



devon **audit** partnership

Internal Audit Report

Key Financial Systems
2014-15

Dartmoor National Park
Authority

FINAL

October 2014

OFFICIAL



Auditing for achievement

Devon Audit Partnership

The Devon Audit Partnership has been formed under a joint committee arrangement comprising of Plymouth, Torbay and Devon councils. We aim to be recognised as a high quality internal audit service in the public sector. We work with our partners by providing a professional internal audit service that will assist them in meeting their challenges, managing their risks and achieving their goals. In carrying out our work we are required to comply with the Public Sector Internal Audit Standards along with other best practice and professional standards.

The Partnership is committed to providing high quality, professional customer services to all; if you have any comments or suggestions on our service, processes or standards, the Head of Partnership would be pleased to receive them at robert.hutchins@devonaudit.gov.uk.

Confidentiality and Disclosure Clause

This report is protectively marked in accordance with the National Protective Marking Scheme. Its contents are confidential and, whilst it is accepted that issues raised may well need to be discussed with other officers within the organisation, the report itself should only be copied/circulated/disclosed to anyone outside of the organisation in line with the organisation's disclosure policies.

This report is prepared for the organisation's use. We can take no responsibility to any third party for any reliance they might place upon it.

1 Introduction

Section 151 of the Local Government Act 1972 requires that every local authority in England and Wales should "... make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs". The County Treasurer, Devon County Council as the responsible financial officer, has this statutory responsibility and must establish an appropriate control environment and effective internal controls for all financial activity and systems of the Dartmoor National Park Authority (DNPA).

An effective internal audit service reports on, and gives an objective opinion to management, on the effectiveness of the control environment and internal controls in managing the risks, including the financial risks, facing the Authority. This audit was undertaken as part of the annual plan agreed with the Head of Resources. The review of the Financial Systems in operation throughout the Authority was mainly carried out during October 2014.

Our summary opinion is provided below. This is based on a review of the effectiveness of the controls to mitigate the exposure to the identified risks, and the results of testing a restricted sample of transactions and/or documentation.

2 Audit Opinion

High Standard - The system and controls in place adequately mitigate exposure to the risks identified. The system is being adhered to and substantial reliance can be placed upon the procedures in place. We have made only minor recommendations aimed at further enhancing already sound procedures.

3 Executive Summary

The Authority continues to maintain effective internal control over its financial systems to mitigate operational risks. Details of our findings and recommendations are given below:

Main Accounting System:

The Authority continues to use "Finest" as a financial system; this is provided, and supported, by Devon County Council. There are clear audit trails to support transactions and defined systems in place to monitor access to the system in order to prevent unauthorised use.

There are effective controls in place to ensure all payments are monitored; budgetary control processes and budget monitoring are also considered to be of a high standard.

Bank Reconciliations:

Reconciliations are carried out regularly and effectively; we consider that access to the Authority's bank accounts is suitably controlled. Owing to the size of the Finance

Team there is an inevitable crossover in carrying out duties; however the Finance Team has sufficient effective controls in place to ensure separation of duties and independent verification of processes.

Income and Cash Collection:

Results from our sample testing confirmed income is accounted for with a detailed audit trail. The Authority raises invoices correctly, when applicable, and has a clear debt recovery process.

One aged debt had been appropriately authorised for write off. We found that credit notes are seldom issued, but these were found to be authorised correctly when used.

There is a new source of income from the Authority that is generated from the owned car park at Princetown. The Finance Team has paid the quarterly management fees on time to West Devon District Council, however we noted that no suitable supporting data is being sent by the latter to DNPA so that income can be monitored and projected.

Ordering and Payments:

Our testing confirmed that in the majority of cases purchase orders were created where applicable and that financial regulations were being followed correctly. We became aware in testing that one purchase for a new sound system did not follow the Authority's financial procedures as it had not been subject to the tendering and quotation process. However in further discussions it was confirmed that the Chief Executive had addressed this issue directly with the department concerned.

Testing also revealed that where quotations had been sought evidence of such could not always be found. It was noted at the time of the audit that the Authority was undertaking refresher training for all staff who undertook purchasing responsibilities.

Investments:

There is a clear strategy and policy for Treasury Management; cash flow is monitored and investments made conform to CIPFA standards and meet the Authority's stated objectives of security and liquidity.

Payroll:

The Authority uses HR One to administer their Payroll. In 2014/15 there have been a small number of errors identified within the monthly payroll. These errors were mainly due to incorrect inputting of data by the Payroll provider. Recently, there has been open dialogue with the Payroll provider to discuss these processing errors, and at the time of the audit, we were able to obtain assurance that the monthly Payroll outputs had significantly improved. We were also able to assure ourselves that Payroll outputs were, in the main, being subjected to adequate checks in order to detect any processing errors prior to the pay-run.

In this report, we have made a small number of recommendations to enhance established processes and controls.

Other Observations:

In the course of our audit we found that the recommendations from last year's audit

have been implemented.

The detailed findings and recommendations regarding these issues and less important matters are described in the Appendices. Recommendations have been categorised to aid prioritisation. Definitions of the priority categories and the assurance opinion ratings are also given in the Appendices to this report.

4 Assurance Opinion on Specific Sections

The following table summarises our assurance opinions on each of the areas covered during the audit. These combine to provide the overall assurance opinion at Section 2. Definitions of the assurance opinion ratings can be found in the Appendices.

Areas Covered		Level of Assurance
1	The Main Accounting System may not comply with accounting standards and may not accurately report the financial standing of the organisation. Budgetary may not be suitably controlled.	High Standard
2	Bank reconciliation procedures may not be effective and errors or discrepancies may not be promptly identified and addressed.	High Standard
3	Income due to the organisation may not be suitably controlled (Invoice raising, income collection and banking).	High Standard
4	Purchasing arrangements are not carried out in accordance with Authority's financial regulations and also European procurement regulations, so that the Authority does not obtain the best value for money.	Good Standard
5	Non-compliance with Treasury Management statutory requirements, regulations and best practice. Financial loss and undetected error or fraud. Loss of data.	High Standard
6	The Payroll (Salaries and Wages) may not be suitably controlled resulting in incorrect and/ or unauthorised payments being made	Good standard

The findings and recommendations in relation to each of these areas are discussed in the "Detailed Audit Observations and Action Plan" appendix.

5 Issues for the Annual Governance Statement

The evidence obtained in internal audit reviews can identify issues in respect of risk management, systems and controls that may be relevant to the Annual Governance Statement.

Based on the evidence we have found in this audit, there are no issues arising that would warrant inclusion in the Annual Governance Statement.

6 Scope and Objectives

The objectives of this series of audits included the following:

Main Accounting System:

To ensure that the Main Accounting System is operated in accordance with the organisation's Financial Regulations so that the Authority's financial position is accurately reported.

Bank reconciliation:

To ensure that bank reconciliation procedures are carried out efficiently and effectively to safeguard the Authority's financial balances.

Income and Cash Collection:

To confirm that income due to the organisation is suitably controlled (invoice raising, income collection and banking).

Ordering and Payments:

To ensure that purchasing is carried out in compliance with the Authority's financial regulation and also European procurement regulations, so that the Authority obtains the best value for money.

Investments:

To review and ensure that regulatory requirements, performance targets and best practice expectations are met. To ensure controls are in place to prevent financial loss as a result of error or fraud.

Payroll and Travel Expenditure:

To confirm that Payroll and Travel Expenditure is suitably controlled resulting in correct and / or authorised payments being made.

7 Inherent Limitations

The opinions and recommendations contained within this report are based on our examination of restricted samples of transactions / records and our discussions with officers responsible for the processes reviewed.

8 Acknowledgements

We would like to express our thanks and appreciation to all those who provided support and assistance during the course of this audit.

Robert Hutchins
Head of Partnership

Appendix A**Detailed Audit Observations and Action Plan**

	Level of Assurance
<p>1. Area Covered: The Main Accounting System may not comply with accounting standards and may not accurately report the financial standing of the organisation. Budgetary may not be suitably controlled.</p> <p>Opinion Statement: The Authority uses Finest as its Main Accounting System. The system is supported by the "Finest" team at Devon County Council who also operate the programme.</p> <p>System controls in place ensure compliance with accounting standards and also provide a good audit trail. We found sound controls in place as to who has access to the system. We found suitable restrictions in place for users to ensure that unauthorised use is prevented.</p> <p>The system supports the budget monitoring process and the Finance Team's ability to report to Committee on income and expenditure throughout the year as required by the Authority's financial regulations.</p> <p>There is clear evidence that the approved annual budget is uploaded to the financial system. This in turn is closely monitored by the Head of Resources with procedures in place to ensure that the expenditure is controlled within the agreed levels.</p> <p>No observations and recommendations recorded.</p>	<p>High Standard</p>

2. Area Covered: Bank reconciliation procedures may not be effective and errors or discrepancies may not be promptly identified and addressed.	Level of Assurance
<p>Opinion Statement: Bank reconciliations are carried out effectively and efficiently. Access to the banking system is well controlled. No observations and recommendations recorded.</p>	<p>High Standard</p>

	3. Area Covered: Income due to the organisation may not be suitably controlled (Invoice raising, income collection and banking).	Level of Assurance
	<p>Opinion Statement: The Authority has an agreed scale of charges for services and the income that is received against this is fully accountable. All invoices require an appropriate authority and in testing these were found to be in place.</p> <p>Since the last audit there has been one write off which was fully reported and approved in line with policy. This outstanding debt was also covered in previous audits. Our testing showed an extremely low level of aged debtors which are monitored vigilantly. Only three credit notes had been issued with a full audit trail and supporting evidence.</p> <p>Our testing of invoices found them to be issued promptly with the expected request for the raising of the invoice from the Service in question.</p> <p>There is a new source of income from the Authority owned car park at Princetown. The Finance Team has paid the quarterly management fees on time to West Devon District Council but no suitable supporting data is being sent by the latter to DNPA so that income can be monitored and projected.</p> <p>We understand that owing to staff changes at the Council previous contacts are no longer in situ. However we would expect the monitoring information to be received in accordance with the agreed contract with the Council and duly monitored.</p>	High Standard
No.	Observation and implications	
3.1	The Authority is not receiving information from West Devon Council concerning the car park income from the Princetown car park. Though the income is being received the Authority cannot analyse or investigate income and any variances.	Management response and action plan including responsible officer
3.1.1	The Authority should make contact with West Devon Council to ensure supporting data for the car park income is received in line with the signed contract.	Priority Low Agreed. Implemented and first tranche of information now received and being analysed. Meeting set up with WDBC in December to confirm processes & procedures. Needs to be monitored.

4 Area Covered: Purchasing arrangements are not carried out in accordance with Authority's financial regulations and also European procurement regulations, so that the Authority does not obtain the best value for money.	Level of Assurance
<p>Opinion Statement: The Authority has a high standard of controls in place for payments made to suppliers for goods and services. There is a set of Standing Orders and Procurement Guidelines and we were satisfied that these are being followed in the majority of cases.</p> <p>Testing demonstrated that there were instances where quotation documents were not being retained or could not be found to support the decision making process. This is a concern in the event of a Freedom of Information Act request and for transparency. However the order forms for the goods or services procured were appropriately signed by a Director to confirm the process.</p> <p>Where there have been insufficient quotations received to comply with procurement rules, the Authority has adopted the use of a "Certificate of Exemption" which is signed off by the Director of Service or the Chief Executive.</p> <p>Our opinion of adherence to established protocols was enhanced by the fact that at the time of our visit refresher training was being provided for budget holders and responsible officers over the established purchasing procedures.</p> <p>The controls in place limit those who can authorise BACS payments. Devon County Council Finest team act as a back-up in case of need but an increase in permitted operators may be prudent to assist business continuity.</p>	<p>Good Standard</p>
<p>No. Observation and implications</p>	
<p>4.1 Testing showed that although the process for procurement is followed for the majority of cases not all paperwork is suitably retained or provided.</p>	<p>Priority Management response and action plan including responsible officer</p>
<p>4.1.1 All written quotations received where required must be retained in a consistent manner for evidence of compliance with procurement guidelines.</p>	<p>Medium Agreed and implemented. Procurement training has taken place. A "process" reminder note will also be sent to spending officers and will be published on Parknet</p>

5. Area Covered: Non-compliance with Treasury Management statutory requirements, regulations and best practice.	Level of Assurance
<p>Opinion Statement: The Authority has an approved strategy and policy for Treasury Management. The last audit highlighted an inconsistency in operation owing to the fact that Barclays Bank was not complying with the counter party criteria. This has now been resolved.</p> <p>The current strategy meets with CIPFA guidelines and the current practice by the Finance Team conforms to the approved strategy and policy. Performance is also reported to the Audit and Governance Committee in line with requirements.</p> <p>There is evidence of clear monitoring of the Authority's cash flow. The investments made are Fixed Term deposits with bankers Barclays. This practice has been used for a significant period and whilst it limits the potential for increased returns by using a range of institutions the Authority achieves its main aim of security and liquidity over yield.</p> <p>All investments can be traced through its bank accounts, monitoring spreadsheets and the Main Accounting System. The investments made are reconciled to the bank statements on a monthly basis.</p> <p>The Authority has a clear contingency plan that has been recently reviewed. Access to the financial systems is suitably controlled by way of user name protocols and secure passwords.</p>	<p>High Standard</p>
<p>No observations and recommendations recorded.</p>	

