



NPA/DM/22/034

## Dartmoor National Park Authority

2 December 2022

# Procurement Procedures

### Report of the Head of Business Support

**Recommendation:** That Members note and approve the Authority's revised Procurement Procedures (attached at Appendix 1) to take effect from end of the meeting.

#### 1 Background

1.1 The Procurement Procedures are part of the Authority's core governance documents. They were revised and approved by Members in October 2019 (NPA/19/032). The Authority continues to liaise through our Service Level Agreement with Devon County Council's Procurement Service (DPS) who provide procurement support to the Authority.

#### 2 Procurement Procedures

- 2.1 The Authority has invested staff time in ensuring that our procurement procedures, are compliant with statutory requirements and good practice; robust, open and transparent; and both relevant and proportionate.
- 2.2 General procurement training is due to be provided for relevant staff in January 2023. This will concentrate on the main principles, processes and new templates. Before we embark on this training course, it was considered a suitable time to look at our current procedures and review whether these remain appropriate.
- 2.3 As a result of this review and with consideration to current legislation the Authority is proposing to increase certain procurement thresholds, which requires formal Authority members approval. **Amendments to the document are highlighted for ease.**
- 2.4 The Authority initially set goods and services over £10,000 to have a formal tender process, which is considerably lower than the required threshold (£20,833 – excluding VAT) as set out in the Public Procurement Regulation 2021. The proposal is to increase this threshold to £20,000 – over this amount a formal tender process will be required for the procurement of goods and services, below it three written quotations will be required. This approach is compliant with the current regulatory threshold and in line with other National Parks.

2.5 Increasing the threshold will help reduce the administrative burden on staff throughout the Authority. It also reflects the current inflationary pressure on goods and services i.e. more of our contracts are above £10,000 due to price increases.

### **3 Equality and Impact Assessment**

3.1 It is not believed that the proposed changes will have any relevant impact.

### **4 Financial Implications**

4.1 The revised procedures are still fully aligned and compliant with Financial Regulations, Standing Orders and the Scheme of Delegation. There are no direct financial consequences as a result of the procedural changes.

### **5 Conclusion**

5.1 Our Procurement Procedures documents and our systems and processes will be kept under constant review to ensure that they are both fit for purpose for this organisation and to ensure full compliance (with legislation).

ANGELA STIRLAND

**Background Papers:** NPA/19/032

**Attachments:** Appendix 1 - Procurement Procedures

20221202 AS Procurement Procedures

## Dartmoor National Park Authority

### Procurement Procedures

#### 1 General

- 1.1 These procedures apply to all orders and contracts issued by the Authority for the carrying out of works, the supply of goods and services and the acquisition and disposal of assets. These procedures must be read in conjunction with the Sustainable Procurement Policy, Financial Regulations, Standing Orders, the Scheme of Delegation, the Minimum Standards for Tenders and Contracts and any other procurement guidance notes issued by the Chief Financial Officer (CFO).
- 1.2 “Officer” means any person holding office under the Authority, employed or seconded by the Authority, working under a Service Level Agreement or contract, or working for the Authority in any paid or unpaid capacity

#### 2 Quotation and Tendering Procedures

- 2.1 The minimum required numbers of tenders or quotations to be invited from appropriate contractors for a given estimated value of contract (net of VAT) are:
- Above £1,000 and up to £2,500 (£5,000 for works) two oral quotations;
  - Above £2,500 (£5,000 for works) and up to £20,000, Invite three organisations to submit written quotations;
  - Above £20,000 and up to £100,000, Invite three organisations to submit written formal quotations submitted by a specified date and time and based on a written specification and evaluation criteria (referred hereafter as “formal quotation”);
  - Above £100,000, and up to Public Procurement thresholds, invite four organisations to submit tenders;
  - Over Public Procurement thresholds, invite organisations to submit tenders in accordance with the requirements of the Public Contract Regulations.

The values are for single items or groups of items, which must not be disaggregated artificially.

From 1 January 2022 the sterling equivalents of Public Procurement thresholds (net of VAT) are £177,897 for supplies and services and £4,447,448 for works. The public Procurement thresholds are changed on 1 January of each even-dated year. The CFO will advise Heads of Service of these changes.

- 2.2 Where quotations apply, they should be sought from suitable contractors through open competition or can be selected from a standing list if one exists.
- 2.3 Where formal quotations are required, and if there is no standing list, formal quotations may be sent directly to a minimum of three organisations who have been selectively invited to bid, without recourse to open advertisement of the opportunity, or they may be selected through open competition.

- 2.4 Where tenders are required, Officers have a choice of tendering procedures. For contracts up to Public Procurement thresholds, organisations may be selected from a standing list. Where there is no standing list, and for contracts over Public Procurement thresholds, appropriate advertisement must be undertaken inviting suitable organisations to express an interest in tendering. Alternatively, a suitable Framework Agreement can be used (see para 3.2 below). Tenders may be received from either all who respond to an advertisement (open competitive tendering) and, for contracts over Public Procurement thresholds, from a selection of suitable contractors who have expressed an interest and who are invited by the Authority to tender (selective tendering). The number of tenderers to be invited to tender will depend on the particular market and the individual project procurement strategy (which should be set out at the start of the process).
- 2.5 If selection is to be from standing lists, arrangements for standing list compilation, maintenance, review and use must be approved in advance by the CFO.

### **Procurement Notification Process**

- 2.6 Officers planning to carry out any procurement exercise with a value of £20,000 or more must submit an electronic procurement notification form to the Devon Procurement Service (DPS). This will be used to create an initial entry on the PNF Register held on the SharePoint site.

