

Public Document Pack

Peak District National Park Authority

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



Our Values: Care – Enjoy – Pioneer

Our Ref: A.1142/2721

Date: 26 August 2021



NOTICE OF MEETING

Meeting: **National Park Authority**

Date: **Friday 3 September 2021**

Time: **10.00 am**

Venue: **Palace Hotel, Buxton, SK17 6AG**

(Venue site plan attached)

SARAH FOWLER
CHIEF EXECUTIVE



Link to meeting papers:

<https://democracy.peakdistrict.gov.uk/ieListDocuments.aspx?MIId=2398>

AGENDA

Venue Location Plan - The Palace Hotel, Buxton

1. **Roll Call of Members Present, Apologies for Absence and Members' Declarations of Interest**
2. **Minutes of previous meeting of 2nd July 2021** *(Pages 7 - 18)*
3. **Urgent Business**
4. **Public Participation**
To note any questions or to receive any statements, representations, deputations and petitions which relate to the published reports on Part A of the Agenda.

ITEMS FOR INFORMATION

5. **Authority Chair's Report**
6. **Chief Executive's Report (SLF)** *(Pages 19 - 20)*

ITEMS FOR DECISION

7. **AMP7 2020-24 Works (MH)** *(Pages 21 - 28)* 20 mins
Appendix 1
8. **Internal Audit 2021/22 Annual Plan (A1362/7/AMcC)** *(Pages 29 - 34)* 10 mins
Appendix 1
9. **Update on reviewing the National Park Management Plan and Corporate Strategy (EF)** *(Pages 35 - 42)* 20 mins
Appendix 1
Appendix 1
10. **Request for approval of reasons for Member non-attendance at meetings(A.111/RC)** *(Pages 43 - 44)* 10 mins

ITEM FOR INFORMATION

11. **Local Government and Social Care Ombudsman Annual Review Letter (RC)** *(Pages 45 - 54)* 5 mins
Appendix 1
Appendix 2
Appendix 3
12. **Exempt Information S100(A) Local Government Act 1972**

The Committee is asked to consider, in respect of the exempt item, whether the public should be excluded from the meeting to avoid the disclosure of Exempt Information.

Draft motion:

That the public be excluded from the meeting during consideration of agenda item 13 to avoid the disclosure of Exempt Information under S100 (A) (4) Local Government Act 1972, Schedule 12A, paragraph 3 'information relating to the financial or business affairs of any particular person (including the Authority holding that information).

PART B

ITEM FOR DECISION

13. Bike Fleet Procurement (HB) (Pages 55 - 60)

20 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 on the Authority's website.

Public Participation and Other Representations from third parties

In response to the Coronavirus (Covid -19) emergency our head office at Aldern House in Bakewell has been closed. However as the Coronavirus restrictions ease the Authority is returning to physical meetings but within current social distancing guidance. Therefore meetings of the Authority and its Committees may take place at venues other than its offices at Aldern House, Bakewell. Public participation is still available and anyone wishing to participate at the meeting under the Authority's Public Participation Scheme is required to give notice to the Head of Law 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

In response to the Coronavirus (Covid -19) emergency our head office at Aldern House in Bakewell has been closed. The Authority is returning to physical meetings but within current social distancing guidance. Therefore meetings of the Authority and its Committees may take place at venues other than its offices at Aldern House, Bakewell, the venue for a meeting will be specified on the agenda. Also due to current social distancing guidelines there may be limited spaces available for the public at meetings and priority will be given to those who are participating in the meeting. It is intended that the meetings will be audio broadcast and available live on the Authority's website.

This meeting will take place at the Palace Hotel, Buxton. Information on Public transport from surrounding areas can be obtained from Tralveline on 0871 200 2233 or on the Traveline website at www.travelineeastmidlands.co.uk

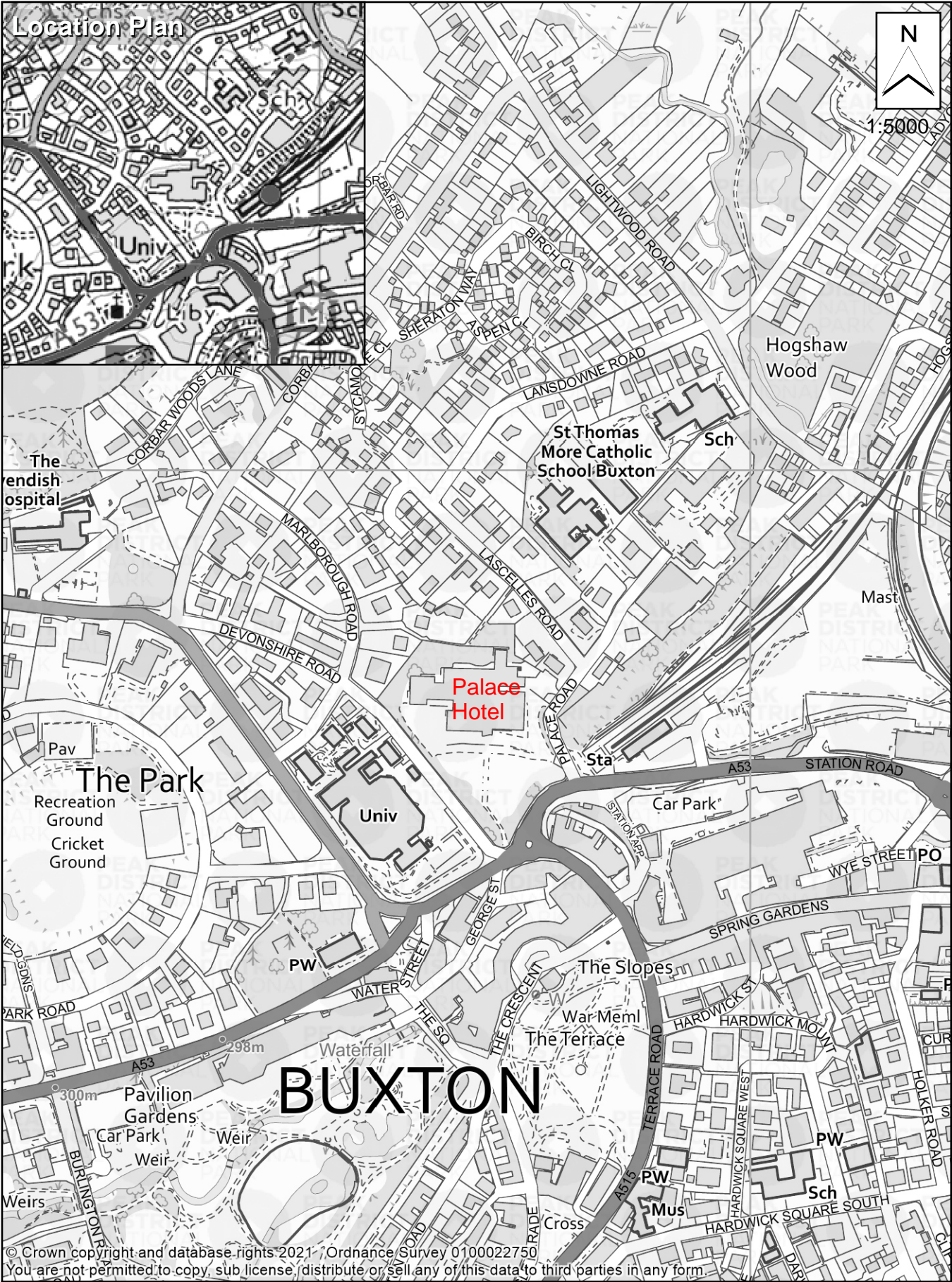
Please note there is no refreshment provision available


To: Members of National Park Authority:

Chair: Cllr A McCloy
Deputy Chair: Mr J W Berresford

Cllr P Brady	Cllr W Armitage
Cllr C Farrell	Cllr D Chapman
Cllr C Greaves	Cllr C Furness
Prof J Haddock-Fraser	Cllr A Gregory
Ms A Harling	Mr Z Hamid
Cllr Mrs G Heath	Cllr A Hart
Cllr I Huddleston	Mr R Helliwell
Cllr D Murphy	Cllr C McLaren
Cllr V Priestley	Cllr Mrs K Potter
Cllr S. Saeed	Cllr K Richardson
Mr K Smith	Miss L Slack
Cllr D Taylor	Cllr P Tapping
Cllr J Wharmby	Mrs C Waller
Cllr B Woods	Ms Y Witter

Constituent Authorities
Secretary of State for the Environment
Natural England



Committee Date:		Title: Palace Hotel, Buxton	 PEAK DISTRICT NATIONAL PARK
Item Number:			
Application No:			
Grid Reference:			

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MINUTES

Meeting: **National Park Authority**

Date: Friday 2 July 2021 at 10.00 am

Venue: The Palace Hotel, Buxton, SK17 6AG

Chair: Cllr A McCloy

Present: Mr J W Berresford, Cllr W Armitage, Cllr P Brady, Cllr D Chapman, Cllr C Farrell, Cllr C Furness, Cllr C Greaves, Cllr A Gregory, Prof J Haddock-Fraser, Cllr A Hart, Cllr Mrs G Heath, Mr R Helliwell, Cllr C McLaren, Cllr D Murphy, Cllr Mrs K Potter, Cllr V Priestley, Cllr K Richardson, Miss L Slack, Mr K Smith, Cllr P Tapping, Cllr D Taylor, Mrs C Waller and Ms Y Witter

Apologies for absence: Mr Z Hamid, Ms A Harling, Cllr I Huddleston, Cllr M O'Rourke, Cllr J Wharmby and Cllr B Woods.