	Level of Assurance
<p>6. Area Covered: The Payroll (Salaries and Wages) may not be suitably controlled resulting in incorrect and/ or unauthorised payments being made</p> <p>Opinion Statement: Based on sample testing of payroll inputs and outputs from this financial year, we were able to confirm that salaries and wages including expenses and additional hours worked, have in the main, been paid accurately.</p> <p>Sample testing included the following areas:</p> <ol style="list-style-type: none"> 1. Starters and leavers, 2. Changes and amendments to employees' salaries, 3. Additional hours, overtime and weekend allowances, 4. Members allowances, 5. Members travel and subsistence claims <p>There have been no significant changes to processes since the last financial year.</p> <p>The Authority uses HR One to administer their Payroll. Since May 2014, the HR team now provides their monthly payroll inputs electronically via email to the Payroll provider and not by post.</p> <p>Whilst the Carplan system is being discontinued at DCC, the DCC Payroll provider has confirmed that DNPA's travel & subsistence claims will be processed in a similar way on a new "Oracle" system. This will not result in any changes for DNPA. At present, the Team regularly checks and reconciles expenses against 'car plan' reports (output) and this will continue as before.</p> <p>There have been errors identified by the HR and Finance teams in this financial year; these were largely due to incorrect processing of payroll data by the Payroll provider. Officers from the HR and Finance teams are due to meet with their Payroll provider shortly to review and gain a better understanding of payroll processes.</p> <p>We have made a small number of recommendations in relation to the review of payroll outputs, which if implemented, should enhance existing controls.</p>	<p>Good standard</p>
<p>No.</p>	<p>Observation and implications</p>
<p>6.1</p> <p><u>Variance reporting</u> The HR team run a variance report to compare monthly salaries from current to previous month and look to review any variances to salary that are over £100. The HR team acknowledged that these checks have not been carried out in a timely way in 2014/15. The team was able to confirm checks had been completed up to July 2014.</p>	

	<p>We would expect this form of exception checking/reporting to be done promptly and the HR section needs to ensure that this process is done on a monthly basis in order to prevent any significant errors to salary payments.</p> <p><u>Use of control sheet (checking of inputs and output)</u> The HR section may benefit from adopting a control sheet as part of the process of inputting and reviewing the output reports produced by the Payroll provider. This would provide added assurance to the Head of HR, Finance and Internal Audit that all the relevant payroll checks have been undertaken each month. We would regard this as an improvement to the process of reviewing output rather than a significant weakness to current procedures.</p> <p><u>Meeting with HR and Payroll</u> Members of the Finance and HR teams are due to meet with the Payroll provider to discuss and gain a better understanding of Payroll processes and procedures. The HR team may benefit from a review of current controls the provider has in place to ensure the accuracy of data (checks, reconciliations).</p>		<p>Management response and action plan including responsible officer</p>
6.1.1	<p>Variance reports should be obtained promptly on a monthly basis and reviewed.</p>	Medium	<p>Accepted. The variance report was introduced by HR in early 2012 to provide another layer of checks to the payroll reconciliation (all monthly instructions/claims checked off manually). It is quite time consuming to produce which has been a factor in the checks not being done each month during 2014/15. Two actions: 1) complete checks from August 2014 to date asap and continue on monthly basis thereafter, and 2) discuss this issue specifically with HR One at the meeting on 25 November, to see if there is a more efficient way of achieving this exception checking. For example, are existing reports available that DNPA can use?</p>
6.1.2	<p>The HR and Finance teams should review existing payroll processes to obtain an understanding on what checks/reconciliations are performed by HR One. This should help to mitigate the risk of duplicate / unnecessary checks being performed by the authority. An example of this would be the Variance reports which are reviewed on a monthly basis by HR.</p>	Medium	<p>HR and Finance will be reviewing the existing practices as part of the liaison meeting with HR One on 25 November.</p>

6.1.3	HR should consider the use of a control sheet which would provide a summary of the payroll checks completed on a monthly basis by the HR and Finance teams.	Medium	The idea of a control sheet was discussed as it is a practice employed by Exmoor NPA who had been audited recently. I have asked Exmoor to provide an example for us to review and consider implementing. I understand that it provides a summary of monthly instructions that is a useful point of reference, not only for DNPA but also for future auditors!
6.1.4	Due to recent errors identified with Payroll, we would recommend that the HR section maintain an error log to capture all errors as part of their monthly processes. This could then be reviewed periodically by the Authority with the Payroll provider.	Medium	Accepted. This would be beneficial and we will introduce immediately.

Definitions of Audit Assurance Opinion Levels

Assurance	Definition
High Standard.	The system and controls in place adequately mitigate exposure to the risks identified. The system is being adhered to and substantial reliance can be placed upon the procedures in place. We have made only minor recommendations aimed at further enhancing already sound procedures.
Good Standard.	The systems and controls generally mitigate the risk identified but a few weaknesses have been identified and / or mitigating controls may not be fully applied. There are no significant matters arising from the audit and the recommendations made serve to strengthen what are mainly reliable procedures.
Improvements required.	In our opinion there are a number of instances where controls and procedures do not adequately mitigate the risks identified. Existing procedures need to be improved in order to ensure that they are fully reliable. Recommendations have been made to ensure that organisational objectives are not put at risk.
Fundamental Weaknesses Identified.	The risks identified are not being controlled and there is an increased likelihood that risks could occur. The matters arising from the audit are sufficiently significant to place doubt on the reliability of the procedures reviewed, to an extent that the objectives and / or resources of the Council may be at risk, and the ability to deliver the service may be adversely affected. Implementation of the recommendations made is a priority.

Definition of Recommendation Priority

Priority	Definitions
High	A significant finding. A key control is absent or is being compromised; if not acted upon this could result in high exposure to risk. Failure to address could result in internal or external responsibilities and obligations not being met.
Medium	Control arrangements not operating as required resulting in a moderate exposure to risk. This could result in minor disruption of service, undetected errors or inefficiencies in service provision. Important recommendations made to improve internal control arrangements and manage identified risks.
Low	Low risk issues, minor system compliance concerns or process inefficiencies where benefit would be gained from improving arrangements. Management should review, make changes if considered necessary or formally agree to accept the risks. These issues may be dealt with outside of the formal report during the course of the audit.

Confidentiality under the National Protective Marking Scheme

Marking	Definitions
Not Protectively Marked or Unclassified	Documents, information, data or artefacts that have been prepared for the general public or are for the public web pages or can be given to any member of the public without any exemptions or exceptions to release applying, have the classification NOT PROTECTIVELY MARKED. Some organisations will also use the word UNCLASSIFIED for publicly available information.
Official	The majority of information that is created or processed by the public sector. This includes routine business operations and services, some of which could have damaging consequences if lost, stolen or published in the media, but are not subject to a heightened threat profile.
Secret	Very sensitive information that justifies heightened protective measures to defend against determined and highly capable threat actors. For example, where compromise could seriously damage military capabilities, international relations or the investigation of serious organised crime.
Top Secret	The most sensitive information requiring the highest levels of protection from the most serious threats. For example, where compromise could cause widespread loss of life or else threaten the security or economic wellbeing of the country or friendly nations.

Internal Audit Plan 2015-16

Dartmoor National Park Authority Audit & Governance Committee

February 2015



Auditing for achievement

INTRODUCTION

Under the Local Government Act 1972, the Chief Financial Officer has a statutory duty to ensure that all financial systems in the Authority are secure. Assurance that this is the case is given through the reporting of Internal Audit. Audits will be carried out under the terms of Accountancy and Audit Regulations 2006.

From April 2013, organisations in the UK public sector are required to adhere to the Public Sector Internal Audit Standards. The Standards require that the Head of Internal Audit must “establish risk-based plans to determine the priorities of the internal audit activity, consistent with the organisation’s goals”. When completing these plans, the Head of Internal Audit should take account of the organisation’s risk management framework. The plan should be adjusted and reviewed, as necessary, in response to changes in the organisation’s business, risk, operations, programs, systems and controls. The plan must take account of the requirement to produce an internal audit opinion and assurance framework.

This audit plan has been drawn up, therefore, to enable an opinion to be provided at the end of the year in accordance with the above requirements.

THE AIM OF THE PLAN

The plan is reviewed and agreed on an annual basis, incorporating the key risks identified through the Authority’s risk register and areas identified by senior management and Internal Audit.

The audit plan for 2015 /16 plan has been identified by:

- Adopting a risk based priority approach;
- Discussions and liaison with Directors and Senior Officers regarding the risks which threaten the achievement of corporate or service objectives, including changes and / or the introduction of new systems, operations, programs, and corporate initiatives;
- Taking into account results of previous internal audit reviews;
- Taking into account Internal Audit’s knowledge and experience of the risks facing the Authority, including factors and systems that are key to successful achievement of delivery plans;
- Consideration of risks identified in the Authority’s strategic and operational risk registers

The main objectives of the plan are to provide assurance to the Section 151 Officer and those charged with governance that all arrangements and systems are: -

- Secure;
- Effective;
- Efficient;
- Accurate;
- Complete;
- Compliant.

In order to confirm this, system reviews and compliance testing are completed at both the Authority’s HQ (Parke), High Moorland Office and Visitor Centres located throughout the Park.

THE PLAN

The audit plan for the financial year 2015/16 allows for up to 20 days of internal audit support.

This allows for up to 19 days to cover the key financial systems reviews required as part of Internal Audit responsibilities in reporting to the Section 151 Officer. This year we shall include a brief review of inventories and the disposals policy in this work.

When planning and conducting our financial systems work we will liaise with external audit colleagues (Grant Thornton) and discuss the testing planned to ensure that we can complement each other's work.

It should be noted that no audit days are planned for reviewing specific systems as may be identified through taking account of the risk management process and the Authority's registers.

The plan for 15/16 focuses on reviews of the following financial systems:-

- Ordering and Payments
- Inventories and Disposals
- Income and cash collection
- Bank reconciliation/Investments/Cheque control
- Main Accounting systems and budget monitoring
- Payroll & Travel /Expenses

Note – these reviews may change to take account of changes in risks faced by the Authority.

Any major findings (if applicable) from the previous year's audit plan will be reviewed to ensure that agreed recommendations have been implemented and are effective.

An annual report for your Audit and Governance Committee has been produced February 2015.

As part of the audit service we will be available to provide assistance and advice to, and be a central contact point for the Head of Resources (HoR). We would be happy to consider undertaking special project work as we have done in previous years when appropriate and required.

Fraud Prevention, Detection & Investigation

Counter-fraud arrangements are a high priority for the Authority and assist in the protection of public funds and accountability. Internal Audit will continue to be available to assist in the investigation of instances of potential fraud and irregularity referred to it by managers, and will also carry out pro-active anti-fraud and corruption in our testing of the key financial systems referred to above. In recognition of the guidance in the Fraud Strategy for Local Government "Fighting Fraud Locally" and the Audit Commission publication "Protecting the Public Purse" internal audit resource will be allocated to allow a focus on identifying and preventing fraud before it happens.

TIMETABLE

The audits will be completed at specified times of the year through consultation and prior agreement of the HoR. This will also take into account the timetable of the external auditors work where applicable.

All findings will be reviewed with the HoR at the end of each audit programme and prior to the issue of any draft reports.

A copy of all final reports will be available to your external auditors for their information.

2015/16 PLAN AND BEYOND

New threats and risks often occur during the year and are sometimes identified during the course of our audit work. As a consequence there is a need for the plan to be flexible, and for audit resource to be employed where seen as most appropriate. Such issues may be incorporated into future audit plans dependent upon priority and risk assessment.

Proposed Audit Reviews 2015-16	Days
Financial Systems	19
Planning / attendance at Audit & Governance Committee	1
Total	20

The cost of these days will be £5,100 (plus VAT). Additional support will be provided as and when required. Our standard daily rate for this work will be £255, although specialist support may be at a different rate. Please contact us for further details.

Robert Hutchins
Head of Devon Audit Partnership
January 2015



Auditing for achievement

DARTMOOR NATIONAL PARK AUTHORITY

AUDIT & GOVERNANCE COMMITTEE

20 FEBRUARY 2015

**FINANCIAL MANAGEMENT 1 APRIL TO 31 DECEMBER 2014
AND FORECAST OF FINANCIAL OUTTURN 2014/15**Report of the Head of ResourcesRecommendation : **That the content of the report be noted****1 Monitoring and Management of Revenue Budgets**

- 1.1 This report enables Members to monitor income and expenditure variations against the approved budget for 2014/15. Effective budgetary control is essential to ensure priorities are delivered in accordance with the Authority's plans. Budget Management is a dynamic process, resulting in the budget being subject to many varying pressures throughout the year.
- 1.2 The Authority's Financial Regulations provide delegated authority for the Chief Executive (National Park Officer) in consultation with the Chief Financial Officer to enact budget virement below £30,000. Above that sum, Members' approval would be sought.
- 1.3 Processes for sound budget management are well established within the Authority, with quarterly reports to the Leadership Team and detailed and continuous budget monitoring being carried out across all Directorates involving Heads of Service, spending officers and finance staff. This ensures the early identification of pressures and variances so that timely management action can be taken to adjust the budget and/or work programmes accordingly.

