

**REPORT TO: DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY
JOINT COMMITTEE MEETING ON 16th FEBRUARY 2011**

**REPORT ON: STRATEGIC DEVELOPMENT PLAN AUTHORITY BUDGET
UPDATE**

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

REPORT NO: SDPA04-2011

1 PURPOSE OF REPORT

- 1.1 This report provides an update for the Joint Committee on the Strategic Development Plan Authority (SDPA) budget for year ending 31st March 2011.

2 SUMMARY

- 2.1 The SDPA budget for the current financial year 2010/11 has not substantially changed from that previously report to The Joint Committee. Additional savings will be made in this year due to the Proposed Plan printing and advertising now being undertaken in May 2011, with expenditure being carried forward. Savings of £66,400 are projected this budget year from a base budget of £284,450. the projected reserve balance is £170,600.

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 There are no financial implications arising from this report.

5 BUDGET UPDATE

- Budget update for current year ending 31st March 2011
- 5.1 An update from the quarterly report to the previous Committee (Report SDPA11-2010: SDPA Update and 3 year proposed budget) is set out in Appendix One to this report. The budget base for this year is £284,450 and the projected outturn is £218,000. Some additional savings are projected in this financial year of £66,400. The projected reserve balance is £170,600 which would be carried over to 2011/12.

- 5.2 The majority of expenditure, excluding staff costs, for this current financial year has been in connection with the production of the Main Issues Report and related documents and the consultation which followed. External consultancy costs have been low, through undertaking the majority of research within the core TAYplan team. To assist with ongoing graphics work a preferred supplier was tendered for. A graphics consultant is now appointed and undertakes work as required for TAYplan's various documents. This is a cost effective means of providing this specialist skill to support the core team.
- 5.3 Some costs will be incurred towards the end of the financial year in preparation for the forthcoming period of representations on the Proposed Plan. This is lower than projected. In setting this year's budget it was anticipated that a significant element of the costs relating to the Proposed Plan would be within this financial year. The Joint Committee in November 2010 (Report SDPA10-2010: Project Plan Update) agreed to commence the period for representations in early June 2011, to allow time for the 4 Constituent Councils to ratify decisions. As such, savings will be made in this financial year relating to the Proposed Plan and carried over to expenditure in 2011/12 period.
- 5.4 Essentially, the budget projections are in line with those set out in the report to the last Joint Committee (Report SDPA11-2010: SDPA Update and 3 year proposed budget) with a reduction in expenditure on printing and advertising, and to a lesser extent in some other budget areas.

6 CONSULTATIONS

- 6.1 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.

7 BACKGROUND PAPERS

- 7.1 Report SDPA11-2010: Update and 3 year proposed budget, Joint Committee 23rd November 2010.
- 7.2 Report SDPA10-2010: Project Plan Update, Joint Committee 23rd November 2010.

Pamela Ewen
Strategic Development Planning Authority Manager
3rd February 2011

Appendix One

	10/11 Projected Expenditure (£)	10/11 Ledger updated at 31/12 (£)	10/11 Committed (£)	10/11 Base Budget (£)	Projected Variance (£)	11/12 Projected	12/13 Projected	13/14 Projected
STAFF COSTS								
GROSS PAY	107,481	80,611	0	120,000	(12,519)	112,909	116,364	118,937
SUPERANNUATION	19,884	14,913	0	22,000	(2,116)	20,888	21,527	22,003
NATIONAL INSURANCE	8,764	6,573	0	10,000	(1,236)	9,229	9,576	9,843
STUDENTS/TEMPORARY/CASUAL STAFF RELOCATIONS	2,887	2,887	0	3,000	(113)	3,000	3,000	3,000
			0	0	0	0	0	0
			0	0	0			
TRAINING/CONF/OTHER STAFF EXPENSES	2,000	970	0	4,000	(2,000)	2,000	2,000	2,000
	141,016	105,954	0	159,000	(17,984)	148,026	152,467	155,783
PROPERTY COSTS								
10100 RENT	14,191	10,643	0	14,200	(9)	14,300	14,300	14,300
	14,191	10,643	0	14,200	(9)	14,300	14,300	14,300
SUPPLIES & SERVICES								
24111 BOOKS & MATERIALS	250	86	0	250	0	200	200	200
24106 STATIONERY	3,500	1,236	0	4,000	(500)	3,500	3,500	3,000
20302 OFFICE FURNITURE & EQUIPMENT	1,000	392	0	1,000	0	1,000	1,000	1,000
26000 COMPUTER CONSUMABLES inc. licences	10,500	7,045	0	10,000	500	10,500	10,750	10,750
24005 PRINTING & PHOTOCOPYING	3,000	638	0	18,000	(15,000)	26,000	11,000	11,000
26900 POSTAGES	750	201	0	1,500	(750)	1,500	1,500	1,500
26111 TELEPHONES	500	114	0	500	0	500	500	500
25010 LEGAL FEES			0	0	0	0	15,000	0
27202 ADVERTISING	8,000	7,346	0	8,000	0	12,000	7,000	4,000
25003 AUDIT	3,100	1,007	0	3,000	100	3,100	3,100	3,100
27210 HOSPITALITY	1,800	546	0	1,800	0	1,000	1,000	1,000
27300 VENUE HIRE	1,200	492	0	1,200	0	1,200	200	300
EXAMINATION	0		0	0	0	0	55,000	0
	33,600	19,103	0	49,250	(15,650)	60,500	109,750	36,350
TRANSPORT COSTS								
27700 CAR ALLOWANCES	1,250	922	0	1,000	250	1,250	1,250	1,000
35700 OTHER TRANSPORT COSTS	1,500	654	0	3,000	(1,500)	1,500	1,500	1,500
	2,750	1,576	0	4,000	(1,250)	2,750	2,750	2,500
3RD PARTY PAYMENTS								
25020 EXTERNAL CONSULTANTS	18,500	17,900	0	50,000	(31,500)	15,000	15,000	30,000
	18,500	17,900	0	50,000	(31,500)	15,000	15,000	30,000
SUPPORT SERVICES								
27800 RECHARGE FROM CENTRAL DPTS (LEGAL etc)	8,000		0	8,000	0	8,000	8,000	8,000
	8,000	0	0	8,000	0	8,000	8,000	8,000
	218,057	155,176	0	284,450	(66,393)	248,576	302,267	246,933
INCOME								
78900 CONTRIBUTIONS LA	240,000	240,000	0	240,000	0	240,000	240,000	240,000
70600 SALE OF DOCUMENTS	300	300	0	0	300	200	300	200
INTEREST ON REVENUE BALANCES	1,000	0	0	0	1,000	1,000	1,000	800
RESEARCH STUDY CONTRIBUTIONS	10,825	10,825	0	0	0	0	0	0
TOTAL INCOME	252,125	251,125	0	240,000	1,300	241,200	241,300	241,000
	(34,068)	(95,949)	0	44,450	(67,693)	7,376	60,967	5,933
RESERVE								
Opening Reserve Balance	136,603			136,603	0	170,671	163,295	102,328
Transfer To / (From) Reserve	34,068			(44,450)	78,518	(7,376)	(60,967)	(5,933)
Balance Carried Forward	170,671			92,153	78,518	163,295	102,328	96,395