46/21 ROLL CALL OF MEMBERS PRESENT, APOLOGIES FOR ABSENCE AND MEMBERS' DECLARATIONS OF INTEREST

There were no Declarations of Interest

47/21 ELECTION OF AUTHORITY CHAIR & DEPUTY CHAIR

Mr J Berresford, the Deputy Chair of the Authority presided for the appointment of the Chair for 2021/22.

One Member, Cllr A McCloy, had expressed an interest in the role of Chair of the Authority and provided a written statement, circulated to all Members in advance of the meeting. The nomination was moved and seconded and, in accordance with Standing Order 1.12(4) the voting was carried out by a show of hands. Cllr A McCloy was appointed as Chair of the Authority for 2021/22. Cllr A McCloy then presided for the remainder of the meeting.

One Member, Mr J Berresford had expressed an interest in the role of Deputy Chair of the Authority and provided a written statement, circulated to all Members in advance of the meeting. The nomination was moved and seconded and, in accordance with Standing Order 1.12(4), the voting was carried out by a show of hands.

RESOLVED:

- 1. To appoint Cllr A McCloy as Chair of the Authority for a term expiring at the Annual Meeting in July 2022.**

2. To appoint Mr J Berresford as Deputy Chair of the Authority for a term expiring at the Annual Meeting in July 2022.

48/21 MINUTES OF PREVIOUS MEETING OF 21ST MAY 2021

The minutes of the previous National Park Authority meeting held on the 21st May 2021 were approved as a correct record.

49/21 URGENT BUSINESS

There was no urgent business.

50/21 PUBLIC PARTICIPATION

No members of the public had given notice to address the meeting under the Public Participation at Meetings Scheme.

51/21 AUTHORITY CHAIR'S REPORT

The Chair welcomed Cllr Mike Chaplin, who was attending the meeting as a member of the public. Until recently Cllr Chaplin had been the Sheffield City Council representative on the Authority and the Chair thanked him for his valuable contributions to the Authority's work during his time as a Member. It was noted that the new representative for Sheffield City Council would be confirmed the following week.

The Chair provided a verbal update covering the following:

- The Government had published a Ministerial Statement regarding the Landscape Review, which had been circulated to Members, and will respond more fully later in the year.
- The Chair had attended a meeting with the Secretary of State for Environment, Food and Rural Affairs as part of his new role as Chair of National Parks England.
- The Chair confirmed that the Authority meeting scheduled for 23 July had been cancelled however a Member's Forum will take place on that date at 10am. Items for discussion will include the response to the Government's Landscape Review statement. It is likely that this will be a virtual meeting.
- The Chair had recently held separate, useful meetings regarding shared issues with the Leaders of Derbyshire Dales District Council, High Peak Borough Council and Staffordshire Moorlands District Council.

RESOLVED

To note the report

52/21 CHIEF EXECUTIVE'S REPORT (SLF)

Members noted the Chief Executive's Report that included updates to Members on key items since the previous Authority meeting, including:

- New Minister for Protected Landscapes

- Easing of lockdown update
- Public consultation on the National Park Management Plan
- Investors in People Assessment
- Parishes Bulletin 40

RESOLVED

To note the report.

53/21 REPORT OF THE MEMBER APPOINTMENT PROCESS PANEL – APPOINTMENT OF COMMITTEE CHAIRS AND VICE-CHAIRS, ANNUAL APPOINTMENTS TO COMMITTEES, STEERING GROUPS, PANELS AND ADVISORY GROUPS MEMBER CHAMPIONS AND OUTSIDE BODIES

The meeting considered the report of the Member Appointments Process Panel and considered each of the appointments set out in the recommendations of the report. In most cases the appointments were moved, seconded and approved in accordance with the expressions of interest in the report, any changes to the report are identified below.

Appointment of the Chair and Vice Chair of Planning Committee

Motions to appoint Mr R Helliwell as Chair of Planning Committee and Mr K Smith as Vice Chair of Planning Committee were moved, seconded, put to the vote and carried.

Appointment of the Chair and Vice Chair of the Programmes and Resources Committee

A motion to appoint Mr Z Hamid as Chair of Programmes and Resources Committee was moved, seconded, put to the vote and carried.

Two Members, Cllr C Furness and Prof J Haddock-Fraser had expressed an interest in the role of Vice Chair of Programmes and Resources Committee and provided written statements, circulated to all Members in advance of the meeting. A motion to appoint one of the candidates was moved and seconded and, in accordance with Standing Order 1.12(4), the voting was carried out in the form of a ballot.

Following the ballot, Prof J Haddock-Fraser was appointed as Vice Chair of Programmes and Resources Committee.

Planning Committee and Programmes and Resources Committee

It was noted that the Authority had previously agreed that the Membership of both Standing Committees should be set at 15 and the Local Authority positions on Planning Committee allocated according to the formula used in previous years. Last year the Authority agreed to increase the size of Programmes and Resources Committee to 16 Members so that the Chair of the Authority could be appointed to both Committees and it was agreed to continue this for a further 12 months. It was also agreed that the Cheshire East Member place on Planning Committee could be filled by another Local Authority Member for 12 months and the Cheshire East Member would join the Programmes and Resources Committee.

The vacancies on Planning Committee were appointed to as follows:

- Cllr D Murphy was appointed to the vacancy for a Derbyshire County Council Member.

- Cllr J Wharmby was appointed to the vacancy for the Cheshire East Member for 12 months.
- It was agreed to hold the Metropolitan District Councils Member vacancy for the new Member who would be appointed by Sheffield City Council.

The vacancies on Programmes and Resources Committee were appointed to as follows:

- Cllr C Greaves and Cllr D Taylor were appointed to the Local Authority Member vacancies.

Local Joint Committee

It was agreed to carry the two vacancies for a Local Authority Member and a Secretary of State Member.

Appeals Panel

Cllr Gregory was appointed as a reserve member of the Appeals Panel.

Due Diligence Panel

Ms A Harling was appointed to the vacancy for a Deputy Member.

Local Plan Review Member Steering Group

A vote was taken and carried, to confirm that Members were satisfied with the composition of this group.

Governance Review Working Group

Cllr D Murphy was appointed to the vacancy of Local Authority Member.

Climate Change Member Steering Group

Two Members, Cllr A Hart and Cllr P Tapping had expressed an interest in the the vacancy on this Steering Group. A motion to appoint one of the candidates was moved and seconded and following a ballot, Cllr P Tapping was appointed.

Budget Monitoring Meeting

It was agreed to increase the size of this group to a total of 6 Members and all Members who had expressed an interest in the Meeting were moved, seconded and appointed.

National Park Management Plan and Corporate Strategy Review Member Task Group

Cllr G Heath and Cllr W Armitage withdrew their interest in this Group so Cllr A Hart was proposed, seconded and appointed to the vacancy.

Member Appointments Process Panel

Cllr W Armitage withdrew his interest in the vacancy for a Local Authority member and Cllr K Richardson was proposed, seconded and appointed.

Cllr V Priestley and Cllr W Armitage were proposed, seconded and appointed as reserve Members of the Panel.

Member Champions

Cllr G Heath withdrew her interest in the Natural Environment, Biodiversity and Farming role so all appointments were made in accordance with the other expressions of interest.

Appointments to Outside Bodies

- Campaign for National Parks - It was agreed to carry one deputy vacancy
- East Midlands Councils - Cllr C Furness was appointed and it was agreed to carry the vacancy of Deputy.
- Sheffield City Region Combined Authority - It was agreed to hold the deputy vacancy for the new Member from Sheffield City Council
- Peak District National Park Authority Foundation - Cllr A Gregory was appointed as an additional reserve Member.
- Derwent Valley Community Rail Partnership - Cllr A Gregory was appointed as Deputy
- South West Peak Landscape Partnership Board - Two Members had expressed an interest in the Member role; Cllr D Chapman and Cllr A Hart. Following a ballot, Cllr Chapman was appointed to the Member role. Two Members had expressed an interest in the Deputy role; Cllr A Hart and Mr K Smith. Following a ballot, Cllr Hart was appointed as Deputy.
- Staffordshire Destination Management Partnership - Cllr A Hart was appointed as Member and Cllr A Gregory as Deputy.

