

DARTMOOR NATIONAL PARK AUTHORITY

AUDIT & GOVERNANCE COMMITTEE

16 May 2014

FINANCIAL OUTTURN 2013/14 (Provisional)

Report of the Head of Resources

Recommendation : **That, subject to any amendment the Members see fit to propose:**

- (i) the content of this report be noted;**
- (ii) that Members recommend to the Authority that the 2013/14 revenue surplus of £47,833 (provisional) is transferred to Reserves;**
- (iii) that Members recommend to the Authority that the transfers into earmarked reserves, for specific grant income, are approved as set out in sections 2 and 4 of the report**

1 Introduction

- 1.1 The Authority is required to set a balanced budget at the start of each financial year.
- 1.2 The 2013/14 net revenue budget was £4,489,361 after bringing forward Reserves balances from 2012/13. Robust budget management and financial control has been maintained throughout the year which is essential to ensure priorities are delivered in accordance with the Authority's plans.
- 1.3 This committee has received detailed financial management reports on a quarterly basis and has therefore been kept up to date regarding in-year variances and the forecast outturn.

2 The (provisional) 2013/14 Financial Outturn

- 2.1 The draft financial outturn position as at 31 March 2014 can be found at Appendix 1. The first three columns marked as "a" shows the Original Budget, in-year budget movements and then a Revised Budget. In-year movements include virements between budgets and transfer of monies for successful bids from the Projects Fund.
- 2.2 The column marked as "b" in green shows the Outturn position before appropriations to reserves. These appropriations are made at year end and are explained in 2.3 & 2.4 below.
- 2.3 Transfers from Reserves (column "c" pale blue) represent the 2012/13 work programme slippage and income bought forward (NPA/13/017) and in-year allocations approved by the Authority during 2013/14.

- 2.4 Proposed transfers to Reserves (£495,863) relate to specific work programmes and commitments that are to be continued in 2014/15 (column “d” pale blue)
- £89,714 Dartmoor Sustainable Development Fund Balance and Grants awarded but not paid at 31 March 2014
 - £12,547 Public Rights of Way work programme slippage and extra grant income
 - £14,230 Farming Futures funding for proposed long-term evaluation to assess the impact of the pilot project (agreed with project partners)
 - £6,450 for repairs to Holne Leat, completed in April
 - £46,647 External funding balance for White Horse Hill – work is on-going
 - £10,000 External match funding for the Historic Environment Record post – extended for a further year
 - £22,274 for the Ashburton Master Planning exercise, (part funded via New Homes Bonus)
 - £7,944 outstanding against Conservation Area Appraisal and HECA contracts
 - £10,000 contribution for the Rural Community Broadband project (from the project fund)
 - £3,000 contribution towards Postbridge Village Hall feasibility study (from the project fund)
 - £63,057 (could be more) for the phase II improvements at Princetown Visitor Centre (mainly the ramp and new counter)

New Grant Funding from Defra:

- £150,000 for flood and storm damage incurred this winter but only agreed at the end of the 2013/14 financial year
- £6,000 New Burdens grant aid for meeting our obligations to publish data under the INSPIRE Directive

- 2.5 The draft outturn position (column “e” green) after transfers to and from reserves as at 31 March 2014 is therefore a surplus of £47,833. Appendix 2 provides a detailed analysis of the outturn variances for all cost centres, with explanations. The most significant variations for the year that make up this outturn surplus can be explained by :

Salaries – a £58,559 surplus, which has been reported all year, and is due to in-year vacancies and external grant funding received to extend the life of the Hill Farm Project (transition period)

Travel & Transport – a deficit of £7,142 full use of 3 pool cars has reduced mileage claims for the “grey fleet”, which has offset increased fuel repair costs for Authority owned vehicles

Premises – a £37,782 surplus mainly due to the re-scheduling of the rendering works to the Duchy Hotel.

External Grant income – an extra £29,528 received in year

Fees and charges – an increase of £14,970 received in year

Supplies and Service (work programme budgets) – a surplus of £298,030 but after carrying forward project income and expenditure into the next financial year as

outlined in 2.4 above, leaves net underspends of circa £47,000 across all cost centres. Lack of staff capacity has played its part here in some areas this year, and workloads and projects will have to be carefully managed and prioritised over the next 12 months to ensure that further slippage does not occur.

Project Fund – set at £150,000 at the start of the year. The fund was fully committed by the Autumn of 2013, but two public rights of way projects could not be implemented due to the weather and Members deferred making a decision about Fingle Woods. Therefore the fund balance of £77,240 is included in the overall outturn position.

- 2.6 Finally the operational savings and additional income received as summarised above, means that the original requirement to balance the 2013/14 budget with a contribution from reserves of £138,777 is no longer required.

3 Capital Programme and Prudential Indicators

- 3.1 The Authority set a small capital programme for 2013/14 totalling £183,016 consisting of the replacement of Ranger vehicles and a provisional sum towards the installation of a biomass boiler at our Princetown Offices.

- The total cost of the five new Land Rovers for the Ranger Service was £100,233
- The installation of a biomass boiler at the Princetown Office has been completed at a cost of £99,877
- Two other vehicles have been procured: a pool vehicle based at Parke costing £8,040 and a van for the Conservation Works Team costing £11,361.

The Capital Programme Outturn is therefore £219,511

- 3.2 As previously reported, the Authority sold a parcel of land at Pear Tree Cross, Ashburton and a £54,000 Capital Receipt has been received. This receipt will be used to partially fund this year's capital programme.
- 3.3 The Authority has no plans for external borrowing and therefore the remaining prudential indicators do not apply.

4 Reserves

- 4.1 The Authority brought forward reserve balances totalling £2.42m on 1 April 2013. This includes specific grants and contributions retained in earmarked reserves.

The net appropriations from reserves is anticipated to be £120,600 as listed in columns "c" and "d" in Appendix 1 and described in paragraphs 2.3 and 2.4

- 4.2 The provisional outturn surplus of £47,833 will also be appropriated to reserves and will be confirmed in June when the final Outturn report is presented to the Authority for approval.
- 4.3 Based on the current provisional figures, the year-end balance for earmarked reserves is anticipated to be circa £2.59m, much of which is earmarked and the General Reserve will be maintained at £0.3m. The level and use of reserves is

determined using a risk based methodology. This will be carried out over the next month and will be included in the June Authority report.

5 Sustainability and Equality Impact

- 5.1 Consideration is always given, when deciding which areas of expenditure should be supported, to equality and sustainability issues.

6 Conclusions

- 6.1 The provisional outturn surplus of £47,833 represents a -1.07% variance against the 2013/14 budget (£119,965 a -2.9% variance in 2012/13). The final outturn position may change very slightly over the next month as we complete the last few year-end transactions, but no further significant variations are anticipated at this time. A verbal update will be given at the meeting. The final Outturn Report will be presented to the Authority for approval on 6 June 2014.
- 6.2 Given reduced staff capacity (25% less compared to the start of the Comprehensive Spending Period), an ambitious work programme and the record of achievement and performance reported elsewhere on this agenda, 2013/14 has been a year of sound financial management. It was anticipated that there could be some slippage in programmed work and underutilisation of certain budgets, the appendices provide information on this, but the key figure is a reported 1.07% variance against budget.
- 6.3 The 2013/14 Statement of Accounts will be Authorised for Issue by the Chief Financial Officer by 30 June and will be presented to the Authority for review on 1 August. The Statement of Accounts will be available for public inspection during July. The audit process will commence on 21 July and the Grant Thornton will present the Audit Letter to the Authority on 5 September.

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Background Papers

NPA/AG/12/017 - Financial Management 1 April to 30 June 2013 & Forecast Financial Outturn 2013/14

NPA/AG/12/022 - Financial Management 1 April to 30 September 2013 & Forecast Financial Outturn 2013/14

NPA/AG/14/032 - Financial Management 1 April to 30 December 2013 & Forecast Financial Outturn 2013/14

NPA/13/009 - 2013/14 Net Revenue Budget, Medium Term Financial Plan & Capital Budget

Attachments – Appendix 1 - 2013/14 Provisional Outturn & Appropriations to/from reserves
Appendix 2 - 2013/14 Outturn Variances

Dartmoor National Park Authority 2013/14 Provisional Outturn & Transfers to/(From) Reserves

Appendix 1 to NPA/AG/14/037

Functional Strategy	a	a	a	b	c	d	e	f	Explanation of Reserve Transfers
	2013/14 Original Budget £	2013/14 Budget Variation £	2013/14 Revised Budget	2013/14 Outturn pre Reserve Transfers £	2013/14 (From) Reserves @ 1 April 13	2013/14 To Reserves @ 31 March 14 £	2013/14 Revised Outturn £	2013/14 Year End Deficit/ (Surplus) £	
Biodiversity	110,214	4,000	114,214	108,787	(5,000)		103,787	(10,427)	Biodiversity Action Plan income
Land Management	20,382		20,382	15,697	(22,230)	20,680	14,147	(6,235)	Farming Futures Long-Term Evaluation & Holne Leat repair
Woodlands	49,534	0	49,534	40,290			40,290	(9,244)	
Hill Farm Project	22,318	0	22,318	(2,401)			(2,401)	(24,719)	
Hill Farm Project - RDPE	0	0	0	2,690			2,690	2,690	
South West Protected Landscapes / Cordiale	0	0	0	3,447			3,447	3,447	
Directorate Costs	8,850	0	8,850	4,502			4,502	(4,348)	
Natural Environment	211,298	4,000	215,298	173,011	(27,230)	20,680	166,461	(48,837)	
Archaeology	96,899		96,899	93,353	(40,838)	56,647	109,162	12,262	White Horse Hill Project & HERO
Built Environment	60,184		60,184	50,994	(2,900)	7,944	56,038	(4,146)	Conservation Area Appraisals & DECA
Higher Uppacott	18,576	8,000	26,576	33,241	(6,800)		26,441	(135)	Repairs & Maintenance
Cultural Heritage	175,659	8,000	183,659	177,588	(50,538)	64,591	191,641	7,981	
Visitor Management	73,350	14,875	88,225	87,380	(12,000)		75,380	(12,845)	Car Park Machines
Access	99,506	4,000	103,506	93,615			93,615	(9,891)	
Public Rights of Way	92,647		92,647	123,322	(42,761)	12,547	93,108	461	Flood damage / winter storm repairs income
Sustainable Transport & Tourism	24,767		24,767	30,554	(1,000)		29,554	4,787	
Traffic Management	500	0	500	0			0	(500)	
Recreation Management, Traffic & Transport	290,770	18,875	309,645	334,871	(55,761)	12,547	291,657	(17,989)	
Visitor Centres	268,004	0	268,004	200,221		63,057	263,278	(4,725)	Princetown Visitor Centre Phase refurbishment & Ramp
Communications	188,102	17,200	205,302	162,489	(7,356)		155,133	(50,170)	Enjoy Dartmoor
Education	111,954	0	111,954	107,558			107,558	(4,396)	
Education, Information & Communication	568,060	17,200	585,260	470,268	(7,356)	63,057	525,969	(59,291)	
Rangers	395,810	4,085	399,895	427,659	0	0	427,659	27,764	
Conservation Works Service	218,625	6,000	224,625	231,259			231,259	6,634	
Development Management	370,722	0	370,722	368,406			368,406	(2,316)	
Forward Planning & Community	228,737	13,000	241,737	348,381	(145,000)	35,274	238,655	(3,083)	LDF/DMD/NPMP/Broadband/Master Planning
Sustainable Development Fund	115,013		115,013	112,671	(89,378)	89,714	113,007	(2,006)	Grants awarded not yet paid
Corporate and Democratic Core	321,960	(350)	321,610	314,761	0	0	314,761	(6,849)	
Information Technology	195,879	1,600	197,479	201,628			201,628	4,149	
Corporate Operating Costs	78,442	0	78,442	74,596			74,596	(3,846)	
Resources	172,269	0	172,269	168,520			168,520	(3,750)	
Legal & Democratic Services	105,058	0	105,058	101,025			101,025	(4,033)	
Human Resources	139,188	350	139,538	135,565			135,565	(3,972)	
Office Accommodation (Parke)	99,970	4,000	103,970	105,626			105,626	1,656	
Office Accommodation (Princetown)	93,620	(4,000)	89,620	51,540			51,540	(38,080)	
				0			0	0	
Business Support Services	884,426	1,950	886,376	838,501	0	0	838,501	(47,874)	
Capital	183,016	0	183,016	219,511			219,511	36,495	
Project Fund	150,000	(72,760)	77,240	0			0	(77,240)	
Total Net Expenditure	4,114,098	0	4,114,098	4,016,888	(375,263)	285,863	3,927,488	(186,610)	
Funded By:	£			£		£	£	£	
National Park Grant	(3,975,321)		(3,975,321)	(4,131,321)		156,000	(3,975,321)	0	Transfer into Reserves
Transfer From Reserves to Balance the Budget	(138,777)		(138,777)	0			0	138,777	
Capital Receipt	0		0	(54,000)		54,000	0	0	To offset capital programme in-year
Total	(4,114,098)	0	(4,114,098)	(4,185,321)	0	210,000	(3,975,321)	138,777	
Budget Variation - (Under) / Over Spend	0	0	0	(168,433)	(375,263)	495,863	(47,833)	(47,833)	See Appendix 2 for explanation of variances