2 Forecast Outturn Position as at the 31 December 2014

- 2.1 The 2014/15 net budget was set at £3,705,543 (NPA/14/008) funded by National Park Grant (NPG) fees and charges and Earmarked Reserves. The Authority approved various appropriations to reserves at the end of the 2013/14 financial year (NPA/14/027) which is then allocated to the 2014/15 budget as expenditure is incurred. This has resulted in the net budget increasing to £3,993,056.
- 2.2 Current projections, based on figures at the end of June, indicate that a surplus of £57,433 may arise (£64,103 at month 6). A Cost Centre summary can be found at Appendix 1 and a detailed analysis at Appendix 2.
- 2.3 The main variations and movements in the management accounts are as follows:

Salaries - A surplus of £42,979 (£39,416 at month 6). Only minor changes since month 6 and includes the 2.2% 2015 pay award and non-consolidated lump sum

payments made on 31 December. The main variations relate to in-year staff vacancies which have been addressed and those that have been held vacant on purpose to cover secondments, interim management arrangements and temporary cover. There are also some in-year changes relating to existing staff e.g. job evaluation related grade changes & working hour adjustments.

Travel & Transport - A deficit of £4,028 (surplus of £1,311 at month 6). Four vehicle leases had to be extended beyond the original lease term due to procurement delays in the supply chain and there were unbudgeted repair costs when the lease vehicles were returned to the lessor. The use of pool vehicles continues to reduce private mileage payments.

Premises - A deficit of £45,633 (£35,596 at month 6). There has been some unanticipated work on the Parke Estate as reported at month 6, the planned repairs & maintenance schedule at Parke and Princetown will be completed on schedule and has come in below the estimated budget. This means that the work to replace the gabions can be met without the need to draw on reserves.

Supplies and Services - A deficit of £37,837 (£33,925 at month 6) see Appendix 2 for detail, the most significant variations being:

- £14,230 Natural England grant funding for Farming Futures will not be spent and is to be carried forward. There is agreement that this funding will be used to co-fund an internship.
- £4,863 Hill Farm project income to be carried forward
- £12,488 grant funding for White Horse Hill will not be spent and is to be carried forward
- £11,678 Aerial photography contract has not been fulfilled and is to be carried forward
- £35,000 allocation brought forward for works within the National Park Visitor Centre Princetown will not be spent and is to be carried forward
- £23,400 underspend likely from the Your Dartmoor Grant Fund
- £8,900 expenditure planned for the Historic Farmsteads Guidance Project – being funded by English Heritage
- £1,678 Moor than Meets the Eye Development Phase overspend to be met by DNP
- £16,000 on flood repairs (incurred to date) that will be funded from reserves (Defra Grant received in 2013/14). Further contracts are being let at the time of writing this report.
- £7,000 allocated for the purchase of the Timelapse film and associated music rights
- £20,000 extra allocation to the purchase of retail stock for the Visitor Centres (being offset by increased sales income)
- £9,000 extra costs incurred carrying out planning appraisals
- £8,692 saving in the Forward Planning budget relating to the Minerals Plan – a collaborative approach is being proposed
- £4,465 increased costs to install a new microphone system in the meeting room

Grant income - Increased grant income of:

- £5,300 income from management of the White Horse Hill project
- £8,900 from English Heritage for the Historic Farmsteads Guidance Project (see above)
- £7,604 from Devon County Council for spend on the Naturally Healthy Dartmoor project
- £25,000 receipt from Teignbridge District Council for the 2015/16 Communities Grant Fund (to be carried forward)
- The New Homes Bonus funds transferred from WDBC (£18,688) & SHDC (£17,277) to set up the Communities Fund Grant Scheme has been fully committed and payments to successful applicants are starting to be made. Any funds not paid over at year-end will be carried forward

Sales, Fees & Charges - A surplus of £79,555 (£78,797 at month 6) see Appendix 2 for detail, the most significant variations being:

- £4,064 received for filming / use of land / wayleaves
- £2,500 car park donations, offsetting £5,000 less than anticipated from car parking charges at Princetown
- £35,178 Visitor Centres sales income
- £1,100 Gallery sales commission
- £17,606 Planning fee income
- £1,413 Business Rates rating revaluation refund for Parke
- £3,000 Airwick royalties
- £5,500 Treasury deposit interest
- £16,122 Renewable Heat Incentive income from the Biomass boiler and recharge to the Duchy, which offsets the projected £9,000 cost of wood fuel

2.4 Within the budget the Authority set aside a Project Fund budget of £85,860 for this financial year and has been fully committed by Leadership Team. Projects include:

- £1,055 Gazebo - Outreach Vehicle – to improve ‘offer’ at local shows etc by providing shelter from rain
- £17,178 Aerial Photography
- £1,037 Society for the Protection of Ancient Buildings (SPAB) Event
- £4,000 Princetown Toilets (grant to the Parish Council)
- £3,000 Project with Animated Exeter and Princetown School
- £1,835 Bandwidth for the Princetown offices
- £10,000 Commercial Partnership (ANPA)
- £11,814 Installation of Door Entry System at Parke as recommended by the Police
- £750 Business Survey Analysis
- £5,000 Princetown Car Park Access Road repairs
- £4,000 Outreach vehicle & trailer wrap
- £2,000 Improvements to staff facilities and kitchen at Parke
- £2,700 Resurfacing storage yard at Station Yard
- £500 Soil survey via the Dartmoor Trust
- £738 IT cabling at Princetown
- £20,000 towards phase 1 of proposed alterations to the National Park Visitor Centre Postbridge under the Moor than Meets the Eye project

3 Treasury management Stewardship (update)

- 3.1 The function of Treasury Management (borrowing and lending monies) is covered by the CIPFA Code of Practice on Treasury Management in the Public Services. The Authority complies with the code and approves a Treasury Management Policy & Investment Strategy annually (NPA/15/005).
- 3.2 The Authority seeks to operate its accounts in credit, and any short-term surplus funds are deposited with in our bank accounts or the Barclays Treasury Deposit Account. Various forecasts have to be made about the likely interest rate movements and cash flow variations and an estimate of likely income from investment receipts are included in each year's Revenue Budget.

The following table shows the outturn position for the previous six financial years and a forecast outturn for 2014/15.

2008/09 Outturn	2009/10 Outturn	2010/11 Outturn	2011/12 Outturn	2012/13 Outturn	2013/14 Outturn	2014/15 Forecast Outturn
£111,726	£12,920	£13,841	£10,809	£21,920	£16,013	£17,500
Average Interest Rate*	Average Interest Rate	Average Interest Rate	Average Interest Rate	Average Interest Rate	Average Interest Rate	Average Interest Rate
3.3%	0.3%	0.2%	0.3%	1.8%	1.07%	1.50%

*Dropped to 0.6% December 2008

- 3.3 Members will be aware that since the near banking collapse in 2008 and the subsequent recession, interest rates have remained very low. This has severely affected the Authority's ability to generate an income stream from its cash balances and this has had a significant effect on the revenue budget and Medium Term Financial Plan.

4 Capital Programme and Prudential Indicators

- 4.1 The Authority set a small capital programme for 2014/15 totalling £51,100 to replace the following leased vehicles:
- Pool car – replacing the current lease car at £9,004
 - Ranger service Land Rover – like for like at £19,337
 - Conservation Works Team Hi-lux – replaced with a Ford Ranger at £19,161
- The remaining budget will used to fit out and “wrap” the vehicles.

- 4.2 The 2014/15 capital programme is financed from Reserves. The Authority has no plans for external borrowing and therefore the remaining prudential indicators do not apply.

5 Reserves

- 5.1 The Authority brought forward Earmarked Reserve balances totalling £2.894 million on 1 April 2014, which includes the General Reserve of £300,000 (see Appendices 3

and 4 and the Financial Outturn Report NPA/14/027, dated 6 June 2014). The 2015/16 Revenue Budget and Reserves was presented to and approved by the Authority on 6 February 2015 (NPA/15/006). The Reserve balances have now been amended and reallocated to reflect the current forecast outturn, as described in this report and the 2015/16 Budget and Medium Term Financial Plan (MTFP).

- 5.2 The Earmarked Reserve balances includes grants and contributions received in previous years which are ring fenced for specific projects. As described in section 2 of the report, some grant funding balances will once again be carried forward into 2015/16. Similarly commitments for contracts already entered into, but not complete at year-end will also be carried forward (e.g. aerial photography and flood and storm damage related work on the public right of way network).
- 5.3 The money set aside for the Moor than Meets the Eye HLF project will be transferred into a ring-fenced and totally separate cost centre now that the project has started. The first grant claim has now been submitted and a separate report will be brought to this committee in future.
- 5.4 Other earmarked match funding amounts approved and set aside include:
- Cycling in National Parks (match to Department for Transport)
 - Greater Dartmoor LEAF (match to constituent local authorities)
 - Naturally Healthy Dartmoor (match to DCC)
 - Hill Farm Project (match to Prince's Countryside Fund)
 - National Park Visitor Centre Princetown phase II improvements (match to HLF)

Funding will be allocated according to project / programme requirements, but it should be noted that these projects straddle more than one financial year.

- 5.5 Members will note that from the opening balance in 2014/15 to the closing balance in 2015/16, if all projected requirements are fully utilised, that the reserve balances will reduce by £1million. The Authority may have to utilise a significant proportion of reserves over the life of the MTFP if significant reductions in NPG are made in future years. The judgements and risks surrounding the purpose and level of reserves held will need to be kept under constant review whilst we wait for clarity about future funding settlements; which is likely to be after the May 2015 General Election and a subsequent Spending Review (as happened in 2010).

6 Sustainability and Equality Impact

- 6.1 Consideration is always given, when deciding which areas of expenditure should be supported, of the impact on under-represented groups, and the need to promote equal opportunities both as an employer and in respect of the services provided.

7 Conclusions

- 7.1 The forecast outturn surplus of £57,433 represents a -1.44% variance against the revised 2014/15 budget. It should be noted that some forecasts are still likely to fluctuate, especially if some projects are delayed due to poor weather conditions, or if

other income is received and / or generated in the next 3 months. Action to realign budgets is not therefore recommended at this time. The 2014/15 provisional Financial Outturn report will be presented to this committee in May.

DONNA HEALY

Background Papers

NPA/14/008 – 2014/15 Net Revenue Budget, Medium Term Financial Plan & Capital Budget

NPA/14/027 - Financial Outturn 2013/14

NPA/AG/14/052 – Financial Management 1 April to 30 September 2014

NPA/15/005 - Treasury Management Investment Strategy 2015/16

NPA/14/006 – 2015/16 Net Revenue Budget, Medium Term Financial Plan & Capital Budget

Attachments – Appendix 1 - Revenue Budget Monitoring Report as at 30.06.13
Appendix 2 - Outturn Variance Analysis
Appendix 3 - Reserves: Risk Based Analysis
Appendix 4 - General and Earmarked Reserve Balances

