

ITEM 3: SASIG ACCOUNT –

2014/15: BUDGET, YEAR-TO-DATE & YEAR-END PROJECTION; 2015/16: PROPOSED BUDGET

Recommendations

- A That the SASIG membership note the 2014/15 year-to-date position and the projected year-end out-turn in order to safeguard service delivery, membership base and staffing.
- B That the SASIG membership make allocation in their 2015/16 budget for the SASIG subscription (2015/16).
- C That the SASIG membership agree in principal that a proportion of the remaining balance in the proposed 2015/16 budget be allocated for future consultancy work.

Executive Summary

- 1 In accordance with the approved 2014/15 SASIG budget at Annex A (pg. 13) the in-year balance is (-) £8,845; a positive year-end balance will be achieved due to savings made on the staff budget and by using the monies in the SASIG holding account, yielding a budgeted year-end balance of £12,906. A proposed 2015/16 SASIG budget is presented at Annex B (pg. 14).

2014/15 - year-to-date position and projected year-end out-turn

- 2 Figures for the 2014/15 year-to-date position are set out in Annex A (pg. 13). Figures for the 2014/15 projected year-end out-turn are also set out in Annex A (pg. 13).

Membership subscriptions

- 3 The membership base has altered to the extent that Canterbury City Council resigned from SASIG in July 2014, citing the need to reduce expenditure. A reduced subscription will be paid by Canterbury (pro-rata, quarterly) in support of maintaining good relations in the hope the Council will re-join SASIG in the future.

SASIG office team staffing

- 4 In the last quarter SASIG Director, Anna Mahoney, accepted voluntary severance from Surrey County Council and left SASIG on 30 September 2014. Thanks go to Anna for her continued support and determination in ensuring that SASIG, and the local authorities that it represents, has continued to have a voice in the national aviation debate.
- 5 Mark Mason is the remaining member of the SASIG office team and will 'act up' into an Office Manager role in Anna's absence for the period to the end of March 2015. Mark will receive an enhanced salary over this time in recognition of the extra responsibility this role necessitates (principally financial administration). It is anticipated that SASIG will use a combination of recruiting a further officer in 2015/16 and/or use its budget to draw in consultancy support where required throughout the year - e.g. responding to the Airports Commission final report for example. It is further anticipated that Mark will revert to the Information Officer role in 2015/16.

Supplies & publicity expenditure

- 6 The budget for 'Meeting Rooms' is projected to be overspent due to a late invoice from a supplier - facility used in 2013/14 year, but billed for in 2014/15 year. While zero expenditure is projected against the 'Printing/publicity/publications' budget.

2015/16 Proposed Budget

- 7 The figures set out at Annex B (pg. 14) as a proposed budget for 2015/16 illustrate the likely income from the existing membership base - at 2014/15 subscription rates, the required expenditure for a full staff team (based on a 1% increase on 2014/15 pay grades - in line with inflation), and recommended expenditure on supplies, conferences and travel. The proposed subscription rates for 2015/16 are set out in Annex C (pg. 15).
- 8 This proposed budget indicates the scale of funding required to operate the Group on a sustainable, annual basis.

Additional funding for additional staff

- 9 The proposed budget makes allowance for an office team for a full-time Policy Officer and a full-time Information Officer - this will aim to cover SASIG's dual responsibilities for representation and information provision. Draft job descriptions for a SASIG Policy Officer and Information Officer are presented for information in Annex D (pg. 16). A draft job description of a SASIG Director is also presented for reference.
- 10 A two-person office team of this nature would leave a remaining balance of £27,560. It is proposed that £20,000 is allocated for consultancy in the 2015/16 budget.

Robust commitment for income from subscriptions

- 11 Operations in 2015/16 will only be possible if watertight commitment to pay subscriptions has been secured from membership.
- 12 In line with the agreed SASIG Constitution, and in support of delivering the necessary stability for the Group's operations, should any Council tender their resignation during the membership year (2015/16), the full year's subscription will remain due.

Conclusions

- 13 Presentation of a work programme is required for 2015/16, while action must be taken to put funding, staff and work planning in place for this period.
- 14 Action must be taken now to provide the funding required for the ongoing viability of the Group into 2015/16.

