

Public Document Pack

Peak District National Park Authority

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Aldern House, Baslow Road, Bakewell, Derbyshire. DE45 1AE



Our Ref: A.1142/2389

Date: 28 November 2019



NOTICE OF MEETING

Meeting: **Programmes and Resources Committee**

Date: **Friday 6 December 2019**

Time: **10.00 am**

Venue: **Aldern House, Baslow Road, Bakewell**

SARAH FOWLER
CHIEF EXECUTIVE

AGENDA

- 1 **Apologies for Absence**
- 2 **Minutes of Previous Meeting held on 4 October 2019** (*Pages 5 - 8*) 5 mins
- 3 **Urgent Business**
- 4 **Members' Declarations of Interest**
- 5 **Public Participation**

FOR DECISION

- 6 **Proposed Plan for the Programmes and Resources Committee's Forthcoming Work on Two of the Four Agreed Programmes** (*Pages 9 - 22*) 45 mins
Appendix 1
Appendix 2
Appendix 2a
- 7 **Review of Occupational Safety and Health Policy** (*Pages 23 - 36*) 10 mins
Appendix 1

Appendix 2

- | | | |
|----------|---|---------|
| 8 | Creation of a Programmes and Resources Committee Climate Change Member Task Group <i>(Pages 37 - 44)</i>
Appendix 1 | 20 mins |
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FOR INFORMATION

- | | | |
|-----------|---|---------|
| 9 | National Park Management Plan Climate Change Summit Briefing Report <i>(Pages 45 - 48)</i> | 10 mins |
| 10 | Hope Valley Explorer <i>(Pages 49 - 56)</i>
Appendix 1 | 10 mins |
| 11 | Peak District National Park Foundation Update <i>(Pages 57 - 62)</i>
Appendix 1 | 10 mins |
| 12 | Annual Report of the Due Dilligence Panel <i>(Pages 63 - 66)</i> | 10 mins |

Duration of Meeting

In the event of not completing its business within 3 hours of the start of the meeting, in accordance with the Authority's Standing Orders, the Authority will decide whether or not to continue the meeting. If the Authority decides not to continue the meeting it will be adjourned and the remaining business considered at the next scheduled meeting.

If the Authority has not completed its business by 1.00pm and decides to continue the meeting the Chair will exercise discretion to adjourn the meeting at a suitable point for a 30 minute lunch break after which the committee will re-convene.

ACCESS TO INFORMATION - LOCAL GOVERNMENT ACT 1972 (as amended)

Agendas and reports

Copies of the Agenda and Part A reports are available for members of the public before and during the meeting. These are also available on the website <http://democracy.peakdistrict.gov.uk>

Background Papers

The Local Government Act 1972 requires that the Authority shall list any unpublished Background Papers necessarily used in the preparation of the Reports. The Background Papers referred to in each report, PART A, excluding those papers that contain Exempt or Confidential Information, PART B, can be inspected by appointment at the National Park Office, Bakewell. Contact the Democratic and Legal Support Team on 01629 816200, ext 362/352. E-mail address: democraticandlegalsupport@peakdistrict.gov.uk

Public Participation and Other Representations from third parties

Anyone wishing to participate at the meeting under the Authority's Public Participation Scheme is required to give notice to the Director of Corporate Strategy and Development to be received not later than 12.00 noon on the Wednesday preceding the Friday meeting. The Scheme is available on the website <http://www.peakdistrict.gov.uk/looking-after/about-us/have-your-say> or on request from the Democratic and Legal Support Team 01629 816362, email address: democraticandlegalsupport@peakdistrict.gov.uk.

Written Representations

Other written representations on items on the agenda, except those from formal consultees, will not be reported to the meeting if received after 12noon on the Wednesday preceding the Friday meeting.

Recording of Meetings

In accordance with the Local Audit and Accountability Act 2014 members of the public may record and report on our open meetings using sound, video, film, photograph or any other means this includes blogging or tweeting, posts on social media sites or publishing on video sharing sites. If you intend to record or report on one of our meetings you are asked to contact the Democratic and Legal Support Team in advance of the meeting so we can make sure it will not disrupt the meeting and is carried out in accordance with any published protocols and guidance.

The Authority uses an audio sound system to make it easier to hear public speakers and discussions during the meeting and to make a digital sound recording available after the meeting. From 3 February 2017 the recordings will be retained for three years after the date of the meeting.

General Information for Members of the Public Attending Meetings

Aldern House is situated on the A619 Bakewell to Baslow Road, the entrance to the drive is opposite the Ambulance Station. Car parking is available. Local Bus Services from Bakewell centre and from Chesterfield and Sheffield pick up and set down near Aldern House. Further information on Public transport from surrounding areas can be obtained from Traveline on 0871 200 2233 or on the Traveline website at www.travelineeastmidlands.co.uk.

Please note that there is no catering provision for members of the public during meal breaks. However, there are cafes, pubs and shops in Bakewell town centre, approximately 15 minutes walk away.

To: Members of Programmes and Resources Committee:

Chair: Mr Z Hamid
Vice Chair: Mr J W Berresford

Cllr J Atkin	Cllr C Farrell
Cllr C Furness	Dr J Haddock-Fraser
Cllr Mrs G Heath	Cllr B Lewis
Cllr A McCloy	Cllr C McLaren
Cllr V Priestley	Cllr P Tapping
Cllr R Walker	Mrs C Waller
Ms Y Witter	Cllr B Woods

Other invited Members: (May speak but not vote)

Cllr D Birkinshaw Mr R Helliwell

Constituent Authorities
Secretary of State for the Environment
Natural England

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MINUTES

Meeting: **Programmes and Resources Committee**

Date: Friday 4 October 2019 at 10.00 am

Venue: Board Room, Aldern House, Baslow Road, Bakewell

Chair: Mr Z Hamid

Present: Mr J W Berresford, Cllr C Farrell, Cllr C Furness, Dr J Haddock-Fraser, Cllr Mrs G Heath, Cllr A McCloy, Cllr C McLaren, Cllr P Tapping, Cllr R Walker, Mrs C Waller, Ms Y Witter and Cllr B Woods

Apologies for absence: Cllr B Lewis

1/19 URGENT BUSINESS

The Chair reported that there were no items of urgent business to consider.

2/19 MEMBERS' DECLARATIONS OF INTEREST

Item 5

Cllr Andrew McCloy declared a personal interest as a member of the Ramblers Association.

3/19 PUBLIC PARTICIPATION

Eight members of the public were present to make representations to the Committee.

4/19 PROPOSED TRAFFIC REGULATION ORDER AT WETTON HILLS (A76228/SAS)

It was noted that some Members of the Committee had visited the site on the previous day.

Sue Smith, the Rights of Way Officer informed Members that a Section 56 notice had been served on Staffordshire County Council Highways, to reinstate the route. Works had taken place in September 2019 which were now substantially completed and a temporary TRO had been made by Staffordshire County Council to facilitate the works. Members now needed to consider whether these works had an effect on the decision taken in September 2018 to proceed to make a permanent traffic regulation order.

The Officer then went onto introduce the report and informed Members of 4 representations that had been received by the Authority since the report had been published, from Staffordshire County Council, GLASS, Trail Riders Fellowship and the National Trust, which she then went onto summarise.

The following spoke under the public participation at meetings scheme:

Andrew Sebire, Supporter
Andrew Whitehouse, Supporter
Anne Robinson, Friends of the Peak District
Alison Turner, Local Access Forum
Patricia Stubbs, Peak District Green Lanes Alliance
Susan Reiblein, Supporter
Martin Snowdin, Supporter
Phillipa Stupples, Supporter

Members considered that the repairs undertaken by Staffordshire County Council had not changed the character or fabric of the route and that the reason for making a permanent traffic regulation order had not changed. A permanent TRO was needed to preserve the amenity and conserve the natural beauty and character of the route which outweighed the needs of mechanically propelled vehicular users of the route notwithstanding that such a restriction would affect the expeditious and convenient use of the route by mechanically propelled vehicles.

The motion to proceed with the making of a permanent traffic regulation order was moved, seconded, voted on and carried.

RESOLVED:

That Members agreed that the resolution at the ARP Committee meeting on 7th September 2018 is confirmed and the Authority proceeds to make a Permanent Traffic Regulation Order under Section 22 BB(2)(a) Road Traffic Regulation Act 1984 that will have the effect of prohibiting use by mechanically propelled vehicles at all time at Wetton Hills (subject to specified exemptions).

Cllr C Farrell and Mrs C Waller left the room at 10.55am and returned at 11.00am

5/19 PROPOSED PLAN FOR THE PROGRAMME AND RESOURCES COMMITTEE'S FORTHCOMING WORK ON THE FOUR AGREED PROGRAMMES (SF)

Sarah Fowler, Chief Executive presented her report to Members to outline the 4 agreed programme areas of the new Programmes and Resources Committee and how those areas would support the delivery of the 2019-24 Corporate Strategy. It also showed which Officer within the Authority would be overseeing those areas, and the indicative timetable.

The 4 agreed programme areas were Climate Change, Landscape Monitoring and Delivery, Volunteering and Visitor Experience and Recreation Hubs.

It was considered that there was a need for a Member led Task and Finish Climate Change Working Group to be set up with Officers, as there was concern amongst Members that the target date of 2050 for being carbon neutral was too far off, and that the Authority needed to work to respond to the climate change challenge, particularly as there were other organisations that had set target dates of 2030.

Sarah Fowler reported that a paper updating Members on the Climate Summit, which was taking place in Buxton on the 15th October, would be presented to the next Programmes & Resources Committee in December, but that the Climate Change Vulnerability Assessment would not be available so would be presented at a future Committee for discussion. The Chief Executive suggested that the next meeting would be an appropriate time to for the

Committee to consider the role, responsibilities and resources for the suggested Climate Change Task and Finish Group.

The Members thanked Officers for the work done so far and noted that as this was a new way of working it would be sensible to keep it under regular review.

The recommendation as set out in the report was moved, seconded, put to the vote and carried.

RESOLVED:

- **That Members approve the proposed approach for Member and Officer engagement into each of the 4 programmes.**
- **That Members approve the proposed programme activity and strategic engagement for 2 of the 4 programme areas – climate change and landscape programmes monitoring and delivery.**

The meeting ended at 11.30 am

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6. PROPOSED PLAN FOR THE PROGRAMME AND RESOURCES COMMITTEE'S FORTHCOMING WORK ON TWO OF THE FOUR AGREED PROGRAMMES (SF)

1. Purpose of the report

To confirm the content for member and officer engagement in the programme development element for the two agreed programmes on 'volunteering' and on 'visitor experience and recreation hubs'.

2. Key Issues

- At the Authority, meeting on the 24 May 2019 members agreed the setting up of the Programme and Resources Committee to replace the Audit, Resources and Performance Committee. It was agreed this Committee will oversee the review process for strategic policy documents, programme development and take responsibility for HR and other resources decisions.
- It was agreed that for the programme development part of the Programmes and Resources Committee, the Committee will oversee 3-4 major development programmes for the year that help deliver the strategic interventions of the Corporate Strategy. These programmes will support early member engagement in the strategic development of these key areas of activity in the corporate strategy and in advance of resource decisions that may need to be taken on operational delivery.
- At the 19 July Authority meeting members approved the following four themes to make up the programme element of the Programme and Resources Committee
 - climate change;
 - volunteering;
 - landscape programmes monitoring and delivery;
 - visitor experience and recreation hubs.
- At 4 October Programme and Resources Committee members confirmed the proposed template to highlight how the Committee will have strategic oversight of each of the four programmes and the content of engagement for two of the four programmes ('climate change' and 'landscape monitoring and delivery')
- The paper then populates the template for final two of the four programmes – 'volunteering' and 'visitor experience and recreation hubs' - with a covering explanatory text on why these themes are important to the Authority.

3. Recommendations

1. **Members are asked to comment on and approve the proposed programme activity and strategic engagement for 2 of the 4 programmes areas – volunteering and visitor experience and recreation hubs.**

How does this contribute to our policies and legal obligations?

4. The four programme areas support delivery of the Corporate Strategy 2019-24

5. Background Information

5.1 The Programme and Resources (P&R) Committee replaced the Audit, Resources and Performance Committee in July 2019.

5.2 The purpose of the P&R Committee is threefold:

- a) To oversee the review process for strategic policy documents, such as the National Park Management Plan and Local Development Plan
- b) To oversee the review process for programme development, such as volunteering,

income generation, recreation hubs, landscape monitoring and landscape partnerships

- c) To take responsibility for in-year financial and HR and other resources decisions delegated to it by the Authority.

