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HISTORIC ENVIRONMENT SCOTLAND

PLANNING PERFORMANCE REPORT 2015/16



HISTORIC
ENVIRONMENT
SCOTLAND

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CONTENTS

FOREWORD	
INTRODUCTION	2
Section 1: National Headline Indicators	3
Section 2: Defining and Measuring a High-Quality Planning Service	7
Section 2.1: Quality of Outcomes	7
Section 2.2: Quality of Service and Engagement	14
Section 2.3: Governance	25
Section 2.4: Culture of Continuous Improvement	28
SUPPORTING EVIDENCE	33
SERVICE IMPROVEMENTS 2016-17	35
OFFICIAL STATISTICS	37
WORKFORCE AND FINANCIAL INFORMATION	45

Foreword

Historic Environment Scotland, the new lead body for Scotland's heritage, was established in October 2015. A significant amount of our work since the previous report has focussed on delivering the new non-departmental public body.

New working processes across the organisation were required, including those resulting from changes in the legislation around designations and consents. We also had to secure transitional arrangements through close working with the Scottish Government. In addition, these changes had to be explained to our customers and colleagues.

Against this background we have maintained a consistently high level of service. We have met all of our consultation targets throughout the year and continue to add value through the quality of our advice and engagement. We submitted a consultation response for the Planning Review and the process of drawing this together provided a good opportunity to reflect on our input into the planning system.

We hope to build on this work in the forthcoming year, implementing further improvements to our service and exploring new ways of engaging with the sector.



Barbara Cummins
Director of Heritage Management



Introduction

On 1 October 2015, Historic Scotland merged with the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS) to create Historic Environment Scotland (HES), the new lead body for the historic environment. The overall mission of the new organisation is to enhance knowledge and understanding of Scotland's cultural heritage, while protecting and conserving it for the enjoyment, enrichment and benefit of everyone.

We undertake a number of functions within the planning system to meet these aims and contribute to the Scottish Government's wider objective of sustainable economic growth. These functions sit with the Heritage Management Directorate (HMD), previously part of Historic Scotland, and include the following:

- **Development Planning**
As a Key Agency we provide input into 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 potential environmental effects of development plans are understood.
- **Pre-application Engagement**
We provide advice to planning authorities, developers and other stakeholders in relation to emerging development proposals affecting the historic environment. We provide clarity on historic environment issues and advise on how these may be managed through the design process. We also help to promote development that we consider will bring substantive benefits to the historic environment.
- **Development Management**
In our role as a Statutory Consultee we advise planning authorities in their consideration of applications for planning permission affecting historic environment assets of national importance, applications for listed building consent and conservation area consent. We are also consulted on


applications for planning permission requiring an Environmental Impact Assessment (EIA). We act as the determining authority for Scheduled Monument Consent.

- **Designations**
We review and designate historic environment assets for consideration as part of the planning process.

Our wide-ranging responsibilities include the distribution of grants for the conservation of the historic environment, the provision of leadership and advice on the management of Scotland's World Heritage Sites, and co-ordination of the delivery of the first Archaeology Strategy for Scotland.

This Planning Performance Framework Report details the performance of the Heritage Management Directorate as a whole during the reporting year 2015/16. In particular, it reflects the legislative and procedural changes that have come into force following the establishment of Historic Environment Scotland.

Section 1 and the associated official statistics at the end of the report highlight where we have met our performance targets in relation to our development planning and development management casework and gives headline figures for our designations team. Section 2 of the report illustrates our actions to ensure high quality outcomes for the historic environment, explains how we have sought to maintain and build on the quality of our service, and demonstrates our commitment to sharing good practice, skills and knowledge.



NATIONAL HEADLINE INDICATORS

Development Planning Casework	(2015-16)	(2014-15)
<i>Development Planning Consultations¹</i>		
• Early engagement on Main Issues Reports	5	11
• Main Issues Reports	12	11
• Proposed Plans	19	20
• Supplementary Guidance	54	51
• Percentage statutory development plan consultations within the required timescale	100%	100%
<i>Strategic Environmental Assessment Consultations</i>		
• No. of Screening Reports / % within target (28 days)	86 / 100%	122 / 100%
• No. of Scoping Reports / % within target (35 days)	34 / 100%	37 / 100%
• No. of Environmental Reports / % within target (typically 6 weeks)	46 / 100%	51 / 100%
Development Management Casework		
<i>Development Management Consultations</i>		
• No. of applications subject to pre-application advice	86	115
• Percentage planned timescales met	97.68%	98.06%
• Average response timescales ²		
- planning applications (target: 14 days)	11.05 days	10.23 days
- planning applications with Environmental Statements (target: 28 days)	13.22 days	19.42 days
<i>Listed Building & Conservation Area Consent Consultations</i>		
• Response within 28 days (target: 80%) (to end September 2015)	99.39%	99.16%
• Response within 14 days (target: 80%) (from October 2015)	99.13%	N/A
<i>Scheduled Monument Consent</i>		
• Reach a view within 5 weeks (target: 82%) (to end September 2015)	94.07%	96.37%
• Issue decision within 8 weeks (target 82%) (from October 2015)	96.81%	N/A
• Appeals against scheduled monument consent decisions ³	0	N/A
Designations Casework		
<i>Scheduled Monuments</i>		
• New designations	20	43
• Re-designations	54	137
• De-designations (removal from schedule)	40	31
• Appeals against scheduling	0	N/A
<i>Listed Buildings</i>		
• New listings	16	53
• Changes to listed buildings records	267	181
• De-designations (removal from list)	210	114
• Appeals against listing	0	N/A

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).

³ A right of appeal against the designation of listed buildings and scheduled monuments and scheduled monument consent decisions was introduced on 1st October 2015

CONTEXTUAL STATEMENT 2015/16

Development Planning Casework

During 2015/16 we were **consulted on 86 development plan related cases**, some of which were accompanied by Strategic Environmental Assessments. Of these, almost half related to Supplementary Guidance of adopted Local Development Plans. We have seen a slight reduction in the number of Main Issue Report and Proposed Plan consultations this year, reflecting the stage many Local Authorities are at in their planning cycle. We anticipate an increase in pre-MIR and MIR engagement during the coming year. Of those development planning consultations received during 2015/16, we **responded to 100% within the agreed time period**.

Reflections on last year's performance

We aimed to respond to 100% of development planning related consultations within the agreed time period and this was achieved. We also responded to 100% of Strategic Environmental Assessment consultations associated with development plans (Scoping & Environmental Reports) within the statutory/agreed time periods.

Target for 2016/17

We will aim to maintain our current engagement levels for development planning and related SEA casework in the coming year.

Development Management Casework

During 2015/16 we were **consulted on 962 planning applications**, some of which were accompanied by an Environmental Impact Assessment. We aim to respond to 82% of non-EIA applications within 14 days. This year we achieved **97.7% within a 14 day timescale**. Our average response duration was **11 days**.

Of those applications accompanied by an EIA, which tend to be larger scale developments (e.g. large settlements, windfarms, roads), we aim to respond to 80% within 4 weeks or the period agreed with the relevant authority. This year we achieved **99.3% within the agreed timescale**. Our average response duration for these cases was **13 days**.

During 2015/16, we were **notified of 493 Listed Building and Conservation Area Consents**. We aim to respond to these within 28 days. This year

we achieved **99.4%** within this timescale. We were also consulted on **1260 Statutory Listed Building and Conservation Area Consents**. We aim to respond to these within 14 days of receipt. This year we achieved **99.1% within this timescale**.

Finally, for scheduled monument consent applications, where we are the determining authority, we aimed to reach a view on at least 82% within 5 weeks of the date of receipt of a valid application up to and including 30 September 2015. For this period we achieved **94.1% within this timescale**. From 1 October 2015 we aimed to determine at least 82% of scheduled monument consent applications within 8 weeks. For this period we achieved **96.8% within this timescale**.

We have also **developed and launched a new online portal**⁴ for the publication of all applications for and decisions on scheduled monument consent. This went live on 1 October 2015.

Reflections on last year's performance

We aimed to respond to 80% or more of the statutory consultations and notifications we received within the statutory timescale set by the appropriate legislation/regulations, or, in the case of Environmental Impact Assessment, within the timescale agreed with the consulting authority. We record our response rates separately by consultation/notification type, but combine them to provide the final return against the 80% target (overall performance: 98.7%).

Target for 2016/17

This year the target for responding to statutory consultations and notifications was deliberately set at 80% (lower than normal) because of the changes in our processes as a result of the creation of Historic Environment Scotland. In spite of these changes, our performance against this target has been strong, so it is our intention to raise it to 90% for 2016-17.

Designations Casework

We are required to compile and publish lists of Scheduled monuments, Listed buildings, Gardens and designed landscapes and Battlefields. This involves managing records for over 55,000 individual designations across the whole of Scotland. One of our biggest challenges is keeping

⁴ HES decisions portal
<http://portal.historicenvironment.scot>

our records up to date. Many of our previous records for listed buildings and scheduled monuments have not been reviewed for decades. Their accompanying documentation is not as detailed as that which we produce today. Changing priorities and resources as well as new research has inevitably led to variations, particularly for older designation records.

Reflections on last year's performance

The designations figures from 2015/16 reflect the review we have been undertaking of our designations records. The aim of this is to promote clarity and establish greater certainty within the planning process. We have made **changes to 267 listed buildings records** to ensure that they are relevant, clear, and up-to-date. We have also taken the **decision to remove 40 monuments and 210 buildings** from the national lists where we consider that they no longer meet the criteria for inclusion or may have been dual-designated (see page 18 for more).

Another significant aspect of our work this year has been implementing the changes to listing and scheduling legislation that came into effect from 1st October 2015. These changes now mean that there is a right of appeal against designation. This means that if the public are not happy with our decision on new listings and schedulings, or amendments to existing ones, it is possible to appeal to the Scottish Government. We are also now able to exclude parts of buildings from the listing or exclude buildings from the curtilage of listed buildings.

In preparation for the changes mentioned above, we have also **developed and launched a new [online portal](#)**⁵ for the publication of all designation decisions. This went live on 1 October 2015. All recently updated designations records will soon have images, and listed building records also now include maps. Finding designations is now easier with our new search facility and with the introduction of a map-based viewer.

