

**DUNDEE, PERTH, ANGUS AND NORTH FIFE  
STRATEGIC DEVELOPMENT PLANNING AUTHORITY  
JOINT COMMITTEE MEETING**

**DATE: 25 NOVEMBER 2008**

**REPORT ON: UPDATE ON THE SETTING UP OF THE STRATEGIC  
DEVELOPMENT PLANNING AUTHORITY**

**REPORT BY: INTERIM STRATEGIC DEVELOPMENT PLAN MANAGER**

**REPORT NO: 05-2008**

**1 PURPOSE OF REPORT**

- 1.1 To update the Joint Committee on the progress being made with regards to setting up of the Strategic Development Planning Authority and agree the proposed member Council support roles.

**2 RECOMMENDATION**

- 2.1 It is recommended that the Joint Committee:
- a) note that the proposed boundary for the SDPA has been submitted to Scottish Ministers for determination.
  - b) note that the Scottish Government has agreed to release a grant of £120,000 to assist with the start-up costs of the SDPA and agree that Dundee City Council provide written confirmation on the areas of expenditure as requested.
  - c) note the progress being made towards the co-location of the dedicated team with Scottish Enterprise.
  - d) note the progress made with regards to the recruitment of the SDPA team members.
  - e) note the Logo to be used for TAYplan documentation and stationary.
  - f) note that that Dundee City Council will be the employing authority for all the staff of the SDPA.
  - g) agree the provision of member council support roles as set out in paragraphs 8.2 to 8.4 and refer this to each constituent Council for ratification.
  - h) note the Project Plan is being updated to take account of the revised publication date for the Development Planning Regulations.

**3 SDPA BOUNDARY**

- 3.1 The Interim Joint Committee approved Report 01-2008 (Proposed Boundary for the Strategic Development Plan Area) at its meeting on the 19 August 2008. This decision was subsequently ratified by each of the constituent authorities and the proposed boundary submitted to Scottish Ministers on the 12 September 2008. As part of the supporting justification, Scottish Ministers were requested to take into account the proposed changes to the Cairngorms National Park boundary in their determination of the SDPA boundary.

- 3.2 It is expected that Scottish Ministers will issue their determination on the proposed SDPA boundary towards the end of November 2008.

#### **4 SCOTTISH GOVERNMENT STARTUP FUNDING**

- 4.1 Report 02-2008 (The Project Plan and Organisational Structure for the Strategic Development Planning Authority) was agreed at the Interim Joint Committee meeting on the 19 August 2008 and highlighted that Scottish Ministers recognised that start-up costs would be greater for SDPAs where a new dedicated team was required to be set up.

- 4.2 Accordingly, Scottish Ministers indicated that a grant of £120,000 would be made available conditional on the constituent authorities committing to a dedicated team. This offer was to be a one off payment to cover set-up costs.

- 4.3 The Interim Joint Committee approved Report 02-2008 at its meeting on the 19 August 2008 and agreed that a dedicated team of Strategic Development Plan Manager, Senior Planner and Project Support Officer be established to support the SDPA and manage SDP preparation. This decision was subsequently ratified by each of the constituent authorities.

- 4.4 A letter was sent to Ministers on the 12 September 2008 confirming the arrangements for the setting up of a dedicated team to co-ordinate the preparation of the Strategic Development Plan.

- 4.5 The Scottish Government confirmed on the 21 October 2008 that they will be releasing the grant of £120,000 to assist with the start-up costs of the SDPA. These monies will be paid along with the general revenue support grant to Dundee City Council (as the fund-holder). The funds will be included in the Local Government Finance Order 2009 as a re-determination of revenue support grant for 2008-09, and will be paid in the last two weeks of March 2009.

- 4.6 Ministers have advised that as the money is being provided for a particular purpose a letter will be required to be sent from the Director of Finance (or equivalent) at Dundee City Council confirming that these monies will be spent on:

- (1) Costs of setting up an office for the SDPA dedicated team;
- (2) Hardware and software for the SDPA dedicated team;
- (3) Communication and marketing costs for the new team identity, including early engagement with stakeholders on the new plans; and,
- (4) Consultancy costs for studies into boundaries or baseline data for plan-making.

#### **5 ACCOMMODATION**

- 5.1 The Interim Joint Committee at its meeting on the 19 August 2008 agreed that the option of co-locating the team with Scottish Enterprise in Dundee should be explored and a detailed proposal reported to a future meeting.

- 5.2 Initial discussions have taken place with Scottish Enterprise and they have indicated that they would be willing, in principle, to accommodate the SDPA

team. More detailed discussions are currently progressing regarding the level of accommodation required for the dedicated team and the terms of the lease.

