



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 27
November 2016 at 2.00 p.m.

Present:- Councillor Stuart Bell (Convener), Scottish Borders Council
Councillor John Beare, Fife Council (Vice Convenor)
Councillor Maureen Child, City of Edinburgh Council
Councillor Neil Gardiner, City of Edinburgh Council
Councillor Jim Goodfellow, East Lothian Council
Councillor Russell Imrie, Midlothian Council
Councillor Dom McGuire, West Lothian Council
Councillor Tom Miers, Scottish Borders Council

Apologies:- Councillor Altany Craik, Fife Council
Councillor Norman Hampshire, East Lothian Council
Councillor Cathy Muldoon, West Lothian Council
Councillor Pauline Winchester, Midlothian Council

In Attendance:- Mrs Alice Miles, Acting SDP Manager
Mr Peter Arnsdorf, Midlothian Council
Ms Pam Ewen, Fife Council
Mr David Leslie, City of Edinburgh Council
Mr Craig McCorriston, West Lothian Council
Mr Iain McFarlane, East Lothian Council
Mrs Nuala McKinlay, Scottish Borders 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**

There were no matters arising.

3. **MINUTES OF THE PREVIOUS MEETING HELD ON 26 JUNE 2017**

The Minute of Meeting of 26 June 2017 had been circulated.

DECISION

APPROVED the Minute as a correct record.

4. RISK MANAGEMENT

There had been circulated copies of a report by the Acting SDP Manager providing an update on risk management. The report explained that the risk register had been updated by closing risks that were no longer applicable or current. The probability and impact scores associated with individual risks had also been revised to reflect the current stage of the programme. Of those risks that remained active, there were four project related risks and two operational risks which had a residual amber risk score and these were detailed in the report.

DECISION

NOTED the update on risk management as set out in the report.

5. JOINT COMMITTEE WORK PLAN 2018

There had been circulated copies of a report by the Acting SDP Manager setting out the work plan of the SESplan Joint Committee to the end of 2018. In response to a question from Councillor Beare regarding an update on the Planning Act, the Lead Officer advised that should any further matters arise appropriate workshops would be added.

DECISION

AGREED to approve the SESplan Joint Committee Work Plan as set out in Appendix 1 to the report.

6. FINANCE

There had been circulated copies of a report by the Acting SDP Manager presenting an update on the SESplan Operating Budget for 2017/2018 and seeking approval of the SESplan Operating Budget for 2018/2019. The Lead Officer advised that due to a projected budget underspend Member contributions would be reduced by £10k. She further answered Members questions on specific items of expenditure.

DECISION

AGREED to:-

- (a) note the updated forecast expenditure against the approved Operating Budget for 2017/2018 as set out in Appendix 1 to the report;
- (b) approve the updated Operating Budget for 2018/2019 as set out in Appendix 1 to the report;
- (c) note that member contributions for financial year 2018/2019 had been reduced and were set at £10,000 (excluding VAT) per authority (as set out within Appendix 1 to this Report), payable to Fife Council by the 30 April 2018;
- (d) note that member authorities were required to ratify the decisions above and to make their required contributions subsequently; and
- (e) note that an Operating Budget for 2019/2020 would be brought to a meeting of the SESplan Joint Committee in late 2018.

7. AUDITED ACCOUNTS AND REPORT OF AUDIT

There had been circulated copies of a report by the Acting SDP Manager presenting the SESplan Audited Accounts and Report of Annual Audit 2016/2017. The Convener advised that he had already signed these to meet the required timescales.

DECISION

AGREED to:-

- (a) note the Audited Accounts 2016/2017, attached as Appendix 1 to the Report and as signed by the Convener, Acting SDP Manager and SESplan Treasurer on the 26 September 2017; and
- (b) note the Report of Annual Audit 2016/2017, attached as Appendix 2 to the Report.

8. APPOINTMENT OF CONVENER AND VICE CONVENER 2018-2019

There had been circulated copies of a report by the Acting SDP Manager setting out a proposal for the appointment of the Convener and Vice Convener of the SESplan Joint Committee over the two year period from 1 January 2018 to 31 December 2019.

DECISION

AGREED the appointment of Councillor J Beare from Fife Council as Convener and Councillor R Imrie from Midlothian Council as Vice Convener of the SESplan Joint Committee for the period 1 January 2018 to 31 December 2019.

9. A.O.C.B.

There was no other business to consider.

DECISION

NOTED.

The meeting concluded at 2.20 pm