



STRATEGIC AVIATION SPECIAL INTEREST GROUP
of the Local Government Association

ITEM 4: SASIG OUTLOOK REPORT

Recommendations

- A That the group consider the proposed 2011/12 budget estimates and subscriptions (**Annex D, pg.63**) (noting that further estimates are to be presented in the New Year for the group's approval).
- B That Authorities making payment in April 2011 for the 2011/12 year earn a prompt payment discount – essentially resulting in no increase on the 2010/11 subscription rate.
- C That Authorities recruiting additional Authorities to join SASIG, receive a discount on their annual subscription, along with the new Authority receiving a discounted fee for that first year.
- D That the group consider all opportunities for collaboration and partnership and pursue these as appropriate, promoting the headline issues for the group.
- E That an internship be advertised for a marketing/promotions assistant to work on income-generation for the group.

Summary

- 1 It is recognised that all Local Authorities are under pressure to raise the cost-effectiveness of their expenditure, in the context of reduced budgets, whilst maintaining activity in the required areas to provide high quality public services. With this in mind, SASIG's operations are designed to provide added value in the most cost-effective manner.
- 2 The forthcoming two-year period is an important opportunity for Local Authorities to present coordinated input to the Government's review of national aviation policy (as discussed further in the accompanying 'Aviation Policy Update' report on this agenda). There remains real value in SASIG being able to present the issues common to Local Authorities right across the country pertaining to aviation policy.
- 3 In recognition of the stage that Local Authority budget planning is at, the budget estimates and subscription levels proposed in this report are for consideration, to be followed in the New Year with further estimates to be presented for the group's approval.
- 4 Over the course for 2010/11, as with each year, expenditure has been closely monitored to reduce costs where possible.
- 5 The situation over a number of years now has been that expenditure has exceeded income, with the holding account having been drawn down to cover this. An investigation is ongoing into the actual sum in the SASIG holding account, due to a reporting discrepancy between monies invoiced for and those actually received. The assessments made in the report are based on the lower sum calculated for the holding account.

- 6 Additional income streams are being pursued in order to provide for operation of the group in 2011/12.
- 7 A briefing note is being produced for use by the membership in their discussions on aviation policy issues, within their Authorities, with other Authorities, and with other interested parties.
- 8 This is an important time for Local Authorities to coordinate their input to the Government's review of aviation policy, and SASIG exists to present a thorough and coordinated position for the group.
- 9 For 2011/12, it is proposed that Authorities making payment in April 2011 earn a prompt payment discount – essentially resulting in no increase on the 2010/11 subscription rate.
- 10 It is also proposed that existing Authorities successful in recruiting further Authorities to join SASIG, will receive a discount on their annual subscription, along with the new Authority receiving a discounted fee for that first year.
- 11 An internship is to be advertised for a marketing/promotions assistant to work on income-generation for the group.

Personnel update

- 12 Geraldine Gallagher, SASIG Information Officer, left SASIG in mid-November to take on a role she had applied for at the same time as the vacancy at SASIG. That role has now been allocated budget for a permanent contract, and is term-time only, which better suits Geraldine's family commitments.
- 13 The two-person team of Anna Mahoney, SASIG Director, and David Joseph, SASIG Policy Officer therefore now mans the SASIG office.
- 14 SASIG offers a value-for-money route through which to obtain information and representation. The subscription rates have always been tailored to not only the type of Local Authority, but also the proximity to an airport/airports, and the nature of that airport/airports. A range of salaries across the country for the two disciplines represented in the SASIG officer network – Planning, and Environmental Health – is shown at **Annex A, pg.55** for comparison with the annual subscription rates agreed by the group this Summer. For the lowest grade officer spending just 5% of their time on aviation issues an annual sum of £1,100 would be required to buy that resource in-house. For authorities near the larger airports, the annual SASIG subscription corresponds with the cost of purchasing a greater proportion of time in-house - i.e. around 10%. The SASIG office services the membership 100% of the time, all-year.

Maximising resources

- 15 In order for SASIG to progress the work discussed in the 'Aviation Policy Update' report on this meeting agenda, and in common with all councils, organisations and companies, the need to maximise upon available resources is recognised.