RESOLVED

1. **To confirm the Authority's previous decision to set the size of the two Standing Committees to 15, with 8 Local Authority Members and 7 Secretary of State Members and allocate Local Authority places on Planning Committee as set out in Section B (i) of Appendix 1 with the allocation of the Cheshire East Council place on Planning Committee to another Local Authority until the annual Authority meeting in July 2022 and to increase the size of the Programmes and Resources Committee 16, with 8 Local Authority Members and 8 Secretary of State Members (to allow the Chair of the Authority to be a Member of both Standing Committees) until the annual Authority meeting in July 2022.**
2. **To appoint Mr R Helliwell as Chair and Mr K Smith as Vice Chair, of the Planning Committee, and Mr Z Hamid as Chair and Prof J Haddock-Fraser as Vice Chair, of Programmes and Resources Committee until the annual Authority meeting in July 2022.**

3. To appoint the following Members to the Planning Committee and the Programmes and Resources Committee until the annual Authority meeting in July 2022:

Planning Committee

Chair - Mr R Helliwell

Vice Chair – Mr K Smith

Cllr D Murphy

Cllr D Chapman

Cllr I Huddleston

Cllr J Wharmby

Cllr A Hart

Cllr K Richardson

Cllr J W Armitage

Sheffield City Council Rep

Cllr R P H Brady

Ms A Harling

Cllr A McCloy

Cllr Mrs K Potter

Mrs C Waller

Programmes and Resources

Chair – Mr Z Hamid

Vice Chair – Prof J Haddock-Fraser

Cllr C Furness

Cllr C Farrell

Cllr A Gregory

Cllr Mrs C G Heath

Cllr C McLaren

Cllr B Woods

Cllr D Taylor

Cllr C Greaves

Mr J Berresford

Cllr A McCloy

Cllr V Priestley

Miss L Slack

Cllr P Tapping

Ms Y Witter

4. a) To appoint the following Members to Local Joint Committee until the annual Authority meeting in July 2022:

Cllr W Armitage

Cllr Mrs K Potter

Cllr C Furness

Cllr V Priestley

Cllr I Huddleston

Mr K Smith

Cllr K Richardson

- b) To appoint the following Members to the Appeals Panel until the Annual Meeting in July 2022:

Cllr D Chapman	Cllr R P H Brady
Cllr I Huddleston	Prof J Haddock-Fraser
Cllr A Hart	Mr R Helliwell
Cllr K Richardson	Cllr V Priestley
Cllr B Woods	
Cllr A Gregory (Reserve)	

- c) To appoint the following Members to the Due Diligence Panel until the Annual Meeting in July 2022:**

1 Member – Mr J Berresford	1 Deputy – Ms A Harling
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- d) To appoint the following members to the Local Plan Review Member Steering Group until the Annual Meeting in July 2022:**

Chair of Planning Committee	Mr R Helliwell
Vice Chair of Planning Committee	Mr K Smith
Chair of Authority	Cllr A McCloy
Member Representatives	Mr R Helliwell
	Mr K Smith
	Ms Y Witter
	Ms A Harling
	Prof J Haddock-Fraser
	Cllr C Furness

- e) To appoint the following Members to the Governance Review Working Group until the Annual Meeting in July 2022:**

Cllr W Armitage	Mr J Berresford
Cllr C Furness	Cllr R P H Brady
Cllr B Woods	Cllr A McCloy
Cllr D Murphy	Mr K Smith

- f) To appoint the following Members to the Climate Change Member Steering Group until the Annual Meeting in July 2022:**

Cllr C Farrell	Prof J Haddock-Fraser
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Cllr C Furness

Mr K Smith

Cllr D Chapman

Cllr P Tapping

g) To appoint the following Members to the Budget Monitoring Group until the Annual Meeting in July 2022:

Chair, Programmes and Resources Committee **Mr Z Hamid**

Vice Chair, Programmes and Resources Committee

Prof J Haddock-Fraser

Chair of the Authority

Cllr A McCloy

Three Members

Cllr V Priestley

Ms Y Witter

Ms A Harling

h) To appoint the following Members to the National Park Management Plan And Corporate Strategy Review Member Task Group until the Annual Meeting in July 2022:

i)

Mr J Berresford

Cllr R P H Brady

Prof J Haddock-Fraser

Ms A Harling

Cllr A Hart

Cllr P Tapping

j) To appoint the following Members to the Member Appointments Process Panel until the Annual Meeting in July 2022:

Cllr B Woods

Ms Y Witter

Cllr K Richardson

Cllr P Tapping

Cllr W Armitage (Reserve)

Cllr V Priestley (Reserve)

5. To appoint the following Member Champions until the annual Authority meeting in July 2022:

Natural Environment, Biodiversity and Farming- **Mr R Helliwell**

Cultural Heritage and Landscapes-

Mr K Smith

Engagement-

Ms Y Witter

Thriving and Sustainable Communities-

Ms A Harling

Climate Change-

Prof J Haddock-Fraser

Business Economy-

Cllr C Furness

Member Learning and Development-

Cllr B Woods

- 6. To appoint Members to the 20 Outside Bodies set out in Appendix 1 to the Minutes until the annual Authority meeting in July 2022.**
- 7. To confirm that all these appointments are approved duties for the payment of travel and subsistence allowances as set out in Schedule 2 of the Members' Allowances Scheme.**

The meeting adjourned for a break at 11.07 and reconvened at 11.30

54/21 MEMBERS ATTENDANCE ANNUAL REPORT

The meeting considered the annual return of Members' attendance at Authority, Committee meetings and essential Training and Development events for 2020/21.

RESOLVED

To note the annual return of Members' attendance for 2020/21 as set out in Appendix 1 of the report.

55/21 ANNUAL CALENDAR OF MEETINGS 2022

The Authority considered a report setting out proposals for a schedule of meetings up to December 2022 including the proposed dates for the compulsory planning training and the Member Workshops.

RESOLVED

To approve the Calendar of Meetings for 2022 as set out in Appendix 1 of the report.

56/21 AMENDMENT TO STANDING ORDERS

The Head of Law introduced the report which requested an addition to the Officers who were authorised to attest to the sealing of documents following the recent organisational changes.

RESOLVED

- 1. To amend Standing Order 1.34(2) to read as follows:**

“(2) The seal shall be attested by one at least of the following persons present at the sealing viz by the Chief Executive (National Park Officer), the Monitoring Officer, The Head of Law, The Democratic Services Manager and the Assistant Solicitors. An entry of every sealing of a document shall be made and consecutively numbered in a book to be provided for the purpose and shall be signed by the person or by persons who shall have attested the seal.”

57/21 FARMING IN PROTECTED LANDSCAPES (SLF)

The report, which updated Members on the progress of the Farming in Protected Landscape (FIPL) programme, and sought approval for a temporary suspension of standing order 7.C-3 in relation to the FIPL programme, was introduced by the Head of Landscape.

It was noted that the information within the report was no longer confidential as an announcement about the scheme had been made by the Government on 24 June 2021.

The Head of Landscape confirmed that an allowance for administration and staff costs was provided in the scheme and 3 new fixed term posts were in the process of being recruited to.

A motion to approve the recommendation was moved and seconded.

Members thanked the Head of Landscape for her hard work on this, which had been instrumental in bringing the programme forward nationally and in securing National Park Authorities role as the organisations delivering the scheme.

It was proposed that “only” be added to the end of recommendation 2, to make clear the standing order temporary suspension related to the FIPL-programme only.

The Head of Landscape-acknowledged the short time scales involved for year one and confirmed that, it was hoped that one of the conditions of the funding would be changed to allow for “allocation” rather than “spend” of funds by the end of the financial year. In addition that the ask for Defra to move some of the programme funds from year one to years two and three was being pursued.

The motion to approve the recommendation with the addition of “only” at the end of recommendation 2 was put to the vote and carried.

RESOLVED

1. To note the progress and current position on the Farming in Protected Landscapes programme.

2. To temporarily suspend the operation of Standing Order 7.C-3 for the delivery of the Farming in Protected Landscapes programme only, and to adopt the requirements set out in the National Framework document for the authorisation of grants under that programme only.

3. To delegate authority to the Chief Executive Officer or their nominee to complete grant agreements authorised in accordance with the National

Framework, in the standard form provided within the National Framework documents.

4. To appoint the Member Champion for Natural Environment, Biodiversity and Farming, Mr R Helliwell, to the Local Assessment Panel and for it to be an approved duty for the purposes of travel and subsistence.

58/21 FEEDBACK FROM OUTSIDE BODIES

The Authority received an update report from the Chair of the Authority regarding his attendance at the National Parks England AGM and Board Meeting.

RESOLVED

To note the report.

Appendix 1 Appointments to Outside Bodies

The meeting ended at 12.10 pm

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6. **CHIEF EXECUTIVE'S REPORT (SLF)**

1. **Purpose of the report**

To up-date members of key items since the previous Authority meeting

2. **Recommendation**

1. **For members to note the report**

3. **Key Items**

National Park Management Plan/Corporate Strategy review: work on this review continues and a separate up-date paper is provided at this meeting for members.

Performance management – Quarter 1 exceptions: At the Authority meeting in November 2020 it was confirmed that future performance monitoring will be presented to Members twice a year - at 6 months into the financial year (end of quarter 2) and the end of the financial year (end of quarter 4). Members were reassured this will not affect Member scrutiny of Authority performance because the KPIs, strategic interventions and corporate risk register will continue to be monitored quarterly by the Management Team and any significant changes will be reported to Members within this Chief Executive's update report to the Authority at Quarters 1 and 3. I have reviewed, with the Management Team, the quarter 1 progress and below are the key strategic areas of concern for reporting to members:

- In Q1 the ongoing Covid-19 restrictions have affected some of our strategic interventions, including developing and adopting the remaining Conservation Area appraisals (part of KPI 10), implementation of our diverse audience plan (part of KPI 11) and maximising income (part of KPI 13) although we have made some good progress in pay and display car parks and at North Lees campsite.
- Losses to staff plus Covid-19 restrictions and increased workload continued to affect the planning service in Q1 (see below for further detail of action being taken)
- The new Farming in Protected Landscapes programme brings a risk of not spending the funding that is available this year by the deadline. This risk was highlighted in the report to the Authority on 2nd July 2021 (please see [here](#)) and whilst mitigation action is in train the strategic concern remains. This new programme is also having a knock-on impact on our capacity to deliver strategic intervention to develop a methodology for strategic sustainable landscape monitoring (part of KPI 12).
- The South West Peak Landscape Partnership Programme was due to be completed by the 31 December 2021. However, due to the impacts of Covid-19, a short extension beyond this date has been agreed for 2 of the projects together with key programme staff. Securing the legacy of all 18 projects is still on-going together with a strategic forward look with partners at further priority work required. The Authority's future role is uncertain as it is still unable to recover all costs when accessing National Lottery Heritage Fund funding.
- There is no change to the 2021/22 corporate risk register.