Priorities for 2016/17

This year we will continue to undertake targeted review and improvement of our designations records. We also aim to develop open and accountable decision-making further – through the monitoring of our services and responding to

customer feedback. We will also introduce service standards for designations requests. We celebrate Scotland's designated heritage in a number of ways, and in the coming year this will include the publication of information booklets.

Official Statistics

Further analysis and characterisation for our planning casework activity during 2015/16 is presented at the end of this report.

⁵ HES decisions portal
<http://portal.historicenvironment.scot>



QUALITY OF OUTCOMES

Quality of Outcomes

The Heritage Management Directorate promotes consideration of the historic environment at all stages of the planning process. We aim to ensure the delivery of high quality development by producing historic environment policy and guidance, engagement on emerging development proposals, participation in Charettes and on Design Review Panels, and the review of development proposals at the application stage. We also promote high quality development through the sponsorship of awards and the issue of grants for the conservation of heritage assets. Our archaeology programme also promotes the conservation and interpretation of archaeological sites across the country.

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. We will be undertaking a broad review of the Scottish Historic Environment Policy (SHEP) document to ensure that forthcoming national historic environment policy and our own operational guidelines meet current requirements.

We continue to build on our '[Managing Change in the Historic Environment](#)' series of guidance notes. These documents explain how to apply historic environment policy and promote best practice across the sector. This year we published a new guidance note on [Fire Safety](#) and consulted on emerging guidance notes for Battlefields, Inventory Designed Landscapes and World Heritage Sites. During this consultation exercise, the value of these guidance notes was emphasised by many:

'Historic Scotland's Managing Change Guidance Notes are an invaluable resource for local practitioners and having a guidance note on Gardens and Designed Landscapes is to be welcomed.'

(South Ayrshire Council)

'This guidance (World Heritage Sites) provides a welcome addition to the Managing Change Guidance Notes. ClfA continues to support this suite of guidance which has an important role to play in

ensuring that the management and protection of the historic environment is fully addressed in the operation of the planning system.'

(Chartered Institute for Archaeologists)

During the forthcoming year we will publish additional guidance notes on Interiors, Micro-renewables, Restoring Castles and Tower Houses and Setting.

We have also updated our 'Short Guides' on the management of world heritage sites, and created a new Short Guide on the Forth Bridge World Heritage Site. These documents are intended to assist both planning authorities and developers on the stewardship of these internationally important sites.

Development Planning

In our role as a Key Agency we advise planning authorities on development planning documents at every level of the planning system. 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. As part of this process, we also advise planning authorities on their development plan policies for the historic environment. Our national oversight has allowed us to undertake a review of all Local Development Plan policies for the historic environment for the reporting year. This will mean that we are better

placed to promote good practice across local planning authorities.

As a Consultation Authority for Strategic Environmental Assessment, 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 – East Dunbartonshire LDP (Emerging Historic Environment Policy)



**East Dunbartonshire
Local Development Plan
Proposed Plan 2015**

 sustainable thriving achieving
East Dunbartonshire Council
www.eastdunbarton.gov.uk

In 2015, East Dunbartonshire Council consulted us on a draft policy for the historic environment prior to submitting their Proposed Local Development Plan. The Council were proposing to amend their previous policy, creating a catch-all policy for all historic environment features under the heading 'Valuing the Historic Environment'. While we did not have any major concerns with the principle of having an overarching historic environment policy, we advised the Council on the difficulty of finding wording that was suitable for all heritage assets.

In particular, we considered that the amended policy had the potential to weaken the protection of the historic environment, rather than strengthen it. We therefore provided detailed recommendations on how to ensure that there would be appropriate mechanisms for controlling development affecting different heritage asset types. After receiving our comments, East Dunbartonshire Council made further changes resulting in a very robust and appropriate policy for inclusion within the Proposed Local Development Plan.

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 actively sought to

bring forward development proposals that we consider will bring substantive benefits to the historic environment.

Case Study – City Observatory, Calton Hill, Edinburgh



SC 1112808 © Crown Copyright: Historic Environment Scotland.

We participated in pre-application discussions about re-using the Edinburgh City Observatory site as a contemporary visual arts centre. At the heart of this new scheme is the aspiration to sensitively restore and celebrate the world renowned Playfair Observatory.

We have recognised and championed this aim, understanding that the project proposals will secure a sustainable future for a site currently identified as being in significant disrepair, and at risk. The proposals will also bring substantial public benefits, allowing access and enjoyment of a currently underused and inaccessible building.

We have been working closely with the Local Authority and Project Design Team, and have given detailed feedback and advice on the proposals. This process has influenced and shaped specific elements of the project to deliver a better outcome for the site. In particular, this dialogue has resulted in significant improvements to the design of the proposed café pavilion.

We have also secured funding in the region of £200,000 for the delivery of the project proposals through promotion of the scheme's heritage benefits.

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. Our role as a consultation body for planning, listed building and conservation area consent applications allows us to scrutinise the

quality of development being brought forward and seek improvements for the benefit of the historic environment.

Case Study – Bowling Harbour, Conversion of Viaduct Arches to Retail and Workshop Units



DP 226423 © Historic Environment Scotland.

We provided comments on a listed building consent application for Bowling viaduct at the pre-determination stage. This resulted in an amended scheme that significantly improved the appearance of the proposal and retained substantially more of the historic fabric than was originally proposed.

Bowling viaduct is a B-listed former railway bridge that crosses Bowling Harbour – a scheduled monument at the end of the Forth and Clyde Canal. The viaduct contains a number of brick arches that had been blocked up to prevent public access and provide storage space. The owner, Scottish Canals, are regenerating the harbour to promote tourism and were proposing to convert the arches into useable space suitable for renting out.

The majority of the arches were historically enclosed by tripartite brick screens, forming doors and windows to both elevations. Most of these remain, but some have been damaged. The original proposal involved the removal of all these screens and their replacement with rectangular-framed glazed screens. We advised the Council that the screen arches were of historic value and encouraged their retention and repair where possible. The Council sought revised drawings from the applicant. The consented scheme included retention and repair of almost all the surviving historic screens. After some preparatory work on site the applicants wished to modify their scheme to install glazing to the rear screens as well as the front ones. We provided further advice on the type of glazing that would sit most comfortably with the architecture, and this was incorporated into a second consent.

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

We have also raised objection to development proposals where we considered that there was likely to be a significant and detrimental impact on the historic environment. During 2015/16 we objected to 35 planning applications, most notably proposals for the creation of a hotel at the Royal High School, Edinburgh. We also gave evidence at a Public Local Inquiry for the Inverclyde Wind Farm following objection to the scheme's potential impacts on a scheduled Roman fortlet.

Engagement in Charettes and Design Review Panels

We have sought to improve the quality of development and ensure positive outcomes for the historic environment through participation on 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 attended a number of charettes, which are public meetings or workshops devoted to a concerted effort to solve a problem or plan the design of something. During this year, we attended charrettes at Firhill-Hamilton, The Crichton Campus, Balloch, Dunbarton and Rothesay. Through participation at these events, we have assisted local communities to develop a vision based on an understanding of the area's character and historic significance.

Sponsorship of Awards

Historic Environment Scotland sits on the judging panel of the Royal Incorporation of Architects in Scotland (RIAS) awards, and sponsors a specific award for Conservation and Climate Change. The joint winners for 2015/16 were the [South Beach Medical Centre](#) in Ardrrossan and the [Spiers Centre](#) in Alloa. We consider that the restoration of the historic Spiers Centre for Council services provides a noteworthy example of bringing a building of national importance back into sustainable use for the benefit of the public.

Historic Environment Scotland also sits on the judging panel for the [Scottish Heritage Angel Awards](#).

Grants

The Heritage Management Directorate runs a scheme for the management of Scotland's monuments. These funds are used for small maintenance works, which aim to improve the condition of designated and non-designated monuments. This year we funded works totalling £45,852, distributing grants ranging from £100 to £4,346. These works took place across the country and varied from the removal of vegetation around monuments, to the commissioning of reports in support of the long term conservation of important structures.

Archaeology Programme

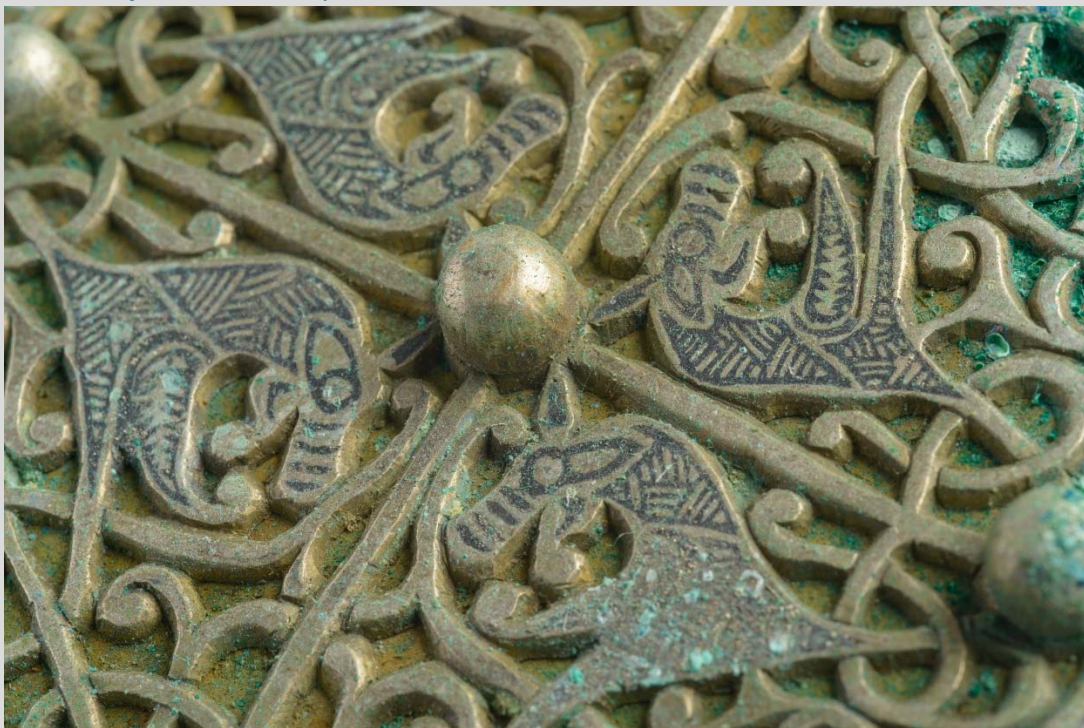
Our archaeology programme promotes the conservation and understanding of Scotland's rich archaeological landscape. In 2015/16, we had a budget of £1.4 million, which supported archaeological activities throughout Scotland. These projects were wide ranging and included training, excavation on sites threatened by climate change, and the conservation of finds of national significance.

