

**REPORT TO: DUNDEE, PERTH, ANGUS AND NORTH FIFE STRATEGIC DEVELOPMENT PLANNING AUTHORITY JOINT COMMITTEE MEETING ON 4<sup>th</sup> OCTOBER 2016**

**REPORT ON: TAYplan BUDGET UPDATE**

**REPORT BY: GORDON REID, ACTING STRATEGIC DEVELOPMENT PLAN AUTHORITY MANAGER**

**REPORT NO: SDPA 13-2016**

## **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 2017.

## **2 SUMMARY**

2.1 A detailed report (Report SDPA05-2016 *Budget Update*) setting out the budget for 2016/17 was considered by the Joint Committee at its meeting on the 18 February 2016. The report included the SDPA Manager's 3 year budget projections to the period 31<sup>st</sup> March 2019.

2.2 This report identifies the projected expenditure within the current financial year 2016/17 is £258,681 (including a one off rebate to the councils of £60,000 - £15,000 each) and is in line with that set in the budget for 2016/17. The reserve balance as at 31<sup>st</sup> March 2017 is projected at £156,889

## **3 RECOMMENDATION**

3.1 It is recommended that the Joint Committee:

- a) Note the current budget projections for current year ending 31<sup>st</sup> March 2017 as set out in Appendix 1.

## **4 FINANCIAL IMPLICATIONS**

4.1 There are no additional financial implications arising from this report.

## **5 BUDGET UPDATE**

### Budget update for current year ending 31<sup>st</sup> March 2017

5.1 A detailed budget report was considered at the meeting of the Joint Committee on the 18 February 2016. The report set out the budget for 2016/17 and also provided the SDPA Managers 3 year budget projections to the period 31<sup>st</sup> March 2019. The 3 year budget took into account several important changes to the staffing arrangements and the reductions to the financial contributions made by each constituent authority.

- 5.2 The budget expenditure for the financial year 2016/17 is set out in Appendix 1. The main areas of expenditure beyond staff and accommodation costs relate to printing, software and licences, advertising, and central recharging from Dundee City Council for legal, finance, and other support. These are generally in line with the projected expenditure set out in the budget report for 2016/17. The Board has also agreed an £60,000 one-off rebate to the four constituent councils (£15,000 per authority). This has increased the projected expenditure.
- 5.3 The main changes are to the projected spend following the Board's decision to continue the interim management arrangements with the Head of the Tay Cities Deal assuming the role of interim SDPA manager, and for a one-off rebate to the constituent authorities. The interim management arrangements have contributed to a total saving of £52,134 compared with the previously projected spend for the remainder of this financial year. This saving also includes the Board's decision to defer appointing a temporary planner.
- 5.4 TAYplan will need to pay its share of the examination costs (estimated at £20,000) (See Report SDPA 10 2016 *Examination Update*). TAYplan will also need to pay the cost of any hearing sessions and printing and advertising costs for the approved plan and associated documents.
- 5.5 The only further changes that have occurred since the last budget report have been the accommodation of the TAY Cities Deal Team into the office space leased by TAYplan. This will result in the costs of the office space leased by TAYplan being shared with the Tay Cities team.
- 5.6 The projected expenditure for this current 2016/17 financial year is £258,681

## **6 CONSULTATIONS**

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

## **7 BACKGROUND PAPERS**

- 7.1 Report SDPA 05-2016 *Budget Update*
- 7.2 Town and Country Planning (Scotland) Act 1997  
(<http://www.scotland.gov.uk/Publications/2005/01/20576/50663>)
- 7.3 Town & Country Planning (Development Planning) (Scotland) Regulations 2008  
(<http://www.legislation.gov.uk/ssi/2008/426/contents/made>)
- 7.4 Circular 6/2013: *Development Planning*, Scottish Government  
(<http://www.scotland.gov.uk/Resource/0044/00441577.pdf>)
- 7.5 Planning etc. (Scotland) Act 2006  
([http://www.legislation.gov.uk/asp/2006/17/pdfs/asp\\_20060017\\_en.pdf](http://www.legislation.gov.uk/asp/2006/17/pdfs/asp_20060017_en.pdf))