Planning service up-date: In July I shared with members the plan we've put in place to help with resourcing in the planning service. These immediate measures are starting to assist - we'll be welcoming 4 new starters in September, the temporary capacity we've added is assisting with moving through a backlog of planning application cases and Team Managers are continuing to use case management reviews to more actively triage applications to move cases along. However, there remain gaps which have occurred at a time when nationally planning applications have been rising, we have seen an increase in complaints and there has been an impact on staff morale. We are maintaining our focus on recovery - most notably building the capacity in the Monitoring and Enforcement Team, keeping moving through the large number of cases and maintaining the

momentum achieved in the Area Planning, Minerals and Planning Policy Teams on recruitment, induction and development pathways. While the focus for now is on recovery, we are also putting in place the foundation for maintaining the resilience of the service, such as more active case management reviews, process reviews, better use of management information and forward work planning. My thanks to the staff in the planning service, and the many others who support this work, for their hard work in these difficult times.

Deputy Chief Executive role: On 1st October the Deputy Chief Executive role will rotate from Emily Fox (who is undertaking the role from 1 April to 31 September 2021) to Andrea McCaskie (who will undertake the role until 31 March 2022). As agreed by the Authority, I will review this arrangement after a year of operation.

Peak District National Park Foundation: In its first two years the Peak District National Park Foundation raised £143,319 exceeding its £70,000 target and paid £91,939 to projects delivering management plan outcomes. This year the Foundation has had a positive start to Q1 of 21-22 with £32,176 in income. This is significantly up on Q1 income of £2,155 last financial year – demonstrating the impact of the first lockdown on fundraising. The Foundation now has 22 regular donors and [17 Peak Partners](#). The focus for Q1 public facing fundraising has been the [Peak District Proud Fund](#), which has enabled the purchase of [50 litter picking kits for volunteers](#) across the Park as well as a £500 grant to support other **Peak District Proud** Ambassador activities. Volunteer [Ranger Andy Yates has raised an additional £480 for the PDP fund in just one week!](#) The fundraising focus remains on increasing regular donors with a social marketing campaign planned for September, growing Peak Partners, applying for funding and developing a major gifts programme. The Foundation has appointed Andy Robinson CEO of the Lindley Educational Trust as a treasurer trustee.

Sustainable Travel: Throughout the last year we have continued to develop our thinking with our partners about the future for sustainable, low carbon travel in the Peak District, reducing and managing the impact of car use whilst seeking better integration from mass public transit to active travel (e.g. walking and cycling) for all. Headlines include:

- The link below is a presentation for Business Peak District by myself and the Chair of the Authority, Andrew McCloy, in May on our the emerging ideas [Sustainable Transport in the Peak District National Park - YouTube](#)
- The Hope Valley Explorer seasonal bus service has returned this summer, again in partnership with Stagecoach. The service is running on weekends and Bank Holidays from 24 July until 30 October 2021. The timetable is here: [Novus-Publish Service Specific Vertical Normal - Copyright Â© Trapeze Group \(UK\) Ltd. \(derbysbus.info\)](#). For the first time the buses will also include on board cycle storage for two bikes via specially designed racks. As a result of the use of larger vehicles, for COVID requirements, the route will unfortunately not be able to take in Edale due to the narrow roads, but will continue to link up the sites in the Upper Derwent down to the Hope Valley and through to Castleton and the Blue John Mine.
- We have added a short statement to our website in regard of our position with proposals for re-instating a railway line along the Monsal Trail – it can be seen [here](#).

4. Appendices

None

Report Author, Job Title and Publication Date

Sarah Fowler, Chief Executive, 25 August 2021

7. AMP 7 2020-24 WORKS (MH)

1. Purpose of the report

This report puts before Committee the proposal to extend vital peatland restoration works in the Dark Peak and South Pennines working directly with Moors for the Future Partnership's Water Company partners through Asset Management Period 7 (AMP7) between 2020 -2024.

This report seeks to build on the previous authority granted by Programmes and Resources Committee (May 2020, Minute Ref 16/20), seeking to raise the authority limit in response to current and future opportunities to extend vital peatland restoration works.

Background Information

2. On 15 May 2020, the Programmes and Resources Committee resolved to support the establishment of partnering agreements and associated contracts between the Authority and Water Company partners for the Moors for the Future Partnership (MFFP) to deliver AMP 7 habitat restoration aspirations and associated research and communications outcomes up to a maximum value of £3 million between 2020-2024 (Minute 16/20). The full report and minutes can be found here:

<https://democracy.peakdistrict.gov.uk/ieListDocuments.aspx?CId=451&MId=2392&Ver=4>

Key Issues

Update since May 2020

3. Since project approval, a framework contract and a collaborative agreement have been entered into with Yorkshire Water Services Ltd and Severn Trent Water.
4. A broad conservation proposal was created for Severn Trent in the Bamford Catchment in the 2020/21 financial year. It is valued at £1,010,000, which achieves 613 ha of biodiversity improvement throughout the AMP 7 period 2020-24. Work has commenced on this and will continue to 2024.
5. In respect of the arrangement with Yorkshire Water, contracts have been agreed for the planning phase for some of their catchment and the remainder are currently under negotiation. Following the completion of the planning phase for all of Yorkshire Water's catchment, the capital works scope and associated delivery costs will be agreed. These conservation proposals are expected to generate between £5-6 million of works for delivery in the AMP 7 period 2020-24, including the associated project management costs.
6. In addition to the AMP 7 work for Yorkshire Water, investigative work is taking place across some of their non-owned catchments to feed into the AMP 8 period (2025-30). The value of these investigation contracts are valued at £163,290.
7. United Utilities do not have moorland restoration work in the AMP 7 period, but are in the process of bringing forward elements of their works for the AMP 8 period to the period 2020-2024 which they have requested MFFP assist in delivery. This work has an anticipated value of £300,000.
8. Overall, contract values of a total of £1,736,619 have been confirmed, and approximately £7.5 million are anticipated (please see the table below). This is greater than the current approved project value of £3 million.

	Confirmed Value to date (July 2021)	Anticipated Total Value 2020-2024	In Excess of Confirmed Value (£3m)
Severn Trent Planning & Delivery	£1,010,000	£1,010,000	
Yorkshire Water Planning	£563,329	£563,329	
Yorkshire Water Delivery		~£5,200,000	~£4,000,000
Yorkshire Water Investigations for AMP 8	£163,290	£163,290	
United Utilities AMP 8		£300,000	£300,000
Total	£1,736,619	~£7,236,619	~£4,300,000

9. The format of project has not changed since approval in May 2020 but we are seeking to maximise opportunities of greater investment in the landscape. This work helps to deliver the corporate strategy and to remain agile and responsive to emerging opportunities with water companies.
10. Approval is being sought from Committee now as the combined total of confirmed works and anticipated works may reach the £3 million authorisation limit in this financial year. An increase in the value of the project authorisation will enable MFFP to be responsive to requests for additional work and allow for maximum possible delivery.

Anticipated AMP 7 Project Value 2020-24

11. Based on the Water Company Catchment Measure Specification requirements the anticipated maximum value of this project between 2020-24 was placed at £3m when this report was first approved by committee. It is now anticipated to be £7.5m. This sum includes capital works costs, and MFFP project management and delivery costs to include all monitoring and communications activities. Prior to confirmation of contracts MFFP will agree specific Capital Project Delivery and Project Management budgets with our partners working on a full cost recovery basis.

Recommendations

12. That the Authority notes the existing partnering agreements and associated contracts and supports the proposed partnering agreements and associated contracts between PDNPA and Water Company partners for MFFP to deliver AMP 7 habitat restoration aspirations (capital works) and associated research and communications outcomes.

Specifically:

1. Authority to engage in new projects up to a maximum value of £7.5 million between 2020-2024 (increased from the existing limit of £3 million), and delegating authority to approve the acceptance of new partnering agreements with the Water Company partners under this authority, to the PDNPA Chief Financial Officer, in consultation with the Head of Moors for the Future Partnership and the Head of Legal Services.

- 2. That the Authority may, subject to compliance with its procurement standing orders, enter into contracts for the delivery of the AMP 7 projects and AMP 8 projects where they have been brought into the AMP 7 period.**

How does this contribute to our policies and legal obligations?

13. As outlined in the May 2020 P&R report, the strategic fit of the AMP 7 work is fully integrated within the MFFP 21/22 Operational and the MFFP 2021-22 interim Business Plan and is relevant to the Peak District National Park Management Plan Vision and covers many aspects which will support the delivery aims of the National Park Management Plan 2018-23 - specifically:

Special quality 1: Beautiful views created by contrasting landscapes and dramatic geology

Special quality 2: Internationally important and locally distinctive wildlife and habitats

Special quality 3: Undeveloped places of tranquillity and dark night skies within reach of millions

Special quality 4: Landscapes that tell a story of thousands of years of people, farming and industry

Special quality 6: An inspiring space for escape, adventure, discovery and quiet reflection

Special quality 7: Vital benefits for millions of people that flow beyond the landscape boundary

14. 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
15. In addition the AMP 7 work will support and contribute significantly to the National Park's Corporate Strategy 2019-24 by contributing towards key outcomes including: A Sustainable Landscape that is conserved and enhanced (specifically KPI 3 & 4), A National Park loved and supported by diverse audiences, and Thriving and sustainable communities that are part of this special place.
16. The proposed engagement with water company partners in AMP 7 will also contribute significantly to the outcomes of other partner organisations within MFFP.