### **Appropriate Advertising**

- 2.7 Tenders up to the Public Procurement thresholds where there have been no selective invitations to quote or tender, and all tenders above the Public Procurement thresholds, will be advertised on the Authority's e-tendering system. Any opportunities that are advertised on the Authority's e-tendering system must also be advertised on the government's Contract Finder website (over a value of £20,833 – net of VAT).
- 2.8 For services, supplies and works where the total contract value, including any options to extend the initial term of the contract are expected to exceed Public Procurement thresholds, a Find a Tender Service Contract Notice must also be placed and must follow Public Contract Regulation (PCR) procurement requirements with particular regards to be given to the timescale for such tenders.
- 2.9 Any formal quotation (i.e. over £20k up to £100k) following the open competition procedure will be advertised on the Authority's e-tendering system. Any opportunities that are advertised on the Authority's e-tendering system must also be advertised on the government's Contract Finder website (if over £20,833 – net of VAT). Officers will consult with the CFO and or DPS to determine if further advertising in relevant local newspapers and trade publications is also required.
- 2.10 Officers will ensure that the e-tendering system website address is publicised appropriately within the quotation/tender documentation.  
[\[www.supplyingthesouthwest.org.uk\]](http://www.supplyingthesouthwest.org.uk)

### **Selective Tendering (i.e, above £100k)**

- 2.11 Following advertisement of tenders above the Public Procurement thresholds for goods and services (whether in relation to goods, services or works), invitations shall be sent to the prospective tenderers who are best qualified to bid.

### **Invitation to Tender (i.e, above £100k)**

- 2.12 Every invitation to tender must specify that the Authority's e-tendering system will be used to issue and receive tender documentation. The invitation must state the date and time by which the tender must be received by the e-tendering system and that the tender will be held in the secure area of the e-tendering system and cannot be accessed until after the deadline. Adequate time must be allowed for the preparation and return of tenders ensuring compliance where appropriate with Public Contracts Regulations (PCR) requirements. Any exceptions to using the Authority's e-tendering system must be approved by the CFO and/or CEO.

### **Invitation to Quote (i.e. up to £100k)**

- 2.13 The Authority's e-tendering system must be used for a formal quotation (i.e. over £20k & up to £100k), save for any exceptions approved by the CFO/CEO.

For quotations below £20,000 the e-tendering system may be used but in either case the invitation must state the place, date and time by which the quotation must be returned. Adequate time must be allowed for their preparation and return.

### **Certification notice by Tenderers**

- 2.14 Tenderers shall certify and give undertakings that:
- the tender is genuine and intended to be competitive;
  - they have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person\*;
  - they have not done and will not do, at any time before the time and date specified for the return of the tender, any of the following:
    - inform any person\* the amount or approximate amount of the proposed tender, except where the confidential disclosure of the approximate amount of the tender was necessary to obtain insurance premium or other quotations necessary for tender preparation;
    - enter into any agreement or arrangement with any other person\* with the aim of preventing tenders being made or as to the amount of another tender or the conditions on which the tender is made;
    - offer to pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the Authority any of the actions specified and described in this section;
    - cause or induce any person to do any of these things.

\* outside the consortium if a consortium tender

## Receipt, Custody and Opening of Tenders and Formal Quotations

- 2.15 The Authority's e-tendering system will record the date and time of receipt of all tenders and formal quotations.

Quotations below the £20k threshold may be received and opened by the Project Officer/Team.

Formal quotations between £20-£100k (received via the e-tendering system) may be received and opened by the Project Officer/Team, once the closing date has passed.

Tenders over £100k (received via the e-tendering system) will require the opening and verification an officer who must be independent to the procurement taking place. All the submissions will then be released to the Project Officer/Team to continue with the process. The verifier will enter information about the submissions received into the tender register.

- 2.16 Tenders (over £100k) and any formal quotation (over £20k up to £100k) not received via the Authority's e-tendering system (as a result of an exception approved under paragraphs 2.12 or 2.13 or 2.21) shall be opened at one time and in the presence of at least two officers who shall be independent from the procurement. A record will be made of all tenders or formal quotations received, showing the date and time of opening and the bidder's name and the value in the tenders register. Any tender or formal quotation received after the specified time shall be recorded as such but must not be considered.

### Contractor Vetting

- 2.17 Officers who procure the service of a contractor are responsible for checking the competency of that contractor to undertake the work. This may include evidence of relevant qualifications, financial stability, their Health & Safety policy, risk assessments and method statements, data protection and security arrangements, for example.

All such assessments must be made before any commitment is made or contract awarded and shall be in conformity with the Authority's Contractor Vetting Policy.

### Acceptance of Single Quotation or Tender Received (See also paragraph 2.21)

- 2.18 This section deals with situations where either a single quotation or tender is received. For contracts up to £20,000, the appropriate Head of Service will determine whether or not to accept the quotation.

For contracts over £20,000, the CFO and the Head of Service shall jointly consider whether or not, in their professional judgement, best value would be obtained. The following provisions shall then apply:-

- a) where the estimated value of the contract is between £20,000 and £100,000 if in their view best value would be obtained then the Head of Service will consult with the CFO and the CEO (the latter being able to accept the formal quotation). If in the view of the CFO and CEO value for money would not be obtained, or if there

is any doubt, the procurement exercise should either be repeated or the matter referred to the Authority for consideration and decision.

- b) where the estimated value of the contract is over £100,000 the matter must be referred to the Authority for consideration and decision, taking into account the views of the CEO, CFO and Head of Service as to whether to accept the tender or repeat the procurement exercise.

### **Financial Provision for Contracts**

- 2.19 Where tenders or quotations received vary from the approved estimate, the procuring officer must identify the funding for any increase. Where the increase is up to £30,000, the funding must be approved by the CEO in consultation with the CFO before awarding the contract. Approval of the Authority must be obtained, before awarding the contract, where the variation exceeds £30,000.

### **Maintaining the Contracts Register**

- 2.20 Upon the award of a contract with a value of £20,000 or more, the Officer will update and complete the entry in the Contracts Register in the e-tendering system. If the e-tendering system not used for the procurement, a record of the award will still be made in the contracts register on the e-tendering system. For contracts awarded over £20,833 (net of VAT), a record will also be entered on Contracts Finder (via the e-tendering system).