## **6 RECRUITMENT UPDATE**

- 6.1 The Interim Joint Committee at its meeting on the 19th August 2008 agreed that a dedicated team of Strategic Development Plan Manager, Senior Planner and Project Support Officer be established to support the SDPA and manage SDP preparation. This was subsequently ratified by each of the Constituent Councils.
- 6.2 Job Descriptions for each of the 3 positions have been produced and it is expected that they will be advertised in the press in early December. It is anticipated that candidates will be interviewed and appointments made early in 2009.
- 6.3 The Project Board (Directors/Heads of Service) will be responsible for interviewing and appointing the SDP Manager with the SDP Manager (when appointed) and Members of the Officers Steering Group interviewing for the other posts.

## **7 TAYplan LOGO**

- 7.1 The Interim Joint Committee agreed to use the title of TAYplan (Report 04-2008 Proposed Name for the SDPA) for the Strategic Development Plan. Appendix 1 to this Report contains the logo to be used for all of the TAYplan documentation, publications and stationary.
- 7.2 The logo has been developed on the premise that all of the constituent Councils involved with the Strategic Development Planning Authority contain blue/green hues in their logos. The colours also reflect the impression of water and the Tay River/Estuary of which each authority borders. The wavy line also suggests an impression of the Tay.

## **8 MEMBER COUNCIL SUPPORT ROLES**

- 8.1 It is set out in the Minute of Agreement that Dundee City Council will be the employing authority for the SDPA Manager. It was also agreed in Report 03-2008 that the administration of the Joint Committee would remain with Dundee City Council and not be subject to rotation.
- 8.2 As it has already been agreed that Dundee City Council shall be the employing authority for the SDPA Manager, it is considered that in terms of coordination and efficiency Dundee City Council should be the employing authority for all the SDPA staff. In addition, it is considered that the Director of Planning and Transportation of Dundee City Council take on the role of line manager for the SDPA Manager.
- 8.3 As the administration of the Joint Committee is being carried out by Dundee City Council it is considered that legal and financial advice should also be provided by Dundee City Council. In addition, as the offices of TAYplan are to be based in Dundee then IT support would be best provided through Dundee City Council.

- 8.4 It is proposed that the fees related to the provision of these services will be met from the budget agreed for the operation of the SDPA.
- 8.5 There will be other support roles required throughout the plan preparation process and these will involve all of the constituent Councils.

## **9 UPDATE OF PROJECT PLAN**

- 9.1 The Interim Joint Committee at its meeting on the 19 August 2008 approved Report 02-2008 (The Project Plan and Organisational Structure for the Strategic Development Planning Authority). Recommendation 4 of Report 02-2008 approved the draft project plan as the basis for the SDP work, subject to periodic review.
- 9.2 The timeframe for the approved Project Plan was based on the publication of the Development Plan Regulations by the Scottish Government in October 2008.
- 9.3 The Scottish Government revised the timeframe for the publication of the Regulations subsequent to the preparation of the draft Project Plan. The current position is that the Scottish Government now intends to publish the regulations in January 2009.
- 9.4 The Project Plan timeframe, as agreed by the Committee, is now out of sync with the publication of the Development Plan Regulations. The Project Plan timeframe will be updated to take into account the changes to the date for the publication of the Regulations. This will result in some slippage of the key stages of the project plan and a later date for the submission of the Plan to Scottish Ministers. The later publication of the Development Planning Regulations will affect the other SDP Authorities similarly.

## **10 CONSULTATIONS**

- 10.1 The Director of Infrastructure Services, Angus Council, The Director of Planning and Transportation, Dundee City Council, The Head of Development Services, Fife Council and The Executive Director (The Environment Service), Perth & Kinross Council have been consulted and are in agreement with the contents of this report.

## **11 BACKGROUND PAPERS**

- 11.1 Report 01-2008: Proposed Boundary for the Strategic Development Plan Area, SDPA Interim Joint Committee 19 August 2008
- 11.2 Report 02-2008: The Project Plan and Organisational Structure for the Strategic Development Planning Authority, SDPA Interim Joint Committee 19 August 2008
- 11.3 Letter from the Scottish Government 21 October 2008 Start-up Funding for Strategic Development Planning Authorities.
- 11.4 Report 03-2008: Formation of Joint Committee for the Dundee City Region Strategic Development Planning Authority, SDPA Interim Joint Committee 19 August 2008

- 11.5 Report 04-2008: Proposed Name for the SDPA, SDPA Interim Joint Committee 19 August 2008
- 11.6 Minute of Meeting of Dundee City Region Strategic Development Plan Interim Joint Committee of 19 August 2008.

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Gordon S Reid  
Interim Strategic Development Plan Manager

GSR

4 November 2008

Appendix 1 - Logo



Gordon Reid, Interim SDPA Manager  
Address Line 1  
Address Line 2  
Address Line 3