- 16 Development of the SASIG website, as detailed in an accompanying report, has provided access for the membership to the full range of Bulletin news articles, meeting papers in advance of meetings and as archive records following meetings, a fully searchable library database, and a calendar of forthcoming events of relevance to the aviation debate.
- 17 Other areas of income will continue to be pursued, such as increasing the number of Authorities in membership, selling services such as the Bulletin information on the website, and considering hosting a conference.
- 18 A new service from DeHavilland, from whom the group already purchases Parliamentary and public affairs monitoring & information, providing information from the European arena has been trialled in the SASIG office. Since the decision to review SASIG's involvement with the European group, Airport Regions Conference (ARC), a cost-effective way in which to remain informed of items of interest came under consideration. The outcome of the trial was that, at this time, the DeHavilland Europe service does not offer additional information over and above that available from other sources at no cost.
- 19 As a Special Interest Group of the Local Government Association (LGA), opportunities are being pursued to progress collaboration and partnership working with the LGA on policy analysis and lobbying, Local Authority needs and representation, public affairs, and European matters.
- 20 The full membership is urged to consider, and pursue as appropriate, all opportunities for collaboration and partnership, with other organisations, amongst the membership, and between the membership and the SASIG office. The briefing note being developed sets out the headline issues for the group as a whole to promote.

2010/11 outlook

- 21 Estimates of the 2010/11 outlook have been made, and are illustrated at **Annex B (pg.57)**. Factors taken into account in these estimates are:

Income:-
- 22 Recovery of 2009/10 subscriptions from Harlow DC (£1,550) & Winchester City Council (£775) is still being pursued; payment has now been received from Doncaster (£1,550) and Ealing (£3,100). The first pair of tables in **Annex B (pg.57)** detail the 2010/11 budget as revised in August 2010 illustrating (i) lower carry forward from 2009/10; and (ii) lower income were Doncaster, Ealing, Harlow & Winchester to not pay in 2010/11.
- 23 The second pair of tables in **Annex B** illustrate that a payment for 2010/11 is now expected to be received from Ealing in 2010/11.

- 24 The carry forward sum from 2009/10 excludes the outstanding subscriptions due from Doncaster, Ealing, Harlow & Winchester. As payment has now been received from Doncaster (£1,550) and Ealing (£3,100), the sum of £4,650 has been detailed as income received in 2010/11.
The situation over a number of years now has been that expenditure has exceeded income, with the holding account having been drawn down to cover this. An investigation is ongoing into the actual sum in the SASIG holding account, due to a reporting discrepancy between monies invoiced for and those actually received. The assessments made in the report are based on the lower sum calculated for the holding account.
- 25 A nominal sum for interest earned on the previous year's balance that was included in the 2010/11 budget agreed in August 2010 has been excluded as it is not expected that even this small sum will have been earned in 2010/11.

Expenditure:-

- 26 The payroll scenario shows minor downward adjustments to the salary expenditures for the Director and Policy Officer, based on payments to date this year. The sum shown for the Information Officer is for the period June – to November during which the post was filled (by Geraldine Gallagher), and excludes re-recruitment to fill this post. It is proposed that an internship be advertised for a marketing/promotions assistant to work on income-generation for the group.
- 27 It was agreed at the last SASIG meeting that our involvement with, and thus the annual fee for, the European group ARC ('Airport Regions Conference') should be reviewed. To this end, SASIG has only been actively involved with ARC over the first half of the ARC membership year (Jan.-June 2010). The full-year fee has been detailed in the second set of tables at **Annex B (pg.57)** as negotiations have yet to be concluded.
- 28 The annual subscription to DeHavilland has been detailed in the year-end estimates as per the sum agreed in our current two-year contract, yielding a saving on the expenditure initially in the budget.
- 29 Of note, is the expenditure to date from the 'Printing/Publicity/Publications' budget, showing an overspend covering production of new SASIG literature this summer (a leaflet setting out the group's work & role - 'SASIG. Developing UK Aviation Policy'; and a snapshot card detailing the 'SASIG Policy Principles & Statement') being used to publicise the group.
- 30 The current provision of free meeting rooms at Local Government House, for both CAG & SASIG meetings, yields a halving of 'Meeting Rooms' expenditure for 2010/11 (£750 for catering at 3 SASIG meetings; £150 for refreshments at 3 CAG meetings).
- 31 Expenditure from the 'Conferences & Training' budget over the second half of 2010, and first quarter of 2011, will be reduced due to ceasing active involvement in ARC.
- 32 Expenditure in all other areas ('Supplies & Publicity', 'Travel', 'Miscellaneous') has been shown as per the budget.

- 33 The process of invoicing for the current year has been started and discussions are having to be held to encourage some Authorities to pay. As is usually the case, Authorities resign from the group at this point in the process; the SASIG Constitution sets out that membership is for the full year. The corresponding impact on the 2011/12 situation is discussed below.

