





Why I became a Planning Aid for Scotland Volunteer
Feedback from our Volunteers Survey

'A decision based on personal and professional ethics'

'Feeling of wanting to do good or making a difference'

'I started to feel a need to put something back, to repay in effect a society/ community who had been subject to the Planning regimes and controls which affected their lives'

'A Planning Aid for Scotland volunteer who I worked with asked me if I was interested, said that my talents would be very useful and much appreciated, and explained what the commitment would be'

'Planners get an unfairly poor portrayal in local and national media, especially since most came into the profession for altruistic reasons – [we] want to make the world a better place rather than be nasty and prevent kitchen extensions!'

'I am enthusiastic about planning'

'Meet other planner volunteers and informal networking opportunities'

'Help and relevant experience in applying for corporate membership of RTPI in 2 years time'



Contents

Contents will be added after the first proof.





Foreward

This year's Annual Review marks an important step in the continuing evolution of Planning Aid for Scotland. Not simply because of continuing growth in demand for our casework advice service, our outreach awareness-raising and training, and our information leaflets and website – but because the last year has seen a transformation in our capacity to fulfil public demand for our services.

Twelve months ago, Planning Aid for Scotland was an organisation on the cusp. After over a decade of steady growth and award-winning work, we were still managed and run by volunteers. Public demand for our services was high, but our capacity to respond was constrained by the fact that we were an organisation run and managed by volunteer Directors with a small dedicated core of staff.

Now, we have successfully achieved a step-change in the way that we operate. Increases in our staff complement made possible by Scottish Executive funding (particularly the appointment of an Executive Director) have allowed the Board of voluntary Directors to shift our focus from organisational management to strategic governance.

Why is this so significant? Quite simply, because it means that we can enable more communities and more people to have their say in planning. Moving from a volunteer management to staff management has greatly increased our capacity to provide advice, awareness-raising and outreach training to communities throughout Scotland. And, free from the inevitable constraints of volunteer management, it will also allow us to continue responding positively to the ever-increasing demand for our services from the public.

Despite this transformation, we have taken care not to lose sight of what we are about. We have recently put in place a Strategy to guide our activities over the next five years. At the heart of this Strategy is a desire to stay true to our core values - which define Planning Aid for Scotland as an independent, non-campaigning, enabling, educational, learning, neutral, bridge-building, professional, volunteering organisation. A bit of a mouthful, but it should give you a flavour of who we are.

Within the context of these core values, our Strategy has established four objectives for the next five years:

- **Sharing best practice**
- **Delivering information and advice**
- **Providing training**
- **Undertaking research**

Most of these are established areas of work for us. Others, particularly research, are new ventures which build on our established experience and expertise. What unites them is that they each contribute to our objective of building a more equitable and inclusive planning system.

Finally, a big thank you to all those who volunteer for Planning Aid for Scotland. Without your continuous support and involvement, we could not provide our valuable services.

Nick Wright
Chairperson

Acknowledgement



2005 has been a very busy year for Planning Aid for Scotland, as is reflected throughout these pages. Our service however could not be delivered if it was not for the financial support given to us by so many, organisations and individuals alike.

To deliver a 'free service' requires resources and with your support we are able to inform people on how the planning system works in a non-confrontational way and explain why early involvement plays an increasingly important part in ensuring a planning system that is fit for all.

Your funding enables us to engage with communities throughout Scotland to help build an inclusive and representative planning system that truly empowers people to shape their future.

We would like to thank the following for their financial support during 2005

Friends of Planning Aid for Scotland
Scottish Executive – Planning Division
Scottish Executive – Sustainable Action Fund
Royal Town Planning Institute
Aberdeen City Council
Aberdeenshire Council
Angus Council
City of Edinburgh Council
Dumfries & Galloway Council
Dundee City Council
East Ayrshire Council
East Dunbartonshire Council
East Renfrewshire Council
Falkirk Council
Fife Council
Glasgow City Council
North Lanarkshire Council
Perth & Kinross Council
Renfrewshire Council
Scottish Borders Council
Shetland Islands Council
Stirling Council
West Lothian Council



About Planning Aid For Scotland



Our purpose is to provide independent advice, information, training and support on planning and related environmental matters for citizens and community groups across Scotland.

Who We Are

Planning Aid for Scotland was established in 1993 to deliver a national Planning Aid service for Scotland. Planning Aid for Scotland is part of a network of Planning Aid services which covers the whole of the UK.

We are a registered Scottish charity with a team of over 100 volunteers, all of whom are qualified town planners. We also have a solid supporters' base, currently 164 organisations and individuals, who benefited from our services and have joined our 'Friends' scheme. They are vital to promote greater understanding in their community of how the planning system works. Application to become a Friend is open to all who share our vision of an inclusive planning system.

