

**REPORT TO:** DUNDEE, PERTH, ANGUS AND NORTH FIFE  
STRATEGIC DEVELOPMENT PLANNING AUTHORITY  
JOINT COMMITTEE MEETING ON 18th FEBRUARY 2015

**REPORT ON:** TAYplan BUDGET UPDATE AND 3 YEAR PROJECTIONS

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

**REPORT NO:** SDPA06-2015

## **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 2015 and the SDPA Manager's 3 year budget projections to the period 31<sup>st</sup> March 2018.

## **2 SUMMARY**

- 2.1 The projected expenditure within the current financial year 2014/15 is £277,390 slightly less than previously reported. The 3 year SDPA Manager's budget projections are: 2015/16 - £266,240; 2016/17 - £305,730; and 2017/18 - £289,350. The reserve balance is projected at £163,540.

## **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 2015 as set out in Appendix One; and,
  - b) Note the SDPA Manager's 3 year budget projections to 31<sup>st</sup> March 2018 as set out in Appendix Two and monitoring thereof.

## **4 FINANCIAL IMPLICATIONS**

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

## **5 BUDGET UPDATE**

### Budget update for current year ending 31<sup>st</sup> March 2015

- 5.1 The budget expenditure for the financial year 2014/15 is set out in Appendix One. The main areas of expenditure beyond staff relate to the printing of documents for the Main Issues Report stage together with consultation costs
- 5.2 Planning Aid for Scotland has been commissioned to deliver the event in June 2015. Ten secondary schools from across the area with 40 pupils involved, will come together for a day to learn and encourage involvement in how our places should change. Each school will be visited in advance to provide greater coverage and briefings. The University of Dundee planning school are working in partnership to deliver this project, providing the venue, catering, licences etc. for minecraft and prizes.

- 5.3 The projected expenditure for this current financial year, 2014/15 is £277,390.

Proposed 3 year budget to 31<sup>st</sup> March 2018

*Context*

- 5.4 The SDPA Manager's budget projections are based on delivering the current Project Plan, as agreed by the Joint Committee in October 2012 (Report 11-2012: SDPA Project Plan) and based on annual contributions of £60,000p.a. per Authority. The Planning etc. Scotland Act 2006 (section 10(9)) requires a subsequent Strategic Development Plan to be submitted within 4 years after the date on which the current plan was approved by the Scottish Ministers (8<sup>th</sup> June 2012). The consequence of this is that the development plan-making process is continuous.

*Proposed Three Year Budget*

- 5.5 The proposed budget for the next three years is:

2015/16	£266,240
2016/17	£305,730
2017/18	£289,350

- 5.6 Appendix Two provides the detailed breakdown of the three year projections for information. Over the period to March 2018 there are a number of costs which are proposed to remain largely unchanged, for example office rent. The known differential costs relate to temporary staffing, external consultancy, legal fees, advertising, and printing. These reflect the different annual activities in the process of preparing a Strategic Development Plan.
- 5.7 Additional staff resource beyond the core team of 3 for 2015 consists of a summer student post over a 3 month period (June-August 2015), and potentially an Intern for a 6 month period should a suitable candidate apply.

*Justification*

- 5.8 Within the context of wider budget pressures, these three year budget projections are presented as the most realistic and cost efficient. These projections are based on actual costs on the process to date of producing the first Plan.

*Reserve Balance*

- 5.8.1 A positive reserve balance is projected at the end of this current financial year of £163,540 (Appendix One). The reserve balance is projected to decrease in 2015/16 to £138,300 and to £25,000 at March 2018 (Appendix Two).
- 5.9 The reduction over the next 3 years projected in the reserve requires to be managed. It was agreed by the Joint Committee in February 2014 (Report SDPA04-2014: TAYplan Budget Update) to have a minimum of £25,000 is held as a balance in reserve.

*Justification for reserve balance 2014/15*

- 5.10 The reserve balance has increased in recent years due to actual costs being less than projected, for example the examination. The remaining projected reserve will be monitored annually.

