

DARTMOOR NATIONAL PARK AUTHORITY

27 July 2018

ANNUAL STATEMENT OF ACCOUNTS 2017/18Report of the Head of Business SupportRecommendation : **That:**

- (i) **Members approve the 2017/18 Statement of Accounts;**
- (ii) **The Chairman be authorised to sign and date the Statement of Responsibilities on behalf of the Authority;**
- (iii) **The Chairman and the Chief Executive (NPO) be authorised to sign the Letter of Representation on behalf of the Authority;**
- (iv) **Members re-approve the 2017/18 Annual Governance Statement approved by the Audit & Governance Committee on 25 May 2018**

1 Introduction

- 1.1 The Statement of Accounts (the Accounts) is a statutory document which all local authorities must produce and make available for public inspection. In addition, the accounts are subject to external examination by the Authority's external auditors.
- 1.2 The Chartered Institute of Public Finance and Accountancy (CIPFA) publishes The Code of Practice on Local Authority Accounting (The Code) which specifies the principles and practices of accounting that must be followed in preparing the Statement of Accounts. The Statement of Accounts must be authorised for issue and made available for public inspection by 31 May and the audit must be completed by 31 July.
- 1.3 The un-audited copy of the Accounts was authorised for issue and published on our website on 31 May. An audited copy of the Accounts can be found at Appendix 1 (hard copy for Members only and provided separately). The audit opinion provided by Grant Thornton (GT) will be added to the Accounts after the meeting, once the Audit Findings Report has been presented and approved (next agenda item).
- 1.4 There are no changes to the format and content of the Statement of Accounts this year.
- 1.5 Once Members have approved the Accounts, the Chairman will be required to sign the Statement of Responsibilities on behalf of all Members (below the Chief Finance Officer's Certification) on page 10.
- 1.6 The Chairman and the Chief Executive (National Park Officer) are also required to sign a Letter of Representation to the Auditors on behalf of the Authority, a copy of which is provided at Appendix 2. The purpose of the Letter of Representation is to confirm to the Auditors that the Authority's financial statements give a true and fair view.

2 Financial Performance

- 2.1 The Audit & Governance Committee reviewed and approved the outturn position on 25 May 2018 (NPA/AG/18/005). Members congratulated staff for the efforts made and outcomes achieved during the year, and for continuing to maintain a culture of robust financial management. A summary of the year's financial performance is set out in the Narrative Report which starts on page 2 of the Accounts.
- 2.2 The actual revenue outturn, in terms of its in-year Management Account reporting was a surplus of £78,605 (£5,822 surplus in 2016/17) which represents a -1.97% variance against Budget (-0.15% in 2016/17). How this surplus is reconciled to the "Deficit on Provision of Services" line in the Comprehensive Income and Expenditure Statement (page 12 of the Accounts) is set out in the table 1 below:

<i>Table 1.</i>	31 March 2018 £000
"Deficit on the Provision of Services" line in the Comprehensive Income and Expenditure Statement	941
<i>Reverse out non-cash items:</i>	
Amortisation, depreciation & impairment charges	(199)
IAS19 Retirement Benefit adjustments (pensions)	(835)
Accumulated Absences adjustment (leave and flexi balances)	(5)
Transfers to or (from) reserves per Management Accounts	20
Revenue Budget Surplus (NPA/AG/18/005)	(78)

- 2.3 There have been no changes to the financial outturn, as reported in May, or as a result of the Audit.

3 Reserves

- 3.1 The total net transfer to Earmarked Reserves as at 31 March was £98,279 i.e. our Earmarked Reserves balances have been increased by this much. The General Reserve (unallocated) has been maintained at £450,000 and equates to 11.3% of the 2018/19 Net Budget Requirement and is the minimum level of balances that the Authority has determined must be retained. A summary of the total opening and closing Reserve Balances is set out in table 2 below. Notes 13 and 23 in the Accounts provides a more detailed explanation.

<i>Table 2.</i>	£
1 April 2017 Opening Balance	2,604,071
Reserves used in year	(321,443)
Transfers to reserves at year-end for specific purposes	419,722
Total Reserve Balances at 31 March 2018	2,702,350

- 3.2 In aggregate, the level of reserves and balances held is regarded as sufficient to meet current needs and to provide assurance that unforeseen risks and emergencies can be managed. These balances are determined in part by our on-going work programmes and projects and by a risk based analysis and methodology approved by the Authority.

4 Pension Scheme Assets and Liabilities

- 4.1 The Authority's pension fund deficit is subject to two different actuarial valuations; the Triennial Valuation and the IAS 19 annual accounting valuation. The Triennial Valuation is used to set the employer contribution rates for the following three years and is based on assumptions that are specific to the authority's part of the Devon Pension Fund. The annual IAS 19 valuation, that the authority is required to use in these accounts uses standardised assumptions and is designed to provide comparability between employers.
- 4.2 The result of the annual accounting valuation as at 31 March 2018 for the Authority is that the net liability has decreased by £0.469 million from £13.422 million to £12.953 million. The liability (accounting valuation) is an assessment of the level of corporate bonds a corporate body would need to issue in order to cover the cost of the deficit over an assessed period. This approach was designed with the Private Sector in mind but has also been adopted by the Public Sector, although of course in local government, the true pension fund deficit is assessed through the Triennial Valuation and the deficit made good over the working life of the employees rather than by issuing Corporate Bonds.
- 4.3 The most recent triennial valuation took place at 31 March 2016 and the Authority's funding level was assessed to be at 90% compared to 88% in 2013. The Authority continues to make additional contributions to seek to achieve a 100% funding position in accordance with a 17 year recovery plan as determined by the Actuary. In 2016/17 Members approved the payment of a cash lump sum contribution of £500,000 into the fund, with the aim of reducing past service deficits and to potentially reduce future years' contribution increases. The outcome of this decision will only become clear in future years, however current performance indicates that our deficit recovery strategy remains on track.
- 4.4 The annual accounting valuation and disclosures included in the Accounts (Note 33) makes use of many assumptions and is a "snapshot" valuation of assets and liabilities on one particular day at year-end. This snapshot approach to valuing the deficit is volatile and unpredictable. It is arguable whether the annual calculation of the pension fund deficit accurately reflects the long run position, many believe it does not. The pension fund deficit as reported in the Accounts does not represent an immediate call on the Authority's reserves but simply provides an accounting valuation snapshot (at 31 March 2018) with the value of assets and liabilities changing on a daily basis.

5 Going Concern and Responses to Auditor Questions

- 5.1 During the audit of the Accounts, in order to comply with International Auditing Standards the Auditors need to establish:
- Their understanding of the management processes in place to prevent and detect fraud and to ensure compliance with law and regulation and
 - Their understanding of how the Audit & Governance Committee gains assurance over management processes and arrangements
- To assist them in meeting these requirements, we are asked to consider and formally respond to two sets of questions. Copies of those responses can be found at Appendix 3.

6 Local Code of Corporate Governance and the Annual Governance Statement

- 6.1 In May the Audit & Governance Committee considered and approved the current year's formal review and assessment of the Authority's governance arrangements, as set out in our Local Code of Corporate Governance and Annual Governance Statement (AGS).
- 6.2 Members reviewed progress made against the action plan for 2017/18 and approved the work programme for 2018/19; with Members, at the meeting, seeking clarity from Officers about how they would be involved.
- 6.3 There are no changes or amendments to the AGS presented to and approved by the A&G Committee in May; it can be found on page 55 of the Accounts. Once re-approved, it will be signed by the Chairman and the Chief Executive and published alongside the Statement of Accounts.

7 Conclusion

- 7.1 The External Auditors, Grant Thornton (GT) will present their "Audit Findings Report" and their "Audit Opinion" to you separately (next item on the agenda). It is pleasing to note that they have not identified any adjustments, mis-statements or control weaknesses, only making minor recommendations (during the audit) to improve the presentation of the accounts and to enable them to comply with their own auditing standards and requirements. They have also determined that the Authority had proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources (value for money). GT anticipates being able to provide an unqualified opinion in respect of the financial statements, and an unqualified value for money conclusion.
- 7.2 There is one recommendation contained in the Audit Finding Report Action Plan, which relates to Members' declarations of interest returns.
- 7.3 Once GT's work is complete a copy of the audit opinion will be added to the Accounts, which together with the audit reports and notification of completion of the audit, will be published on the website.
- 7.4 Once again the Authority has experienced financial success; absorbing additional costs in year rather than using reserves and therefore maintaining financial resilience, by:
 - Generating income from sales, fees and charges, sponsorship, donations and treasury
 - Successfully undertaking a public arts initiative that generated a net surplus of £60,000
 - Robust cost control and efforts to seek out the best price and value for money
 - Proactively seeking and achieving efficiency savings wherever possible
 - Continued success at leveraging in external grant income by working in partnership with others

- 7.5 Our performance monitoring and reporting framework: consisting of the Medium Term Financial Plan, the Business Plan, Performance Indicators, the Strategic Risk Register and Service “Dashboards” helps us to maintain robust operational and financial management and guard against unplanned expenditure, loss of income and programme slippage
- 7.6 The Authority continues to maintain a robust financial position; and is demonstrating a proactive approach to building stronger partnerships, generating new income streams and financial resilience and agility. We are well placed to continue to deliver good outcomes for Dartmoor and to support and deliver against the Government’s “8-Point Plan for England’s National Parks” and the 25 Year Environment Plan.