5.3 It was also agreed that **by exception** the Committee will set up discrete task and finish working groups of members and officers to report to it.

5.4 This paper deals with purpose b) of the Committee described above – namely it creates time for members to engage with some of the key strategic interventions of the Corporate Strategy 2019-24. It allows the committee to look forward and consider long-term development and the strategic direction of some of the critical key areas for the Authority, in contrast to the Committee's other role on resource decision making.

6. Proposals

6.1 The work plan for the Programmes and Resources Committee draws from these items above and supports the 4 themes of:

- climate change;
- volunteering;
- landscape programmes monitoring and delivery;
- recreation hubs and visitor engagement

6.2 The benefit of taking this programme approach are that it:

- Creates space and focus on strategic interventions 2019 – 2024
- Provides a best practice framework and process for delivery of interventions in a strategic and planned way
- Supports the ambition of the new Programme and Resources Committee engaging members in park wide strategic challenges
- Opportunity to streamline approvals and resources – One team
- Builds on the capability and success of a programme approach by Moors for the Future and South West Peak programmes.
- Language and presentation aligns with Government's 25 Year Environment Plan, the Landscapes Review final report and the Peak District National Park Management Plan.

6.3 Appendices 1 and 2 identify in more detail the proposed activities for 2 of the four programmes, with a covering paper on context and background and then a description of scope and activities, how they fit with the Corporate Strategy KPIs and an indicative timetable for the Committee and member engagement.

7. Are there any corporate implications members should be concerned about?

Financial:

The proposed work programme supports delivery of the 2019-24 Corporate Strategy and the implications on resources will be identified and considered as the programmes are developed.

8. Risk Management:

The proposed work programme supports delivery of the 2019-24 Corporate Strategy.

Sustainability:

There are no sustainability issues to highlight.

Equality: There are no significant equality issues.

9. Background papers (not previously published)

None

10. Appendices

Appendix 1 – Proposal for the Volunteering Programme

Appendix 2 and 2a - Proposal for the Visitor Experience and Recreation Hubs
Programme

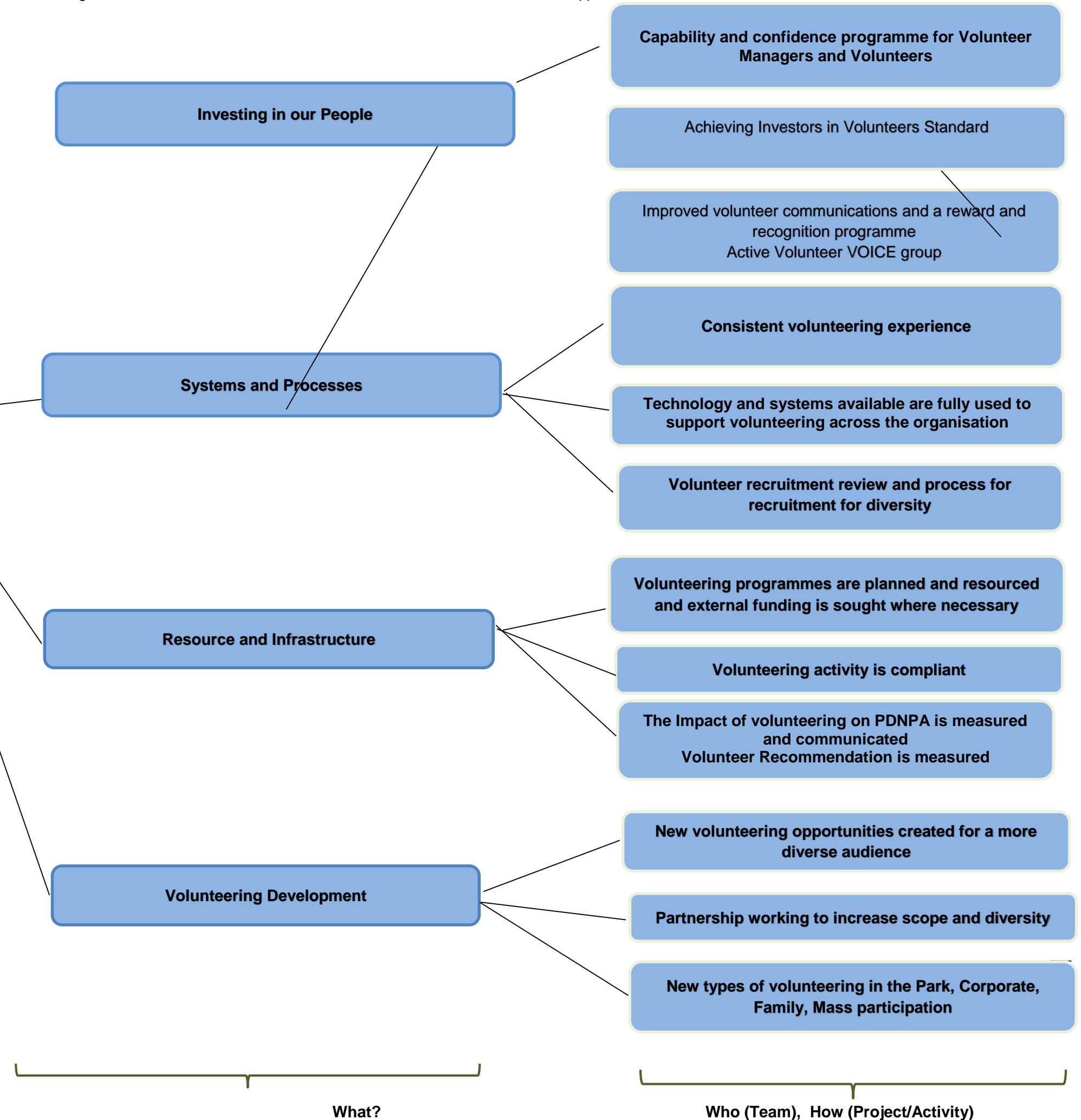
Report Author, Job Title and Publication Date

Sarah Fowler, Chief Executive, 28 November 2019

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Volunteering Programme: Our ambition and scope of current activities

Volunteering Vision:
That the PDNPA is recognised for offering a rewarding and enjoyable volunteering experience. Where volunteers are a valued, integral part of a diverse team, whose contribution as ambassadors for the place and to delivering our purposes is recognised, celebrated and rewarded.



Volunteering: Targets and Timescales in Corporate Strategy



CS 2024	KPI 15: An extra £250,000 in volunteer support	KPI 11: PDNP audience reach is 30% closer to demographics of those within an hour's travel	KPI 12: Peak District National Park connection is increased by 20%	KPI 4: Restoration activities on 1,500 hectares of degraded blanket bog
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CS 2024	KPI 8: 5% increase in audiences actively engaging with cultural heritage	KPI 6: At least 400 hectares of new native woodland created	KPI 23: Workforce closer to the demographics of those within an hour's travel time of the PDNP	KPI 18: 1,000 PDNPA interventions facilitating community development
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Indicative Timescale For Member Engagement – Shaping¹, decision making² and informing/updating³

Committee, Forum or Meeting Dates	Project or Activity
6th December 2019 Programmes and Resources Committee	Volunteering Programme 2019-2024 (2) Introduction to the volunteer action plan 2019-20 (2)
20 th March 2020 Programmes and Resources Committee	Volunteer Vision (1) Volunteer Managers Capability and Confidence programme (3) Volunteer Engagement Plan (3)
1 st May 2020 Programmes and Resources Committee	Investors in Volunteers accreditation plan (1)

Volunteering Programme

Volunteering Vision

Our vision is:

That the PDNPA is recognised for offering a rewarding and enjoyable volunteering experience. Where volunteers are a valued, integral part of a diverse workforce, whose contribution as ambassadors for the place and to delivering our purposes is recognised, celebrated and rewarded.

We will do this by:

- Providing training and support for volunteers and volunteer managers.
- Working to overcome barriers to volunteering such as accessibility and transport.
- Providing a range of volunteering opportunities to suit our audiences, and ensuring our volunteers are aware of all opportunities across the PDNPA.
- Involving volunteers in decision making processes that affect their roles.
- Having a clear 'volunteer journey' including recruitment induction and ongoing support.
- Providing good communication (coordinated, consistent, continuous and appropriate)

By 2024 the volunteering programme will help deliver the corporate strategy in the following ways:

KPI 15: An extra £250,000 in volunteer support: Volunteering will deliver 10,000 volunteering days pa with a value of over £1million.

KPI 11: PDNP audience reach is 30% closer to demographics of those within an hour's travel: New and varied volunteering opportunities will be available to attract more diverse volunteers.

KPI 12: Peak District National Park connection is increased by 20%: We will recognise and celebrate the enormous value our volunteers bring to the PDNPA and deepen their support as our ambassadors.

KPI 4: Restoration activities on 1,500 hectares of degraded blanket bog: Volunteering programmes will be strengthened and developed on a landscape scale working with South West Peak, Moors for the future project and other landowners.

KPI 8: 5% increase in audiences actively engaging with cultural heritage: New volunteering roles and projects will be developed to engage individuals and groups in cultural heritage.

KPI 6: At least 400 hectares of new native woodland created: Volunteer programmes will be created to support tree planting through regular volunteering, corporate volunteering, and partnerships.

KPI 23: Workforce closer to the demographics of those within an hour's travel time of the PDNP: The volunteer profile will clearly reflect the national demographic and be an integral part of our team.

KPI 18: 1,000 PDNPA interventions facilitating community development: Volunteering activities will support community aspirations

Background

The PDNP has a large volunteer force mainly across two directorates. However, there are inconsistencies in how volunteers are managed and in the offer different volunteers receive. There is a great potential to work with volunteers to support the work of the National park and enable us to do far more than we could with just paid staff. Our volunteer offer is currently focused on practical conservation activities, and there is huge scope to widen this offer that will also appeal to a wider volunteer pool. A large proportion of the volunteer body is aged 65 + and there is a need to plan for the future to diversify our people and volunteering offer.

Programme Proposal

The four main elements of volunteer programme are set out in the diagram above. This illustrates our ambition and scope of activities that are currently assisting in achieving this. The main elements to the programme are divided as:

- Investing in our people- to ensure volunteers and volunteer managers are supported
- Systems and processes- to ensure a consistent experience
- Resource and infrastructure- to ensure that volunteering is planned for
- Volunteering development- to ensure that we diversify our offer and are fit for the future.

This work will be led by the volunteer coordinator supported by the CDO directorate, HR, the volunteer VOICE group and relevant staff. The ambition is that the volunteering programmes will involve all directorates of the PDNPA by 2024.

Member Engagement

The activities outlined above are all at different stages of development, however, there are opportunities for Members to engage with volunteering development through attending volunteer VOICE meetings, the Ranger Information day in Feb 2020 or conservation volunteering events in 2020 as part of encouraging the wider PDNPA team to get involved.