We have supported research projects including Piotr Jacobson's PhD in archaeological science at the Scottish Universities Environmental Research Centre. This project concentrated on improving our understanding of the chronologies of wetland sites in south-west Scotland, using a combination of sampling and innovative approaches to radiocarbon dating. Completed this year, the results of this important work have already been feeding into other HES funded projects, such as

the publication of the work at Cults Loch, part of the Scottish Wetlands Strategy.

In partnership with the Scottish Strategic Archaeology Committee we also consulted on Scotland's Archaeology Strategy, and launched it at the European Association for Archaeologists conference opening ceremony in Glasgow. This strategy identifies the contribution archaeology makes to the vision for the historic environment set out in Our Place in Time. Historic Environment Scotland will lead its implementation, and we have now turned our attention to producing a delivery plan for this. We aim to publish the delivery plan online during 2016.

Case Study – The Galloway Hoard



In September 2014, an internationally significant Viking hoard was unearthed in a field in Galloway by a group of metal detectorists. This find comprised the deposition of two distinct sets of finds / hoards. In 2015-16, HES colleagues from the Heritage Management and Conservation teams worked together with the Treasure Trove Unit in Edinburgh and artefact conservation specialists at AOC Archaeology Ltd. to undertake important conservation work to stabilise the fragile remains. This work included x-raying the hoard pot before it was emptied. This painstaking activity revealed the presence of Anglo-Saxon disc brooches, a gold ingot and even Byzantium silk, which likely date from the 9th to 10th centuries.



QUALITY OF SERVICE AND ENGAGEMENT

Quality of Service and Engagement

The Heritage Management Directorate supports the Scottish Government's aspirations for delivering sustainable economic growth. We provide a high level of service by active engagement in development planning, and working positively with planning authorities and relevant stakeholders.

Through the legislative changes introduced by the Historic Environment Scotland Act (2014), we have also amended our procedures to provide a more responsive and accountable service. We are now consulted on all Listed Building Consent for alterations to category A and B listed buildings and demolition of any listed building and Conservation Area Consent applications and required to respond within 14 days. As a consenting authority for Scheduled Monument Consent, we are now required to publish all of our decisions online. The new legislation also allows our designations team to exclude structures and features from a listed building, where they do not contribute to its special architectural and historic interest. It is now possible for the public to appeal our designations decisions.

We are committed to working positively with colleagues across the sector through engagement in professional forums and participation at important conferences and events. In the past year, we have engaged widely with communities, and supported a number of outreach projects.

Development planning

Assisting authorities during the preparation of their Strategic and Local Development Plans is a key part of our role in supporting a plan-led planning system. Engagement with these plans, particularly in the early stages, is crucial for helping authorities develop a growth strategy that is sustainable for the historic environment.

We also play a key role in advising how local aspirations for growth can be realised while identifying any difficulties for delivery at the earliest possible stage. As well as providing advice on the large number of development proposals that come forward under these plans, we also help Local Authorities to develop robust planning policies for their development management

decisions. At an operational level we support this engagement by having one point of contact for each development plan to align the functions we perform as an SEA consultation authority and key agency and advisor as part of the planning system.

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 A9/96 trunk roads and the Dumfries and Galloway Strategic Reinforcement Project for electricity distribution.

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

Case Study – Bangour Hospital Position Statement



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Bangour Hospital is a large and complex site, which has been vacant for more than a decade. There are a number of listed buildings on the site, the majority of which have fallen into significant disrepair and decay. Having already undertaken a comprehensive review of the listing designations at the site, as part of a partnership approach with NHS Lothian, The Scottish Futures Trust and West Lothian Council, in 2015/16, we devised a Heritage Statement to help unlock its potential.

The fourteen page document set out some broad parameters to be considered when assessing any new applications for consent. It identified the strengths and weaknesses of the site within a balanced and holistic framework.

The document aims to provide a degree of certainty for all parties. It acknowledges that a balance needs to be struck between preserving the historic environment and achieving a sustainable future for the site. It sets out the circumstances in which the demolition of unlisted and listed buildings may be justifiable in order to make it possible to reuse of the more important buildings on site. This document also looks at the best way of achieving the reuse of the listed buildings.

This pragmatic approach gives a degree of certainty to developers, and will hopefully arrest the loss of further important listed buildings on the site. We hope to apply a similar approach in future cases in order to promote development within challenging and complex sites.

Case Study – Harlawhill House, Prestonpans



SC 1465365 © Crown Copyright: Historic Environment Scotland.

Harlawhill is an A-listed building in Prestonpans. Its core is an early seventeenth century house with later development phases, including a highly distinctive ogee-roofed tower and early nineteenth century wing. We have been assisting East Lothian Council to secure the future of the building. This process has helped us to develop new ways of working to save listed buildings.

The full history and significance of Harlawhill is still to be fully understood. East Lothian Council asked for us to get involved when sections of render fell onto the adjacent public road in November 2012, requiring its closure. This was followed by a Dangerous Buildings Notice, served in 2014. This became an increasingly complex case involving public safety issues and a significant A-listed building which needed considerable investment in its repair and consolidation.

The initial works required by the Dangerous Building Notice involved removal of a significant amount of the building's fabric. The roof over the original seventeenth century part of the building was to be removed, and there was a risk that this would result in calls to completely demolish Harlawhill House.

The council asked us to consider whether there might be other viable approaches. After carrying out a visual inspection of the roof structure we concluded that a scheme of well-considered repairs was achievable. A second more sensitive scheme of works was commissioned and approved. We contributed £40,000 to the process, and provided detailed technical advice during the development of the works. This was part of a pilot scheme by Historic Environment Scotland's Conservation Directorate to assess costs, techniques and durability of interim repairs.

The repair works were successfully completed early in 2016. Critically, this allows time to see if a long term plan for Harlawhill House can be developed. We will continue to work with East Lothian Council and other interested parties to secure the future of Harlawhill House.

Development Management

Historic Environment Scotland was established on 1 October 2015, by the Historic Environment Scotland (2014) Act. We have adapted many of our development management processes because of this.

We are now required to provide a different more upstream service, responding to all Listed Building and Conservation Consent consultations within 14 days. We also have greater accountability as the consent-giving authority for Scheduled Monument Consent. During the reporting year, therefore, we have been required to implement significant changes and secure transitional arrangements as the new legislation has come into force. Against this background, we are pleased to report that we have maintained a high level of service consistently responding to consultations within the required timeframes and delivering on the new arrangements.

In light of the reduced timeframes for responding to Listed Building and Conservation Area Consent applications, we have changed our processes. We now do an initial assessment of incoming consultations, so that we respond to those not requiring detailed input within five working days. We are also looking to work more closely with planning authorities to ensure that our timeframe for handling consultations aligns better with their internal processes.

We recognise that the timely determination of Scheduled Monument Consent applications is necessary for the on-going management of Scotland's most important historical sites. These include popular visitor attractions and properties in the care of Historic Environment Scotland. We continue to meet our targets for determining Scheduled Monument Consent applications and now publish our applications and decisions through our online portal.

Designations

It is the responsibility of Historic Environment Scotland to compile and publish lists of Scheduled Monuments, Listed Buildings, Gardens and Designed Landscapes and Battlefields. We also advise Scottish Ministers on the creation of Historic Marine Protected Areas. This is with the aim of promoting these heritage asset types for consideration and protection within the planning system.

When we designate heritage assets, we undertake detailed research and evaluate each heritage asset type against criteria included within the Scottish Historic Environment Policy. We also undertake broad consultation on listing proposals. Legislative change has now made it possible for the public to appeal against designation for the first time.

Legislative changes also allow us to exclude parts of buildings or buildings found within the curtilage of a listed building from a listing. This means that listed building consent is not normally required for alterations to that part of a building that is not of special interest. The use of exclusions has been applied to eight listed building records since 1 October 2015. We hope that this will provide certainty about the special interest of the building or site, and contribute to the streamlining of the planning process at the earliest possible stage.

We are undertaking a number of targeted projects to ensure our designations records remain current and user-friendly. Our 'Dual Designation Project' seeks to review around 760 structures which are both listed as buildings of special architectural or historic interest and scheduled as monuments of national importance. In most instances, the dual designation of structures is being removed and they are being listed or scheduled according to their character and individual circumstances. In some cases, where properties no longer meet the criteria for listing and scheduling, designations are removed completely.

We are also reviewing 24 entries on our Inventory of Gardens and Designed Landscapes to ensure that these landscapes continue to merit inclusion on the inventory. Our work has resulted in some removals, but also the enhancement of inventory records and changes to boundaries. These alterations reflect how these landscapes have evolved since the Inventory was first created in 1987.

We also continue to undertake estate-wide reviews of heritage assets to create certainty about the heritage value of assets owned as part of large estates.

Case Study – University of Edinburgh Estates Review



DP 221206 © Crown Copyright: Historic Environment Scotland.

The University of Edinburgh has approximately 700 buildings in their estate – just under a quarter of which are listed buildings. In the past financial year, we have completed a comprehensive review of all of these buildings.

The University's holdings cover extensive sites in Edinburgh's historic city centre, further out at the King's Building campus, and outside Edinburgh's boundary at the Bush Estate and beyond. The University manages a complex programme of ongoing maintenance works and large scale capital and investment projects. The recent listing review has given the University certainty about the extent of listing for buildings in their ownership and whether any previously unlisted buildings should be listed.

Part of this work included updating the statement of special interest for each listed building record and reviewing the statutory listing addresses for each entry. The record for Old College, one of the University's most prominent buildings within their estate, has now been fully revised and includes a description of recent refurbishment of the quadrangle. All of these revised records are available online and will eventually include images.