2014/15 Revenue Budget Monitoring: Summary Report 1 April to 31 December 2014

Functional Strategy	2014/15 Original Budget £	2014/15 Budget Variation/ Virement £	2014/15 Revised Budget	2014/15 Actual & Committed Month 9 £	2014/15 Budget Remaining	2014/15 Projected Outturn	2014/15 Year End Deficit/ (Surplus) £
Biodiversity	100,303	0	100,303	76,146	(24,157)	106,414	6,111
Mires - SWW Funded (100%)	0	0	0	87,677	87,677	0	0
Land Management	13,056	21,180	34,236	9,774	(24,462)	15,942	(18,294)
Woodlands	40,565	0	40,565	30,038	(10,527)	40,603	38
Hill Farm Project	26,501	0	26,501	(1,258)	(27,759)	9,836	(16,665)
Hill Farm Project - RDPE funded (100%)	0	0	0	50,401	50,401	0	0
South West Protected Landscapes	0	0	0	12,691	12,691	0	0
Directorate Costs	3,730	0	3,730	5,020	1,290	5,050	1,320
Natural Environment	184,155	21,180	205,335	270,489	65,154	177,845	(27,490)
Archaeology	100,858	56,647	157,505	91,879	(65,626)	126,018	(31,487)
Built Environment	39,435	7,944	47,379	39,004	(8,375)	47,868	489
Moor than Meets the Eye - Development Phase	0	0	0	28,667	28,667	1,678	1,678
Higher Uppacott	26,228	0	26,228	21,177	(5,051)	25,860	(368)
Cultural Heritage	166,521	64,591	231,112	180,727	(50,385)	201,424	(29,688)
Visitor Management	107,228	9,000	116,228	86,146	(30,082)	121,357	5,129
Access	98,322	0	98,322	70,466	(27,856)	98,289	(33)
Public Rights of Way	81,596	12,547	94,143	72,529	(21,614)	107,788	13,645
Sustainable Transport & Tourism	24,090	0	24,090	13,890	(10,200)	26,676	2,586
Traffic Management	0	0	0	302	302	302	302
Recreation Management, Traffic & Transport	311,236	21,547	332,783	243,333	(89,450)	354,412	21,629
Visitor Centres	188,029	83,057	271,086	140,240	(130,846)	220,621	(50,465)
Communications	174,429	3,000	177,429	139,773	(37,656)	186,827	9,398
Naturally Healthy Dartmoor	0	0	0	2,974	2,974	0	0
Education	114,069	5,055	119,124	84,299	(34,825)	116,578	(2,546)
Education, Information & Communication	476,527	91,112	567,639	367,286	(200,353)	524,026	(43,613)
Rangers	404,076	0	404,076	305,257	(98,819)	405,934	1,858
Conservation Works Service	217,413	2,700	220,113	170,733	(49,380)	226,137	6,024
Development Management	348,461	0	348,461	243,617	(104,844)	337,341	(11,120)
Forward Planning & Community	183,361	37,674	221,035	158,629	(62,406)	189,820	(31,215)
Your Dartmoor Grant Fund	75,000	90,751	165,751	77,513	(88,238)	136,966	(28,785)
Corporate and Democratic Core	318,669	10,000	328,669	248,533	(80,136)	306,150	(22,519)
Information Technology	195,935	17,178	213,113	163,100	(50,013)	190,380	(22,733)
Corporate Operating Costs	94,732	1,835	96,567	111,482	14,915	97,596	1,029
Resources	180,387	0	180,387	126,948	(53,439)	171,378	(9,009)
Legal & Democratic Services	105,455	0	105,455	64,651	(40,804)	94,316	(11,139)
Human Resources	142,698	11,814	154,512	126,733	(27,779)	156,984	2,472
Office Accommodation (Parke)	113,245	2,000	115,245	127,148	11,903	135,316	20,071
Office Accommodation (Princetown)	50,712	738	51,450	66,372	14,922	74,986	23,536
Corporate Services	883,164	33,565	916,729	786,434	(130,295)	920,956	4,227
Capital	51,100	0	51,100	0	(51,100)	51,100	0
Project Fund	85,860	(85,607)	253	0	(253)	253	0
Total Net Expenditure	3,705,543	287,513	3,993,056	3,052,551	(940,505)	3,832,364	(160,692)
Funded By:	£			£	£	£	£
National Park Grant	(3,636,835)	0	(3,636,835)	(2,056,622)	1,580,213	(3,636,835)	0
Transfers from reserves: 2013/14 b/fwd balances	(68,708)	(287,513)	(356,221)	0	356,221	(356,221)	0
New Homes Bonus Grant - SHDC/WDBC/TDC	0	0	0	(42,277)	(42,277)	0	0
Transfers to Reserves	0	0	0	0	0	103,259	103,259
Total	(3,705,543)	(287,513)	(3,993,056)	(2,098,899)	1,894,157	(3,889,797)	103,259
Budget Variation - (Under) / Over Spend	0	0	0	953,652	953,652	(57,433)	(57,433)

2014/15 BUDGET MONITORING REPORT: VARIANCE ANALYSIS AS AT MONTH 9	Salaries £	Travel & Subsistence £	Premises £	Transport £	Supplies & Services £	Expenditure Overspend (Underspend) £	Grants £	Sales Fees & Charges £	Income Deficit (Surplus) £	Total Variance Deficit (Surplus) £	Explanation
BIODIVERSITY	7,014	298			(1,201)	6,111			0	6,111	Maternity cover
LAND MANAGEMENT					(14,230)	(14,230)		(4,064)	(4,064)	(18,294)	Filing income. Farming Futures grant funding to be carried forward
WOODLANDS	(23)	399				376		(338)	(338)	38	
HILL FARM PROJECT	(11,535)	(500)			(4,041)	(16,076)	(589)		(589)	(16,665)	Prince's Countryside Funding grant covers 2 months salary. Request to carry forward
DIRECTORATE COSTS		374			946	1,320			0	1,320	Replacement Uniform
NATURAL ENVIRONMENT	(4,544)	571	0	0	(18,526)	(22,499)	(589)	(4,402)	(4,991)	(27,490)	
ARCHAEOLOGY	(9,315)	(958)		(19)	(15,345)	(25,637)	(5,300)	(550)	(5,850)	(31,487)	Part time hours savings. Travel savings. WHH income to be carried forward
BUILT ENVIRONMENT	419	70			1,678	2,167	(8,900)		(8,900)	(6,733)	Historic Farmsteads - externally funded by English Heritage
MTMTE - Development Phase					8,900	8,900			0	8,900	Deficit from the Development phase of the MTMTE scheme
UPPACOTT			18		455	473		(841)	(841)	(368)	Event costs covered by event income
CULTURAL HERITAGE	(8,896)	(888)	18	(19)	(4,312)	(14,097)	(14,200)	(1,391)	(15,591)	(29,688)	
VISITOR MANAGEMENT	(553)		(11)	661	1,557	1,654		3,475	3,475	5,129	Car parking income projected to be less than budget. Increased donations from cairns
ACCESS & RECREATION	115	(115)		408	59	467		(500)	(500)	(33)	
PUBLIC RIGHTS OF WAY	1,227	131			13,037	14,395		(750)	(750)	13,645	Flood & storm damage work to be met from reserves - Defra grant received in 2013/14
SUSTAINBLE TOURISM & TRANSPORT	2,667	30			139	2,836		(250)	(250)	2,586	Job evaluation regrading. Welcome Guides not done this year
TRAFFIC MANAGEMENT					302	302			0	302	Speed visor batteries
RECREATION MANAGEMENT	3,456	46	(11)	1,069	15,094	19,654	0	1,975	1,975	21,629	
VISITOR CENTRES	(3,635)	512	(488)		(11,676)	(15,287)		(35,178)	(35,178)	(50,465)	Increased retail & stock purchases and new cash tills, being offset by increased sales income. Request to carry forward unspent improvement / refurbishment project budget
COMMUNICATIONS	3,237	361			6,900	10,498		(1,100)	(1,100)	9,398	SLA in place for Communications Manager Post. Purchase of Timelapse Film & music rights. Gallery sales commission
NATURALLY HEALTHY DARTMOOR	7,469				135	7,604	(7,604)		(7,604)	0	Project just started - working budget to be determined. Grant funding due from DCC
EDUCATION	(475)	(336)		(190)	(2,300)	(3,301)		755	755	(2,546)	New tyres for Outreach vehicle not required. Underspends in 1st aid training, Volunteer Group grants and lack of capacity to delivery archaeological handling collection
PROMOTING UNDERSTANDING	6,596	537	(488)	(190)	(6,941)	(486)	(7,604)	(35,523)	(43,127)	(43,613)	
RANGERS	1,258	660	50	4,975	(3,971)	2,972		(1,114)	(1,114)	1,858	Overtime. Travel & transport costs - Vehicle leases extended. Income from donations & recharging for officer time
CONSERVATION WORKS	6,507	(49)	(177)	5	229	6,515		(491)	(491)	6,024	Apprentice contract extended. Income from recharging officer time
RANGERS, ESTATES & VOLUNTEERS	7,765	611	(127)	4,980	(3,742)	9,487	0	(1,605)	(1,605)	7,882	
DEVELOPMENT MANAGEMENT	(10,051)	(191)		40	16,688	6,486		(17,606)	(17,606)	(11,120)	Vacancy gap now filled, salary grading variations. Enforcement related Legal costs. Increased Planning fee income
DEVELOPMENT MANAGEMENT	(10,051)	(191)	0	40	16,688	6,486	0	(17,606)	(17,606)	(11,120)	
FORWARD PLANNING & COMMUNITIES	(2,897)	(114)			(3,174)	(6,185)	(25,000)	(30)	(25,030)	(31,215)	Salary grading variation. Public Realm works to be funded from reserves. Stand alone Minerals Plan will not happen, looking to produce a single consolidated local plan, to include policies.
YOUR DARTMOOR GRANT FUND	(4,734)				(18,666)	(23,400)		(5,385)	(5,385)	(28,785)	Unlikely to allocate all of grant funding to projects this year. Event fees offsets event costs
FORWARD PLANNING	(7,631)	(114)	0	0	(21,840)	(29,585)	(25,000)	(5,415)	(30,415)	(60,000)	
CORPORATE & DEMOCRATIC CORE	(5,294)	(597)		456	(8,584)	(14,019)		(8,500)	(8,500)	(22,519)	Vacancy saving. Other savings include: Members allowances & expenses, subscriptions and an audit cost refund. Income: Airwick royalties and treasury deposit interest
CORPORATE & DEMOCRATIC CORE	(5,294)	(597)	0	456	(8,584)	(14,019)	0	(8,500)	(8,500)	(22,519)	
INFORMATION TECHNOLOGY	(8,375)	297		109	(14,022)	(21,991)		(742)	(742)	(22,733)	Vacancy saving, post now filled, salary grading variation. Contract savings against budget estimates. Carry forward Aerial photography contract
CORPORATE OPERATING COSTS			(219)	(2,701)	4,030	1,110		(81)	(81)	1,029	New committee room microphone system being offset by pool cars fuel saving
RESOURCES	(7,905)	(70)			(1,034)	(9,009)			0	(9,009)	Vacancy savings & staff not in LGPS offsetting temporary agency staff cover for sickness and new
LEGAL	(13,993)	13			3,641	(10,339)		(800)	(800)	(11,139)	Vacancy saving. External professional / specialist legal support costs
HUMAN RESOURCES	5,955	65			(874)	5,146		(2,674)	(2,674)	2,472	Internal Secondment to support NP Confernece and cross-cutting HR related tasks. Income: External works recharge & recovery of staff cycle scheme bike purchases
OFFICE ACCOMMODATION (PARKE)	(62)		19,581			19,519		552	552	20,071	Stable block re-roofing, timber treatment and gabions repairs. Provision in reserves not required,
OFFICE ACCOMMODATION (PRINCETOWN)			26,879			26,879		(3,343)	(3,343)	23,536	Works include: drains improvements, external rendering and electrical works. Provision in reserves not required, costs can be met from in-year revenue underspends. RHI income from Biomass boiler
CORPORATE SERVICES	(24,380)	305	46,241	(2,592)	(8,259)	11,315	0	(7,088)	(7,088)	4,227	
TRANSFERS TO / (FROM) RESERVES					78,259	78,259	25,000		25,000	103,259	Grant income and project carry forwards at year end
REVENUE EXPENDITURE	(42,979)	280	45,633	3,744	37,837	(33,744)	(22,393)	(79,555)	(101,948)	(57,433)	

2014/15 RESERVES: RISK BASED ANALYSIS <i>Dependent on 2014/15 closing balances</i>	Risk Level	Rate	2014/15 Closing Balance £'000
Grants & Contributions with Restrictions carried forward: Grants & Contributions with Restrictions	N/A	Actual	79
Employees:			
Allowance for increased pay awards	Low	1% extra PA	28
Maternity / Paternity Cover	High	Based on 4 staff	42
Equal Pay Claims / Employment Tribunals	Low	Est.	50
Pension Fund - Past Deficit Recovery	Low	Est.	231
Costs & Awards:			
Appeals / Public Enquiries / Litigation	High	Est.	250
Loss of Income:			
Planning related fees	Medium	5%	10
Reduced Sales, Fees & Charges	Medium	10%	29
Partnership Income / Grants	High	10%	17
General Inflation:			
	Medium	Average of 3%	46
Property:			
Repairs & maintenance (sinking fund)	Medium	Est.	150
Known Commitments			
Chagford Cattle Grid	N/A	Actual	3
Dartmoor Local Plan Review	Medium	Est.	123
Aerial photography contract	N/A	Actual	12
Broadband	N/A	Actual	10
Capital			
Provision for future replacement of Landrovers (sinking fund)	N/A	Est.	12
Match Funding Reserve			
Hill Farm Project	N/A	Actual	30
Cycling in National Parks	N/A	Actual	30
Greater Dartmoor LEAF	N/A	Actual	21
Naturally Healthy Dartmoor	N/A	Actual	25
Princetown Visitor centre - Phase II	N/A	Est.	135
Unallocated to match future opportunities	N/A	Actual	48
Revenue			
Future Reductions in NPG	High	Est. Uncertain	653
General Reserve - Minimum amount to cover unanticipated costs / emergencies			300
Total Reserve Balance			2,334