Funding

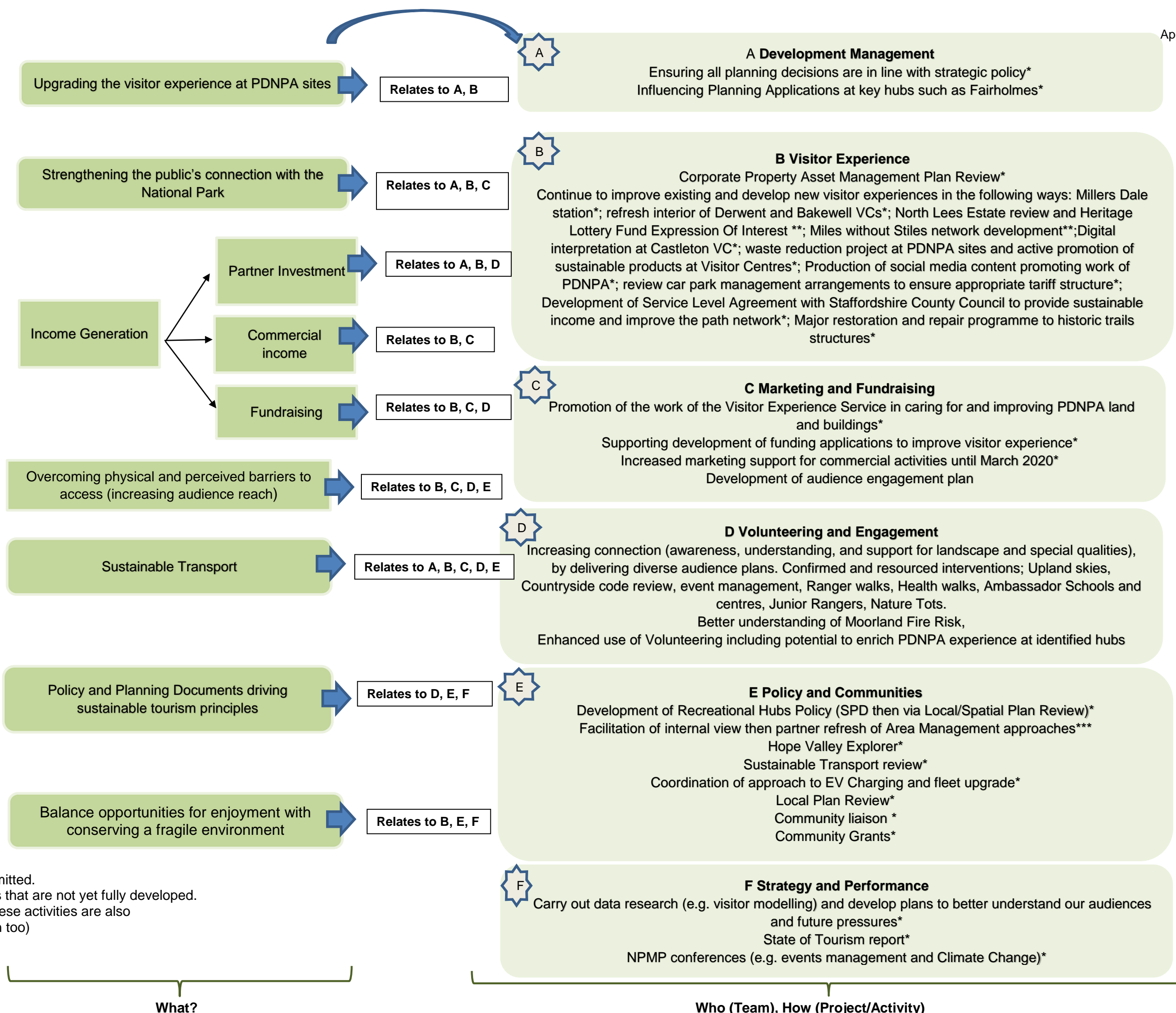
The scope of current activities set out in the diagram above will be delivered by the Volunteer Coordinator working with Heads of service to identify and plan for volunteer programmes in their departments. Current volunteering activity (travel expenses, clothing and training) is funded through individual departmental budgets and this resource will need to be budgeted for annually. A Core PDNPA volunteering budget will need to be established to support training and development, volunteer management systems (Better Impact), improving communication and volunteer engagement (to include reward and recognition). The annual budget to support volunteering activities across the PDNPA (outside day to day operational requirements) would be approximately 15-20k. External funding and partnerships will be actively sought to support further volunteering development and programmes.

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Visitor Experience Development and Recreation Hubs: Our ambition and scope of current activities

Visitor Experience and Recreation Hubs

Our ambition:
A National Park loved and supported by diverse audiences



Notes

- * These projects are funded and committed.
- **Please note, there are other projects that are not yet fully developed.
- *** Working in partnership (some of these activities are also undertaken by the Authority on its own too)

Visitor Experience and Recreation Hubs: Targets and Timescales in Corporate Strategy



CS 2024	KPI 2a: Net enhancement of natural beauty
CS 2040	KPI 2a: Increased net enhancement of natural beauty



KPI 2b: 100% of planning decisions in accordance with strategic policy
KPI 2b: Increased net enhancement of natural beauty



KPI 8: 5% increase in audiences actively engaging with cultural heritage
KPI 8: 25% increase in audiences actively engaged with cultural heritage



CS2024	KPI 11: Peak District National Park audience reach that is 30% closer to demographics of those within an hour's travel time of the National Park
CS2040	KPI 11: Peak District National Park audience that matches regional demographics



KPI 12: Peak District National Park connections is increased by 20%
KPI 12: 40% increase in connection to the Peak District National Park



KPI 26: Corporate Asset Management Plan adopted and implemented
KPI 26: Corporate Asset Management Plan adopted and implemented



CS 2024	KPI 13: Peak District National Park Authority awareness is increased by 30%
CS 2040	KPI 13: 50% increase in awareness of Peak District National Park Authority



KPI 14: Generate an extra £500,000 sustainable gross revenue income
KPI 14: Generate an extra £1 million sustainable gross revenue income



KPI 15: An extra £250,000 in volunteer support
KPI 15: An extra £500,000 in volunteer support



CS 2024	KPI 19: 100% increase in individuals and groups actively using Peak District National Park Authority digital channels for community development
CS 2040	KPI 19: 200% increase in individuals and groups actively using Peak District National Park Authority digital channels for community development



KPI 20: An extra 500 residents involved in community life due to PDNPA grants
KPI 20: An extra 2000 residents involved in community life due to PDNPA grants

Indicative Timescale For Member Engagement – Shaping¹, decision making² and informing/updating³

Committee, Forum or Meeting Dates	Project or Activity
6 December 2019	Summary of programmes for consideration by P&R Committee ¹
Autumn 2019 Member Steering Group for Local Plan To follow Authority meeting and Members Forum on 1 st November	Scope of review, engagement planning and early thinking on evidence needs for the Local Plan review ²
6 December 2019 Programmes and Resources Committee	Hope Valley Explorer Update and plans for season 2 (2020) ³
16 January 2020	Consultation on options for Stanage North Lees Estate ¹
February Authority Meeting	Approval of medium term financial plan for the Authority ²
February 2020 member steering group for Local Plan (and on subsequent Authority meetings)	Local Plan review update and progress with recreation hubs policy development ¹
20 March 2020 Programmes and Resources Committee	Decision on business case for future of Stanage North Lees Estate ² Approval of Corporate Property Asset Management Plan ²
April 2020 (TBC)	Launch of Millers Dale goods shed visitor experience ³
22 May 2020	National Park Management Plan Annual Monitoring Report 2019/20 ¹
Mid 2020	Future sustainable programme delivery for the South West Peak Landscape Partnership ¹

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Visitor Experience and Recreation Hubs October 2019

Programmes and Resources supplementary text

Our Policies and Legal Obligations

One of two central purposes of National Parks as amended by the Environment Act 1995 is:

“to promote opportunities for the understanding and enjoyment of the special qualities of those areas [the National Parks] by the public”

This purpose takes its roots back to the original 1949 National Parks and Access to the Countryside Act with the campaigns for access and its origins in the health and well-being of the nation.

In 2016 DEFRA produced an 8 point plan. Amongst these were:

- ***Connect young people with nature;***
- ***National parks driving growth in international tourism;***
- ***Everyone’s National Parks; and***
- ***Health and Wellbeing in National Parks***

This has helped the Peak District National Park Authority to shape its own corporate plan priorities and has resonated with the creation of a new **National Park Management Plan** with Areas of Impact including:

- **A National Park for everyone**
- **Encouraging enjoyment with understanding**
- **Supporting thriving sustainable communities and economy**

Our Corporate Strategy 2019-24 has ten key performance indicators (KPIs) that are relevant to Visitor Experience and Recreation Hubs and these are across all strategy outcomes. The relevant indicators are as follows:

KPI 2a: Net enhancement of natural beauty

KPI 2b: 100% of planning decisions in accordance with strategic policy

KPI 8: 5% increase in audiences actively engaging with cultural heritage

KPI 11: Peak District National Park audience reach that is 30% closer to demographics of those within an hour’s travel time of the National Park

KPI 12: Peak District National Park connections is increased by 20%

KPI 13: Peak District National Park Authority awareness is increased by 30%

KPI 14: Generate an extra £500,000 sustainable gross revenue income

KPI 15: An extra £250,000 in volunteer support

KPI 19: 100% increase in individuals and groups actively using Peak District National Park Authority digital channels for community development

KPI 20: An extra 500 residents involved in community life due to PDNPA grants

KPI 26: To have a corporate Asset Management Plan

The Local Plan for the National Park also sets out a range of policies to guide our planning decisions in relation to recreation sites. Currently the Local Plan comprises:

Part 1 – Core Strategy (adopted October 2011)

Part 2 – Development Management Policies (Adopted May 2019)

The Local Plan as a whole has now entered a period of comprehensive review, which will assess the need for revised policies on recreation hubs at a “whole park” spatial scale.

Background

The Park supports 13 million visits each year and this number will increase. The Authority has an important role to play in managing these visitors by:

- Offering relevant opportunities for engagement for all
- Increasing love and support for the National Park
- Ensuring that the impact of visitors on the special qualities of the National Park is minimised

The Authority has a long-standing ambition to maximise income alongside providing opportunities for enjoyment and understanding from its visitor experience assets and in order to do this must strive to be relevant to society as a whole and particularly to currently under-represented groups.

Visitors are key to achieving the Authority’s targets in relation to support (time/money/advocacy) but must be managed sensitively to ensure that the Park maintains the elements that attract those visitors to it.

Proposal

In line with the Corporate Strategy, the Authority is already undertaking many activities, both on its own and in partnership, that assist in meeting the ambition. These are set out in appendix 1 to this report. This illustrates our ambition and scope of activities that are currently assisting in achieving this.

Member Engagement

The activities outlined in appendix 1 to this report are all at different stages of development, however, there are opportunities for Members to engage with some key projects and a range of meeting opportunities are also listed at the end of Appendix 1.

Funding

The scope of current activities set out in appendix 1 that have funding and resources to deliver them are identified. There are activities that are currently unfunded and the funding mechanism cannot be defined at this stage. Funding for VE developments is currently limited by cost recovery targets and other agreed funding mechanisms set out in the capital strategy.

7. **REVIEW OF OCCUPATIONAL SAFETY AND HEALTH POLICY (2020) (JW)**

Purpose of the report

1. The Authority's *Occupational Safety and Health Policy*, a document required by law, is reviewed annually so that changed circumstances are taken into account and improvements made wherever possible. Members are asked to approve the new *Occupational Safety and Health Policy (2020)*.

Recommendation

2. **To approve the revised *Occupational Safety and Health Policy (2020)* as Authority policy from 1 January 2020.**

How does this contribute to our policies and legal obligations?

3. It is a legal requirement to have a suitable occupational safety and health policy setting out the Authority's intentions, organisation and arrangements to deliver occupational safety and health. The *Occupational Safety and Health Policy (2020)* satisfies that requirement.

Background

4. The Authority's *Occupational Safety and Health Policy*, is reviewed annually to ensure it is up-to-date with both the Authority organisation and arrangements to deliver occupational safety and health and with current legislation.

The style and principle content of the *Occupational Safety and Health Policy (2020)* was substantially updated in 2018. The revised version for 2020 makes only minor changes to text, such as to the titles of officers and committees named in the Policy.

The style and content of the *Occupational Safety and Health Policy (2020)* has been adopted by a number of NPAs seeking to streamline their occupational safety and health system documentation and to achieve greater consistency with other NPA family members.

More specific guidance on roles and responsibilities for specific OSH matters is available separately.

5. This document has been prepared by the Occupational Safety and Health Adviser (OSHA). The Health and Safety Committee (22/10/2019), minutes attached at Appendix 1, and Senior Leadership Team (18/11/2019) have been consulted with and any agreed changes incorporated.

Proposals

6. The new *Occupational Safety and Health Policy (2020)*, as set out in Appendix 2 of the report, should be ratified as Authority policy for adoption from 1 January 2020.

7. **Financial**

There are no obvious additional costs involved. By agreeing similar policies at other National Parks further development and implementation costs may be reduced.

8. **Background papers** (not previously published)

None.

9. **Appendices**

1. Minutes (draft) of the Health and Safety Committee 22 October 2019.
2. Final DRAFT Occupational Safety and Health Policy (2020).

10. **Report Author, Job Title and Publication Date**

Jon Wayte, Safety Officer, 28 November 2019

Members in Attendance: Sue Beswick, Andy Farmer, Matt Freestone, Neil Hanshaw, David Hickman, Theresa Reid and Jon Wayte



HEALTH AND SAFETY COMMITTEE

Tuesday 22 OCTOBER 2019 in the GARDEN ROOM - ALDERN HOUSE

MINUTES

46/19 Minutes of the meeting held on 16 July 2019

Minute 25/18 (17/11 and 11/18) The Chair requested the action for 2 representatives from Conservation and Planning to remain in the minutes and he will discuss this with the Director of Conservation and Planning.

Minute 42/19 Jon Wayte reported that he has new data on the dashboard report and his report on personal commitments is still 'work in progress'. Theresa Reid suggested recirculation to Heads of Service of the personal commitment report. Jon will recirculate.