Our volunteers and Friends are supported through a complement of highly skilled and committed staff, based in our Edinburgh office. They carry out the day-to-day delivery of our services; provide co-ordination and data collection; identify opportunities for awareness raising and training events; and carry out induction and training of new volunteers. The overall direction of our work is set by the Board of Planning Aid for Scotland, which provides strategic advice and ensures that our charitable aims are not compromised.

What We Do

Planning Aid for Scotland is about delivering services. We work in a participatory way by facilitating and empowering members of the public, helping them to have their say in the planning system. We aim to be an authoritative voice and a reference point for anyone who would like to engage with the planning system. We have many years of practical experience and knowledge which we can share with other stakeholders. Our core services have been training and advice, and during 2005 we added research as a new service.

How We Operate

Our volunteers are involved in two types of activities:

Casework and Advice – Volunteers who have corporate membership of the Royal Town Planning Institute are able to advise on behalf of Planning Aid for Scotland. They are only able to do so outside their own local authority area to



avoid any potential conflict of interest. Our volunteers' expertise is wide ranging, from development control to building control, from built environment to renewable energy. All volunteers give up their own time to assist in casework and do so without re-numeration.

Training and Awareness raising - Many volunteers, especially those not yet full members of the Royal Town Planning Institute, enjoy engaging directly with the community through our training programmes. 'Planning for People' for example is a one day workshop designed to help people to understand how the planning system works. This programme is delivered in partnership with local authorities targeting areas of change.

Over the next few months we are developing a diverse range of training programmes including:

- **'Reach Out'** aimed at Gypsy travellers and Ethnic Minorities in partnership with BEMIS and the Gypsy Travellers Education Project
- **Developing '16+ Young Planning'** in partnership with Save the Children, the Scottish Youth Parliament and Youthlink.

These and other initiatives will help to bring the planning system closer to more people from a range of backgrounds.

Research - Our research activities will help us to identify new and targeted tools for community engagement, ensuring that Planning Aid for Scotland stays in the forefront of facilitating and delivering positive and meaningful involvement in the planning system.

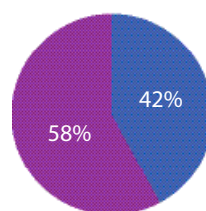
Our Values

Planning Aid for Scotland is unique in Scotland. One of the reasons we are unique is because of our distinctive core values, which we have worked hard to maintain over the years. We are proud of these values:

- **Independence:** we are not aligned to any political, governmental or other organisations.
- **Non-campaigning:** we will not campaign on behalf of any specific group of people or in favour of any particular changes in policy or legislation.
- **Enablers:** our purpose is to enable members of the public to engage with the planning system themselves, rather than to do the work for them or to have an advocacy role.
- **Knowledgeable:** we share our experience with stakeholders in the planning system so that they may engage better with statutory procedures.
- **Learning:** we learn both individually and corporately from our engagement with communities and the public.
- **Neutral:** our role is to explain the technical aspects of the planning system, and advise beneficiaries how

these are relevant to their particular concerns. We will not put forward corporately an opinion for or against any particular development proposals.

- **Bridge-builders:** we have an important role in building constructive relationships between different stakeholders in the planning system, such as local communities, local authorities, developers, professionals and central government.
- **Professional:** our professional advice will always comply with the code of conduct of the Royal Town Planning Institute and our own complementary code of conduct.
- **Volunteering:** we will use volunteers for the majority of our case work and training with local groups and members of the public.



Breakdown of Volunteers by gender as at 23 May 2006
Female 44 | Male 62

PAFS Volunteers By Gender



Highlights Of The Year

2005 has been a momentous year, made possible through increased funding from the Scottish Executive, which saw a transformation in the way we deliver our services. It has allowed us to respond to increasing demands for our training and advice services, raise our profile, allow us to diversify our services, and move to new premises in central Edinburgh.

Throughout the year we have been encouraged in our work by the good will and collaborative approaches shown to us by other stakeholders active in the planning system throughout Scotland. Increasingly people are aware that we occupy a unique position within the planning system - we are here to bring *planning* to the people.

We increased our volunteer numbers by 14 through the year and now have 112 volunteers who continue to provide a high standard of professional services; nevertheless our advice service continues to be stretched due to ever increasing demand. Here are some of the highlights of the last year.

April

Jim Wallace MSP, Nicol Stephens MSP and John Farquhar Munro MSP are on the campaign trail and land by helicopter outside Kyleakin Hall on Skye, popping into a Planning for People workshop for a refreshing cup of tea!