2014-15 SASIG Account

Table 1: Agreed budget; year-to-date position; projected year-end out-turn

Balance held (as at 31.03.2014) £ 11,071.16

	Budget	Year-to-date	Projected
INCOME	£	£	£
Membership subscriptions	75,185	48,795.00	74,720.00
Interest on balance	0	0.00	0.00
Extra income *	0	0.00	0.00
TOTAL INCOME	75,185	48,795.00	74,720.00
EXPENDITURE	£	£	£
Staff salaries			
Director	54,200	39,329.22	39,330.00**
Policy Officer	0	0.00	0.00
Information Officer	22,300	11,197.32	25,137.50***
Sub-total	76,500	50,526.54	64,467.50
Supplies & publicity			
DeHavilland Information Services Ltd.	6,300	6,300	6,300.00
Meeting rooms	600	317.80	917.80
Printing/publicity/publications	1,000	0.00	0.00
Telephones	200	54.00	200.00
Hospitality	50	0.00	0.00
Stationery & equipment	100	0.00	0.00
Sub-total	8,250	6,671.80	7,417.80
Conferences, training & travel	1,000	441.40	1,000.00
TOTAL EXPENDITURE	85,750	57,639.74	72,885.30
In-year balance (£)	- 10,565	- 8,844.74	1,834.70
Balance to be held (31.03.2015; £)	506	2,226.42	12,905.86

* Extra income could constitute additional local authorities joining SASIG; Members' Seminars; presentations/events; etc.

** Director: April - September 2014

*** Information Officer: acting-up October 2014 - March 2015

Proposed 2015/16 budget

Balance held (as at 31.03.2015) = £12,905

INCOME	£
Membership subscriptions	74,255
Interest on balance	0
Extra income	0
TOTAL INCOME	74,255

EXPENDITURE	£
Staff salaries	
Policy Officer	28,250
Information Officer	22,100
Consultancy*	20,000
Sub-total	70,350
Supplies & publicity	
DeHavilland Information Services Ltd.	7,000
Meeting rooms	1,000
Telephones	200
Hospitality	50
Printing/publicity/publications	0
Sub-total	8,250
Conferences, training & travel	1,000
TOTAL EXPENDITURE	79,600

In-year balance (£) **-5,345**

Balance to be held (31.03.2016; £) **7,560**

* Approximately 40 days consultancy costed at £500 per day

Proposed 2015/16 SASIG membership subscriptions

Local Authority	Subscription (£)
Broadland DC	930
Buckinghamshire CC	5,700
Cheshire East Council	1,860
Cornwall Council	1,175
Crawley BC	1,860
Doncaster MBC	1,860
East Herts DC	1,860
Essex CC	5,700
Hampshire CC	1,860
Hertfordshire CC	5,700
LB Hillingdon	3,710
LB Hounslow	3,710
Luton BC	3,710
Mole Valley DC	1,860
Reigate & Banstead BC	1,860
LB Richmond upon Thames	3,710
Slough BC	3,710
Southend on Sea BC	1,860
Spelthorne BC	1,860
Surrey CC	5,700
Thanet DC	930
Uttlesford DC	1,860
West Mids Joint Comm.e	5,700
RB Windsor & Maidenhead	3,710
Wokingham BC	1,860
Projected subscription income	74,255

Annex D

Draft job descriptions for SASIG office team staff - Director, Policy Officer, Information Officer

JOB TITLE: SASIG Director

JOB PURPOSE: To direct and manage the work of SASIG, providing professional services to the membership, and acting as the main point of contact for the Chairman of SASIG, the membership and all SASIG's contacts and stakeholders.

PRINCIPAL ACCOUNTABILITIES

To develop SASIG's policies on all strategic aviation matters and to manage SASIG's activities so that it operates effectively, efficiently, economically and smoothly, including the management of the SASIG office team.

To implement SASIG's political, marketing, technical and media strategies so that the group maintains a high and effective national profile.

To identify and research from Government publications, technical literature, the media and personal contacts, all current aviation issues and to prepare reports so as to ensure that SASIG presents an appropriate and co-ordinated policy stance.

To brief the Chairman (a Councillor from a member Authority) on all relevant issues particularly on technical and political matters to be considered in Government working groups and the Local Government Association (LGA).