2014/15 to 2015/16 GENERAL FUND RESERVE BALANCES

Appendix 4 to NPA/ag/15/001

Earmarked Reserves	2014/15 Opening Balance	2014/15 Movements	2014/15 Closing Balances (forecast)	2015/16 Movements & Commitments	2015/16 Closing Balance	Notes
	£	£	£	£	£	
Grants & Contributions with Restrictions						
Defra: Flood & Winter Storm Damage - Grant	(150,000.00)	150,000.00				Potential year end c/fwd if all committed works are not complete
Your Dartmoor Grant Fund	(89,714.00)	89,714.00				
Hill Farm Project		(4,863.00)	(4,863.00)	4,863.00		
Natural England - Farming futures	(20,680.00)	6,450.00	(14,230.00)	14,230.00		
English Heritage - Historic environment record	(10,000.00)	10,000.00				
White Horse Hill	(46,647.00)	34,159.00	(12,488.00)	12,488.00		English Heritage & Partners
Public Rights of Way	(12,547.00)	12,547.00				DCC
New Homes Bonus	(47,000.00)		(47,000.00)	47,000.00		To fund public realm works and Communities Fund Grants
Budget management Fund - Provisions						
Employees	(383,000.00)		(351,000.00)			See risk assessment for breakdown
Appeals/Public Enquiries/Litigation	(250,000.00)		(250,000.00)			See risk assessment for breakdown
Inflation & loss of income	(84,000.00)		(102,000.00)			
Redundancy	(100,000.00)					
Future reductions in NPG	(608,496.66)		(614,197.00)			To support revenue budget and / or redundancy costs
Year end Surplus (forecast)			(40,000.00)			Balance may change at year end
Property - Repairs & maintenance	(222,000.00)		(150,000.00)			
Known Commitments						
Broadband	(10,000.00)		(10,000.00)	10,000.00		
Holne Shop valuation review	(400.00)	400.00				
Greater Dartmoor Leaf	(1,250.00)	1,250.00				
Postbridge Village Hall	(3,000.00)	3,000.00				
Aerial Photography		(11,678.00)	(11,678.00)	11,678.00		Contract not fulfilled in 2014/15
Conservation Area Appraisals	(7,944.00)	7,944.00				
Princetown Visitor Centre	(63,057.00)	28,057.00				
Ashburton Master Planning	(22,274.00)	22,274.00				
2014/15 Chagford Cattle Grid	(3,000.00)		(3,000.00)	3,000.00		Expected 2015
Dartmoor Local Plan			(122,500.00)	122,500.00		Between 2015 & 2019 (estimates only/timing unknown)
Capital Expenditure & sinking fund	(51,000.00)	51,100.00	(12,000.00)			Vehicle replacement
Match Funding Reserve						
HLF - Moor Than Meets the Eye match funding	(200,000.00)	200,000.00				Scheme delivery commenced 2014
Cycling in National Parks (DFT) match funding	(30,000.00)		(30,000.00)	30,000.00		NPA/13/015 to be paid over in 2015
NPA/14/044 Princes Countryside Fund match funding			(30,000.00)	30,000.00		NPA/14/044 for years 2015-2017
Greater Dartmoor LEAF 2015-2020			(20,700.00)	20,700.00		NPA/14/038 for years 2018-2020
Naturally Healthy Dartmoor Project			(25,000.00)	25,000.00		NPA/14/031 for years 2014-2017
Princetown Visitor Centre - Phase II	(100,000.00)		(135,000.00)	135,000.00		Estimates only
Unallocated fund balance	(78,000.00)		(48,000.00)			
	(2,594,009.66)	600,354.00	(2,033,656.00)	466,459.00	(1,567,197.00)	
General Reserve (unallocated emergency reserve)	(300,000.00)	0.00	(300,000.00)	0.00	(300,000.00)	
Total General Fund Balance	(2,894,009.66)	600,354.00	(2,333,656.00)	466,459.00	(1,867,197.00)	

DARTMOOR NATIONAL PARK AUTHORITY

AUDIT & GOVERNANCE COMMITTEE

20 February 2015

'MINI-REVIEW' OF VOLUNTEER STRATEGY

Report of Senior Learning & Outreach Officer

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

1 Introduction

1.1 DNPA adopted a formal Volunteer Strategy in 2008 (NPA/11/008 refers). This report provides an update on progress against original aspirations and targets and presents a light touch comparison with other National Parks.

2 Dartmoor's Volunteer Strategy

2.1 Extracts from Volunteer Strategy report to DNPA 7 January 2011 identified these broad **aims and objectives**:

2.2 The **Volunteer Strategy** was developed in order to address the following issues:

- A lack of consistency in the way that we manage and promote volunteering across the Authority
- Lack of clear and positive information for potential volunteers
- Lost opportunities for the Authority and volunteers due to unclear policy
- Little celebration of the work of volunteers
- Little co-ordination and networking of volunteer work across the National Park not just within the Authority

2.3 The aims of the **Volunteer Strategy** are to:

- Increase opportunities for volunteers to contribute to the achievement of national park purposes and add value to the work that staff do
- Increase the number of volunteers working for Dartmoor and promote opportunities for all
- Provide an enjoyable and worthwhile experience for volunteers (individuals and groups)
- Treat all volunteers consistently, fairly and in line with standard practices
- Support and promote existing volunteer groups.

3 NPAPA's critique

- 3.1 The final National Park Authorities Performance Assessment (NPAPA) performance report (March 2011) contained two specific critical comments in relation to volunteering.

At paragraph 8.6 the following observation:

'The Authority has recognised that the use of volunteers could be planned and coordinated more effectively. The newly published Volunteer Strategy, however, does not convince that it will deliver the Authority's aspirations for greater volunteer involvement.'

And at paragraph 12.14 the following recommendation:

'The Authority should consider how it might improve and increase the use of volunteers through better planning and coordination. Issues such as recruitment, skills analysis, standards, recognition and reward need to be considered further. The Authority may wish to consider how it can learn from organisations who have established expertise in this area.'

4 Reporting on progress

What's worked well...

- 4.1 **Improved consistency** – the Authority has introduced clear processes for recruiting, induction and retention of volunteers. A Volunteer welcome pack has been developed with roles and responsibilities on both sides clearly defined. Support for staff through our intranet has resulted in greater awareness across wider range of officers – who use the same forms, processes and performance indicator monitoring. This has been a major step forward.
- 4.2 **Increase the Volunteer offer** – we have simplified this through the use of 'task templates' which are then advertised on the website. A number of staff have embraced this way of working to add value and complete tasks they do not have capacity to achieve. We still get volunteer requests (especially from students in the summer) who we refer to volunteering opportunities on the website. Some do volunteer through this route – and, interestingly, some do reply to say that they appreciate the clarity of our offer.
- 4.3 **The range of volunteer opportunities** has increased. Examples include the successful recruitment of two 'long term' outreach volunteers; a short term wildlife photographer; data capture volunteers (people counters); long term skilled plant recorders for the Mires Project. The calendar function on our webpages allows us and, importantly, other volunteer groups to provide a wider range of volunteering opportunities, for example biodiversity and archaeological

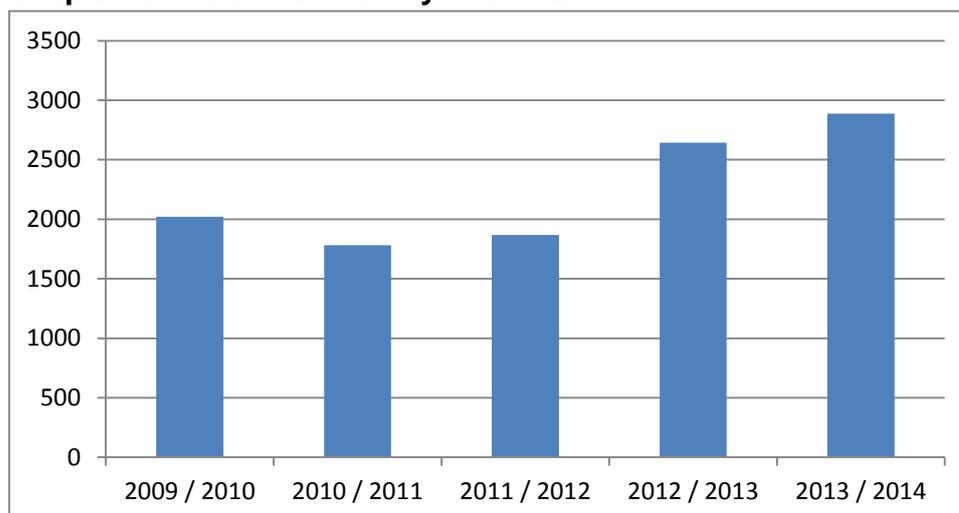
conservation days in a shorter timeframe – thus considerably increasing variety of volunteering offers. The number of volunteer days offered has increased since the strategy was developed in 2011.

- 4.4 **Co-ordination** – the Dartmoor Volunteer Groups’ network has been established to try and support local groups more and after some initial hesitation is now an effective and relaxed gathering. Undertaking a review of purposes and terms of reference with the group over two meetings in the winter of 2013-14 proved very worthwhile and has created a greater sense of ownership. Some of these groups now populate the DNPA calendar of events and see this as useful for recruiting volunteers especially to ‘large scale, low skill’ one off events – such as mass litterpicks. Our officers put some effort into co-ordinating the ‘Bovey Balsam Bash’ in 2012 by sending emails, creating sign-up forms, and co-ordinating diaries. This has now (2014) become self-sustaining as others from the Dartmoor Volunteer Groups’ Network have taken on this co-ordinating role.
- 4.5 **Support** – In response to requests at the network Group the Authority introduced a small (£250) grant scheme for local volunteer groups which is hugely valued. This is reiterated at nearly every volunteer group meeting. Volunteer groups also highly value the relationship with their Sector Ranger - this is also regularly referred to during network meetings.
- 4.6 **Increasing volunteer numbers** – The original target was to increase volunteer numbers (both individuals and volunteer days) from 2010-11 levels by 50% by 2013.
- 4.7 The table and graph both demonstrate progress against this target which shows a steady increase. However if ‘Volunteer days’ from the local groups had been included, as is the case in other National Parks, the increase would have been more significant. From April 2015 returns from these groups will be included to give a better comparison with other English National Parks.

Year	Total Volunteer days	Individuals volunteering	Volunteer Groups supported by DNPA Volunteer Grant	
			Activity ‘on’ Dartmoor	Activity ‘off’ Dartmoor *
2009 - 2010	2,139	769	<i>No data available</i>	
2010 - 2011	1,782	1,224		
2011 - 2012	1,869	1,502	734	3,237
2012 - 2013	2,644	2,116	758	2,464
2013 - 2014	2,887	1,924	934	2,848
Average (Rounded)	2,264	1507	809	2850

* ‘Off’ Dartmoor does not necessarily mean outside NP boundary; more that Rangers were not involved.

Graph – Total Volunteer days over time



Where there has been less progress...

- 4.8 **Celebrating volunteering** – This was specifically identified in the Volunteer Strategy but when asked this was something that volunteer groups actively did not want. They have their own organisations and their own celebrations and thus we felt it important to ‘meet the community where they are’ rather than imposing something they expressly did not want. However the way that we value volunteers may be something we pick up again in the future.
- 4.9 **Consistency** – Although there has been significant progress in the way volunteers are treated, especially in respect of ‘benefits’ there remain some inconsistencies. This has been addressed by a paper to Leadership Team which recognised differences in duties, responsibilities and commitment.
- 4.10 **Range of volunteer opportunities** – in part determined by the interests of volunteers....who prefer manual, conservation focused tasks. So there has been less development of, for example, office based opportunities. Whilst there are pockets of good practice in offering a range of volunteering opportunities through the ‘task templates’ there remain areas where this approach is less well deployed.
- 4.11 **Recording Volunteering effort** - performance indicators are well collated but do rely on individual officers completing the Volunteer Performance Indicator proforma. This does not appear to happen consistently and is something that we will pick up in 2015. In addition we have chosen not to include voluntary effort from conservation groups who have received the £250 enabling grant (refer to paragraph 4.5). This is set to change from April 2015 because this information will be included in the Performance Indicator returns. This will ensure we are consistent with other National Park Authorities who do include such volunteering in the common Performance Indicators. It will have the effect of dramatically increasing the performance indicator.

5 Comparing ourselves to others

5.1 Benchmarking is notorious for the difficulty of comparing services that are not delivered in a similar way - thus the findings here need explanation and some caution in their interpretation.

5.2 A benchmarking survey of the English National Park Authorities (NPAs) revealed much but has not provided comprehensive information. The information is therefore patchy.

5.3 However – in summary:

- Most English National Parks have a dedicated Volunteer Co-ordinator, some even have additional administrative support. Dartmoor is the exception with this role being split as only a small part of the responsibility of two posts: with the post of Senior Learning & Outreach Officer responsible for overall co-ordination of volunteering and the Head Ranger having specific duties relating to Voluntary Wardens. Thus our 'staff spend' is the lowest, as far as I can determine. For example – South Downs have a full-time Volunteer Co-ordinator supported by 2 x 0.6 Volunteer Support Officer posts.
- The budget for volunteering varies wildly. The Lake District appears to invest the most at £50,000 for expenses with other costs un-quantified. The Lakes report this budget support 5,200 'volunteer days'. The Broads total Volunteer budget is £20,000 which supports 2,000 'volunteer days'. Dartmoor's total Volunteer budget line is £11,000 and support 3,820 volunteer days.
- Expenses. We currently provide some of our volunteers a slightly above average mileage rate when compared to other NPAs. All other benefits to volunteers that we provide are well below average.
- Training. A particular issue is training. We provide very little in the way of paid-for, real-cost training. For example the Broads will pay for Royal Yachting Association (RYA) qualifications; the Lakes pay for Navigation awards, chainsaw, tractor driving and sprayer. These qualifications are valued by volunteers and do cost the Authority.

5.4 When we compare our performance to others by way of the Joint Improvement Group family of Performance Indicators we appear to be mid-table (Appendix 1). However, recasting these data for under-represented groups illustrates that we outperform all other National Parks in terms of social inclusion. It perhaps highlights the flaws in data collection and relying on just headline statistics.

5.5 Similarly the out-put figures in Appendix 1 show how many 'volunteer days' each National Park benefits from - there is no indication about how much supporting

these volunteer days costs. This report goes a small way to revealing some of these hidden data.

6 Costs to the Authority

6.1 Currently Dartmoor National Park Authority uses small parts of two officer posts to support volunteering.

6.2 There is a budget line of £7,000 that covers all volunteer expenses not covered by the separate Voluntary Wardens budget.