Programme Management

17. There are typically around 20 projects being delivered at any one time, delivering MFFP's three objectives of Communications and Engagement, Research and Monitoring and Conservation and Land Management. The 2021/22 financial year will be the final delivery year of a number of these projects and the restoration opportunities presented by continuing our collaboration with Water Company partners is a valuable project succession opportunity to secure at this stage, as we develop future (post-Brexit) project funding to continue the work of the partnership.

18. Working with Water Companies as proposed through a direct Partnering Agreement relationship in AMP 7 has been assessed against our ongoing programme commitments, and as at July 2021 there was sufficient capacity within the programme to integrate the additional capital works, monitoring and communications objectives within our existing resource levels. Project Management remains to be resourced from MFFP's existing Prince 2 qualified Project Managers all of which have experience of delivering capital works projects on degraded peatlands. Project Managers will resource the project from MFFP's existing Conservation, Research and Communications Officer resources. The core MFFP Programme Team will provide overall project leadership and support for the delivery of the project.
19. In line with the MFFP 2021/22 Operational Plan, delivering for our Water Company partners in AMP 7 will also bring further contribution to core funding for the MFFP Programme team. This is in line with our forward strategy to generate a higher proportion of core funding from project sources as part of the solution to addressing the MFFP core funding deficit. To achieve this MFFP are therefore exploring additional projects with partners, and responding to calls for potential work and proactively seeking financial resources with current and future partners, including maximising match funding opportunities.

Proposals

20. The proposal is brought to committee for consideration and approval as an extension to an approved project to expand the MFFP forward Programme of Projects. As per the approach to extending projects set out in the 2021/22 Operational Plan (in which the AMP 7 work is highlighted), this project extension proposal is made as an individual report to Committee to seek authority to increase the project value authorised.

Are there any corporate implications members should be concerned about?

Financial:

21. The resources available to develop and agree the agreements for working with water companies in AMP 7 are those of the existing MFFP staff team with welcome advice from senior officers. No additional resources will be required.
22. Prior to gaining delegated authority the project cost models will be baselined and spending and income forecast. This information will be provided to PDNPA officers with delegated authority to accept new projects in tandem with MFFP recommendations.
23. The AMP7 can be expected to provide project funding income to support core MFFP activities over the 2021-24 period. This is in line with the intention set out in the 2021/22 Operational Plan for projects to generate additional funds to support core MFFP programme activities.
24. The Partnership has a history of sound financial management, income control (including draw down of funding and claims) is of great importance and overseen by the Programme Office Manager. Regular updates are held with the Chief Finance Officer with monitoring of cash flow to ensure the 'books' are balanced.

Risk Management:

25. The AMP 7 proposals are an integral part of the 2021/22 Operational Plan and MFFP 2021/22 Interim Business Plan, as such the Project Management risks once in delivery will be adequately managed as part of MFFP's programme risk management activities.

26. Risks, Issues and Dependencies of the programme of projects are monitored weekly and reviewed quarterly alongside the Programme Progress Log.
27. Our health & safety log is reviewed weekly.
28. Appendix 1 provides an updated risk log to reflect the proposed increased value in the Project and outlines the AMP 7 project risks being managed through the developmental stages of this project, and the high level delivery risks that are anticipated at this stage.
29. Project Managers update their project logs weekly and report via the weekly programme status update meetings with in-depth updates held monthly.
30. We produce a Programme Progress Log four times a year which identifies approvals and financial values of projects - with issues identified through a Red/Amber/Green assessment - and includes brief summaries of progress highlights. Income and Expenditure of projects and programme team are also monitored by the Partnership's Strategic Management Group at its quarterly meetings.

Sustainability:

31. From a business sustainability perspective, this proposal fits within the context of the Moors for the Future Partnership interim Business Plan 2021/22. Undertaking additional projects for our partners, building on work which is already being done, is a key part of our business model and has allowed immense improvements to the landscape and conservation of the Dark Peak and beyond. Creating synergies between projects is a key component of the sustainability of the Moors for the Future programme.

Equality:

32. There are no equality issues arising from this report.

33. Background papers (not previously published)

None

34. Appendices

Appendix 1: MFFP AMP 7 Risk Log – Updated

Report Author, Job Title and Publication Date

Mollie Hunt, Project Manager, Moors for the Future Partnership, 25th August 2021

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Project Name	MFFP: AMP 7 (Peatland Restoration)
Project Manager	Mollie Hunt
Date	July-21
Version Control	V2

Date Raised	Risk Owner	Description of Risk	Impact on Project / Programme	Impact (I)	Probability (P)	Rating (I x P)	Risk Rating	Mitigating Actions	Target Resolution Date	Action Owner	Date Last Updated	Status
18/06/2021	Water Companies / MFFP/PDNPA	Work programme and purchase orders not agreed with Yorkshire Water, leaving staff resource unreserved	Project not able to deliver as resource is moved to other projects that can confirm work programme and purchase orders	3	1	3	Low	Engage with Water Companies proactively to confirm the work programme and associated purchase orders to secure the staff resource	31/07/2021	MH	18/06/2021	Open
18/06/2021	Water Companies / MFFP/PDNPA	Delays to work programme due to reaching project approval limit of £3 million	Inability to maximise project delivery in year 2021-22 and therefore putting pressure to deliver more 2022-2024	2	1	2	Low	Plan Programme and Resources committee approval before the work delivery values need to be confirmed in October 2021	30/09/2021	MH	18/06/2021	Open
01/09/2019	Water Companies / MFFP/PDNPA	Possibly Restrictive KPI setting leading to the potential for PDNPA being in breach of Partner Agreement if targets can't be met.	Inability to deliver to the required scope.	2	1	2	Low	<p>All KPI and deliverable setting will be done in collaboration between Water company and MFFP.</p> <p>Partnering Agreement approach to be taken to PDNPA working with water company's which will include an iterative process to defining the scope of works through the AMP period after an initial agreement on an overall area based KPI (hectares).</p> <p>MFFP assess an early stage the proposed area based KPIs and the project timescales and budget to ensure that the target is achievable.</p> <p>MFFP to fully impact the area KPI against the forward MFFP programme of works to ensure there is capacity over the required period.</p> <p>Progress: Resolved for Severn Trent, ongoing with Yorkshire Water</p>	31/10/2021	MH	18/06/2021	No change
01/09/2019	Water Companies / MFFP/PDNPA	Inability to evidence deliverables / outcomes Prior agreement required on Monitoring arrangements	Inability to evidence outcomes could cause issues during delivery.	2	1	2	Low	<p>MFFP to engage water company partners and agree monitoring requirements to include both compliance criteria to sign-off against the deliverable to be agreed and also in a more detailed academic sense where research outcomes may also constitute a project deliverable/KPI.</p> <p>Progress: Resolved for Severn Trent, ongoing with Yorkshire Water</p>	31/10/2021	MH	18/06/2021	No change
01/09/2019	MFFP	Projects fail to deliver on cost, quality and timescale aspirations Poor project delivery leading to; Reputational risk. Contractual commitment failure.	Reputational risk to MFFP/PDNPA landscape doesn't receive vital conservation works	2	1	2	Low	<p>MFFP have well defined and established Programme and Project Management protocols in place that will be utilised in the delivery of this project.</p> <p>MFFP Project managers are Prince 2 trained</p> <p>All the proposed and potential works to be delivered within the scope of this project fall completely within MFFP established areas of expertise.</p>	31/03/2022	MH	18/06/2021	No change

Date the risk was identified and added to the RAD log	
Enter the name of the individual who is accountable for the Risk	
Describe each risk clearly and succinctly, identifying the root cause of each one	
Detail Project Delivery impacts.	
1	Insignificant / Negligible
2	Moderate
3	Critical / Catastrophic
1	Very Unlikely / Rare
2	Possible
3	Almost Certain
Rating is calculated by impact multiplied by probability	
Enter risk mitigation and describe how the mitigation will take place	
Target date for completion of the mitigation action	
Person responsible for implementing the mitigation action	
Date of last update provided on the Risk	
Status - closed ,reducing, increasing, or no change	

8. **INTERNAL AUDIT 2021/22 ANNUAL PLAN (A1362/7/AMC)**

Purpose of the report

1. This report asks Members` to approve the proposed Internal Audit Plan for 2021/22.

Key issues include:

- **The purpose of the Internal Audit Plan is to provide the Head of Internal Audit with sufficient evidence to give an opinion on the effectiveness of risk management, governance and internal control across the full range of activities of the organisation.**

Recommendations

2. 1. **That the 2021/22 Internal Audit Plan be approved.**

How does this contribute to our policies and legal obligations?

3. The work of the Internal Auditors is a key part of our governance arrangements and helps us to monitor and improve performance to ensure the Authority has a solid foundation supporting achievement of our outcomes, as set out in the Corporate Strategy, by making sure the Authority is an agile and efficient organisation.

Background

4. The Accounts and Audit Regulations 2015 require that the Authority undertakes an adequate and effective system of internal audit of its accounting records and its system of internal control in accordance with proper practices. Our Internal Audit Provider is Veritau Ltd and the Assistant Director – Audit Assurance is Ian Morton.

Proposals

5. Members are asked to consider and approve the Internal Audit 2021/22 Audit Plan.

Are there any corporate implications members should be concerned about?