2013/14 BUDGET MANAGEMENT - OUTTURN VARIANCE ANALYSIS	Salaries £	Travel & Subsistence £	Premises £	Transport £	Supplies & Services £	Expenditure Overspend (Underspend) £	Grants £	Sales Fees & Charges £	Income Deficit (Surplus) £	Total Variance Deficit (Surplus) £	Explanation
BIO-DIVERSITY	(5,070)	(1,830)			1,472	(5,428)	(5,000)		(5,000)	(10,428)	Vacancy savings & travel savings. Increased income has funded in year projects. Consultancy???
MIRES PROJECT						0			0	0	
LAND MANAGEMENT					(20,133)	(20,133)		(6,782)	(6,782)	(26,915)	Filming & Wayleave income. Farming Futures long-term valuation funding balance to be carried forward. Holne Leat repairs not completed - carry forward
WOODLANDS	(25)	(998)			(7,794)	(8,817)		(427)	(427)	(9,244)	Income: FC grants & Deer Management. Estate works budget not utilised - not priority work
RDPE - UPLANDS DARTMOOR						0	2,690		2,690	2,690	Work funded via Farmer Agency Training Grant - see Hill Farm Project income
SOUTH WEST PROTECTED LANDSCAPES						0	3,447		3,447	3,447	Exchange rate shortfall and under recovery of overheads - Cordiale project
DIRECTORATE COSTS		(539)			(3,809)	(4,348)			0	(4,348)	Travel savings. Uniform expenditure transferred to cost centres
HILL FARM PROJECT	(15,377)	(400)			(3,886)	(19,663)	(4,827)	(228)	(5,055)	(24,718)	Income: Guided walks & Hill Farmer Training grant. RDPE transition funding approved for 12 months, therefore DNPA budget not required
NATURAL ENVIRONMENT	(20,472)	(3,767)	0	0	(34,150)	(58,389)	(3,690)	(7,437)	(11,128)	(69,517)	
ARCHAEOLOGY	7,383	(1,482)		(15)	(28,550)	(22,664)	(18,296)	(3,425)	(21,721)	(44,385)	Job evaluation regraded post. Local history event costs & Fernworthy Survey, being offset by external funding. WHH project balance to be carried forward.
DARTMOOR LANDSCAPE PARTNERSHIP BID						0			0	0	
BUILT ENVIRONMENT	(25)	(1,006)			(10,609)	(11,640)		(450)	(450)	(12,090)	Travel savings. HECA & CAA projects not completed - to be carried forward
UPPACOTT			(523)		625	102		(237)	(237)	(135)	
CULTURAL HERITAGE	7,358	(2,488)	(523)	(15)	(38,534)	(34,202)	(18,296)	(4,112)	(22,408)	(56,610)	
VISITOR MANAGEMENT	(1,418)	2,231	204	(1,385)	(17,518)	(17,885)		5,041	5,041	(12,845)	Mileage costs due to delay in delivery of new van and vehicle adaptations, offset by lease premium savings. Car parks & toilets R&M underspent due to lack of capacity & improved maintenance regimes in place. Litter / recycling savings. Reduction in income due to delayed introduction of parking charges.
ACCESS & RECREATION	(64)	261		205	(7,070)	(6,668)		(3,223)	(3,223)	(9,891)	Open Access Agreement re-negotiated saving £1,500. Increased income from "£ for the Park". Newtake Styles project bid not achieved
PROW	2,590				(7,847)	(5,257)	(4,700)	(2,130)	(6,830)	(12,087)	Weekend/Public Holiday pay. Increased PRoW grant from DCC. Further delays in work due to poor weather and capacity issues. Balance to be carried forward
SUSTAINABLE TOURISM & TRANSPORT	116	(236)			3,207	3,087		1,700	1,700	4,787	Grant Contributions made to Dartmoor Community Kitchen Hub. Advertising income not realised re: Haytor Hoppa
TRAFFIC MANAGEMENT					(500)	(500)			0	(500)	Speed visor budget not utilised
RECREATION MANAGEMENT	1,224	2,256	204	(1,180)	(29,728)	(27,223)	(4,700)	1,388	(3,312)	(30,535)	
VISITOR CENTRES	(19,049)	4	(640)	95	(79,874)	(99,464)		31,682	31,682	(67,782)	Vacancy & in-year rota savings. Princetown Visitor Centre Improvements Phase II - balance to be carried forward. Stock, Uniform & training budgets not fully utilised. Sales income up by 0.13% compared to 2012/13. But the current year budget was over estimated.
COMMUNICATIONS	(40,807)	(9)			(3,665)	(44,481)		(5,688)	(5,688)	(50,169)	Vacancy savings. Promotion & Design budgets not fully utilised. Increased advertising income from Enjoy Dartmoor
EDUCATION	(1,486)	(607)		(876)	(1,662)	(4,631)		235	235	(4,396)	Pension contribution savings. Underspend in volunteers & walks budget being offset by reduced income
PROMOTING UNDERSTANDING	(61,342)	(612)	(640)	(781)	(85,201)	(148,576)	0	26,229	26,229	(122,347)	
RANGERS	17,537	(70)	(220)	10,752	1,328	29,327		(1,564)	(1,564)	27,763	Weekend, public holiday pay & extra hours undertaken. Repairs to lease vehicles being returned. Equipment / adaptations costs for new vehicles purchased. Extended leasing costs due to delayed purchasing.
CONSERVATION WORKS SERVICE	3,301	(202)	(2,511)	6,768	213	7,569		(935)	(935)	6,634	Honorarium re excess hours / extra work. Increased fuel & vehicle repairs costs.
RANGERS, ESTATES & VOLUNTEERS	20,838	(272)	(2,731)	17,520	1,541	36,896	0	(2,499)	(2,499)	34,397	
DEVELOPMENT MANAGEMENT	(6,531)	(2,108)			23,862	15,223		(17,539)	(17,539)	(2,316)	Vacancy savings. Enforcement / legal costs. Savings: planning appraisals and public notices. Increased Planning Fees income
DEVELOPMENT MANAGEMENT	(6,531)	(2,108)	0	0	23,862	15,223	0	(17,539)	(17,539)	(2,316)	
FORWARD PLANNING & COMMUNITY	764	(1,019)			(40,562)	(40,817)	2,500	(41)	2,459	(38,358)	Travel savings. Projects not proceeding this year: DNP Economic Model, Geo Assessment & Mis Survey, SCI, Design advice leaflets - but reallocated to Masterplanning exercise and Broadband project - to be carried forward. Income budget error
SUSTAINABLE DEVELOPMENT FUND	(2,075)	199		14	(82,974)	(84,837)	(6,883)		(6,883)	(91,720)	Balance of the Grant fund is fully committed and will be carried forward
FORWARD PLANNING	(1,311)	(820)	0	14	(123,536)	(125,653)	(4,383)	(41)	(4,424)	(130,077)	
CORPORATE CENTRE	(778)	(1,958)		680	(780)	(2,836)		(4,013)	(4,013)	(6,849)	Contributions to NPE Income Generation Report & Love Your National Parks Campaign, being offset by savings in: Member Expenses, External SLA costs, travel and increased Treasury income
CORPORATE & DEMOCRATIC CORE	(778)	(1,958)	0	680	(780)	(2,836)	0	(4,013)	(4,013)	(6,849)	
INFORMATION TECHNOLOGY	2,397	942		203	980	4,522		(372)	(372)	4,150	New pension contributions and regrading of post. Increased costs: Mobile Web project & travel.
CORPORATE OPERATING COSTS				170	(5,155)	(4,984)	1,541	(402)	1,139	(3,846)	Savings: Insurance, transport, postage & copying. Less overhead income (external grant) recovered as overhead costs are lower than budget
RESOURCES	(4,072)	(241)			563	(3,750)			0	(3,750)	Vacancy & travel savings. Increased ICT costs
LEGAL	2,123	(89)			(2,188)	(154)		(3,878)	(3,878)	(4,032)	New pension contributions. Savings: travel & external support offsetting increased ANPA related legal costs. Increased income: recovery of legal costs
HUMAN RESOURCES	2,001	(268)			(5,706)	(3,973)			0	(3,973)	Maternity cover. Increased costs: Wintime upgrade, subscriptions & ex-gratia payment, being offset by under utilised training budget
OFFICE ACCOMMODATION (PARKE)	(58)	(45)	3,499			3,396		(1,739)	(1,739)	1,656	Income: Room hire & rating revaluation refund. Repairs & maintenance to stable block & drains
OFFICE ACCOMMODATION (PRINCETOWN)	64		(37,591)			(37,527)		(553)	(553)	(38,080)	Re-rendering work deferred until 2014/15
CORPORATE SERVICES	2,455	299	(34,093)	373	(11,505)	(42,470)	1,541	(6,944)	(5,403)	(47,874)	
Capital Projects										36,495	Increased costs: Biomass Boiler and new vehicle for Conservation Works Service
Projects Fund Balance										(77,240)	Unallocated Project Fund
Reserves no longer required										138,777	Transfer from reserves to support the 2013/14 revenue budget no longer required
Transfer to Reserves at year end										285,863	Carry Forward requests - see report and Appendix 1
TOTAL	(58,559)	(9,470)	(37,782)	16,612	(298,030)	(387,229)	(29,528)	(14,970)	(44,499)	(47,833)	

BUSINESS PLAN PROGRESS – 2013 - 2014

Vision:

People are inspired by; value; and help to look after Dartmoor - now and for the benefit of future generations.

Priority: LAND MANAGEMENT

SUPPORTS MANAGEMENT PLAN PRIORITIES: NATURAL NETWORKS; MAKING THE MOST OF CULTURAL HERITAGE; THE FUTURE OF FARMING AND FORESTRY

Key Actions	End of Year Update
<p>Dartmoor Mires Project Deliver year 4 of the Dartmoor Mires Project. Undertake restoration work at one site and maintain ongoing vegetation and hydrological monitoring. Detailed plans for restoration at other potential sites in 2014 will be developed and agreed with interested parties. Facilitate discussion with all interested parties regarding the development of further upstream thinking projects on Dartmoor under SWW PR14 plan.</p>	<p>Restoration of 10 ha of hydrologically restored area has been completed at South Tavy. This is approximately 5ha less than originally estimated and reflects the experimental nature of the work.</p> <p>Detailed plans for work at Flat Tor Pan in 2014 are still being finalised with partners.</p> <p>Discussion re PR14 has taken place with partners and SWW and the emphasis is likely to be on continued monitoring.</p>
<p>Archaeological Conservation, Research and Interpretation Lead on the delivery of the conservation of the artefacts discovered at White Horse Hill in line with the agreed project plan agreed submitted English Heritage. Commission a <i>Dartmoor Historic Environment Character Assessment</i>, incorporate findings into GIS system and then promote findings across the Authority. Use results in Landscape Conservation Action Plan for the Moor than meets the eye scheme. <i>Complete the final year of the Historic Environment Record Action Plan.</i></p>	<p>Conservation of the artefacts discovered at White Horse hill has been completed.</p> <p>A draft Dartmoor Historic Environment Character Assessment has been completed and a final version is expected in June. This work is behind schedule due to its innovative nature.</p> <p>The final year of the HER Action Plan has been completed.</p>
<p>Landscape Partnership Bid To successfully deliver the development phase of the <i>Moor thank meets the eye Landscape Partnership Scheme</i> and complete <i>the Landscape Conservation Action Plan</i> as part of the second round bid to the Heritage Lottery Fund (HLF) in January 2014.</p>	<p>Bid submitted in February.</p>