May

We commission work on translating our information leaflet into seven languages: Urdu, Punjabi, Mandarin, Hindi, Arabic, Bengali and Gaelic to be available free to members of minority groups. We appoint our first Executive Director.

June

Annabel Goldie MSP visits our stall in Bishopton and talks about our outreach work. Our Annual General Meeting is addressed by Alistair Stark talking about the use of mediation in planning.

July

During the normally quiet month of July we experience a 45% rise in our case work against the same month in 2004. We move to new operational system, including shared filing system and investigating a new Planning Aid for Scotland house style.

August

We address over 100 young people from the Scottish Youth Parliament who invite us to investigate further work aimed at engaging with young people. We meet with Scottish Executive Chief Planner Jim Mackinnon to discuss Planning Aid for Scotland's work on public engagement.

September

We are presenting a workshop on 'Techniques to Engage with Communities' at the Summer Planning School in Edinburgh with many questions asked! Scottish Executive confirms a further year of core funding until 2008.

October

Planning Aid for Scotland staff and volunteers facilitate a Scottish Parliament event on 'Modernising the Planning System' organised by the Communities Committee with over 100 community representatives attending. We received a lot of praise during the conference. We are invited to give a lunchtime briefing on the work of Planning Aid for Scotland to a cross party group of MSPs in the Scottish Parliament, hosted by Patrick Harvie MSP. We appoint our first Planning Adviser.

November

Planning Aid for Scotland are now able to offer Technical Training with first training session on Local Plan Public. Throughout the year we have been encouraged in our work by the good will and collaborative approaches shown to us by other stakeholders active in the planning system.



December

We commission work to develop a new electronic database and monitoring system for casework; this revolutionizes the way we interact with our volunteers and access case work information. We hold an Open House – our first Seasonal Get-Together for volunteers, friends, members and staff.

January

We have a meeting with Minister for Communities Malcolm Chisholm MSP to provide an update on Planning Aid for Scotland's current and future work.

Planning Aid for Scotland is invited to give a presentation at the National Conference on Public Participation. Volunteer training event on Strategic Environmental Assessment with over 18 volunteers attending in Glasgow.

February

We receive invitation to sit on the Scottish Executive's Steering Group to design the Planning Advice Note on Community Engagement.

Planning Aid for Scotland provides the keynote speech at a national conference on Community Engagement in the Planning System.

Planning Aid for Scotland enters two teams 'Planning Bill & Planning Ben' to the annual curling competition as part of a RTPi Lothian and Borders Chapter event.

March

Planning Aid for Scotland provides evidence to the Scottish Parliament Communities Committee on Public Participation as part of Planning etc (Scotland) Bill.

We hold a training event in the Scottish Parliament on behalf of Sarah Boyack MSP, a former volunteer for Planning Aid for Scotland.