6. **Financial:**
The cost of the Internal Audit contract is found from within the overall Finance budget.
7. **Risk Management:**
The Internal Audit process is regarded as an important part of the overall internal controls operated by the Authority.
8. **Sustainability:**
There are no implications to identify.
9. **Background papers** (not previously published) – None

Appendices -

Appendix 1: Internal Audit Annual Audit Plan 2021/22

Report Author, Job Title and Publication Date

Andrea McCaskie, Head of Law, 25th August 2021

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Peak District National Park Authority

Internal Audit Plan 2021/22

**Assistant Director-
Audit Assurance:
Head of Internal Audit:**

Ian Morton
Max Thomas

Circulation List:

Members of National Park Authority

Head of Finance
Head of Law

Date:

3 September 2021

Introduction

- 1 This document sets out the planned 2021/22 programme of work for internal audit, provided by Veritau for the Peak District National Park Authority.
- 2 The work of internal audit is governed by the Public Sector Internal Audit Standards. In accordance with those standards, the Head of Internal Audit is required to provide an annual internal audit opinion to the Authority based on an objective assessment of the framework of governance, risk management and control.
- 3 The internal audit plan has been prepared on the basis of a risk assessment and takes into account the changes in the risk profile for the Authority as a result of the Covid-19 pandemic. This is intended to ensure limited audit resources are prioritised towards those systems which are considered to be the most risky and/or which contribute the most to the achievement of the Authority's priorities and objectives. The content of the internal audit plan has been subject to consultation with the Head of Finance & Section 151 Officer and Head of Law & Monitoring Officer and other senior officers.
- 4 The internal audit plan is submitted for formal approval by the National Park Authority who are responsible for monitoring progress against the plan and overseeing the work of internal audit. Changes to the plan will be agreed with the Head of Finance or Head of Law (as appropriate) and will be notified to National Park Authority meetings. We will provide regular updates on the scope and findings of our work to the National Park Authority throughout 2021/22.
- 5 The plan is based on 35 days of audit work in total.

2021/22 Audit Plan

- 6 The plan includes work covering financial and operational systems. A number of the audits cover areas where new processes are in operation or where processes have been on hold at times due to the Covid pandemic. The plan also includes an allocation of time to support delivery of the audit work plan and to provide advice on risk and control issues.
- 7 Details of the 2021/22 plan are set out in Appendix A

Draft Internal Audit Plan for 2021/22

Audit	Comments	Days	Block
Main Accounting/Capital Accounting	A review of key controls relating to the General Ledger, including bank reconciliations, journals and control accounts. This will also include a review of capital accounting.	5	September
Income and Debtors	A review of the debtors system and the processes in place to reconcile and monitor general income.	4	January
Risk Management	A review of risk management processes, including identification of key risks, and reporting and monitoring of risk actions.	5	September
Visitor Centres	An audit of visitors centres including stock management and procurement, HR and payroll issues, and income collection.	5	January
IT Audit - Access controls/user awareness	A review of the controls in place to manage system access and to ensure systems users are aware of key security risks.	5	September
Business Continuity	A review of the Authority's business continuity arrangements to ensure suitable plans are in place to manage potential disruptions to service delivery.	5	January
Information Security	A review of compliance with data security policies including the clear desk policy at Aldern House.	1	TBD
Management (including follow up)	Liaison with management and the external auditors, provision of advice, attendance at Authority meetings and follow up of agreed actions from the previous year.	5	Ongoing
Total		35	

9. UPDATE ON REVIEWING THE NATIONAL PARK MANAGEMENT PLAN AND CORPORATE STRATEGY (EF)

1. Purpose of the report

This report updates Authority on the review of the National Park Management Plan and Corporate Strategy. It also seeks approval for the key milestones for the review and the Member Task and Finish Group's amended Terms of Reference.

Key Issues

- Officers would like to keep Authority informed of progress in reviewing the National Park Management Plan and Corporate Strategy.
- A Members Task and Finish Group has been set up to provide Member steer to the review.
- Key deliverables and milestones have been outlined for the review process.

2. Recommendations(s)

1. **To note the update on the review of the National Park Management Plan and Corporate Strategy since the May 2021 Authority meeting.**
2. **To approve the final Terms of Reference for the Member Task and Finish Group at Appendix 1.**
3. **To approve the key milestones for the review of the National Park Management Plan and Corporate Strategy.**

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

- 3.1 Section 66 of 1995 Environment Act requires National Park Authorities to produce a National Park Management Plan (NPMP) 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.
- 3.2 The UK Government vision and circular 2010 for the English National Parks and the Broad states that 'Park Management Plans are the over-arching strategic document for the Parks and set the vision and objectives which will guide the future of the Park over the next 10 to 20 years. The Park Management Plans are for the Parks and not just the Authorities. They should be supported by clear strategies with evidence of significant 'buy-in' from key partners and stakeholders, including communities, land owners and land managers. The Government expects public agencies and authorities active within or bordering a Park to cooperate in the development of the Park Management Plan and the achievement of the Management Plan objectives.'
- 3.3 The Corporate Strategy (CS) sets the high-level direction of the Authority and identifies the outcomes that we wish to achieve over the longer-term, plus our targets for this five-year strategy. It sets out how the Authority will deliver its commitment to the National Park Management Plan and work to the purposes and duty of the National Park.

4. Background Information

- 4.1 As set out in the May Authority report (minute reference 40/21), Members will be aware that currently we have a NPMP that runs from 2018 to 2023, which is one of the Authority's statutory plans, and the partnership plan for the place. This is coordinated by the Authority and agreed and delivered with partners. Although the Authority coordinates development and performance management of the NPMP, it is a partnership plan that the NPMP Advisory Group have a role to play in both its development and implementation. The NPMP has a vision, things we want to achieve, called the areas of impact, and a set of actions in the delivery plan that assist in achieving the areas of impact. It also introduces the seven National Park special qualities.
- 4.2 We also have our own Corporate Strategy that runs from 2019 to 2024, for the Authority only, with a vision, mission, set of outcomes and set of actions, or strategic interventions, that assist in achieving the outcomes. It sets out how the Authority will deliver its commitment to the National Park Management Plan and work to the purposes and duty of the National Park. The Authority develops, approves and performance manages our Corporate Strategy.
- 4.3 The majority of other National Park Authorities fully align their NPMP and Corporate Strategy, and have one strategy for both the place and the Authority. Furthermore, the Landscapes Review recommends that National Park Authorities should give greater emphasis to their NPMPs. Therefore, to ensure we learn from this best practice, give weight to the Landscapes Review and are as efficient as possible, in the future, we propose to have one strategy for both the Corporate Strategy and NPMP. This will ensure that what the Authority seeks to achieve will be the same as what we are seeking to achieve with partners.

5. Proposals

Update

- 5.1 The Member Task and Finish Group that was approved at the May 2021 Authority meeting has been established. The Members on the group are: Mr James Berresford (chair), Cllr Patrick Brady, Professor Janet Haddock-Fraser, Ms Annabelle Harling, Cllr Andrew Hart and Cllr Peter Tapping. The Group has met three times to date and will meet monthly until at least the end of 2021 given the pace of the review.
- 5.2 At meetings to date, the Task and Finish Group have discussed and given a steer on: the Terms of Reference; the initial work programme; the Leaders Visioning event; critical success factors for the review; key deliverables; how to make the next NPMP work for heads of service; the NPMP vision; and the recent public consultation.
- 5.3 We held a successful Leaders Visioning event in July. The session aimed to achieve:
- A common understanding of why the National Park is special, the state of it and challenges it faces.
 - The essence of a vision for the National Park.
 - A set of headline outcomes for the National Park for the next 20 years.
 - Agreement on how we will continue to engage on the next National Park Management Plan.

Leaders, including CEOs and directors, attended from organisations including Natural England, local councils, NFU, YHA, Historic England, National Trust, D2N2, Business

Peak District and Chatsworth House Trust. We are now building on the content that emerged from the event.

- 5.4 We ran a public consultation on the next NPMP, which ended in July. We had approximately 1,500 responses, which is significantly more than we have had for any consultation on previous NPMPs. We are still undertaking an in depth analysis of the results, but from the closed questions, an initial look at responses suggests that respondents' priorities are around nature recovery and wildlife, climate change, sustainable farming and land management, water and natural beauty. This set of evidence will be used alongside other more technical evidence and professional opinions as we develop the next NPMP.

- 5.5 We published the State of the Park Report and Climate Change Vulnerability Assessment online:

- <https://report-publishing/sotpr/>
- <https://report-publishing/ccva/>

Milestones

- 5.6 We developed the key milestones by working back from the implementation date of April 2023. This means adoption is needed by September 2022 to ensure that we and partners can plan delivery into business planning timescales for 2023/24. Therefore, due to the number of partners and groups involved in the National Park Management Plan, we will be looking to have a final plan by July 2022. Between now and July 2022, we will be developing the National Park Management Plan, including the vision, outcomes, key performance indicators, delivery plan with partners and operational plan for the Authority, and the strategy text that draws all this together. As requested by Members, we will undertake a further public consultation, and we will take the plan through a sustainability assessment, habits regulations assessment and equalities impact assessment.

- 5.7 The headline Authority meeting dates are:

- September 2021 Authority: Outline project plan
- November 2021 Authority: Update on the review
- March 2022 Authority: Agree public consultation version
- July 2022 Authority: Agree future performance management
- September 2022 Authority: Adoption.