Key Actions	End of Year Update
<p>Biodiversity Action Plan Complete <i>Living Dartmoor</i>, the review of the <i>Dartmoor Biodiversity Action Plan</i> (BAP) and start implementation of agreed action plans. The priorities for 2013/14 are:</p> <ul style="list-style-type: none"> ● agree general text & interactive maps for the website with Dartmoor Biodiversity Partnership ● write 5 Key Wildlife Area Action Plans in conjunction with partners; and ● write 12 Species Conservation Action Plans in conjunction with partners. 	<p>The general text and interactive maps for the BAP have been drafted and were launched on the website in January. Three of the 5 Key Wildlife Area Action Plans have been drafted or completed. 10 of the 12 Species Conservation Action Plans have been completed or drafted. The target of completing all 17 action plans will not be achieved but much of the hard work to draft plans is now complete.</p>
<p>Undergrounding schemes We will continue to work with Western Power Distribution to bring forward the two current schemes being planned for Walkhampton & Holne. It is anticipated that both schemes will go ahead in the financial year 2013/14. The role of the Authority will be to help with the local community before and during the works and to ensure that any special archaeological or other features that are uncovered as part of the trenching works are properly noted and protected as necessary.</p>	<p>The NPA was successful in securing two undergrounding schemes for Dartmoor, on Holne Moor and Walkhampton Common. Between them, they remove nearly 6km of overhead line from open moorland. Work on the Holne scheme started in November with the 1km or so of underground works now completed and the old overhead infrastructure to be dismantled soon. The trench also accommodates new South West Water telemetry cabling to improve monitoring and management at Venford.. At nearly 5km, the Walkhampton scheme is the largest to be undertaken in the South West by WPD and is seen as the flagship scheme. Works started in March and are mostly in-road. Identified in the early 1980's as a clear priority for Dartmoor, the removal of this length of line stretching across archaeologically rich, sweeping open moorland will achieve considerable landscape benefits, for which WPD and the DPA, instrumental in securing the allowance, are to be commended.</p>
<p>Maintenance Implement essential maintenance works for Higher Uppacott in line with agreed priorities resulting from Conservation Architect's full survey and report (March 2013). Priority given to replacement of wood-burning appliances and essential windows, as recommended by initial costings report in 2012. Investigate the potential for moving this asset into a Charitable Trust. Undertake enhancement of strategic car parks in the ownership of, or under licence to, DNPA including Pork Hill, Dartmeet and Princetown.</p>	<p>Maintenance works for Higher Uppacott has been undertaken in line with the maintenance plan including repairs to the timber roof structures in the Shippon, installation of a replacement wood- burning appliance, repairs to the collapsed wall and re- thatching. A Conservation plan has been completed for Higher Uppacott to support the Moor than meets the eye application. Discussions with two potential Charitable Trusts suggest that transfer of this asset will be difficult. Car park enhancements have not been implemented due to a combination of staff resource and weather.</p>

Key Actions	End of Year Update
<p>Woodlands Identify and evaluate options for the future management of woodlands owned by the Authority with a focus on how we might engage with local communities.</p>	<p>This work has not been progressed due to lack of staff resource.</p>

Priority: FARMING**SUPPORTS MANAGEMENT PLAN PRIORITY: THE FUTURE OF FARMING AND FORESTRY**

Key Actions	End of Year Update
Dartmoor Farming Futures Develop & support the pilot schemes on Haytor and Bagtor Common & Forest of Dartmoor. Support the application for a Higher Level Stewardship agreement on Haytor and Bagtor Common to underpin the Farming Futures scheme. Evaluate the two pilots. Ensure results from the Dartmoor Farming Futures initiative are communicated to policy-makers and look at options for extending the approach.	Pilot schemes on Haytor and Bagtor Common and Forest of Dartmoor now fully operational Independent evaluation report commissioned and published with financial support from Natural England. SSSI re-unitisation project completed by Natural England for the Forest of Dartmoor. Results fed into work on new Rural Development Plan
CAP Reform and Agri-environment Work with partners to influence the Government's approach to reform of the Common Agricultural Policy (CAP)	Led on position paper published by National Parks England (September 2013).
Hill Farm Project We will continue to provide support, advice and training for the farming community and develop projects and funding packages which help sustain a viable farming industry on Dartmoor.	A full report on the work of the Hill Farm Project was presented to Authority on 7 February and a Review of it's work over the past 10 years has been published. Defra have awarded transition funding to allow the current project to continue until the end of December 2014.

Priority: DEVELOPMENT MANAGEMENT & POLICY

SUPPORTS MANAGEMENT PLAN PRIORITIES: COMMUNITY FOCUS; PROSPEROUS DARTMOOR; MAKING THE MOST OF CULTURAL HERITAGE

Key Actions	End of Year Update
<p>Development Management & Delivery Document DPD (DMD) Adopt DMD and use to guide future development. Revise Local Development Scheme and in doing so, identify a preferred approach to the preparation of a minerals and waste plan, and a consolidation of the <i>Core Strategy</i> and DMD.</p>	<p>The Development Management and Delivery Plan document (DMD) being formally adopted by the Authority in July 2013. The Authority was the first National Park Authority to adopt a new development plan following the government's publication of the National Planning Policy Framework.</p>
<p>Affordable Housing Supplementary Planning Document (SPD) Prepare & adopt a <i>Supplementary Planning Document</i> (SPD) on affordable housing, by December 2013 to support policies in DMD</p>	<p>To support the delivery of affordable housing the team developed a new Supplementary Planning Document following consultation with stakeholders and Members of the Authority and partner authorities. This has culminated in a plan being adopted in April 2014</p>
<p>Masterplan exercises for Ashburton , Chagford and Buckfastleigh Undertake Master Planning exercises in these locations to assess constraints impacting on the sites, the opportunities for development, and the best way in which the development can be brought forward to the benefit of the local community while supporting the conservation and enhancement of the built and natural environment.</p>	<p>The masterplanning work at Chagford has progressed well and a plan was formally adopted by the Authority in April 2014, with local and Parish Council support.</p> <p>The Ashburton masterplan project has proved more complex given the multiplicity of landowners and their aspirations. Trying to marry these with the aspirations of the town has been challenging. The revised timescale for adoption, following a further iteration of the plan and public consultation, is December 2014 The relocation of Tuckers store in Ashburton has now been formally approved by the Development Management Committee. The relocation of Tuckers from Chuley Road will unlock their part of the site and assist in redevelopment options to be considered as part of the masterplan.</p> <p>The Buckfastleigh masterplan site has not been progressed due to the current position of the landowner. Lines of communication however remain open.</p>

Key Actions	End of Year Update
<p>Community Infrastructure Levy (CIL) Liaise with District/Borough Council partners and carry out a scoping exercise to consider the merits of CIL compared with relying on Section 106 contributions. Report to Authority on the relative merits and a recommendation of the preferred option.</p>	<p>Report on CIL presented to Authority September 2013. Decision not to proceed but to keep a watching brief.</p>
<p>Development Management (DM) Performance Maintain a focus on DM performance (including enforcement. Implement outcomes of the Enforcement Review and undertake proactive communications to raise the awareness and profile of planning.</p> <p>Adopt new model for Planning Performance Agreements when dealing with major planning applications.</p>	<p>Please refer to the report on Performance within the Planning Directorate for detail but in summary performance has improved throughout 2013/14.</p> <p>Major applications now subject to Planning Performance Agreements wherever possible. This approach adopted by the Authority during the year. Only one major application dealt with in the year and this was determined outside official government speed target.</p> <p>The target for Minor Applications was met in the last three quarters, and for Other Applications (includes householder) in all four quarters.</p> <p>The percentage of planning applications approved remains high at 86% 939 written enquires were processed for pre-planning application advice (817 in 2012/13), with an average written response time of 21 days, well within the 28 day target.</p> <p>With regard to appeal performance this also needs to be highlighted as a success story. The team has responded positively to the changes in the organisational structure over the last few years, and performed well against a government target of 33% of appeals upheld (67% dismissed).</p> <p>Officers dealt with 17 appeals with only 4 being upheld which equates to 23% against a government target of 33% - this is a notable achievement and reflects good working between the Planning Directorate and Legal and Democratic services.</p> <p>A planning user satisfaction survey carried out between October 2013 and March 2014 has indicated an 89% satisfaction rate with the planning service.</p> <p>An enforcement review of the service has been completed.</p>

Key Actions	End of Year Update
<p>Dartmoor National Park Management Plan (DNPMP) Complete the work on the review and revision of the DNPMP for adoption in October 2013.</p>	<p>The Authority adopted the revised NPMP in November 2013. Formal public launch of the new plan - Your Dartmoor – in February 2014 with active engagement of all partners. New website developed for the Management Plan: www.yourdartmoor.org</p>

Priority: LOCAL ECONOMY

**SUPPORTS MANAGEMENT PLAN PRIORITY: PROSPEROUS DARTMOOR; THE FUTURE OF FARMING AND FORESTRY;
COMMUNITY FOCUS**

Key Actions	End of Year Update
<p>A Resilient Economy Work with partners to identify and promote opportunities for growth within the National Park (in terms of target sectors and locations) and to use the National Park 'brand' to support growth in the heart of the South West. Support Greater Dartmoor LEAF and work in partnership to promote Dartmoor as a destination and local producer.</p>	<p>The Communities officer has continued to support the Greater Dartmoor LEAF by attendance at meetings and briefing of lead DNPA Member. In addition the Communities officer has continued to liaise with Devon Renaissance on the transition arrangements and the future LEADER programme for 2014/15.</p> <p>Officers have continued to have discussions with the Heart of the South West Local Enterprise Partnership to influence future funding rounds and to influence the shape of future funding programmes.</p>
<p>Broadband Negotiate delivery of a successful bid through <i>Connecting Devon and Somerset</i> (CDS) contractual arrangements with preferred bidder by Sept 2013</p>	<p>Following Dartmoor's successful stage 1 application to the RCBF we continue to work with Connecting Devon and Somerset (CDS) to achieve a scheme for an area of Dartmoor defined as 'Hard to Reach'. In December DCMS advised that the RCBF was constrained by a maximum 50% public funding contribution and a scheme could not be delivered via this funding but, recognising the Dartmoor project demonstrated a good fit with government policy objectives, DCMS advised of possible alternative funding for a revised scheme. The allocation of this alternative funding was confirmed by DCMS in March and further survey work is now underway to finalise the scheme. It is expected that the scheme will enable over 500 'hard to reach' premises on Dartmoor to connect to Superfast Broadband.</p>

Key Actions	End of Year Update
<p>Princetown Regeneration Act as lead partner in the regeneration initiatives for Princetown including work to the Visitor Centre, infrastructure improvements, and work with the Princetown community and businesses to develop a shared vision and delivery masterplan for the village (including proposals to enhance the public realm).</p>	<p>Works to the visitor centre have not been completed as planned particularly in terms of the external ramped access and new signage. Planning permission is now in place for both these elements, with a further comprehensive signage package expected to be approved and implemented in 2014/15. Internally the visitor centre has been completely revamped with new display areas and changes to reception.</p> <p>The 2nd edition of 'Princetown News' has now been published and delivered by letter box drop to all residents and businesses in Princetown. It provides an update on the new projects and works that are taking place in the village, such as Granite in Gears, the works to the visitor centre and new interpretation. An evening event will be held in the Visitor Centre on the 8th May, to discuss the projects and provide an opportunity to feed into their design and development. The event is targeted at businesses and the Parish Council but open to all.</p> <p>No work has taken place on producing a shared vision. This is planned for 2014/15.</p>

Priority: ACCESS

SUPPORTS MANAGEMENT PLAN PRIORITY: ENJOYING DARTMOOR; COMMUNITY FOCUS

Key Actions	End of Year Update
<p>Public Rights of Way (PRoW) and Countryside & Rights of Way (CRoW) Continue to undertake management and maintenance of PRoW (in line with Devon County Council Service Level Agreement) and CRoW land and implement gaps, gates and stiles policy. Implement major access improvements in the Princetown area to support the promotion of Princetown as an activity hub (links to Princetown Regeneration).</p>	<p>This is ongoing work which has been challenging due to the extreme weather and fewer resources. A successful funding bid to defra has released £150,000 for repairs to the network in 2014/15 .</p> <p>Phase 1 of improvement works to the bridleway that runs south from Princetown towards South Hessary Tor has now been implemented.</p>
<p>Implementation of the Recreation Strategy We will implement the ‘<i>Paws on Dartmoor</i>’ campaign to provide clear messages for dog owners about responsible dog walking. A sustained and targeted campaign will be developed with partners during the summer months to reduce the amount of recreational litter and fly tipping on Dartmoor.</p>	<p>Campaign implemented and supported by the Outreach vehicle at heavily used sites.</p> <p>“Love where you visit” campaign was launched in August</p>
<p>Visitor Centres Devise a development plan for the Information Centres, focusing on Princetown, to implement the recommendations of the Information Centres review and generate opportunities for increased retail, events and activities, to attract a wider audience, with a particular focus on younger people.</p>	<p>Phase 1 at Princetown completed with improved retail area and exhibition space. Plan for Postbridge developed [subject to bid funding]. Retail officer appointed to develop retail strategy and offer.</p>