DONNA HEALY

Background Papers:

NPA/AG/17/003 - Financial Management 1 April to 30 September 2017

NPA/AG/18/001 - Financial Management 1 April to 31 December 2017

NPA/AG/18/005 – Financial Outturn 2017/18

NPA/17/008 – 2017/18 Net Revenue Budget, Medium Term Financial Plan & Capital Budget

NPA/AG/18/006 – Local Code of Corporate Governance & 2017/18 Annual Governance Statement

Attachments: **Appendix 1 – Statement of Accounts & Annual Governance Statement (Members only)**
 Appendix 2 – Letter of Representation
 Appendix 3 – Response to the Auditor from Management & Response to the Auditor from Members

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Appendix 2 to Report No.NPA/18/026

Your ref:
Please Quote: DH/GL
Direct Line: 01626 831030

27 July 2018

Dear Geraldine

Dartmoor National Park Authority

Financial Statements for the year ended 31 March 2018

This representation letter is provided in connection with the audit of the financial statements of Dartmoor National Park Authority for the year ended 31 March 2018 for the purpose of expressing an opinion as to whether the Authority financial statements are presented fairly, in all material respects in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 and applicable law.

We confirm that to the best of our knowledge and belief having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

- i We have fulfilled our responsibilities for the preparation of the Authority's financial statements in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 ("the Code"); in particular the financial statements are fairly presented in accordance therewith.
- ii We have complied with the requirements of all statutory directions affecting the Authority and these matters have been appropriately reflected and disclosed in the financial statements.
- iii The Authority has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There has been no non-compliance with requirements of any regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.

- iv We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- v Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- vi Except as disclosed in the financial statements:
 - a There are no unrecorded liabilities, actual or contingent
 - b None of the assets of the Authority has been assigned, pledged or mortgaged
 - c there are no material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.
- vii We confirm that we are satisfied that the actuarial assumptions underlying the valuation of pension scheme assets and liabilities for IAS19 Employee Benefits disclosures are consistent with our knowledge. We confirm that all settlements and curtailments have been identified and properly accounted for. We also confirm that all significant post-employment benefits have been identified and properly accounted for.
- viii Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards and the Code.
- ix All events subsequent to the date of the financial statements and for which International Financial Reporting Standards and the Code require adjustment or disclosure have been adjusted or disclosed.
- x The financial statements are free of material misstatements, including omissions.
- xi Actual or possible litigation and claims have been accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards.
- xii We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
- xiii We believe that the Authority's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the Authority's needs. We believe that no further disclosures relating to the Authority's ability to continue as a going concern need to be made in the financial statements.

Information Provided

- xiv We have provided you with:
 - a. access to all information of which we are aware that is relevant to the preparation of the Authority financial statements such as records, documentation and other matters;
 - b. additional information that you have requested from us for the purpose of your audit; and
 - c. unrestricted access to persons within the Authority from whom you determined it necessary to obtain audit evidence.

- xv We have communicated to you all deficiencies in internal control of which management is aware.
- xvi All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xvii We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- xviii We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Authority and involves:
 - a management;
 - b employees who have significant roles in internal control; or
 - c others where the fraud could have a material effect on the financial statements.
- xix We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, analysts, regulators or others.
- xx We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- xxi We have disclosed to you the identity of the Authority's related parties and all the related party relationships and transactions of which we are aware.
- xxii We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Annual Governance Statement

- xxvi We are satisfied that the Annual Governance Statement (AGS) fairly reflects the Authority's risk assurance and governance framework and we confirm that we are not aware of any significant risks that are not disclosed within the AGS.

Narrative Report

- xxvii The disclosures within the Narrative Report fairly reflect our understanding of the Authority's financial and operating performance over the period covered by the Authority financial statements.

Approval

The approval of this letter of representation was minuted by the full Authority at its meeting on 27th July.

Yours sincerely

Signed on behalf of the Authority

Dr Kevin Bishop

Chief Executive (National Park Officer)

27 July 2018

P W Hitchins

Chairman of the Authority

28 July 2018

Responses from Management:

Auditor question	Response
What do you regard as the key events or issues that will have a significant impact on the financial statements for 2017/18?	None at this time – no significant change or issues that have had a significant impact. We will update you further when we actually get to year end.
Have you considered the appropriateness of the accounting policies adopted by the Authority? Have there been any events or transactions that may cause you to change or adopt new accounting policies?	Yes None
Are you aware of any changes to the Authority's regulatory environment that may have a significant impact on the Authority's financial statements?	None
How would you assess the quality of the Authority's internal control processes?	Excellent – see internal audit reports
How would you assess the process for reviewing the effectiveness of internal control?	Excellent – very thorough. See review of AGS and Internal Audit's Systems Audits as above
How do the Authority's risk management processes link to financial reporting?	Comprehensive 'live' strategic Risk Register (which includes financial risk) is reviewed quarterly and Operational risk are monitored on an on-going basis along-side the monthly budget monitoring process The finance team is appropriately qualified, trained & skilled with robust performance management. All financial transactions centralised. S151 Officer sits with the Finance Team so also has operational oversight. Appropriate levels of internal control & separation of duties in place.
How would you assess the Authority's arrangements for identifying and responding to the risk of fraud?	See above
What has been the outcome of these arrangements so far this year?	Robust monitoring & review as normal – nothing significant to report
What have you determined to be the classes of accounts, transactions and disclosures most at risk to fraud?	The risk of fraud is very low – but the obvious are Creditors and Payroll
Are you aware of any whistle blowing potential or complaints by potential whistle blowers? If so, what has been your response?	None
Have any reports been made under the Bribery Act?	None
As a management team, how do you communicate risk issues (including fraud) to those charged with governance?	Strategic Risk Register Financial Regulations Procurement Policy & Procedures Standing Orders & Scheme of Delegation Employee & Member Code of Conduct Internal & External Audit Reports Annual Governance Statement Local Code of Corporate Governance Performance & Financial Management Reports
As a management team, how do you communicate to staff and employees your views on business practices and ethical behaviour?	Strategic Risk Register Financial Regulations Procurement Policy & Procedures Standing Orders and Scheme of Delegation Employee Code of Conduct HR Policies & Procedures and Organisational development Strategy Staff induction training

	<p>Team briefings and all staff meetings</p> <p>Appraisals</p> <p>All key documents are on the Intranet and some are available of the Authority's website</p>
<p>What are your policies and procedures for identifying, assessing and accounting for litigation and claims?</p>	<p>The Head of Business Support works closely with the Legal Services. Also liaise and with and update Leadership Team regularly. We are a small Authority and therefore we are able to communicate easily, and can work together to assess any risk and account for any claims accordingly.</p> <p>Robust complaints procedure, Head of Organisational Development manages this area and all Leadership Team Members</p> <p>Officers are professionally qualified, who carry out appropriate CPD.</p>
<p>Is there any use of financial instruments, including derivatives?</p>	<p>None</p>
<p>Are you aware of any significant transaction outside the normal course of business?</p>	<p>None.</p>
<p>Are you aware of any changes in circumstances that would lead to impairment of non-current assets?</p>	<p>None</p>
<p>Are you aware of any guarantee contracts?</p>	<p>None</p>
<p>Are you aware of allegations of fraud, errors, or other irregularities during the period?</p>	<p>None</p>
<p>Are you aware of any instances of non-compliance with laws or regulations or is the Authority's on notice of any such possible instances of non-compliance?</p>	<p>None</p>
<p>Have there been any examinations, investigations or inquiries by any licensing or authorising bodies or the tax and customs authorities?</p>	<p>None</p>
<p>Are you aware of any transactions, events and conditions (or changes in these) that may give rise to recognition or disclosure of significant accounting estimates that require significant judgement?</p>	<p>None</p>
<p>Where the financial statements include amounts based on significant estimates, how have the accounting estimates been made, what is the nature of the data used, and the degree of estimate uncertainty inherent in the estimate?</p>	<p>None</p>
<p>Are you aware of the existence of loss contingencies and/or un-asserted claims that may affect the financial statements?</p>	<p>None</p>
<p>Has the management team carried out an assessment of the going concern basis for preparing the financial statements? What was the outcome of that assessment?</p>	<p>The financial outturn position, the level of Reserve Balances and a risk assessed analysis of the reserve balances are considered in detail by both Management and the Authority. This is also carried out when building the annual budget and MTFP.</p> <p>Management, the Authority and the S151 Officer considers the Authority to be in a strong financial position for the future, with a robust level of reserves and an effective operating budget. Future risk & uncertainty is identified in the Strategic Risk Register and Business Plan, with appropriate work</p>

	programmes in place to ensure that the Authority can continue as a going-concern. NPG has been confirmed up to the 2019/20 financial year.
Although the public sector interpretation of IAS1 means that unless services are being transferred out of the public sector then the financial services should be prepared on a going concern basis, Management is still required to consider whether there are any material uncertainties that cast doubt on the Authority's ability to continue as a business. What is the process for undertaking a rigorous assessment of going concern? Is the process carried out proportionate in nature and depth to the level of financial risk and complexity of the organisation and its operations? How will you ensure that all available information is considered when concluding the organisation is a going concern at the date the financial statements are approved?	There are currently no material uncertainties identified. See statement above. Risks are identified in the Strategic Risk Register which continues is monitored throughout the year. Yes the process is proportionate to the size and complexity of this type of organisation; especially as the Authority is funded most significantly by 1 single source i.e. Defra NPG. *See also additional statement below
Can you provide details of those solicitors utilised by the Authority's during the year. Please indicate where they are working on open litigation or contingencies from prior years?	See previous letter from Simon Clarey dated 27 March. We can discuss any on-going enforcement related issues when here. But please also see attached note.
Can you provide details of other advisors consulted during the year and the issue on which they were consulted?	Advisors: Land at Princetown: access issues – NPS (SW) Ltd Parke House lease: Noon Roberts Kenwyn, Ashburton: Noon Roberts and NPS (SW)
Have any of the Authority's service providers reported any items of fraud, non-compliance with laws and regulations or uncorrected misstatements which would affect the financial statements?	None