Gordon Reid  
Acting Strategic Development Plan Authority Manager  
20 September 2016

	16/17 Projected	16/17 Ledger @ 16/8/16 (£)	16/17 Committed (£)	16/17 Base Budget (£)	Projected Variance (£)
<b>STAFF COSTS</b>					
GROSS PAY	78,187	29,771.00		114,000	(35,813)
SUPERANNUATION	13,292	5,061.00		18,500	(5,208)
NATIONAL INSURANCE	8,630	3,194.00		10,500	(1,870)
STUDENTS/TEMPORARY/CASUAL STAFF RELOCATIONS	2,252	2,252.00		11,000	(8,748)
	-				
	-				
TRAINING/CONF/OTHER STAFF EXPENSES	1,755	585.00		2,250	(495)
	<b>104,116</b>	<b>40,863.00</b>	<b>0</b>	<b>156,250</b>	<b>(52,134)</b>
<b>PROPERTY COSTS</b>					
10100 RENT	14,190	7,095.00	0	14,300	(110)
	<b>14,190</b>	<b>7,095.00</b>	<b>0</b>	<b>14,300</b>	<b>(110)</b>
<b>SUPPLIES &amp; SERVICES</b>					
20302 OFFICE FURNITURE & EQUIPMENT	-			1,000	(1,000)
24005 PRINTING	10,000			10,000	0
24106 STATIONERY	1,500	122.00	0	3,000	(1,500)
24107 PHOTOCOPYING	2,500	-		2,500	0
24111 BOOKS & MATERIALS	200	-		200	0
25003 AUDIT	2,800	939.00		2,800	0
26000 COMPUTER Consumables	2,000	-		2,000	0
26002 COMPUTER Hardware	-	-		2,000	(2,000)
26003 COMPUTER Software & licences	5,000	4,429.00	0	5,000	0
26900 POSTAGES	1,000	9.00		1,000	0
26111 TELEPHONES	500			500	0
25010 LEGAL FEES	-			0	0
27202 ADVERTISING	4,575	575.00		8,000	(3,425)
27210 HOSPITALITY	3,250	126.00		3,250	0
27300 VENUE HIRE	1,800			1,800	0
EXAMINATION	20,000			20,000	0
	<b>55,125</b>	<b>4,304.00</b>	<b>-</b>	<b>63,050</b>	<b>(7,925)</b>
<b>TRANSPORT COSTS</b>					
37700 CAR ALLOWANCES	500	53.00		750	(250)
35700 OTHER TRANSPORT COSTS	1,750	520.00		3,000	(1,250)
	<b>2,250</b>	<b>573.00</b>	<b>0</b>	<b>3,750</b>	<b>(1,500)</b>
<b>3RD PARTY PAYMENTS</b>					
25020 EXTERNAL CONSULTANTS	15,000			15,000	0
REFUND OF CONTRIBUTIONS	60,000			0	60,000
	<b>75,000</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>60,000</b>
<b>SUPPORT SERVICES</b>					
27800 RECHARGE FROM CENTRAL DPTS (LEGAL etc)	8,000			8,000	
	<b>8,000</b>	<b>-</b>	<b>0</b>	<b>8,000</b>	<b>0</b>
<b>TOTAL GROSS EXPENDITURE</b>					
	<b>258,681</b>	<b>52,835.00</b>	<b>0</b>	<b>260,350</b>	<b>(1,669)</b>
<b>INCOME</b>					
CONTRIBUTIONS LA	204,000			204,000	0
78900 SALE OF DOCUMENTS	-			0	0
70600 INTEREST ON REVENUE BALANCES	600	-		600	0
RENTAL INCOME (CITY DEALS)	3,550			0	3,550
TOTAL INCOME	<b>208,150</b>	<b>-</b>	<b>0</b>	<b>204,600</b>	<b>3,550</b>
<b>NET EXPENDITURE</b>					
	<b>50,531</b>	<b>52,835</b>	<b>0</b>	<b>55,750</b>	<b>(5,219)</b>
<b>RESERVE</b>					
Opening Reserve Balance	207,420			207,420	
Transfer To / (From) Reserve	(50,531)			(55,750)	
Balance Carried Forward	<b>156,889</b>			<b>151,670</b>	