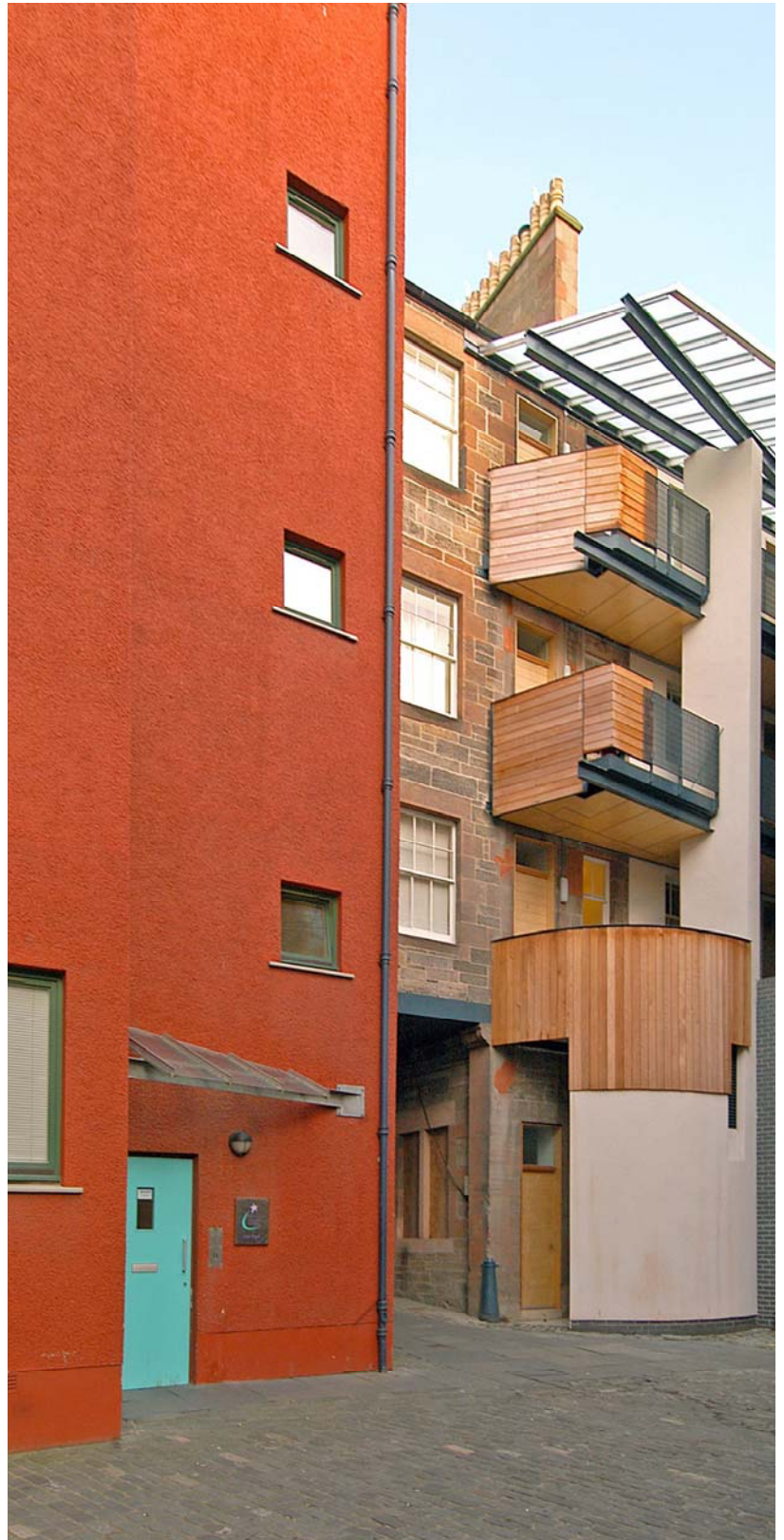
Hiamey Emmanuel, a planner from Ghana with experience of working with communities in his own country, starts work to assist with research work commissioned by Homes for Scotland.

Planning Aid for Scotland moves to larger premises, enabling us to provide training and surgeries at our new offices.

Two members of staff complete and pass a SACRO accredited mediation training course. This makes the office a very peaceful place!

We finish the year with another increase in our casework up by 40% providing advice on 545 cases during the year and enquiries up by 25%. Our Planning for People programme also exceeds its target by 20%.

All in all a momentous year!





Training

2005 was also the busiest year yet for our outreach programme. During this time we exceeded our targets by holding 12 Planning for People events, 1 technical training event and over 14 awareness raising events, notably to the Scottish Youth Parliament, the Alliance against Racism and the Scottish Parliament amongst many others. During 2005 we trained over 300 community organisations on planning matters.

Around 30 volunteers were on hand to deliver awareness raising and training events across Scotland in: Skye, Golspie, Lairg, Cullen, Falkirk, Paisley, Aberdeen, Dysart, Ecclefechan, Dumfries, Allanton, Peebles, Ecclefechan, Dumfries, Bishopton, Edinburgh (Scottish Parliament) and Dunfermline. A few volunteers surpassed themselves and took part in several events.



We worked in partnership with planning departments, regeneration groups, MSPs, community planning partners and other voluntary sector organisations including Shelter Housing Action with Rural Communities. Only by working in partnerships can we take planning into the wider community.

Highlights of the year included an awareness raising event with the Scottish Youth Parliament, working with the Community Initiatives Team in Aberdeen to help people participate more effectively in regeneration plans for the city and a technical training event on Local Plan Inquiry to 17 Community Councils.

The workshops and awareness raising events brought us in contact with people from communities across the country, all with their own significant issues and most of them baffled by the complexity of the planning system. From large scale windfarm proposals, building on the greenbelt to lack of affordable housing, each community had concerns that could be addressed through the planning system. With the assistance of our volunteers, we were able to explain in easy to understand terms how these issues could be tackled and how the participants could work in partnership with planners to help shape the future of their communities.

Participating in our training workshop not only helps the community but also the Planning Aid for Scotland volunteer. The volunteers gain invaluable experience to understand how best to help people to work within the system. It helps everyone to see how the system works both from a practitioner's view and from a user's perspective.

With the appointment of a full-time planner, Planning Aid for Scotland was able to offer a number of specialised training and awareness raising events, namely, training for Community Councillors in the Aberdeen area to prepare them to respond effectively to the Local Plan Public Inquiry process, and also a series of short workshops on the planning process.

Through the training events we have realised that many people in local communities are unsure how the planning process could best serve them. All our training leaves keen and appreciative audiences, with many people perhaps seeing things from a planner's perspective for the first time - and many volunteer planners understanding more about what motivates the public. The workshops are a very heartening experience for planners, communities and for all at Planning Aid for Scotland!