### **Exemption from the Tendering and Formal Quotation Process**

- 2.21 Where the subject matter of a contract is of a specialised nature with only one or a limited number of possible contractors or where exceptional circumstances have arisen, the Officer shall submit a written report requesting an exemption from normal tendering or formal quotation rules to the CEO/CFO/Leadership Team for authorisation for the exemption.

Tenders subject to the Public Contract Regulations (PCR) shall be subject to exemptions contained within those Regulations.

## **3 Particular Types of Contract**

### **Acquisition (and Leasing) of Land, Buildings, Vehicles, Plant and Equipment**

- 3.1 In order to ensure compliance with Financial Regulations and capital rules, all acquisitions made shall be in accordance with the Authority's Financial Regulations and Scheme of Delegation. Officers must consult with the CFO in the first instance; Authority approval may be required before embarking on this type of procurement.

### **Framework and Joint Procurement Arrangements**

- 3.2 Framework Agreements set up by government offices or other public bodies may be used after consultation with the CFO/DPS. Call off contracts under a Framework Agreement will be governed by the terms of the Framework Agreement. Framework Agreements may also be established by Officers, in accordance with these Procedures (however prior advice must be sought from DPS).

- 3.3 Joint procurement arrangements with other local authorities or public bodies may take place where they represent best value. The CFO and DPS must be consulted before the start of the procurement of all such proposed arrangements especially if the Authority intends to act as the lead authority.

### **Disposal of Assets**

- 3.4 All vehicles, plant, furniture, equipment or other goods shall be disposed of in accordance with the Authority's Financial Regulations, Scheme of Delegation and Disposals Policy. Officers should consult with the CFO in the first instance.

## **4 Contracts**

### **Contents of Contract**

- 4.1 Officers shall obtain the advice of the Authority's Legal Service on the contract terms to be agreed, including the Authority's terms and conditions of contract. Templates are available on the SharePoint site, contact DPS if something different is required.
- 4.2 Every contract shall be in writing or confirmed in writing and shall specify:
- (a) the work, materials, supplies or services to be provided;
  - (b) the quality standards and or service specification to be adhered to;
  - (c) the price to be paid, with a statement of discounts or other deductions;
  - (d) the time or times within which the contract is to be performed;
  - (e) the procedures for variations, termination, or penalties for non-compliance, or security for the due performance of any contract including liquidated damages where works are not completed in the time specified
  - (f) invoicing and payment arrangements as specified by the CFO;
  - (g) that the Authority shall pay valid and undisputed invoices within a 30 day period, consider and verify invoices in a timely fashion and impose a contractual obligation on the contractor to ensure that they abide by these conditions in relation to their own sub-contractors; and
  - (h) such other terms and conditions as are deemed necessary after having taken advice from the Authority's Legal Service.
- 4.3 Contracts (with Terms and Conditions) shall be signed (except where the seal of the Authority is to be applied) in accordance with the Authority's Financial Regulations and Scheme of Delegation.

### **Cancellation of Contracts**

- 4.4 All written contracts shall contain a clause enabling the Authority to cancel the contract and recover from the contractor the amount of any resulting loss if:
- (a) the contractor has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for:
    - (i) doing or not doing, or for having done or not done, any action in relation to the obtaining or execution of the contract or any other contract with the Authority;



- (ii) showing or not showing favour or disfavour to any person in relation to the contract or any other contract with the Authority.
- (b) the same things have been done by any person employed by the contractor or acting on his behalf (whether with or without the knowledge of the contractor);
- (c) in relation to any contract with the Authority the contractor or any person employed by him or acting on his behalf has:
  - (i) given any fee or reward the receipt of which is an offence under Section 117(2) of the Local Government Act 1972;
  - (ii) committed an offence under the Bribery Act 2010.

4.5 Every contract that has been tendered via the Find a Tender Service must also contain the right for the Authority to terminate the contract where:

- (a) there has been a modification of the contract which falls outside one of the permitted categories specified in Regulation 72 of the Public Contracts Regulations (PCR) 2015 and which are summarised at paragraph 4.5 below;
- (b) the contractor should have been excluded on mandatory grounds under Regulations 57(1) and /or 57(2) of the Public Contracts Regulations (PCR) 2015
- (c) the contract should not have been awarded in view of a serious infringement under Public Procurement Law which has been declared as such by the Court of Justice.

### **Variation of Contracts**

4.6 All orders given to a contractor directing them to vary, in any respect, the subject of the contract must be in writing, signed by the authorised officer (in accordance with the Scheme of Delegation).

For variations of contracts Officers must first seek advice from the Authority's Legal Service. Written agreement must be obtained, before variation orders are issued, from the CEO (in consultation with the CFO) if the total value of the (originally) accepted tender will be exceeded by more than £1,000 and up to £30,000 and by the Authority for any amounts exceeding £30,000.

In addition to the above requirements, where a contract has been tendered via the Find a Tender Service (i.e., a contract above the relevant value threshold), a variation to the original contract terms will trigger a new procurement process unless it falls within one of the following permitted changes:-

- Modifications that are clearly provided for in the original procurement and contract documents; or
- Necessary modifications where a change of contractor cannot be made due to economic or technical reasons and would cause significant inconvenience or substantial duplication of cost and does not result in an increase in price of more than 50% of the original contract value; or
- Modifications to deal with unforeseen circumstances where the modification does not alter the overall nature of the contract and does not result in an increase in price of more than 50% of the original contract value; or

- Modifications to deal with a new contractor replacing the original contractor where the replacement is due to corporate restructuring and the new contractor meets the pre-qualification criteria and there are no other substantial amendments to the contract, or
- Modifications that are not substantial. The following will be considered substantial modifications:
  - modifications that render the contract materially different in character,
  - modifications that could have resulted in a different outcome in the procurement;
  - modifications which shift the economic balance in favour of the contractor;
  - modifications which extend the scope of the contract considerably, and
  - where a new contractor replaces the old contractor other than in the circumstances permitted above.
  - Low value modifications where the value attributable to the modification falls below the relevant Public Procurement threshold **and** is less than 10% of the initial contract value for supplies and services or 15% for a works contract.