## **6.0 CONSULTATIONS**

- 6.1 The Treasurer and Clerk to TAYplan, the Director of Communities Directorate, Angus Council, The 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.

## **7.0 BACKGROUND PAPERS**

- 7.1 Report SDPA04-2014: TAYplan Budget Update, February 2014
- 7.2 The 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).
- 7.3 Town and Country Planning (Scotland) Act 1997  
<http://www.scotland.gov.uk/Publications/2005/01/20576/50663>)

Pamela Ewen  
Strategic Development Planning Authority Manager  
4th February 2015

## **Appendix 1**

**Current budget projections for current year ending 31<sup>st</sup> March 2015**

	14/15 Projected	14/15 Ledger (£)	14/15 Committed (£)	14/15 Base Budget (£)	Projected Variance (£)
<b>STAFF COSTS</b>					
GROSS PAY	126,315	84,210	0	126,354	(39)
SUPERANNUATION	22,545	15,030	0	23,376	(831)
NATIONAL INSURANCE	11,004	7,336	0	11,155	(151)
STUDENTS/TEMPORARY/CASUAL STAFF RELOCATIONS	24,800	23,370	0	21,300	3,500
			0	0	0
			0	0	0
TRAINING/CONF/OTHER STAFF EXPENSES	2,250	1,475	0	2,250	0
	<b>186,914</b>	<b>131,421</b>	<b>0</b>	<b>184,435</b>	<b>2,479</b>
<b>PROPERTY COSTS</b>					
10100 RENT	14,190	10,643	0	14,300	(110)
	<b>14,190</b>	<b>10,643</b>	<b>0</b>	<b>14,300</b>	<b>(110)</b>
<b>SUPPLIES &amp; SERVICES</b>					
24111 BOOKS & MATERIALS	100	48	0	200	(100)
24106 STATIONERY	1,500	696	265	2,750	(1,250)
20302 OFFICE FURNITURE & EQUIPMENT	250	0	0	1,000	(750)
26000 COMPUTER CONSUMABLES inc. licences	8,000	6,639	542	11,000	(3,000)
24005 PRINTING & PHOTOCOPYING	7,000	5,712	0	8,000	(1,000)
26900 POSTAGES	500	22	0	1,500	(1,000)
26111 TELEPHONES	500	207	0	500	0
25010 LEGAL FEES	-	0	0	0	0
27202 ADVERTISING	5,700	5,699	0	6,000	(300)
25003 AUDIT	2,790	0	0	2,800	(10)
27210 HOSPITALITY	1,500	342	0	1,500	0
27300 VENUE HIRE EXAMINATION	1,445	1,444	0	1,000	445
	-	0	0	0	0
	<b>29,285</b>	<b>20,809</b>	<b>807</b>	<b>36,250</b>	<b>(6,965)</b>
<b>TRANSPORT COSTS</b>					
27700 CAR ALLOWANCES	1,000	611	0	1,000	0
35700 OTHER TRANSPORT COSTS	3,000	2,389	0	2,500	500
	<b>4,000</b>	<b>3,000</b>	<b>0</b>	<b>3,500</b>	<b>500</b>
<b>3RD PARTY PAYMENTS</b>					
25020 EXTERNAL CONSULTANTS	15,000	8,403		20,000	(5,000)
REFUND OF CONTRIBUTIONS	20,000	20,000	0	20,000	0
	<b>35,000</b>	<b>28,403</b>	<b>-</b>	<b>40,000</b>	<b>- 5,000</b>
<b>SUPPORT SERVICES</b>					
27800 RECHARGE FROM CENTRAL DPTS (LEGAL etc)	8,000	8,000		8,000	0
	<b>8,000</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	<b>0</b>
<b>TOTAL GROSS EXPENDITURE</b>					
	<b>277,389</b>	<b>202,276</b>	<b>807</b>	<b>286,485</b>	<b>(9,096)</b>
<b>INCOME</b>					
CONTRIBUTIONS LA	240,000	240,000		240,000	0
78900 SALE OF DOCUMENTS	200	0	0	200	0
70600 INTEREST ON REVENUE BALANCES	800	0	0	800	0
CONSULTATION & ENGAGEMENT CONTRIBUTIONS	-	0	0	0	0
TOTAL INCOME	<b>241,000</b>	<b>240,000</b>	<b>0</b>	<b>241,000</b>	<b>0</b>
<b>NET EXPENDITURE</b>					
	<b>36,389</b>	<b>(37,724)</b>	<b>807</b>	<b>45,485</b>	<b>(9,096)</b>
<b>RESERVE</b>					
Opening Reserve Balance	199,934			199,935	
Transfer To / (From) Reserve	(36,389)			(45,485)	9,096
Balance Carried Forward	<b>163,545</b>			<b>154,450</b>	<b>9,096</b>