We reviewed the category that each listed building had been given, so that the University could be sure of the relative importance for each of their listed buildings. Other administrative changes included the reduction in the number of actual listed building records where, for example, entire terraces or tenement buildings were previously listed separately but now have been merged into a single listed building record.

While the numbers of listed building records has been reduced by around 15% (from 162 to 138 listings), the actual number of listed properties has remained roughly the same. Only one new listing was added to the estate. Dalhousie Land was purpose-built in 1962 for Moray House College as an arts education building for teacher training. Now part of the University of Edinburgh's estate, it is listed at category C.

Our partnership with the University of Edinburgh has not ended with the listing review. This process has helped us to liaise regularly with the estates team at the University and to consider how to engage at an early stage in their ongoing development management across Edinburgh. Another parallel project with the University is our major publication on the history and the architecture of the University of Edinburgh's estate. It is due to be launched in 2016/17.

All of our designations records have been made available to the public through our on-line designations [portal](#), launched on 1 October 2015. The portal provides access to all decisions taken on designations proposals, and is designed to be easy to access and use. All designations records that have recently been updated will soon include images. Listed building records will also include maps for the first time. Searching for designations is now easier with our new search facility and with the introduction of a map-based search.

Engagement in Instances of Flooding and Fire

Where the historic environment has been threatened by instances of fire and flooding we have intervened at an early stage. In these cases we have worked closely with local authorities and other stakeholders to secure the condition of heritage assets and bring forward proposals for their restoration.

During 2015/16 we responded to two serious fire damage incidents affecting the Category B listed former railway station, Ballater, Aberdeenshire, and one of the Category A listed redundant mill buildings at Broadford Works, Aberdeen. We contributed to discussions on urgent works to make the damaged buildings safe. We have also continued to engage on proposals for the repair and reinstatement of Ballater station, as a tourist information centre, museum/exhibition space, and restaurant, and on the major proposals to regenerate Broadford Works as a mixed use, urban village development.



Fire Damage at Ballater Railway Station

After Storm Frank in late December 2015 / early January 2016, there was extensive flood damage in the River Dee and Don areas. This included major flooding in the historic parts of Ballater; serious loss of riverbank and ground stability affecting the A listed Abergeldie Castle; and extensive damage to various listed bridges and some scheduled monuments.

We have been in close contact with Aberdeenshire Council, and liaised with their emergency flood relief team, engineers, planning officials and archaeologists. We have helped to assess the extent of damage to heritage sites and to advise on urgent stabilization works. We continue to work closely with the Council's planning officials, providing heritage management advice on various specific restoration proposals.

We are also liaising with the Council's emergency flood recovery team on a strategic approach to flood management. This aligns with our ongoing work to develop a methodology for assessing climate change risk to heritage sites. This forms part of our work on the Government's Scottish Climate Change Adaptation Programme, which involves collaboration with other agencies such as SEPA and SNH.



Flood Damage at Abergeldie Castle

Field Officers

Historic Environment Scotland's field officer team are situated across the county and able to provide advice and information to owners and land managers about how to care for scheduled monuments. They conduct regular surveys and, during 2015-16, reported on the condition of 910 monuments across Scotland.



Field Officer, Peter Corser, evaluating the condition of a monument

Engagement across the Sector

Historic Environment Scotland works with colleagues across the planning sector to promote the historic environment and share good practice. At the highest level, we respond to Scottish Government consultations and have a presence as part of groups including Heads of Planning, The Royal Town Planning Institute and the Key Agencies Group. During 2015/16 we provided both oral and written evidence to the Independent Review of Planning, highlighting the strengths of the current plan-led system whilst identifying potential areas for improvement.

More broadly, we play an active role within a range of professional forums and participate in industry events. During 2015/16 we attended the Scottish Government's Development Management and Development Planning Forums. We also played an active role in the Scottish Government's SEA and EIA forums, engaging with local authority colleagues and sharing good practice.

We co-ordinate and run the Local Authority Historic Environment Forum (LAHEF). This forum for key agencies and local authorities gives the opportunity to discuss issues, and to develop and share good practice in the management of the historic environment. We facilitated a number of discussions to share knowledge and experience on

the topic of Historic Environment Strategies at this year's event in Paisley. We also organised a short tour to see some of the 'hands on' regeneration work that is taking place in the town. Guest speakers included Stuart McMillan (Policy & Regeneration Manager, Renfrewshire Council) and Mark Douglas (Principal Officer Built and Natural Heritage, Scottish Borders Council).

We have contributed our expertise and experience on issues affecting the historic environment at Local Authority Urban Design Forum events in Glasgow and Edinburgh. The Architecture and Design Scotland-led 'Place Challenge' workshop in Arbroath also allowed us to promote the historic environment at the heart of place-making through participation in a number of collaborative design exercises.

The Heritage Management Directorate also participate in international forums for the management of Scotland's World Heritage Sites. During 2015/16, we hosted a technical workshop on management plans for UK-based world heritage bodies. We also hosted an international meeting for the management of the Frontiers of the Roman Empire World Heritage Site.

Case Study – Working to establish Historic Environment Scotland



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

The Heritage Management Directorate has worked closely with colleagues from across the sector to deliver Historic Environment Scotland as the new lead body for the historic environment. This has involved advising the Scottish Government on the primary and secondary legislation required to define and address the new status of the organisation. In the lead up to the transition, we also carried out a number of stakeholder events to ensure the new legislation was understood.

Taking place in Glasgow, Edinburgh, Dundee and Inverness, these events were well-attended and ensured that our stakeholders had sufficient opportunity to ask detailed questions about the legislative changes. We also staged individual events for local planning authorities including Aberdeen and Orkney. Detailed guidance on the new system and transitional arrangements was also provided through the production of Historic Environment Circular 1. This document has acted as a useful reference point for the implementation of the new system. It is on the HES website and has been circulated to all local planning authorities and relevant stakeholders.

During transition to the new organisation, we worked closely with the Scottish Government to ensure the smooth operation of arrangements for planning, listed building consent and conservation area consent consultations. Heritage Management Directorate staff were seconded on a rotating basis to the Scottish Government during the transitional period to consider notifications and consultations. In addition to this, we closely monitored local authority understanding of the new requirements and engaged with individual authorities where those requirements had not been fully understood.

We continue to promote the new organisation to relevant stakeholders and within professional forums, highlighting where legislative changes have taken effect. At the Scottish Government's Development Management Forum we gave a presentation emphasising how the changes to listing legislation have allowed for a more nuanced approach to designation and identifying areas of interest.

Our director has also written articles for [Urban Realm](#) and [The Planner magazine](#) outlining our new status and resultant procedural changes.

Conferences and Events



Heritage Management Directorate staff have played a leading role at national and international conferences, engaging with academics and professionals from across the world.

We organised a three day conference in conjunction with the University of Edinburgh on the topic of *The Architecture of Scotland in its European Setting, 1660-1750*. Here 34 speakers,

including five from our organisation, spoke on topics relating to 17th and 18th century architectural history, a period that has been rather neglected in recent decades. The conference was very well attended, with over 100 people each day. Attendees included academics and a wide variety of historic building conservation professionals including architects, surveyors and heritage

consultants. The conference shed new light on a number of aspects of Scotland's built heritage and was very well received. The conference proceedings are being collated as a book and will be published next year.

Heritage Management Staff were also heavily engaged in the delivery of the European Association of Archaeologists (EAA) Conference held in Glasgow in September 2015. This important international conference brought roughly 2,000 delegates to Scotland with the aim of studying Scotland's rich archaeological heritage.



EAA Conference Programme

This was an ideal platform for us to launch Scotland's [Archaeology Strategy](#). Heritage Management Directorate staff also delivered several papers and conducted a pre-conference tour, bringing about 40 delegates to several castles in the West of Scotland. Feedback from the delegates was very positive, and future conferences intend to model their tours on the Scottish example.

We also delivered papers at the Limes Congress in Ingolstadt, Germany, a leading conference for the study of the frontiers of the Roman Empire.

We have also been pleased to participate in a number of other conferences over the course of the year. This has included both the RTPI Scottish Young Planner's conference, and their annual conference. We also contributed to the BEFS Heritage and Diversity Conference, the World Heritage UK Conference, the Theoretical Archaeology Group Conference and The Highland Council's Highland Archaeology Festival.

Engaging with Communities

We regularly offer advice to community groups that are planning to reuse historic buildings. This includes advice on project development including on conservation and planning, options appraisals and feasibility studies, and fundraising. We also signpost groups to other organisations that may be able to help on specific aspects, such as asset transfer and right to buy. In the coming year, we will be producing guidance specifically for community groups taking on historic buildings.

As part of an event hosted by Home Energy Scotland and Changeworks, we have provided advice to owners of historic buildings on the impact of climate change. This included a presentation to householders on historic windows and opportunities for retrofitting energy improvements within historic buildings. We have also provided homeowner advice on the listing building consent process at a number of [ESPC](#) events.

We regularly participate in and support outreach projects across the country. During 2015/16 we supported HLF-funded Landscape Partnership Schemes and worked to deliver a number of community and historic environment benefits through participation in these projects.



Clackmannan Tower, View of Parapet © Crown Copyright: HES

The Inner Forth Landscape Initiative promotes community engagement with the built and natural heritage features that define the Inner Forth Landscape. As part of this initiative, we have provided communities with training and advice in support of projects for the consolidation of the historic Charleston Limekilns, the provision of access to Clackmannan Tower and archaeological investigations into the 18th century Kennetpans Distillery.

Our support of the Tay Landscape Partnership has similarly provided for community participation in the excavation of important Hillforts and the consolidation of historic churchyards.

We are also engaged in a number of community projects marking the centenary of World War 1. This includes partnership working with Archaeology Scotland, the Scottish Borders Council and local community interests to record and conserve the military training camp at Stobs. Our support for Archaeology Scotland has helped them to deliver training through the Home Front Legacy project. This is ideal for community groups who want to investigate remnants of wartime heritage in their local areas.

We celebrated World Heritage Day 2015 with an event at the Scottish Storytelling Centre in Edinburgh. This event was open to the public and acted as a means of raising the profile and understanding of Scotland's World Heritage Sites.



