

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.1142/3368

Date: 20 July 2023



NOTICE OF MEETING

Meeting: **National Park Authority**

Date: **Friday 28 July 2023**

Time: **10.00 am**

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

PHILIP MULLIGAN
CHIEF EXECUTIVE

AGENDA

- 1. Roll Call of Members Present, Apologies for Absence and Members Declarations of Interest**
- 2. Minutes of previous meetings held on 28 April and 19 May 2023** *(Pages 5 - 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.

FOR INFORMATION

- 5. Chair's Report**
- 6. Chief Executive Report (PM)** *(Pages 19 - 22)*

FOR DECISION

- 7. Internal Audit 2023/24 Annual Plan** *(Pages 23 - 28)*
- 8. Financial Outturn 2022/23** *(Pages 29 - 42)*
Appendix 1

Appendix 2

Appendix 3

Appendix 4

FOR INFORMATION

- 9. Reports from Outside Bodies - East Midlands Council AGM (JB)** *(Pages 43 - 44)*
- 10. Exempt Information S100(A) Local Government Act 1972**
The Committee is asked to consider, in respect of the exempt items 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 items 11 and 12 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)

11. **Exempt Minutes of the Meetings held on 28 April and 19 May 2023** (Pages 45 - 48)

12. **Organisational Change Proposal** (Pages 49 - 142)
Appendix 1

Appendix 2

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

Since the Coronavirus restrictions have eased the Authority has returned to physical meetings. However, meetings of the Authority and its Committees may still take place at venues other than its offices at Aldern House, Bakewell when necessary. 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 makes an audio visual broadcast and recording available after the meeting. From 3 February 2017 the recordings will be retained for three years after the date of the meeting. During the period May 2020 to April 2021, due to the Covid-19 pandemic situation, Authority meetings were broadcast via YouTube and these meetings are also retained for three years from the date of the meeting.

General Information for Members of the Public Attending Meetings

Since the Coronavirus restrictions have eased the Authority has returned to physical meetings. However, meetings of the Authority and its Committees may still take place at venues other than its offices at Aldern House, Bakewell when necessary, the venue for a meeting will be specified on the agenda. 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 visually broadcast via YouTube and the broadcast will be available live on the Authority's website.

This meeting will take place at Aldern House, Baslow Road, Bakewell, DE45 1AE.

Aldern House is situated on the A619 Bakewell to Baslow Road. 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 refreshment provision for members of the public before the meeting or during meeting breaks. However, there are cafes, pubs and shops in Bakewell town centre, approximately 15 minutes walk away.

To: Members of National Park Authority:

Chair: Mr K Smith
Deputy Chair: Mr J W Berresford

Cllr M Beer	Cllr P Brady
Cllr M Buckler	Cllr M Chaplin
Cllr C Farrell	Cllr N Gourlay
Cllr C Greaves	Cllr A Gregory
Prof J Haddock-Fraser	Cllr B Hanley
Ms A Harling	Cllr A Hart
Cllr L Hartshorne	Cllr Mrs G Heath
Cllr I Huddleston	Cllr D Murphy
Cllr A Nash	Cllr C O'Leary
Cllr Mrs K Potter	Cllr V Priestley
Cllr K Richardson	Miss L Slack
Dr R Swetnam	Mr S Thompson
Cllr J Wharmby	Ms Y Witter
Cllr B Woods	

Constituent Authorities
Secretary of State for the Environment
Natural England

Peak District National Park Authority
Tel: 01629 816200
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Web: www.peakdistrict.gov.uk
Aldern House, Baslow Road, Bakewell, Derbyshire. DE45 1AE



MINUTES

Meeting: **National Park Authority**

Date: Friday 28 April 2023 at 10.00 am

Venue: Aldern House

Chair: Cllr A McCloy

Present: Cllr P Brady, Cllr M Chaplin, Cllr D Chapman, Cllr C Farrell, Cllr C Furness, Cllr C Greaves, Prof J Haddock-Fraser, Mr Z Hamid, Ms A Harling, Cllr Mrs G Heath, Cllr I Huddleston, Cllr C McLaren, Cllr Mrs K Potter, Cllr V Priestley, Cllr K Richardson, Miss L Slack, Mr K Smith, Cllr P Tapping, Ms Y Witter and Cllr B Woods

Apologies for absence: Cllr W Armitage, Cllr A Gregory, Cllr A Hart, Cllr D Murphy, Dr R Swetnam and Cllr J Wharmby.