***Going Concern**

The accounts have been prepared on a going concern basis. The concept of a going concern assumes that an authority, its functions and services will continue in operational existence for the foreseeable future.

Financial Performance – the authority has a strong track record of not overspending its budget. The Authority consistently delivers a surplus or breaks even at the year end. This is in spite of significant cuts to Government funding in recent years, which has now improved due to a 4 year funding settlement that provides a year-on-year increase.

Continuing Provision of Services – Recent cuts to public sector expenditure have resulted in significant reductions in National Park Grant. The authority has made considerable savings since the comprehensive spending review of 2010. Services have been reduced, efficiencies found and different delivery models identified. These changes do not affect the going concern status of the authority, as overall, services for and protection of the National Park continue. The authority has the ability to raise money from fees and charges, continues to lever in significant non-core grants and is still in receipt of a significant level of National Park Grant. Defra has committed to the protection of National Park Budgets for the period of this parliament and has confirmed the level of National Park Grant up until 2019/20.

Cash flow/financing - At the year end the authority Earmarked reserves of £2.7 million . These sums are considered to be adequate by the Authority and Management. Our conclusion is therefore that the authority is a Going Concern and the accounts should be prepared on that basis.

As part of the budget process, the Authority prepares a detailed MTFP covering the next three years and this supports the declaration on the robustness of estimates and the adequacy of reserves. The Authority continues to make cash and efficiency savings where ever possible in order to meet the risk of further reduced level of resources in the future. The Authority is also actively seeking alternative ways to diversify its income base a

most recent on more innovative example being the Public Arts Project “Moor Otters” which brought in £150k. The whole National Park family (15) has also set up a LLP company (National Parks Partnerships) to explore income generation, sponsorship (financial and in-kind), philanthropic donations and other support.

The Authority’s gross revenue budget is in excess of £4 million. The long and short term assets of the authority exceed £6.27 million. There are no structural changes proposed by Government for National Park Authorities, in fact National Park Authorities have had their budgets protected, in real terms, over the life of the new parliament and Defra is launching its own National Parks Plan and 25 year Environmental Strategy. Therefore no doubt exists around the medium term future of the Authority or its classification as a going concern.

Response from Audit and Governance Committee Chair

Fraud risk assessment

Auditor Question	Response
Has the Authority assessed the risk of material misstatement in the financial statements due to fraud?	Yes
What are the results of this process?	The view of A&G Committee is that the risk is low, there are adequate systems of internal controls & separation of duties. The committee receives regular financial, performance and governance reports including the risk register and business plan. The Authority has an excellent track record in terms of financial management and reporting, and the committee received all audit reports - which are exemplary. The finance team are experienced, qualified and high performing.
What processes does the Authority have in place to identify and respond to risks of fraud?	*Annual programme of internal audit to test, verify & give assurance which is reported to A&G Robust financial management and reporting systems. Experienced and qualified finance staff. Risk monitored by Leadership Team and A&G Committee Comprehensive suite of governance policies, including anti-fraud & Corruption and Whistleblowing AGS & Local Code of Corporate Governance supported by evidence & approved by A&G Committee Work undertaken by Internal and External Audit
Have any specific fraud risks, or areas with a high risk of fraud, been identified and what has been done to mitigate these risks?	None
Are internal controls, including segregation of duties, in place and operating effectively?	Yes
If not, where are the risk areas and what mitigating actions have been taken?	N/A
Are there any areas where there is a potential for override of controls or inappropriate influence over the financial reporting process (for example because of undue pressure to achieve financial targets)?	No
Are there any areas where there is a potential for misreporting?	No
How does the Audit & Governance Committee exercise oversight over management's processes for identifying and responding to risks of fraud?	See above *
What arrangements are in place to report fraud issues and risks to Members?	Strategic Risk Register, Anti-Fraud & Corruption Policy and Whistleblowing Policy S151 Officer and Monitoring Officer Annual Governance Statement (and annual review of). Systems & Processes of Internal Control Internal Audit Reports

	Performance reports
How does the Authority communicate and encourage ethical behaviour of its staff and contractors?	Strategic Risk Register Financial Regulations Standing Orders and Scheme of Delegation Employee Code of Conduct Anti-Fraud & Corruption Policy and Whistleblowing Policy Procurement Policy & procedures Contractors Vetting Policy Staff & Member Induction and training Team Meetings, All Staff meetings Appraisals Organisational Development Strategy
How does the Audit & Governance Committee encourage staff to report their concerns about fraud? Have any significant issues been reported?	See above None
Are you aware of any related party relationships or transactions that could give rise to risks of fraud?	None
Are you aware of any instances of actual, suspected or alleged, fraud, either within the Authority as a whole or within specific departments since 1 April 2017?	None

Law and regulation

Auditor Question	Response
What arrangements does the Authority have in place to prevent and detect non-compliance with laws and regulations?	Professional Officers, professionally qualified Training (including CPD) Supervision & appraisal Oversight by statutory officers: Monitoring Officer & S151 Officer
How does management gain assurance that all relevant laws and regulations have been complied with?	Professional Officers (as above) and assurance gained from the work of Internal / External Audit reports
How is the Audit & Governance Committee provided with assurance that all relevant laws and regulations have been complied with?	Via Reports from and contact with Professional Officers & Internal / External audit reports
Have there been any instances of non-compliance or suspected non-compliance with law and regulation since 1 April 2017?	None
What arrangements does the Authority have in place to identify, evaluate and account for litigation or claims?	The Head of Business Support is a member of Leadership Team. We are a small Authority and therefore we are able to communicate easily, and can work together to assess any risk and account for any claims accordingly. Robust complaints procedure, Head of Organisational Development manages this area in consultation with all Leadership Team Members Officers are professionally qualified, who carry out appropriate CPD.
Is there any actual or potential litigation or claims that would affect the financial statements?	None
Have there been any reports from other regulatory bodies, such as HM Revenues and Customs, which indicate non-compliance?	None



Audit Findings

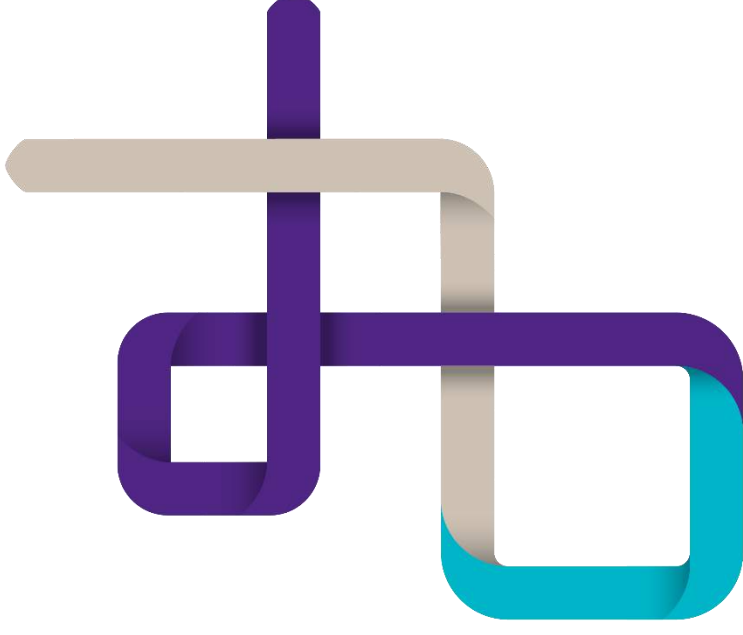
Year ending 31 March 2018

DRAFT

This version of the report is a draft. Its contents and subject matter remain under review and its contents may change and be expanded as part of the finalisation of the report. This draft has been created from the template dated DD MMM YYYY

Dartmoor National Park Authority

 23 July 2018



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Appendices

- A. Action plan
- B. Fees
- C. Audit Opinion

The contents of this report relate only to those matters which came to our attention during the conduct of our normal audit procedures which are designed for the purpose of expressing our opinion on the financial statements. Our audit is not designed to test all internal controls or identify all areas of control weakness. However, where, as part of our testing, we identify control weaknesses, we will report these to you. In consequence, our work cannot be relied upon to disclose all defalcations or other irregularities, or to include all possible improvements in internal control that a more extensive special examination might identify. This report has been prepared solely for your benefit and should not be quoted in whole or in part without our prior written consent. We do not accept any responsibility for any loss occasioned to any third party acting, or refraining from acting on the basis of the content of this report, as this report was not prepared for, nor intended for, any other purpose.