Priority: COMMUNICATIONS & COMMUNITY ENGAGEMENT

SUPPORTS MANAGEMENT PLAN PRIORITIES: COMMUNITY FOCUS; ENJOYING DARTMOOR; PROSPEROUS DARTMOOR

Key Actions	End of Year Update
<p>Local Communities Explore communication mechanisms for local communities and develop outlets for more effective communication. Incorporate a survey of residents of Dartmoor National Park to measure current understanding and perceptions of Dartmoor National Park Authority. Work with Parish/Town Councils and utilise existing mechanisms (newsletters; Members) for improved information flow.</p> <p>Trial undertaking two community events during 2013/14 to share the work of the Authority and discuss future priorities.</p>	<p>Residents survey completed, report submitted November 2013</p> <p>These trials were not pursued due to other priorities and pressures on staff time. Retained the focus on National Park Forum as a vehicle for community and stakeholder engagement.</p>
<p>Multi Media Develop the use of social media outlets such as Twitter, You-tube, e-newsletter and website to ensure messages reach a wide audience. Install Wi-Fi into Visitor Centres, initially on a trial basis in one Centre.</p>	<p>Twitter now used regularly. You tube films produced include <i>Land of Granite, Tour of Britain, Whitehorse Hill, Cuckoo project</i> . E-newsletter used and being developed further. WiFi installed in all three visitor centres</p>
<p>Information & Interpretation Develop a clear information and interpretation strategy for the National Park, including proposal for the National Park Visitor Centres. Provide high quality publications and interpretative material in support of key messages, including Dartmoor Mires Project, Dartmoor Farming Futures and Landscape Partnership bid, with a particular focus on <i>Enjoy Dartmoor</i>.</p>	<p>Interpretation plan developed for Princetown.</p> <p>Publications and interpretive material developed to support a range of projects including the refurbishment of Princetown.</p> <p>Enjoy Dartmoor produced including new arrangement with the Dartmoor Partnership and distributed</p>

Key Actions	End of Year Update
<p>Outreach Deliver a programme of activity for the outreach vehicle focussing on helping people to enjoy and understand Dartmoor and promote the work of the Authority. There will be a particular focus on promoting <i>Paws on Dartmoor</i>, <i>Dartmoor: Love where you live litter campaign</i>, <i>Active Dartmoor</i>, <i>Moor than meets the eye</i> scheme and engaging with local communities.</p>	<p>Full programme of activity successfully implemented. A focus on local shows and heavily used recreation sites during the summer and Dartmoor towns over the winter.</p>
<p>Project Promotion Provide interpretation and exhibition material as required to promote the work of the Authority, including production of short films for use on You-tube and the website, outreach vehicle and in Visitor Centres, including: Work of the Authority; Whitehorse Hill; BAP (Living Dartmoor); Active Dartmoor and Cuckoo tagging. Provide support as required for the national <i>Love Your National Park</i> celebration</p>	<p>You tube films produced include <i>Land of Granite</i>, <i>Tour of Britain</i>, <i>Whitehorse Hill</i>, <i>Cuckoo project</i> Interpretation and exhibition material produced for Postbridge and Princetown. BBC Inside Out programme completed on Whitehorse Hill. Media work and PR to promote the work of the authority and projects.</p>
<p>Volunteers Provide co-ordination and support for local volunteer groups and develop and promote a programme of volunteer opportunities for the general public. Expand the role of voluntary wardens to include liaison with the general public.</p>	<p>Good progress on recruiting, retaining and using volunteers, performance indicator targets exceeded for both numbers of volunteers and numbers from under-represented groups. The Volunteer Groups' network continues to thrive, the Authority report in June 2013 identified significant 'added-value' cash equivalent of the volunteering undertaken by these groups against minimal financial support from DNPA. A small group of Voluntary Wardens will be assisting Rangers at weekends through the main summer period in 2014 to liaise with the public</p>

Priority: EFFICIENT & SUSTAINABLE ORGANISATION

SUPPORTS MANAGEMENT PLAN PRIORITY: PROSPEROUS DARTMOOR; COMMUNITY FOCUS

Key Actions	End of Year Update
<p>ICT Virtualisation Project We will continue with the virtualisation of IT hardware to improve efficiency and reduce our carbon footprint.</p>	<p>Over the past two years the majority of the desktop computers in both the Planning, and Conservation and Communities Directorates have been virtualised. Work has recently begun on replacing the remaining desktop computers and this is due to be completed by the end of the financial year.</p>
<p>Sponsorship To complement the work being undertaken on securing external grant funding, the Authority will explore the potential for alternative delivery models for its services and external support through sponsorship.</p>	<p>Continued to explore potential sponsorship opportunities (in form of cash and in-kind contributions). Support provided by John Lewis Partnership in terms of retail advice for the Visitor Centres review. At a UK level, ANPA agreed a sponsorship programme with Airwick which will see income returned to individual National Parks as a royalty on every air freshener from the new 'National Park range' sold.</p>
<p>Biomass Installation Tender for and install biomass boiler at Princetown and apply for Renewable Heat Incentive (RHI)</p>	<p>Completed during November 2013. The system has generated significant financial savings on the annual fuel bill and carbon footprint for the Duchy Hotel, as well as generating income from sale of heat to the Duchy of Cornwall.</p>
<p>Building Efficiency Monitor carbon footprint, making information accessible to all. Make recommendations for sustainable working practices/utilities/facilities management/energy use in buildings to improve energy efficiency. Explore options for renewable energy generation at DNPA premises, including potential for income from Feed in Tariff (FIT).</p>	<p>Further reductions in the carbon footprint associated with our buildings were made during the past year. Two specific projects which contributed to this were the installation of the biomass heating system at Princetown, and the replacement of a large number of halogen lights at Postbridge with low energy LED alternatives. Additional work is planned for the coming year including expanding the use of low energy lighting, and the implementation of solar PV scheme at Haytor.</p>

Key Actions	End of Year Update
<p>Staff Development Ensure a focus on learning and development, being clear about the skills and knowledge required by the workforce. Deliver a corporate training programme to support a focus on skills. Implement and evaluate competency framework for Managers.</p>	<p>Competency framework implemented and evaluated. Individual personal development plans followed up. Learning and development partnership supported corporate training programme supplemented by new e-learning system.</p>

DARTMOOR NATIONAL PARK AUTHORITY

AUDIT & GOVERNANCE COMMITTEE

16 May 2014

PERFORMANCE MONITORING REPORT FOR 2013/14Report of the Head of ResourcesRecommendations : **That Members:**

- (i) **note the content of the report**
- (ii) **consider any action which may need to be taken to address areas of reported under performance not yet implemented**

1 Purpose of the Report

- 1.1 This report is to inform Members of performance against Dartmoor National Park Authority priorities and performance targets for 2013/14, and provide the opportunity for discussion and challenge regarding the provisional outturn position. It also provides Members with the opportunity to consider progress against the actions in the Business Plan for the organisation as a whole.
- 1.2 This report also provides specific commentary on the outturn position for the Communications & Business Support Directorate.
- 1.3 Separate performance reports are presented elsewhere on this agenda in respect of the Planning Directorate and the Conservation & Communities Directorate.

2 Performance for 2013/14

- 2.1 Attached at Appendix 1 (colour document) is the reported outturn performance against all of the targets set in the Business Plan 2013/14 (National & local PIs) and Appendix 3 provides information on the Management Indicators for the Communications & Business Support Directorate.
- 2.2 Appendix 2 contains detailed information regarding performance in reducing our CO₂e emissions. This is currently showing an overall reduction of 6.97% against the 6% target we set ourselves at the start of the year.
- 2.3 The emissions relating to premises has reduced by 17.3% compared to the previous year (despite a cold and wet spring which resulted in an increase in energy usage in quarter 1) and we anticipate seeing continued reductions due to the installation of the Biomass Boiler at Princetown and the introduction of energy efficient lighting at Postbridge. Further measures are also being planned for 2014/15.
- 2.4 The travel emissions have increased, but as reported in August 2013 (NPA/AG/13/020) this is due the methodology for calculating travel emissions being changed to ensure it is more accurate. Emissions can be calculated either from fuel use, which is the most accurate method, or estimated from mileage undertaken using UK average emission factors for different modes of transport. For public transport the estimation method is robust, but for car mileage we realised that the average calculation did not equate to Land Rovers travelling on Dartmoor roads! This revised

calculation shows an increase in travel emissions of 12.3% against the previous year, and Ranger mileage has increased due to them covering larger areas of the moor.

- 2.5 The number of working days lost due to sickness absence for the year is 7.51 (per full time equivalent), against a target of 5 days. When long-term absence (sickness absence in excess of 4 calendar months – 5 cases this year) is removed the absence rate is 3.86 days per employee. Whilst it is disappointing not to achieve the overall target, the reason for not doing so is clear. During Quarter 4 we were unfortunate to have three long-term absences, two of which are considered to be exceptional (and ongoing at the date of this report), leading to a sharp spike in the total days absent in this period (274 days compared to 141 in the corresponding quarter last year).
- 2.6 Despite this, the overall trend is positive since the introduction of an Attendance Management Procedure in October 2011 (rate was 7.9 and 8.9 in 2010/11 and 2011/12 respectively; 5.4 last year). The Authority continues to support staff with long-term illness and has recently introduced an employee assistance programme for all staff, improving our wellbeing offer to staff. It is important that our focus on valuing and supporting staff is maintained in the future.
- 2.7 Member attendance at meetings of the Authority has been dropped slightly, with an outturn of 83% against a target of 85%, and an outturn last year of 87%.
- 2.8 Whilst the overall visitor numbers to the National Park Visitor Centres were down, this was primarily due to the fact that for 3 months Princetown was operating from a temporary room and couldn't cater for coach and education parties. Postbridge showed an increase in numbers and this was in part due to extended winter opening. Encouragingly visitor numbers to Haytor were up 18%. In line with the visitor numbers, overall income was marginally down (under 1%) but gross profit as a percentage of sales rose by 9%. It is anticipated that the improvements to Princetown, extended opening hours at Postbridge and the wider range of local goods available will have a positive impact on both visitor numbers and sales for 2014/15.
- 2.9 Visitor satisfaction and understanding continues to remain high across all three centres. As well as DNP12 and 13 being positive, the results from the resident survey were equally positive with Visitor Centres being among the most used services and of those residents that did use the service, 99% were either very or fairly satisfied. Increased engagement with local businesses, event managers and the wider tourism industry will hopefully see these levels maintained or improved.
- 2.10 The satisfaction rating and improved understanding from the website are significantly under the targets set for the year. These figures are based on a very small sample of users of the website, (only 61 responses out of nearly 310,000 unique visitors to the site). This very low take up of the survey is likely to be as a result of 'survey fatigue', as we have been collecting this information for a number of years, and most people who wish to provide positive feedback have already done so. In future we are intending to carry out a wider survey of users of our website every three years, in order to more accurately reflect the views of the majority of our website users.

3 Business Plan 2013/14

- 3.1 Attached at Appendix 4 is a review of progress against all the key actions in the Business Plan for 2013/14. Overall planned work has progressed well and the majority of actions have been completed or are well in progress, with completion

dates extended for a number of reasons, some of which have been beyond the control of the Authority. Key achievements include:

- Management Plan review completed and new plan published with detailed action plans for each of the six priority areas.
- Landscape Partnership Stage 2 bid submitted.
- Dartmoor Farming Futures – pilot schemes on Haytor and Bagtor now fully operational and independent evaluation report published.
- Whitehorse Hill – conservation of the artefacts completed, collaborated on a BBC programme 'Mystery of the Moor' and produced our own film explaining the importance of the findings.
- Development Management and Delivery Document – first English National Park Authority to adopt its Local Plan
- Completed a masterplan exercise for Chagford
- Improved Development Management performance – in terms of how quickly we determine planning applications
- Major refurbishment of Princetown National Park Visitor Centre
- Undertook a survey of local residents – results indicated
- Installed a biomass boiler at Princetown to provide a renewable heat source for the National Park Visitor Centre, National Park offices and Duchy of Cornwall offices
- Completed an interpretation strategy for the National Park and developed a suite of new films for broadcast via our website and at Visitor Centres

3.2 The areas where progress has not been achieved or is slower than planned include:

- Broadband – delays caused by continuing negotiations with Department of Environment, Food and Rural Affairs, Department for Culture, Media and Sport and BT Openreach about Rural Community Broadband Fund stage 2 application but successful commencement of the roll out of Connecting Devon and Somerset programme on Dartmoor.
- Princetown – work on shared vision and masterplan for the regeneration of the village have not been completed
- Woodlands – initial views gathered from Members on options for future management of certain woodlands owned by the Authority but not progressed further due to lack of staff resource

4 Conclusion

4.1 Members will note from this report and the reports on performance within the Planning and Conservation and Communities Directorates that the Authority has maintained an excellent level of service in priority areas as measured by progress against Business Plan priority actions (see appendix 3) and the agreed Performance Monitoring Framework (see appendix 1). The financial outturn is reported separately (see paper NPA/AG/14/001) but is also a positive position: increased external income, efficiency savings and less call on reserves than anticipated at the start of the financial year.

4.2 At a corporate level (as opposed to the performance reported separately via the Directorate reports for Planning and Conservation and Communities Directorates) the key areas for concern are:

- Member attendance at Authority meetings which has slipped to 83% compared to a target of 85%
- Number of working days lost due to sickness absence – where the target has not been met due to increased number of staff on long-term absence; and
- Number of News Releases issued – where the target has not been met but there is acceptance that this is not an accurate measure of media coverage

4.3 The overall message is one of positive achievement by a committed workforce who are striving to maintain quality services. There are certain areas where we have had to withdraw service provision or drastically reduce it due to limited financial capacity, including: public transport, no further work on Conservation Area designations, no specific programme of work on climate change etc., which is not captured in this performance data.