28/23 ROLL CALL OF MEMBERS PRESENT, APOLOGIES FOR ABSENCE AND MEMBERS DECLARATIONS OF INTEREST

Items 6 and 8

A petition had been received from Castleton Historical Society.

All Members had received emails from Castleton Historical Society, Castleton Parish Council, Bakewell Old House Museum, Unison, Hunter Archeological Society and a number of residents and other individuals.

All Members declared an interest as items 6 and 8 related to the Authority.

Cllr Chapman, Cllr Farrell and Cllr Tapping all stated that they had had some discussions with local people regarding the visitor centres.

Mr Smith stated that he had spoken to Castleton Historical Society regarding Castleton Visitor Centre.

29/23 URGENT BUSINESS

There was no urgent business.

30/23 PUBLIC PARTICIPATION

One member of the public was present to make a representation to the Committee.

31/23 CHAIR'S BRIEFING

The Chair of the Authority provided the following verbal update to Members.

- National Parks England was advertising for a new Executive Director and details would be passed to Members for circulation to their networks.
- He had attended a celebration of the life of former National Park Officer, Michael Dover at which a new award had been announced, the Michael Dower Award for Rural Resilience.
- Two new Secretary of State Members had been approved by DEFRA: Dr Ruth Swetnam whose appointment had already begun, and Simon Thompson who would join the Authority in July.

32/23 NATIONAL PARK MANAGEMENT PLAN - OVERALL PROGRESS REPORT 2018-23

Members offered their thanks to the National Park Management Plan Advisory Group and also its Chair Dianne Jeffrey. A request was made to amend the resolution to add Members' formal thanks to Dianne.

Members expressed disappointment in the lack of progress in increasing birds of prey which had led to the winding up of the Authority led initiative. The Chief Executive advised that he shared Members' disappointment but the goal and the commitment to working with partners to achieve it, remained and the detail of how to achieve this would be worked out in due course.

Members also welcomed the success of the Farming in Protected Landscapes Scheme which had been extended for a further year. This success had been acknowledged by Trudy Harrison, the National Parks Minister.

A motion to move the recommendation with the addition of formally thanking Dianne Jeffrey was moved, seconded, voted on and carried.

RESOLVED

- 1. That Members approve the National Park Management Plan - Overall Progress Report 2018-23.**
- 2. That any necessary changes to the proposed wording of the Overall Progress Report 2018-23 are delegated to the Chief Executive.**
- 3. That Members offer their thanks to Dianne Jeffrey for her 10 years of service Chairing the National Park Management Plan Advisory Group.**

33/23 ORGANISATIONAL CHANGE PROPOSAL (PM)

The report which highlighted the key issues, and gave background to the confidential Part B item on organisational change, was presented by the Chief Executive.

The following spoke under the public participation scheme:

- Maria Kenyon, Castleton Historical society

The Chair had been passed a petition regarding the potential closure of the visitor centres.

Members noted that this was a proposal for a consultation, rather than a final decision and that the proposals related to the whole of the organisation.

The Chief Executive advised that alternative uses of the visitor centres and alternative ways of interacting with visitors were being explored, and conversations were taking place with partners. It was hard to directly compare the situation with that of other National Parks but some were reviewing their visitors centres, e.g. Dartmoor NP where closure had been considered, but a one year extension had been given for their operation.

Members recognised the situation in Castleton with regards to the Historical Society's position in the visitor centre, and that the centre had an educational role. The role visitor centres played in giving a personal touch to visitor advice was mentioned.

A motion to approve the recommendations was moved and seconded, voted on and carried.