Proposed 2011/12 budget & proposed SASIG membership subscriptions

- 34 The figures presented here are for consideration, with further estimates to be presented in the New Year for the group's approval.
- 35 In order for the group to continue operating in 2011/12, and taking account of the current constrained economic climate, a range of suggested membership contributions for 2011/12 have been considered.
- 36 As all Authorities will be preparing their draft 2011/12 budgets now, it is important to indicate the proposed subscriptions for next year. A zero increase on 2010/11 subscription rates is proposed to be available to those Authorities making payment in April 2011 for the 2011/12 year. For those Authorities paying later than April 2011, an increase of 5% is proposed.
- 37 A proposed 2011/12 budget is set out at **Annex C, pg.61**, with proposed membership subscriptions detailed at **Annex D, pg.63**.
- 38 It is also proposed that existing Authorities successful in recruiting further Authorities to join SASIG, will receive a discount on their annual subscription, along with the new Authority receiving a discounted fee for that first year.
- 39 As per commentary on the 2010/11 account, income for 2010/11 has yet to be received, and whilst this is the position a zero sum for carry forward to 2011/12 is being assumed.
- 40 Indications have already been received from both Cornwall Council and Wandsworth LB that they do not intend to renew membership in 2011/12. Discussions are ongoing regarding how best SASIG can serve these Authorities, with the intention of assisting these Authorities such that they can remain involved with the group.
- 41 The budgets for staff salaries are estimates based on the 2010/11 salaries plus a 1% increase in National Insurance. The internship to be advertised will be a non-salaried post, and the role will be to source additional income for the group.
- 42 The negative balance shown in the proposed 2011/12 budget were all Authorities to pay their subscription in April 2011, may yet be mitigated to some extent if there is any carry forward from 2010/11. This also underlines the importance of gaining further income for the group.

Conclusions

- 43 This is a challenging time for Local Authorities due to the need to rethink their activities in light of budget reductions. It remains the case, however, that the purpose of SASIG is as relevant as ever, with the Government about to embark on a review of national aviation policy. The cost-effectiveness of the annual fee is a selling feature of the group, and there remains a clear need for the overarching work of the group.
- 44 The remaining unpaid subscriptions from 2009/10 (Harlow - £1,550; Winchester - £775) are still being pursued. Recovery of these sums would obviously improve the situation for the group in 2010/11, and thus looking ahead to 2011/12.
- 45 It is important that the investigation into the actual sum in the SASIG holding account yields a clear answer as soon as possible, to inform budget assessments.
- 46 Deliberations about staffing of the SASIG office team are integral to decisions about the service that the membership wishes to receive. At this point, it is proposed that an internship be advertised to assist the group with income generation. There may come a time when the SASIG membership would need to consider 'investing to save'.
- 47 Further areas of income will continue to be pursued – increasing the number of Authorities in membership, selling services such as the Bulletin information now on the website, and considering hosting a conference.
- 48 Opportunities to extend our current collaboration with the Local Government Association (LGA) on policy analysis and Local Authority needs and representation into areas such as public affairs and European legislation are being pursued.

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Date: 14.11.10

Annex A

Comparison of full salaries and 'time spent on aviation issues'