Staff at World Heritage Day 2015



GOVERNANCE

Governance

The following paragraphs provide an overview of our governance arrangements and show how the Heritage Management Directorate is structured to provide an effective service. We have sought to create efficiencies through the consolidation of team structures. We have also reviewed our decision-making procedures. This section also provides information relating to our responses to complaints and environmental information requests.

Reporting Structure

Following the establishment of Historic Environment Scotland on 1 October 2015, we have moved towards a reporting structure in line with our new status as 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 new 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 the Heritage Management Directorate and the Directorate's business plan follows the strategic themes set out above.

Heritage Management Directorate – Team Structure

During 2015/16 we have adapted our team structures in order to create efficiencies and promote greater collaboration across the new organisation. We have concentrated our functions into four main areas; casework, designations, world heritage/archaeology and business support. These changes have standardised practice across the directorate, and made it easier to share information.

We now have a single designation team. This combines our responsibilities for designating all asset types (buildings, monuments, battlefields, and gardens and designed landscapes) as well as our role in advising on the creation of Historic Marine Protected Areas. The creation of this team has allowed for the streamlining and alignment of processes, and a more flexible use of staff across all five designations areas. As a result, we will update our designations guides, and create a single application form to cover all designations.

We are all based within the same office and encourage open communication across the Directorate.

Internal Forums and Decision-Making

We have reviewed our internal decision-making processes to standardise procedures across all areas of the Directorate. With this, we have introduced a new set of sign-off and quality control procedures for all decisions. We continue to hold a weekly 'Heritage Management Forum' for discussion of complex, unusual or high profile cases. These meetings encourage the sharing of good practice, and ensure that the directorate as a whole has the opportunity to contribute to key decisions.

Formal Complaints

Over the period of April 2015 to March 2016 Heritage Management Directorate responded to 18 formal complaints. To do this, we have a standard [complaints handling procedure](#). Four complaints were dealt with under stage 1 of the procedure (frontline/direct response within five working days) and 14 were dealt with under stage 2 of the procedure (investigation within 20 working days).

All of the complaints related to decisions or actions taken by Heritage Management Directorate. Three complaints were about designations, and 15 were about statutory advice or consents. Of the 18, six were in relation to the Marischal Square Development in Aberdeen.

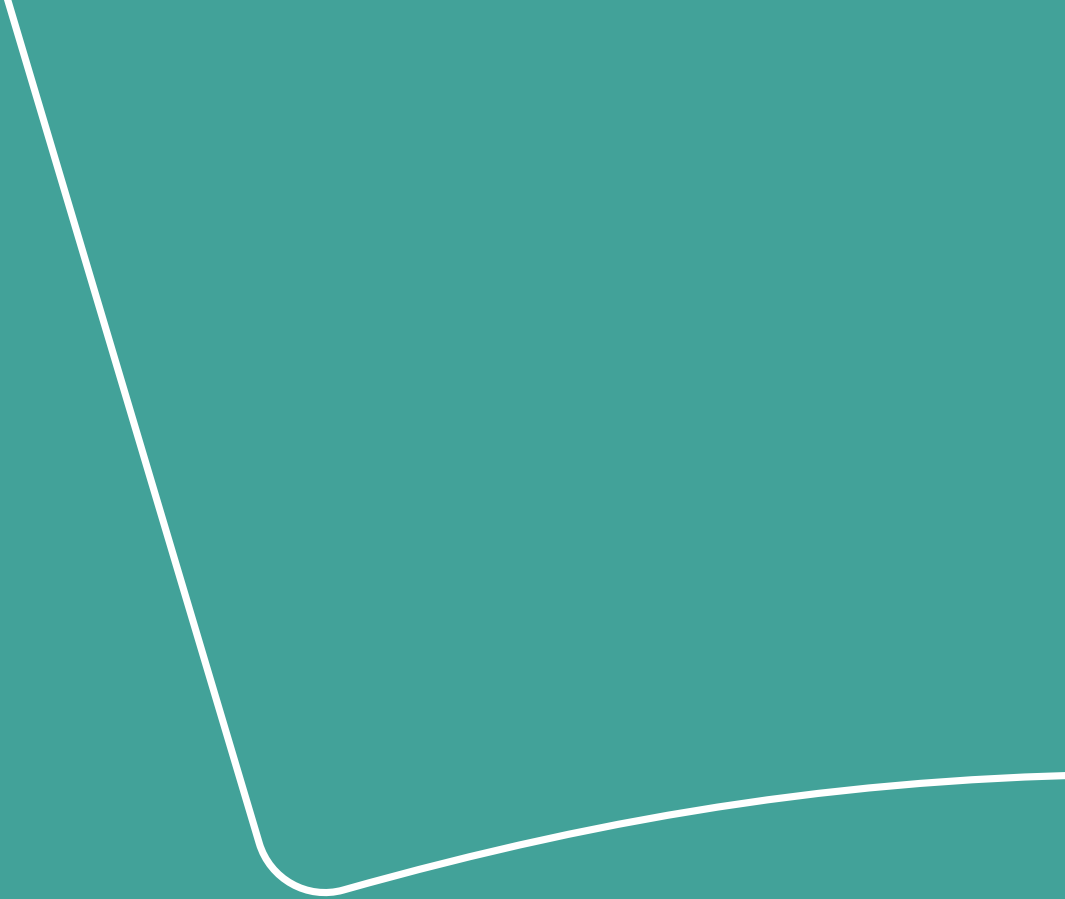
None of the above complaints were referred to the Scottish Public Services Ombudsman (SPSO) for a decision or further investigation.

Environmental Information Requests

Over the period of April 2015 to March 2016 Heritage Management responded 25 Environmental Information Requests (EIR). 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.

All of the requests for information held by Historic Scotland/Historic Environment Scotland in relation to designations, statutory advice and consents. 12 requests related to designation, 12 related to consents and 1 related to both. We did not hold the information for three of the requests. The information was provided without applying any exceptions to three of the requests, and information was provided with exceptions to the

remaining 19 requests – in eight of these cases the information withheld was personal information only, such as personal signature, email address and phone numbers.



CULTURE OF CONTINUOUS IMPROVEMENT

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. In the past year, we have introduced improvements to our service and mechanisms to ensure the continuous improvement of the organisation. We have implemented a number of changes in response to the requirements of the Historic Environment Scotland Act 2014 and will build on these as the new organisation develops. We have an ongoing commitment to staff training and improving practice across the sector as a whole.

Service Improvements 2015-16

This Planning Performance Framework Report demonstrates that we have delivered all of the Service Improvements we identified for the reporting year. Many of these are associated with the establishment of Historic Environment Scotland and meeting the legislative requirements of the Historic Environment Scotland Act 2014. We have succeeded in implementing new designations and development management processes while maintaining a high level of service. We have also helped deliver the new organisation through the provision of training, advice and the production of the Historic Environment Circular 1.

We continue to increase transparency in our processes. We have launched a publicly available online Designations Portal, and will seek feedback on this. Our Directorate is now more streamlined, with a number of teams merged, encouraging closer collaboration across work areas. We have sought to identify training needs, and have undertaken a broad review of historic environment planning policies across Scotland.

Business Improvement Board

Our organisation has changed in role and status, and we have worked to identify improvement areas which respond to these changes. These improvement areas align with the strategic objectives set within the Historic Environment Scotland Corporate Plan 2016-19. They include further changes to internal processes, the provision of guidance around the new legislation, and the introduction of revised desk instructions.

In the coming year, we will begin a full-scale review of our historic environment policy in line with current national requirements.

In order to deliver these improvements we have established a 'Business Improvement Board' which meets on a monthly basis. Through engagement in this group we have been able to continually monitor the progress of improvement projects and ensure that team members are equipped to deliver these.

A Learning Organisation

During the reporting year, we have been involved in a number of complex and high profile cases. These have often been resource-intensive and have led us to analyse how we engage with the planning system. We regularly evaluate our experiences and identify lessons learned in relation to individual cases. Through our engagement in the Inverclyde Wind Farm Public Local Inquiry we identified a requirement for a Managing Change Guidance Note relating to the mitigation of impacts on the historic environment. We are currently drafting this for consultation.

We also share experiences at our weekly Heritage Management Forum with the aim of identifying key learning outcomes and undertaking Continuing Professional Development.

Case Study – Designating Tinkers' Heart



Tinkers' Heart is a heart-shaped setting of quartz stones embedded in the tarmac of what was formerly a road junction near Cairndow, Argyll & Bute. The public roads have been realigned, leaving the heart within pasture. The site serves as a location for meetings and celebrations such as weddings and christenings among the Traveller community.

In 2012, a member of the public proposed Tinkers' Heart for designation as a nationally important monument. We did not designate the monument at the time, as we did not consider the monument to meet the criteria for national importance and there was insufficient evidence regarding its cultural significance.

Petition: Give the Tinkers' Heart of Argyll back to the Travelling People

In May 2014 a [petition](#) was lodged with the Scottish parliament to call on the Scottish Government to direct Historic Scotland 'to investigate what action can be taken to ensure the restoration and preservation of the Heart'. The petition was signed by over 1,100 people, many from the Traveller community, as well as people from other areas of Scotland and beyond. The petitioner was Mrs Jess Smith, herself from the Traveller community and an author on Traveller culture and history.

The representations made to Parliament highlighted the importance of Tinkers' Heart to the Traveller community in Scotland and other countries, as well as settled communities across Scotland. The strength of that evidence led us to re-examine its cultural significance. We visited the site, undertook new research, and engaged in a wide-ranging public consultation, which included the use of social media and face to face interviews.

On the basis of this new work, which took place between March and May 2015, we reached the view that Tinkers' Heart is a site of high cultural significance in three main areas. It gives us a greater understanding of the traditions and material heritage of Scottish Travellers; it is a rare example of a permanent physical monument of Scottish Travellers; it holds a high significance in the consciousness of Gypsy/Travellers and the people of Argyll as a symbol of Scottish Travellers and their heritage.

We added Tinkers' Heart to [the schedule of nationally important monuments](#) on 30 July 2015. Further information, including the analysis that informed our decision is available on our [website](#).

