

**ABERDEEN CITY & SHIRE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

Date: 10 June 2011

Title: Annual Report 2010-11

1 Purpose of Report

- 1.1 The purpose of this report is to seek approval from the Strategic Development Planning Authority (SDPA) for the publication of its third Annual Report.

2 Background

- 2.1 The Minute of Agreement between Aberdeen City Council and Aberdeenshire Council calls for the SDPA to prepare an annual report on its work.
- 2.2 The first Annual Report was published in July 2009 and covered the first nine months of the SDPA's existence following its designation by Scottish Ministers on 25 June 2008. This received a limited hard copy circulation as well as being made available on the SDPA's website. The second report covered the full year 2009/10 and had a similar circulation.

3 The Annual Report

- 3.1 An annual report is a useful mechanism of summarising a significant amount of information relating to the activities, achievements, composition and financial accounts of an organisation. It is also an opportunity to set down objectives for the next year and how these will be met.

Review of the year

- 3.2 A comprehensive review of the year has been put together. The focus during the year was on the implementation of the current structure plan and preparatory work for a new strategic development plan. A wide range of consultation responses were made during the year to the Scottish Government and others on matters impacting on the work of the SDPA.

The year ahead

- 3.3 The Annual Report also looks forward to 2011/12. Work in 2011/12 will largely focus on the preparation of a Main Issues Report for the strategic development plan, consultation on that document and analysis of the results of the consultation to inform the proposed plan. However, work will also be ongoing through the year around the implementation of the current structure plan through the action programme.

Funding

- 3.4 The figures presented in section 6 covering the funding and expenditure of the SDPA during the year are provisional at the current time. Draft accounts for

2010/11 are presented elsewhere on the agenda and a final audited set of accounts will not be available until later in the year.

Performance Indicators

- 3.5 A set of performance indicators was reported for the first time in last years' annual report. This year it is possible to report comprehensively for the full year for all indicators (see Appendix 2 to the Annual Report).
- 3.6 The statutory target for the publication of the development plan scheme was met again in 2010/11 (Indicator 1) and the approval of the structure plan in August 2009 gives a target for submission of the first strategic development plan to Scottish Ministers of August 2013 (Indicator 2).
- 3.7 Due to staff moving on during the year and one member of the team on secondment to Aberdeenshire Council, the SDP Team operated without a full staff complement for most of the year (Indicator 4), although some additional assistance was provided by staff in the two councils.
- 3.8 The SDP Team didn't deal with any freedom of information requests during the year, down from 5 in 2009/10 (Indicator 6). The SDPA website has recently been amended to provide clarity around access to information held by the SDPA.
- 3.9 One report failed to meet the deadline of being submitted to the Committee Clerk 10 days prior to the meeting. However, the report (Audit Scotland's report to Members on the 2009/10 audited accounts) was placed on the SDPA website four days in advance of the meeting, in time to meet the second target (Indicator 8).
- 3.10 All three publications during 2010/11 were printed on 100% recycled paper (Indicator 14). Indicator 15 reports for the first time that 7,815 sheets of office paper were used during the year, all of which had a 100% recycled content.
- 3.11 Transport monitoring (Indicator 16) relates to journeys made by staff and Members on business relating to the work of the SDPA. Travel by Members attending meetings of the SDPA are not included. Almost 6,400 miles were travelled during 2010/11, with 36% of trips being made by public transport (accounting for 73% of the distance travelled). It is estimated that business travel gave rise to the emission of 765Kg of CO₂ during the year, with the one return flight accounting for 22% of these. This represents an improvement on 2009/10 when estimated CO₂ emissions were 1.2 tonnes.

4 Publication

- 4.1 It is proposed to restrict the print-run of the Annual Report to 300 copies, limiting costs and environmental impact. Copies will be made available in all libraries and sent to all Councillors, local MSPs, MPs and Key Agencies (Scottish Water, Nestrans, Scottish Natural Heritage, Scottish Environmental Protection Agency, Scottish Enterprise, Transport Scotland, Historic Scotland, HNS Grampian and the Health and Safety Executive) as well as the Scottish

Government. It will also be made available on the SDPA website and hard copies will be available on request.

5 Financial Implications

5.1 The cost of publishing the final document is expected to be around £800.

6 Recommendations

6.1 It is recommended that the SDPA approve the 2010/11 Annual Report for publication.

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