Minute 42/19 Jon Wayte reported that work on lone-working continues.

Minute 42/19 Jon Wayte reported that he has applied to become an accredited provider of the IOSH Managing Safely Course. Jon Wayte reported that during recent visits to the South Downs National Park Authority and Northumberland National Park Authority they have both expressed interest in buying the course from us in the future.

Minute 42/19 Theresa Reid reported that she is going to a master class for Managing Volunteers on the 7th and 21st of November. Jon Wayte will attend this event with Theresa Reid.

Minute 42/19 The committee discussed the need to decide which volunteers will require training and for which topics. The committee agreed that when the course for IOSH Managing Safely is provided in-house, it will be easier to deliver to more people.

Minute 42/19 Jon Wayte reported that he sent an email to all staff about the distribution of the near-miss and incident reporting cards. The Chair suggested a reminder at the next Staff Briefing and in the next Inside Peak report to remind staff to report incidents and near-misses using report cards.

Minute 42/19 Jon Wayte informed the committee that the generic risk assessments are on the Hub.

Minute 42/19 Jon Wayte reported that he had invited Joanne Cooper to site visits at Parsley Hay and Ashbourne Cycle Hire but she has not been able to make it. He reported that he will invite her to the next site visit.

Minute 42/19 Jon Wayte informed the committee he had carried out a practice test on the alarms in Reception. He informed the committee that all the alarms worked and two female members of the Development Management team came down to the Reception area when the alarms were activated.

47/19 Matters Arising

The Chair reported to the committee that the Authority is carrying out a trial on vehicles with tracking devices to ensure the Authority is getting the best out of pool cars. The Chair reported that Staff Committee had some concerns about the trackers, which had been addressed.

Jon Wayte reported that he is attending a Ranger Managers meeting on 14 November 2019 with all Ranger Managers from other National Park Authorities.

Action:

Jon Wayte will be attending a meeting with other Ranger Managers from other National Park Authorities on 14 November 2019.

48/19 PDNPA OSH Policy for 2020 (draft)

Jon Wayte introduced the report. Jon informed the committee he is going to be taking the Occupational Safety and Health Policy 2020 report to the Programmes and Resources Committee in December 2019. He tabled Appendix A that showed some of the Occupational Responsibilities. He informed the committee that the Appendix would be attached to the final report for the Programmes and Resources Committee in December.

Jon will take the policy report to a Strategic Leadership Briefing Meeting before it goes to the Programmes and Resources Committee.

Action:

Jon Wayte will take his report to a Strategic Leadership Briefing Meeting before he takes it to the Programmes and Resources Committee in December.

49/19 Quarter 2 2019 Performance Report

Jon Wayte introduced the report.

Jon Wayte informed the committee that the generic risk assessment topics would change over time. Andy Farmer asked how the generic risk assessment topics could be used. Jon Wayte explained that they have two purposes. One purpose is as a starting point for more specific risk assessments and the second purpose is as a training tool. He tabled a completed Tools and Equipment generic risk assessment and a blank form for a more specific risk assessment as example. Jon informed the committee that the assessments should become a working document.

The Chair suggested raising the profile of the generic risk assessments again.

Theresa Reid asked Jon Wayte when he carries out site visits if he checks the risk assessments. Jon Wayte informed the committee that he does use them and he asks staff that may be on the site if they know about the generic risk assessments and which ones they use.

Andy Farmer suggested a link to the generic risk assessments to be in the Managing Safely Induction. Jon Wayte explained that there are links that can be found in the Induction module on ELMs.

Sue Beswick suggested a link for the incident and near miss report forms and the generic risk assessment topics on the hub homepage. Jon Wayte will ask IT for this.

Action:

Jon Wayte will speak to IT to have the links for the incident and near miss report and the generic risk assessment topics put on the hub homepage.

50/19 Review of Incident Report Form

Jon Wayte explained each section of the incident and near-miss report form. The revised form makes it clearer who should complete the form, for whom and what details should be included in each section. Jon reported that the Guidance Notes section had been simplified to make it more concise. He informed the committee that there is another form for accident investigations. Jon will reference a link on the incident and near-miss report form to the accident investigation form.

The Chair asked if "Once completed send to HR" could be added to the bottom of the form above the Guidance Notes section. Jon Wayte will action the wording to be added to the form.

Neil Hanshaw raised a concern of the wording of section 1 in Guidance Notes as it refers to "PDNPA work property" and may not suit those such as rangers. Jon Wayte explained that the statement says "work being carried out or with respect to conditions at or in a PDNPA work property". Jon Wayte explained that this wording does relate to all staff and volunteers in all locations. Jon Wayte will think about the wording and if it could be made clearer.

It was proposed that the incident and near-miss report form could be amended to include what further action was taken instead of the need for the further accident investigation form. Jon Wayte will look at the accident investigation form and decide if this amendment can be made to the incident and near-miss report form.

Jon Wayte reported that the incident and near-miss cards are to encourage more reports. Jon Wayte explained to the committee that if an incident and near-miss report form was required after receiving an incident and near-miss report card, he would encourage a form to be filled in.

Action:

Jon Wayte will:

- **Include a link on the incident and near-miss report form to the accident and investigation form**
- **add "Once completed send to HR" on the bottom of the Incident and Near-Miss Report Form above Guidance Notes.**
- **look at the wording of Guidance Notes section 1.**
- **look at the accident and investigation form and decide if an amendment can be made to the incident and near-miss report form to add a section to identify any further action.**

51/19 Site Visits Report Since Last Meeting
No formal site visit reports were tabled at the meeting.

52/19 Safety Representative's/Staff Committee reports
No Safety Representative and Staff Committee reports were tabled at the meeting.

53/19 Health and Wellbeing Report
Theresa Reid introduced the report.

Theresa Reid requested Health and Wellbeing Reports to be a standing item on the agenda. She informed the committee that HR had created a draft action plan for health and wellbeing. Theresa Reid explained that MyWellbeingCheck is available to all staff and 116 employees have completed the assessment.

Theresa Reid reported that HR will bring information reports to the committee such as reports of staff sickness.

Theresa informed the committee that the report shows each employee does over 7 hours of sitting a day. Theresa proposed a suggestion of encouraging employees to go out at lunchtimes and Staff Committee to encourage employees to take up the opportunity of yoga at Aldern House.

David Hickman suggested regular breaks during the work day. David Hickman made a suggestion to remind staff of MyWellbeingCheck. David Hickman suggested reminding staff of the MyWellbeingCheck at the Staff Briefing in the next quarter.

Jon Wayte reported that he has a report in the next Inside Peak for sitting down. Jon Wayte has a meeting with a rep for standing desks.

Theresa Reid reported that Natalie Webster will be making the action plan more user friendly.

Theresa Reid suggested that staff Health and Wellbeing be included in the email that David Hickman is

going to send out to Heads of Service to remind them to include Health and Safety in their service delivery plans.

Andy Farmer suggested the promotion of using sun cream to outside workers such as rangers. Theresa Reid supported this and suggested a re-imbursement contribution to sun cream. She will look in to this.

Andy Farmer expressed an interest in all staff being able to carry out a volunteering day for health and wellbeing and the understanding of the National Park.

Sue Beswick raised concerns that yoga is based at Aldern House. Theresa Reid explained it will be starting in Edale.

Action:

That the committee introduce a standing item for Health and Wellbeing on the agenda.

David Hickman will send an email to all Heads of Service requesting they address Health and Safety issues in their service delivery plans and also consider staff Health and Well-being.

Theresa Reid will look in to the possibility of giving a re-imbursement contribution to staff who work outside and buy sun cream.

54/19 Any other business

Matt Freestone reported that the Facilities Manager will be starting in November 2019 and he will be leading on Legionella therefore, he questioned the need for him to join the committee.

Neil Hanshaw is looking at bringing reports back to the Health and Safety Committee. Neil will inform the Democratic and Legal Support Team with agenda items and reports he may have.

Subject to the nomination of departmental representatives, David Hickman will invite the Director of Conservation and Planning to join the Health and Safety Committee.

Action:

That the Facilities Manager will attend the Health and Safety Committee meetings.

Subject to the nomination of departmental representatives **the Director of Conservation and Planning will be invited to future Health and Safety Committee meetings.**



“The way we work around here means that all of our people and all of the people working with us will be protected from occupational risks to their safety and health.”

PART I

Our Occupational Safety and Health Policy: Statement of intent

It is our intent to:

- demonstrate an ongoing and determined commitment to improving occupational safety and health throughout our organisation
- comply with the requirements of health and safety legislation as a minimum
- exceed the guidance of the Health and Safety Executive and that of other relevant regulatory bodies, wherever practicable

Principles

1. AWARENESS: All of our people and the people we work with, will have good awareness and understanding of occupational safety and health hazards and risks that may affect them and others

1.1 Occupational Safety and Health Policy statement.

Adequate resources will be provided to ensure all our people and others we work with are aware of this policy and are committed and supported to achieve its' effective implementation.

1.2 Communication and consultation.

There will be active open communication and consultation between all our people and others we work with. Occupational safety and health will be integrated into our communications, wherever appropriate.

1.3 Management roles and responsibilities.

Roles and responsibilities for occupational safety and health will be defined, as necessary, within job descriptions and routinely included in service plans.

Management will ensure that:

- adequate resources are provided for occupational safety and health;
- occupational safety and health is adequately assessed, controlled and monitored; and
- our people are actively involved on matters that affect occupational safety and health.

1.4 Hazard identification.

We will identify our occupational safety and health hazards. We will inform our people and others we work with, as appropriate, of these workplace hazards.

We will require our contractors and working partners to identify occupational safety and health hazards that may impact on our work activities.

2. COMPETENCE: All our people and working partners have the competence to undertake their work with minimum risks to occupational safety and health

2.1 Occupational safety and health training.

All our people will be adequately instructed and trained on the occupational safety and health issues that affect them, and the safe working practices that should be followed.

We will ensure, as far as is practicable, the occupational safety and health competence of our contractors and others we work with.

2.2 Behaviour and culture.

The Senior Leadership Team (SLT) will demonstrate leadership in occupational safety and health, including undertaking tours to ensure that occupational safety and health issues are identified, assessed and managed. Systems will be in place and people will be empowered to raise occupational safety and health concerns with all levels of management.

2.3 Risk assessment and management.

We will assess the risks associated with occupational safety and health hazards in the workplace. All our people will be informed of the occupational safety and health hazards and risks that affect their work. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents. We will require our contractors and working partners to identify, assess and control occupational safety and health risks that may impact on our work activities.

3. COMPLIANCE: Our work activities achieve compliance with legislation, and our people are empowered to take action to minimise occupational safety and health risks

3.1 Incident investigation.

We will report and investigate accidents, incidents and near misses to drive improvement in our occupational safety and health management. Any lessons learned will be used to take corrective action to prevent recurrences.

3.2 Measuring performance.

We will actively and openly, review and report on our occupational safety and health performance against agreed objectives and targets. Action plans will be developed to support the delivery of these objectives and targets.

3.3 Occupational safety and health management system.

We will implement management systems to ensure we:

- comply with health and safety legislation as a minimum; and
- continually improve our occupational safety and health performance, wherever practicable adopting recognised best practice.

3.4 Contractor improvement.

We will engage and collaborate with our contractors, as far as is practicable, to ensure their:

- occupational safety and health capability and competence fulfil our expectations;
- occupational safety and health performance is monitored and reviewed; and
- work activities have minimal occupational safety and health impacts on our activities.

4. EXCELLENCE: PDNPA is recognised for excellence in the way it manages occupational safety and health

4.1 Developing innovative practices.

We will constantly encourage, develop, review and share “occupational safety and health good practice” both internally and externally.

4.2 Influencing people we work with.

We will only work with others who are willing to meet and achieve our occupational safety and health expectations. We will engage and influence working partners to drive improvements in occupational safety and health.

4.3 Work-related health.

We will assess our occupational health risks. All our people will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential

for ill health, including assessing all our people's fitness for work. Health surveillance will be conducted, as necessary.

PART II

5. Delivering our policy

Our policy will be delivered by:

- generating a culture that does not tolerate threats to occupational safety and health
- ensuring the involvement of all our people and all of the people we work with
- all Directorates, Services and Teams implementing suitable management systems and processes in the workplace

5.1 Organisation and arrangements for implementing the Authority's Occupational Safety and Health Policy

Roles and responsibilities for Authority Members, all tiers of management, those with special responsibilities for occupational safety and health and for all staff are clearly stated in job descriptions.