RESOLVED

To support the proposal to commence formal consultation on organisational changes with discussion on the proposals and financial impacts to be held in the confidential part of the meeting.

34/23 EXEMPT INFORMATION S100(A) LOCAL GOVERNMENT ACT 1972

RESOLVED:

That the public be excluded from the meeting during consideration of agenda item 8 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).

SUMMARY

The Authority determined the following item, full details of which are contained in the exempt minutes.

35/23 Organisational Change Proposal (PM)

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MINUTES

Meeting: **National Park Authority**

Date: Friday 19 May 2023 at 10.00 am

Venue: Aldern House, Baslow Road, Bakewell

Chair: Cllr A McCloy

Present: Mr J W Berresford, Cllr P Brady, Cllr M Chaplin, Cllr D Chapman, Cllr C Farrell, Cllr C Furness, Cllr C Greaves, Prof J Haddock-Fraser, Mr Z Hamid, Cllr A Hart, Cllr Mrs G Heath, Cllr I Huddleston, Cllr C McLaren, Cllr D Murphy, Cllr Mrs K Potter, Cllr V Priestley, Miss L Slack, Mr K Smith, Dr R Swetnam, Cllr P Tapping, Cllr J Wharmby, Ms Y Witter and Cllr B Woods

Apologies for absence: Cllr W Armitage, Cllr A Gregory, Ms A Harling and Cllr K Richardson.

35/23 APOLOGIES FOR ABSENCE, ROLL CALL OF MEMBERS PRESENT AND MEMBERS DECLARATIONS OF INTEREST

Item 14

Cllr Chapman declared an interest as Chair of the Moors for the Future Partnership.

Item 19

Cllr McCloy declared an interest on behalf of all Members as the item related to property owned by the Authority.

36/23 MINUTES OF PREVIOUS MEETING OF 17TH MARCH 2023

The minutes of the last meeting of the Authority held on 17th March 2023 were approved as a correct record.

37/23 URGENT BUSINESS - APPOINTMENT OF INTERIM MONITORING OFFICER

The Chair confirmed that there was one item of urgent business, the appointment of an interim Monitoring Officer and that this would be dealt with later in the agenda.

38/23 PUBLIC PARTICIPATION

One member of the public was present to make representations to the Committee.

39/23 CHAIR'S BRIEFING

The Chair of the Authority welcomed Dr Ruth Swetnam, the newly appointed Secretary of State Member, to her first Authority Meeting. The Chair then provided a verbal update to Members which included:

- Confirmation that this committee would be his last Authority as Chair, except for the AGM.
- It was also the last Authority meeting for Mr Hamid, Cllr Tapping, Cllr Furness and Cllr Armitage (who had sent his apologies)
- Certificates of appreciation were awarded to Mr Hamid, Cllr Tapping and Cllr Furness and the Chair expressed thanks and appreciation for their contribution to the Authority.

40/23 CHIEF EXECUTIVE REPORT (PM)

The Chief Executive report gave updates to Members on recent meetings with stakeholders, partners and other organisations. Additionally, the CEO advised that a great deal of his time had been taken up by the internal organisational change process.

41/23 EXTERNAL AUDIT 2021/22 AUDITORS ANNUAL REPORT (JW)

The report which asked Members to consider the External Auditors annual report was presented by the Head of Finance as Mark SurrIDGE of Mazars was unable to attend the meeting.

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

RESOLVED:

To note the External Auditor's Annual Report at Appendix 1 of the report.

42/23 EXTERNAL AUDIT 2022/23 AUDIT STRATEGY (JW)

The report, which asked Members to consider the 2022/23 External Audit Strategy memorandum, was presented by the Head of Finance as Mark SurrIDGE of Mazars was unable to attend the meeting.

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

RESOLVED:

To acknowledge the 2022/23 External Audit Strategy Memorandum.

43/23 INTERNAL AUDIT REPORT BLOCK 2 2022/23 (JW)

The report which gave details of the Internal Auditors recommendations for the second block of the 2022/23 audit and the agreed actions for consideration, was presented by Ian Morton of Veritau..

