
STRATEGIC PLANNING: AMENDED SLA WITH PETERBOROUGH CITY COUNCIL

Committee: Corporate Governance & Finance Committee

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[Q77]

1.0 ISSUE

- 1.1 Revised Service Level Agreement (SLA) to cover the preparation and adoption of the new Local Plan.

2.0 RECOMMENDATION(S)

- 2.1 Members are requested to:

- i) Authorise the Director (Commercial & Corporate Services), in consultation with the Chairman of Corporate Governance & Finance Committee, to enter into a revised Service Level Agreement with Peterborough City Council for the delivery of Strategic Planning Services from October 2015 - March 2018 as detailed in the report.

3.0 BACKGROUND/OPTIONS

- 3.1 On 4 December 2014, Corporate Governance & Finance Committee (Agenda Item 11) approved alternative arrangements for the delivery of Strategic Planning Services, i.e. entering into an SLA with Peterborough City Council for the provision of 1 0.2 FTE Strategic Planning Manager (Richard Kay) and 1 FTE Senior Strategic Planning Officer. In 2014/15 the SLA provided for costs of £22,500, actual expenditure was £15,900.35. In 2015/16 the SLA provides for £72,600.
- 3.2 At the time of the original SLA, the Council had not intended to commence a full review of the Local Plan until 2016/17 and as such, the 1.2 FTE resources provided in the SLA, together with the 1 FTE directly employed Strategic Planning Officer (i.e. 2.2FTE in total) were considered sufficient for 2015/16.
- 3.3 Since that agreement, however, the situation has materially changed in two significant ways:
- On 16 July 2015 (Agenda Item 11) Council agreed to commence a Local Plan review in 2015/16; and

- The ECDC directly employed 1 FTE Strategic Planning Officer has been seconded to an Oxfordshire district for a period of 6 months (August 2015 to February 2016).

4.0 ARGUMENTS/CONCLUSIONS

- 4.1 The current SLA (at 1.2 FTE), is insufficient for the Council to fulfil its Strategic Planning functions (including a review of its Local Plan), and as such the proposal is for the SLA to be expanded.

In essence, the amendment to the SLA is not extensive. The vast majority of its terms will remain identical. The fundamental elements of change will be:

- Extension to the 'end date' of the SLA
- Additional FTE staff

4.2 **Revised End Date**

The current 'end date' of the SLA is 31 March 2016 (though the SLA has a 'termination clause' whereby either party can serve notice of termination of the SLA earlier than that end date, without penalty, provided six months notice is given).

It is proposed the end date is revised to 31 March 2018. This date is chosen as it reflects the timetable agreed by Council to adopt the Local Plan Review (adoption date is given as Feb 2018, and the extra month (March 2018) can cover the statutory and administrative elements required to be complete post adoption). The six-month notice early termination clause is proposed to be retained, to give certainty yet flexibility to either party.

4.3 **Additional FTE**

The current 1.2FTE is broken down as:

- 0.2 FTE Manager
- 1 FTE Senior Planning Officer

For the period 1 Oct 2015 (the start date of a revised SLA) to 31 March 2018, it is proposed that this be increased to:

- 0.2 FTE Manager retained, but with the ability for this to increase to 0.3FTE to cover particularly important stages of plan production / examination.
- 2 FTE Senior Planning Officer

In addition to above, a further 0.5FTE Senior Planning Officer for a six month period 1 Oct 2015 – 31 March 2016, as a partial replacement for the 1 FTE ECDC employee currently on secondment.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

- 5.1 The costs for the Manager and Senior Planning Officer for 2015/16 were agreed in the original SLA at £390 and £285 per day respectively. It is proposed that these rates remain unaltered for 2015/16.

It is then proposed that these day rates are increased by 5% in 2016/17 and a further 5% in 2017/18.

In 2015/16:

- Current agreed SLA cost - £72,600
- ECDC Officer on secondment represents a saving of £49,000
- Additional 1.5FTE for six months Senior Planning Officer - £42,750
- Additional 0.1FTE manager for six months – up to £3,900

(NOTE: the additional costs should be regarded as a maximum, and only time actually spent will be billed by PCC. In 2014/15, for example, work was completed in less time than the SLA was allowed for, and thus a reduced invoice was sent by PCC and a saving achieved by ECDC – something which isn't possible by directly employed staff)

Total SLA cost 2015/16 (max) = £119,250 (+travel)

In 2016/17

(Assuming the ECDC employee returns from secondment, and includes the 5% rate increase)

- 2FTE senior planning officers - £119,700
- Up to 0.3TFE manager – up to £24,570

Total SLA cost (max) = £144,270 (+ travel)

In 2017/18

(included 5% rate increase)

- 2FTE senior planning officers - £125,685
- Up to 0.3TFE manager – up to £25,799

Total SLA cost (max) = £151,484 (+ travel)

- 5.2 An EIA is not required.

6.0 APPENDICES

6.1 None

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Agenda Item 11- Corporate Governance & Finance Committee- 4 December 2014 Agenda Item 11- Council- 16 July 2015	The Grange	Emma Grima Director (Commercial & Corporate Services) (01353) 616960 E-mail: emma.grima@eastcambs.gov.uk