

**REPORT TO: DUNDEE, PERTH, ANGUS AND NORTH FIFE  
STRATEGIC DEVELOPMENT PLANNING AUTHORITY  
JOINT COMMITTEE MEETING ON 6th OCTOBER 2015**

**REPORT ON: TAYplan SDPA BUDGET UPDATE**

**REPORT BY: STRATEGIC DEVELOPMENT PLANNING AUTHORITY  
MANAGER**

**REPORT NO: SDPA09-2015**

## **1 PURPOSE OF REPORT**

1.1 This report provides an update on the Strategic Development Planning Authority's budget for the year ending 31<sup>st</sup> March 2016.

## **2 SUMMARY**

2.1 The expenditure to date in the current financial year 2015/16 has not substantially changed from that previously reported to the Joint Committee in February 2015. Projected expenditure within this budget year is £212,230 from a base budget of £257,590. The projected reserve balance is £193,400; the carryover of the reserve balance being approved at Joint Committee in February 2015.

2.2 The main changes to the budget arise from the staffing changes within the core team. The new staffing arrangements following 2 staff leaving (TAYplan Manager and temporary Planner) results in £37,000 savings in this financial year.

2.3 A specific request from Angus Council to reduce the annual contribution by £9k p.a. to £51k p.a. was recently made. The 4 constituent Councils require to agree any changes and all 4 Councils require to contribute equally. The TAYplan Board discussed and agreed an ongoing reduction of the annual contribution from the 4 constituent Councils to £51,000 from April 2016. Taking account of this the projected budget at March 2018 is £62,300. The TAYplan Manager and Board will continue to monitor, and review where necessary, to balance the budget.

## **3 RECOMMENDATION**

3.1 It is recommended that the Joint Committee:

a) Note the budget update as set out in Appendix One to this report.

## **4 FINANCIAL IMPLICATIONS**

4.1 The financial implications arising within this budget year are summarised in para 2.3 above.

## 5 BUDGET UPDATE

### Budget update for current year ending 31<sup>st</sup> March 2016

- 5.1 An update from the quarterly report to the previous Committee (Report SDPA06-2014: TAYplan Budget Update) is set out in Appendix One to this report. The budget base for this year is £257,590 and the projected outturn is £212,230. The projected reserve balance is £193,400 which would be carried over to 2016/17.
- 5.2 The current budget year costs, beyond staffing, have largely focused on delivering the Main Issues Report consultation and preparing the Proposed Plan. Key costs in this regard relate to printing of documents and statutory adverts within newspapers.

### Core Team Staffing

- 5.3 The core team of 3 staff was supplemented over the summer with a temporary student over a 3.5 month period and a temporary Planner over a 6 month period. Staffing has changed in September with the temporary Planner leaving at end August to take up a permanent Planner position within Perth & Kinross Council. In addition, the TAYplan Manager left at end of September to take up a new role within Fife Council.
- 5.4 The TAYplan Board have considered the project plan and related work areas over the next 12 months and the core staff resourcing required. It is likely that the Proposed Strategic Development Plan will be presented to the Joint Committee in early 2016 for consideration on whether to submit with or without modifications, allowing the core team further time to consider the representations received and to respond. Thereafter, the work programme will be lighter through until Autumn 2016 with the team focusing on the examination and early work associated with the commencing the next Plan. In addition, external factors have been taken into consideration by the Board, mainly the Scottish Government's review of the planning system as set out in their programme published on 1<sup>st</sup> September 2015.
- 5.5 Given the project plan adjustments, and as a result lighter workload for the core team, the Board have agreed that the Manager role will be filled over the next 12 months on a temporary and part time basis. The post will be covered by existing Development Plan Managers from within the constituent Councils; Fife Council over the period October 2015-March 2016 and Dundee City Council over the period April-September 2016. The Board are confident that operationally this will meet the requirements to deliver the project plan. This arrangement will be reviewed by the TAYplan Board in early 2016.
- 5.6 The vacant post of temporary Planner will not be filled in 2015. The need for any further temporary staffing will be considered by the new Manager. The new staffing arrangements following 2 staff leaving (TAYplan Manager and temporary Planner) results in £37,000 savings in this financial year.

- 5.7 Angus Council requested a reduction in the annual contribution of £60,000 to £51,000 from April 2016. Any change to contribution requires to be agreed by the TAYplan Board and be the same across the 4 constituent Councils. The Board discussed and agreed this reduction ongoing from April 2016. The implications are that all 4 Councils will now contribute £51,000 p.a. The budget will be monitored and reviewed where necessary, to balance the budget. A budget update report looking at 3 years projections will be presented to the Joint Committee at its meeting in early 2016. Taking account of this the projected budget at March 2018 is £62,300.

