

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

DATE: 25 NOVEMBER 2008

REPORT ON: PROPOSED STAFFING AND DRAFT BUDGET FOR THE STRATEGIC DEVELOPMENT PLAN AUTHORITY

REPORT BY: INTERIM STRATEGIC DEVELOPMENT PLAN MANAGER

REPORT NO: 06-2008

1 PURPOSE OF REPORT

1.1 To seek approval of the staffing arrangements and draft budget for the SDPA.

2 RECOMMENDATION

2.1 It is recommended that the Joint Committee:

- a) agree that each constituent authority commit to providing at least 1 full time equivalent staff resource to the SDPA.
- b) agree the draft budget for the Strategic Development Planning Authority.
- c) refer the decisions on the additional staffing and draft budget to each constituent authority for ratification.

3 BACKGROUND

3.1 The Interim Joint Committee approved Report 02-2008 (The Project Plan and Organisational Structure for the Strategic Development Planning Authority) at its meeting on the 19 August 2008. The Committee agreed the following:

- that further work is undertaken to establish the additional staff support required from within each constituent authority to deliver the Strategic Development Plan, including an estimate of the budget required; and,
- the costs of delivering the first SDP will be significant and invites councils to consider the implications and confirm that the required resources will be made available.

3.2 The Report outlined some of the initial costs of delivering the SDPA. As outlined above the Committee agreed to further work being undertaken to establish the full staff resource and provide an estimate of the budget required.

4 STAFFING OF SDPA

4.1 The Interim Joint Committee at its meeting on the 19 August 2008 (Report 02-2008: The Project Plan and Organisational Structure for the Strategic Development Planning Authority refers) approved the formation of a dedicated team of 3 officers. In agreeing this it was recognised that to deliver the SDP additional staff support would be required.

- 4.2 The requirement for additional staff to support the delivery of the Strategic Development Plan has been examined. It is considered that to deliver the Plan each authority would have to agree to commit to providing 1 full time equivalent staff resource to the SDPA. This will be met from existing departmental budgets of each of the constituent authorities. The additional staff resource could also be partly met by the use of consultants for specific elements of the process e.g. research studies, SEA etc. This would reduce the overall level of staff required from each Council.

5 OTHER COSTS

- 5.1 In addition, to the staff costs outlined above there will be the need to meet a variety of additional expenditure in the production of the Strategic Development Plan. This will include:
- New office accommodation.
 - IT equipment purchase and installation including both hardware and software.
 - Research/Studies carried out by Consultants.
 - Publicity, communications, engagement and marketing.
 - Website development.
 - Printing and designing of the Plan and associated documents.
 - Share of examination costs.
 - Legal costs.

6 PROPOSED BUDGET

- 6.1 The Interim Joint Committee at its meeting on the 26th March 2008 agreed to a budget of up to £200,000 (up to £50,000 per authority) to cover initial costs of setting up the SDPA (including secondments, research, project management and other related work).
- 6.2 As initial funding was agreed by the Interim Joint Committee (subsequently ratified by each authority) and The Government has confirmed the start up grant of £120,000 the funding for expenditure for 2008/09 is in place.
- 6.3 To plan for the likely expenditure of the Strategic Development Planning Authority a draft budget has been prepared and is set out in Appendix 1. As this is a new process the budget has been prepared using assumptions on certain elements of expenditure.
- 6.4 It should also be noted that the budget has been prepared in advance of the Development Planning Regulations being issued. Therefore there may be aspects of the proposed budget estimates that could be affected by changes to the Regulations and may require revision.
- 6.5 Finally, the budget does not include the provision for external legal fees that may be required at the Examination stage of the Plan and the costs for employing consultants, beyond what can be met by the Start-up funding. The Examination costs will most likely be in a single year towards the end of the Plan preparation process and difficult to estimate. The consultant's costs will also vary with peaks in some years and no expenditure in others. These

costs will need to be met through the setting of one-off budgets and subject to further reports, as required, to the Committee for approval.

7 CONSULTATIONS

- 7.1 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.

8 BACKGROUND PAPERS

- 8.1 Report 02-2008: The Project Plan and Organisational Structure for the Strategic Development Planning Authority, SDPA Interim Joint Committee 19 August 2008
- 8.2 Letter from the Scottish Government 21 October 2008 Start-up Funding for Strategic Development Planning Authorities.
- 8.3 Report by Brian Farrell, Management and Policy Consultant, Dundee City Region Strategic Development Plan: Organisational Options.
- 8.4 Minute of Meeting of Dundee City Region Strategic Development Plan Interim Joint Committee of 26th March 2008.
- 8.5 Minute of Meeting of Dundee City Region Strategic Development Plan Interim Joint Committee of 19 August 2008.

Gordon S Reid
Interim Strategic Development Plan Manager

Draft Budget for the SDPA

REVENUE BUDGET SUMMARY

EXPENDITURE	ANNUAL
STAFF COSTS	£199,000
PROPERTY COSTS	£26,000
SUPPLIES AND SERVICES	£7,000
TRANSPORT COSTS	£3,000
SUPPORT SERVICES (Legal, IT, Finance, Cttee Admin)	£5,000
TOTAL EXPENDITURE	£240,000

INCOME	ANNUAL
CONSTITUENT COUNCILS CONTRIBUTION (£60,000 per authority)	£240,000
SCOTTISH GOVERNMENT GRANT (one-off payment limited to set-up costs only and to be issued in 2008/09)	£120,000

(The budget summary sets out the expenditure on the recurring annual costs for the various elements of the plan preparation process. It does not include the provision of external legal fees that may be required at the Examination stage of the process or the costs of employing consultants beyond what can be met by the Start-up funding. These costs will need to be met through the setting of one off budgets that will be subject to reports to the Committee, for approval, when required).