Advice Service

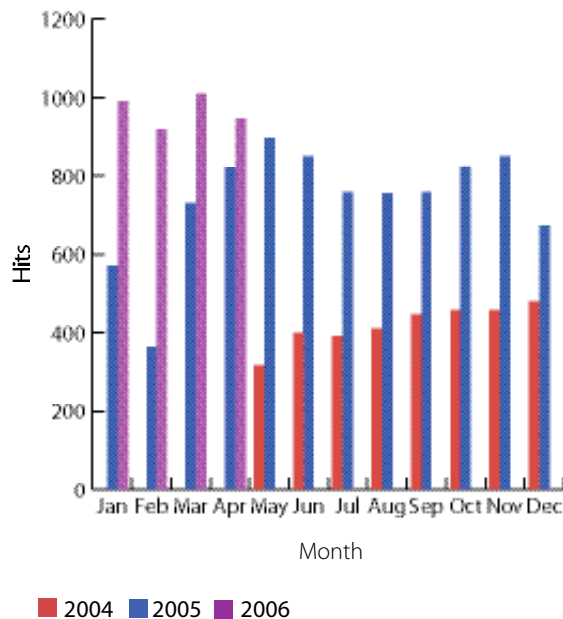
Planning Aid for Scotland is a national organisation covering the whole of Scotland. Our most northerly volunteer operates from Shetland, and our most southerly volunteer lives in Dumfries and Galloway – 600 miles apart.

Our Volunteers are vital to enable Planning Aid for Scotland to provide its highly respected professional advice service. Volunteers who are able to assist with case work have to have full membership of the Royal Town Planning Institute. Currently we have 112 volunteers of whom around 60 are qualified to take on cases. Many of the remainder are in the process of gaining full RTPI membership. Some of our more involved cases were dealt with by our Planning Adviser.

During 2005 we dealt with 545 cases and 123 enquiries. We distinguish between case and enquiry as follows:

'an enquiry that qualifies for assistance and needs referring to a Planning Aid for Scotland volunteer for planning advice is recorded as a case'.

Increasingly our Planning Aid for Scotland website is used for information. During the last year we saw a steady increase on the number of hits :



Visitors to PAFS Website

"I have always found Planning Aid for Scotland prompt and helpful"

Iain Wilson, Linwood

"Excellent and efficient service"

Mr Haxton, Gorebridge

"..(the volunteer) was extremely helpful, very professional but understanding and imparted knowledge in terms that we could understand. This gave us confidence and reassurance to know what we could and couldn't do and how to proceed properly to raise objections to our neighbour's case for a proposed dwelling house adjacent to our home"

Mr Midgely, Bishopton

"Helpful assistance was given"

Monkland Glen Community Council

".. (the volunteers) advice has been really helpful throughout, respectfully given and was crucial to us when, as objectors we did not appear to have any say and the volunteer provided us with options, I couldn't praise him enough and thank him for giving up his time and skills"

Mrs Henderson, Edinburgh

"Excellent advice, many thanks"

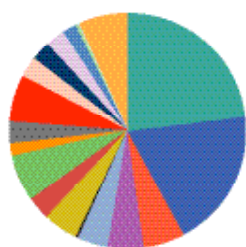
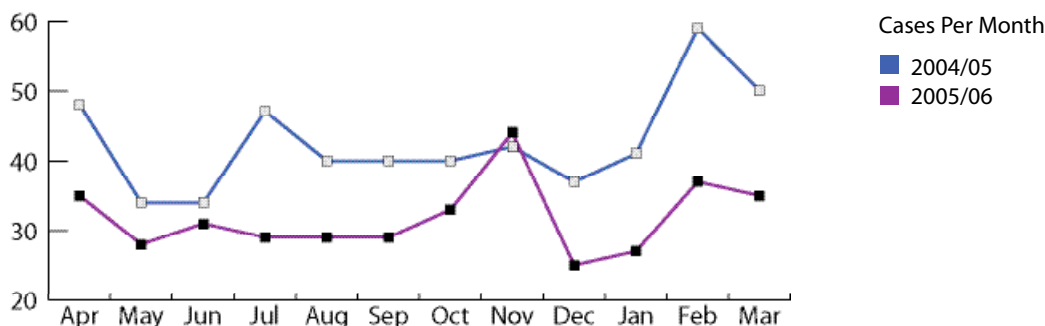
S. Kalmijn, Glasgow

"I would recommend Planning Aid for Scotland to anyone I know who needs support or advice on a planning case"