Council/geographical area	Role & Grade	Salary range (£)	Salary mid-pt (£000)	Time spent on aviation issues & £000's/yr				
				100%	75%	50%	25%	10%
Eastbourne	Planning Officer	20,800 - 22,900	21.9	16.4	10.9	5.5	2.2	1.1
Cotswold	Asst Planner - Forward Planning	17,900 - 27,000	22.5	16.8	11.2	5.6	2.2	1.1
W Lindsey DC, Lincolnshire	Dev't Mant Officer	24,600 - 27,800	26.2	19.7	13.1	6.6	2.6	1.3
Essex	Dev't Control Planner	16 - 21 per hr	26.6	20.0	13.3	6.7	2.7	1.3
London	Stratc Envt & Regenn Officer	20 per hr	28.8	21.6	14.4	7.2	2.9	1.4
East of England	Dev't Control Planner	16 - 24 per hr	28.8	21.6	14.4	7.2	2.9	1.4
Sussex	Dev't Control Planner	30,000	30.0	22.5	15.0	7.5	3.0	1.5
North of England	Town Planner	30,000	30.0	22.5	15.0	7.5	3.0	1.5
Wiltshire	Senior Planning Officer	28,600 - 31,700	30.2	22.6	15.1	7.5	3.0	1.5
LB Barking & Dagenham	Environmental Health Officer	26,400 - 39,000	32.7	24.5	16.4	8.2	3.3	1.6
LB Hammersmith & Fulham	Research & Info Officer - Planning Div.n	30,300 - 35,000	32.7	24.5	16.3	8.2	3.3	1.6
Greater Manchester	Environmental Health Officer	15 - 18 per hr	34.3	25.7	17.2	8.6	3.4	1.7
East of England	Senior Dev't Control Officer	35,000	35.0	26.3	17.5	8.8	3.5	1.8
Essex	Senior Policy Planner	25 per hr	36.0	27.0	18.0	9.0	3.6	1.8
North & West London	Transport Planner	26 per hr	37.4	28.1	18.7	9.4	3.7	1.9
NE Lincolnshire	Community Protection Manager	38,000	38.0	28.5	19.0	9.5	3.8	1.9
Hampshire	Policy Planner	40,000	40.0	30.0	20.0	10.0	4.0	2.0
LB Barnet	Environmental Health Team Leader	39,000 - 41,600	40.3	30.2	20.2	10.1	4.0	2.0
Hampshire	Principal Planning Officer	32 per hr	46.1	34.6	23.1	11.5	4.6	2.3
West Country	Senior Waste Policy Planner	31 - 36 per hr (250 - 290 per day)	48.2	36.2	24.1	12.1	4.8	2.4

Annual Membership Subscriptions for 2010/11

Districts around regional airports £790	Unitaries around regional airports £1,580	Counties around regional airports £1,580
Districts distant from London airports £790	Unitaries distant from London airports £1,580	Counties distant from London airports £1,580
Districts close to London airports £1,580	Unitaries close to London airports £3,160	Counties close to London airports £4,740

SASIG Budget 2010-11

(as revised Aug. 2010 (C) to show lower carry forward and lower income).

INCOME	
Membership subscriptions	83,740
Carry forward from previous year	9,554
Interest on balances	100
TOTAL INCOME	93,394

EXPENDITURE	
Staff Salaries	
Director	51,750
Policy Officer	26,250
Information Officer	8,060
SUB-TOTAL	86,060
Supplies and Publicity	
Printing/Publicity/Publications	2,000
Stationery	100
Meeting Rooms	2,000
Hospitality	250
Telephones	100
Equipment	100
DeHavilland System	7,950
SUB-TOTAL	12,500
Travel	1,500
Miscellaneous	350
Conference and Training	3,500
ARC Airport Regions Conference	3,710
TOTAL EXPENDITURE	107,620

BALANCE **-14,226**

Membership Subscriptions, 2010/11

Local Authority	Subscription (£)
Aylesbury Vale DC	790
Birmingham City C (for W Mids Jt Comme)	4,740
Broadland District Council	790
Bromley LB	1,580
Buckinghamshire County Council	4,740
Canterbury City Council	790
Central Bedfordshire Council	3,160
Cheshire East Council	1,580
Cornwall Council	1,580
Crawley Borough Council	1,580
Doncaster MBC	0
Ealing LB	0
East Herts District Council	1,580
Elmbridge Borough Council	790
Essex County Council	4,740
Hammersmith & Fulham LB	1,580
Hampshire County Council	1,580
Harlow District Council	0
Hertfordshire County Council	4,740
Hillingdon LB	3,160
Horsham District Council	1,580
Hounslow LB	3,160
Luton Borough Council	3,160
Mid Sussex District Council	1,580
Mole Valley District Council	1,580
Newham LB	1,580
North West Leicestershire District Council	790
Reigate and Banstead Borough Council	1,580
Richmond upon Thames LB	3,160
Slough Borough Council	3,160
Southend on Sea Borough Council	1,580
Spelthorne Borough Council	1,580
Surrey County Council	4,740
Tandridge District Council	1,580
Thanet District Council	790
Uttlesford District Council	1,580
Wandsworth Council	1,580
West Sussex County Council	4,740
Winchester City Council	0
Windsor and Maidenhead RB	3,160
Wokingham Borough Council	1,580
TOTAL	83,740

SASIG Budget 2010-11

INCOME	
Membership subscriptions	86,900
Recovery of outstanding 2009/10 sub	4,650
Carry forward from previous year	9,554
Interest on balances	0
TOTAL INCOME	101,104

