELOPMENT MANAGEMENT

During 2016-17 we were consulted on **867** planning applications, which is a slight reduction on previous years. Some of these applications were accompanied by an Environmental Impact Assessment (EIA).

We aim to respond to 82% of non-EIA applications within 14 days. This year we achieved **97.4%** **within a 14 day timescale**. Our average response duration was 12 days.

To reach a view on statutory planning applications within 14 days

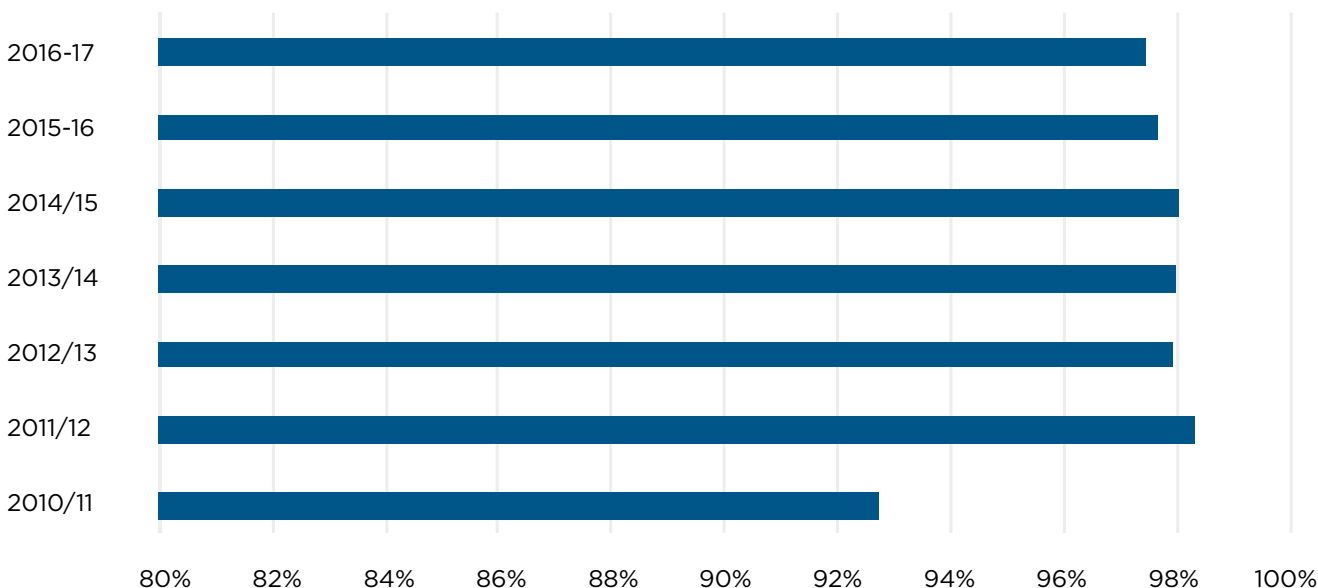


Of those applications accompanied by an EIA, which tend to larger scale developments (such as new settlements, wind farms, roads), we aim to respond to 80% within 4 weeks or the period agreed with the relevant authority. This year we achieved **100% within agreed timescales**. Our average response duration for these cases was 30 days.

To reach a view on EIA planning applications in no less than 4 weeks, an otherwise mutually agreed period



Issue planning application response within 14 days (non-EIA) [target 82%]



Listed Building and Conservation Area Consent

During 2016-17 we were consulted on **2,940** Statutory Listed Building and Conservation Area Consents. We aim to respond to these within 14 days of receipt. This year we achieved **98.91%** within this timescale.

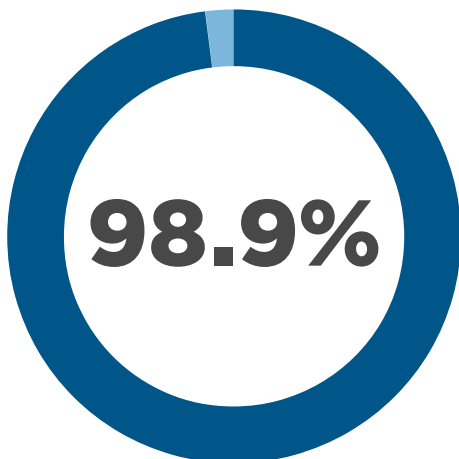
Scheduled Monument Consent

Scheduled monument consent is the mechanism by which Historic Environment Scotland aims to preserve our most significant sites and monuments as far as possible in the form in which they have been passed down to us today. It helps to protect a rare and unique resource.

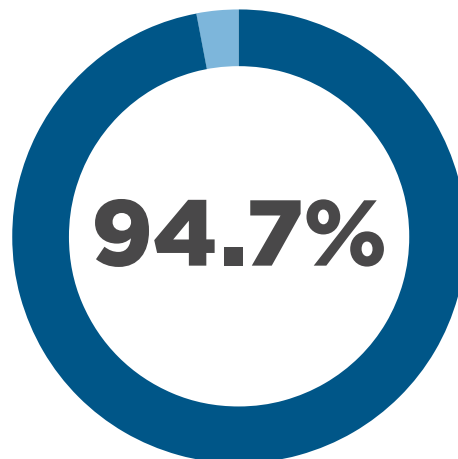
Works on scheduled monuments, including repairs, require scheduled monument consent from Historic Environment Scotland. Works requiring consent include any works resulting in demolition, destruction or damage to a monument, removing, repairing or making alterations or additions as well as any flooding or tipping operations in, on or under land where there is a scheduled monument.