Heads of Service must seek the approval of the Authority's Legal Service in relation to any proposed variation of a contract which has been tendered via Find a Tender Service.

### **Payment for Contracts for Building or Civil Engineering Work**

4.7 Each certificate for payment must show:

- (a) contract sum (usually tender total);
- (b) value of work to date;
- (c) total amount of certificates previously paid;
- (d) amount of the certificate;
- (e) retention amount (if any);
- (f) value of price fluctuations;(g) Value Added Tax (if any).

### **Monitoring of Contracts**

4.8 Officers must monitor all contracts and report any significant exceptions to normal progress and cost variations to the CFO and Leadership Team. Significant exceptions include delay or advance in expenditure by more than £1,000 compared with expectations within a financial year and any critical delay in meeting target completion dates.

## **5 Relationships with Contractors**

5.1 Officers who undertake procurement, engage, supervise or have an official relationship with contractors and have had, or currently have, a private or domestic relationship should declare it to their Line Manager, the CFO and the Monitoring Officer. An assessment will be made to ascertain the nature of the relationship and whether that Officer can continue to have any further involvement in the procurement or contract. Orders and contracts must be awarded on merit by fair completion and no favour will be shown to any person or businesses, especially those run by or employing relatives, partners or friends.

Reviewed 2 December 2022



NPA/22/036

## Dartmoor National Park Authority

2 December 2022

# Devon Carbon Plan

### Report of the Senior Policy Officer

**Recommendation:** That Members:

- (i) Endorse the Devon Carbon Plan; and
- (ii) Agree to review the effectiveness of the Authority's strategic plans (initially focusing on the Climate Action Plan) to deliver the Devon Carbon Plan.

## 1 Introduction

- 1.1 On 26 July 2019 Dartmoor National Park Authority (DNPA) declared a Climate Change and Biodiversity Emergency and at the same time committed to collaborating with Devon County Council, all the Devon District Councils, Plymouth City Council and other agencies to address the emergencies.
- 1.2 The Devon Climate Emergency Declaration was prepared by a consortium of public, private and voluntary organisations collaborating through the Devon Climate Emergency Response Group. It set out an ambition to tackle climate change that covers all of Devon, including those people who live, work in and visit our county, and those businesses who are based or operate here.
- 1.3 The Devon Climate Emergency Partnership was formed which includes public, private and voluntary organisations. Following an expert, evidence led process, the Devon Carbon Plan was developed which included public consultation and a Citizens' Assembly.

## 2 Devon Carbon Climate Emergency Background

- 2.1 A range of public, private and voluntary organisations from across Devon came together on 22 May 2019 to form the Devon Climate Emergency Response Group, to declare a climate and ecological emergency and to endorse the principles of the Devon Climate Declaration.
- 2.2 These organisations have collaborated since 2019 to develop a carbon action plan for the county, the Devon Carbon Plan. It sets out an ambition to tackle climate change that covers all of Devon, including those people who live, work in and visit Devon, and those businesses who are based or operate here.

2.3 As part of this an independent Net-Zero Task Force was formed to help inform this plan. The Net-Zero Task Force is a collection of specialists from various fields who have expertise in topics relevant to carbon reduction and are drawn from economic, environmental, health and academic organisations, and was chaired by a leading climate expert from Exeter University. Minutes of all Net Zero Task Force meetings are published online for the purposes of transparency.

### 3 Devon Carbon Plan Summary and Process

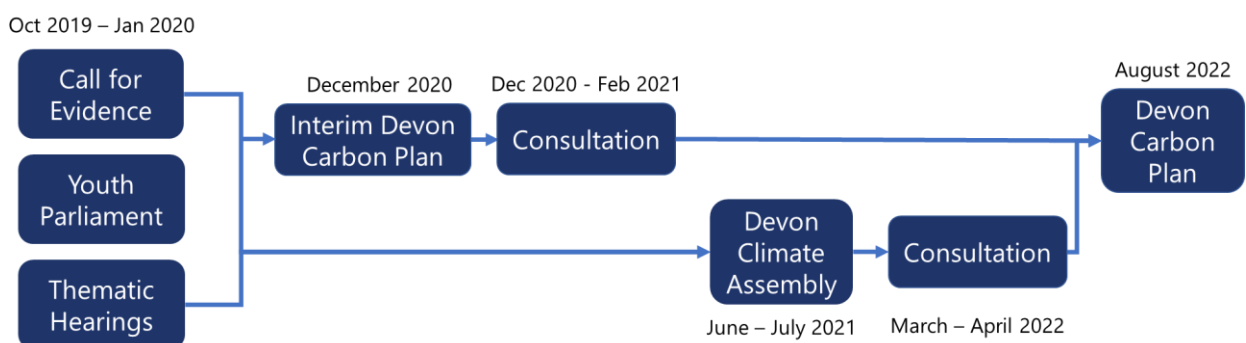
3.1 The Devon Carbon Plan provides a roadmap for how Devon will reach net-zero emissions by 2050 (at the latest), built on detailed, ongoing assessments of Devon’s greenhouse gas emissions. It will directly inform how the National Park Authority will plan to be carbon neutral as an organisation and for Dartmoor as a place, including by informing the Authority’s plan-making responsibilities. Namely, the Climate Action Plan, the Dartmoor Partnership Plan (National Park Management Plan), and Dartmoor Local Plan.

3.2 The Devon Carbon Plan divides action to reduce Devon’s emissions into five sectors: economy and resources, energy supply, food, land and sea, transport and the built environment. There are also cross-cutting themes with actions that cut across all topic areas.