DONNA HEALY

Attachments: **Appendix 1 – Performance Monitoring Framework 2013/14**
 Appendix 2 – Emissions Graphs
 Appendix 3 – Performance Indicators (Communications & Business Support)
 Appendix 4 – Business Plan progress

Ref. No.	How will we measure our achievement	Outturn		Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Outturn
		2011/12	2012/13	2013/14					
DNP1 (N)	CO ₂ e reduction from DNPA operations	10.8%	3.9%	6%	Bldgs: 43,308kg Transport: 26,986kg	Bldgs: 17,367kg Transport: 27,101kg	Bldgs: 36,218kg Transport: 22,868kg	Bldgs: 41,305kg Transport: 22,923kg	6.97%
						Year to date: Bldgs: 60,675kg Transport: 54,087kg	Year to date: Bldgs: 96,893kg Transport: 76,980kg	Year to date: Bldgs: 138,198kg Transport: 22,923kg	
	Total CO ₂ e emissions	266,187kg	255,904kg	240,550kg	70,294kg	44,468kg	59,086kg	64,228kg	238,076kg
						Year to date: 114,762kg	Year to date: 173,848kg	Year to date: 238,076kg	
DNP2 (N)	(a) Number of Conservation Areas	25	25	25				25	25
	(b) % of Conservation Areas with up to date character appraisals	100%	100%	100%				100%	100%
DNP3 (N)	(a) Number of Listed Buildings 'at risk' conserved during the year	3	2	1				1	1
	(b) % of Listed Buildings 'at risk' conserved during the year	8%	6%	3%				3%	3%
DNP3 (context)	(a) Number of Listed Buildings	2,565	2,565	2,565				2,565	2,565
	(b) Number of Listed Buildings 'at risk'	37	34	34				34	34
DNP4 (N)	% of planning applications dealt with in a timely manner:								
	(a) major applications determined within 13 weeks	50%	50%	60%	N/A (0 of 0) (2012/13 = 100% (0 of 0))	N/A (0 of 0) 2012/13 = 100% (1 of 1)	N/A(0 of 0) 2012/13 = 0% (0 of 1)	N/A(0 of 0) 2012/13 = 0% (0 of 1)	N/A (0)
	(b) minor applications determined within 8 weeks	67%	59%	65%	56.9% (33 of 58) (2012/13 = 60.0% (46 of 76))	61% (33 of 54) 2012/13 = 47.8% (32 of 67)	68.3% (41 of 60) 2012/13 = 57.9% (44 of 76)	76.4% (42 of 55) 2012/13 = 68.4% (26 of 38)	66%
	(c) other applications determined within 8 weeks	81%	73%	80%	81% (73 of 90) (2012/13 = 79.1% (68 of 86))	82.2% (83 of 101) 2012/13 = 65.5% (55 of 84)	85.4% (70 of 82) 2012/13 = 65.3% (49 of 75)	82.2% (74 of 90) 2012/13 = 80.2% (69 of 86)	82%
DNP4 (context)	Number of planning applications received	678	621	n/a	166	166	154	185	671
DNP5 (N)	% of planning applicants satisfied with the service	90%	Not collected (bi-annual)	80%					89%
DNP6 (L)	% of appeals allowed against DNPA's decision to refuse consent	29%	25%	33%	33% (1 of 3)	12.5% (1 of 8)	33% (1 of 3)	33% (1 of 3)	23.53% (4 of 17)
DNP7 (L)	Number of units of Local Needs Housing approved	12	14	30	7	2	6	10	25

¹ These are all Government targets

* Targets were reduced for 2011/12 as a direct result of severely reduced funding and the consequent impact on services and customer satisfaction

Performance Monitoring Framework 2013/14 - Quarter 3

Ref. No.	How will we measure our achievement	Outturn		Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Outturn
		2011/12	2012/13	2013/14					
DNP8 (N)	% of total length of footpaths and other rights of way, that were easy to use by members of the public (even though they may not follow the exact definitive line)	95%	94%	90%	94.9% (based on 3.75% sample surveyed in May)		82% (based on 4.2% sample surveyed in November)		93%
DNP8 (context)	Total Length of Footpaths and other Rights of Way	734.2km	734.2km	734.2km					734.2km
DNP9 (N)	% of total length of footpaths and other rights of way, that were easy to use by members of the public, and follow the exact definitive line	92%	84%	85%	89.8% (based on 3.75% sample surveyed in May)		81% (based 4.2% sample surveyed in November)		85% (based on a 8% sample of all routes)
DNP10 (L)	% of users satisfied with the condition of DNPA owned and/or managed toilets	96%	94%	ongoing monitoring to be removed. Exception reporting only	Nothing to report (no complaints received)	Nothing to report (no complaints received)	Nothing to report (no complaints received)	1 Complaint	
DNP11 (L)	(a) Number of known erosion sites	130	Data not collected for 2012/13	130	Work in progress to prepare for baseline survey at end of summer				Survey work undertaken in-year 75 out of 87 sites completed. Some sites now combined. Full results will not be known until 2015/16
	(b) % of known erosion sites stable or improving	84%	Data not collected for 2012/13	70%					61%
DNP12 (N)	% of users of 'promoting understanding' services who are satisfied with Events (EVTS), Education Services (EDU), National Park Visitor Centres (VC), Website (WEB)	EVT: 72%	EVT: 88%	EVT: 90%	91%	90%	89%	90%	90%
		EDU: 98%	EDU: 79%	EDU: 90%	100%	100%	100%	100%	100%
		VC: 86%	VC: 92%	VC: 90%	98%	95%	95%	95%	95%
		WEB: 69%	WEB: 72%	WEB: 70%					41%
DNP13 (N)	% of users whose learning increased about Dartmoor National Park as a result of using 'promoting understanding' services: Events (EVTS), Education Services (EDU), National Park Visitor Centres (VC), Website (WEB)	EVT: 50%	EVT: 65%	EVT: 75%	82%	82%	79%	79%	79%
		EDU: 86%	EDU: 84%	EDU: 90%	100%	100%	100%	100%	100%
		VC: 75%	VC: 85%	VC: 87%	96%	92%	92%	92%	92%
		WEB: 57%	WEB: 59%	WEB: 60%					44%
DNP14 (N)	% of users of 'promoting understanding' services from under-represented groups: young people (5-24), minority ethnic groups, people with limiting long-term illness or disability using Events (EVTS), Education Services (EDU), National Park Visitor Centres (VC), Website (WEB)	EVT : 5%	EVT : 12%	EVT: 7%	9%	5%	8%	7%	7%
		EDU : 100%	EDU : 98%	EDU : 100%	100%	100%	100%	100%	100%
		VC : 33%	VC : 32%	VC : 30%	38%	37%	31%	30%	30%
		WEB : 28%	WEB : 29%	WEB : 35%					23%

¹ These are all Government targets

* Targets were reduced for 2011/12 as a direct result of severely reduced funding and the consequent impact on services and customer satisfaction

Performance Monitoring Framework 2013/14 - Quarter 3

Ref. No.	How will we measure our achievement	Outturn		Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Outturn
		2011/12	2012/13	2013/14					
DNP15 (N)	(a) % of SSSI land in 'favourable or recovering' condition in NPA management	100%	100%	100%					100%
	(b) % of SSSI land in 'favourable or recovering' condition in the National Park as a whole	100%	99.5%	96%					99%
DNP15 (context)	(a) Area of SSSI land in the National Park	26,267ha	26,267ha	26,267ha					26,267ha
	(b) Area of SSSI in NPA management (owned, leased or managed)	692ha	692ha	692ha					692ha
DNP16 (L)	% of land within DNPA Management Agreement that is in good condition	91%	95%	90%					92%
DNP16 (context)	Area of land within Management agreements	258ha	242.63ha	tbc					241.41ha
DNP17 (L)	(a) Number of County Wildlife Sites (CWS) (definition change in 2011/12)	(a) 166	a) 166	(a) 166					166
	(b) % of CWS in good condition	(b) 89%	b) 89%	(b) 90%					88%
DNP18 (N)	(a) Number of scheduled monuments 'at high or medium risk' conserved during the year	19	16	10				16	16
	(b) % of scheduled ancient monuments 'at high or medium risk' conserved during the year	4.6%	4.1%	2.6%				4.20%	4.20%
DNP18 (context)	(a) Number of scheduled monuments	1,058	1,058	1,058				1,058	1,058
	(b) Number of scheduled monuments 'at high or medium risk'	391	375	365				359	359
DNP19 (a) (N)	(a) Total number of volunteer days organised or supported by the NPA	1,870	2,471	2,400	474.25 (2012/13 = 403.5)	653.5 2012/13 = 715.5	534.25 2012/13 = 509	1224.5 (Inc. Vol Wardens)	2886.5
						Year to date: 1127.75	Year to date: 1661.75		
DNP19 (b) (N)	(b) No. of volunteer days attended by 'under-represented' groups: young people (5-24), minority ethnic groups; people with limiting long-term illness or disability	392	712	425	165 (2012/13 = 136)	435 (2012/13 = 200.5)	168.5 2012/13 = 193.5	123.5	892
						Year to date: 600	Year to date: 768.5		

¹ These are all Government targets

* Targets were reduced for 2011/12 as a direct result of severely reduced funding and the consequent impact on services and customer satisfaction

Performance Monitoring Framework 2013/14 - Quarter 3

Ref. No.	How will we measure our achievement	Outturn		Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Outturn
		2011/12	2012/13	2013/14					
DNP20 (L)	(a) Number of farmers receiving training relating to agriculture and/or forestry	(a) 177	(a) 74	(a) 25	56	57	123	21	257
	(b) % of farmers successfully completing training	(b) 100%	(b) 100%	(b) 100%	100%	100%	100%	100%	100%
	(c) % of participants expected to apply the acquired skill(s) in practice	(c) 100%	(c) 100%	(c) 100%	100%	100%	100%	100%	100%
DNP21 (L)	Number of News Releases issued by the Authority	74	54	55	10 (2012/13 = 13)	17 (2012/13 = 17)	5 (2012/13 = 14)	9	42 [not an accurate relection of media coverage]
DNP22 (L)	% of Parish meetings attended at least once in the year	80%	82%	80%				86%	86%
DNP22 (context)	Number of Parish meetings attended by:	(a) 53	(a) 38	n/a	22	4	5	6	33
	(a) Rangers/officers								
	(b) Members	(b) 125	(b) 59	n/a	22	12	19	21	74
DNP23 (L)	Final Revenue Outturn to balance to approved budget	-6.5%	-2.9%	+/-1.5%	-0.26%	-0.28%	-0.48%		-1.07%
DNP24 (N)	Percentage of the Membership attending Authority Meetings	87%	87%	85%	Authority: 69% Development Mgt: 72% Audit & Gov'nce: 86% Overall attendance:72 %	Authority: 85% Development Mgt: 90% Audit & Gov'nce: 86% Overall attendance: 87%	Authority: 89% Development Mgt: 90% Audit & Gov'nce: 71% Overall attendance: 87%	Authority: 82% Development Mgt: 95% Audit & Gov'nce: 75% Overall attendance: 89%	Authority: 79% Development Mgt: 87% Audit & Gov'nce: 77% Overall attendance: 83%
DNP25 (L)	No. of training days provided for:								
	(a) Members	(a) 2	(a) 1.32	(a) 1.5	0.02	1.57	0.11	0.09	1.79
	(b) Staff	(b) 4	(b) 5.8	(b) 5	1.2	1.72	1.65	136/78.8 = 1.73	6.31
					Year to date: 1.59	Year to date: 1.7	Year to date: 1.79		
					Year to date: 2.91	Year to date: 4.57	Year to Date = 6.3		
DNP26 (N)	Number of working days lost due to sickness absence per Full Time Equivalent (FTE), including supported staff with long-term illness	8.9	5.4	5	5.34 (including long term illness) 3.36 (excluding long-term illness)	4.21 (including long term illness) 3.23 (excluding long-term illness)	5.33 (including long term illness) 3.59 (excluding long-term illness)	7.51 (including long term illness) 3.86 (excluding long-term illness)	7.51 (including long term illness) 3.86 (excluding long-term illness)
DNP27 (L)	% of invoices for commercial goods and services paid by the Authority within 30 days of receipt or within the agreed payment terms	99.8%	99.5%	98%	100.00%	100.00%	99.70%	100%	99.93%
DNP28 (L)	% of total income achieved from grants/other income other than National Park Grant (NPG)	17%	20%	20%					Head of Resources will report verbally at the meeting