This year we determined **245** applications for Scheduled Monument Consent, responding to **94.7%** of these within 8 weeks.

To reach a view on listed building and conservation area consent consultations within 14 days



To reach a view on Scheduled Monument Consent applications within 8 weeks



Strategic Environmental Assessment (SEA)

During 2016-17 we were consulted on 151 Strategic Environmental Assessments (SEAs).

We are required to respond to Screening consultations within 28 days, Scoping consultations within 35 days and Environmental Reports within the time period agreed at scoping. We **responded to all within the target time period.**

WHAT DO THESE STAGES MEAN?

Pre-screening notification

Pre-screening notifications are a type of self-exemption that explain why a public body thinks their plan is likely to have no or minimal environmental effects. The notifications are sent to the Consultation Authorities for information only.

Screening Report

This describes a plan that is being prepared by a public body and gives their views on whether they think it will have significant environmental effects. The report is sent to the Consultation Authorities (HES, SNH and SEPA) for their views before the authority makes their decision. If significant effects are likely then SEA is undertaken as part of the plan preparation process.

Scoping Report

This outlines the scope and level of detail of a SEA. This report is sent to the Consultation Authorities for their comments.

Environmental Report

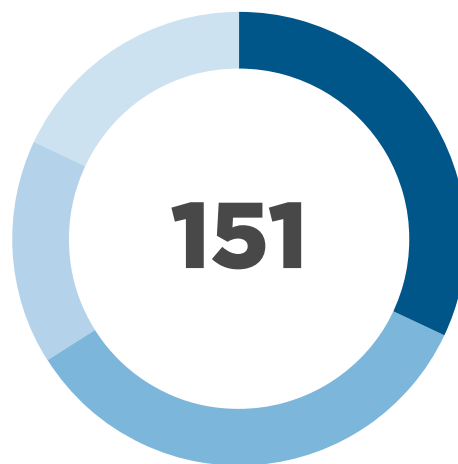
This outlines the findings of the environmental assessment and is sent to the Consultation Authorities for comments, while at the same time it and its associated plan is subject to public consultation.

Strategic Environmental Assessment Consultation Targets



- % SEA Environmental Report consultations within agreed timescale target (typically 6 weeks)
- % SEA Scoping consultations within target (35 days)
- % SEA Screening consultations within target (28 days)

Strategic Environmental Assessment consultations



- Pre-screening notifications
- Screening
- Scoping
- Environmental report

Decision-Making: Appeals

The Historic Environment Scotland Act 2014 amended the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. It introduced new rights of appeal against decisions made by Historic Environment Scotland. These cover the following types of decision:

- listing a building, or amending its listing
- scheduling a monument, or amending its scheduling
- serving a scheduled monument enforcement notice
- granting, refusing, or not making a decision on a scheduled monument consent application

The new rights of appeal came into force on 1 October 2015. As documented above, our decision to amend the scheduling of the Roman settlement at Catherine Lodge was subject to an appeal. Scottish Ministers dismissed the appeal, upholding our decision to amend the scheduling.

Rights of appeal relating to decisions made by planning authorities and others remain unchanged, and we continue to provide input and advice on these as required.

Decision-Making: Enforcement

Historic Environment Scotland also conducts enforcement casework where unauthorised works on Scheduled Monuments are reported to us. Enforcement cases are identified by or referred to us from a number of sources and we use varied approaches to resolve these issues. More detail can be found in our Managing Change guidance note on *Works on Scheduled Monuments* (updated 2016).

In 2016-17 we resolved 72 Enforcement cases. No unauthorised works were detected in 6 cases. In 23 cases we detected unauthorised works, however no further action was possible. Advisory letters were sent in 25 cases and informal resolutions, requiring further works to ameliorate the effects of the unauthorised works, were proposed in 17 instances. No formal notices were issued. There was one conviction under the *Ancient Monuments and Archaeological Areas Act* (1979) for unauthorised works on a scheduled monument.

WORKFORCE INFORMATION

Workforce profile (as at 31 March 2017)

Heritage Directorate Management	Tier 1 (CEO)	Tier 2 (Directors)	Tier 3 (Heads of Service)	Tier 4 (Managers/ Team Leaders)
Number	1	1	6	21

Heritage Directorate Case Officers		Casework Teams	Designations	World Heritage and archaeology	Business Support
Managers	No. Posts (exl. vacancies)	9	4	4	1
	Vacant	0	0	0	0
Main Grade Posts	No. Posts (exl. vacancies)	31	14	6	1
	Vacant	1	0	0	0
Technicians	No. Posts (exl. vacancies)	6	5	2	7
	Vacant	0	0	0	1
Total		47	23	12	10

Heritage Directorate Staff Age Profile

Staff age profile	Number
Under 30	18
30-39	47
40-49	48
50 and over	46



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

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