3.3 Creating the Devon Carbon Plan involved five main phases:

1. The Net Zero Task Force took a robust, evidence-led approach, with an open call for evidence from the public and organisations wishing to contribute which received 893 submissions from the public;
2. Six Thematic Hearings (meetings) gathered expert input about barriers to reaching net-zero; and a Youth Parliament Climate Summit with 75 students from 15 primary and secondary schools across Devon was convened;
3. The Interim Devon Carbon Plan was developed. The Devon Climate Emergency Partnership asked for public feedback during a consultation which received 1,322 responses;
4. The more controversial climate topics and action areas were set aside to be deliberated through a representative Citizens’ Assembly which was organised and chaired by a third party in the summer of 2021;
5. Following the successful completion of the Citizens’ Assembly, a further public consultation took place on the actions developed in response to the Assembly’s recommendations in spring 2022.

3.4 A visual representation of the process is shown below:



## **4 Citizens' Assembly Summary and Background**

- 4.1 Through the initial consultations on the Interim Devon Carbon Plan, communities identified some challenges which required further discussion, so the plan-making team could develop carbon saving strategies and actions which were politically and publicly palatable. Based on prior public consultation, the discussions were focused on transport, wind energy and building retrofit.
- 4.2 A citizens' assembly was put together to put the views of the general public at the centre of Devon's action on climate change. A representative sample of 70 Devon citizens, including young people over the age of 16, were invited to take part in the Devon Climate Assembly.
- 4.3 The Sortition Foundation recruited assembly members using a process known as a 'civic lottery'. This is recognised internationally as the gold standard method for recruiting citizens' assembly members.
- 4.4 Recruitment began with inviting people from across Devon, Plymouth and Torbay to apply. 14,000 letters inviting people to register their interest in taking part were sent to randomly selected households.
- 4.5 This method of recruitment tends to attract more interest from people with professional backgrounds and with higher levels of education. To help address this the Index of Multiple Deprivation was used to identify postcode areas with higher levels of deprivation, proportionately more addresses were selected in these areas.
- 4.6 Any person aged 16 or over living in a household that received an invitation were able to register their interest in participating by telephone or online. Respondents then completed a form asking a number of questions that helped us select members so that the whole assembly was demographically representative of Devon.
- 4.7 The Devon Climate Assembly produced 14 Resolutions across the three categories. Each resolution is attended by specific conditions, which can be found in Appendix 2, the Devon Climate Assembly Report.

## **5 Endorsement and Impact upon the Authority**

- 5.1 The Devon Carbon Plan has followed a robust science-led process involving thematic experts as well as including public consultation and a representative Citizens' Assembly.
- 5.2 The Devon Carbon Plan action tables indicate the partner organisations an action is most relevant to. Very rarely is an action relevant to a single organisation. The Devon Carbon Plan is a County carbon plan for all in Devon, where the principles of collaboration and working together sit at its core (it is not just for the County Council).
- 5.3 The Devon Carbon Plan does not propose to supersede existing democratic scrutiny processes; it is instead an evidence-led plan which forms a roadmap for how Devon can achieve net-zero carbon by 2050 at the latest, with an interim target

of 50% reduction by 2030 below 2010 levels and how each partner organisation can help to achieve this.

- 5.4 The Plan outlines how everyone in Devon can work together to reduce our emissions to net-zero. It highlights the barriers that need to be overcome, the resources required (whether they are existing or required) and where collaboration with national government is needed to do so.
- 5.5 Many of the actions have a degree of flexibility in their language, such as 'where possible', 'explore', 'investigate'. This is not there to downplay the critical nature of pursuing the actions to reduce carbon emissions, rather setting out key areas of focus for each partner organisation to contribute to the 2050 net-zero target.
- 5.6 Appendix 3 provides a summary of Devon Carbon Plan actions most relevant to DNPA. For each action the table in Appendix 3 indicates whether DNPA is delivering the action directly, working with partners to deliver the action, or supporting others to deliver. The table also indicates whether DNPA has already completed an action, is involved in delivering the action but more needs to be done to meet objectives, or DNPA is not currently involved in the action area.
- 5.7 The Authority also has an important role as the key 'champion' for Dartmoor and its communities and providing leadership through its own actions. Nevertheless, the Authority will not always be the lead organisation to directly deliver actions. For example, DNPA has limited influence over electrical grid improvements, the public transport network, or national standards and regulations. Nevertheless, the Authority can, through its service provision, outreach and plan-making, support other organisations' understanding and activity. Enabling them to deliver in a way which supports Dartmoor's communities and its unique environment transition to net zero in a way consistent with National Park purposes and the duty.
- 5.8 Appendix 3 provides an overview of what DNPA could do to support the Devon Carbon Plan. In the context of the Business Review and limited resources, DNPA will not be able to deliver against every action. Nevertheless, the ambition to contribute as much as possible should flow through all the Authority's functions and service areas.
- 5.9 Our ambition (as an organisation) is to be carbon neutral by 2025 and we will be reviewing the Authority's Climate Action Plan against the aims and actions of the Devon Carbon Plan before presenting a revised Climate Action Plan to Members in Spring/Summer 2023. The Local Plan already incorporates most relevant Devon Carbon Plan actions where possible; a further review is not considered necessary at this time but actions will be pursued in earnest in future guidance and research. The Dartmoor Partnership Plan has climate change as a cross cutting theme. We are currently funding some research into Dartmoor's carbon footprint using a methodology common across all UK National Parks. When the results of this work are clear it may be necessary to review the Dartmoor Partnership Plan to determine whether the actions and targets in the Partnership Plan are sufficient to deliver the aim of being carbon negative by 2045.