Are there any corporate implications members should be concerned about?

6. Financial:

The financial implications of any future NPMP and CS work has not yet been evaluated, but will be a core aspect of developing this combined strategy.

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 2021/22 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 or holding them virtually.

7. Risk Management:

There is a potential lack of buy in both internally and externally, but we will engage with both stakeholders as much as possible throughout the process to reduce this risk.

The potential implications of the Landscapes Review implementation could pose a risk to the project, as could other emerging national priorities like Farming in Protected Landscapes and Nature Recovery Networks. We may have to adjust and refocus the NPMP during its five-year period to take into account, but we are aware of this and will be agile in our response.

8. Sustainability:

We will conduct a sustainability assessment and habitats regulation assessment at appropriate times during development of the NPMP in order to ensure its sustainability.

9. Equality:

We will conduct an equality impact assessment during development of the NPMP and build equality considerations into the development of the NPMP in order to ensure compliance with the Equality Act 2010.

10. Human Resources:

None.

11. Climate Change

The National Park Management Plan sets the framework for climate change in the National Park. In the current NPMP climate change is an area of impact, 'preparing for a future climate'. This aims to coordinate the action of partners in a concerted effort to address this challenge. It is likely that this focus will be replicated and enhanced in the development of the next National Park Management Plan and Corporate Strategy.

12. Background papers (not previously published)

None

13. Appendices

Appendix 1 - Terms of Reference for the National Park Management Plan and Corporate Strategy Review Member Task and Finish Group

Report Author, Job Title and Publication Date

Emily Fox, Head of Information and Performance Management, 25 August 2021
emily.fox@peakdistrict.gov.uk

Terms of Reference of the Task and Finish Group

1. As the May Authority report detailed, the Task and Finish Group has been created to provide a way for Members and officers to engage with each other on developing the Authority's approach to reviewing and aligning the NPMP and Corporate Strategy.
2. The draft terms of reference for the group were agreed in May, with the agreement that once established the Task and Finish Group would finalise these. The terms of reference have been finalised by the Group and we are now seeking formal approval for these.
3. The amendments to the terms of reference are very minor. In addition to clarifying wording in a couple of places, the changes are:
 - To note that the Group may make recommendations regarding implementation.
 - To differentiate between the NPMP delivery plan and the Authority's operational/business plan.

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NATIONAL PARK MANAGEMENT PLAN AND CORPORATE STRATEGY REVIEW MEMBER TASK AND FINISH GROUP

DRAFT TERMS OF REFERENCE

1. TASK AND FINISH GROUP: COMPOSITION AND REPORTING PROCEDURES

- a) The Task and Finish Group will comprise a maximum of six Members that will be agreed at the Authority's Annual General Meeting and are representative of the different categories of Authority Members.
- b) Members of the Group will agree a Chair at the first meeting. In the absence of the Chair, the Group will agree a Chair (by majority if required).
- c) The Task and Finish Group does not make formal decisions; however, it can make recommendations (which are agreed by a Group majority) to be considered by Authority or the Members Forum, dependent on which is the most appropriate mechanism (see second paragraph below).
- d) The Group will welcome input and advice from officers and Members as appropriate.
- e) The Group's focus is on reviewing the National Park Management Plan and Corporate Strategy and will not oversee implementation, although it may wish to make recommendations in this regard. Therefore, the Group will finish at the end of the review period for the National Park Management Plan and Corporate Strategy, which is October 2022.

The Group will provide a way for Members and officers to engage on developing the Authority's approach to reviewing and aligning the National Park Management Plan (NPMP) and Corporate Strategy (CS). The Group will not have any decision making powers, as these reside with the Authority.

Reporting lines are to the Authority when recommendations are made that require a decision. The Members Forum will receive notes of the meetings, regular updates and discussion items to engage all Members and promote understanding of the NPMP and CS in the full Membership.

Meetings of the Task and Finish 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 and Finish Group to report all recommendations for decision to Authority.

Although there is no budget established for this Task and Finish 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 and Finish Group has been created to provide a way for Members and officers to engage with each other on developing the Authority's approach to reviewing and aligning the NPMP and Corporate Strategy. It will focus on the following key areas.

Strategy

The Group will steer on the development of the aligned NPMP and CS. More specifically, development of the revised vision for the strategy, its structure, outcomes and text.

Performance Monitoring

The Group will steer on performance management of the strategy. More specifically, development of key performance indicators, targets and reporting mechanisms to Members and partners.

Delivery Plans

The Group will steer on the partnership delivery plan and Authority operational/business plan for the strategy. More specifically, development of both plans and what type of actions fit in which plan.

Partner Engagement

The Group will steer on how Members of the Authority should secure ownership of the NPMP strategy and delivery plan actions with key partners, with emphasis on local authority partners.

3. NEED FOR THE GROUP

Benchmarking demonstrated that other national parks have greater synergy between their NPMP and CS. Additionally, combining the NPMP and CS will ensure that the Authority and partners are working to the same vision and outcomes. Furthermore, the Landscapes Review recommends that National Park Authorities should give greater emphasis to their NPMPs.

The Authority needs to review the current NPMP and have the reviewed plan in place by April 2023. To allow time for planning implementation of the delivery plan, the Authority is committed to adopting the next NPMP by October 2022. This Task and Finish Group will act as an advisory group to officers during this review period. This will enable officers to have regular engagement with and gain a steer from Members.

Establishing the Member Task and Finish Group will:

- Allow Members a greater opportunity to shape the development of a combined NPMP and CS.
- Provide focussed time for Members and officers to discuss the development of a combined NPMP and CS.
- Provide Members with the opportunity to shape the future performance management processes of the NPMP and CS.

4. INITIAL WORK PROGRAMME

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

- Appoint a Chair.
- Review and agree the Draft Terms of Reference of the Task and Finish Group.
- Discuss and agree an initial work programme, based on the briefing notes presented to the 13 April 2021 Members Forum. An initial focus will be to update the NPMP vision.

10. REQUEST FOR APPROVAL OF REASONS FOR MEMBER NON-ATTENDANCE AT MEETINGS (A.111/RC)

Purpose of the report

1. To consider a request to approve medical reasons for being unable to attend face-to-face meetings of the Authority since 30th April 2021 of the following Members:-

Ms Harling
Cllr Huddleston

This will prevent the operation of the provisions of section 85 “Vacation of Office by Failure to Attend Meetings” of the Local Government Act 1972 under which would otherwise have the effect of their ceasing to be Members of the Authority on 30th October 2021.

Recommendation

2. **To approve, in accordance with section 85(1) of the Local Government Act 1972, medical reasons for being unable to attend meetings of the Authority for Ms Harling and Cllr Huddleston until the first meeting of the Authority in 2022, currently to be held on 18 February 2022 .**

How does this contribute to our policies and legal obligations?

3. Our committee and decision making processes contribute to KPI 26: To have best practice governance, risk and performance management arrangements in place. To meet this objective the Authority must comply with relevant legislation on appointments to the National Park Authority and its Committees.

This report has been prepared in accordance with section 85 of the Local Government Act 1972 which, under Section 8 of Schedule 7 in the Environment Act 1995, is applicable to a National Park Authority.

Background

4. Section 85 of the Local Government Act 1972 states that:
“if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.”
5. Following a time limited change in Government legislation in April 2020 the Authority amended its Standing Orders and took advantage of the ability to hold virtual meetings of its decision making Committees and Authority meetings which occurred up until 6 May 2021 when the Regulations ended. Since the Government legislation requiring the return to the legal requirement of in person, face-to-face meetings, Ms Harling, a Member of the Authority appointed by the Secretary of State, has been unable to attend such a meeting of the Authority since 30 April 2021 and Cllr Huddleston, appointed by High Peak Borough Council has been unable to attend a meeting of the Authority since 30 April 2021 in both cases due to medical reasons. The provisions in the Local Government Act mean that unless the Authority approves a reason for their non-attendance at meetings, they will cease to be Members on 30th October 2021

Although unable to attend indoor face-to-face indoor meetings physically and therefore unable to speak or vote under current legislation, Ms. Harling has attended Authority and Planning Committee remotely via audio link and continues to contribute regularly to those meetings/roles where she can attend virtually e.g. Members Task & Finish Group for the National Park Management Plan, Member Champion role for Thriving & Sustainable Communities, Budget Monitoring Meeting, and external appointments.

The Government has recently held a call for evidence regarding a potential change to the law to allow virtual meetings however the outcome is pending and any changes would require legislation which will take time.

The Authority is working with the Members involved to find ways they can contribute until their circumstances change or legislation is passed to allow virtual attendance at statutory meetings, but the legislation as it stands at the moment as outlined above, is in effect and in force.

Are there any corporate implications members should be concerned about?

6. **Financial:**

Although a Member will continue to receive their basic allowance while absent due to medical reasons, if agreed these proposals would not incur any further costs.

7. **Risk Management:** Although there would be risks around a long term reduction in the number of Members available to carry out their duties, and there may be risks for the appointing body by not having their representative physically present at meetings, there are no significant risks arising from approving the recommendation in these cases.

8. **Sustainability:** There are no issues to highlight.

9. **Background papers:** None

10. **Climate Change**

There are no issues to raise.

11. **Appendices:** None

Report Author, Job Title and Publication Date

Ruth Crowder Democratic Services Manager , 25 August 2021

11. LOCAL GOVERNMENT AND SOCIAL CARE OMBUDSMAN ANNUAL REVIEW LETTER 2020/21 (RC)

1. Purpose of the report

This report provides details of the Local Government and Social Care Ombudsman's (the Ombudsman) Annual Review of complaints for the period April 2020 to March 2021.