Members requested that the following matters arising from the report, be considered for further attention in the next years audit:

- Review of Staff Appraisals.
- Monitoring and Enforcement in the Planning Service

Members noted the report's recommendation that appeal decisions should be reviewed by committee but felt that the current practice where this was done by Officers rather than Members, unless significant issues arose from a particular decision, should continue.

Members requested further clarification of the Substantial Assurance given to the Planning Service, and were advised that this was due to a reasonable plan being in place to address known issues in the Service. The Head of Planning advised that the subject of the audit had been systems and controls such as registration of applications, validation, and payments rather than the time taken to determine applications.

A motion to approve the recommendation was proposed, seconded, voted on and carried.

RESOLVED

To receive and agree the actions in the Internal Audit reports for the three areas covered under Block 2 for 2022/23 Human Resources, Contract Management and Planning (set out in appendices 1-3 of the report).

44/23 INTERNAL AUDIT 2022/23 ANNUAL REPORT (JW)

The report which asked Members to consider the Internal Audit 2022/23 Annual Report, was presented by Ian Morton of Veritau. It was noted that the overall opinion on the framework of governance, risk management and control operating in the Authority was of substantial assurance and there were no significant control weaknesses which needed to be included in the Annual Governance Statement.

Members were advised that an action plan had been put in place to address the reasonable, rather than substantial assurance level relating to Health and Safety, however this could be considered for further follow up in the next year's audit.

It was noted that there was an error in the report in paragraphs 1 and 12 regarding the date of the Annual Report and these should state 2022/23 not 2021/22.

A motion to approve the recommendation was moved, seconded, voted on and carried.

RESOLVED:

To note and accept the 2022/23 Annual Report from the Internal Auditors as set out in Appendix 1 of the report.

45/23 SLIPPAGE REQUESTS FROM 2022/23 INTO 2023/24 BUDGET (JW)

The report which sought approval from Members for the budget slippage requests to carry an unspent budget from 2022/23 into the 2023/24 budget was presented by the Head of Finance, who also advised that there was an error in the recommendation which should have stated £315k rather than £320k. It was noted that there was an error in paragraph 7 of the report, the date at the end of the third sentence should be 2021/22 not 2021/23.

The Head of Finance added that the aim was to reduce slippage to nil next year and ensure that future underspent budgets would be managed strategically going forward. Any budget carried forward would be on an exception basis e.g. for a specific project which had not been completed.

Some Members queried having an underspend at a time when the Authority was making cuts. The CEO advised that the any underspend is short term, whilst the proposed cuts would tackle longer term budget issues. He also advised that a new finance system was being procured that would be able to give managers timely financial information on a monthly basis which would help to better understand budget underspends.

A motion to approve the recommendation, with the amendment to the specific figure to £315k, was moved, seconded, voted on and carried.

RESOLVED:

The approve the specific slippage requests of £315k (set out in Appendix 1 of the report) be carried forward into the 2023/24 budget.

46/23 2022/23 YEAR END PERFORMANCE REPORT, 2022/23 PERFORMANCE AND BUSINESS PLAN AND 2023/24 CORPORATE RISK (A91941/EF)

The report which provided Members with the 2022/23 Performance and Business Plan and 2023/24 Corporate Risk Register, was presented by the Head of Information and Performance Management. She also clarified in that Appendix 2b the targets for the “enabling” delivery aim were correct, however the targets for aims 1-4 needed to be removed as they were National Park Management Plan targets not Authority Plan targets.

