



The Strategic Development Planning Authority
for Edinburgh and South East Scotland

MINUTE of MEETING of the SESplan
JOINT COMMITTEE held in the
Edinburgh City Chambers on 26
September 2016 at 2.00 p.m.

Present:- Councillor Stuart Bell (Convener), Scottish Borders Council
Councillor Norman Hampshire, East Lothian Council
Councillor Lesley Laird, Fife Council (Vice Convenor)
Councillor Ian Perry, City of Edinburgh Council
Councillor Ron Smith, Scottish Borders Council

Apologies:- Councillor Tony Boyle, West Lothian
Council
Councillor Jim Bryant, Midlothian Council
Councillor Tim Day, East Lothian Council
Councillor Alex Lunn, City of Edinburgh Council
Councillor Cathy Muldoon, West Lothian Council
Councillor Kelly Parry, Midlothian Council
Councillor John Wincott, Fife Council

In Attendance:- Mr Ivan Clark, SESplan Lead Officer
Mr Peter Arnsdorf, Midlothian Council
Mr John Bury, City of Edinburgh Council
Ms Pam Ewen, Fife Council
Mr Brian Frater, Scottish Borders Council
Mr Iain McFarlane, East Lothian Council
Mrs Louise McGeoch, Scottish Borders Council (Clerk)

1. **ORDER OF BUSINESS AND ANY URGENT MATTERS**

The Convener advised that there were no changes to the order of business or urgent matters to be considered.

2. **MATTERS ARISING**

No matters were raised.

3. **MINUTE OF MEETING HELD ON 20 JUNE 2016**

The Minute of Meeting of 20 June 2016 had been circulated.

DECISION

APPROVED the Minute as a correct record.

4. **APPOINTMENT OF ACTING STRATEGIC DEVELOPMENT PLAN MANAGER**

There had been circulated copies of a report by the SESplan Lead Officer seeking the appointment of an acting SDP Manager for the purposes of signing the Annual Audited Accounts 15/16. Mr Clark explained that the post of SDP Manager was currently vacant, pending further consideration by the Board of how best to deliver the current roles and responsibilities of that post in the medium to long term. However, the annual audited

accounts for 15/16 needed to be signed off by the Convenor, the Treasurer and the SDP Manager by the end of September 2016. It was therefore necessary for an SDP Manager to be appointed prior to the sign off of the accounts. The Chair of the Project Board, John Bury had appointed Pam Ewen, Senior Planning Manager at Fife Council to the role of Acting SDP Manager for the purpose of signing off the audited accounts for 15/16, subject to ratification by the Joint Committee.

DECISION

AGREED to approve the appointment of Pam Ewen as Acting SDP Manager for the purposes of signing off the Annual Audited Accounts 15/16.

5. FINANCE - AUDITED ACCOUNTS AND ANNUAL AUDIT REPORT 2015-16

There had been circulated copies of a report by the Lead SESplan Officer presenting the SESplan Audited Accounts and Draft Annual Audit Report for 2015-16 for approval. The Convenor noted that an unqualified report had been received from the auditors. Councillor Laird commented, in terms of the paragraph in the report on risks, that the Fife Plan was out for examination at present but due to the fact that there had been significant delays in the process there had been an overspend of £180k on the original budget. If this was a wider issue within the planning community then there could be implications for the SESplan budget if there were delays in the progress of the Strategic Development Plan. Scottish Borders and Edinburgh confirmed that they had also experienced delays but had not required additional budget. It was agreed that the matter be investigated to ascertain the likely consequences for the SDP and the SESplan budget if there were delays in the process and that these be reported back at the next meeting.

DECISION

AGREED to:-

- (a) approve the Audited Accounts 2015-16, attached as Appendix 1 to the report;**
- (b) approves the Proposed Annual Audit Report 2015-16, attached as Appendix 2 to the report;**
- (c) note the letter from the Auditor and draft Letter of Representation to the Auditor at Appendix 3 to the report; and**
- (d) investigate the likely consequences for the SDP and the SESplan budget if there were delays in the process and that these be reported back at the next meeting.**

6. PLANNING PERFORMANCE FRAMEWORK 2015-16

There had been circulated copies of a report by the SESplan Lead Officer presenting the 2015-16 SESplan Planning Performance Framework (PPF). The Convenor advised that, in view of the overlap with this report and the Annual Report, in future these reports would be combined. The PPF report for 2015-16 was appended to the report and showed that SESplan had achieved a green rating in all six areas of performance relevant to the SDPA in that year.

DECISION

NOTED the Planning Performance Framework Report for 2015–16, attached as Appendix 1 to the report.

7. ANNUAL REPORT 2015-16

There had been circulated copies of a report by the SESplan Lead Officer presenting the SESplan's Annual Report for 2015-16. Mr Clark advised that the SESplan Constitution required the preparation of an annual plan and highlighted the main areas covered by the Plan.

DECISION

AGREED to approve the Annual Report for 2015-16, attached as Appendix 1 to the report.

8. PROPOSED PLAN - PUBLICATION PROGRAMME & PERIOD FOR REPRESENTATIONS

There had been circulated copies of a report by the SESplan Lead Officer providing an update on the programme to Proposed Plan Publication and setting out the approach to Stakeholder Engagement during the Period for Representations. Mr Clark advised that of the six member authorities only Midlothian Council had not ratified the Joint Committee decision as expected at their meeting on 16 August. A seminar had now been held for Midlothian Council Members and the matter would be reconsidered at their meeting the following day. On the assumption that ratification would be approved by Midlothian Council a publication date of 13 October 2016 was now planned for. In response to a question regarding the situation should Midlothian Council fail to ratify the Joint Committee Decision, Members were advised that the Plan could proceed with approval of 4 of the 6 Councils and the Scottish Government would invite Midlothian to produce their own Plan. Members expressed concern that this could have implications for their own Councils if unity was not maintained. Mr Clark undertook to advise Members once the Midlothian Council decision was known.

DECISION

NOTED the programme to Proposed Plan Publication and the approach to Stakeholder Engagement during the Period for Representations set out in the Engagement Action Plan at Annex 1 to the report.

9. A.O.C.B.

9.1 The Convener proposed that he send a letter of thanks and best wishes on behalf of the Joint Committee to Mr Ian Angus, who had retired from his post as SDP Manager since the last meeting.

9.2 The Convener thanked Mr Ivan Clark on behalf of the Joint Committee for all of his assistance during the absence of Mrs Alice Miles.

DECISION

AGREED.

The meeting concluded at 2.35 pm