See also Appendix A which details OSH responsibilities for specific matters – available separately.

5.1.1 Authority Members

Authority Members have a duty to ensure that occupational safety and health is effectively managed through the organisation. Having delegated authority to deal with occupational safety and health matters to the Strategic Leadership Team and Heads of Service, Members ensure that there are in place comprehensive corporate occupational safety and health arrangements through the scrutiny of reports at the Programmes and Resources Committee.

5.1.2 Chief Executive Officer and the Strategic Leadership Team

The Chief Executive Officer (CEO) is responsible for providing leadership to SLT. SLT is responsible for setting the strategic direction of occupational safety and health management, ensuring delivery and for monitoring and reviewing occupational safety and health performance. SLT shall receive an annual report on safety performance from the Occupational Safety and Health Adviser (OSHA) and conduct an annual review of this Policy.

5.1.3 Directors

Directors shall:

allocate appropriate resources to enable Heads of Services and Team Managers to discharge their occupational safety and health responsibilities;

- (a) commission investigations in the case of work-related accidents which involve a fatality, specified injury, occupational disease or dangerous occurrence, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) on advice from the OSHA.

5.1.4 Director of Corporate Strategy and Development

With the assistance of the Head of Human Resources, will act as SLT lead on health and safety, including: representation from and to the Health and Safety Committee.

5.1.5 Heads of Service

Heads of Service shall be responsible for putting the Authority's policy arrangements into practical effect to properly manage workplace risks for their service(s). Though this may in practice be devolved to other staff and services, the responsibility will remain with the Head of Service.

5.1.6 Team Managers

Team Managers are responsible for the day-to-day operational occupational safety and health management of their team members and others working with or for them, for risks which they create or have control over. Key safety management tasks include:

- (a) ensuring that all employees are given sufficient information, appropriately supervised and/or trained and are suitably competent, for the tasks they are expected to undertake;
- (b) where necessary, the production, maintenance and use of suitable and sufficient risk assessments;
- (c) ensuring that all safeguards and safety procedures identified by risk assessments and by other relevant documents, such as manufacturers operating instructions, are properly used and followed;
- (d) ensuring that an incident report form is completed and received for any significant incident, including: accidents, near-misses and any violent incident;
- (e) consider, for all reported incidents received, whether any further action is necessary and for these incidents complete an incident investigation

report. Completed reports are sent to a Director/Head of Service for comment;

- (f) ensuring appropriate arrangements are put in place for dealing with emergencies;
- (g) ensuring that work to be carried out by any other people that we work with is organised and managed so that risks to Authority staff and others are reduced to the lowest practicable level.

5.1.7 Employees and Authority Members

There is a general legal requirement for all those at work to work safely, so that neither they nor anyone else is put at risk. This means that:

- (a) employees and Members shall co-operate with managers so that the Authority is not prevented from carrying out its legal obligations;
- (b) all safeguards, safety procedures and other controls identified by risk assessments shall be complied with;
- (c) any accident, near-miss or violent incident shall be reported promptly to the appropriate line manager using an official incident report form.

5.1.8 Role of the Occupational Safety and Health Adviser (OSHA)

The Authority has one professional, part-time OSHA who is responsible to the Head of Human Resources. The role of the OSHA includes:

- a) The provision of competent advice in respect of Occupational Safety and Health (OSH) to the Authority, its officers and staff.
- b) The introduction, maintenance and continuous development/improvement of suitable corporate systems and processes to ensure key statutory obligations are met in respect of OSH.
- c) The production, presentation and ratification of an annual OSH report providing evidence of the Authority meeting its statutory obligations, making continuous improvements in OSH management, identifying lessons learned and actions taken in the previous year and planning for further improvements.
- d) Carrying out premise and service OSH inspections and audits identifying any matters requiring attention, giving advice and assisting in the completion of those actions where appropriate.
- e) Assisting line managers in the preparation and review of specific risk assessments, on request.
- f) Supporting the provision of OSH training as necessary/appropriate.

- g) Conducting incident/accident investigations as directed by the Authority and its officers.

5.1.9 Role of Safety Representatives

Safety Representatives play a key role in promoting and supporting good occupational safety and health management. Safety Representatives are all members of the Health and Safety Committee and represent all areas of the Authority and its staff. The role of Health and Safety Representatives includes:

- a) Participating as a member of the Health, Safety Committee and attending meetings of the committee as required;
- b) Promoting good occupational safety and health practice;
- c) Acting as a point of contact for all staff, volunteers and members for all matters concerning occupational safety and health;
- d) Encouraging and monitoring incident and near-miss reporting and initiating further incident investigation, where necessary;
- e) Monitoring and reporting on working practices to line managers in accordance with a forward work programme agreed by the Health and Safety Committee;
- f) Reporting all activity performed and findings to the Health and Safety Committee.

PART III

6. Governance arrangements

6.1 A Health and Safety Committee is constituted under the Safety Representatives and Safety Committees Regulations 1977. It comprises:

- Director of Corporate Strategy and Development
- Head of Human Resources
- UNISON Accredited H&S Representative
- A Staff Committee Representative
- Occupational Safety and Health Adviser
- Safety Representatives from all Services

The Committee, which has both consultative and performance management roles, shall routinely meet quarterly. At the Spring meeting the Committee shall:

- (a) Receive and review the Occupational Safety and Health Annual Report for the previous year. This report shall include performance information;

- (b) Agree and set strategic objectives for the following year. This to include occupational safety and health training and system developments such as: significant new OSH documentation including: generic risk-assessments and associated guidance, specific safety-management plans, safe working procedures and other guidance;
- (c) Consider any occupational safety and health matters raised by UNISON, Staff Committee and Safety Representatives.

At the Autumn meeting the Committee shall:

- (d) Receive, review and agree the Occupational Safety and Health Policy to be implemented the following year;
- (e) Receive an update on progress with meeting strategic objectives (see 6.1b above);
- (f) Consider any occupational safety and health matters raised by UNISON, Staff Committee and Safety Representatives.

The constitution of the Committee allows for the co-option of other members of staff and specialists, as necessary.

The Committee may convene a meeting at any other time, as necessary, to be arranged by mutual consensus.

- 6.2 Strategic Leadership Team (SLT) receives, reviews and approves the Occupational Safety and Health Annual Report and the Occupational Safety and Health Policy, following the respective Health & Safety Committee meetings, for implementation the following year. SLT may also receive reports of safety matters escalated to executive level for action and incident investigations sponsored by its' members.
- 6.3 Programmes and Resources Committee (P&R Committee) receives, for notification and endorsement, the Occupational Safety and Health Annual Report and the revised Occupational Safety and Health Policy for implementation the following year. P&R Committee receives such reports on behalf of the Authority.

Note: Appendix A detailing OSH responsibilities for specific matters is available separately

8. CREATION OF A PROGRAMMES AND RESOURCES COMMITTEE CLIMATE CHANGE MEMBER TASK GROUP (DH)

1. Purpose of the report

This report seeks approval to establish a Programmes and Resources Committee - Climate Change Member Task Group, agree the Group's Draft Terms of Reference and adopt arrangements to appoint Members to the Group.

Key Issues

- The Programmes and Resources Committee have identified the need for a Member led climate change group to be created.
- At the first meeting of the Task Group, the draft Terms of Reference (see attached) will be reviewed and the relationships with other groups looking at climate change, particularly those involved with the Peak District National Park Management Plan delivery and oversight, will be clarified.

2. Recommendations

- 1. To establish a Programmes and Resources Committee - Climate Change Member Task Group.**
- 2. To approve the Draft Terms of Reference for the Group (set out in Appendix 1).**
- 3. To implement the appointment arrangements as described in the report. This includes delegating authority to the Director of Corporate Strategy and Development to determine the membership of the Task Group, following consultation with the Chair and Vice Chair of the Programmes and Resources Committee, should more than six Members of the Committee express an interest in joining the Task Group.**
- 4. To confirm that attendance at meetings of the Task Group is an approved duty for the purpose of claiming travel and subsistence allowances.**

3. How does this contribute to our policies and legal obligations?

- 3.1** The Authority is required to adhere to the 2008 Climate Change Act. This act set a nationwide target of reducing greenhouse gases by 80% by 2050 (compared to 1990 levels). In 2019, the target was updated to a 100% reduction in greenhouse gases by 2050.
- 3.2** The UK Government Vision and Circular for National Parks (2010) places climate change as central to National Park Authority objectives and describes their role in the following ways:
 - The Authorities are educators and in the area of climate change they have a vital role to play. They should spread important messages about the impacts of climate change and how individuals, especially visitors, can play their part in tackling it in ways which motivate lifelong behaviour change.
 - The Authorities have a role as exemplars of sustainability in enabling the natural environment to adapt to predicted changes (and being resilient to unpredictable

events), in supporting the delivery of ecosystem services and in developing more resilient infrastructure (such as rights of way that are less vulnerable to flood damage).

- The Parks themselves will be threatened by climate change and the Authorities must ensure that they protect the public assets which the Parks represent.
- The Authorities should lead the way in sustainable land management to prevent further carbon loss from soils and to encourage carbon storage in trees and fens.
- The Parks should be exemplars in renewable energy.
- Authorities need to work with local communities to reach a position where renewable energy is the norm in all Parks whilst not compromising their overriding duty under the 1949 Act.
- The Authorities should promote energy efficiency within the Parks, reduce the emissions from their own operations and from those associated with visits, including through sustainable low carbon transport use.

3.3 The Authority is aiming to undertake these roles through its policies and actions, both independently and in partnership. The National Park Management Plan 2018-23 includes an Area of Impact described as 'Preparing for the future climate' and the delivery plan action for this Area of Impact is to undertake a Climate Change Vulnerability Assessment on the top 25% of the National Park features.

3.4 We have established a good track record of reducing the Authority's own carbon emissions. In 2010, we developed a Carbon Management Plan which set out a target to reduce the Authority's carbon footprint by 30% (from 2009/10 levels). This programme of work has now been completed and the Authority achieved a 29% reduction at the end of the 2017/18 against the 2009/10 baseline. We are currently developing our next Carbon Management Plan, which is an all-encompassing plan which sets ambitious targets to further reduce our carbon footprint.

Our Corporate Strategy 2019-24 has eleven key performance indicators (KPIs) that are linked to climate change, as follows.

- KPI 1: Influence the development of a support system that properly rewards farmers and land managers for delivering a full range of public benefits.
- KPI 2: Natural beauty conserved and enhanced.
- KPI 3: Increase the amount of carbon captured and stored as part of routine land use and management.
- KPI 4: Area of moorland blanket bog moving towards favourable condition.
- KPI 5: Sustain the area of non-protected, species-rich grassland through retention, enhancement and creation.
- KPI 6: Area of new native woodland created.
- KPI 18: Number of Peak District National Park Authority interventions facilitating community development.
- KPI 19: Number of individuals and groups actively using Peak District National

Park Authority digital channels for community development.

- KPI 20: Number of residents involved in community life as a result of Peak District National Park Authority grants.
- KPI 26: To have a corporate Asset Management Plan.

4. Background Information

- 4.1 At the inaugural meeting of the Authority's Programmes and Resources Committee, held on 4th October 2019, Members approved a report relating to two programme areas, namely Climate Change and Landscape Monitoring and Delivery (minute reference 5/19).
- 4.2 In approving the Climate Change Programme, Members agreed that there was a need for a Member led Climate Change Group to be created.
- 4.3 Specifically, Members were concerned that the target date of 2050 for being carbon neutral was too far off and that the Authority needed to increase its efforts to respond to the climate change challenge, particularly as other organisations that had set target dates of 2030. Members agreed that a report relating to the creation of the suggested Climate Change Member Group would be prepared and considered at its next meeting. This is the requested report.

5. Proposals

Member Task Group - Scope of activities

- 5.1 In determining the Terms of Reference for the Climate Change Member Task Group it is envisaged that the areas of interest and key strategic questions will be :-

a) Contextual analysis

- 5.2 Does the Authority fully understand the climate change issues it is facing, including the opportunities and risks in the transition to net zero environment?

b) Target setting

- 5.3 Is the Authority setting sufficiently ambitious climate change related targets for the Authority and the National Park?

c) Implementation

- 5.4 Does the Authority have implementation plans that clearly set out the actions it will take to achieve the targets that have been set?

d) Influencing

- 5.5 Is the Authority leading the way and influencing its key stakeholders, communities, businesses and visitors to address the barriers to achieving further reductions in emissions in order to achieve the targets set?
- 5.6 In line with national policy, the Authority's currently approved ambition for climate change is 'A net zero carbon Peak District National Park by 2050'. The Authority is already undertaking many activities, both on our own and in partnership, that assist in

meeting the ambition. The diagram shown in Appendix 1 of the report presented to the Programmes and Resources Committee on 4th October 2019 sets-out the Authority's current ambition and the range of activities that have been identified and in many cases currently being delivered.