6.3 This budget line is used to provide:-

- the volunteer groups affiliated to the Dartmoor Volunteer Network with a small operating grant of £250. These groups value this small income stream – it helps to provide insurance cover and some small hand tools. The return on this modest investment was reported to full Authority on 7th of June 2013 (NPA/13/023 refers). In summary it used the returns from volunteer groups, as provided in the table above, to estimate a ‘cash equivalent’. For every £1 invested the ‘volunteer cash equivalent’ is between £192 and £295.
- travel expenses and any ‘out of pocket’ expenses that volunteers accrue.

6.4 The Voluntary Wardens budget line is £4,000 and this covers protective clothing, training and travel expenses.

7 NPAPA observation and recommendation.

7.1 It would seem from the increases in numbers of volunteers that the approach endorsed by Members in the DNPA Volunteer Strategy has been successful; contrary to the concerns expressed by the NPAPA review team.

7.2 Further, our approach – to encourage individual officers to develop supportive working relationships with individual volunteers and volunteering groups - appears to be highly cost-effective.

7.3 There have been significant improvements in the ‘back office’ systems, processes and procedures as recommended in the NPAPA review team’s final report.

8 Critical issues – for the future

8.1 This review of our progress has shown some significant progress. It has highlighted areas for further work and identified issues for further discussion over the coming year.

- 8.2 There may be further growth opportunity with students by identifying specific tasks for them to undertake on a regular and an annual basis, thus adding considerable value to long term data or monitoring information. The PROW review will test the concept of long term volunteers which might also help fill this gap.
- 8.3 Currently we do not have a full time volunteer co-ordinator and we therefore need to grow our volunteers at a pace that the Authority can manage. This will ensure that volunteers are supported and leave with a positive experience and the work being undertaken adds value to our own work
- 8.4 We could possibly work with other agencies e.g. NT/DWT and there has been some partnership working this summer through our ranger team, this is a model to consider further.
- 8.5 As we ask people to undertake a wider range of tasks there may be times when additional training is required, the equipment, training and support should be commensurate with the tasks being undertaken.
- 8.6 There are some significant questions we would like to explore further with Park Management Working Panel:-
- Can we realistically 'grow' the breadth of our volunteering offer if volunteers don't 'demand' this and we have an ever reducing staff capacity?
 - Is there 'latent demand'? There is limited evidence that there is significant unmet demand.
 - Whilst our support at the local level is good do we do enough to support and work with other 'large' organisations that promote and use volunteers? For example National Trust, Devon Wildlife Trust, TCV.
 - Training - the recent benchmarking with other NPAs for 'volunteer benefits' revealed that we provide very little in the way of paid-for, real-cost training.

9 Conclusions

- 9.1 Given the current level of successful volunteer engagement the current level of provision, investment and resource is providing an excellent return on investment when compared to other English National Park Authorities.
- 9.2 The approach adopted by Dartmoor National Park Authority refutes the NPAPA critique.

9.3 There are clear questions for the future as listed above. This is not for full discussion now but Officers will consider and discuss these questions the Park Management Working Panel over the coming year.

ORLANDO RUTTER

Attachments: **Appendix 1 – Comparison Tables**

20150220 OR Volunteer Strategy

Performance Monitoring – Volunteering in National Parks

Comparison tables for Performance Indicator 3: Volunteer Days 2013-14

a) Total No. of volunteer days organised or supported by the NPA

1	Peak	8,387
2	North Y Moors	8,365
3	Yorkshire Dales	6,129
4	Lake District	4,631
5	Exmoor	3,354
6	Dartmoor	2,887
7	Broads	1,931
8	New Forest	1,009
9	Northumberland	to follow

b) No. of those days attended by 'under represented' groups **total numbers rank**

1	Peak	1,917	23%
2	North Y Moors	1,767	21%
3	Yorkshire Dales	1,102	18%
4	Dartmoor	892	31%
5	Exmoor	559	17%
6	New Forest	72	7%
7	Lake District	70	2%
8	Broads	69	4%
9	Northumberland	to follow	

An alternative way to present the same data:

No. of days attended by 'under represented' groups % inclusion rank

1	Dartmoor	31%
2	Peak	23%
3	North Y Moors	21%
4	Yorkshire Dales	18%
5	Exmoor	17%
6	New Forest	7%
7	Broads	4%
8	Lake District	2%

DARTMOOR NATIONAL PARK AUTHORITY
AUDIT AND GOVERNANCE COMMITTEE

20 February 2015

**PLANNING DIRECTORATE PERFORMANCE REPORT - QUARTER 3
(OCTOBER-DECEMBER 2014)**

Report of the Director of Planning

Recommendation: **That the content of the report be noted.**

1 Purpose of report

- To advise Members of progress against planned actions and achievement of performance targets in the Business Plan and National Park Management Plan;
- to provide opportunity for Members to question and challenge;
- to review planned actions and targets and determine whether any amendments are required based on progress to date; and
- to consider other unplanned opportunities which may be worthy of action.

2. Overview of Priorities and key actions

PROSPER

- To support a diverse, resilient economy that contributes to the special qualities of the National Park;
- Supporting and empowering local communities to meet identified needs.

SUSTAIN

- Spectacular landscapes, natural networks – conserving and enhancing Dartmoor's diverse landscapes, natural ecosystems and improving the connections between them, both within and across National Park boundaries.

3 Development Management Performance

3.1 Planning applications

Members will note that the team has met its performance targets again this quarter on minor and other applications. This is all the more pleasing as one member of the team was on extended sick leave for this quarter.

The percentage of all applications approved has risen to the more usual figure this quarter from 80% to 88%.

- 3.2 The number of applications received this quarter has dropped in line with the seasonal norm. Government targets continue to be met on minor and householder applications. The team has now achieved government targets for minors in the last five quarters and on householders in the last eight quarters. This demonstrates the current planning technician secondment to deal with householders is working well. Major applications have been dealt with on the basis of planning performance agreements in line with government good practice.

4 Appeals performance

- 4.1 Appeal performance has been excellent this quarter with the eight appeals counted for statistical purposes all being dismissed.

5 Preliminary Enquiries

- 5.1 Pre application enquiries have dropped this quarter which is usually what happens in the run up to Christmas. The team continues to meet the 28 day target to issue a written response. Members will be aware that charging for certain types of pre application advice has now been agreed. A verbal update will be given at the meeting on the progress made in readiness for the introduction of charges in April 2015.

6 Enforcement

- 6.1 The number of new cases has dropped again this quarter. Cases resolved are now ahead of incoming work and the enforcement team hit 100% of cases resolved without needing formal action.
- 6.2 Members are referred to Appendices 2 and 3 to this report which set out an update on cases more than five years old, and cases where the Development Management Committee has authorised legal action. These update lists were last presented to Audit and Governance Committee in August 2014. Members will note that a number of cases have now been officially closed, and further action taken on others. It is disappointing to note a lack of action on some of the cases. New deadlines will be set and if not met court proceedings will be considered.

7 Forward Planning & Community

7.1 Ashburton Masterplan

A new draft plan was published this quarter and Members were updated on progress at the December planning panel. Public consultation on the draft has taken place and this has resulted in a significant area of new challenge in relation to the proposed reinstatement of the Ashburton to Buckfastleigh railway line. This will be further debated with the stakeholder group next quarter with a view to progressing to a final plan by April 2015.

7.2 Affordable housing

The Forward Planning team continue to support the delivery of affordable housing. The number of affordable housing units has increased substantially this quarter. A further application to be determined in the next quarter will, it is hoped, bring us

closer to our target for the year. Members will recall the recent Government Ministerial statement and report to Authority on S106 changes relating to affordable housing. An SPD will be progressed to support the delivery of affordable housing and to resist further pressure to remove affordable housing requirements on small sites. The Forward Planning team continues to progress the Strategic Housing Land Availability Assessment and the Strategic Housing Market Assessment which will both support future site delivery.

7.3 New Local Plan

A work programme for the next Local Plan, which will incorporate new policies on minerals as well as updated housing policies taking into account recent government announcements, has now been set out with earmarked funds to progress the evidence base required.

7.4 Vanguard Self Build project

Along with Exmoor National Park, the Authority has successfully achieved pilot status for the Vanguard self-build project. Expressions of interest have now been collated and further meetings are planned with Devon Communities Together to assess what work needs to be done and how this can be resourced. A £10,000 grant from the government is due to be received to support this work.

8 Equality and Sustainability Impact

- 8.1 Both the Development Management and Forward Planning teams continue to ensure that equality and sustainability are considered in applications and in policy work. The DMD and all statutory documents are subject to formal appraisal.

9 Financial implications

- 9.1 There are no significant issues to raise regarding the planning directorate budget apart from the ongoing need to seek advice from outside consultants through various planning appraisals e.g. on agricultural and housing viability appraisals. This budget line has already been heavily committed given consultant fee increases. Housing viability appraisals will in future be covered in Planning Performance Agreements. Planning fee income is, however, up on that envisaged so these should balance out.

STEPHEN BELLI

Attachments: **Appendix 1 : Quarter 3 statistics**
 Appendix 2 : Enforcement cases open for more than 5 years
 Appendix 3 : Enforcement cases outstanding with legal action authorised

QUARTERLY MONITORING REPORT

PI Number	Description of Performance Indicator	Target	Actual Performance				Outturn for 2014/15
			Q1	Q2	Q3	Q4	
P1	% planning applications dealt with in a timely manner						
	(a) major applications determined within 13 weeks * If over 13 weeks Nos of PPAs or Ext	60%	0% (0 of 1) 0% (0 of 0)	50% (1 of 2) 0% (0 of 0)	0% (0 of 2) *2 (0%) (0 of 0)		
	(b) minor applications determined within 8 weeks	65%	86.7% (52 of 80) (56.9%) (33 of 58)	72.1% (44 of 61) 61.1% (33 of 54)	81% (47 of 58) (68.3%) (41 of 60)	()	
	(c) other applications determined within 8 weeks	65%	89.7% (78 of 87) (81.1%) (73 of 90)	88.4% 84 of 95 82.2% (83 of 101)	86.9% (93 of 107) (85.4%) (70 of 82)	()	
(Context)	Number of planning applications received	n/a	154 (166)	194 (166)	149 (154)	()	
P2	% of total planning applications approved (excludes notifications and CLEUDS)	n/a/	131 88.5%	127 80.4%	148 88.6%		
	(a) % of new residential and householder approved		64.1%	71.6%	68.2%		
	(b) % of non-residential approved		32.8%	29.1%	30.4%		
P5	Approved affordable dwellings p.a.	30	0	3	14		

P6	Net additional employment floor space approved per annum	n/a					
P7	Area of broadband coverage as % of area of NP per annum	n/a					
S2	Number of Listed Buildings 'at risk' conserved during the year	1					
	% of Listed Buildings 'at risk' rescued during the year	3%					
(Context)	Number of Listed Buildings	2565					
	Number of Listed Buildings 'at risk'	34					
(Context)	% of applications delegated to officers		84.5%	86.7%	88%		
S16	% of planning applicants satisfied with the service	80%					
S17	% of appeals allowed against DNPA's decision to refuse consent (low figures is +ve)	33%	80% (4 of 5) 33% (1 of 3)	42.8% (3 of 7) 0% (0 of 3)	0% (0 of 8) (33%) (1 of 3)	()	
	Number of training days provided for (b) staff	5					
(Context)	Number of identified breaches of planning control		31 (37)	40 (31)	34 (36)	()	
S13	% of enforcement cases resolved without the need for formal action		81.7% (67 of 82) (90.1%)	89.% (65 of 73) (81.7%)	100% (53 of 53) (90.6%)	()	
(Context)	Number of pre app enquiries received and average time taken against target	n/a 28 days	291 22 (187) (17)	311 18 (271) (24)	201 22 (240) (23)	()	

	Previous Years		Current Year			
	2012/13	2013/14	Q1	Q2	Q3	Q4
Applications:						
Applications Received ¹	629	702	165 <i>*(178)</i>	212 <i>*(174)</i>	160 <i>*(160)</i>	<i>*(190)</i>
Applications Determined	628	700	169 <i>*(167)</i>	193 <i>*(189)</i>	204 <i>*(168)</i>	<i>*(176)</i>
Applications Outstanding	126	121	114 <i>*(135)</i>	134 <i>*(116)</i>	99 <i>*(112)</i>	<i>*(121)</i>
Average Time Taken (days)	74	64	60 <i>*(67)</i>	66 <i>*(59)</i>	62 <i>*(61)</i>	<i>*(68)</i>
Enforcement:						
Alleged Breaches	251	283	72 <i>*(79)</i>	70 <i>*(60)</i>	43 <i>*(70)</i>	<i>*(66)</i>
Identified Breaches	153	209	31 <i>*(37)</i>	40 <i>*(55)</i>	34 <i>*(68)</i>	<i>*(49)</i>
Cases Resolved	245	268	82 <i>*(77)</i>	73 <i>*(59)</i>	52 <i>*(75)</i>	<i>*(57)</i>
Cases Outstanding	156	164	154 <i>*(159)</i>	146 <i>*(156)</i>	140 <i>*(150)</i>	<i>*(164)</i>
Pre Applications:						
Received	817	939	297 <i>*(187)</i>	311 <i>*(271)</i>	201 <i>*(240)</i>	<i>*(241)</i>
Out	813	910	295 <i>*(195)</i>	314 <i>*(252)</i>	228 <i>*(244)</i>	<i>*(219)</i>
Outstanding	46	93	95 <i>*(40)</i>	85 <i>*(82)</i>	53 <i>*(80)</i>	<i>*(93)</i>
Average Time Taken (days)	17.25	21	22 <i>*(17)</i>	18 <i>*(24)</i>	22 <i>*(23)</i>	<i>*(21)</i>