Key Issues

- **The Ombudsman's Annual Review has not stated any concerns about the Authority's performance.**
- **The complaint statistics provided focus on 3 key areas – Complaints Upheld, Compliance with Recommendations and Satisfactory remedies provided by the Authority.**

2. Recommendation

- 1. To note the Local Government and Social Care Ombudsman Annual Review Letter 2021 at Appendix 1 of the report.**

How does this contribute to our policies and legal obligations?

- Quarterly reports on complaints received were considered by the Audit, Resources & Performance Committee up to May 2019; then following the changes to the Authority's Committee structure, they have been received and considered at the Authority meetings since July 2019. The quarterly reporting has since changed to bi-annual reporting in Quarters 2 and 4 each year. These reports give Members the opportunity to discuss lessons learnt and improvements made as a result of this feedback including from complaints which have been referred to the Ombudsman. Learning from complaints will contribute to the Authority's outcome as an 'agile and efficient organisation'.

Background Information

- The Authority changed from annual reporting on complaints to quarterly reporting in 2011; however, it was agreed that the annual review letter from the Ombudsman would still be reported annually. Appendix 1 shows the Ombudsman's annual review for the Authority covering the period 1 April 2020 to 31 March 2021.
- At the end of March 2020, the Ombudsman took the unprecedented step of temporarily stopping casework to allow authorities to concentrate efforts on vital frontline services during the first wave of the Covid-19 pandemic. Casework was restarted in June 2020. Following feedback from authorities, the Ombudsman decided it was unnecessary to pause casework again during the further waves of the pandemic.
- The letter shows that the Ombudsman received only 1 complaint and made 3 decisions in relation to the Authority during this period. The complaint received was regarding Planning and Development.
- As can be seen in Appendix 1, of the 3 decisions the Ombudsman made during the period 1 April 2020 to 31 March 2021:
 - 2 were not upheld (Planning and Development)
 - 1 was closed after initial enquiries (Planning and Development)

8. Appendices 2 and 3 show the benchmark figures for complaints and enquiries received and determined by the Ombudsman for National Park Authorities.

Proposals

9. It is proposed that the details of the Ombudsman's annual review, as set out in Appendix 1 of this report, be noted.

Are there any corporate implications members should be concerned about?

Financial:

10. We handle complaints within existing resources. However when a complaint has to be investigated it is often time consuming and distorts planned work programmes.

Risk Management:

11. The following risks have been identified at this time:
- Failure to ensure action is taken to improve service or address a problem as appropriate in response to complaints received.
 - Failure to improve the way we handle and respond to customers making complaints.
 - Unreasonable cost in time and staff resource spent in dealing with complaints.
- Action taken as a result of complaints received and our procedure for handling unreasonably persistent complaints help us to mitigate these risks.

Sustainability:

12. The Authority's complaints procedure highlights that:
- All comments and complaints are treated in confidence and will not disadvantage complainants in any future dealings they might have with the Authority.
 - Everyone will be treated fairly.

Equality:

13. There are no issues to raise.

Climate Change

There are no issues to raise.

15. Background papers (not previously published)

None.

16. Appendices

Appendix 1 - Local Government and Social Care Ombudsman's Annual Review Letter 2021, 21 July 2021

Appendix 2 - Benchmark figures for complaints received by the Ombudsman for National Park Authorities

Appendix 3 - Benchmark figures for complaints determined by the Ombudsman for National Park Authorities

Report Author, Job Title and Publication Date

Ruth Crowder, Democratic and Legal Support Team Leader, 25 August 2021.

Local Government & Social Care OMBUDSMAN

21 July 2021

By email

Ms Fowler
Chief Executive
Peak District National Park Authority

Dear Ms Fowler

Annual Review letter 2021

I write to you with our annual summary of statistics on the decisions made by the Local Government and Social Care Ombudsman about your authority for the year ending 31 March 2021. At the end of a challenging year, we maintain that good public administration is more important than ever and I hope this feedback provides you with both the opportunity to reflect on your authority's performance and plan for the future.

You will be aware that, at the end of March 2020 we took the unprecedented step of temporarily stopping our casework, in the wider public interest, to allow authorities to concentrate efforts on vital frontline services during the first wave of the Covid-19 outbreak. We restarted casework in late June 2020, after a three month pause.

We listened to your feedback and decided it was unnecessary to pause our casework again during further waves of the pandemic. Instead, we have encouraged authorities to talk to us on an individual basis about difficulties responding to any stage of an investigation, including implementing our recommendations. We continue this approach and urge you to maintain clear communication with us.

Complaint statistics

This year, we continue to focus on the outcomes of complaints and what can be learned from them. We want to provide you with the most insightful information we can and have focused statistics on three key areas:

Complaints upheld - We uphold complaints when we find some form of fault in an authority's actions, including where the authority accepted fault before we investigated.

Compliance with recommendations - We recommend ways for authorities to put things right when faults have caused injustice and monitor their compliance with our recommendations. Failure to comply is rare and a compliance rate below 100% is a cause for concern.

Satisfactory remedy provided by the authority - In these cases, the authority upheld the complaint and we agreed with how it offered to put things right. We encourage the early resolution of complaints and credit authorities that accept fault and find appropriate ways to put things right.

Finally, we compare the three key annual statistics for your authority with similar types of authorities to work out an average level of performance.

Council's annual data will be uploaded to our interactive map, [Your council's performance](#), along with a copy of this letter on 28 July 2021. This useful tool places all our data and information about councils in one place. You can find the decisions we have made, public reports we have issued, and the service improvements councils have agreed to make as a result of our investigations, as well as previous annual review letters.

As you would expect, data has been impacted by the pause to casework in the first quarter of the year. This should be considered when making comparisons with previous year's data.

Supporting complaint and service improvement

I am increasingly concerned about the evidence I see of the erosion of effective complaint functions in local authorities. While no doubt the result of considerable and prolonged budget and demand pressures, the Covid-19 pandemic appears to have amplified the problems and my concerns. With much greater frequency, we find poor local complaint handling practices when investigating substantive service issues and see evidence of reductions in the overall capacity, status and visibility of local redress systems.

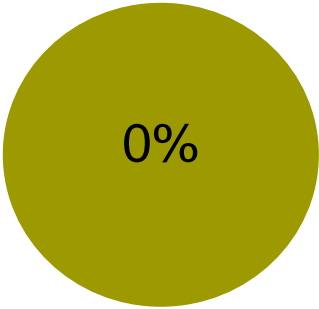
With this context in mind, we are developing a new programme of work that will utilise complaints to drive improvements in both local complaint systems and services. We want to use the rich evidence of our casework to better identify authorities that need support to improve their complaint handling and target specific support to them. We are at the start of this ambitious work and there will be opportunities for local authorities to shape it over the coming months and years.

An already established tool we have for supporting improvements in local complaint handling is our successful training programme. During the year, we successfully adapted our face-to-face courses for online delivery. We provided 79 online workshops during the year, reaching more than 1,100 people. To find out more visit www.lgo.org.uk/training.

Yours sincerely,



Michael King
Local Government and Social Care Ombudsman
Chair, Commission for Local Administration in England

Complaints upheld		
	<p>0% of complaints we investigated were upheld.</p> <p>This compares to an average of 0% in similar authorities.</p>	<p>0 upheld decisions</p> <p>Statistics are based on a total of 2 detailed investigations for the period between 1 April 2020 to 31 March 2021</p>
Compliance with Ombudsman recommendations		
No recommendations were due for compliance in this period		
Satisfactory remedy provided by the authority		
The Ombudsman did not uphold any detailed investigations during this period		

NOTE: To allow authorities to respond to the Covid-19 pandemic, we did not accept new complaints and stopped investigating existing cases between March and June 2020. This reduced the number of complaints we received and decided in the 20-21 year. Please consider this when comparing data from previous years.

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LOCAL GOVERNMENT OMBUDSMAN NUMBER OF ENQUIRIES RECEIVED REGARDING NATIONAL PARK AUTHORITIES 2020/21

National Park Authority	Corporate and Other Services	Environmental Services, Public Protection and Regulation	Highways and Transport	Planning and Development	Other	Total
Broads Authority	1	0	1	0	0	2
Dartmoor	0	0	0	5	0	5
Exmoor	0	0	0	1	0	1
Lake District	0	0	0	6	0	6
New Forest	0	0	0	1	0	1
North York Moors	0	0	0	3	0	3
Northumberland	0	0	0	0	0	0
Peak District	0	0	0	1	0	1
South Downs	0	0	0	2	0	2
Yorkshire Dales	0	0	0	1	0	1

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LOCAL GOVERNMENT OMBUDSMAN NUMBER OF DECISIONS MADE REGARDING NATIONAL PARK AUTHORITIES 2019-20

National Park Authority	Incomplete or Invalid	Advice Given	Referred back for local resolution	Closed after initial enquiries	Not Upheld	Upheld	Total
Broads Authority	0	1	1	0	0	0	2
Dartmoor	0	0	1	3	1	0	5
Exmoor	0	0	0	1	0	0	1
Lake District	1	0	0	2	0	0	3
New Forest	0	0	0	1	1	0	2
North York Moors	0	0	1	2	0	0	3
Northumberland	0	0	0	0	0	0	0
Peak District	0	0	0	1	2	0	3
South Downs	0	0	0	0	3	0	3
Yorkshire Dales	0	0	0	0	1	0	1

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