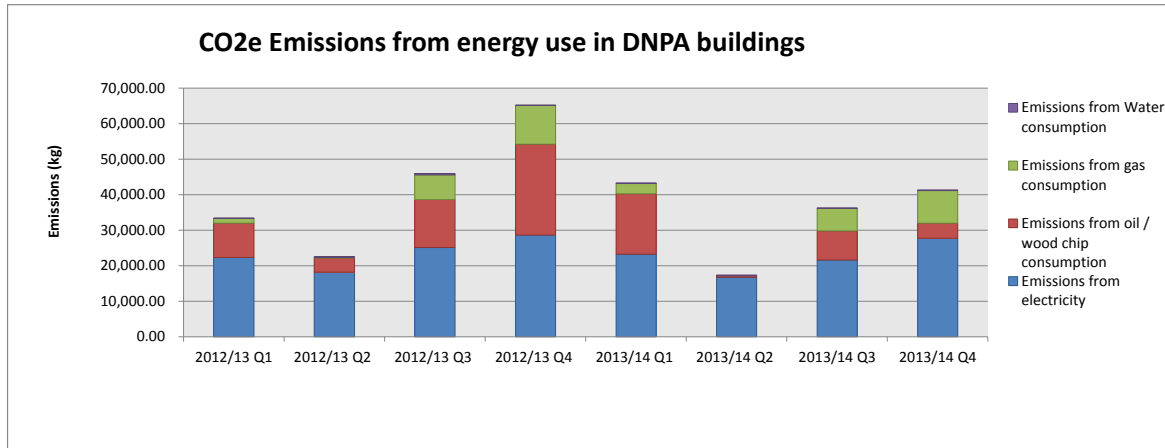
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BUILDINGS

CO2e Emissions Time series by fuel

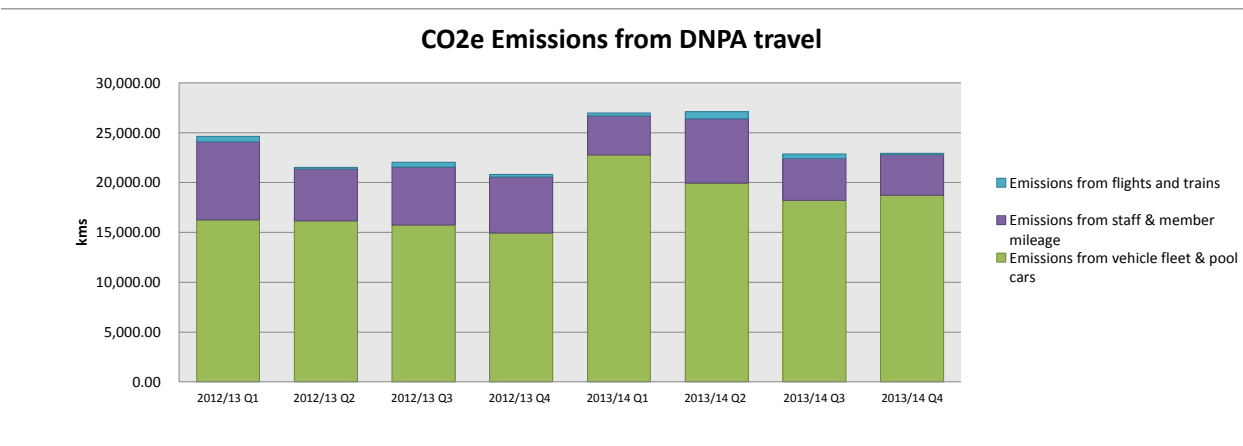
Year	Total CO2 Emission (kg)	% change from previous year	Emissions from electricity	Emissions from oil / wood chip consumption	Emissions from gas consumption	Emissions from Water consumption
2012/13 Q1	33,449.00	14.52%	22,306.00	9,698.00	1,360.00	85.00
2012/13 Q2	22,513.00	-3.8%	18,183.00	3,988.00	240.00	102.00
2012/13 Q3	45,912.00	-13.5%	25,141.00	13,538.00	6,928.00	305.00
2012/13 Q4	65,240.00	9.5%	28,678.00	25,590.00	10,900.00	72.00
2013/14 Q1	43,308.00	29.5%	23,259.00	17,047.00	2,855.00	147.00
2013/14 Q2	17,367.00	-22.9%	16,772.00	441.00	-	154.00
2013/14 Q3	36,218.00	-21.1%	21,586.00	8,189.00	6,356.00	138.00
2013/14 Q4	41,305.00	-36.7%	27,738.00	4,216.00	9,256.00	95.00



TRAVEL

CO2e Emissions Time series by travel

Year	Total CO2 Emission (kg)	% change from previous year	Emissions from vehicle fleet & pool cars	Emissions from staff & member mileage	Emissions from flights and trains
2012/13 Q1	24,626.00	-6.2%	16,253.00	7,839.00	534.00
2012/13 Q2	21,516.00	-26.8%	16,167.00	5,204.00	145.00
2012/13 Q3	22,036.00	-6.7%	15,738.00	5,824.00	474.00
2012/13 Q4	20,799.00	-3.7%	14,943.00	5,599.00	257.00
2013/14 Q1	26,986.00	9.6%	22,777.00	3,927.00	282.00
2013/14 Q2	27,101.00	26.0%	19,945.00	6,443.00	713.00
2013/14 Q3	22,868.00	3.8%	18,205.00	4,205.00	458.00
2013/14 Q4	22,923.00	10.2%	18,737.00	4,068.00	118.00



COMMUNICATIONS BUSINESS SUPPORT - DNPA PERFORMANCE INDICATORS (2013/14)

Ref No.	How will we measure our achievement	Previous Years		Target	Current Year (2013/14)				Outturn	Variance to Previous Year
		2011/12	2012/13	2013/14	Quarter 1	Quarter2	Quarter3	Quarter4		
CBS1	Visitor Numbers to Information Centres									
	Princetown	82002	67988		16,344 (23,254)	26,015 (31,523)	7,504 (8,828)	2,346 (4,833)	52,509	-23%
	Haytor	48163	37019		13,166 (12,310)	21,587 (17,971)	4,999 (4,152)	4,026 (2,586)	43,778	18%
	Postbridge	52843	49416		17,574 (19,986)	26,070 (25,664)	5,061 (3,766)	3,653 (0)	52,348	6%
CBS2	Income from Sales									
	Princetown	£51,843	£36,462		£9,625 (£13,559)	£14,076 (£15,402)	£4,885 (£4,421)	£2,175 (£3,081)	£30,762	-16%
	Haytor	£27,468	£22,207		£7,143 (£8,044)	£10,833 (£9,245)	£4,268 (£3,165)	£2,400 (£1,752)	£24,644	11%
	Postbridge	£31,913	£25,261		£8,596 (£10,761)	£14,457 (£12,295)	£3,217 (£1,876)	£1,649 (£329)	£27,919	11%
CBS3	ICT help desk calls (% of calls resolved in 24 hours)	90%	89%	85%	80.5% (85.2%)	88% (86.4%)	93.6% (89%)	89% (93%)	88%	-1%
CBS4	No. of unique visitors to the website	272,032	284,883	300,000	76,756 (85,382)	89,654 (63,780)	59,910 (57,726)	83,889 (77,995)	309,209	9%
	Number of page impressions sent to a single requester (expressed as number of requesters and number of page impressions sent)	1,397,573	1,269,597	1,350,000	417,972	685,693	449,250	428,021	1,980,936	46% against target

Figures in Red = previous year's data for comparison

The Audit Plan for Dartmoor National Park Authority

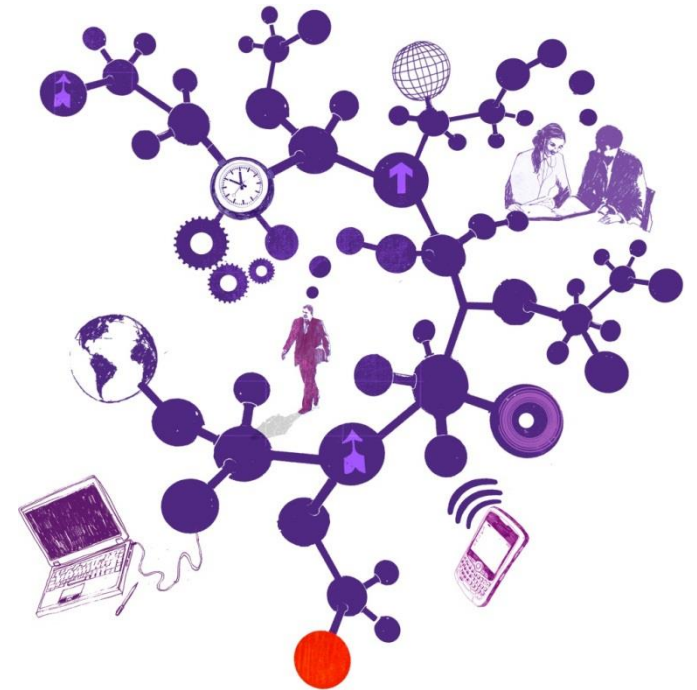
Year ended 31 March 2014

16 May 2014

Geraldine Daly
Associate Director
T 0117 305 7741
E geri.n.daly@uk.gt.com

Mark Bartlett
Engagement Manager
T 0117 305 7896
E mark.bartlett@uk.gt.com

Stephen Clarke
Audit Executive
T 0117 305 7884
E stephen.t.clarke@uk.gt.com



The contents of this report relate only to the matters which have come to our attention, which we believe need to be reported to you as part of our audit process. It is not a comprehensive record of all the relevant matters, which may be subject to change, and in particular we cannot be held responsible to you for reporting all of the risks which may affect the Authority or any weaknesses in your internal controls. 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.

Contents

Section

1. Developments relevant to your business and the audit
2. Our audit approach
3. Significant risks identified
4. Other risks
5. Results of interim work
6. Value for Money
7. Logistics and our team
8. Fees and independence
9. Communication of audit matters with those charged with governance

Developments relevant to your business and the audit

In planning our audit we also consider the impact of key developments in the sector and take account of national audit requirements as set out in the Code of Audit Practice ('the code') and associated guidance.

Developments and other requirements

1. Financial reporting

- Clarification of Code requirements around PPE valuations and IAS16.
- Going Concern.
- Accounting treatment of prior year conservation management agreement payments.

2. Corporate governance

- Annual Governance Statement (AGS).
- Explanatory foreword
- Head of Internal Audit Opinion.

3. Pensions

- The impact of 2013/14 changes to the Local Government pension Scheme (LGPS).

4. Financial Pressures

- Managing service provision with less resource with the cuts to National Park Grant.

Our response

We will review

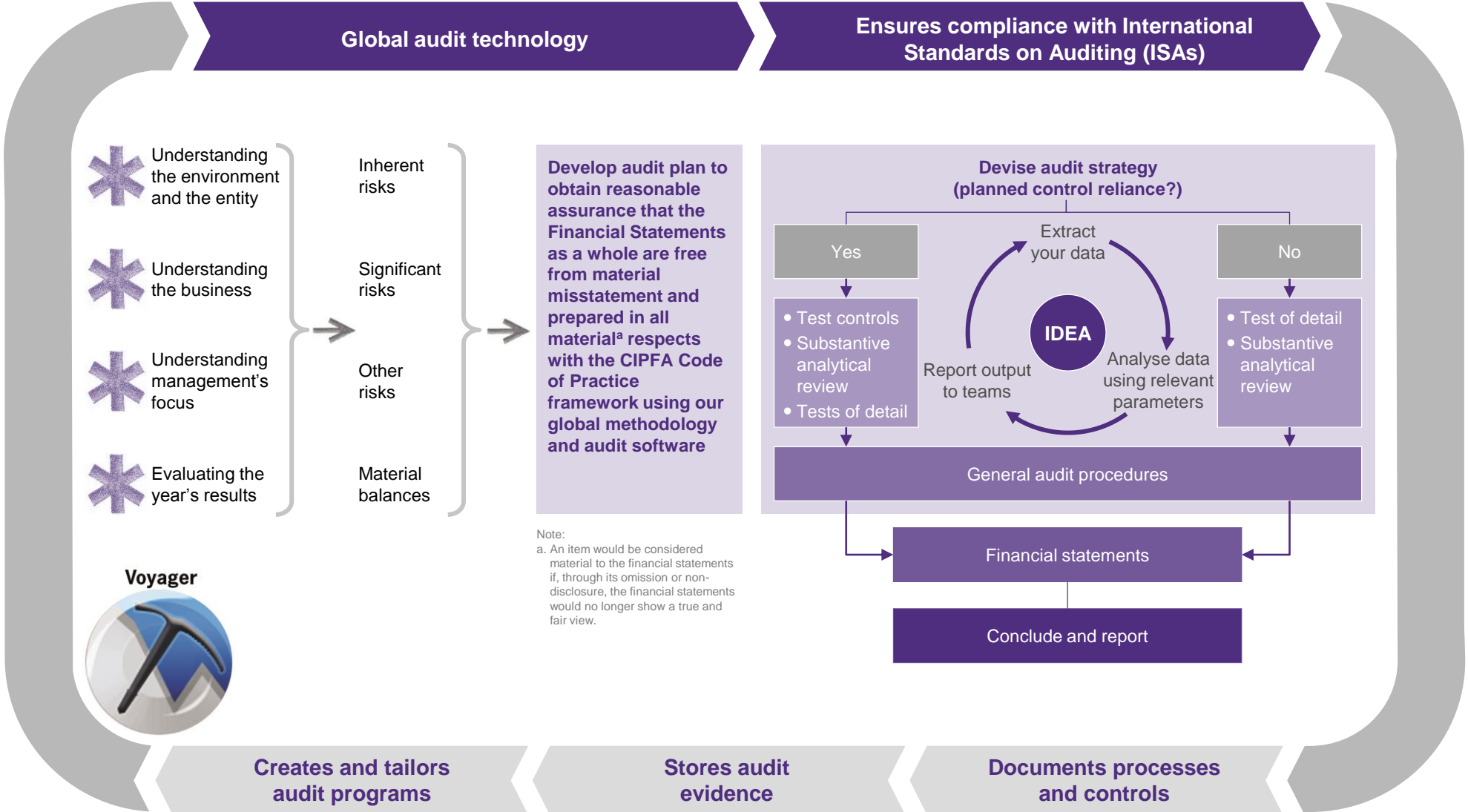
- the Authority's interpretation of the Code requirements for PPE revaluations and that these are appropriate and in accordance with IAS16.
- the Going Concern of the Authority.
- the Authority's consideration of the need for a contingent liability for past conservation management agreement payments.