Figures in blue = figures from previous year 2013/14

1 – Includes all prior notifications (agricultural buildings etc)

Enforcement cases open for more than 5 years

Details	Case opened	Legal action authorised	EN served	Appeal decision	Prosecution	Notes
<p>ENF/00038/07 Walkham Mill, Walkhampton</p> <p>Unauthorised alterations to a listed building</p>	07/02/07	02/03/07				<p>Legal action authorised in March 2007. Following discussions with the Environment Agency and neighbouring landowner in March 2013, to ensure that flooding does not cause more damage to the properties and wider vicinity, the EA has recommended that the launder should not be re-built. Planning and listed building consent applications are required to ensure the preservation of the remaining significance of the listed building, the machinery, water wheel and remains of the launder and also to regularise the ground floor annex accommodation. A meeting was held on 22 October 2013 with the owner's agent and a scheme agreed to progress this long outstanding matter to a satisfactory conclusion. Despite a number of reminders, the Authority still awaits the necessary planning and listed building consent applications.</p> <p>A visit is due to take place on 10 February 2015 to discuss the proposed replacement launder and also the outstanding remedial works, during which it is proposed to set a compliance deadline in order to avoid the risk of legal action being taken. Members will be updated further at the meeting.</p>
<p>ENF/0012/08 Kestor, Slade Cross, Bovey Tracey</p> <p>Untidy Site</p>	16/01/08	03/12/10	11/04/11		<p>10/07/13 12/03/14</p>	<p>Legal action authorised to secure the removal of the unauthorised track; the cessation of the use of the land for the parking and/or storage of motor vehicles; and secure the restoration of the land. EN served 11/04/11; compliance due 01/09/11. Temporary permission (0020/11) granted Feb 2011 for a track through the field to enable the movement of building materials and machinery to build approved</p>

					<p>householder extension (ref: 0651/02). Permission expires Feb 2014 when reinstatement of land is required. Previous improvement with appearance of land but visit in May 2013 noted some deterioration. Case was heard at Newton Abbot Magistrates Court on 10 July 2013 and the landowner subsequently prosecuted and ordered to pay £2000 in fines plus costs (£150 per month). Visits to the site through the last half of 2013 noted little improvement in the appearance of the site, despite several meetings and detailed correspondence with landowners. As such, case was heard at Newton Abbot Magistrates Court on 12 March 2014 and both landowners were prosecuted and ordered to pay £1250 (each) in fines plus costs.</p> <p>A visit to the site in December 2014 confirmed that all of the waste items and non-agricultural items have been removed from the land. The temporary track remains and is now the subject of a separate enforcement case. CASE CLOSED.</p>
<p>ENF/0271/08 Proper Job, Chagford</p> <p>Siting of unauthorised containers and portable buildings</p>	06/10/08	03/05/13	15/05/13		<p>Permission for construction of a pole barn to enclose some of the unauthorised cabins was granted 14 May 2013 (0010/13). The Enforcement Notice served 15 May 2013 provided a generous phased compliance period to remove unauthorised cabins and containers by 19 December 2014, in order to allow the approved development to be completed whilst protecting the Authority's position in this matter.</p> <p>Site visit 3 February 2015 confirmed new pole barn complete but compliance with enforcement notice overdue. Letter has been sent giving deadline for removal of two units near site entrance and the submission of an application for an additional pole barn to enclose remaining units by mid-March. Any permission for an additional pole barn will require its completion by end of 2015.</p>

<p>ENF/0196/09 1 Barnsfield Lane, Buckfastleigh</p> <p>Unauthorised wooden building</p>	15/07/09	07/06/13	13/06/13			<p>An unauthorised wooden chalet building was constructed in June/July 2009 by the owner of a building plot in Barnsfield Lane to reside while he was constructing a new bungalow. The land owner lives in London and is developing the site part time. He subsequently got PP to construct a second, replacement dwelling on the site.</p> <p>Because of the time taken in developing the land and to protect the position of the Authority an Enforcement Notice was issued in June 2013 to remove the building with the compliance period extended to 31 March 2015.</p>
<p>ENF/0295/09 Mardlewood House, Higher Combe, Buckfastleigh</p> <p>Unauthorised alterations to a listed dwelling, including the replacement of windows and the removal of a staircase and partition wall</p>	14/12/09	04/02/11	13/06/13	31/10/14		<p>Legal action authorised to secure the removal of the unauthorised windows and the replacement of the staircase and partition wall. LBEN served Sept 2011. Appeal found Notice to be a Nullity. Fresh EN issued 12 Sep 2012 with compliance by 19 Apr 2013. Appeal received Nov 2012.</p> <p>Appeal allowed in part and notice varied. Staircase does not have to be reinstated but windows have to be replaced. Compliance due by 31 October 2015.</p>
<p>ENF/0010/10 etc Venn Bridge Works, Bridford.</p> <p>0159/10 Disposal of waste 0160/10 Unauthorised compound. 0162/10 Unauthorised bunds.</p>	26/01/10	01/10/10	15/12/10	07/06/11		<p>Legal action authorised to secure the cessation of the residential use of land and building, the removal of the residential accommodation and all domestic paraphernalia from the land including a portable cabin, to secure the cessation of the use of the land for keeping horses and the removal of an enclosed compound and waste deposited on the land. EN served 15/12/10 Appeal received; Dismissed and Notice Upheld June 2011</p>

					<p>Deadline for compliance with EN's extended to 28 Feb 2012 for the main parcel of land.</p> <p>Enforcement Notice covers two parcels of land in separate ownership. Western Power Distribution have completed necessary remedial works on its land but larger parcel acquired new owner in 2012 and some remedial works remain outstanding.</p> <p>A visit in July 2014 confirmed that the residential, equine, waste transfer and works depot use of the site have ceased but some bunds, a hardstanding and portable cabin are required to be removed and the land restored to its former condition. The Authority is seeking final resolution of these outstanding matters by the end of March 2015.</p> <p>A planning application is expected shortly seeking a change of use of the sheds to a mixed use of agriculture and the owners landscaping business.</p>
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Enforcement cases still outstanding in which legal action has been authorised (Committee and delegated)

Details	Case Opened	Legal Action Authorised	Notes
<p>ENF/00038/07 Walkham Mill, Walkhampton Unauthorised alterations to a listed building</p>	07/02/07	02/03/07	<p>Legal action authorised in March 2007.</p> <p>Following discussions with the Environment Agency and neighbouring landowner in March 2013, to ensure that flooding does not cause more damage to the properties and wider vicinity, the EA has recommended that the launder should not be re-built.</p> <p>Planning and listed building consent applications are required to ensure the preservation of the remaining significance of the listed building, the machinery, water wheel and remains of the launder and also to regularise the ground floor annex accommodation.</p> <p>A meeting was held on 22 October 2013 with the owner's agent and a scheme agreed to progress this long outstanding matter to a satisfactory conclusion. Despite a number of reminders, the Authority still awaits the necessary planning and listed building consent applications.</p> <p>A visit is due to take place on 10 February 2015 to discuss the proposed replacement launder and also the outstanding remedial works, during which it is proposed to set a compliance deadline in order to avoid the risk of legal action being taken. Members will be updated further at the meeting.</p>
<p>ENF/0010/10 etc Venn Bridge Works, Bridford.</p> <p>0159/10 Disposal of waste</p> <p>0160/10 Unauthorised compound.</p> <p>0162/10 Unauthorised bunds.</p>	26/01/10	01/10/10	<p>Legal action authorised to secure the cessation of the residential use of land and building, the removal of the residential accommodation and all domestic paraphernalia from the land including a portable cabin, to secure the cessation of the use of the land for keeping horses and the removal of an enclosed compound and waste deposited on the land.</p> <p>EN served 15/12/10</p> <p>Appeal received; Dismissed and Notice Upheld June 2011</p> <p>Deadline for compliance with EN's extended to 28 Feb 2012 for the main parcel of land.</p> <p>Enforcement Notice covers two parcels of land in separate ownership. Western Power Distribution have completed necessary remedial works on its land but larger parcel acquired new owner in 2012 and some remedial works remain outstanding.</p> <p>A visit in July 2014 confirmed that the residential, equine, waste transfer and works depot use of the site have ceased but some bunds, a hardstanding and portable cabin are required to be removed and the land restored to its former condition. The Authority is seeking final resolution of these outstanding matters by the end of March 2015.</p> <p>A planning application is expected shortly seeking a change of use of the sheds to a mixed use of agriculture and the owners landscaping business.</p>

Details	Case Opened	Legal Action Authorised	Notes
<p>ENF/0012/08 Kestor, Slade Cross, Bovey Tracey Unauthorised construction of track and parking of several vehicles on agricultural land</p>	16/01/08	03/12/10	<p>Legal action authorised to secure the removal of the unauthorised track; the cessation of the use of the land for the parking and/or storage of motor vehicles; and secure the restoration of the land. EN served 11/04/11; compliance due 01/09/11.</p> <p>Temporary permission (0020/11) granted Feb 2011 for a track through the field to enable the movement of building materials and machinery to build approved householder extension (ref: 0651/02).</p> <p>Permission expires Feb 2014 when reinstatement of land is required.</p> <p>Previous improvement with appearance of land but visit in May 2013 noted some deterioration. Case was heard at Newton Abbot Magistrates Court on 10 July 2013 and the landowner subsequently prosecuted and ordered to pay £2000 in fines plus costs (£150 per month). Visits to the site through the last half of 2013 noted little improvement in the appearance of the site, despite several meetings and detailed correspondence with landowners.</p> <p>As such; Case was heard at Newton Abbot Magistrates Court on 12 March 2014 and both landowners were prosecuted and ordered to pay £1250 (each) in fines plus costs.</p> <p>A visit to the site in December 2014 confirmed that all of the waste items and non-agricultural items have been removed from the land. The temporary track remains and is now the subject of a separate enforcement case. CASE CLOSED.</p>
<p>ENF/0295/09 Mardlewood House, Higher Combe, Buckfastleigh Unauthorised alterations to a listed dwelling, including the replacement of windows and the removal of a staircase and partition wall</p>	14/12/09	04/02/11	<p>Legal action authorised to secure the removal of the unauthorised windows and the replacement of the staircase and partition wall.</p> <p>LBEN served Sept 2011.</p> <p>Appeal found Notice to be a Nullity.</p> <p>Fresh EN issued 12 Sep 2012 with compliance by 19 Apr 2013.</p> <p>Appeal received Nov 2012.</p> <p>Appeal allowed in part and notice varied. Staircase does not have to be reinstated but windows have to be replaced. Compliance due by 31 October 2015.</p>
<p>ENF/0236/10 Hall Farm, Harford, Ivybridge Unauthorised alterations and works to the Building</p>	05/11/10	03/02/12	<p>Legal action authorised to secure the removal of the unauthorised windows and inner vestibule type doors, and to secure proper re-instatement of the original front door.</p> <p>LBEN served Feb 2012. Inspector found notice to be a Nullity.</p> <p>LBEN served Sept 2012. Three deadlines for compliance, final one being 19 Oct 2015. Appeal received Nov 2012.</p> <p>Appeal decision received 4th Nov 2013. Outcome was to quash the Listed Building Enforcement Notice <u>but</u> only on the basis that the owner of the property modifies all the windows to improve their appearance. The permission granted has conditions attached which require these works to be carried out.</p> <p>S106 agreement between owner and NPA - works to be completed by 22 December 2014. Visit in September 2014 confirmed that the terms of the legal agreement had been complied</p>

Details	Case Opened	Legal Action Authorised	Notes
			with in full. CASE CLOSED.
ENF/0162/12 Little Holme & 5 Pound Cottages, Lustleigh Unauthorised satellite dish	11/07/12	07/06/13	LBC application (ref. 0091/13) for erection of satellite dish refused 17 April 2013. Listed Building Enforcement Notice served 17 July 2013. Appeal Allowed 8 August 2014. CASE CLOSED.
ENF/0279/11 Elliots Farm, Buckland-in-the-Moor Unauthorised design and domestic use of agricultural building	22/09/11	01/03/13	Enforcement Notice served 17 April 2013. Appeal allowed and enforcement notice quashed, subject to agricultural use only and stone cladding to be completed. Compliance required by 11 October 2014. Site visit in October 2014 confirmed that stone cladding was complete. CASE CLOSED.
ENF/0202/11 Poole Farm, Bridford Unauthorised temp agricultural workers dwelling	05/07/11	Delegated	Breach of Condition Notice served 17 April 2013. Compliance required by 17 April 2014. Outline permission for permanent agricultural worker's dwelling granted 7 May 2013. However, application for full planning permission (0293/14) for permanent dwelling refused 9 September 2014. Owners stated that they are likely to appeal planning decision. Visit on 27 January 2015 confirmed temporary dwelling still on site. Breach of Condition Notice extant and open for prosecution. Now proposed to seek an injunction to secure the removal of the unit.
ENF/0271/08 Proper Job, Chagford Siting of unauthorised containers and portable buildings	06/10/08	03/05/13	Permission for construction of a pole barn to enclose cabins granted 14 May 2013 (0010/13). Enforcement Notice served 15 May 2013. Phased compliance due by 19 December 2014 with work in progress. Site visit 3 February 2015 confirmed new pole barn complete but compliance with enforcement notice overdue. Letter has been sent giving deadline for removal of two units near site entrance and the submission of an application for an additional pole barn to enclose remaining units by mid-March. Any permission for an additional pole barn will require its completion by end of 2015.
ENF/0196/09 1 Barnsfield Lane, Buckfastleigh Large shed constructed at bottom of rear garden	15/07/09	07/06/13	13 July 2012 permission granted for erection of replacement dwelling and change of use of part of orchard area to garden (0182/12). Enforcement Notice served 13 June 2013. Compliance extended to 31 March 2015.