Mrs Smith said the decision "recognises not just the relevance and value of the site but also the important role that travelling people have played in Scotland's national story for generations".
The Herald, 19 June 2015

Equalities, designation and other outcomes



Historic Scotland staff gathering information at Tinkers' Heart and meeting with some members of the Scottish Traveller community, May 2015

A question of whether the scheduling assessment for Tinkers' Heart took account of equalities issues was raised during the course of the petition process. This focused on how Historic Scotland recognises or consults the Gypsy/Traveller community when undertaking assessment of cultural significance of sites such as Tinkers' Heart.

We undertook an [equality impact assessment](#) of our designation process during our re-evaluation of the cultural significance of Tinkers' Heart. We did not find evidence of discrimination in the designation policies themselves. However, we did identify that the way in which we gather associative information about certain sites and how we value that information could be strengthened.

In light of this experience several changes have been made to the way we work. In particular, we have developed different approaches for how we gather and value associative evidence as part of the designation process.

Staff Training

This year a survey was carried out in the directorate to invite suggestions for improving internal training delivery. As a result we identified areas where we could improve such as considering how to formalise access to fieldwork, site visits and work shadowing and maintaining a central calendar of conferences, workshops and other training opportunities.

We have identified the need for an officer to co-ordinate CPD across the directorate. The post-holder will be monitor the performance of the directorate, working with colleagues and stakeholders to identify case-studies, trends, issues and areas for performance improvement and development.

Sharing Good Practice

Historic Environment Scotland is committed to sharing good practice across the sector and regularly engage in training initiatives. In the past year, we have run broad programme of outreach in relation to the new designations and consents procedures associated with the establishment of Historic Environment Scotland. We have also delivered stakeholder training around different areas of heritage management practice.

There has recently been an increase in applications to Historic Environment Scotland for the delisting of dwellings in private ownership. In response to this, we have been particularly engaged in helping local authorities understand the listing criteria and how they are applied. We have therefore given seminars with The Highland Council and Aberdeenshire Council explaining how we assess significance when designating nationally significant heritage assets. We have also given talks on this topic to the Royal Incorporation of Architects in Scotland's Conservation Accreditation seminar.

We have delivered training on Environmental Impact Assessment in conjunction with SNH, SEPA and the Scottish Government's Planning and Architecture Division. The course aimed to give attendees a broad understanding of Environmental Impact Assessment, with presentations on its background and purpose. A key focus of the training seminar was to explain the role of Key Agencies and Consultation Bodies within the process, and emphasise linkages with the planning system.

We attended and contributed to an Institute of Historic Building Conservation (IHBC) training event for six Aberdeen City Council planning officials who are undertaking a programme of CPD in heritage management work, with assistance from the City Council's senior Conservation officer. One of the objectives is for the planning officials to successfully apply for membership of the IHBC. We very much welcome this initiative and commitment by Aberdeen City Council, to develop 'in-house' heritage management expertise.

We delivered training for the City of Edinburgh Council Planning Committee on roles and responsibilities in world heritage. This was delivered in collaboration with staff from the City Council, Edinburgh World Heritage and ICOMOS

UK (The International Council on Monuments and Sites).

Careers Development

We are actively engaged in working with young people and helping develop careers in planning and the historic environment. We have done this through participation at Schools Careers Fairs and by feeding into professional development programmes.

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 have two graduates currently in post.



Heritage Management Intern, Louise Forsyth, with Jane Isaacson at Dunollie Castle



SUPPORTING EVIDENCE

Supporting Evidence

Part 2 of this report was compiled, drawing on evidence from the following sources:

- Heritage Management: Casework Management System
- Heritage Management: Decisions Portal
- Historic Environment Scotland, Corporate Plan (2016 – 2019)
- Historic Scotland, Corporate Plan (2012 – 2015)
- Heritage Management Directorate Business Plan
- Key Agencies Pre-Application Statement
- Managing Change Guidance Notes
- Managing Change Guidance Note Consultation Responses (5th August – 6th November 2015)



**SERVICE
IMPROVEMENTS
2016-17**

Service Improvements 2016 – 17

In the coming year we will:

- Issue the Historic Environment Scotland Policy Statement as a technical update to the Scottish Historic Environment Policy (SHEP)
- Initiate broad consultation around a longer term strategic review of our historic environment policy
- Review and update the Historic Environment Circular 1
- Publish new Managing Change Guidance Notes on Interiors, Micro-renewables, Restoring Castles and Tower Houses and Setting
- Publish a suite of Designations Guides
- Create a single application form for all designations proposals
- Re-launch of the Local Authority Historic Environment Forum
- Work with Key Agencies to deliver changes to the planning system initiated by the Independent Review of Planning
- Publish guidance for community groups on historic buildings
- Implement a staff training programme in line with training survey findings
- Establish and publish service standards for the Heritage Management Directorate

Delivery of our service improvement actions in 2015 – 16:

Committed service improvements and actions	What happened?	Complete?
Arrange training seminars to provide the opportunity for colleagues across the sector to learn more about the changes in designations and consents processes stemming from the Historic Environment Scotland Act 2014.	In addition to informal discussion with local authorities on the changes, 5 seminars were held across Scotland (1 September in Glasgow and Aberdeen, 2 September in Dundee, 3 September in Edinburgh and 14 September in Inverness). These events were well attended, primarily by local authority staff.	✓
Publish a circular outlining the changes to the designations and consents processes.	Historic Environment Circular 1 published in September 2015 (www.historic-scotland.gov.uk/historic-environment-circular-1.pdf)	✓
Review local authority historic environment policies for heritage in local development plans across Scotland.	An initial review has been completed and its findings will inform an internal practice document.	✓
Invite feedback on our on-line portal for designation decisions which will be live from October 2015.	Initial feedback has been obtained, with more detailed feedback planned for October 2016 to allow sufficient use to be made of the portal.	✓
Monitor changes to the listed building consultation processes to ensure that local authorities have made the required changes, and address any issues as soon as they are noted.	New process implemented and running well. Some issues with legacy cases being sent to Historic Environment Scotland instead of Scottish Ministers, but these are quickly addressed on a case-by-case basis. Historic Environment Scotland's duty officer role, implemented to	✓

	address the increase in statutory consultations, is working well.	
Create a single designations team (currently two teams)	On the 1st September, our two existing designation teams, Listing and Designed Landscapes and Scheduling, Marine and Battlefields, were merged as a team under a single Head of Designations. The creation of this team has streamlined and aligned processes, and allowed more flexible use of staff. An example of this will be production of updated designated guides and a single application form covering all designations. These documents are to be published in early June to help people understand the nature of the designations and simplify the process of proposing a site for designation or applying for a designation review.	✓
Carry out a detailed survey of training needs across the Directorate	A survey to establish the training needs of the Directorate was carried out. The results were analysed and a number of recommendations were made. One of these was the need to more effectively co-ordinate training requirements relating to business improvement priorities across the directorate.	✓

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OFFICIAL STATISTICS

Decision-Making Timescales

Development Planning

During 2015/16 we were **consulted on 86 development plan related cases**, some of which were accompanied by Strategic Environmental Assessments. Of these 86 cases, almost half related to Supplementary Guidance of adopted Local Development Plans. We have seen a slight reduction in the number of Main Issues Report and Proposed Plan consultations this year, reflecting the stage many Local Authorities are at in their planning cycle. We anticipate an increase in pre-MIR and MIR engagement during the coming year.

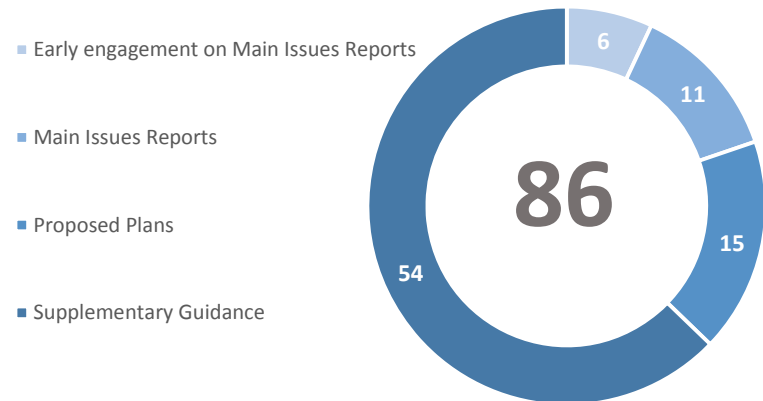
Of those consultations we received during 2015/16, we **responded to all within the agreed time period**.

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



Percentage statutory development plan consultations within the required timescale

Number of development planning consultations



What do these stages mean?

Early engagement on Main Issues Reports

As a Key Agency, HES is asked by Local Authorities for advice in drawing up their plans for development in the coming years and over the longer term (5-20 years).

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 an Independent 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 Management

During 2015/16 we were consulted on **962** 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 **97.7% within a 14 day timescale**.

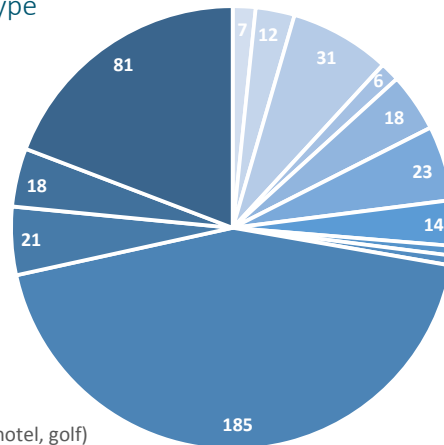
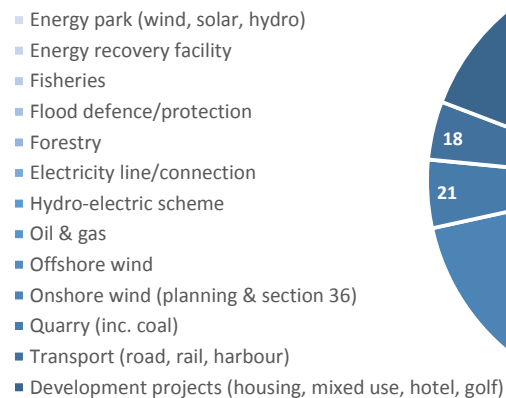
Our average response duration was **11 days**.