- 5.7 It is suggested that the diagram presents a useful starting point for the Task Group to consider the strategic questions set-out above.

Establishment of the Task Group

- 5.8 It is proposed that there will be a maximum of six Members on the Task Group.
- 5.9 Members of the Task Group will be selected from Programmes and Resources Committee and preference will be given to those Members who are not already on another Member working group (i.e. Local Plan Working Group and/or Governance Working Group).
- 5.10 Subject to this report being approved, Members of the Programmes and Resources Committee will be asked to submit an expression of interest to join the Task Group. Should more than six Members express an interest it is proposed that the Director of Corporate Strategy and Development be delegated the authority to determine the membership of the Task Group, following consultation with the Chair and Vice Chair of the Programmes and Resources Committee.
- 5.11 The Task Group will determine its Chair at the first meeting.

Member Engagement

- 5.12 Although the Task Group will take the lead on climate change work on behalf of the Programmes and Resources Committee it is important to ensure all Members remain informed and engaged.
- 5.13 It is therefore proposed that the Task Group will support a range of activities including updates to the Programmes and Resources Committee, updates via the Members Forum in addition to the consideration of formal reports, such as the Climate Change Vulnerability Assessment, Environmental Management Annual Report 2018/19 and Carbon Management Plan 2.

Work Plan

- 5.14 It is proposed that the Task Group will plan its work programme at its first meeting, but the timeline and key milestones will include:
- Confirming how the Task Group will operate including the frequency of meetings.
 - Identifying what data/information needs to be collected to inform discussions.
 - Agreeing an appropriate mechanism to engage all Members and the timing of these engagement events.

Are there any corporate implications members should be concerned about?

6. **Financial:**
The current activities set out in Appendix 1 of the 4th October Programmes and Resources report are funded. The financial implications of any further work in respect of climate change has not yet been evaluated. If additional resources are required to

deliver some new activities/projects to further address the strategic questions outlined above, sources of funding will be explored at the appropriate time.

As attendance at meetings of the Task Group are an approved duty there will be additional costs relating to claims for travel and subsistence. As the Task Group has been established part way through the 2019/20 financial year no provision has been made for this. Any additional costs can be minimised by holding meetings on the same day as other meetings.

7. Risk Management:

There is a potential risk of Members, who are not on the Task Group, becoming disenfranchised. This will be mitigated by regular updates to the Programmes and Resources Committee, Authority and Members Forum.

8. Sustainability:

The Task Group will consider targets and actions to increase the sustainability of the Authority and National Park.

Due to the focus of the Task Group, attempts will be made to reduce the environmental impact of convening meetings by minimising the volume of paperwork produced and, if meetings are held on days when no other events are taking place, encouraging Members to car share or use public transport.

9. Equality:

In appointing Members to the Task Group consideration must be given to making sure the membership is diverse and representative. In developing proposals the Task Group will need to consider how they may impact on the 9 protected characteristics set out in the Equality Act 2010.

10. Human Resources:

There are no significant Human Resources issues to highlight at this stage as the Task Group's initial activities can be supported by existing officers.

11. Background papers (not previously published)

None

12. Appendices

Appendix 1 - Draft Terms of Reference for the Climate Change Member Task Group

Report Author, Job Title and Publication Date

David Hickman, Director of Corporate Strategy and Development, 27 November 2019
david.hickman@peakdistrict.gov.uk

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APPENDIX 1

PROGRAMMES AND RESOURCES COMMITTEE CLIMATE CHANGE MEMBER TASK GROUP DRAFT TERMS OF REFERENCE

1. THE TASK GROUP: COMPOSITION AND REPORTING PROCEDURES

- a) The Task Group will comprise a maximum of six Members.
- b) Members of the Group will agree a Chair.
- c) Group recommendations (which are agreed by a Group majority) to be reported to the Programmes and Resources Committee.
- d) The Group will welcome input and advice from Officers as appropriate.

The Group will act as an advisory body to Programmes and Resources Committee, to develop the Authority's thinking and response to climate change. The Group will not have any decision making powers as these reside with the Programmes and Resources Committee and the Authority.

Reporting lines are to the Programmes and Resources Committee and meetings of the Task Group can be a mixture of formal and informal. There is no requirement to publish agendas and make meetings open to the public. Transparency will be achieved by the requirement for the Task Group to report on its findings and for all recommendations to be formally approved by the Programmes and Resources Committee.

Although there is no budget established for this Task Group, attendance at formal meetings of the Group is classified as an Approved Duty to allow the payment of travel expenses to Members.

2. TERMS OF REFERENCE

The Task Group has been created to consider and provide recommendations relating to the following areas of interest and key strategic questions:-

Contextual analysis

Does the Authority fully understand the climate change issues it is facing, including the opportunities and risks in the transition to net zero environment?

Target setting

Is the Authority setting sufficiently ambitious climate change related targets for the Authority and the National Park?

Implementation

Does the Authority have implementation plans that clearly set out the actions it will take to achieve the targets that have been set?

Influencing

Is the Authority leading the way and influencing its key stakeholders, communities, businesses and visitors to address the barriers to achieving further reductions in emissions in order to achieve the targets set?

3. NEED FOR THE GROUP

Climate change is the greatest long-term threat to our upland landscapes. It has the potential to change the features that make up the National Park's natural beauty, wildlife and cultural heritage. Climate change will modify the Peak District National Park's special qualities and alter the opportunities for the public to enjoy them.

Responsible and inventive management can help to mitigate the effects of climate change by creating and maintaining resilient landscapes. Resilient landscapes consist of fully functioning ecosystems that allow nature and people to adapt to climate change.

Establishing the Member Task Group will:

- Provide a focus for the Authority's response to climate change.
- Provides a strategic oversight of the Authority's climate change actions
- Allows Members a greater opportunity to shape the development of activities undertaken by the Authority to respond to climate change.

It is noted that the Local Plan Member Working Group (LPWG) will consider planning policy relating to climate change. The Climate Change Task Group will therefore make any planning policy related suggestions to the LPWG, as and when appropriate.

4. INITIAL WORK PROGRAMME

It is envisaged that the first meeting of the Task Group will:-

- Review and agree the Draft Terms of Reference of the Task Group
- Clarify the Task Groups' relationships with other existing groups looking at climate change, particularly those involved with the Peak District National Park Management Plan delivery and oversight.
- Discuss and agree an initial work programme, based upon the diagram shown in Appendix 1 of the report presented to the Programmes and Resources Committee on 4th October 2019 which set out the Authority's current ambition and the range of activities. An initial activity for the Task Group will be to identify a suitable methodology for the calculation of emissions for the National Park, which can be used to set targets and monitor progress.

The work plan will be presented to the Programmes and Resources Committee for approval and will outline the expectations, deliverables and timelines required to deliver on the Group's Terms of Reference.

9. NATIONAL PARK MANAGEMENT PLAN CLIMATE CHANGE SUMMIT BRIEFING REPORT

1. Purpose of the report

This report provides Members with an update of the National Park Management Plan 'Working Towards a Zero Carbon National Park Climate Change Summit'.

Key Issues

- The Summit was part of the National Park Authority's and partners response to the threat of climate change
- An account of the purpose, organisation and outcome of the 'Working Towards a Zero Carbon National Park Climate Change Summit' are provided in this report.
- The Summit sought to identify potential partnership actions which could make a significant impact on the emission of greenhouse gases in the Peak District National Park.
- Actions to be developed with and agreed by the National Park Management Plan Advisory Group in January 2020 will be included in the National Park Management Plan delivery plan.
- The actions to be developed will be reported back to Members as part of the National Park Management Plan Annual Monitoring Report presented to the May 2020 Authority Meeting.

2. Recommendations

- 1. That Members note this briefing on the National Park Management Plan Climate Change Summit – working towards zero carbon National Park.**
- 2. That Members will be updated on further outcomes of the summit at appropriate times.**

3. How does this contribute to our policies and legal obligations?

Section 66 of 1995 Environment Act requires National Park Authorities to produce a National Park Management Plan which '*formulates policy for the management of the relevant Park and for the carrying out of its functions in relation to that Park*' and should reflect national park purposes. This should be updated at least every 5 years. The National Park Management Plan is not a plan for the work of the National Park Authority, or of any one organisation, but about what can be achieved by everyone with an interest in the National Park and its future. Therefore, it is a partnership plan reflecting ambitions across the whole National Park.

Peak District National Park Management Plan 2018-23 includes the intention to reduce the effects of climate change on the special qualities.

The English National Parks and the Broads UK Government Vision and Circular 2010 states the following expectations:

National Park Authorities should spread important messages about the impacts of climate change and how individuals, especially visitors, can play their part in tackling it in ways which motivate lifelong behaviour change. The Authorities have a role as exemplars of sustainability in enabling the natural environment to adapt to predicted changes. The Parks themselves will be threatened by climate change and the

Authorities must ensure that they protect the public assets which the Parks represent. The management of the Parks can play a key role in the fight against climate change and in leading others by demonstrating best practice.

The Peak District National Park Authority Corporate Strategy 2019-24, has eleven key performance indicators (KPIs) that are relevant to climate change, and these are across all strategy outcomes. The relevant indicators are as follows.

KPI 1: Influence the development of a support system that properly rewards farmers and land managers for delivering a full range of public benefits.

KPI 2: Natural beauty conserved and enhanced.

KPI 3: Increase the amount of carbon captured and stored as part of routine land use and management.

KPI 4: Area of moorland blanket bog moving towards favourable condition. Appendix 2

KPI 5: Sustain the area of non-protected, species-rich grassland through retention, enhancement and creation.

KPI 6: Area of new native woodland created.

KPI 18: Number of Peak District National Park Authority interventions facilitating community development.

KPI 19: Number of individuals and groups actively using Peak District National Park Authority digital channels for community development.

KPI 20: Number of residents involved in community life as a result of Peak District National Park Authority grants.

KPI 26: To have a corporate Asset Management Plan.

4. Background

The October 2019 Programmes and Resources committee requested that a briefing paper on the October National Park Management Plan Summit on climate change be presented to this meeting (minute reference 5/19). The Peak District National Park Management Plan 2018-23 was adopted by Members at Authority on the 25th May 2018 (ref 21/18).

The plan focuses on six areas of impact:

- 1: Preparing for a future climate
- 2: Ensuring a future for farming and land management
- 3: Managing landscape conservation on a big scale
- 4: A National Park for everyone
- 5: Encouraging enjoyment with understanding
- 6: Supporting thriving and sustainable communities and economy

Due to the importance of climate change and its wide spread impacts it was placed as the first area of impact. However relatively little support for new initiatives was generated through the Management Plan consultation and development phase and only one intention was included in the original version of the 2018-23 National Park Management Plan:

Intention 1.1: Reduce the effects of climate change on the special qualities

Undertake a climate change vulnerability assessment on the special qualities of the National Park and produce a mitigation / adaption plan setting out priority actions. Seek resources with partners to implement the priority actions.

Due to the lack of substantial actions to address the threat from climate change it was proposed to use the annual National Park Management Plan event as an opportunity to generate greater engagement with the topic.

5. Proposals

The summit took place on October 15th 2019 at the Pavilion Arts Centre, Buxton. It focussed on transport and agriculture / land management, as with the exception of Hope Cement works, these are the largest emitters of greenhouse gases in the National Park. The cement works were excluded from the summit, as mechanisms to reduce those emissions do not involve a partnership approach. A total of 94 delegates attended from potential partner organisations with the ability to support initiatives to reduce the impacts of climate change. The objectives of the summit were as follows.

1. Reflected on and reinforced the need to work towards Net Zero Carbon by 2050;
2. Better understood the current emissions sources produced by the Peak District National Park;
3. Heard expert insights around the topics of land management and sustainable transport;
4. Identified the actions we can take, under these topics, which will offer the greatest contribution towards our national emission reduction targets;
5. Heard from local leaders on their commitments to move from words to action

The event began with a series of thought provoking presentations from the following speakers.

Mark Daly – Nottingham City Council
Dan Hird - Head of Corporate Finance Triodos Bank
Bren Hodkinson – DEFRA Agriclimate, Bioenergy & Anaerobic Digestion
Ceris Jones – National Farmers Union Climate Change Advisor
Alistair Kirkbride – Transport Consultant

Attendees then worked in groups in some workshop sessions to identify potential actions we can take in partnership which will offer the greatest contribution towards our national emission reduction targets. These were considered in the context of supporting others' work, influencing beyond the National Park, and taking a lead in the Peak District.