- We will review the arrangements the Authority has in place for the production of the AGS
- We will review the AGS and the explanatory foreword to consider whether they are consistent with our knowledge.
- We will review the contents of the Head of Internal Audit Opinion in light of Internal Audit reports to Management

- We will review how the Authority dealt with the impact of the 2013/14 changes through our meetings with senior management.
- We will review the accounting entries and disclosures.

- We will review the Authority's performance against the 2013/14 budget and the longer term position in the Medium Term Financial Plan.

Our audit approach



Significant risks identified

'Significant risks often relate to significant non-routine transactions and judgmental matters. Non-routine transactions are transactions that are unusual, either due to size or nature, and that therefore occur infrequently. Judgmental matters may include the development of accounting estimates for which there is significant measurement uncertainty' (ISA 315).

In this section we outline the significant risks of material misstatement which we have identified. There are two presumed significant risks which are applicable to all audits under auditing standards (International Standards on Auditing – ISAs) which are listed below:

Significant risk	Description	Substantive audit procedures
The revenue cycle includes fraudulent transactions	Under ISA 240 there is a presumed risk that revenue may be misstated due to the improper recognition of revenue.	Work completed to date: <ul style="list-style-type: none">• Review of revenue recognition policies.• Testing of material revenue streams . Further work planned: <ul style="list-style-type: none">• Review and testing of revenue recognition policies.• Testing of material revenue streams .
Management over-ride of controls	Under ISA 240 there is a presumed risk that the risk of management over-ride of controls is present in all entities.	Work completed to date: <ul style="list-style-type: none">• Review of accounting estimates, judgments and decisions made by management.• Testing of journal entries.• Review of unusual significant transactions. Further work planned: <ul style="list-style-type: none">• Review of accounting estimates, judgments and decisions made by management.• Testing of journal entries.• Review of unusual significant transactions.

Other risks identified

The auditor should evaluate the design and determine the implementation of the entity's controls, including relevant control activities, over those risks for which, in the auditor's judgment, it is not possible or practicable to reduce the risks of material misstatement at the assertion level to an acceptably low level with audit evidence obtained only from substantive procedures (ISA 315).

In this section we outline the other risks of material misstatement which we have identified as a result of our planning.

Other reasonably possible risks	Description	Work completed to date	Further work planned
Operating expenses	Creditors understated or not recorded in the correct period	<ul style="list-style-type: none"> Review of system documentation and walkthrough of transaction. 	<ul style="list-style-type: none"> Review of a sample of creditors/accruals to confirm they have been appropriately accounted for. Review of subsequent year payments and sample check for unrecorded liabilities.
Employee remuneration	Employee remuneration accrual understated	<ul style="list-style-type: none"> Review of system documentation and walkthrough of transaction. 	<ul style="list-style-type: none"> Review a sample of employee remuneration expenses to confirm they have been appropriately accounted for.
Property, plant and equipment	Property, Plant and Equipment activity not valid	<ul style="list-style-type: none"> We will perform this work as part of the final accounts audit. 	<ul style="list-style-type: none"> Review of system documentation and walkthrough of transaction. Substantive testing of a sample of fixed asset additions.
Property, plant and equipment	Revaluation measurements not correct	<ul style="list-style-type: none"> We will perform this work as part of final accounts audit. 	<ul style="list-style-type: none"> Review of system documentation and walkthrough of transaction. Review of PPE accounting policies. Review and testing of the basis of valuation to ensure that the value of assets is a reasonable estimate.

Results of interim audit work

The findings of our interim audit work, and the impact of our findings on the accounts audit approach, are summarised in the table below:

	Work performed and findings	Conclusion
Internal audit	<p>We have reviewed internal audit's overall arrangements. Where the arrangements are deemed to be adequate, we can gain assurance from the overall work undertaken by internal audit and can conclude that the service itself is contributing positively to the internal control environment and overall governance arrangements within the Authority.</p>	<p>We have concluded that we can take assurance from Internal Audit's work in contributing to an effective internal control environment at the Authority.</p>
Walkthrough testing	<p>We have completed walkthrough tests of controls operating in areas where we consider that there is a risk of material misstatement to the financial statements:</p> <ul style="list-style-type: none">• Operating expenses• Employee Remuneration <p>Our work to date has not identified any issues which we wish to bring to your attention. Internal controls have been implemented in accordance with our documented understanding.</p>	<p>Our work to date has not identified any weaknesses which impact on our audit approach. We will conclude our walk through testing on Property, Plant & Equipment at our final accounts audit.</p>

Results of interim audit work (continued)

	Work performed	Conclusion
Journal entry controls	<p>We have reviewed the Authority's journal entry policies and procedures as part of determining our journal entry testing strategy and have not identified any material weaknesses which are likely to adversely impact on the Authority's control environment or financial statements.</p> <p>To date we have reviewed the journal transactions recorded for the first ten months of the financial year. No issues have been identified that require to be reported.</p>	<p>No issues have arisen from our early review of journals. We will undertake further substantive testing of journal entries as part of our final accounts fieldwork.</p>

Value for money

Value for money

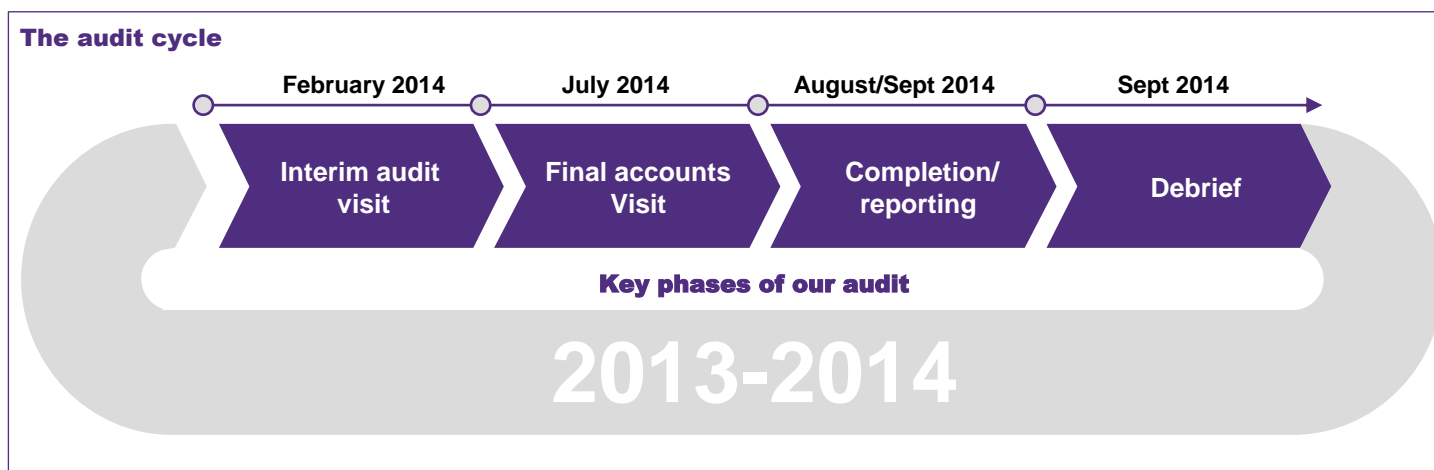
The Audit Commission has determined that a light-touch approach to Value for Money (VFM) work will continue in 2013/14 for larger relevant bodies, which includes national park authorities.

This approach will be based primarily on a review of the annual governance statement. We will review the results of the work of the Commission and other relevant regulatory bodies or inspectorates to consider whether there is any impact on our responsibilities.

We will also review the Authority's performance against the 2013/14 budget, and the longer term position in the Medium Term Financial Plan, to assess how the Authority is managing its service provision with less resources as a result of the cuts to National Park Grant.

We are required to conclude whether or not there are any issues arising from our VFM work that we need to report. This will be included in the formal report issued at the end of the audit.

Key dates



Date	Activity
January 2014	Planning
February 2014	Interim site visit
May 2014	Presentation of audit plan to Audit and Governance Committee
July 2014	Year end fieldwork
August 2014	Audit findings clearance meeting with Head of Finance
September 2014	Report audit findings to those charged with governance (Full Authority)
September 2014	Sign financial statements opinion

Fees and independence

Fees

	£
Authority audit	11,807
Total fees (excluding VAT)	11,807

Fees for other services

Service	Fees £
None	Nil

Our fee assumptions include:

- Supporting schedules to all figures in the accounts are supplied by the agreed dates and in accordance with the agreed upon information request list
- The scope of the audit, and the Authority and its activities, have not changed significantly
- The Authority will make available management and accounting staff to help us locate information and to provide explanations

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 Auditing Practices Board's Ethical Standards and therefore we confirm that we are independent and are able to express an objective opinion on the financial statements.

Full details of all fees charged for audit and non-audit services will be included in our Audit Findings report at the conclusion of the audit.

We confirm that we have implemented policies and procedures to meet the requirement of the Auditing Practices Board's Ethical Standards.

Communication of audit matters with those charged with governance

International Standards on Auditing (ISA) 260, as well as other ISAs, prescribe matters which we are required to communicate with those charged with governance, and which we set out in the table opposite.

This document, The Audit Plan, outlines our audit strategy and plan to deliver the audit, while The Audit Findings will be issued prior to approval of the financial statements and will present key issues and other matters arising from the audit, together with an explanation as to how these have been resolved.

We will communicate any adverse or unexpected findings affecting the audit on a timely basis, either informally or via a report to the Authority.

Respective responsibilities

This plan has been prepared in the context of the Statement of Responsibilities of Auditors and Audited Bodies issued by the Audit Commission (www.audit-commission.gov.uk).

We have been appointed as the Authority's independent external auditors by the Audit Commission, the body responsible for appointing external auditors to local public bodies in England. As external auditors, we have a broad remit covering finance and governance matters.

Our annual work programme is set in accordance with the Code of Audit Practice ('the Code') issued by the Audit Commission and includes nationally prescribed and locally determined work. Our work considers the Authority's key risks when reaching our conclusions under the Code.

It is the responsibility of the Authority to ensure that proper arrangements are in place for the conduct of its business, and that public money is safeguarded and properly accounted for. We have considered how the Authority is fulfilling these responsibilities.

	Audit plan	Audit findings
Our communication plan		
Respective responsibilities of auditor and management/those charged with governance	✓	
Overview of the planned scope and timing of the audit. Form, timing and expected general content of communications	✓	
Views about the qualitative aspects of the entity's accounting and financial reporting practices, significant matters and issue arising during the audit and written representations that have been sought		✓
Confirmation of independence and objectivity	✓	✓
A statement that we have complied with relevant ethical requirements regarding independence, relationships and other matters which might be thought to bear on independence.	✓	✓
Details of non-audit work performed by Grant Thornton UK LLP and network firms, together with fees charged.		
Details of safeguards applied to threats to independence		
Material weaknesses in internal control identified during the audit		✓
Identification or suspicion of fraud involving management and/or others which results in material misstatement of the financial statements		✓
Non compliance with laws and regulations		✓
Expected modifications to the auditor's report, or emphasis of matter		✓
Uncorrected misstatements		✓
Significant matters arising in connection with related parties		✓
Significant matters in relation to going concern		✓



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Grant Thornton



Kevin Bishop
Chief Executive
Dartmoor National Park Authority
Parke
Bovey Tracey
Newton Abbot
TQ13 9JQ

Grant Thornton UK LLP
Hartwell House
55-61 Victoria Street
Bristol BS1 6FT

T +44 (0)117 305 7600

www.grant-thornton.co.uk

16 April 2014

Dear Kevin

Planned audit fee for 2014/15

The Audit Commission has set its proposed work programme and scales of fees for 2014/15. In this letter we set out details of the audit fee for the Authority along with the scope and timing of our work and details of our team.