## **6 Devon Carbon Plan Governance Arrangements**

- 6.1 Day-to-day implementation of actions and projects will be managed by the organisation(s) leading or contributing to each individual project.
- 6.2 It is expected that partner organisations' formal democratic scrutiny processes and climate change working groups will continue to provide challenge to the implementation and to the execution of individual projects their organisations may be leading.
- 6.3 The Devon Climate Change Forum will be established to provide independent, impartial, expert oversight and advice on behalf of the people of Devon to all tiers of the governance structure. People will be invited to apply, rather than selecting participants from a known pool of people. This will help bring robustness to the processes by avoiding an 'echo chamber' and introduce a layer of balance to the process. An analogue for this is the Climate Change Committee which provides independent and impartial advice to the UK government on its responsibilities under the Climate Change Act.
- 6.4 The Devon Climate Emergency Partnership is currently agreeing a governance structure to ensure the Carbon Plan is subject to on-going review and scrutiny.

## **7 What the future holds**

- 7.1 Since declaring a Climate Change and Biodiversity Emergency, the global outlook on climate change remains exceedingly poor. The Intergovernmental Panel on Climate Change's (IPCC's) Sixth Assessment Report shows that the vast majority of future climate scenarios involve temperatures shooting well above 1.5 degrees of warming (the limit agreed by the 2015 Paris Agreement). It also highlights that some risks associated with Climate Change can still be prevented or lessened with prompt action (such as the July 2022 heatwaves and wildfires across UK and Europe). The cost of inaction still outweighs the cost of action.
- 7.2 The latest science from the IPCC and the UK Government's Climate Change Committee, as well as real world extreme weather events, has demonstrated how critical joined up action is at reducing the very worst of future climate change scenarios. The Devon Carbon Plan is a landmark piece of work for the County to help realise and achieve our aims of becoming net-zero by 2050 at the latest.
- 7.3 It is recommended that the Authority endorses the Devon Carbon Plan and, in doing so, commits to reviewing the effectiveness of the Authority's strategic plans to deliver the Devon Carbon Plan.

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## Appendix 1 Devon Carbon Plan

Devon Carbon Plan: <https://devonclimateemergency.org.uk/view-devon-carbon-plan-full/>

Devon Carbon Plan Quick Read: <https://devonclimateemergency.org.uk/view-devon-carbon-plan/>

## Appendix 2 Devon Climate Assembly Report

Devon Climate Assembly Report: <https://www.devonclimateemergency.org.uk/devon-climate-assembly/devon-climate-assembly-report/>

## Appendix 3 - Key Devon Carbon Plan actions for Dartmoor National Park Authority

DNPA Role Key:

D = Primary Delivery Body, DNPA delivering directly

P = Partner Delivery Body, DNPA delivering in partnership with others

S = Supportive role, DNPA supporting others deliver

Progress Key:

✓ = complete, to be reviewed as necessary

+ = progress made, but more to be done to meet action objectives

- = no progress / DNPA not actively involved in action area

Code	Key action	DNPA Role	Progress
<b>Cross Cutting Themes</b>			
<b>C1</b>	Foster innovation in technologies, institutions, business models, policy design and behaviour to achieve net-zero.	P	+
<b>C2</b>	Provide high quality, objective information and education for communities about the crisis nature of the climate emergency	P/D	+
<b>C3</b>	Support communities to develop local net-zero visions.	S	-
<b>C4</b>	Provide support to communities to deliver their low-carbon transformation.	P	+
<b>C6</b>	Development plans to demonstrate how they will shape places in ways that contribute to radical reductions in greenhouse gas emissions as a primary planning objective, including drawing on the principles of 20-minute neighbourhoods and One Planet Development.	D	✓/+
<b>C7</b>	Involve communities in an update to the landscape strategies and guidelines within Devon's Landscape Character Assessments to plan positively for achieving net-zero and the changes which climate change will bring.	D	+
<b>Economy and Resources</b>			
<b>R1</b>	Deliver targeted communication to empower people and businesses to adopt more sustainable consumption habits,	S	-



	prevent waste and shift to a culture of sharing, reusing and recycling.		
<b>R4</b>	Encourage the enjoyment of low-carbon experiences rather than material consumption	D	+
<b>R5</b>	Support immature industries and new models that have the potential to contribute to delivering net-zero	S	+
<b>R19</b>	Anchor institutions to embed local social and environmental value further into tendering procedures	D	+
<b>R20</b>	Anchor institutions to support community-owned companies to provide goods and services back to those institutions	D	-
<b>R21</b>	Provide schools with curriculum support on net-zero issues	S	-
<b>R26</b>	Consider using municipal bonds to raise finance for municipal infrastructure	S	-
<b>R27</b>	Share community crowd-funding case studies and good practice	P	-
<b>Energy Supply</b>			
<b>E1</b>	Develop an Energy Plan for Devon to deploy renewable energy generation to meet future energy needs.	S	+
<b>E2</b>	Look to allocate locations for renewable and low-carbon energy initiatives in Local Plans and Neighbourhood Plans, ensuring community involvement.	D	+
<b>E3</b>	Provide support for communities wishing to develop their own energy infrastructure	S	+
<b>E4</b>	Local Plan updates will look to include policies that give positive weight to renewable and low-carbon energy initiatives which have clear evidence of local community involvement and leadership	D	✓
<b>E8</b>	Work with government to enable timely and cost-effective grid upgrades	S	-
<b>Built Environment</b>			
<b>B2</b>	Take opportunities to enhance and raise awareness about financial support available for people and organisations to retrofit their properties.	S	+
<b>B3</b>	Raise awareness of the co-benefits of living in net-zero homes	S	-
<b>B8</b>	Evaluate the use of planning conditions to require energy-efficiency upgrades at the time of extending a home, and any other local regulatory opportunities that arise	D	✓
<b>B11</b>	Produce a regularly-updated Devon-wide evidence base on the costs of developing net-zero carbon homes for use in Local Plan viability appraisals.	S	-
<b>B12</b>	Local Plan reviews to implement zero-carbon buildings in operation and set embodied carbon targets as soon as possible where viable.	D	+
<b>B14</b>	Planning Authorities to ensure vegetation, and the necessary arrangements for maintenance, is included within new development to aid building energy efficiency.	D	+
<b>B16</b>	All organisations to review external lighting provision and switch to LED technology.	D	✓
<b>Transport</b>			
<b>T1</b>	Continue the roll out of the Connecting Devon and Somerset programme.	S	+