The following additional information was provided by Officers in response to questions from Members:

- Local nature Recovery Strategies would be county based in future
- p.133 KPI13- Visitor centres had over achieved their target, and this was a good achievement by the staff involved, but the centres were still operating at a significant deficit and were not engaging with sufficient numbers of people.
- P.136 KPI16 – Officers would consider further how or whether the Parish Statements related to the objective. The statements would be reviewed when census data became available.
- Neighbourhood Plans were just one of the interventions that the Authority carries out to help communities. Other smaller interventions and projects were also supported.
- P.137 where it is stated that this work will not continue, this could be reworded to better communicate current priorities and the focus on the Local Plan Review
- On p.153 there were no actions that the Authority is undertaking on its own as these were in the National Park Management Plan
- P.171 the risk was around organisational change and how this may affect the delivery of the Authority Plan

Members made the following additional points:

- A KPI regarding visitor pressure on communities would be useful
- Targets should be realistic and not set outside the year
- The Climate Change Steering Group had been disbanded
- Further attention needed to be paid to Enforcement in the document, in addition to updating the Local Enforcement Plan, particularly given the potential

reputational damage to the authority of issues not being addressed. A further risk should be included to monitor this.

- P.184 the conflict between “Welcoming Place” and pressure on communities should be acknowledged as a risk.

Cllr Murphy left the meeting at 11.44

RESOLVED:

- 1. To review and agree any actions to address issues in the Q4 and year end performance reports in Appendices 1a and 1b of the report**
- 2. To approve the Performance and Business Plan content in Appendix 2a and 2b of the report, and completion of details to be delegated to the Chief Executive, to allow publication by the statutory deadline of 30 June.**
- 3. That the 2022/23 year end corporate risk register in Appendix 3 of the report is reviewed and the status of risks accepted.**
- 4. That the start of year 2023/24 corporate risk register in Appendix 4 is reviewed and the proposed risks agreed.**
- 5. That the status of complaints, Freedom of Information and Environmental Information Regulations requests in Appendix 5 is noted**

The meeting adjourned for a short break at 11.44 and reconvened at 12.00

47/23 UPPER DERWENT VALLEY RESERVOIR EXPANSION (BJT)

This item was brought forward on the agenda as the speaker had arrived.

The report which asked Members to consider the position of the Authority in respect to options proposed by Severn Trent Water to increase the supply of water in the Upper Derwent Valley, was presented by the Head of Planning.

The following gave a representation under the public participation at meetings scheme:

- Andrew Wheatley - Derwent and Hope Woodlands Parish Council.

The Chair stated that he had received several letters from the public in support of the Authority’s position on the matter and thanking the Head of Planning and the CEO for attending the Parish Council meeting.

A motion to approve the recommendation was moved and seconded.

Members raised the following points:

- Thought should be given to relevant themes which would engage the public, such as the historic role the site played due to the dam busters and the potential damage to wildlife such as hares.
- The Authority should speak against the proposal in the most robust terms possible as it flew in the face of both the purposes and the duty of the National Park.

- Water companies fixing leaking pipes and forming a national distribution network would be a better solution to the issue of insufficient water supply than new reservoirs.
- Resulting lorry movements would be unacceptable.
- Removal of organic matter from the existing reservoirs would increase their capacity
- Paragraph 17- disruption to local communities and to visitors by the works should be added as a concern, particularly as it was likely that public access would be denied for many years

The Head of Planning advised that pressure would be applied to establish if the framework had been properly set up in order to take National Park purposes into account. More detailed proposals would emerge and further engagement would take place at the "Gate 2" stage in July, at which point Members would be given the opportunity to ratify any decision. "Gate 3" would be the "preferred option" stage and the scheme aimed to be "shovel ready" by 2029.

Cllr B Woods left the meeting at 12:30.

A vote on the motion to approve the recommendation was taken and carried.

RESOLVED :

To support a holding objection to the Upper Derwent reservoir expansion plans from the National Park Authority.

Cllr Farrell left the meeting at 12.35

48/23 REVISION OF STATEMENT OF COMMUNITY INVOLVEMENT (CW)

The report which advised Members of, and sought approval for, public consultation on the updated Statement of Community Involvement, was presented by the Community Policy Planner.

A motion to approve the recommendation was moved, seconded, voted on and carried.

