

MINUTE of MEETING of the SESplan JOINT COMMITTEE

held in the European Room, City Chambers, Edinburgh

on Monday, 26th November, 2018 at 2.00 p.m.

Present: Councillor John Beare, Fife Council (Convener)
Councillor Russell Imrie (Vice-Convener)
Councillor Maureen Child, City of Edinburgh Council
Councillor Neil Gardiner, City of Edinburgh Council
Councillor Norman Hampshire, East Lothian Council

Apologies: Councillor Stuart Bell, Scottish Borders Council
Councillor Altany Craik, Fife Council
Councillor Dom McGuire, West Lothian Council
Councillor Cathy Muldoon, West Lothian Council

In Mrs Alice Miles, SESplan

Attendance: Mr John Inman, City of Edinburgh Council
Ms Pam Ewen, Fife Council
Mr Iain McFarlane, East Lothian Council
Mr Peter Arnsdorf, Midlothian Council
Mr Brian Frater, Scottish Borders Council
Mr Craig McCorriston, West Lothian Council
Miss Michelle McDermott, Fife Council (Clerk)

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

The Convener confirmed that he was not aware of any urgent business and that the order of business was as per the agenda.

2. **DECLARATIONS OF INTEREST**

None.

3./

3. MATTERS ARISING

An update was provided on the ratification by SESPlan member authorities of the amended SESPlan Constitution, Financial Rules, Scheme of Delegation and Standing Orders which had been approved by the Joint Committee on 25th June, 2018.

DECISION

The Committee NOTED the update on the ratification of the governance schemes.

4. MINUTES OF THE PREVIOUS MEETING HELD ON 25TH JUNE, 2018

The minute of meeting of 25th June, 2018 had been circulated.

DECISION

The Committee APPROVED the minute as a correct record.

5. STRATEGIC DEVELOPMENT PLAN 2

There had been circulated a report by Mrs. Alice Miles, SESplan updating members on the progress of Strategic Development Plan (SDP) 2 following its examination which had concluded on 20th July, 2018. The Committee noted in particular the modifications by the Reporter to the housing supply targets and that final approval by the Ministers was still awaited.

DECISION

The Committee AGREED -

1. to note the update on the examination and approval of SDP2 as set out in the report.

6. AUDITED ACCOUNTS AND REPORT OF AUDIT 2017/18

There had been circulated a report by Mrs. Alice Miles, SESplan presenting the SESplan audited accounts 2017/2018 for SESplan Joint Committee consideration.

DECISION

The Committee AGREED -

1. to note the SESplan audited accounts 2017/2018 attached as Appendix 1 to the report and as signed by the Convener, Acting SDP Manager and SESPlan Treasurer on the 14th September, 2018;

2./

2. to note the Report of Annual Audit 2017/18, attached as Appendix 2 to the report.

7. **FINANCE**

There had been circulated a report by Mrs. Alice Miles, SESplan presenting an update on the SESPlan Operating Budget for 2018/19 and setting out the SESPlan Operating Budget for 2019/20 for Committee approval.

DECISION

The Committee AGREED -

1. to note the updated forecast expenditure against the approved Operating Budget for 2018/19 set out in Appendix 1 to the report;
2. to approve the updated Operating Budget for 2019/20 set out in Appendix 1 to the Report;
3. to note that member contributions for financial year 2019/2020 are nil;
4. to note that member authorities would be required to ratify the above decisions; and
5. to note that an Operating Budget for 2020/21 would be brought to a meeting of the SESPlan Joint Committee in late 2019.

8. **RISK MANAGEMENT**

There had been circulated a report by Mrs. Alice Miles, SESplan including an update on risk management for Joint Committee information.

DECISION

The Committee noted the update on risk management.

9. **SESPLAN JOINT COMMITTEE WORK PLAN**

There had been circulated a report by Mrs. Alice Miles, SESplan setting out the Work Plan for the Joint Committee to the end of 2019.

DECISION

The Committee AGREED:-

1. to approve the SESPlan Joint Committee Work Plan, as set out in Appendix 1 to the report.

10. **AOCB**

In closing the formal business of the Committee, the Convener passed on the thanks and appreciation of all SESPlan members and officers for the hard work and diligence of Alice Miles, as this was her last meeting before taking on a new role elsewhere.

The meeting concluded at 2.55 p.m.