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Headlines

This table summarises the key issues arising from the statutory audit of Dartmoor National Park Authority ('the Authority') and the preparation of the Authority's financial statements for the year ended 31 March 2018 for those charged with governance.

Financial Statements

Under the International Standards of Auditing (UK) (ISAs), we are required to report whether, in our opinion:

- the Authority's financial statements give a true and fair view of the Authority's financial position and of the group and Authority's expenditure and income for the year, and
- have been properly prepared in accordance with the CIPFA/LASAAC code of practice on local authority accounting and prepared in accordance with the Local Audit and Accountability Act 2014.

We are also required to report whether other information published together with the audited financial statements (including the Statement of Accounts, Annual Governance Statement (AGS) and Narrative Report), is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

Our audit work was completed on site during June/July. Our audit approach is summarised on the next page. We have identified no adjustments to the financial statements. We have also raised recommendations for management as a result of our audit work in Appendix A..

Subject to outstanding queries being resolved, we anticipate issuing an unqualified audit opinion following the Authority meeting on 27 July 2018, as detailed in Appendix C. These outstanding items include:

- receipt of management representation letter
- review of the final set of financial statements
- declarations of interest from one member
- assurance letters from the pension fund and county council audit teams.

We have concluded that the other information published with the financial statements, which includes the Statement of Accounts, Annual Governance Statement and Narrative Report, are consistent with our knowledge of your organisation and with the financial statements we have audited.

Value for Money arrangements

Under the National Audit Office (NAO) Code of Audit Practice ('the Code'), we are required to report whether, in our opinion:

- the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources ('the value for money (VFM) conclusion')

We have completed our risk based review of the Authority's value for money arrangements. We have concluded that Dartmoor National Park Authority has proper arrangements to secure economy, efficiency and effectiveness in its use of resources/ We therefore anticipate issuing an unqualified value for money conclusion, as detailed in Appendix C.

Statutory duties

The Local Audit and Accountability Act 2014 ('the Act') also requires us to:

- report to you if we have applied any of the additional powers and duties ascribed to us under the Act; and
- certify the closure of the audit

We have not exercised any of our additional statutory powers or duties.

We have completed the majority of work under the Code and expect to be able to certify the completion of the audit when we give our audit opinion.

Acknowledgements

We would like to take this opportunity to record our appreciation for the assistance provided by the finance team and other staff during our audit.

Summary

Overview of the scope of our audit

This Audit Findings presents the observations arising from the audit that are significant to the responsibility of those charged with governance to oversee the financial reporting process, as required by International Standard on Auditing (UK) 260 and the Code of Audit Practice ('the Code'). Its contents have been discussed with management.

As auditor we are responsible for performing the audit, in accordance with International Standards on Auditing (UK), which is directed towards forming and expressing an opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities for the preparation of the financial statements.

Audit approach

Our audit approach was based on a thorough understanding of the Authority's business and is risk based, and in particular included:

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 Substantive testing on significant transactions and material account balances, including the procedures outlined in this report in relation to the key audit risks
- An evaluation of the Authority's internal controls environment including its IT systems and controls;

Conclusion

We have completed our audit of your financial statements and we anticipate issuing an unqualified audit opinion following the Authority meeting on 27 July 2018, as detailed in Appendix C. These outstanding items include:

- receipt of management representation letter
- review of the final set of financial statements
- declarations of interest from one member
- assurance letters from the pension fund and county council audit teams

Our approach to materiality

The concept of materiality is fundamental to the preparation of the financial statements and the audit process and applies not only to the monetary misstatements but also to disclosure requirements and adherence to acceptable accounting practice and applicable law.

Materiality calculations remain the same as reported in our audit plan.

Going concern

Our responsibility

As auditors, we are required to "obtain sufficient appropriate audit evidence about the appropriateness of management's use of the going concern assumption in the preparation and presentation of the financial statements and to conclude whether there is a material uncertainty about the entity's ability to continue as a going concern" (ISA (UK) 570).

Going concern commentary

We reviewed the management's assessment of the going concern assumption and the disclosures in the financial statements and concluded that the assessment that the Authority is a going concern is appropriate.

Significant audit risks

Risks identified in our Audit Plan

Commentary

1 Improper revenue recognition

Under ISA 240 (UK) there is a presumed risk that revenue may be misstated due to the improper recognition of revenue. This presumption can be rebutted if the auditor concludes that there is no risk of material misstatement due to fraud relating to revenue recognition.

Auditor commentary

Having considered the risk factors set out in ISA240 and the nature of the revenue streams at the Authority, we have determined that the risk of fraud arising from revenue recognition can be rebutted, because:

- there is little incentive to manipulate revenue recognition
- opportunities to manipulate revenue recognition are very limited
- The culture and ethical frameworks of local authorities, including Dartmoor National Park Authority, mean that all forms of fraud are seen as unacceptable

Therefore we do not consider this to be a significant risk for Dartmoor National Park Authority.

2 Management override of controls

Under ISA (UK) 240 there is a non-rebuttable presumed risk that the risk of management over-ride of controls is present in all entities.

Auditor commentary

- In order to address this risk, we performed the following:
 - review of accounting estimates, judgements and decisions made by management
 - testing of journal entries
 - review of unusual significant transactions
 - review of significant related party transactions

We identified management override of controls as a risk requiring special audit consideration.

Our audit work has not identified any issues in respect of management override of controls.

Significant audit risks

Risks identified in our Audit Plan

Commentary

3 Valuation of property, plant and equipment

The Authority revalues its land and buildings on a minimum five-yearly basis to ensure that carrying value is not materially different from current value. This represents a significant estimate by management in the financial statements.

We identified the valuation of land and buildings revaluations and impairments as a risk requiring special audit consideration...

Auditor commentary

In assessing this we performed the following:

- Review of management's processes and assumptions for the calculation of the estimate
 - Review of the competence, expertise and objectivity of any management experts used
 - Review of the instructions issued to valuation experts and the scope of their work
 - Discussions with the Authority's valuer about the basis on which the valuation was carried out, challenging the key assumptions
 - Review and challenge of the information used by the valuer to ensure it was robust and consistent with our understanding
 - Testing of revaluations made during the year to ensure they were input correctly into the Authority's asset register
- The Authority revalued all its land and building assets with a value date of 31 March 2017. The valuation was carried out by a suitably qualified expert.

Our audit work has not identified any issues in respect of the valuation of property, plant and equipment.

4 Valuation of pension fund net liability

The Authority's pension fund asset and liability as reflected in its balance sheet represent a significant estimate in the financial statements.

We identified the valuation of the pension fund net liability as a risk requiring special audit consideration.

Auditor commentary

In assessing this we performed the following:

- Identified the controls put in place by management to ensure that the pension fund net liability is not materially misstated and assessed whether those controls were implemented as expected and whether they were sufficient to mitigate the risk of material misstatement
- Review of the competence, expertise and objectivity of the actuary who carried out the Authority's pension fund valuation
- Gaining an understanding of the basis on which the IAS 19 valuation was carried out, undertaking procedures to confirm the reasonableness of the actuarial assumptions made
- Review of the consistency of the pension fund net liability disclosures in notes to the financial statements with the actuarial report from your actuary

We have not identified any issues from work performed as at the date of this report. Our final conclusion is subject to receipt of the assurance letter from the pension fund auditors.

Reasonably possible audit risks

Risks identified in our Audit Plan

Employee remuneration

Payroll expenditure represents a significant percentage (61%) of the Authority's operating expenses.

As the payroll expenditure comes from a number of individual transactions there is a risk that payroll expenditure in the accounts could be understated. We therefore identified completeness of payroll expenses as a risk requiring particular audit attention

Commentary

Auditor commentary

We have undertaken the following work in relation to this risk:

- documented our understanding of processes and key controls over the transaction cycle
- undertaken walkthrough of the key controls to assess the whether those controls were in line with our documented understanding
- completed a substantive analytical review of payroll expenditure

No issued have been identified from work performed.

Operating expenses

Non-pay expenses on other goods and services also represents a significant percentage (28%) of the Authority's operating expenses. Management uses judgement to estimate accruals of un-invoiced costs.

We identified completeness of non-pay expenses as a risk requiring particular audit attention:




Auditor commentary

We have undertaken the following work in relation to this risk:

- evaluated the Authority's accounting policy for recognition of non-pay expenditure for appropriateness
- gained an understanding of the Authority's system for accounting for non-pay expenditure and evaluate the design of the associated controls
- tested a sample of post-year end transactions to ensure that liabilities were recorded correctly
- tested a sample of creditors to ensure they have been appropriately accounted for

No issued have been identified from work performed.