<b>T3</b>	Consider the carbon implications when making changes to community services	D	+
<b>T4</b>	Provide up-to-date information and advice about reducing the need to travel and the most sustainable travel choices.	S	-
<b>T6</b>	Develop Local Cycling and Walking Infrastructure Plans	S	-
<b>T8</b>	Support community bike rental schemes.	S	+
<b>T14</b>	Support car clubs	S	+
<b>T15</b>	Promote car-sharing technology to link drivers with passengers.	S	-
<b>T16</b>	Support innovative transport solutions in rural areas, including long-term options for community and voluntary sector transport.	S	+
<b>T21</b>	Work with government to improve strategic and branch-line rail infrastructure and services, including reviewing the reopening of lines.	S	+
<b>T23</b>	Investigate the concept and mechanisms of a Tourist Levy, including careful consideration of its impact on local businesses	P	-
<b>T25</b>	Use car park pricing to balance the needs of vehicle access to rural and urban areas with those of reducing car use.	D	+
<b>T26</b>	Employers to be encouraged and supported to make commuting by active, shared and public transport more attractive	S	-
<b>T27</b>	Greater provision of cycle parking across Devon and at key interchange locations	P	+
<b>T31</b>	Modernise and create car parks at strategic points to encourage car sharing and onward journeys by active travel or public transport.	S	+
<b>T33</b>	DCE partners to use their assets to provide publicly-accessible EV charging and shared mobility infrastructure	D	+
<b>T35</b>	DCE partners and organisations in the County to transition their fleets to Ultra Low Emission Vehicles.	D	+
<b>Food, Land and Sea</b>			
<b>F1</b>	Support the Devon Food Partnership	S	+
<b>F2</b>	Development plans to allocate land for horticulture near to settlements where suitable.	D	-
<b>F3</b>	Show support to government for the introduction of a food labelling system to highlight its environmental impact.	S	+
<b>F4</b>	Encourage central government to give preferential trade tariffs to food products that demonstrate food standards equivalent to UK.	S	-
<b>F7</b>	Look to set-up a Devon Farm Advice Service.	S	+
<b>F9</b>	Support the testing and adoption of low-carbon agricultural practices	P	+
<b>F11</b>	Support the sharing of agricultural machinery.	D	+
<b>F12</b>	Development plans to allow for greater scope in the provision of rural land workers' accommodation	D	✓
<b>F13</b>	Develop a land use framework	P	+
<b>F14</b>	Develop a Local Nature Recovery Strategy and create and implement a Nature Recovery Network.	S	+
<b>F15</b>	Design and implement a Trees for Devon initiative	S	+
<b>F16</b>	Create Biodiversity Net-Gain Planning Guidance	D	✓

<b>F17</b>	Develop an online investment platform to provide a match-making service between providers of environmental services and people wishing to purchase them	S	+
<b>F18</b>	Support the development of carbon storage accreditation schemes for a range of carbon rich terrestrial, coastal and marine habitats.	S	+
<b>F19</b>	Work with government to design an effective Environmental Land Management Scheme that will ensure food production alongside carbon storage and other public goods.	P	+
<b>F24</b>	Develop more whole-catchment improvement projects	D	✓
<b>F25</b>	Work with government to improve the effectiveness of environmental legislation and resources for enforcement	D	+



NPA/22/036

## Dartmoor National Park Authority

2 December 2022

# Changing Lives, Nurturing Nature, A Project Supported By The Green Recovery Challenge Fund Programme - Update

### Report of the Strategic Planning and Projects Manager

**Recommendation:** That Members note the content of this report.

## 1 Introduction

1.1 This report summarises the progress made in launching and running the 'Changing Lives, Nurturing Nature' programme during the past twelve months, since grant award. These projects are made possible by a grant from the Green Recovery Challenge Fund (GRCF). The report is based on the measures of successful delivery used by NLHF to monitor this programme.

## 2 Background

2.1 The [Green Recovery Challenge Fund](#) was launched on 14 September 2020. The £40million fund was developed by Defra and its Arm's-Length Bodies, including Natural England, Forestry Commission, Environment Agency and others, in response to the Covid-19 crisis. The National Lottery Heritage Fund (NLHF) is distributing and monitoring this government money. There have been two rounds of funding with the funding programme now closed.

2.2 The purpose of GRCF was, "A short-term competitive fund to kick-start environmental renewal while creating and retaining a range of jobs in England." The fund invited applications that delivered at least one of the following aims:

- Nature conservation and restoration, including ecosystem restoration and species recovery;
- Nature-based solutions, particularly for climate change mitigation and adaptation; and
- Connecting people with nature.

2.3 DNPA are lead partner for this programme of work, delivering alongside the National Trust, South West Lakes Trust and Woodland Trust. We first submitted an application for funding in autumn 2020 ([paper to Authority October 2020](#)), this

application was unsuccessful but a revised submission secured funding from the second round of GRCF in July 2021 ([paper to Authority April 2021](#)).

2.4 Permission to start was given in September 2021 and the grant funding term ends on 31st March 2023.

### 3 Project descriptions and Approved Purposes

3.1 Our programme is delivered as three projects:

- **Conservation and Access Trainees**  
A one year training opportunity for four young people to start their careers in the land management and conservation sector.
- **Community Engagement Rangers**  
A one year programme of outreach and engagement, helping 5,000 people better understand and enjoy Dartmoor, particularly aimed at young people.
- **Habitat survey**  
Habitat mapping and development of a survey method for non-specialists that will help us to monitor and understand pilot Nature Enhancement Areas (to complement the SWEEP Habitat Classification Tool).