Ms Furness, Broughty Ferry



Advice Service



Who Inquiry Was From

- DC procedures
- Objections to Planning Applications
- Transport
- Enforcement notices
- Appeal
- Public Inquiries
- Local Plans/Policy
- Change of Use
- Major Developments

- Minor Developments
- Renewable Energy Developments
- Green/Rural Issues
- masts
- conservation area/ windows
- objecting to housing development
- Neighbour Notifications
- Legal Issues
- Other

NOTE:
colour key will be added after first proof

Annual Review Case Study

An example of a case where Planning Aid for Scotland helped a community was over the site of a major wind farm. Some members of the community were concerned about impacts on the environment so they set up an action group to oppose the planning application. Planning Aid for Scotland gave advice and read through their letters of objection. As with all our work we will only advise on the technical aspects of a case, but never on its merits!

The case progressed to a Public Inquiry, and Planning Aid for Scotland was able to assist again by sending out information on Public Inquiries and point to relevant Scottish Executive documents.

Two of the action group members asked if they could have a meeting with us. Planning Aid for Scotland held a 'surgery' at its office to talk the clients through the preparation stages for Public Inquiry, how to best represent themselves, how to deal with specialist information, and general conduct and timings.

Both the community and the Planning Aid for Scotland Planner agreed that it was a very interesting and important case, (and one that is still rumbling on at present), and hopefully the community learned more about the intricacy of the planning system and is more able to become involved in future planning matters.

Our advice service is making a difference – enabling people to understand how the process works but also changing people's attitude to planning, leaving people feeling positive, often for the first time, about planning professionals and the planning system.

Who qualifies for free advice?

Planning Aid for Scotland has in place an Eligibility Criteria in line with the Royal Town Planning Institute's Guidance Note, based best practice and experience which it has gained since inception in 1993.

Planning Aid for Scotland aims to provide free initial telephone advice to members of the public, voluntary groups, community groups, community councils, and residents' groups. In particular we aim to assist ethnic minorities, youth groups and socially excluded groups such as gypsy travellers.

The type of advice we offer will vary depending on the nature of the case, but a client will be given advice by one of our fully-qualified volunteer planners within our national network of planners throughout Scotland, or by a fully qualified staff member of Planning Aid for Scotland.

In most cases, Planning Aid for Scotland will be able to provide some general planning advice or refer a client to a relevant source of which can provide help, as our main aim is to provide an enabling service, educating and informing those in need on how to engage with the planning system.

Review Of The Year

I am pleased to report that the company has experienced a highly successful year, which has seen unprecedented change within the organisation as a consequence of the funding commitments and support by the Scottish Executive. In particular, in addition to the continued expansion of our core activities, the company has been able to diversify and extend our services, and play an increasingly important role in positively contributing to the modernisation agenda for the planning system in Scotland. A fundamental restructuring of the company organisation and governance arrangements has been undertaken to provide a robust platform for the effective delivery of our services and future development of the organisation.

During the course of the year to March 2006, we have handled some 545 cases and 133 enquiries from individuals and community groups representing an overall increase of 37% from the previous year. This continued expansion in the numbers seeking advice is a reflection of the increased public profile and awareness of the organisation. However, it also places increasing strains on both staff and volunteers to maintain our established standards of service delivery. While the service remains primarily delivered through our pool of volunteers, the recruitment of an "in-house" planner has provided invaluable supplementary support and has facilitated the provision of on-going assistance required in major cases. We are very conscious of the need to further expand our volunteer numbers within the planning profession and a range of initiatives are already underway.

This has also been a very busy year for the outreach community training programme, with the number of awareness raising and training events delivered exceeding our targets. As the Planning for Planning programme has developed, it has also diversified to include less conventional target audiences, which has included a workshop in the Scottish Parliament, presentation to the Glasgow Anti Racist Alliance and displays in the Mitchell Library, Glasgow. Attention is already being focussed on potential additional or alternative funding sources to maintain the training programme after 2007.

The past year has seen a review and very significant change in the company structure and governance arrangements. As a consequence of increased staff resources, there has been a fundamental shift from volunteer director led





Review Of The Year



management to staff based management. Our new structure is based on a Board of Directors playing a strategic role, with responsibility for operational management vested in the Executive Director. This change has been coupled by reviews of most of our areas of activity to ensure continued and enhanced efficiency and effectiveness. The composition of the Board has been widened to include for the first time representation from our Friends Scheme to reflect the interests of community organisations and other beneficiaries.