RESOLVED:

1. **To approve the revised Statement of Community Involvement (set out in Appendix 1 of the report) for public consultation.**
2. **That any minor amendments necessary following the public consultation are delegated to the Head of Planning and in consultation with the Chair and Vice Chair of Planning Committee.**
3. **That final approval for the Statement of Community Involvement is delegated to the Head of Planning in consultation with the Chair and Vice-Chair of Planning Committee.**

49/23 MOOR GREEN INVESTMENT - COMBS MOSS RESTORATION PROJECT (DC)

The report, which sought approval for the Moors for the Future Partnership to move into the delivery stage of the Combs Moss restoration Project, was presented by the Head of the Moors for the Future Partnership.

A motion to approve the recommendations was moved and seconded.

Officers confirmed that the project covered the whole of Combs Moss, including areas owned by United Utilities.

Members asked whether there was a process in place to establish which private companies the Authority is comfortable working with on green finance initiatives. Officers advised that the project had been considered by Due Diligence Panel, and this included consideration of any potential reputational issues. It had been decided that the benefit of the project would outweigh any potential public concerns.

The motion to approve the recommendation was put to the vote and carried.

RESOLVED:

- 1. To approve acceptance of up to £1m of private finance from Nestle and Severn Trent Water for the delivery of restoration and monitoring works on Combs Moss between 2023-28 with acceptance of agreements and funds for this delegated to the Head of Moors for Future Partnership in consultation with Monitoring Officer and Chief Finance Officer.**
- 2. That as registering the site with the Peatland code may produce further requests from the landowner to support the requirements of the code, that approval to enter into agreements and accept funds for this be delegated to the Head of Moors for Future Partnership in consultation with Monitoring Officer and Chief Finance Officer.**
- 3. That the Authority may, subject to compliance with its procurement standing orders, enter into contracts and agreements in order to spend funds and deliver the required outcomes of the agreements.**

A vote to continue the meeting past three hours was carried.

The meeting adjourned for lunch at 13.00 and reconvened at 13.15 during which time Cllr Hart, Professor Haddock-Fraser, Dr Swetnam and Cllr Wharmby left the meeting.

PART B

50/23 EXEMPT INFORMATION S100(A) LOCAL GOVERNMENT ACT 1972

RESOLVED

That the public be excluded from the meeting during consideration of agenda Item 19 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).

51/16 Warslow Moors Estate - Pump Farm, Warslow - Review of Future Management Options (CBM)

The meeting then returned to PART A

52/23 HYBRID WORKING POLICY (TR)

The report which asked Members to approve the policy on hybrid working and note the guidance on hybrid working document, was presented by the Head of Information and Performance Management as the Head of People Management was unable to attend.

Some Members felt that that the wording of the policy was too vague and that insufficient consideration had been given to the practicalities of hot desking such as having a satisfactory booking system and ensuring that desks were kept clean. Concern was also raised regarding the 6 month qualification period for new staff to move to hybrid working. It was also requested that the paragraphs of the policy be numbered and that GDPR should be covered.

The Chief Executive advised that the generous provision of desks meant that a booking system was not necessary, and that the policy and guidance had been agreed with Unison and Staff Committee. It was deliberately worded in order to be flexible and to assist with recruitment.

With regards to insurance, in response to a Member query Officers advised that staff should let their own insurers know that they were home working, but any equipment would be covered by the Authority's insurance.

A motion to approve the recommendations was moved.

A request was made for an additional recommendation to be added that the policy and guidance should be reviewed periodically at the Programmes and Resources Committee.

A motion to approve the recommendations with the additional recommendation that the policy and guidance should be reviewed periodically by the Programmes and Resources Committee was moved, seconded, voted on and carried.

RESOLVED:

- 1. To approve the Policy on hybrid working as set out in Appendix 1 of the report.**
- 2. To note the Guidance on hybrid working as set out in Appendix 2 of the report.**
- 3. That the Policy and Guidance be reviewed periodically by the Programmes and Resources Committee.**

53/23 REPORTS FROM OUTSIDE BODIES - NONE SUBMITTED

There were no outside body reports.