Accounting policies

Accounting area	Summary of policy	Comments	Assessment
Revenue recognition	<ul style="list-style-type: none"> Recognition of income from grants Recognition of income from fees and charges 	<p>We have reviewed the Authority's revenue recognition policy and found that:</p> <ul style="list-style-type: none"> Appropriate policies have been used under the relevant accounting framework Revenue has been appropriately recognised Accounting policies have been adequately disclosed 	 <p>Green</p>
Judgements and estimates	<ul style="list-style-type: none"> Revaluations Accruals Valuation of pension fund net liability Depreciation of assets 	<p>We have reviewed the judgments made in these areas.</p> <ul style="list-style-type: none"> The valuations of the pension fund liability are the most significant estimates, with accruals and depreciation being simpler All estimates have a potentially material impact on the financial statements, with the highest risk being the valuations indicated above From our review, all estimates are within the expected range and appear to be consistent with other information Appropriate accounting policies have been disclosed Further detail of our work on these estimates can be seen on the preceding pages 7-8 	 <p>Green</p>
Other critical policies		<p>We have reviewed the Authority's policies against the requirements of the CIPFA Code of Practice. The Authority's accounting policies are appropriate and consistent with previous years.</p>	 <p>Green</p>

Assessment

-  Red
-  Orange
-  Green

Marginal accounting policy which could potentially be open to challenge by regulators
 Accounting policy appropriate but scope for improved disclosure
 Accounting policy appropriate and disclosures sufficient

Other communication requirements

We set out below details of other matters which we, as auditors, are required by auditing standards and the Code to communicate to those charged with governance.

Issue	Commentary
1 Matters in relation to fraud	<ul style="list-style-type: none"> We have previously discussed the risk of fraud with the Audit and Governance Committee. We have not been made aware of any other incidents in the period and no other issues have been identified during the course of our audit procedures
2 Matters in relation to related parties	<ul style="list-style-type: none"> We are not aware of any related parties or related party transactions which have not been disclosed
3 Matters in relation to laws and regulations	<ul style="list-style-type: none"> You have not made us aware of any significant incidences of non-compliance with relevant laws and regulations and we have not identified any incidences from our audit work
4 Written representations	<ul style="list-style-type: none"> A standard letter of representation has been requested from the Authority, which is included in the Authority papers.
5 Confirmation requests from third parties	<ul style="list-style-type: none"> We requested from management permission to send (a) confirmation request(s) to all institutions where the Authority holds cash balances. This permission was granted and the requests were sent. Of these requests all were returned with positive confirmation
6 Disclosures	<ul style="list-style-type: none"> Our review found no material omissions in the financial statements

Other responsibilities under the Code

We set out below details of other matters which we, as auditors, are required by the Code to communicate to those charged with governance.

Issue	Commentary
<p>1 Other information</p>	<ul style="list-style-type: none"> We are required to give an opinion on whether the other information published together with the audited financial statements (including the Statement of Accounts, Annual Governance Statement (AGS) and Narrative Report), is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated <p>No inconsistencies have been identified. We plan to issue an unqualified opinion in this respect – refer to appendix C.</p>
<p>2 Matters on which we report by exception</p>	<p>We are required to report on a number of matters by exception in a number of areas:</p> <ul style="list-style-type: none"> If the Annual Governance Statement does not meet the disclosure requirements set out in the CIPFA/SOLACE guidance or is misleading or inconsistent with the other information of which we are aware from our audit If we have applied any of our statutory powers or duties <p>We have nothing to report on these matters.</p>
<p>3 Specified procedures for Whole of Government Accounts</p>	<p>We are required to carry out specified procedures (on behalf of the NAO) on the Whole of Government Accounts (WGA) consolidation pack under WGA group audit instructions.</p> <p>However, per WGA correspondence provided to us, the Authority has been exempted from submitting a report this year due to meeting the minor body criteria. Therefore no work is required in this respect.</p>
<p>4 Certification of the closure of the audit</p>	<p>We intend to certify the closure of the 2017/18 audit of Dartmoor National Park Authority in the audit opinion, as detailed in Appendix C.</p>

Value for Money

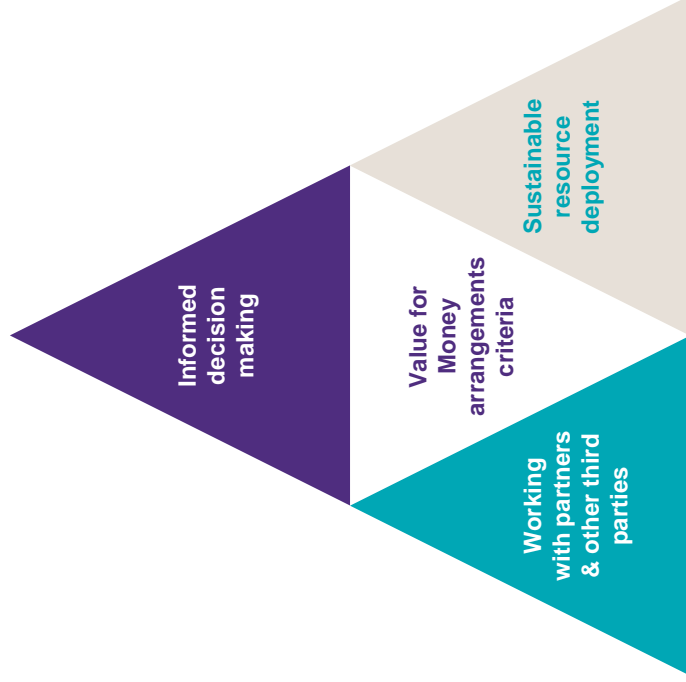
Background to our VFM approach

The NAO issued its guidance for auditors on Value for Money work for 2017/18 in November 2017. The guidance states that for local government bodies, auditors are required to give a conclusion on whether the Authority has proper arrangements in place.

The guidance identifies one single criterion for auditors to evaluate:

“In all significant respects, the audited body takes properly informed decisions and deploys resources to achieve planned and sustainable outcomes for taxpayers and local people.”

This is supported by three sub-criteria, as set out below:



Risk assessment

We carried out an initial risk assessment in March 2018. We did not identify any significant risks in respect of specific areas of proper arrangements using the guidance contained in AGN03. We communicated this to you in our Audit Plan dated February 2018.

We have continued our review of relevant documents up to the date of giving our report, and have not identified any further significant risks where we need to perform further work.

Value for Money

Our work

AGN 03 requires us to disclose our views on significant qualitative aspects of the Authority's arrangements for delivering economy, efficiency and effectiveness.

We have focused our work on the review of key Authority documents which include the Annual Governance Statement. In arriving at our conclusion, our main considerations were:

- the arrangements for medium term financial planning finances and to effectively support the sustainable delivery of strategic priorities and using appropriate cost and performance information to support informed decision making
- the governance framework of the Authority and arrangements it has in place throughout the 2017/18 financial year
- The Authority's strategic planning and arrangements for working effectively with third parties to deliver strategic priorities

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Overall conclusion

Based on the work we performed to address the significant risks, we concluded that:

- the Authority had proper arrangements in all significant respects to ensure it delivered value for money in its use of resources

The text of our report, which confirms this can be found at Appendix C.

Significant difficulties in undertaking our work

We did not identify any significant difficulties in undertaking our work on your arrangements which we wish to draw to your attention.

Significant matters discussed with management

There were no matters where no other evidence was available or matters of such significance to our conclusion or that we required written representation from management or those charged with governance.

Independence and ethics

Independence and ethics

- We confirm that there are no significant facts or matters that impact on our independence as auditors that we are required or wish to draw to your attention. We have complied with the Financial Reporting Authority's Ethical Standard and confirm that we, as a firm, and each covered person, are independent and are able to express an objective opinion on the financial statements

We confirm that we have implemented policies and procedures to meet the requirements of the Financial Reporting Authority's Ethical Standard and we as a firm, and each covered person, confirm that we are independent and are able to express an objective opinion on the financial statements.

Further, we have complied with the requirements of the National Audit Office's Auditor Guidance Note 01 issued in December 2017 which sets out supplementary guidance on ethical requirements for auditors of local public bodies.

Details of fees charged are detailed in Appendix B.

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Audit and Non-audit services


For the purposes of our audit we have made enquiries of all Grant Thornton UK LLP teams providing services to the Authority. The following non-audit services have been identified

Service	£	Threats	Safeguards
Non-audit related			
Non-audit services			
Governance at Heart of the SW LEP	35,750	Y	The work was carried out for the Heart of the South West LEP has been undertaken, by a separate team, Independent of the Audit team. The work was commissioned and billed to Somerset County Council. We are obliged to inform you of this work.

The amounts detailed are fees agreed to-date for audit related and non-audit services to be undertaken by Grant Thornton UK LLP in the current financial year. These services are consistent with the Council's policy on the allotment of non-audit work to your auditors. All services have been approved by the Council. Any changes and full details of all fees charged for audit related and non-audit related services by Grant Thornton UK LLP and by Grant Thornton International Limited network member Firms will be included in our Audit Findings report at the conclusion of the audit.
None of the services provided are subject to contingent fees.

