

ITEM 10 – 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 2019.

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 2018 was approved by SESplan Joint Committee at its meeting in November 2017.

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:

- The SESplan Financial Rules set out that the SDP Manager in conjunction with the Treasurer, who will be an identified employee of Fife Council, 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.
- 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.
- 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.
- 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.
- **Operating Budgets** for the next financial year should be proposed by the SDP Manager, approved by the SESplan Joint Committee by the end of December and that decision ratified by the member councils as soon as practicable thereafter.
- 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 2019 and to meet the business requirements of the Joint Committee, three formal public meetings of the SESplan Joint Committee have been scheduled.

2. Conclusion

- 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 2019

Report Contact

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Meeting of the SESplan Joint Committee	Items for Consideration	For
25 March 2019	<ol style="list-style-type: none"> 1. SDP2 – Approval and Post Approval Update 2. Finance - Monitoring Report 3. Approval of Development Plan Scheme 10 4. Cross Boundary Green Network Supplementary Guidance – Report of Consultation and Next Steps 	<p>Information</p> <p>Decision</p> <p>Decision</p> <p>Information</p>
24 June 2019	<ol style="list-style-type: none"> 1. SDP2 – Post Approval progress including the Action Programme, Post Approval SEA Statement and Habitats Regulations Appraisal 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. Annual Housing Update 	<p>Information</p> <p>Decision</p> <p>Information</p> <p>Information</p>
25 November 2019	<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 2020 / 2021 4. SESplan Joint Committee Work Plan 2020 	<p>Information</p> <p>Information</p> <p>Decision</p> <p>Information</p>