

ITEM 7 – SESPLAN JOINT COMMITTEE WORK PLAN

Report by: Alice Miles, Acting SDP Manager

Purpose

This report sets out the Work Plan of the SESplan Joint Committee to the end of 2018.

Recommendations

It is recommended that the SESplan Joint Committee:

1. Approves the SESplan Joint Committee Work Plan as set out in Appendix 1 to this report.

Resource Implications

As set out below.

Legal and Risk Implications

As set out below.

Policy and Impact Assessment

No separate impact assessment is required.

1. SESplan Joint Committee Work Plan

1.1 It is considered useful to prepare a Work Plan setting out the key items of business to be considered by the SESplan Joint Committee over the year. The SESplan Joint Committee Work Plan for 2017 was approved by SESplan Joint Committee at its meeting in November 2016.

1.2 The SESplan Constitution, Scheme of Delegation, Financial Rules and Standing Orders and other legislation requires items are considered by the SESplan Joint Committee as follows:

Timeline	Requirement
31 March	<ul style="list-style-type: none"> ➤ The SESplan Financial Rules set out that the Treasurer in conjunction with the SDP Manager is required to submit detailed finance monitoring reports to the SESplan Joint Committee twice a year, with one occasion being the end of each financial year. ➤ Section 20B of the Planning etc. (Scotland) Act 2006 requires a Development Plan Scheme to be prepared at least annually.
30 June	<ul style="list-style-type: none"> ➤ The Local Authority Accounts (Scotland) Regulations 2014 state that best practice is for the Unaudited Accounts to be considered at Committee prior to the 30 June or no later than the 31 August each year.
31 July	<ul style="list-style-type: none"> ➤ Under the SESplan Constitution an Annual Report is required to be prepared on the work of the Joint Committee on or around the 31 August each year. Alongside the Annual Report and developed by the Heads of Planning Scotland and supported by Scottish Government the Planning Performance Framework (PPF) was introduced by planning authorities in 2012. The annual PPF Report is required to be submitted by the 31 July each year.
30 September	<ul style="list-style-type: none"> ➤ The Audited Accounts require to be considered by the Joint Committee by the 30 September each year with the Local Authority Accounts (Scotland) Regulations 1985 requiring that they are laid before a meeting of the authority within two months of receipt of the documents.
31 December	<ul style="list-style-type: none"> ➤ Operating Budgets for the next financial year should be proposed and approved by the SESplan Joint Committee and ratified by the member councils by the end of December each year. ➤ The SESplan Financial Rules set out that the Treasurer in conjunction with the SDP Manager is required to submit detailed finance monitoring reports to the SESplan Joint Committee twice a year, with one occasion being the end of each financial year. ➤ The SESplan Joint Committee at its meeting on the 7 March 2011, approved SESplan's approach to risk management requiring that an annual review and update of the risk register is considered and agreed by the SESplan Project Board and that a report on risk management based on the updated risk register is presented to the Joint Committee no later than December each year.

- 1.3 The SESplan Constitution sets out that the Joint Committee shall meet not less than 2 times per year. As detailed in Appendix 1, over the period to the end of 2018 and to meet the business requirements of the Joint Committee, three formal public meetings of the SESplan Joint Committee have been scheduled.
- 1.4 The meeting in March 2018 will provide an update on the Examination including any Further Information Requests received / Hearings and include an update on the Supplementary Guidance on Cross Boundary Developer Contributions. It is also intended that the Joint Committee will also be asked to consider the Annual Housing Update.
- 1.5 The meeting scheduled for June, will provide an update on the approval of Strategic Development Plan 2 following the publication of the Report of Examination (currently scheduled for the 27 March 2018) and the Unaudited Accounts. The Committee will be asked to approve delegation to the Convener, SDP Manager and Treasurer to sign off the Audited Accounts and Report of Annual Audit by the 30 September 2017.
- 1.6 The November meeting has been scheduled to consider statutory business requirements.
- 1.7 A number of Joint Committee workshops will also be held over the year. The workshops will be private sessions for elected members and officers providing an opportunity to discuss and consider issues arising as and when required.

2. Conclusion

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- 2.1 The SESplan Joint Committee Work Plan will continue to be reviewed by the Core Team in conjunction with the Convener of the Joint Committee and the SESplan Project Board. The Work Plan will be reviewed, updated and brought to the SESplan Joint Committee for approval annually.

Appendices

Appendix 1 SESplan Joint Committee Work Plan

Report Contact

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APPENDIX 1 – SESPLAN JOINT COMMITTEE WORK PLAN

Meeting of the SESplan Joint Committee	Items for Consideration	For
19 March 2018	<ol style="list-style-type: none"> 1. SDP2 – Update on Examination and Approval 2. Finance - Monitoring Report 3. Supplementary Guidance – Cross Boundary Developer Contributions 4. Approval of Development Plan Scheme 10 5. Annual Housing Update 	<p>Information</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Information</p>
25 June 2018	<ol style="list-style-type: none"> 1. SDP2 - Approval 2. Finance – Unaudited Accounts and Monitoring Report, Delegation of Approval of Audited Accounts to Convener, SDP Manager and Treasurer 3. Annual Report / Planning Performance Framework 4. Supplementary Guidance – Cross Boundary Green Network 	<p>Information</p> <p>Decision</p> <p>Information</p> <p>Decision</p>
26 November 2018	<ol style="list-style-type: none"> 1. Risk Management 2. Finance - Audited Accounts and Report of Annual Audit 3. Finance – Monitoring Report and Operating Budget 2019 / 2020 4. SESplan Joint Committee Work Plan 2019 	<p>Information</p> <p>Information</p> <p>Decision</p> <p>Information</p>