Scale fee

The Audit Commission defines the scale audit fee as “the fee required by auditors to carry out the work necessary to meet their statutory responsibilities in accordance with the Code of Audit Practice. It represents the best estimate of the fee required to complete an audit where the audited body has no significant audit risks and it has in place a sound control environment that ensures the auditor is provided with complete and materially accurate financial statements with supporting working papers within agreed timeframes.”

The Authority's scale fee for 2014/15 has been set by the Audit Commission at £11,807, which is the same as the audit fee for 2013/14.

Further details of the work programme and individual scale fees for all audited bodies are set out on the Audit Commission's website at: www.audit-commission.gov.uk/audit-regime/audit-fees/proposed-work-programme-and-scales-of-fees-201415

The audit planning process for 2014/15, including the risk assessment, will continue as the year progresses and fees will be reviewed and updated as necessary as our work progresses.

Scope of the audit fee

The scale fee covers:

- our audit of your financial statements
- our work to reach a conclusion on the economy, efficiency and effectiveness in your use of

Chartered Accountants

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resources (the value for money conclusion)

- our work on your whole of government accounts return.

Value for Money conclusion

The Audit Commission has continued with its tailored approach to the value for money work for national park authorities. The approach is based primarily on review of the annual governance statement and any other specific work the auditor considers necessary.

Billing schedule

Fees will be billed as follows:

Main Audit fee	£
September 2014	2,952
December 2014	2,952
March 2015	2,952
June 2015	2,951
Total	11,807

Outline audit timetable

We will undertake our audit planning and interim audit procedures in January 2015 – March 2015. Upon completion of this phase of our work we will issue a detailed audit plan setting out our findings and details of our audit approach. Our final accounts audit and work on the VfM conclusion will be completed in September 2015 alongside the work on the whole of government accounts return.

Phase of work	Timing	Outputs	Comments
Audit planning and interim audit	January 2015 to March 2015	Audit plan	The plan summarises the findings of our audit planning and our approach to the audit of the Authority's accounts and VfM.
Final accounts audit	June to Sept 2015	Audit Findings (Report to those charged with governance)	This report sets out the findings of our accounts audit and VfM work for the consideration of those charged with governance.
VfM conclusion	June to Sept 2015	Audit Findings (Report to those charged with governance)	As above

Whole of government accounts	September 2015	Opinion on the WGA return	This work will be completed alongside the accounts audit.
Annual audit letter	October 2015	Annual audit letter to the Authority	The letter will summarise the findings of all aspects of our work.

Our team

The key members of the audit team for 2014/15 are:

	Name	Phone Number	E-mail
Engagement Lead	Geraldine Daly	0117 305 7741	geri.n.daly@uk.gt.com
Engagement Manager	Mark Bartlett	0117 305 7896	mark.bartlett@uk.gt.com
Audit Executive	Stephen Clarke	0117 305 7884	stephen.t.clarke@ut.gt.com

Additional work

The scale fee excludes any work requested by the Authority that we may agree to undertake outside of our Code audit. Each additional piece of work will be separately agreed and a detailed project specification and fee agreed with the Authority.

Quality assurance

We are committed to providing you with a high quality service. If you are in any way dissatisfied, or would like to discuss how we can improve our service, please contact me in the first instance. Alternatively you may wish to contact John Golding, our Public Sector Assurance regional lead partner (john.golding@uk.gt.com).

Yours sincerely



Geraldine Daly
Associate Director and Engagement Lead
For Grant Thornton UK LLP

DARTMOOR NATIONAL PARK AUTHORITY

AUDIT & GOVERNANCE COMMITTEE

16 May 2014

**CONSERVATION AND COMMUNITIES PERFORMANCE REPORT
(APRIL 2013 – MARCH 2014)**Report of the Director of Conservation and CommunitiesRecommendations : **That Members note the content of the report****1 Purpose of the report**

- 1.1 This report is to inform Members of progress towards implementation of actions within the Business Plan and performance targets for the 2013/14 financial year. It provides an opportunity for discussion and challenge.

2 Overview of Objectives and Key Actions from the Business Plan and Directorate Plan

- 2.1 **Dartmoor Mires Project** – Restoration of 10 ha of hydrologically restored area has been completed at South Tavy. This is approximately 5ha less than originally estimated and reflects the experimental nature of the work. Detailed plans for work at Flat Tor Pan in 2014 are still being finalised with partners. Discussion on PR14 has taken place with partners and South West Water and the emphasis is likely to be on continued monitoring to gather evidence to demonstrate that the pilot has been a success (or not).
- 2.2 **Archaeology and Historic Environment** - performance indicators show positive progress in this area and targets have been exceeded with 16 scheduled monuments at high or medium risk conserved during the year. The conservation of artefacts from Whitehorse Hill is now complete with ongoing community engagement and PR associated with this project.
- 2.3 A draft Dartmoor Historic Environment Character Assessment has been completed and a final version is expected in June 2014. This work is behind schedule due to its innovative nature. The final year of the Historic Environment Record Action Plan has been completed.
- 2.4 **Moor than meets the eye** – a full report was presented to Authority in December 2013. The bid has now been submitted and a site visit with representatives from the Heritage Lottery Fund took place in March.
- 2.5 **Biodiversity Action Plan (BAP)** - The general text and interactive maps for the BAP have been drafted and were launched on the website in January. Three of the 5 Key Wildlife Area Action Plans have been drafted or completed and 10 of the 12 Species Conservation Action Plans have been completed or drafted. We will not achieve our target of completing all 17 action plans but much of the hard work to draft plans is now complete.

- 2.6 Members will note that the percentage of County Wildlife sites in good condition did not quite reach the anticipated target of 90%. This is not totally unexpected because the methodology for this indicator is for all sites to be assessed by DNPA staff on a 12 year rolling programme. In order to make most effective use of time staff initially visited those sites either under management agreement or ownership of the Authority which required an annual visit. These sites might be expected to be in better condition than others and consequently it is expected that the % in good condition is likely to decrease.
- 2.7 **Maintenance** - Maintenance works for Higher Uppacott has been undertaken in line with the maintenance plan. This includes repairs to the timber roof structures in the Shippon, installation of a replacement wood burning appliance, repairs to the collapsed wall and re- thatching. A Conservation Plan has been completed for Higher Uppacott to support the Moor than meets the eye application.
- 2.8 **Woodlands** - the Park Management Working Panel had an initial discussion about the future management of DNPA's woodland estate but this work has not been progressed due to lack of resources.
- 2.9 **Hill Farm Project** – a report to Authority in February 2013 provided an update on the work of the Hill Farm Project. Members will note that Defra has awarded Transition Funding for the project to allow it to continue in its current form until the end of December 2014.
- 2.10 **Public Rights of way and Open land** - an erosion survey by rangers and volunteers has been completed. Members will note that the percentage of sites either stable or improving has decreased from 84% in 2011/12 when the last survey was undertaken to 61% in 2013/14. This is a worrying trend and therefore further analysis will be undertaken to consider the reasons for this trend and possible actions. Works to the bridleway that runs south from Princetown towards South Hessary Tor has now been implemented. The extreme weather and fewer resources has put pressure of the public rights of way network and Members will note that the Rangers survey of public rights of way undertaken in November showed that only 82% were classified as easy to use (DNP 8), this is below the 90% target . Feedback from Rangers is that there has been further deterioration over the winter and Members will note a successful funding bid to Defra releasing £150,000 for repairs to the network over the coming year. A review of the Authority's role in public rights of way is the subject to another report on this agenda.
- 2.11 **Implementation of the Recreation Strategy** – The “Paws on Dartmoor” campaign has been continued and a new litter campaign launched in the summer. Officers have considered ways of better managing the increasing trend of overnight parking on the commons and shared this with members at the Park Management Working Panel. Proposals will be taken forward in 2014.
- 2.12 **Local communities** - The two community events planned for this year have been postponed due to staff capacity and to allow further consideration of format. During the year outreach staff and the ranger team have taken the outreach vehicle to West Devon “Connect “events in 14 communities across the district which was well received by residents. Members will note that we have not reached our target of attending a meeting of each parish council.

- 2.13 **Outreach** – this has been a successful year for Outreach, with a focus on local shows and success in new venues over the winter period focussed on market towns. Three partnership Ranger Ralph events have attracted over 354 participants, nearly double the number achieved last year. Members will note that satisfaction with events and education services has remained high throughout the year with an outturn figure which exceeds our target of 90%. Likewise targets are being exceeded for those people who feel that learning and understanding has been enhanced by the activities. Discussion over the past year have resulted in the Authority securing external funding for a Marketing and Communications Apprentice and this is now being advertised for a second time due to an unsuccessful recruitment process first time round.
- 2.14 **Volunteers** – Good progress on recruiting, retaining and using volunteers, performance indicator targets exceeded for both numbers of volunteers and numbers from under-represented groups. The Volunteer Groups’ network continues to thrive, the Authority report in June 2013 identified significant ‘added-value’ cash equivalent of the volunteering undertaken by these groups against minimal financial support from DNPA.
- 2.15 **Sustainable Development Fund** - We have received 43 applications to the fund and 21 were approved. 100% of the budget has been allocated to a range of schemes contributing to the priorities of energy efficiency, sustainable travel and young people.

3 Overview of Performance

- 3.1 The Conservation and Communities performance monitoring table is attached at Appendix 1. The trend regarding targets for public rights of way that are easy to use and levels of erosion are worrying. Members will be reviewing our role in management of public rights of way this year and will note that additional resources have been secured to make improvements to the network. Analysis of the erosion survey is now required to consider any future action. Members will note that we are now gaining some momentum with income from £ for the Park and we have also seen increased income from car parking which is due to the implementation of formal charges at Princetown. Overall there has been a 39% increase from 2012/13. Completion of the action plans for the BAP (Living Dartmoor) will not be completed this year but progress has picked up significantly during the second half of the year.

4 Equality and Sustainability Impact

- 4.1 There are no sustainability or equality issues to report.

5 Financial Implications

- 5.1 All work detailed above has been completed through the agreed budget for 2013/14 or use of the Project Fund.

ALISON KOHLER

CONSERVATION COMMUNITIES - DNPA PERFORMANCE INDICATORS

Ref No.	How will we measure our achievement	Previous Years		Current Year				Outturn
		2011/12	2012/13	Quarter 1	Quarter2	Quarter3	Quarter4	2013/14
CC1	Sustainable Development Fund:							
	Number of applications received	21	45	3	16	11	13	43
	Number of applications approved	21	26	1	7	5	8	21
	% of budget allocated	100%	100%					100%
CC2	Number of Planning Applications requiring bat survey	38	80	15 - of which 9 came with application	22 – of which 14 with app	23 - of which 16 with app	26 - of which 24 with app	86
CC3	Number of Formal Development Management Consultations (3):							
	Ecology		181	52	46	48	47	193
	Archaeology		56	10	13	15	12	50
CC4	Car Park Counter Numbers:							
	Princetown	73,391	56,283	17,512	5,548	10,310	10,465	43,835
	Haytor lower car park	66,417	62,625	17,621	21,414	10,503	10,404	59,942
	Meldon	n/a	18,590	6,314	7,844	3,890	3,724	21,772
	Postbridge	36,502	41,451	14,189	20,015	6,688	6,715	47,607
	% Change	n/a						-3.23%

CONSERVATION COMMUNITIES - DNPA PERFORMANCE INDICATORS

Ref No.	How will we measure our achievement	Previous Years		Current Year				Outturn
		2011/12	2012/13	Quarter 1	Quarter2	Quarter3	Quarter4	2013/14
CC6	a. Venford (originally down as Postbridge but we don't have a counter in that toilet block)	n/a	15,057	5497	6065	1250	765	13,577
	b. Haytor	n/a	97,893	32752	15,899	12,724	6084	64,458
CC7	a. Haytor path (HAYTFP1)	26,877	20,652	7680	9466	4106	3799	25,051
	b. Princetown Railway cycles (PRINBC2) – no longer being collected, counter vandalised and removed	n/a	0	3005	4715	2909	762	11391
	c. Jays Grave (JAYSFP1) – no longer being collected, counter damaged and removed	10,703	0					
	d. Princetown, Nuns Cross path cyc	9,396	7856	2556	2668	2043	1772	9,039
	e. Princetown, Nuns Cross path wall	21,243	31,330	6655	8072	7926	3379	26,032
	f. Postbridge path (POSTFP1)	13,565		4155	8163	1434	1799	15,551
CC8	DNPA Insight Events:							
	Number of events	166	39	10	14	4	5	33
	Number of people attending	1,549	449	105	166	24	40	335
CC9	Ranger Ralph Events:							
	Number of events	11	12	3	3	3	3	12
	Number of people attending	357	276	55	77	134	194	460
CC10	Number of education walks booked	190	52	35	14	3	5	57
CC11	Income received through £ for Park		£2,055	£622	£585	£1,995	£1,521	£4,723
	Number of walks / events organised by Rangers, not recorded anywhere else			9	13	9	6	28
	Number of people attending walks / events organised by Rangers, not recorded anywhere else			177	192	150	93	462