EXPENDITURE	
Staff Salaries	
Director	51,500
Policy Officer	26,000
Information Officer	2,850
SUB-TOTAL	80,350
Supplies and Publicity	
Printing/Publicity/Publications	2,000
Stationery	100
Meeting Rooms	2,000
Hospitality	250
Telephones	100
Equipment	100
DeHavilland System	6,820
SUB-TOTAL	11,370
Travel	1,500
Miscellaneous	350
Conference and Training	3,500
ARC Airport Regions Conference	3,710
TOTAL EXPENDITURE	100,780

BALANCE 324

Membership Subscriptions, 2010/11

Local Authority	Subscription (£)
Aylesbury Vale DC	790
Birmingham City C (for W Mids Jt Comme)	4,740
Broadland District Council	790
Bromley LB	1,580
Buckinghamshire County Council	4,740
Canterbury City Council	790
Central Bedfordshire Council	3,160
Cheshire East Council	1,580
Cornwall Council	1,580
Crawley Borough Council	1,580
Doncaster MBC	0
Ealing LB	3,160
East Herts District Council	1,580
Elmbridge Borough Council	790
Essex County Council	4,740
Hammersmith & Fulham LB	1,580
Hampshire County Council	1,580
Harlow District Council	0
Hertfordshire County Council	4,740
Hillingdon LB	3,160
Horsham District Council	1,580
Hounslow LB	3,160
Luton Borough Council	3,160
Mid Sussex District Council	1,580
Mole Valley District Council	1,580
Newham LB	1,580
North West Leicestershire District Council	790
Reigate and Banstead Borough Council	1,580
Richmond upon Thames LB	3,160
Slough Borough Council	3,160
Southend on Sea Borough Council	1,580
Spelthorne Borough Council	1,580
Surrey County Council	4,740
Tandridge District Council	1,580
Thanet District Council	790
Uttlesford District Council	1,580
Wandsworth Council	1,580
West Sussex County Council	4,740
Winchester City Council	0
Windsor and Maidenhead RB	3,160
Wokingham Borough Council	1,580
TOTAL	86,900

Proposed 2011/12 Budget (£)

INCOME		Prompt payment	Payment post-April 2011
Membership subscriptions		80,580	84,660
Carry forward from previous year		0	0
Interest on balances		0	0
TOTAL INCOME		80,580	84,660

EXPENDITURE			
Staff Salaries			
Director - full time		51,300	51,300
Policy Officer - full-time		28,000	28,000
Intern - full- or part-time		0	0
	Sub-total	79,300	79,300
Supplies & Publicity			
Printing/Publicity/Publications		100	100
Stationery		100	100
Meeting Rooms		1,000	1,000
Telephones		100	100
Equipment		100	100
DeHavilland System		0	0
	Sub-total	1,400	1,400
Conferences & Training		1,500	1,500
Travel		1,500	1,500
TOTAL EXPENDITURE		83,700	83,700

Balance	-3,120	960
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Annex D

Proposed SASIG Subscriptions - 2011/12

Local Authority	Prompt payment rate (£)	Post-April 2011 payment (increase of 5%)
Aylesbury Vale DC	790	830
Birmingham City C (for W Mids Jt Comme)	4,740	4,980
Broadland District Council	790	830
Bromley LB	1,580	1,660
Buckinghamshire County Council	4,740	4,980
Canterbury City Council	790	830
Cheshire East Council	1,580	1,660
Cornwall Council	0	0
Crawley Borough Council	1,580	1,660
Ealing LB	3,160	3,320
East Herts District Council	1,580	1,660
Elmbridge Borough Council	790	830
Essex County Council	4,740	4,980
Hammersmith & Fulham LB	1,580	1,660
Hampshire County Council	1,580	1,660
Hertfordshire County Council	4,740	4,980
Hillingdon LB	3,160	3,320
Horsham District Council	1,580	1,660
Hounslow LB	3,160	3,320
Luton Borough Council	3,160	3,320
Mid Sussex District Council	1,580	1,660
Mole Valley District Council	1,580	1,660
Newham LB	1,580	1,660
North West Leicestershire District Council	790	830
Reigate and Banstead Borough Council	1,580	1,660
Richmond upon Thames LB	3,160	3,320
Slough Borough Council	3,160	3,320
Southend on Sea Borough Council	1,580	1,660
Spelthorne Borough Council	1,580	1,660
Surrey County Council	4,740	4,980
Tandridge District Council	1,580	1,660
Thanet District Council	790	830
Uttlesford District Council	1,580	1,660
Wandsworth LB	0	0
West Sussex County Council	4,740	4,980
Windsor and Maidenhead RB	3,160	3,320
Wokingham Borough Council	1,580	1,660
	80,580	84,660