## **6 CONSULTATIONS**

- 6.1 The Treasurer and Clerk to TAYplan, the Director of Communities Directorate, Angus Council, Executive Director of City Development, Dundee City Council, Executive Director of Environment, Enterprise and Communities, Fife Council and the Executive Director (Environment), Perth & Kinross Council have been consulted and are in agreement with the contents of this report.

## **7 BACKGROUND PAPERS**

- 7.1 Report SDPA06-2015: TAYplan Budget Update and 3 Year Budget Projections, Joint Committee, 18<sup>th</sup> February, 2015.

Strategic Development Planning Authority Manager  
22<sup>nd</sup> September 2015

## Appendix One

		15/16 Projected	15/16 Ledger @27/08/15 (£)	15/16 Committed (£)	15/16 Base Budget (£)	Projected Variance (£)
<b>STAFF COSTS</b>						
	GROSS PAY	108,032	52,187		128,521 -	20,489.00
	SUPERANNUATION	17,565	8,872		23,776 -	6,211.00
	NATIONAL INSURANCE	10,230	4,556		11,396 -	1,166.00
	STUDENTS/TEMPORARY/CASUAL STAFF RELOCATIONS	13,890	3,288		23,250 -	9,360.00
						-
	TRAINING/CONF/OTHER STAFF EXPENSES	2,250	325		2,250	-
		<b>151,967</b>	<b>69,228</b>	<b>0</b>	<b>189,193</b>	<b>(37,226)</b>
<b>PROPERTY COSTS</b>						
10100	RENT	14,300	7,095	0	14,300	
		<b>14,300</b>	<b>7,095</b>	<b>0</b>	<b>14,300</b>	<b>0</b>
<b>SUPPLIES &amp; SERVICES</b>						
20302	OFFICE FURNITURE & EQUIPMENT	500			1,000 -	500.00
24005	PRINTING	8,600	8,556		10,000 -	1,400.00
24106	STATIONERY	2,000	664		3,000 -	1,000.00
24107	PHOTOCOPYING	750	0		2,500 -	1,750.00
24111	BOOKS & MATERIALS	200	58		200	-
25003	AUDIT	2,800	(941)		2,800	-
26000	COMPUTER Consumables	2,000	778		2,000	-
26002	COMPUTER Hardware	2,000			2,000	-
26003	COMPUTER Software & licences	4,318	4,318		5,000 -	682.00
26900	POSTAGES	1,500	0		1,500	-
26111	TELEPHONES	500	0		500	-
25010	LEGAL FEES	-			0	-
27202	ADVERTISING	3,692	1,846		3,500	192.00
27210	HOSPITALITY	1,000	145		1,750 -	750.00
27300	VENUE HIRE	500	192		1,500 -	1,000.00
	EXAMINATION	-			0	-
		<b>30,360</b>	<b>15,616</b>	<b>-</b>	<b>37,250 -</b>	<b>6,890</b>
<b>TRANSPORT COSTS</b>						
37700	CAR ALLOWANCES	850	390		850	-
35700	OTHER TRANSPORT COSTS	2,750	747		3,000 -	250.00
		<b>3,600</b>	<b>1,137</b>	<b>0</b>	<b>3,850</b>	<b>(250)</b>
<b>3RD PARTY PAYMENTS</b>						
25020	EXTERNAL CONSULTANTS	4,000	570		5,000 -	1,000.00
	REFUND OF CONTRIBUTIONS	-			0	-
		<b>4,000</b>	<b>570</b>	<b>-</b>	<b>5,000 -</b>	<b>1,000</b>
<b>SUPPORT SERVICES</b>						
27800	RECHARGE FROM CENTRAL DPTS (LEGAL etc)	8,000			8,000	
		<b>8,000</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>0</b>
	<b>TOTAL GROSS EXPENDITURE</b>	<b>212,227</b>	<b>93,646</b>	<b>0</b>	<b>257,593</b>	<b>(45,366)</b>
<b>INCOME</b>						
	CONTRIBUTIONS LA	240,000	240,000		240,000	-
78900	SALE OF DOCUMENTS	-			200 -	200.00
70600	INTEREST ON REVENUE BALANCES	750			800 -	50.00
	CONSULTATION & ENGAGEMENT CONTRIBUTIONS	-			0	-
	TOTAL INCOME	<b>240,750</b>	<b>240,000</b>	<b>0</b>	<b>241,000</b>	<b>(250)</b>
	<b>NET EXPENDITURE</b>	<b>(28,523)</b>	<b>(146,354)</b>	<b>0</b>	<b>16,593</b>	<b>(45,116)</b>
<b>RESERVE</b>						
	Opening Reserve Balance	164,918			164,918	
	Transfer To / (From) Reserve	28,523			(16,593)	45,116
	Balance Carried Forward	<b>193,441</b>			<b>148,325</b>	<b>45,116</b>