To represent SASIG at any relevant external meetings, working groups and conferences, particularly those organised by MPs, the Department for Transport (DfT), Department for Environment, Food & Rural Affairs (Defra), the LGA and the aviation industry.

To audit SASIG's publications, such as the routine news bulletin, the occasional newsletters, technical information notes and topic-based reports.

To monitor and manage SASIG's budget, ensuring compliance with Surrey County Council's financial procedures, advising on the apportionment between member Authorities and seeking to increase SASIG's membership.

To supervise and direct the work of the SASIG office team.

To identify, appoint and manage consultants and liaise with external organisations, all of which will help further the work of SASIG.

JOB TITLE: SASIG Policy Officer

JOB PURPOSE: To undertake technical activities for SASIG, support the SASIG membership to deliver the agreed priorities, and ensure the efficient processing of administrative and transactional tasks.

PRINCIPAL ACCOUNTABILITIES

Provide technical support to the Director and the SASIG membership, including:

- researching websites (including DeHavilland Information Services Ltd.), hard copy, and media sources for items of aviation interest.
- maintaining an awareness of current aviation issues/initiatives.
- advising on Parliamentary timetables, both for England and the EU.
- drafting technical information notes and topic-based reports.
- drafting responses to consultations on strategic aviation topics.

Provide marketing and publicity support to the Director and the SASIG membership, including:

- assisting in the production of press releases;
- uploading reports/news items on the SASIG website;
- producing and updating publicity materials, such as Powerpoint presentations, printed material, etc.; and
- collating membership profiles as and when necessary to aid recruitment and retention of member Authorities.

Provide administrative support to the Director and the SASIG membership, including:

- collating and despatching agendas and reports, liaising with the Local Government Association (LGA) as appropriate;
- assisting with the preparation of reports and project documentation;
- dealing with routine correspondence;
- organising meetings and events;
- maintaining electronic records and filing systems; and
- distributing mail, and arranging deliveries and couriers.

Co-ordinate with the Finance Super Users in relation to financial processes, implement changes as necessary, and update the SASIG Director. Routine activities include:

- submitting requests that orders be raised;
- submitting requests that received goods and services be receipted; and
- producing monthly budget monitoring reports for the SASIG Director.

Monitor and manage SASIG's budget, ensuring compliance with Surrey County Council's financial procedures, advising on the apportionment between member Authorities and seeking to increase SASIG's membership.

Maintain content on the SASIG website on behalf of the membership.

Submit requests for Purchase Orders to be raised for SASIG and ensure appropriate availability of goods and services.

Contribute to the continuous improvement of the SASIG office team, working with the Director.

JOB TITLE: SASIG Information Officer

JOB PURPOSE: To provide communication and administration services to SASIG – the Strategic Aviation Special Interest Group of the Local Government Association, in order to support and develop the group's work on strategic aviation issues.

PRINCIPAL ACCOUNTABILITIES

Support SASIG's activities so that the group operates effectively, efficiently, economically and smoothly.

Assist with implementing the group's political, marketing, technical and media strategies so that the group maintains a high and effective national profile.

Identify from Government publications, technical literature, the media and personal contacts, all current aviation issues, to contribute to the group presenting an appropriate policy.

Assist with the production of the SASIG Bulletin, the occasional newsletter, technical information notes, and briefing papers to ensure the membership are fully informed. Assist with the publication of such items, in hard copy and electronic formats, for which adherence to printing schedules and publication deadlines will be essential.

Assist with the arrangement of the group's meetings:

- three Chairman's Advisory Group (CAG) meetings, spread across the year, approximately three weeks in advance of each SASIG meeting;
- three full SASIG meetings (arranged in conjunction with the Local Government Association - LGA), spread across the year;
- Technical Officer Group (TOG) meetings, as and when topics demand; and
- any other meetings, conferences or events as are required throughout the year.

Attend relevant meetings as minute-taker.

Maintain databases, membership lists, contact networks and financial records, ensuring they are up to date.

Undertake research, using various sources (websites, hard copy, verbal investigations, etc.) to identify and verify information pertinent to SASIG's political, marketing, technical and media strategies.

Present material gathered on items of aviation interest in the format and layout appropriate for the SASIG image and brand.

Undertake the processing of invoices, as necessary (but likely to be minimal).