Of those applications accompanied by an EIA, which tend to be larger scale developments (e.g. new settlements, windfarms, roads), we aim to respond to 80% within 4 weeks or the period agreed with the relevant authority. This year we achieved **99.3% within the agreed timescale**.

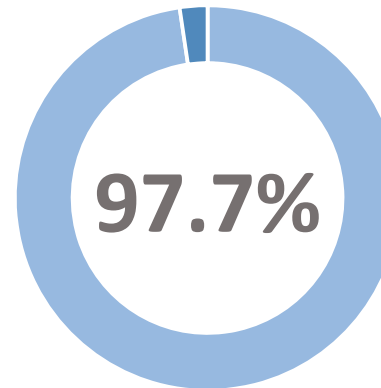
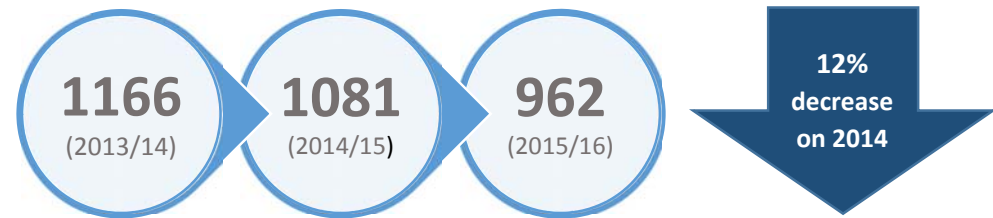
Our average response duration for these cases was **13 days**.

As shown below, a significant proportion of EIA related planning consultations related to renewable energy developments.

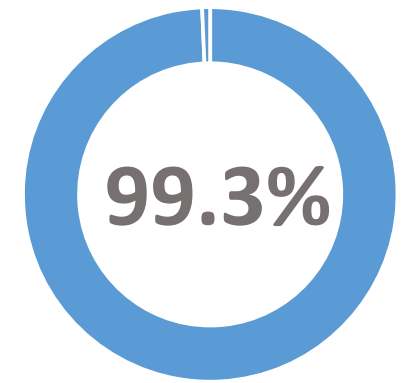
Number of EIA consultations by type



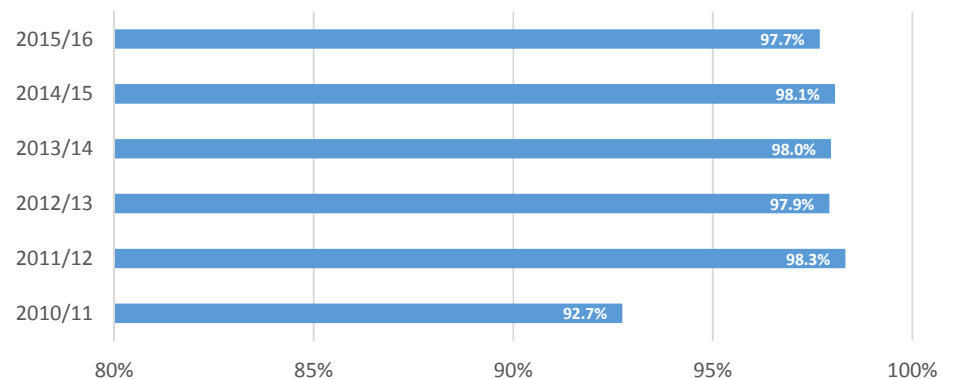
Number of planning consultations received



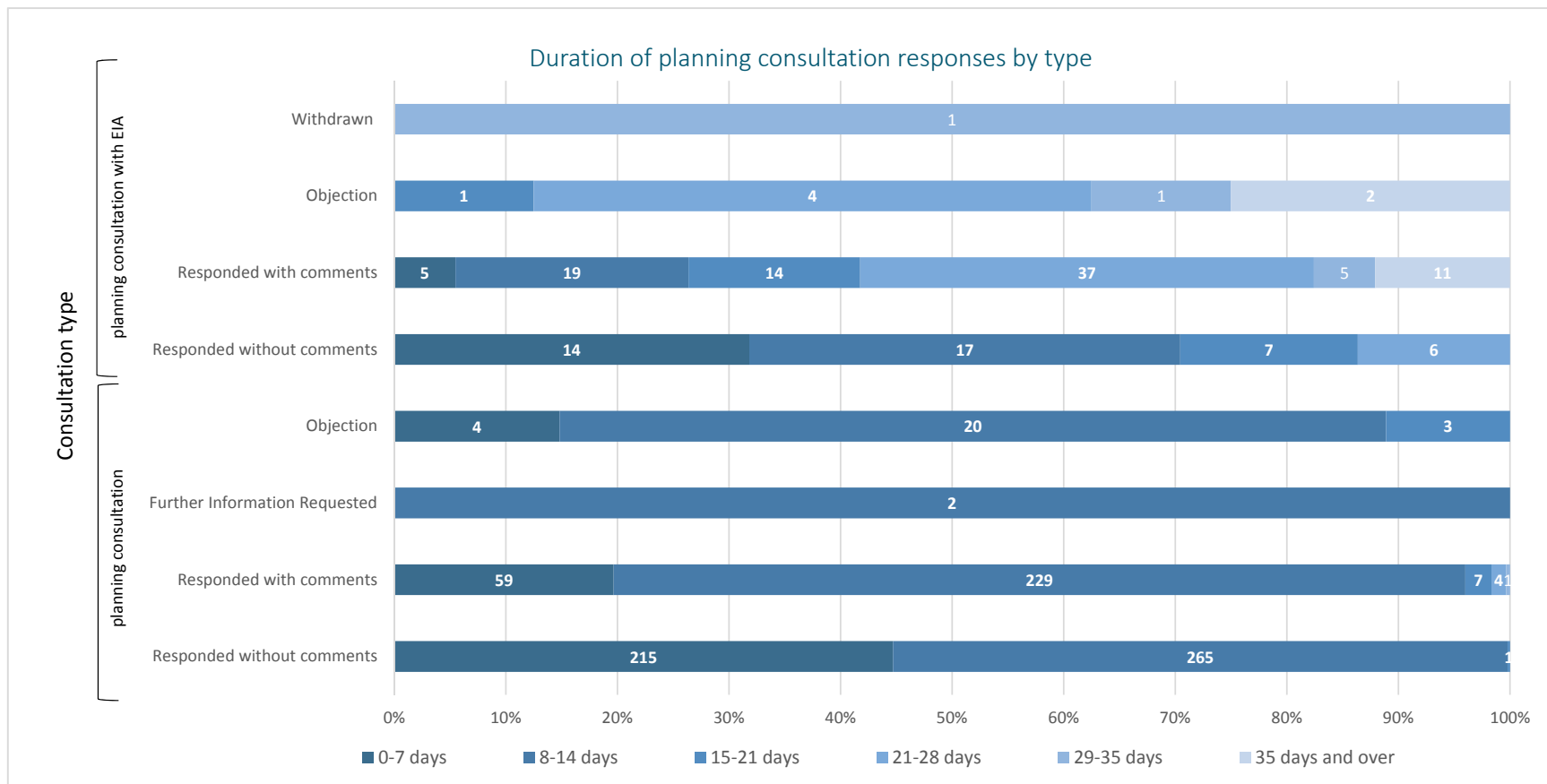
To reach a view on statutory planning applications within 14 days (target 80%)



To reach a view on EIA planning applications in no less than 4 weeks, or otherwise mutually agreed period (target 80%)



6 year trend: planning application responses in 14 days (non-EIA) [target 80%]



Development Management – Average Response Times

During 2015/16 we were consulted on **962** planning applications. The chart above breaks down the average timescale taken to respond to planning consultations. We aim to respond to straightforward cases, where we have no detailed comments to offer, as soon as possible (less than 7 days). This graph

shows that, for routine planning applications, we are generally successful in achieving this but that there remains scope for further efficiencies.

Consultations that include Environmental Impact assessments tend to take longer to respond to due to the increased documentation involved and the nature of the developments that go through this process.

Listed Building and Conservation Area Consent

During 2015/16 we were notified of **647** Listed Building and Conservation Area Consent determinations. We aim to respond to these within 28 days. This year we achieved **98.9%** within this timescale.

We were also consulted on **1267** Statutory Listed Building and Conservation Area Consents. We aim to respond to these within 14 days of receipt. This year we achieved 99.13% within this timescale.

Scheduled Monument Consent

During 2014/15 we received **219** applications for scheduled monument consent. Almost half of these (**99**) were from HS/HES relating to Properties in Care of Scottish Minsters, with the remaining (**120**) from other organisations as well as owners and occupiers of scheduled monuments.

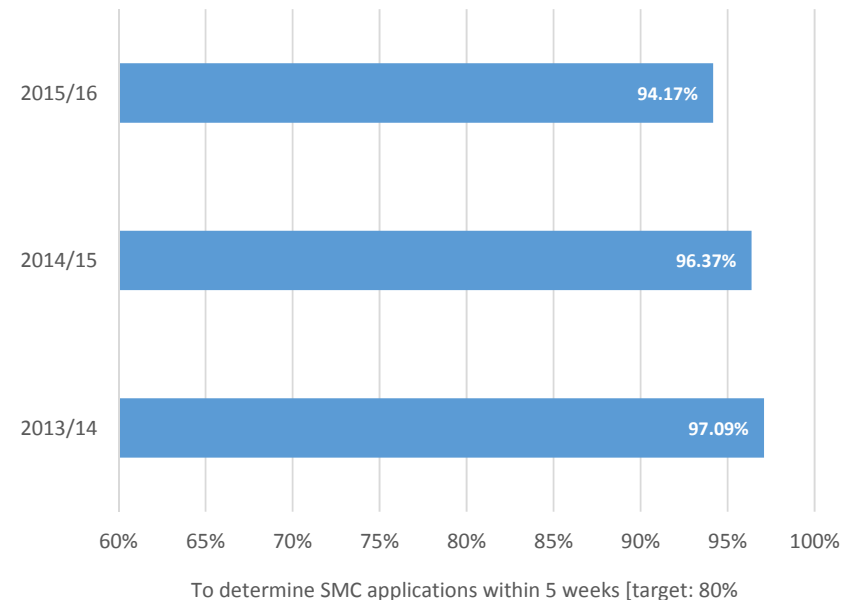
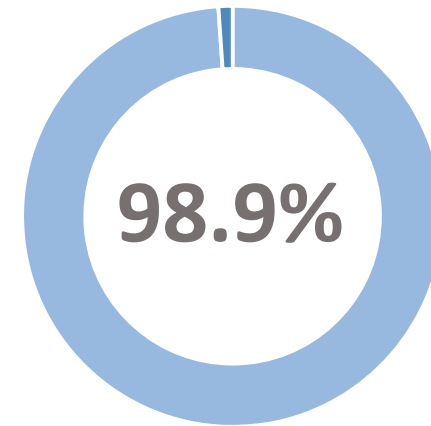
We also determined a further **59** applications relating to unauthorised works.