Details	Case Opened	Legal Action Authorised	Notes
<p>ENF/0209/10 Holly Cottage, Ley Farm, Horndon Unauthorised use of stable, sand school and land, construction of round pen, tracks and field shelter and the filling in of drainage ditches</p>	22/10/10	04/10/13	<p>Extended period of evidence gathering and monitoring during 2011-12. An Enforcement Notice was issued in October 2013 requiring the cessation of the unauthorised equestrian use of the land and removal of the 'round pen' and other equestrian paraphernalia but, following further negotiation, this was superseded by a legal agreement in March 2014 that gave the Authority control over the use of the land in perpetuity whilst also achieving an improvement to the land. A visit in July 2014 appeared to confirm that the use of the land for equestrian purposes has ceased and that the round pen has been removed and the land restored. Monitoring of the 'mobile' field shelter continues and it is proposed to visit again prior to the meeting when Members will be updated further.</p>
<p>ENF/0167/12 Stone Park, Walkhampton Unauthorised pole barns</p>	17/07/12	Delegated	<p>Enforcement Notice served 4 December 2013 Appeal Allowed 27 November 2014 with landscaping condition attached. Non-compliance will result in removal of structures. CASE CLOSED.</p>
<p>ENF/0050/13 Southway Farm, Widecombe-in-the-Moor Unauthorised rooflight in curtilage listed building</p>	12/01/13	Delegated	<p>Listed Building Enforcement Notice served 12 December 2013 Appeal Dismissed. Compliance due 1 May 2015.</p>
<p>ENF/0182/13 Hyner Vale, Christow Unauthorised erection of prefabricated tunnel shaped building</p>	09/11/13	Delegated	<p>Enforcement Notice requiring removal of building served 15 January 2014. Compliance 23 March 2014. Appeal received against Notice. Appeal upheld on 13 June 2014 and Notice quashed due to incorrect service. However, the Inspector's decision did not grant any form of permission for the building and therefore did not restrict the ability of the Authority to take further enforcement action. Notice to be re-served but currently investigating further alleged breach on the land.</p>
<p>ENF/0087/13 Waye Plantation, Ashburton Unauthorised shipping container and timber buildings</p>	10/04/13	Delegated	<p>Enforcement Notices issued 15 January 2014 Compliance due by 24 March 2014. Appeal received – Currently awaiting appeal site visit and decision</p>
<p>ENF/0176/12 Greenbank, Chagford Unauthorised change of use to</p>	11/07/12	06/12/13	<p>Enforcement Notice issued 15 January 2014 Appeal Dismissed. Compliance due by 15 January 2016.</p>

Details	Case Opened	Legal Action Authorised	Notes
a dwelling			
ENF/0199/13 Great Rock Farm, Hennock Unauthorised residential use of mobile homes	04/10/13	07/03/14	Enforcement Notices issued 31 March 2014 Appeal underway. Site Visit held 19 January 2015 – Currently awaiting appeal decision.
ENF/0010/13 Violet House, Haytor Non-compliance with condition requiring demolition of former dwelling	07/01/13	Delegated	Application to vary original planning condition – Refused on 21 January 2014. BOC Notice issued 10 April 2014. Staggered compliance period ends on 10 October 2014. Building has been part demolished. Planning application for retention of a small section of the original building expected mid-February 2015. Members will be updated further at the meeting.
ENF/0194/13 Peasmore Field, Hennock Unauthorised caravan and engineering operations	24/09/13	Delegated	Enforcement Notices issued 10 April 2014. Visit 5 September 2014 confirmed notice complied with – caravan removed and pond infilled. CASE CLOSED.
ENF/0167/13 The Seed, 40 Fore Street, Buckfastleigh Change of use of shop to a mixed use incorporating a cafe	14/08/13	07/03/14	Enforcement Notice requiring the use of the premises for the sale of food and drink for consumption on the premises to cease and that all tables, chairs and other furniture which is used to facilitate a café use are removed from the premises served on 9 May 2014. Appeal Dismissed. Compliance due by 21 July 2015.
ENF/0070/12 The Barn, Whiteheads Cross, Dean Prior Unauthorised hardstanding and timber building	21/02/12	Delegated	Enforcement Notice requiring the removal of building and hardstanding issued 12 May 2014 Compliance due by 16 August 2014. Appeal underway. Site Visit held 19 January 2015 – Currently awaiting appeal decision.
ENF/0209/13 Middle Venton Farm, Drewsteignton Unauthorised change of use of land to domestic curtilage	16/10/13	02/05/14	Enforcement Notice issued 30 June 2014 Compliance due by 29 August 2014. Appeal received – Currently awaiting appeal site visit and decision.
ENF/0266/13 Building at Little Sigford Farm, Sigford	18/12/13	04/07/14	Enforcement Notice issued 15 August 2014 Compliance due by 25 February 2014.

Details	Case Opened	Legal Action Authorised	Notes
Conversion and use of former agricultural building as residential accommodation			Appeal underway – Public Inquiry to be held on 28 April 2015.
ENF/0112/14 The Great Hall, Mapstone Hill, Lustleigh Unauthorised two storey building in garden	19/05/14	Delegated	Planning Contravention Notice issued 26 January 2015.
ENF/0198/11 Land at Gidleigh Woods Unauthorised caravans and shipping containers	29/06/11	Delegated	Planning Contravention Notice issued 22 September 2014. Landowner has stated that the remaining caravan and the two containers will be removed when the weather and ground conditions improve. Site visit to check on remedial works to take place end of March 2015.
ENF/0064/12 Middle Venton, Drewsteignton Various unauthorised alterations to listed building	19/03/12	Delegated	Listed Building Enforcement Notices issued 13 January 2015. Appeal expected – deadline for appeal is 16 February 2015.
ENF/0194/14 5 Whistley Hill, Ashburton Unauthorised UPVC window in listed property	13/08/14	Delegated	Planning Contravention Notice issued 15 January 2015. Site visit arranged with HBO and owner 12 February.
ENF/0119/13 6 Whistley Hill, Ashburton UPVC window on the rear first floor and UPVC back door	07/06/13	Delegated	Listed Building Enforcement Notice issued 23 October 2013 requiring removal of unauthorised window and door and their replacement. Appeal Dismissed and Notice Upheld 2 October 2014. Compliance due 2 July 2015.
ENF/0186/13 Seven Acre Farm, Bridford Failure to remove temporary agricultural workers dwelling	11/09/13	07/02/14	Breach of Condition notice issued 30 September 2014. Compliance due 1 October 2015.
ENF/0205/13 3 Rose Cottages, Lydford Unauthorised garage roof	17/10/13	Delegated	Enforcement Notice issued 12 January 2015. Compliance due 22 April 2015.

DARTMOOR NATIONAL PARK AUTHORITY

AUDIT & GOVERNANCE COMMITTEE

20 February 2015

**CONSERVATION AND COMMUNITIES DIRECTORATE PERFORMANCE REPORT –
QUARTER 3 (OCTOBER – DECEMBER 2014)**Report of the Director of Conservation and Communities

Recommendations : **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 2014/15 financial year. It provides an opportunity for discussion and challenge. A full report was provided at quarter 2 and therefore this report provides a short update highlighting areas of significant progress or slippage.

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

- 2.1 **Dartmoor Mires Project** – After a long period of restoration in the summer/autumn the team have focussed effort in planning further restoration on site in February/March.
- 2.2 **Living Dartmoor** – This is on target. 11 out of 12 species plans and 3 out of 4 habitat plans are now completed. The target for this year is to complete the 16 Delivery plans for the habitats and species.
- 2.3 **Cuckoo Project** – project complete.
- 2.4 **Heritage Assets at Risk** - target reached 10 Monuments at Risk removed from the register.
- 2.5 **Whitehorse Hill** - this project continues to generate significant interest from a wide range of people. Six talks have been delivered recently with the last two at Meavy and Chagford attracting nearly 200 people.
- 2.6 **Bronze Age Archaeology** – this project is part of Moor the meets the eye scheme. We anticipate that it will remain on target to deliver in Year 1 of the scheme despite delay in delivering a planned geo-physical survey due to ground conditions.
- 2.7 **Higher Uppacott** – Another project with funding through Moor than meets the eye and is currently on target. Listed building consent and English Heritage approval for windows is now in place and application for listed building consent for on the

proposals to improve the fabric and representation of the building have been submitted. If this application is approved it is anticipated that works will commence on time and to budget.

- 2.8 **Hill Farm Project** – the current RDPE funded project came to an end on 31 December. The final claim and report is being completed. The target of 30 farmers receiving training has been significantly exceeded (125). A funding application to the Princes Countryside Fund was approved in December and future of the Project is now secure for two years from 1 February. Continued funding has also been secured from the Duchy of Cornwall.
- 2.9 **Car Park Charges** - work has started to consider the options for introducing car park charges at other sites owned or leased by the Authority. This has been delayed due to staff capacity and to ensure full consideration of our experience at Princetown
- 2.10 **Moor than meets the eye** - the full staff team are now in place and the first claim to HLF was submitted in January.

3 ENJOY

- 3.1 **Community Safety Accreditation Scheme** – Scheme all approved, Rangers have completed training, awaiting uniform and badges.
- 3.2 **Granite and Gears** – these projects are on track. The Authority are leading on a number of projects within the overall scheme most of which are on track. Renewal of the access agreement is taking longer than anticipated but progressing and the Postbridge hub is being linked into a wider access project through Moor than meets the eye; work on this is being picked up in March.
- 3.3 **Public Rights of Way** – we have continued to deliver the SLA with Devon County Council and the survey undertaken in October shows an increase in that the percentage of rights of way that are easy to use (86.80%) compared to the 84% in May. This means that the target has been achieved for this year. A positive trend and hopefully reflects the investment in public rights of way since last winter. We are awaiting implementation of two large schemes to replace Swincombe bridge and make improvements to the South Hessary bridleway, both should start before the end of March.
- 3.4 **Outreach** – There has been an influx of requests for education walks over the third quarter of the year seeing a rise from 154 in 2013 to 618 in 2014. This reflects the bronze age theme which has become a significant part of the national curriculum for history. Outreach activity has also continued and the team have attended 16 events reaching out to 960 people. The Farmwise event at Westpoint was very successful and a team of 6 people (2 staff and 4 volunteers) engaged with 400 children.
- 3.5 **Interactive Heritage Trails map** – this is a Moor than meets the eye project to deliver a web based map which show a range of access trails which link with features of interest. It is on target to deliver over the first two years of the Scheme.

4 PROSPER

- 4.1 **Volunteering** – we have continued to offer a range of volunteering opportunities. The number of volunteer days is down by nearly 37% on last year but this is an improvement on the comparison at the end of Q2. We believe this is related to issues of staff capacity and the need to identify practical jobs on the ground well in advance. At year-end we will undertake full analysis and comparison against 2013/14 to identify where the major changes have taken place. A report further on this agenda considers progress towards the Volunteer Strategy and makes some comparisons with other National Park's
- 4.2 **Your Dartmoor Fund** - there has been a slow start to the allocation of funds this year due to changes in the scheme to better align it to the Management Plan. There has been a final flurry of applications since Christmas and a full report will be provided at year end.
- 4.3 **Parishscapes** – This is a Moor than meets the eye project and is being worked up with local communities, it is on target to support four community based heritage activities in Year 1.

5 Overview of Performance

- 5.1 Generally progress against targets is good. There are a couple of areas that will further analysis at year end. Although the number of recreation events and participants is decreasing, average size of events is increasing which is not the direction of travel we are aiming for. Likewise the number of volunteer days is decreasing and this disappointing trend is discussed above.
- 5.2 It is worth noting an increase in core work this year which is not always reported. Members will note from paragraph 3.4 the significant increase in education walks this quarter which is very positive but does involve our team in additional administration. I would also like to draw Members attention to the number of formal development management consultations to the Ecology team which has risen from 146 in 2013 to 250 for the same period in 2014. Again this is a trend which requires some analysis to ascertain whether it is likely to continue and impact on staff time for other projects

6 Equality and Sustainability Impact

There are no sustainability or equality issues to report.

7 Financial Implications

All work detailed above has been completed through the agreed budget for 2014/15. There are no significant underspends to report.

ALISON KOHLER