To develop the company and its role for the future, the spectrum of activities undertaken is now being diversified, most notably into research linked to community engagement within the planning process, both generally and with an initial focus on ethnic and minority groups. However, arguably our most significant development during the year has been our increasing contribution to the activities of the Scottish Executive in promoting its modernisation agenda associated with the new Planning Bill currently before the Scottish Parliament. Such activities have included facilitating a one-day event on the effects of the Bill on behalf of the Parliament Communities Committee and membership of the Steering Group responsible for development of a new Planning Advice Note on Community Engagement.

It is perhaps indicative of the increasing awareness of the company's activities that we are receiving greater numbers of invitations to make presentations to a wide variety of conferences and professional events. These have primarily been given by the Executive Director. These profile raising opportunities included:

January 2006 presentation at National conference on public participation in planning; and in February as key note speaker on Community Engagement in the Planning System yet another national conference held on the new planning bill.

It is indicative of the increased robustness of the organisation and recognition of the company's role as a key player within the context of community involvement within the planning system that in the past month funding has been awarded for a further 3 staff posts to boost our research capacity and develop our volunteer base.

In summary, I can report with confidence that the past year has been the most successful in the history of the company, and we are in excellent shape to meet the future challenges associated with the modernisation of the planning system in Scotland.



Who Is Who

Board Members

Ian Angus**	Volunteer/ Member
George Inglis (treasurer)	Member
Dan Jackmann**	Volunteer / Member
Ian Jarvie*	Friend / Member
David Leslie	Volunteer / Member
Sarah Macintosh*	Volunteer / Member
Ian Mathieson	Nominated by SCVO
Peter Page	Volunteer / Member
Alan Pollock (secretary)	Volunteer / Member
David Suttie**	Volunteer / Member
Graham U'ren*	Nominated by RTPI in Scotland
Nick Wright (chairperson)	Volunteer / Member

Staff

Petra Biberbach	Executive Director
Jenny Pendreigh	Office Manager
Debbie Robertson	Planning Adviser
Karol Swanson	Training Manager
Mark Armstrong	Casework/ Events Officer
Emmanuel Hiandez	Researcher (volunteer)

* new members in 2006

** members not standing for re-election at the 2006 AGM



Financial Picture

Statement Of Financial Activities for the year ended 31 March 2006

	Notes	Unrestricted £	Restricted £	Total 2006 £	Total 2005 £
Incoming Resources					
New Opportunities Fund		0	0	0	21,308
RTPI Scotland		3,700	0	3,700	3,700
Local Authorities		13,821	0	3,821	10,910
Scottish Executive		105,871	55,837	161,708	69,563
Sponsorship/Donations		1,555	80	1,635	1,647
Lectures/Seminar/Publication Fees		4,428	0	4,428	2,064
Other Income		1,067	0	1,067	3,295
Gifts in Kind		338	32	370	605
Total Incoming Resources	1	130,780	55,949	186,729	113,092
Resources Expended					
Direct Charitable Expenditure					
Administrative Staff Costs	2	79,089	27,857	106,946	44,889
Other Expenditure		79,089	27,857	106,946	44,889
Management and Administration	3	41,164	27,986	69,150	61,631
Total Resources Expended		120,253	55,843	176,096	106,520
Net Outgoing Resources for the Year		10,527	106	10,633	6,572
Funds brought forward		16,712	0	16,712	10,140
Transfer between Funds		27,239	106	27,345	16,712
		0	0	0	0
Balance of Funds carried forward		27,239	106	27,345	16,712

The company has no recognised gains and losses other than those included in the Net Incoming Resources for the year. Therefore no separate statement of total recognised gains and losses has been presented.

Balance Sheet as at 31 March 2006

	Notes	2006 £	2005 £
Current Assets			
Cash at Bank		31,348	22,532
Debtors & Prepayments	4	1,728	0
		33,076	22,532
Current Liabilities			
Amounts due in less than one year			
Creditors and Accruals	5	5,731	
		5,731	5,820
Net Assets		27,345	16,712
Funds			
General Funds	6	27,239	16,712
Restricted Funds	6	106	0
Total Funds		27,345	16,712

The company has no recognised gains and losses other than those included in the Net Incoming Resources for the year. Therefore no separate statement of total recognised gains and losses has been presented. Notes on pages 6 to 7 form part of the financial statements.

