



PROJECT ADMINISTRATION

25 August 2008

Report by Interim SDP Project Manager

Contact officer: Ken Tippen

1 INTRODUCTION

1.1 This report invites Committee to note progress and approve recommendations relating to SESplan's communications and the setting up and staffing of the dedicated SDP team.

2 MAIN REPORT

Recruitment update

2.1 It is expected that job advertisements will be placed in the press in late September for three permanent team posts: the SDP Project Manager, a senior planner and a planner/researcher. It is expected that candidates will be interviewed in late October. Fife Council will be responsible for the recruitment of these posts.

2.2 There is also an administrator post on the permanent team's staff establishment but the intention is to not recruit to that post; instead, it is proposed that SESplan enter into an agreement with SEStran to share the services of its three administrative support staff.

2.3 In the interim, and as previously agreed in principle by Committee, two people have been seconded as full-time, interim SDP project manager (Ken Tippen, CEC) and project support planner (Keith Miller, CEC).

Member Council Support Roles

2.4 Fife Council previously agreed to employ the dedicated team. This role also extends to providing personnel and health and safety services. If necessary, Edinburgh Council will act as "tenant" in relation to team accommodation. Both these roles have been endorsed by the Joint Committee.

2.5 Other support roles are proposed to be carried out as follows:

Treasurer	Fife
Legal advice	East Lothian
Media, Communications, Graphics	Edinburgh (to be confirmed)

2.6 If agreed by the Joint Committee, these roles will be recommended for ratification by the respective authorities. The intention is that fees related to services provided in these support roles will be recharged to SESplan, on a basis to be agreed between the partner authorities.

Project Team Accommodation

2.7 SEStran has offered to accommodate the interim and permanent team in its office at McDonald Road, Edinburgh on the basis of an exchange of letters. This does not constitute a legal sub-lease but it is considered to provide sufficient security and flexibility to proceed. Significant progress has been made although the agreement has still to be concluded. It is recommended that Committee approve in principle this proposed solution subject to satisfactory terms being agreed by the SESplan project board.

2.8 The two interim team members are now based in SEStran's office, in anticipation of agreeing a satisfactory outcome.

SESplan Logo

2.9 Appendix 1 contains a proposed logo and strapline. The logo is being used on Joint Committee reports and will be used in SESplan stationery and other documents. The overall concept is to represent a serious, statutory organisation that is contemporary and progressive in approach. The imagery is intended to represent co-working and synergy between partners and this is visually realised through use of the colour mechanism. The typeface is suited for use in information-intensive publications, such as annual reports, graphs, charts and tables. Each colour within the mechanism can be used to colour code sections within publications.

Web site

2.10 A SESplan web site is now live at www.sesplan.gov.uk Content is limited but the site will build as the project develops to become a very accessible public gateway to SESplan and its work.

3 CONCLUSIONS

3.1 The practical aspects of setting up the new dedicated team and "branding" SESplan are progressing. Decisions are required on some matters to maintain Committee overview and drive the project forward.

4 **RECOMMENDATION**

4.1 It is recommended that Committee:

- a) notes the progress on recruitment to the permanent project team;
- b) approves the proposed Member Council support roles set out in para. 2.5;
- c) thanks SEStran for its offer, agrees in principle to co-locate the SESplan team with them on the basis of an exchange of letters, and delegates responsibility for agreeing final terms to the Project Board;
- d) notes the proposed SESplan logo;
- e) notes the SESplan web site is now live online; and
- f) remits decisions on recommendations b) and c) to Member Councils for ratification.