The actions were noted as being either deliverable in the short-term (1-3 years) or medium-term (3+ years). The groups were then tasked with identifying the greatest barriers to progress the actions they had identified.

An analysis of the output from the workshops results in the following potential areas of development.

Transport

1. A car free project area or pilot
2. Links into surrounding cities
3. Active travel infrastructure (i.e. for walking and cycling)
4. New transport concepts / initiatives in the National Park
5. Improvement to trains and buses
6. Electric vehicle charging points

Land Management / Agriculture

1. Economic and entrepreneurial initiatives to support low carbon businesses
2. On farm productivity and efficiency to reduce emissions
3. Continuing and extending conservation land management delivery (for instance Moors for the Future and South West Peak Partnership)
4. Planning policy and renewable energy
5. Further research to assist reducing emissions

These potential areas for actions will be developed into proposals which will be presented to the National Park Management Plan Advisory Group at their next meeting on 23rd January 2020. The Advisory Group will further work up actions that will become part of the National Park Management delivery plan.

We will update Members when appropriate, through Authority, Programme and Resources Committee and the Climate Change Members Working Group.

A full report has been produced to document the proceeding and circulated to all the delegates who attended the event. A copy of this report is available to members on request.

6. Are there any corporate implications members should be concerned about?

Financial:

Expenditure as a result of hosting the Summit was contained within existing budgets.

Risk Management:

None

Sustainability:

None

7. Background papers (not previously published)

None

Appendices

None

Report Author

Matt Mardling, Senior Strategy Officer, 28 November 2019.

10. HOPE VALLEY EXPLORER

1. Purpose of the report

This report has two purposes

- i) To update Members on the operation of the Hope Valley Explorer in 2019 and the plans for 2020; and
- ii) to note the approach of a strengthening partnership model as we develop the service over the next two years.

Key Issues

- The Hope Valley Explorer (HVE) sustainable travel 'experience' was launched in July 2019. Stagecoach operated the HVE with two part branded buses operating a daily tour connecting the Hope Valley with Castleton (and its Caverns), Edale and the Fairholmes visitor centre.
- The HVE encouraged some 2,600 passenger journeys to be made by public transport in one of the most popular locations of the National Park and created considerable interest from a wide number of organisations and interest groups.
- Several organisations have areas of synergy in terms of their policies on sustainable travel, tourism and climate change and could benefit from the 'quick win' development potential of the HVE.
- Therefore discussions have begun to take place regarding a partnership approach, in particular the notion of joint stakeholder funding to ensure ongoing viability and development of the HVE concept. By taking this approach we hope to achieve a deeper level of support and ongoing development than might be possible otherwise.

2. Recommendations

Members are asked to note the proposed approach of strengthening partnership arrangements, including stakeholder financial support, for the future development of the Hope Valley Explorer.

How does this contribute to our policies and legal obligations?

3. The Hope Valley Explorer was developed from our Sustainable Transport Action Plan and contributes to sustainability objectives of both the National Park Management Plan and Core Strategy.
4. The HVE supports the delivery of the Corporate Strategy KPI's, in particular those related to Greater Audience Reach and Sustainable Travel. The HVE also builds on our Climate Change agenda and our approach to emergent programmes such as Recreation Hubs and Active Travel which aims to encourage visitors to come here by public transport instead of by car, or at the very least immediately switch to sustainable travel options when they arrive.

Background Information

5. At the RMM meeting on 5th February 2019 David Marsden, Transport Policy Officer, presented an update on the business case for the Edale Explorer tourism travel product, a seasonal visitor tour bus with a circular route based around Edale (Agenda Item 7/19). RMM agreed to support the progression of an invitation to tender for the Edale Explorer

(subsequently ‘rebranded’ the Hope Valley Explorer, as part of an enhanced marketing package).

6. A Tender for the Edale Explorer with a ‘kick start’ subsidy value of £33K was open from 29 March to 25 April 2019; two tender submissions were received. The tender panel determined that bus operator Stagecoach (whose price included two buses, an innovative timetable and the option to extend the route to include the Fairholmes visitor centre) offered the best value package for the Authority. The route would tour the Edale Valley, the Hope Valley and the Upper Derwent valley.
7. The Hope Valley Explorer operated from 21 July to 31 August 2019. A range of Marketing support was provided by the Authority (and by Stagecoach), with leaflets, posters, social media and an on-board commentary playing a part (for examples of passenger feedback see Appendix 1).
8. The Hope Valley Explorer in 2019 acted as a pilot operation. Performance was reasonably promising, with some 2,600 passenger journeys made. The public feedback was very positive on the whole; in particular people valued the provision of an audio commentary helping them to appreciate the local area.
9. The Hope Valley Explorer has the potential to develop and strengthen the delivery of key sustainable travel and tourism outcomes for the Authority.
10. The HVE represents part of our programme of sustainable travel delivery projects. Other potential ‘quick wins’ in this field include the completion of the link between the White Peak Loop and the Monsal Trail. Our current body of policy work regarding Recreation Hubs may suggest other initiatives, including other ‘Explorer’ type routes.

Proposals

11. The Hope Valley Explorer would not happen without the commitment and leadership of the Authority. We wish to retain the Hope Valley Explorer as primarily a National Park product – so not to lose that sense of place and promoting our special qualities. However we also have a great desire to develop the concept of the Hope Valley Explorer and work with partners to achieve common aims.
12. The future development of the HVE will be strengthened by a partnership arrangement, with stakeholder financial support from a range of organisations. In fact this has already started to take effect, for example an early ‘in principle’ offer of support has been received from Derbyshire Dales District Council.
13. A further benefit from the stakeholder approach would be to enhance and extend the reach of marketing for the Hope Valley Explorer through partner channels, in particular through digital media.

One potential stakeholder has proposed they wish to explore providing support, including finance, to extend the period of operation of the Hope Valley Explorer to also include weekends that fall within British Summer Time (Easter to October).

Therefore we propose elected members acknowledge and promote the partnership / stakeholder approach.

Are there any corporate implications members should be concerned about?

Financial:

14. The Hope Valley Explorer has a committed three year (2019-2021) kick-start fund from the Policy and Communities Service budget, and work is ongoing to develop a

commercial model to ensure future financial sustainability.

Risk Management:

15. The success of the Hope Valley Explorer (HVE) may be dependent on achieving good growth in passenger numbers in order to reach a point of commercial viability for the service operator. A key aim of the HVE is for the service to work hand in hand with the PDNPA 'brand' to achieve sustainable travel and tourism outcomes. The proposed move towards gaining contributions and commitment from HVE stakeholders will help to reduce the risk of early failure of the HVE due to variance in its path towards financial viability. The operational Risk Management for the Hope Valley Explorer is an undertaking by Stagecoach.

Sustainability:

16. The Hope Valley Explorer supports the Authority's sustainability agenda, particularly promoting sustainable travel and tourism.

Equality:

17. There are no significant equality issues.

18. **Background papers (not previously published)**

None

19. **Appendices**

Appendix 1 - Passenger and operational feedback

Report Author, Job Title and Publication Date

David Marsden, Transport Policy Officer, 28 November 2019.
david.marsden@peakdistrict.gov.uk

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Programme and Resources Committee Meeting – 6 December 2019

APPENDIX 1

Hope Valley Explorer 2019 – operational and passenger feedback

The Hope Valley Explorer (HVE) ran for 42 consecutive days, Sunday 21 July to Saturday 31 August 2019. Stagecoach provided two Optare Solos on the service, with two route variations - H1 and H2.

General operational feedback

- Around 2,600 passenger journeys were recorded
- The most popular initial boarding point was Castleton, followed by Fairholmes and Edale
- Passenger numbers were highest at the weekends; Saturday averaging more than Sunday
- A positive trend of passenger numbers occurred over the six weeks of operation

Visitor Centre Feedback

The Visitor Centres (VC's) at Edale, Castleton and Fairholmes provided very positive feedback on the Hope Valley Explorer. Visitor Centre staff said they were pleased to have a new 'product' to promote and said they found it very rewarding.

A number of potential passengers made comments to VC staff that HVE was something that the area has been calling out for.

There were initially some grumbles to VC staff over initial problems with the ticket machine setup / pricing issues and bus reliability, but these issues were resolved. Apart from this the VC's reported nothing but positive responses. The most noteworthy were recorded by Castleton and Edale VC's:

From Castleton VC:

"I have just had a couple in who have been using the Hope Valley Explorer. They were very impressed, especially with the commentary which they gave 10 out of 10 for."

"The gentleman said he likes to pick holes in things but couldn't with the commentary on the bus and whoever had done it certainly knew their stuff. As the trains on the Hope Valley line are not running at the moment, it is brilliant we have the Hope Valley Explorer, so hopefully it will be used more frequently."

From Edale VC:

"I have had a couple in from Chesterfield who are highly delighted with the Hope Valley Explorer, they have used it quite a few times and will continue to do so. They do not use the internet, but wanted to pass on their gratitude for the bus service being available. Especially as they can no longer walk up the hills, they found it delightful to be able to go up Winnats Pass to Blue John Cavern."

Local business feedback

- One B&B owner emailed to say they thought it was a great idea for their guests. They asked if B&B's throughout Hope could be notified and have leaflets (for next year).
- The owners of a number of popular Castleton shops and attractions were very supportive and supported the Hope Valley Explorer by displaying leaflets and posters.
- One of the Castleton attractions enquired about having bus stops for the HVE. They are very keen for this and there is a discussion to be held regarding joint marketing.

Community Feedback

- In Castleton they wanted to have more information for local residents. Some would like to use the service as well as visitors. They asked if information could be spread to residents earlier next year, perhaps through the local newsletter. The church was suggested too.

HVE Passenger Questionnaire (online form on the PDNPA website)

Below represents a sample from the 14 questions posed by the online feedback form:

Qu. 5. What did you like best about your journey on the Hope Valley Explorer?

- A useful bus service route for visitors to the Peak District
- Helpful driver, the views and informative audio, discount on cycle hire.
- It took us to places we hadn't been before saving us on car park fares and stopping us getting lost - Castleton and Ladybower.
- Reliable and excellent alternative to car....or walking

Qu. 6. Are there any improvements that we could make to the Hope Valley Explorer?

- Ability to carry bikes; Lower fare of £4 or £5 day ticket - £6 per adult is not good against cost of parking; Services on every weekend and school holiday period; Full refund of fare on bike hire; Connection to Stockport/High Peak area rather than Chesterfield
- More inclusive group tickets/discounts available because not all families are 2 adults and 2 children.
- Extend route to cover route of late, lamented 222 bus to King's Tree beyond Fairholmes which would open up access to the moors and alleviate pressure on the 'honeypot'. Would also be excellent for disabled and older walkers who want a taste of the wilderness.

Qu. 7. Do you think that the Hope Valley Explorer is good value for money?

- 20% responded Excellent; 40% Yes; 20% Average; 20% Poor

Qu. 8. Did you find the audio commentary useful and informative?

- 40% responded Excellent; 40% Average; 20% Poor

Qu. 11. Would you use a similar service elsewhere in the Peak District if it were available?

- 100% said yes

Marketing included

- 3,000 leaflets dropped off at various outlets – **tabled copies available for the meeting**
- 2 Vinyl posters on stations – Edale, Hope, Bamford
- A4 & A3 posters
- Pull up banners
- Social media e.g. Facebook, Twitter
- PDNPA website page <https://www.peakdistrict.gov.uk/visiting/publictransport/hope-valley-explorer>

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11. **PEAK DISTRICT NATIONAL PARK FOUNDATION UPDATE (SS)**

Purpose of the report

1. The Peak District National Park Foundation has provided an operational and financial update on the Peak District National Park Foundation.

Recommendations

2. **To note the contents of the report and the progress to date in developing our shared fundraising ambitions to support the National Park Management Plan.**

How does this contribute to our policies and legal obligations?

KPI 14: An extra £500,000 sustainable gross revenue income. - It is anticipated that some of this income will come via the Foundation.

3. The grant agreement between the Foundation and the Authority states:
 - The Recipient shall provide the Authority with an annual financial and operational report on its use of the Grant and delivery of the Project
 - the Recipient shall provide the Authority's Audit Resources & Performance Committee with a financial report and an operational report on its use of the Grant and delivery of the Project every quarter.