## **Appendix 2**

### **SDPA Manager's 3 year budget projections to 31<sup>st</sup> March 2018**

	15/16	16/17 Projected	17/18
<b>STAFF COSTS</b>			
GROSS PAY	128,521	131,104	132,415
SUPERANNUATION	23,776	24,254	24,497
NATIONAL INSURANCE	11,396	11,679	11,834
STUDENTS/TEMPORARY/CASUAL STAFF RELOCATIONS	23,250	3,100	15,000
TRAINING/CONF/OTHER STAFF EXPENSES	2,250	2,250	2,250
	<b>189,193</b>	<b>172,387</b>	<b>185,996</b>
<b>PROPERTY COSTS</b>			
10100 RENT	14,300	14,300	14,300
	<b>14,300</b>	<b>14,300</b>	<b>14,300</b>
<b>SUPPLIES &amp; SERVICES</b>			
24111 BOOKS & MATERIALS	200	200	200
24106 STATIONERY	2,750	3,000	3,000
20302 OFFICE FURNITURE & EQUIPMENT	1,000	1,000	1,000
26000 COMPUTER CONSUMABLES inc. licences	11,000	11,250	11,250
24005 PRINTING & PHOTOCOPYING	12,000	14,000	5,000
26900 POSTAGES	750	750	750
26111 TELEPHONES	500	500	500
25010 LEGAL FEES	0	20,000	-
27202 ADVERTISING	6,000	2,000	1,000
25003 AUDIT	2,800	2,800	2,800
27210 HOSPITALITY	1,500	1,500	1,500
27300 VENUE HIRE EXAMINATION	2,500 0	300 30,000	300 -
	<b>41,000</b>	<b>87,300</b>	<b>27,300</b>
<b>TRANSPORT COSTS</b>			
27700 CAR ALLOWANCES	750	750	750
35700 OTHER TRANSPORT COSTS	3,000	3,000	3,000
	<b>3,750</b>	<b>3,750</b>	<b>3,750</b>
<b>3RD PARTY PAYMENTS</b>			
25020 EXTERNAL CONSULTANTS REFUND OF CONTRIBUTIONS	10,000	20,000	50,000
	<b>10,000</b>	<b>20,000</b>	<b>50,000</b>
<b>SUPPORT SERVICES</b>			
27800 RECHARGE FROM CENTRAL DPTS (LEGAL etc)	8,000	8,000	8,000
	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>TOTAL GROSS EXPENDITURE</b>	<b>266,243</b>	<b>305,737</b>	<b>289,346</b>
<b>INCOME</b>			
CONTRIBUTIONS LA	240,000	240,000	240,000
78900 SALE OF DOCUMENTS	200	300	300
70600 INTEREST ON REVENUE BALANCES	800	600	600
CONSULTATION & ENGAGEMENT CONTRIBUTIONS	0	-	-
TOTAL INCOME	<b>241,000</b>	<b>240,900</b>	<b>240,900</b>
<b>NET EXPENDITURE</b>	<b>25,243</b>	<b>64,837</b>	<b>48,446</b>
<b>RESERVE</b>			
Opening Reserve Balance	163,545	138,302	73,465
Transfer To / (From) Reserve	(25,243)	(64,837)	(48,446)
Balance Carried Forward	<b>138,302</b>	<b>73,465</b>	<b>25,019</b>