What is scheduled monument consent?

Scheduled monument consent is the mechanism by which Historic Environment Scotland ensures that any changes to monuments of national importance are appropriate and sympathetic to their character. 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.

To reach a view on listed building and conservation area consent notifications within 28 days



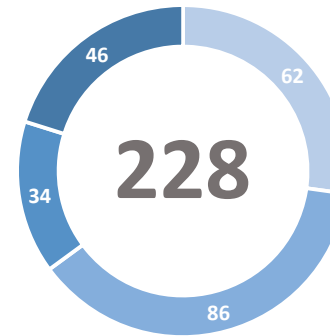
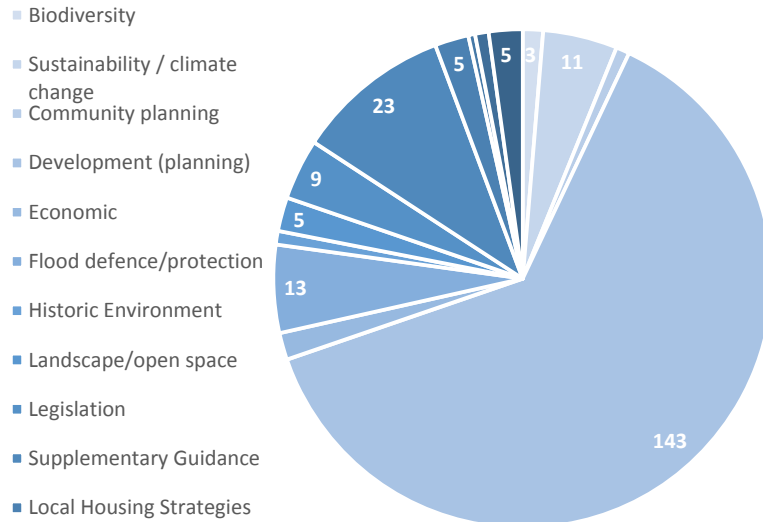
Strategic Environmental Assessment (SEA)

During 2015/16 we were consulted on 228 Strategic Environmental Assessment consultations.

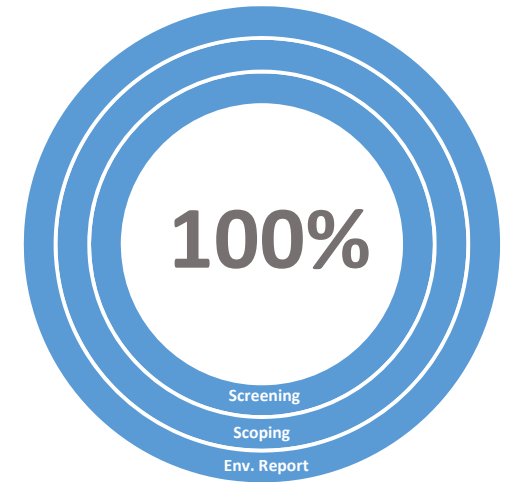
We are required to respond to Screening consultations within 28 days, Scoping consultations within 35 days and Environmental Reports within the time period agreed at scoping. We **responded to all within the target time period**.

As shown below, a significant proportion of SEA consultation during this year related to land use planning and supplementary guidance. We also saw an increase in activity relating to flood defence and climate change during this year, reflecting the new duties and plans relating to flood defences.

Number of SEA consultations by type



- Pre-screening notification
- Screening Report
- Scoping Report
- Environmental Report



- % Environmental Report consultations within agreed timescale (typically 6 weeks)
- % Scoping report consultation within target (35 days)
- % screening report consultations within target (28 days)

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 Strategic Environmental Assessment is undertaken as part of the plan preparation process.

Scoping Report

This outlines the scope and level of detail of a strategic environmental assessment. 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.

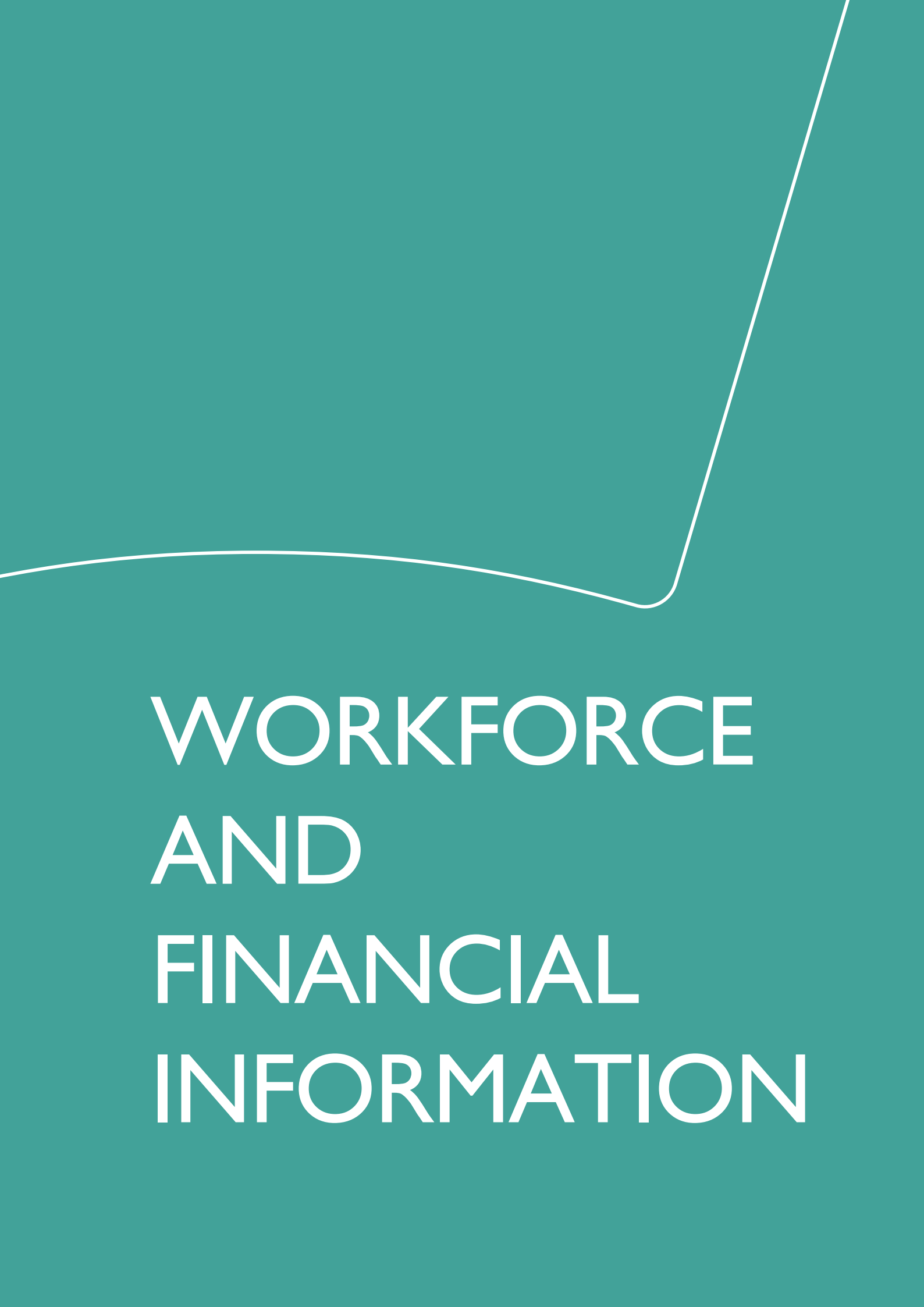
Decision-Making: Appeals

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 to Scottish Ministers 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. To date no appeals have been lodged with Scottish Ministers, however details of any such appeals will be provided in future returns.

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.



WORKFORCE
AND
FINANCIAL
INFORMATION

Workforce and Financial Information

Workforce profile (as at 31 March 2016)

HMD Management	Tier 1 (CEO)	Tier 2 (Directors)	Tier 3 (Heads of Service)	Tier 4 (Managers/ Team Leaders)
Number	1	1	5	14

HMD Case Officers		Casework Teams	Designations	World Heritage and archaeology	Business Support
Managers	No. Posts (exl. vacancies)	7	3	2	2
	Vacant	1	0	1	0
Main Grade Posts	No. Posts (exl. vacancies)	21	6	0	3
	Vacant	0	0	0	2
Technicians	No. Posts (exl. vacancies)	8	8	1	3
	Vacant	2	0	0	1
Total		39	17	4	11

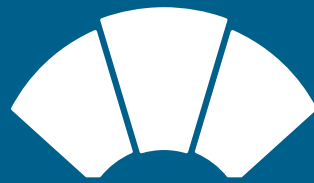
Staff age profile	Number
Under 30	10
30 - 39	25
40 - 49	39
50 and over	17

Financial Information

	Total Budget	Costs	
		Direct*	Indirect**
Casework Teams	1,885,150	1,829,450	55,700
Designations Team	1,052,423	866,383	186,040
World Heritage and Archaeology	835,596	356,696	478,900
Business Support	670,845	438,185	232,660
Total	4,444,014	3,490,714	953,300

**Direct staff costs covers gross pay (including overtime, national insurance and superannuation contribution)*

***Indirect costs include all other costs attributable to HMD. Examples (not exhaustive) include accommodation, IT, Stationery, Office Equipment, telephone charges, printing, advertising, travel and subsistence etc.)*



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