Action plan

We have identified 1 recommendation for the Authority as a result of issues identified during the course of our audit. We have agreed our recommendations with management and we will report on progress on these recommendations during the course of the 2018/19 audit. The matters reported here are limited to those deficiencies that we have identified during the course of our audit and that we have concluded are of sufficient importance to merit being reported to you in accordance with auditing standards.

Assessment	Issue and risk	Recommendations
<p>1 </p> <p>Green</p>	<ul style="list-style-type: none"> At the time of our audit three declarations of interest had not been received from members. As at the time of writing this report one declaration is yet to be received 	<ul style="list-style-type: none"> The Authority should ensure that all declarations are received in a timely manner <p>Management response</p> <ul style="list-style-type: none"> Management will continue to remind members to submit their declarations on time

Fees

We confirm below our final fees charged for the audit.

Audit Fees

	Proposed fee	Final fee
Authority Audit	£11,807	£11,807
Total audit fees (excluding VAT)	£11,807	£11,807

The proposed fees for the year were in line with the scale fee set by Public Sector Audit Appointments Ltd (PSAA).

Audit opinion

We anticipate we will provide the Authority with an unmodified audit report

Independent auditor's report to the members of Dartmoor National Park Authority

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Dartmoor National Park Authority (the 'Authority') for the year ended 31 March 2018 which comprise the Comprehensive Income and Expenditure Statement, the Movement in Reserves Statement, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2017/18.

In our opinion the financial statements:

- give a true and fair view of the financial position of the Authority as at 31 March 2018 and of its expenditure and income for the year then ended
- have been prepared properly in accordance with the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2017/18; and
- have been prepared in accordance with the requirements of the Local Audit and Accountability Act 2014.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Who we are reporting to

This report is made solely to the members of the Authority, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. Our audit work has been undertaken so that we might state to the Authority's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Chief Financial Officer's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Chief Financial Officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Chief Financial Officer is responsible for the other information. The other information comprises the information included in the Statement of Accounts set out on pages 12 to 50, the Narrative Report, the Annual Governance Statement and the Annual Report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge of the Authority obtained in the course of our work including that gained through work in relation to the Authority's arrangements for securing value for money through economy, efficiency and effectiveness in the use of its resources or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Other information we are required to report on by exception under the Code of Audit Practice

Under the Code of Audit Practice published by the National Audit Office on behalf of the Comptroller and Auditor General (the Code of Audit Practice) we are required to consider whether the Annual Governance Statement does not comply with the 'Delivering Good Governance in Local Government: Framework (2016)' published by CIPFA and SOLACE or is misleading or inconsistent with the information of which we are aware from our audit. We are not required to consider whether the Annual Governance Statement addresses all risks and controls or that risks are satisfactorily addressed by internal controls.

We have nothing to report in this regard.

Opinion on other matter required by the Code of Audit Practice

In our opinion, based on the work undertaken in the course of the audit of the financial statements and our knowledge of the Authority gained through our work in relation to the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources, the other information published together with the financial statements in the Statement of Accounts, the Narrative Report, the Annual Governance Statement and the Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

Under the Code of Audit Practice we are required to report to you if:

- we have reported a matter in the public interest under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we have made a written recommendation to the Authority under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we have exercised any other special powers of the auditor under the Local Audit and Accountability Act 2014.

We have nothing to report in respect of the above matters.

Responsibilities of the Authority, the Chief Financial Officer and Those Charged with Governance for the financial statements

As explained more fully in the Statement of Responsibilities set out on page 10, the Authority is required to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Chief Financial Officer..

The Chief Financial Officer is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2017/18, which give a true and fair view, and for such internal control as the Chief Financial Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Chief Financial Officer is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority lacks funding for its continued existence or when policy decisions have been made that affect the services provided by the Authority.

The Authority is Those Charged with Governance.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Report on other legal and regulatory requirements - Conclusion on the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources

Conclusion

On the basis of our work, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General in November 2017, we are satisfied that *the Authority* put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

Responsibilities of the Authority

The Authority is responsible for putting in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance, and to review regularly the adequacy and effectiveness of these arrangements.

Auditor's responsibilities for the review of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to be satisfied that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General in November 2017, as to whether in all significant respects the Authority had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to be satisfied that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

Report on other legal and regulatory requirements - Certificate

We certify that we have completed the audit of the financial statements of the Authority in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice.

Signature to be added

Geraldine Daly
for and on behalf of Grant Thornton UK LLP, Appointed Auditor

2 Glass Wharf
Bristol
BS2 0EL

xx July 2018



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DARTMOOR NATIONAL PARK AUTHORITY

27 July 2018

**RURAL DEVELOPMENT PROGRAMME FOR ENGLAND (RDPE) LOCAL ACTION FUNDING
GREATER DARTMOOR LOCAL ENTERPRISE ACTION FUND (GD LEAF) 2015 – 2020**Report of The Communities OfficerRecommendation: **That Members note the content of the report****1 Background**

- 1.1 Local Action (also known as LEADER) is the community led element of the Rural Development Programme for England (RDPE), an economically focussed funding programme supporting the development of English rural areas.
- 1.2 The Greater Dartmoor Local Enterprise Action Fund (GD LEAF) programme delivers this EU/Government programme for Dartmoor and its hinterland. It is managed by a Local Action Group (LAG) with private, public and third sector partners including the DNPA.

2 GD LEAF Programme 2015 - 2020

- 2.1 The current €1,922,700 (approx. £1,627,500 but subject to volatile exchange rate) programme runs for 6 years from 2015 to 2020. South Hams District Council is the accountable body (contract holders and responsible for financial probity) and the DR Company is responsible for programme delivery (management, administration and project development support).
- 2.2 In securing the RDPE funding, the four local authorities (West Devon Borough Council/South Hams District Council/Teignbridge District Council/Dartmoor National Park Authority) committed to contribute £56,400 annually to the GD LEAF and South Devon LEADER programmes jointly (£16,300 from each of the three Districts and £6,900 from DNPA).
- 2.3 In addition to financial support contribution, the Authority also supports the programme through Officer time, actively involved in the development of the programme priorities, supporting and advising The DR Company in the assessment of projects and as a member of the decision making board.

3 GD LEAF progress to June 2018

- 3.1 The programme has committed nearly £1,600,000 supporting the creation of 98 Full Time Equivalent (FTE) jobs. It is well on track to deliver stated outputs and currently is achieving an intervention rate of 41% (grant as percentage of total project cost) and cost per job created at £16.k.

- 3.2 Of the 50 contracted projects across the wider GD LEAF area, 14 are on Dartmoor, with a further 7 on the periphery but which support or promote the Dartmoor area such as Dartmoor Active Leisure based at Okehampton Youth Hostel and Dartmoor Mobile Catering.
- 3.3 On Dartmoor, projects supported are wide ranging and include several farming, forestry and woodfuel initiatives, the retail expansion of Jaded Palates off – licence (Chagford), the expansion of food producers Flapjackery (Pitts Cleave, Tavistock) and Clives Pies, Buckfastleigh and the development of visitor and retail facilities for Swannaford Winery in the Teign Valley.
- 3.4 The GD LEAF programme continues to be one of the top performing in the country and is expected to be fully committed by September 2018.

4 Future Programme Direction

- 4.1 Unfortunately, and differing from earlier advice, the Rural Payments Agency (RPA) has now indicated that additional funding from poorer performing LAGs is unlikely to be reallocated beyond accountable body boundaries. Both South Devon and GD LEAF LAGs have performed well, leaving no programme underspend for reallocation.
- 4.2 While, it is probable that some limited additional funds will become available from project underspend and a beneficial exchange rate, new applicants are now being advised of the situation and are entered onto a waiting list rather than invited to make an application. To ensure that the programme is best able to utilise all funding as and when it becomes available, the deadline for project spend has been extended to December 2020.
- 4.3 Post Brexit, it has been indicated that the UK 'Shared Prosperity Fund' will become the source of regional funding. It is understood the Fund will be the subject of full public consultation later this year, when it will be vital for the LAGs to have a strong collective voice for English rural areas.

5 Financial Implications

- 5.1 The GD LEAF forms one of the key delivery mechanisms to realise local community and business aspirations and initiatives such as those identified in 'Your Dartmoor'. The support offered through the project officers ensures that the funding is accessible to all, assisting those applicants with less experience or capacity to access funding.

6 Equality & Sustainability Impact

- 6.1 The GD LEAF forms one of the key delivery mechanisms to realise local community and business aspirations and initiatives such as those identified in 'Your Dartmoor'. The support offered through the project officers ensures that the funding is accessible to all, assisting those applicants with less experience or capacity to access funding.

JOANNA RUMBLE

20180757 JR GD Leaf

DARTMOOR NATIONAL PARK PLANNING AUTHORITY

27 July 2018

**TREE PRESERVATION ORDERS, SECTION 211 NOTIFICATIONS
(WORKS TO TREES IN CONSERVATION AREAS)
AND HEDGEROW REMOVAL NOTICES
DETERMINED UNDER DELEGATED POWERS**

Report of the Trees and Landscape Officer

Recommendation : **That the decisions be noted.**

SECTION 211 NOTICES

Teignbridge

Ref: 18/0008 Millennium Green, Buckfastleigh SX 7418 6615

Notification to crown lift five pine trees and one oak tree. The works will have minimal impact on the health or appearance of the trees.