The company is not required to submit audited accounts:

- For the year ended 31 March 2006 the company was entitled to claim partial exemption under section 249A(2) of the Companies Act 1985.
- Members have not required the company to obtain an audit in accordance with section 249B(2) of the Companies Act 1985.
- The Directors acknowledge their responsibility for:
 - ensuring the company keeps accounting records which comply with section 221; and
 - preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its surplus or deficit for the financial year, in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company;
- The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Financial Picture

Notes to the accounts for the year ended 31 March 2006

Accounting Policies

- The financial statements have been prepared in accordance with applicable accounting standards and follow the recommendations in the Statement of Recommended Practice: Accounting by Charities (SORP).
- Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities in the year in which they are received.
- Grants including grants for the purchase of fixed assets are recognised in full in the Statement of Financial Activities in the year in which they are received.
- Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.
- Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.
- Staff costs and overhead expenses are allocated to activities on the basis of staff time spent on those activities.
- Fundraising and publicity costs comprise the costs actually incurred in producing materials for promotional purposes, and of raising funds.
- Management and administration costs of the charity relate to the costs of running the charity such as the costs of meetings, and includes any costs which cannot be specifically identified to another expenditure classification.
- Capital expenditure met from revenue grants is expensed as it is incurred.

Notes

	2006	2005		
	£	£		
1. Income	0	21,308		
New Opportunities Fund	0	21,308		
RTPI Scotland	3,700	3,700		
Local Authorities	13,821	10,910		
Scottish Executive	161,708	69,563		
Sponsorships/Donations/Conferences	1,635	1,647		
Lecture/Seminar Fees	4,428	2,064		
Other Income	1,067	3,295		
Gifts in Kind	370	605		
	<u>186,729</u>	<u>113,092</u>		
	=====	=====		
2 Staff Costs				
Five members of staff were employed by the Company throughout the year.				
Administrators	5	3		
The Directors are volunteers and do not receive any remuneration.				
3. Non Staff Expenditure	£	£		
Recruitment	29	5,407		
PR and Promotions	2,027	3,256		
Travel/Training/Meetings	10,530	9,184		
Premises and Insurance	10,988	5,012		
Indemnity Insurance	25	676		
Telephone,Email and Fax	4,844	1,973		
Printing, Stationery, Photocopying and Postage	7,707	5,826		
Information & Educational Materials	1,050	9,707		
Subscriptions	942	305		
Volunteers' Expenses	3,633	1,762		
Accounting	800	750		
Consultancy/Advice	10,003	9,245		
Miscellaneous Expenses	519	288		
Removal Costs	4,312	0		
Computer Support	3,935	0		
Capital Expenditure from revenue	7,806	8,240		
	<u>69,150</u>	<u>61,631</u>		
	=====	=====		
4. Debtors and Prepayments	£	£		
Inland Revenue	1,278	0		
Other Debtors	450	0		
	<u>1,728</u>	<u>0</u>		
	=====	=====		
5. Creditors	£	£		
Accounting	800	750		
Other Creditors	4,931	5,070		
	<u>5,731</u>	<u>5,820</u>		
	=====	=====		
6 Funds				
	Unrestricted	Restricted	Total	2005
	£	£	2006	£
Balance as 1 April 2005	16,712	0	16,712	10,140
Incoming Resources	130,780	55,949	<u>186,729</u>	<u>113,092</u>
	147,492	55,949	203,44	123,232
Resources Expended	120,253	55,843	<u>176,096</u>	<u>106,520</u>
Funds at 31/3/2006 prior to transfers	27,239	106	<u>27,345</u>	<u>16,712</u>
	=====	=====	=====	=====



Financial Picture

Statement Of Financial Activities for the year ended 31 March 2006

Core £	Core Programme £	Planning for People £	Total £
RTPI Scotland	3,700	0	3,700
Local Authorities	13,821		13,821
Scottish Executive	105,871	55,837	161,708
Sponsorships/Donations	1,555	80	1,635
Lecture/Seminar Fees	4,428	0	4,428
Other Income	1,067	0	1,067
Gifts in Kind	338	32	370
	<u>130,780</u>	55,949	<u>186,729</u>
	=====		=====
Salaries and NIC	71,087	24,469	95,556
Pensions	8,002	3,388	11,390
Recruitment	29	0	29
Premises Costs	7,180	2,852	10,032
Removal Costs	4,016	296	4,312
PR and Promotions	1,113	914	2,027
	706	250	956
Insurance (Indemnity)	25	0	25
Travel/Training Meetings	4,952	5,100	10,052
Telephone and Fax	3,787	1,057	4,844
Printing and Stationery	1,542	1,062	2,604
Information & Educational Materials	884	166	1,050
Postage	1,507	736	2,243
Subscriptions	922	20	942
Photocopying	244	111	355
Volunteers' Expenses	85	3,548	3,633
Newsletter Costs	0	2,505	2,505
Annual General Meeting	396	82	478
Consultancy Advice	2,511	7,492	10,003
	3,235	700	3,935
Accountancy	400	400	800
Miscellaneous Expenses	366	153	519
Capital Expenditure from Revenue	7,264	542	7,806
	<u>120,253</u>	55,843	<u>176,096</u>
	=====		=====
Net Income/(Resources Expended)	10,527	106	°

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Contact details.