3.2 Table summarising progress against Approved Purposes

Approved Purposes as set out in our Grant Agreement	Progress to date
<b>Conservation and Access Trainees</b>	
Recruit 4fte Conservation and Access Trainees, Graduate level posts, for 12-month placement.	Achieved as scheduled.
Recruit and provide training to 4 Conservation and Access Trainees on vegetation, scrub and woodland management, species identification and surveying, path, fencing, gate management, first aid and risk management, and project management.	The Trainees work on rotation with all four partner organisations, gaining a range of experience undertaking practical work on different sites/habitats across Dartmoor.  Training to date has included woodland survey techniques, Outdoor First Aid, 4x4 off road driving, brush cutter and chainsaw qualifications, breeding bird survey, Public Rights of Way.
Trainees to undertake several surveys across project sites (Woodland, butterfly, bat, and botanical surveys)	Trainees have undertaken surveys on partner sites, including botanical, butterfly, bat, dormouse and woodland.
Trainees to undertake a range of habitat management/enhancement activities across 70ha priority and rare habitats (upland oakwood, acid	Trainees have been undertaking practical work on partner sites as their main daily activity. They have received instruction and mentoring from experienced

grassland, valley mire, heath and wet woodland)	conservation professionals relating to all of these habitats. The autumn/winter season is a key time for this work and we are working towards mapping habitat enhancement undertaken.
<b>Community Engagement Rangers</b>	
Recruit 3fte Visitor Engagement Rangers.	Achieved as scheduled.
Provide a night under the stars for 200 children and young people from deprived backgrounds, hosted by farms on Dartmoor.	Currently delivered for 113 young people, with more sessions arranged this autumn and February half term. This element has drawn very positive feedback from the young people, teachers and youth workers we have worked with.
<p>Deliver face to face drop-in activities to connect 5,000 people with nature (new and returning visitors, children and young people, people from deprived socio-economic backgrounds). Rangers to deliver:</p> <ul style="list-style-type: none"> <li>o Citizen Science activities for 500 people.</li> <li>o Outdoor skills activities sessions (e.g., map reading and navigation, wild camping, wildlife watching) for 475 people.</li> <li>o Urban green space outreach activities for 300 people from underrepresented audiences</li> <li>o Volunteering focused events to 100 people.</li> <li>o Recruitment and training of 12 new Engagement Volunteers</li> </ul>	<p>Currently at 4,447 in total. Our Community Engagement Rangers have developed a range of activities providing different levels of experience, including:</p> <ul style="list-style-type: none"> <li>• Roadshow (2,631 participants)</li> <li>• Roving Visitor Centre (627 participants)</li> <li>• Activities with local schools (724 participants so far)</li> <li>• And bespoke activities to help groups with specific needs understand and enjoy Dartmoor (352 participants).</li> <li>• We have exceeded the target for practical volunteering with the Junior &amp; Youth Rangers.</li> <li>• The team have recruited a few good Engagement Volunteers, but this element had already been picked up by the National Park Ranger team prior to this project starting.</li> </ul>
Retain 0.4fte Project Manager post.	Achieved as scheduled.
<b>Habitat Survey</b>	
Carry out a baseline condition and opportunity survey for pilot Nature Recovery Focus Areas on five additional pilot areas (31,365ha) contributing to Nature Recovery Network.	Currently being procured.

<b>Evaluation</b>	
Evaluate your project and produce a legacy plan.	Evaluation material has been gathered throughout, we are procuring an independent consultant to complete the evaluation.

## **4 Funding**

- 4.1 The programme cost is £431,310, with the GRCF providing £409,310 and DNPA adding £22,000 from reserves. The programme delivery is within budget and forecast to complete within budget.

## **5 Key risks identified**

### **5.1 Operational risks**

- 5.1.1 Given the level of delivery against approved purposes achieved to date it is reasonable to assume that these will be fully met by the end of the project term. As with any time limited project there is a risk of losing staff early. In the case of the Trainees this would ideally be due to securing career employment (the aim of the project) and would be welcome. The Community Engagement Rangers have specific knowledge and would be difficult to replace but, given the high level of delivery and good contacts they have made with schools and community groups, we should be able to deliver our commitments from now.
- 5.1.2 Perhaps the greatest risk is that we do not capitalise on the momentum that has been created by this project and establish a legacy from the work described. DNPA have been exploring potential for continuation of Community Engagement Ranger work and continuation, albeit at a much smaller scale, will we hope be sustained. . Related to this legacy work is the risk that learning is not properly captured and shared, we are working to address this need.

### **5.2 Financial risks**

- 5.2.1 The programme is mostly externally funded from a secure grant and match funding from DNPA was secured prior to programme start. GRCF paid 25% of the grant up front, so the programme has not caused any impact on cash flow. Spending to date and forecast is well within budget and we forecast an underspend. The underspend sits primarily in the project delivery budget for the Community Engagement Rangers, given the very short timescale and ambitious targets the Community Engagement Rangers have worked efficiently, using the landscape and existing resources to meet delivery targets to a high quality. Developing new materials takes time. We are discussing options for reallocation of any underspend with the National Lottery Heritage Fund.

## **6 Conclusion**

- 6.1 The Landscapes Review 2019 said, "...we want to see our national landscape bodies doing much more to reach out and welcome people in. An important way of getting interest across all of society is of course to inspire our younger generations.

This is why we set out a proposal for every child to spend at least one night in a national landscape. We think that seeing and knowing our country is the best way to respect and save it. There are many good examples of working with schools, but we want to see more done.” This small programme set out to address this need, supplementing the work DNPA and Partners already do in this area, the programme responded to specific needs post Covid-19 lock down and is clearly aligned with the Dartmoor Partnership Plan’s ‘Better for the Next Generation’ and ‘Better for People’ aims.

- 6.2 The programme has been a success, due largely to the clear direction set and exceptional people we have been able to recruit into new posts. This work provides significant opportunity to strengthen partnerships further across Dartmoor and with new partners in communities beyond the National Park. It provides evidence of success that will be used to strengthen external funding bids, allowing us to deliver more of the same in future.

JAMES SHARPE