A Tree Preservation Order has not been made.

West Devon

Ref: 18/0003 Millholme, Chagford SX 6973 8771

Notification to fell three larch trees and crown lift a pine and fir tree. The works will have minimal impact on the character of the Conservation Area.

A Tree Preservation Order has not been made.

Ref: 18/0004 Mole End Cottage, Brentor SX 4809 8134

Notification to reduce a fir, walnut and spruce, and fell two willow trees. The works will have minimal impact on the character of the Conservation Area.

A Tree Preservation Order has not been made.

Ref: 18/0005 10 Southcombe Street, Chagford SX 7005 8770

Notification to fell a birch and three Lawson cypress. The felling will have minimal impact on the character of the Conservation Area.

A Tree Preservation Order has not been made.

Ref: 18/0006

South Zeal Recreation Ground

SX 6512 9331

Notification to fell an ash and sycamore tree. The felling will have minimal impact on the character of the Conservation Area.

A Tree Preservation Order has not been made.

Ref: 18/0007

St John's Church, Horrabridge

SX 5130 6964

Notification to crown lift a cedar tree. The works are necessary to prevent the tree damaging gravestones.

A Tree Preservation Order has not been made.

Ref: 18/0009

Knowle Farm, Walkhampton

SX 5302 6989

Notification to reduce the canopy of an oak tree. The works are minor and will have minimal impact on the health or appearance of the tree.

A Tree Preservation Order has not been made.

BRIAN BEASLEY

DARTMOOR NATIONAL PARK AUTHORITY

AUDIT AND GOVERNANCE COMMITTEE

Friday 25 May 2018

Present: Members
K Ball, A Cooper, J McInnes, C Pannell, M Retallick, D Webber,
P Woods

Officers
K Bishop, A Kohler, D Healy, N White, M Allott

Apologies: G Gribble, S Hill, B Hitchins, P Sanders

The Chairman welcomed Claire Moore and Dominic Measures from Devon Audit Partnership to the meeting.

474 Minutes of the meeting held on Friday 2 February 2018

The Minutes of the meeting held on 2 February 2018 were signed as a correct record.

475 Declarations of Interest

None.

476 Items Requiring Urgent Attention

None.

477 Public Participation

None.

478 Reports from Devon Audit Partnership : the Authority's Internal Audit Service

Mr Measures advised Members that he would report on the three items from Devon Audit Partnership (DAP) in the following order:

- (i) Internal Audit Charter (March 2018)
- (ii) Internal Audit Strategy (March 2018)
- (iii) Annual Internal Audit Report 2017/18 and Proposed Internal Audit Plan 2018/19

Internal Audit Charter - The Charter explains how Devon Audit Partnership will provide its services, with a view to assisting the Authority to achieve its objectives. It remains largely unchanged from the previous year, with the addition of the 'Mission' statement.

With regard to the Internal Audit Strategy, this document states how the internal audit service will be delivered and developed in accordance with the Charter; how significant local and national risks will be identified and addressed, as well as the resources and skills required in order to deliver the Strategy. The Strategy should be approved by the Audit & Governance Committee. DAP also liaises with the Authority's external auditors.

With regard to internal quality reviews, a Member sought clarification regarding the 2% (seven) of the checklist developed against the PSIAS, which DAP had concluded was not required to be done or met. Mr Measures advised that he would seek an explanation to provide to Members.

Annual Internal Audit Report 2017/18 and Proposed Internal Audit Plan 2018/19 – Mr Measures advised Members that the annual report sets out the background to the work required and how it was undertaken. Work essentially focuses on the Authority's key financial systems and a review was undertaken towards the end of 2017; the result of which was that the Authority's systems are of a high standard. The Head of Business Support and the Finance team were commended for their good work. Only two minor issues were raised, one relating to the stock control system at Princetown, and one relating to the recording of verbal quotations received when making purchases between £1,000 and £2,500. The recommendations have been implemented

DAP is able to provide 'Full Assurance' on the adequacy and effectiveness of the Authority's internal control systems.

Members thanked the Head of Business Support, her team, and indeed the rest of 'Team Dartmoor' for their hard work.

With regard to the Internal Audit Plan for 2018/19 Mr Measures advised that DAP is contracted to provide, usually, 20 days of audit. However, for 2018/19 this has been increased to 22 days to include a health check, which was undertaken in April 2018, with regard to the new General Data Protection Regulations which comes into force today, 25 May 2018, and the work undertaken so far by the Authority. The Head of Business Support confirmed that the Authority is very much on track. Indeed, Mr Measures advised Members that the Authority was one of the best organisation they have so far come across in its preparation for the new regulation and commended Ali Bright, Head of IT and Premises who had led on this piece of work. Ali Bright is a member of the Devon Information Security Partnership who have also been working together on this issue. Further work is scheduled and outcomes will be reported back to Audit and Governance Committee in due course.

The next review of the Authority's key financial systems is scheduled for October 2018.

RESOLVED: Members NOTED the contents of the Internal Audit Charter (March 2018); Internal Audit Strategy (March 2018) and the Annual Internal Audit Report 2017/18 and Proposed Internal Audit Plan 2018/19

479 2017/18 Financial Outturn

Members received the report of the Head of Business Support (NPA/AG/18/005).

This is the final report for the financial year 2017/18. In February 2018 a surplus of £93,457 was forecast. However, following the transfer of funds to and from reserves, and the purchase of IT server licences and upgrades of £14,000; the surplus is now £78,605.

The Authority has once again proved very successful in leveraging in additional income of around £300,000; the biggest success of the year being the Moor Otters project.

Staff vacancy savings in-year amounted to circa £63,000. The Head of Planning post was deliberately left unfilled, reflecting the need to consider a replacement and internal restructure. Other vacancies resulted in a delay or deferral of some work programmes. These situations are all carefully managed by the Authority's Leadership Team. All posts are either now filled or the work is being delivered by a different model. Temporary cover and extra capacity has also been brought in a various times of the year.

Operational and efficiency savings are made wherever possible. However, some expenses will inevitably rise; Members have been informed of variances throughout the year; the appendices to the report provide details for each individual service area.

The Project Fund for 2017/18 was set at £103,944. Almost all of this has been allocated with just £9,804 left. Some projects will run over more than one accounting period and in these circumstances carry forward requests have been made.

The Reserve balances have been re-profiled following Member agreement for officers to take forward the Postbridge Visitor Centre project (up to and including tender stage), at the Authority meeting on 4 May 2018, (NPA/18/017), Minute No. 3351. This may mean that the Authority is less able to match fund other projects in the future.

The level of reserves and balances held is regarded as sufficient to meet current needs and to provide some assurance that unforeseen risks and emergencies can be managed.

The Head of Business Support advised that the last recommendation within the report relates to the consideration of whether to include a contingent liability disclosure note within the Statement of Accounts, which relates to historical

management agreement payments made between 2006-2012, that were identified as falling within the EU definition of State Aid. Members considered the issue and agreed that a contingent liability note was not required.

In response to a Member query, the Head of Business Support confirmed that the Local Plan is an expensive piece of work; costs are front-loaded and reduce in the first two years post adoption, but then increase again as the Plan ages. It was agreed that this was a very valuable piece of work for the Authority.

The Chief Executive (National Park Officer) confirmed that the Postbridge Visitor Centre project has been prioritised as an extremely important development for the National Park Authority. There is significant risk attached to the project eg, if the proposed design does not meet Duchy approval; full grant aid may not be approved; we may find, following the tender process, that costs exceed the budget. These risks could result in significant up-front costs, but no outcome. However, exit points have been built into the project, which means that the financial risk is controlled. The Chairman commented that this approach provides a safety net for the Authority and therefore had enabled him to support the project.

The Chief Executive (National Park Officer) advised Members that it had been the intention to run a 'Moor Otters 2' project next summer; however, it has been concluded that officers will not have the capacity to do this.

Mr Cooper proposed the recommendations, which were seconded by Mrs Pannell.

RESOLVED: Members:

- (i) noted the content of the report;
- (ii) proposed that the Authority transfers the 2017/18 revenue surplus of £78,605 into Reserves;
- (iii) proposed that the Authority approved the transfer of grants and contributions received with specific conditions or restrictions and monies set aside for contractual commitments into earmarked reserves, as set out in section 34 (table 6) of the report; and
- (iv) proposed that it is unnecessary to include a note in the Statement of Accounts relating to the remote possibility of a contingent liability, as set out in section 5 of the report.

480 The Local Code of Corporate Governance and the 2017/18 Annual Governance Statement

Members received the report of the Head of Business Support (NPA/AG/18/006).

In 2008 the Authority adopted the Framework produced by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE); the Framework requires all Local Authorities to set out a Code of Corporate Governance and an Annual

Governance Statement to accompany its Statement of Accounts. In response to a review undertaken by CIPFA and SOLACE in 2016 the Authority reviewed and updated the Authority's Local Code of Corporate Governance.