4. The Foundation have covered the above points in its attached report at Appendix 1.

Future Reporting

The above extract from the grant agreement refers to ARP committee, which has been replaced by Programme & Resources with a revised terms of reference.

To reflect this change in future quarterly updates from the Foundation will be included in the standard Authority quarterly reporting.

The Foundation will report annually to full Authority on its use of grant and delivery of the project.

5. **Background**

The Authority and Management Plan Partners have big ambitions for the Peak District that go far beyond current funding, particularly the following management plan impacts.

- Preparing for a Future Climate
- Conservation on a Landscape Scale
- National Park for Everyone

Coupled with a desire to increase fundraising income to support this, the Authority appointed a Head of Marketing and Fundraising and Fundraising Development Manager supported by the CDE Director to develop this ambition.

Independent research from South Downs and the Authority's own research highlighted: Lack of charitable status significantly reduces the number of funding sources available, and makes contributions less tax efficient. The strategy recommended the *need to create a stand-alone charitable vehicle to maximise*

income. a vehicle which will allow you to fundraise and reinforces the role of the Authority as the enabling/delivery agent.

A working group of Members and Officers was established which considered other fundraising organisations, learning from other National Parks, audience insight research and the professional expertise of Officers and Members. The group concluded a charity is the best vehicle for this and this decision was approved by Members in May 2018. Authority approved to set up and register the charity, support its operation for 3 years and appoint Members to become Trustees.

Andrew McCloy, Zahid Hamid and Colin McLaren are the Trustees nominated by the Authority. Four Trustees have been appointed following a recruitment process based on skills and experience required by the Foundation.

There is a grant agreement and memorandum of understanding in place between the Foundation and the Authority for three years.

6. **Background papers**

None

7. **Appendices**

Appendix 1 - Report from the Peak District National Park Foundation

8. **Report Author, Job Title and Publication Date**

Sarah Slowther, Fundraising Manager, 28 November 2019.



Peak District National Park Foundation Report

The Peak District National Park Foundation is a charitable incorporated organisation. Registered with the charity commission in February 2019. Governed by 7 Trustees with two part time staff seconded by the Authority to manage the charity and support the Trustees in delivering their fundraising ambitions. It also benefits from financial management services and operational costs provided by the Authority.

Our vision 'The Peak District National Park is enjoyed, conserved and enhanced by everyone'

Mission: To grow income and support to care for the Peak District National Park for everyone to enjoy forever

Objectives

- To raise funds to support the impacts of the Peak District National Park Management Plan
- To create a culture of philanthropy supporting the Peak District National Park

NB The Foundation is a fundraising vehicle and doesn't deliver any projects. It supports activities which keep the Peak District special and help make it a National Park for everyone. It connects people who care about the Peak District and have the means to invest in its future with the partners striving to care for the National Park.

Organisational Development

Since registering with the charity commission in February 2019 we have:

- Two part time members of staff (Fundraising Development/Foundation Manager Sarah Slowther and Fundraising Development Officer Claire Barlow) are leading on the development and fundraising work for the Foundation reporting to the Trustee board. They are supported by Juliet Farmer Senior Finance Officer (financial management services) with some communications support from the wider Marketing and Fundraising Service.
- Registered with HMRC for gift aid purposes
- Registered with the Fundraising Regulator
- Developed an ethical policy for due diligence purposes
- Opened a Bank Account and agreed financial procedures/policies
- Trustee training induction, role descriptions, conflict of interest and code of conduct policies agreed. Trustee away weekend in October and bi-monthly board meetings
- Fundraising Strategy and business plan developed with Trustees
- Website and donate function, social media/marketing plan and brand development with Digital Marketing University Graduate placement starting in December for 6 weeks.
- Small lottery license secured to support fundraising from raffles etc.

Fundraising Strategy

The Foundation's initial focus is organisation and partnership development and campaign creation.

Our first campaign is #70kfor70. Raising £70k for a range of projects by April 2021 to celebrate 70 years of the Peak District National Park. This campaign is about developing the cause,

building support and starting to develop the donor journey. The strategy is to use #70kfor70 as to start conversations and develop a range of fundraising channels. The end of the campaign will be marked by a fundraising ball in April 2021 to highlight the #70kfor70 projects and launch the Foundation's major gift/philanthropic fundraising.

The Foundation is fundraising for pre-agreed projects in the short to medium term with a longer term aspiration to develop unrestricted income and become a grant giving body. Working with the Authority we're developing a 'project shelf' a list of projects to fundraise for. These must further the Foundation's charitable objects and deliver management plan outcomes around conservation, habitat restoration and a national park for everyone.

The 70kfor70 projects which the Foundation is fundraising for are in the table below (nb amounts are indicative and dependent on achieving £70k and project amounts may vary dependent on restricted and unrestricted income)

Project/outcome	Target
Junior Rangers & engagement	£5,000
Miles Without Stiles	£10,000
Monsal, High, Peak, Tissington Trails	£10,000
Ranger led Health Walks	£5,000
Moors for the Future	£10,000
Stanage North Lees Estate	£10,000
South West Peak	£10,000
Year of Green Action Community Activities	£2,000
Accessible Derbyshire – Wheely Boat	£c1,000
Peak District Mosaic	£c1,000
Ride Sheffield/PD MTB Trail maintenance day volunteer costs	£c1,000
Fit for Work	£5,000
TOTAL	£70,000

Fundraising Progress

The Foundation is developing a range of fundraising channels, the table below shows the income against each channel.

	Target	Actual income received to 6 th Nov 2019	Forecast income based on commitments	Notes on forecast
Corporate	19,000	0	7,903	Unclaimed client balances
Grants, Trusts & Foundations	20,000	2,073	3,500	Ninevah + CAF
Public fundraising incl visitor giving	18,000	7,983	750	Calendars + runners
High Net Worth	10,000	0		
Events	3,000	0	1000	raffle
TOTAL	70,000	10,056	13,153	

Income Secured

Trusts and Foundations

The Foundation is able to apply for a wide range of smaller charitable trusts and foundations which aren't open to the Authority. It has secured £1,000 for Junior Rangers from Niniveh Trust and we're anticipating a grant from Foundation Derbyshire for Junior Rangers.

We have secured £2,043 from Derbyshire County Council's Action Fund which is supporting Fairer for Nature a South West Peak project.

Health Walks has been chosen as a project by Baslow Co-op and will secure some funding from this – amount is based on 1% of members spend.

Corporate Support

Alongside visitor giving and event organiser donations, the Foundation has benefited from residual client funds from law firms in administration.

We're currently running our first raffle with some fantastic corporate support from Chatsworth House, Losehill House Hotel, Mount Cook, Peak Ales, Woodland Ways all donating great prizes and social media promotion to support our fundraising.

Projects the Foundation has supported to date

#70kfor70 Project	Amount	Notes
Year of Green Action Community Activities	£2,000	Application process based on Authority Community Grants scheme. Projects supported include: Bradwell Hydro project Xmas Lights £520 Pinders Meadow Hedgerow £672
Fairer for Nature - SWP	£2,043	DCC Actions Grant's Fund supporting Fairer for Nature. A project with Fairfield residents association and SWP engaging young people in nature
Elkstone History Project - SWP	£2,500	Individual donation to support SWP Elkstone History Project, the donor wanted this to go via a charity for gift aid purposes.
TOTAL	£6,543	

Grant Agreement Spend

The table below is taken from the grant agreement with the Authority, with spend to date added. The cash contribution is actual spend on behalf of the Foundation. Staff time is based on a percentage of various members of staff.

	Year 1 as per grant agreement	Spend to 6 th Nov 19 includes last financial year	19/20 balance remaining	Year 2 as per grant agreement	Year 3 as per grant agreement
Cash Contribution	£25,250	£13,926	£11,324	£11,200	£13,700
Staff Time	£58,000	£23,642	£34,358	£50,000	£45,000
Total	£83,250	£37,568	£45,682	£61,200	£58,700

The £13,926 spend to 6th Nov 19 includes £5k payment from the Authority into the Foundation bank account for cash flow purposes regarding working capital.

Conclusion

The Foundation Trustees are pleased with the progress made since February. In the short time since our formation we've had numerous positive conversations with residents, businesses and visitors, with many already taking positive action to support the Foundation. We've made significant progress in organisational development and we're motivated by the public and corporate support to date. We're thrilled to be almost a third of the way to our £70k target. Trustees would like to thank the Authority for its partnership approach and support. We believe working together we can all achieve more for the National Park. Thanks especially to Authority staff that have supported us particularly Visitor Centre staff and Rangers.

12. ANNUAL REPORT OF THE DUE DILIGENCE PANEL 2018/19

1. Purpose of the report

To inform Members of the items considered by the Due Diligence Panel over the past 12 months.

Key Issues

- **The Panel have considered 4 items during the past 12 months and these are detailed in the report.**

2. Recommendation

That the items considered by the Due Diligence Panel over the last 12 months, as set out in paragraphs 9 and 10 of the report, be noted.

How does this contribute to our policies and legal obligations?

3. This work contributed to achieving the following corporate objectives for 2016/19:

- Directional Shift Grow Income – Diversifying and growing our funding, building on our valued government grant
 1. Increase our income from giving
 2. Achieve our commercial programme income targets
 3. Develop/establish sponsorship relationships
 4. Secure external funding for major programme and partnership delivery
- Cornerstone Our Organisation – Developing our organisation so we have a planned and sustained approach to performance at all levels
 1. Develop and maintain appropriate standards of corporate governance
 2. Implement our medium term financial plan
 3. Develop key business processes underpinning the Corporate Strategy.

4. This work contributes to our Corporate Strategy 2019-24 Outcome “The Peak District National Park Authority is an agile and efficient organisation”.

Background Information

5. The Due Diligence Panel was set up as part of the Authority’s Policy on Working with Businesses, Organisations, Individuals and Groups of Individuals on Sponsorship, Philanthropy and Legacies agreed at the Authority meeting on 3 October 2014.

6. Since then the role and decision making of the Panel has been updated twice and checklists for officers to use for prospective proposals produced. The role and decision making outcomes of the Panel are:

1. To confirm whether it is appropriate to develop a relationship which has a financial value of £5,000 or more (actual or in kind) with the proposed interested party (or parties)
2. To confirm sufficient material has been provided to make a

judgement or to refer back to the proposer if more information is needed

3. To advise if mitigation action is required in light of risks identified by the proposal or the Panel in order for development of the relationship to proceed.
7. In accordance with the agreed Policy all decisions made below the £5,000 threshold are:
 - a. Recorded through the finance system where a financial transaction is made – with report being made every six months by the Head of Finance to the Due Diligence Panel for review.
 - b. reported to the Democratic and Legal Support Team for recording on a register where the transaction is an in-kind transaction with a report being made every six months to the Due Diligence Panel for review.
8. The Panel began meeting in November 2015 and holds quarterly meetings but can be convened as necessary. The current members of the Panel are the Monitoring Officer (as Chair), Director of Commercial Development and Engagement, Chief Finance Officer and Mr James Berresford (with Cllr Chris Furness as deputy Member).

Proposals

9. The Committee is asked to note the following items that have been considered and decided on by the Due Diligence Panel in the past 12 months:
 - An unconditional legacy of 5% of the residual estate of a deceased person.
 - Funding offer from Yorkshire Water Authority for printing of the first Miles Without Stiles handbook and design and publication of the second handbook for a period of up to 5 years.
 - Donation offer from National Grid PLC towards the Moors for the Future Mancunian Mill to Moor project.
 - An extension from 2021 to 2026 of the current 5 year sponsorship agreement between Tarmac and the Authority to deliver conservation works on the ground through support to the Conservation Volunteers Assistant post of £23,000 plus VAT per year (£115,000 over the 5 year programme).
10. The Committee is also asked to note that the Panel reviewed the financial and in-kind registers of sponsorships and donations every 6 months in March and October 2019. The Panel agreed to split the in-kind register to show benefits to staff separately.

Are there any corporate implications members should be concerned about?

Financial:

11. Any financial risks of individual proposals are considered as part of the Due Diligence process.

Risk Management:

12. Any risks related to individual proposals are considered as part of the Due Diligence process and addressed accordingly.

Sustainability:

13. Any sustainability issues of individual proposals are considered as part of the Due Diligence process and addressed accordingly.

Equality:

14. Any equality issues of individual proposals are considered as part of the Due Diligence process and addressed accordingly.

15. Background papers (not previously published)

None

16. Appendices

None.

Report Author, Job Title and Publication Date

Ruth Crowder, Democratic and Legal Support Officer, 28 November 2019.

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