

**REPORT TO: DUNDEE, PERTH, ANGUS AND NORTH FIFE  
STRATEGIC DEVELOPMENT PLANNING AUTHORITY  
JOINT COMMITTEE MEETING ON 16<sup>th</sup> FEBRUARY 2010**

**REPORT ON: TAYplan CORE TEAM STAFFING**

**REPORT BY: PAMELA EWEN, STRATEGIC DEVELOPMENT PLANNING  
AUTHORITY MANAGER**

**REPORT NO: SDPA05-2010**

## **1 PURPOSE OF REPORT**

- 1.1 This report recommends a change to the staff resource establishment within the TAYplan Strategic Development Planning Authority core team.

## **2 RECOMMENDATION**

- 2.1 It is recommended that The Joint Committee:
- a) agree to change the TAYplan Strategic Development Planning Authority Core Team staffing structure to replace the Project Support Officer role with a Planning Officer; and,
  - b) request that the four constituent Councils ratify the above decision.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 The recommendation should result in a cost saving for this post of approximately £6-7,000 p.a. over the first 1.5-2 years, and thereafter, on achieving chartered status, an additional cost of approximately £3,000 upwards to £7,500 p.a. over time.

## **4 CORE TEAM STAFFING**

- 4.1 At the outset in establishing the Strategic Development Planning Authority, the then Interim Joint Committee agreed that the staff resource within the Core Team would comprise the Strategic Development Planning Authority Manager (Project Director), a Senior Planner and a Project Support Officer (Report 02-2008: The Project Plan and Organisational Structure for the SDPA, 19<sup>th</sup> August 2008).
- 4.2 The Core Team have been fully resourced since late June 2009 as above. The post of Project Support Officer will become vacant at the end of February 2010, due to the current postholder moving. Consideration has been given to how this permanent post should be filled.

- 4.3 It is considered that the post would be better filled as a Planning Officer (at graduate entry level) than as Project Support Officer. A considerable amount of project support has been delivered over the past nine months in establishing TAYplan in its office location, the processes etc. The postholder has more recently been undertaking duties that are of a technical planning nature. Considering the Project Plan as we move forward, the role would now be better suited to that of a Planning Officer, recently or soon to graduate.
- 4.4 The recommendation, as set out in paragraph 2 above, is to change the establishment of the core team, and proceed to recruiting a Planning Officer at graduate level. This decision requires ratification by the 4 Constituent Councils as staffing structure is not a delegated matter to The Joint Committee. Ratification by all 4 Councils is sought to allow the post to be filled as soon as possible.

## **5.0 CONSULTATIONS**

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

## **6 BACKGROUND PAPERS**

- 6.1 Report 02-2008: The Project Plan and Organisational Structure for the SDPA, The Interim Joint Committee 19<sup>th</sup> August 2008.
- 6.2 TAYplan SDPA Minute of Agreement, as varied (2009).

Pamela Ewen  
Strategic Development Planning Authority Manager  
4<sup>th</sup> February 2010