

**REPORT TO: DUNDEE, PERTH, ANGUS AND NORTH FIFE  
STRATEGIC DEVELOPMENT PLANNING AUTHORITY  
JOINT COMMITTEE MEETING ON 20<sup>th</sup> MARCH 2012**

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

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

**REPORT NO: SDPA03-2012**

## **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 31<sup>st</sup> March 2012.

## **2 SUMMARY**

- 2.1 The SDPA budget for the current financial year 2011/12 has not substantially changed from that previously report to The Joint Committee in October 2011. Projected expenditure within this budget year is £251,500 from a base budget of £248,475. The projected reserve balance is £172,600; the carry over of the reserve balance being approved at Joint Committee in October 2011.

## **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 31<sup>st</sup> March 2012
- 5.1 An update from the quarterly report to the previous Committee (Report SDPA10-2011: Budget Update and 3 year proposed budget) is set out in Appendix One to this report. The budget base for this year is £248,475 and the projected outturn is £251,500. The projected reserve balance is £172,600 which would be carried over to 2012/13.
- 5.2 The majority of expenditure, excluding staff costs, for this current financial year has been in connection with the production of the Proposed Plan and related documents through to the submission of the documents to Scottish Ministers in December 2011.

- 5.3 Costs of £30,000 are projected in this financial year for the examination. To date only the invoice covering the initial set up period to end January has been received for £4,560, however costs to the end of this financial year will be invoiced before 31<sup>st</sup> March 2012. The examination commenced in late December and since then three Reporters have been examining the Proposed Plan (Report SDPA01-2012: Proposed Plan Examination on this agenda).
- 5.4 Work is underway in reviewing the TAYplan website ([www.tayplan-sdpa.gov.uk](http://www.tayplan-sdpa.gov.uk)) to make customer improvements and better reflecting the TAYplan Authority's work (Report SDPA 04: Project Plan Update on this agenda). Assistance in identifying improvements has been sought externally. The costs associated are within the approved budget for external consultancy work.
- 5.5 Projected expenditure has been reduced in 3 main areas. Firstly, advertising costs are lower than projected, with a saving of approx. £8,000. TAYplan Officers have also been working with the Improvement Service to have a presence on the Tellmesotland website where notices will also be uploaded. Secondly, printing and copying is £8,000 lower than originally projected due to fewer documents requiring to be re-published on submission to Ministers, and lastly, external consultancy work has only been required on the video production, graphics and website (Report SDPA 04: Project Plan Update on this agenda) with a saving of £10,000.
- 5.6 An overspend in two specific budget areas: training/staff expenses and travel (other transport costs) has resulted due to travel and attendance at the RTPi UK Awards in London (Report SDPA 04: Project Plan Update on this agenda). This is accommodated within the overall agreed revenue budget. In September 2011, the TAYplan Manager was invited to Ireland by the International Centre for Local and Regional Development (ICLRD) to run workshops and contribute to a conference. The ICLRd is focused on building the capacity of authorities and other organisations to manage spatial planning in Ireland. This provided an income of £800 to TAYplan.
- 5.7 KPMG on behalf of Audit Scotland are preparing an Audit Plan for the next financial year which will set out the process and timescales. To date this has not been received.

## **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 Enterprise, Planning and Protective 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 SDPA10-2011: Budget Update and 3 year proposed budget, Joint Committee October 2011.
- 7.2 Report SDPA04-2012: Project Plan Update, Joint Committee 20<sup>th</sup> March 2012.

Pamela Ewen  
Strategic Development Planning Authority Manager  
7<sup>th</sup> March 2012

## APPENDIX ONE

		11/12 Projected	11/12 Ledger <small>updated at 29/2/12</small>	11/12 Committed	11/12 Base Budget	Projected Variance
		(£)	(£)	(£)	(£)	(£)
<b>STAFF COSTS</b>						
	GROSS PAY	113,905	104,413	0	112,909	996
	SUPERANNUATION	21,072	19,316	0	20,888	184
	NATIONAL INSURANCE	9,751	8,938	0	9,229	522
	STUDENTS/TEMPORARY/CASUAL STAFF	2,506	2,506	0	3,000	(494)
	RELOCATIONS	0		0	0	0
		0		0		0
	TRAINING/CONF/OTHER STAFF EXPENSES	2,634	2,634		2,000	634
		<b>149,868</b>	<b>137,807</b>	<b>0</b>	<b>148,026</b>	<b>1,842</b>
<b>PROPERTY COSTS</b>						
10100	RENT	14,190	14,190	0	14,200	(10)
		<b>14,190</b>	<b>14,190</b>	<b>0</b>	<b>14,200</b>	<b>(10)</b>
<b>SUPPLIES &amp; SERVICES</b>						
24111	BOOKS & MATERIALS	200	98	0	200	0
24106	STATIONERY	1,500	933	229	3,500	(2,000)
20302	OFFICE FURNITURE & EQUIPMENT	0	0	0	1,000	(1,000)
26000	COMPUTER CONSUMABLES inc. licences	10,500	4,804	500	10,500	0
24005	PRINTING & PHOTOCOPYING	18,000	16,339		26,000	(8,000)
26900	POSTAGES	1,500	946	0	1,500	0
26111	TELEPHONES	250	159	0	500	(250)
25010	LEGAL FEES	0		0	0	0
27202	ADVERTISING	4,000	3,579	736	12,000	(8,000)
25003	AUDIT	3,100	731	0	3,100	0
27210	HOSPITALITY	1,000	967	0	1,000	0
27300	VENUE HIRE	800	446	0	1,200	(400)
	EXAMINATION	30,000		0	0	30,000
		<b>70,850</b>	<b>29,002</b>	<b>1,465</b>	<b>60,500</b>	<b>10,350</b>
<b>TRANSPORT COSTS</b>						
27700	CAR ALLOWANCES	1,061	953	0	1,250	(189)
35700	OTHER TRANSPORT COSTS	2,489	2,282	0	1,500	989
		<b>3,550</b>	<b>3,235</b>	<b>0</b>	<b>2,750</b>	<b>800</b>
<b>3RD PARTY PAYMENTS</b>						
25020	EXTERNAL CONSULTANTS	5,000	125	0	15,000	(10,000)
		<b>5,000</b>	<b>125</b>	<b>0</b>	<b>15,000</b>	<b>(10,000)</b>
<b>SUPPORT SERVICES</b>						
27800	RECHARGE FROM CENTRAL DPTS (LEGAL etc)	8,000	8,000	0	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>251,458</b>	<b>192,359</b>	<b>1,465</b>	<b>248,476</b>	<b>2,982</b>
<b>INCOME</b>						
	CONTRIBUTIONS LA	240,000	240,000	0	240,000	0
78900	SALE OF DOCUMENTS	1,496	1,496		200	300
70600	INTEREST ON REVENUE BALANCES	1,118	0	0	1,000	118
	RESEARCH STUDY CONTRIBUTIONS	800	800	0	0	0
	TOTAL INCOME	<b>243,414</b>	<b>242,296</b>	<b>0</b>	<b>241,200</b>	<b>418</b>
	<b>NET EXPENDITURE</b>	<b>8,044</b>	<b>(49,937)</b>	<b>1,465</b>	<b>7,276</b>	<b>2,564</b>
<b>RESERVE</b>						
	Opening Reserve Balance	180,668			180,668	0
	Transfer To / (From) Reserve	(8,044)			(7,276)	(768)
	Balance Carried Forward	<b>172,624</b>			<b>173,392</b>	<b>(768)</b>