This year, there are no significant changes required by the CIPFA framework and both the Local Code of Corporate Governance and the Annual Governance Statement have been reviewed and updated by the Authority's Leadership Team.

Producing the Annual Governance Statement is the culmination of an on-going review programme to improve the effectiveness of the Authority's systems of internal control and governance arrangements.

The Annual Governance Statement includes a list of the most significant work and improvements undertaken in 2017/18. Continuous improvement is key and to that end a work programme is set out within the AGS for the forthcoming year which will further enhance our Governance arrangements.

In response to a Member query the Head of Organisational Development (Monitoring Officer) confirmed that with regard to the review of the complaints procedure and the Member Code of Conduct, this was part of the Monitoring Officer's role. He felt that it was important to obtain Member oversight in order that they have engagement with a process which could affect them.

Mrs Pannell proposed the recommendations, which were seconded by Mr Ball.

RESOLVED: Members:

- (i) Approved the assessment of the Authority's governance arrangements as set out in the Local Code of Corporate Governance; and
- (ii) Approved the 2017/18 Annual Governance Statement

481 Business Plan Monitoring 2017/18

Members received the report of the Head of Organisational Development (NPA/AG/18/007).

The report informs Members on the delivery of the 43 actions, 10 *Moor than meets the eye*, identified within the Business Plan. Members were reminded that the Business Plan also recognises the core business of the Authority which continues on a daily basis.

It was pleasing to note that 61% of the 2017/18 actions have been completed; 30% have been partially delivered and only 9% have not delivered as planned and been deferred to 2018/19. This is very good news for the Authority and reflects the combined efforts of all staff and 'Team Dartmoor'. Members agreed that this was indeed something that the Authority as a whole can be proud of.

A Member commented that the Authority is tightly run and works extremely well with outside partners and organisations.

RESOLVED: Members NOTED the content of the report.

482 Performance Indicators 2017/18

Members received the report of the Head of Organisational Development (NPA/AG/18/008).

The report provides Members with details of the Authority's performance against agreed indicators for 2017/18, provides data from previous years for benchmarking purposes and also the proposed targets for 2018/19.

A summary table detailing those indicators where targets were not met is provided within the report. Members observed that in some of these instances, the targets had been missed by a tiny margin. Concern was expressed regarding Member attendance at Parish Council meetings (P11b). The Head of Organisational Development advised Members of the Parish Councils concerned. A Member commented that it was most important for Members to advise the Authority of their attendance in order that an accurate record may be kept. Mr Retallick advised that he would undertake a review of the Parish Link list; the Chairman suggested that Members' geographical areas could be considered.

With regard to the Planning service, Members were of the opinion that performance was excellent when the changes that have taken place over the past year are taken into account. The Head of Development Management had provided a commentary regarding targets missed as follows: with regard to P1, it is always difficult to rely on a percentage which does not give a clear picture; in fact, this related to two applications which, in a desire to ensure the correct outcome, had missed the 13 week deadline but extensions had been agreed in both cases. The Chairman suggested that this type of situation could be recorded in future so that Members are in possession of all the facts. The Head of Development Management acknowledged the situation regarding pre-applications was disappointing but wished to reassure Members that he aims to address this in the coming year. The Chief Executive (National Park Officer) stated that it was important for the Authority and Members to see the whole picture – a survey is needed so that we can see what our customers think of the planning service.

There was discussion regarding Member attendance at Committee meetings. The reduction in numbers at Authority meetings was noted. The Chief Executive (National Park Officer) commented that other authorities, including Devon County Council, published their Member attendance. Members considered this to be a good idea. Mr Ball proposed, and Mr Webber seconded, that this suggestion be recommended to full Authority.

The Chairman of the Development Management Committee advised Members that he had carefully considered the running of the Development Management Committee and was proposing to do things slightly differently at the next meeting in June. A Member commented that a reminder had been sent to Members in recent years and that perhaps this could be the right time to do this again.

The Head of Organisational Development advised that, despite the discussions held, as detailed above, it was his belief that the results of 2017/18 were very good for the Authority and reflected the collective efforts of 'Team Dartmoor' – staff, Members and volunteers. Members agreed with his observation.

RESOLVED: Members:

- (i) resolved to recommend to full Authority that Member attendance at Committee meetings be published;
- (ii) offered assistance to officers should any be needed following review the of the pre-application process;
- (iii) noted the proposed performance indicator targets for 2018/19.

483 Health and Safety Annual Report

Members received the report of the Head of Organisational Development (NPA/AG/18/009).

This is a new annual report to provide specific focus on Health and Safety management, and to support Members in discharging their duty to ensure that Health and Safety is effectively managed.

The Authority receives operational support through an agreement with Teignbridge District Council. Strategic Occupational Health and Safety advice is provided by the Peak District National Park Authority and is already proving helpful.

A review of the Health and Safety Policy has been undertaken with the help of the Peak District. The new policy is now consistent with other National Park Authorities. Good progress has been made already in the sharing of resources and having a direct line to a Health and Safety expert from within National Parks family.

The Authority's Leadership Team has agreed the new policy which is structured around key tenets: Awareness, Competence, Compliance, Excellence. It is intended that the annual report will develop in future years to include benchmark data with other National Parks regarding incidents and accidents. Focus may be placed on specific areas of work, for example lone working, driving at work, use of tools and/or machinery etc.

Members commented that the annual report was proportionate and sensible as well as well timed.

RESOLVED: Members NOTED the introduction of the new Health and Safety Policy for the Authority and changes to the strategic and operational management of occupational safety and health.

484 2018/19 Strategic Risk Register

Members received the report of the Head of Organisational Development (NPA/AG/18/010).

The Strategic Risk Register forms part of the Authority's overall risk management strategy. It is important that Members regularly review the strategic risks for the Authority to raise issues for consideration and highlight areas of risk to be added or removed. The Authority's Leadership Team has recently reviewed and updated the register. Members' attention was drawn to the addition of S6 – Postbridge Visitor Centre; this following the decision made at the Authority meeting on 4 May 2018 to progress the project. The summary table, provided within the report, was welcomed by Members.

A discussion followed; the following queries and comments were noted:

- P2 – community engagement – is there scope to develop our engagement with communities - Members and the Authority's role in the promotion of economic development; duty to foster social and economic wellbeing. Rangers are welcomed at parish meetings; need to improve on Member attendance. The Director of Conservation and Communities advised that much has been learned through the *Moor than meets the eye* scheme, eg, Parishscapes – with an officer allocated to the project; the use of volunteers etc. The Chief Executive (National Park Officer) suggested that community engagement and what it means to be an Authority Member could be an item for discussion at the forthcoming Member Workshop. This would also fit with the review of the Member Code of Conduct.
- A suggestion that, as this is the season for Annual General Meetings of Parish Councils, it could be helpful to Members to be given some bullet points to take to these meetings, including any issues affecting a particular parish; this could make a difference to our communities and would help the Authority to get its messages across. It would also be helpful as Members would be better prepared and informed, reducing the reputational risk to the Authority.
Members offered to work with the Chief Executive (National Park Officer) to take this forward to the Member Workshop. It was agreed that Ms Woods and Mrs Pannell would assist.
- A Member commented that S4 workforce planning and resilience – could not be ignored. The Chief Executive (National Park Officer) advised that the Authority has an ambitious work plan; Leadership Team is very conscious that the Authority is a small organisation and is keen to keep a close eye on staff morale. In many instances there is one specialist within a department which offers no resilience. The staff survey does indicate a positive trend, especially in terms of employee engagement. The Head of

Organisational Development advised Members that the structural changes within the Planning Department were designed to provide greater flexibility and resilience.

- A Member advised that a close eye should be kept on the national agenda eg., Corporate Manslaughter, the Litigation society etc.

RESOLVED: Members APPROVED the updated Strategic Risk Register for 2018/19.

485 Moor than meets the eye (MTMTE) Landscape Partnership Scheme

Members received the report of the *Moor than meets the eye* Scheme Manager (NPA/AG/18/011). He reminded Members that the Heritage Lottery Fund (HLF) granted up to £1.9million towards the Scheme's total budget of £3.8million; the remaining funding comes from the MTMTE Partners. £2.5million has been drawn down so far.

Six projects have been re-scoped and agreed with the Heritage Lottery Fund (HLF). All projects are now on target to deliver. Liaison with Devon County Council is continuing regarding its delivery plan for the Wray Valley Trail.

With regard to the Postbridge Visitor Centre, the interpretation is included in the MTMTE Scheme. The HLF has been kept informed and has given a clear steer.

A mid-term evaluation exercise was undertaken at the end of 2017 with the conclusion that the Scheme is heading in the right direction. There is currently good momentum and strong community engagement.

Given that we are entering the final year of the project Members requested that a status report on each project be provided for the next Audit and Governance Committee meeting to ensure confidence about delivery in the final year of the scheme

Members congratulated the Scheme Manager and everyone involved with the progress made to date.

RESOLVED: Members noted the content of the report and the progress made to date.