54/23 APPOINTMENT OF INTERIM MONITORING OFFICER

The report, which requested the appointment of an interim Monitoring Officer during the Authority's organisational changes, was introduced by the Chief Executive.

A motion to approve the recommendation was moved, seconded, voted on and carried.

RESOLVED

To appoint the Democratic Services Manager as Interim Monitoring Officer from 18 June 2023 until the appointment of a new Monitoring Officer following implementation of the organisational changes.

The meeting ended at 2.06 pm

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6. CHIEF EXECUTIVE REPORT (PM)

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

Since my last report on 19th May I have continued to meet with stakeholders, partners and organisations based in and around the National Park Authority including:

- Sir Richard Fitzherbert at Tissington Hall
- Joe O’Sullivan Exec Director for Corporate Services and Transformation, DCC
- Bakewell Rotary Club
- Peak Cluster Carbon Capture and Storage Project
- Natural England
- National Park England AGM
- Visit Peak District and Derbyshire
- Nick Bruce–White, RSPB
- Stephen Vickers, Chief Executive Chatsworth
- National Parks Partnership Collaboration day
- Sue Albion, National Parks Partnership Board member
- Tom Noel, Chair of Peakland Environmental Farmers group
- Will Morlidge, D2N2 Chief Executive
- Trudi Else Sports England
- Craig Best, National Trust
- Paul Forecast, Regional Director for National Trust
- National Grid
- Derbyshire Wildlife Trust collaboration day
- CPRE Peak District and South Yorkshire
- Derbyshire Chief Executives
- Environmental NGOs collaboration event
- National Lottery Heritage Fund new strategy workshop
- Bakewell NFU

I have also spent time out in the field with our Tree Officers, on planning site visits, at the North Lees estate and on the Fitzwilliam Wentworth estate.

During the rest of July, I have meetings with:

- Chief Superintendent Dave Kirby Divisional Commander Derbyshire Constabulary
- Natural England
- Kirklees council
- Olivia Blake MP

The last few weeks have seen a number of ambitious communications projects get underway; as reactive public and media attention has dissipated following the announcement of additional support of visitor centres. Among these, has been the installation of the first interpretation boards to feature QR-coded multi-lingual translations of National Park information at Stanage Edge – featuring six commonly spoken additional languages within our surrounding towns and cities, including

Ukrainian. This initial set of three boards has been supported by the FiPL project.

Digital improvement has also seen the kick-starting of both a dedicated ‘asset library’ supporting a consolidation and better management of our photographs and video content, and also the appointing of external support for a ‘social listening’ pilot to understand more about online visitor engagement with the Peak District in line with actions from the National Park Management Plan.

Recent weeks have also seen the installation of the first EV chargers under the BMW-sponsored ‘Recharge in Nature’ programme, at Millers Dale, with additional sites at Parsley Hay and Edale Moorland Centre due to be live later this summer.

The digital sphere has also shown the constant need for adaptability with the launch of a new platform to rival Twitter, Meta’s ‘Threads’ (most parks currently keeping a watching brief on progress) and the first examples of online content related to the Peak District being generated by Ai or ‘ChatGPT’ with clear challenges to the accuracy of such material and contradiction of formal information from organisations like the Authority. We’ll be working closely with other local stakeholders to understand the risks and legal implications of these sites.

We have now started to produce a monthly MP briefing newsletter. The first went out in June and the second is about to go out in July. It is important that our MPs know what is going on in the Park and are informed of some of our more positive developments and news stories as they are often assailed by constituents with negative experiences of the Authority and it is important that this is not the only source of information that MPs have about the Park.

Corporate Risk Register Update

We give a full report at the beginning, middle and end of each year as part of our performance reporting cycle. This report presents changes to our risk environment in the interim. The Authority meeting on the 19th May 2023 resolved that there should be a review of the start of year risk register. A new risk on Enforcement was agreed along with minor amendments to the wording of the existing risk to Engagement Service delivery. Since the May meeting we have added a new risk to the corporate register due to the imminent loss of a key staff member from the Information and Performance Management Service and a landscape risk has reduced. Detailed changes are as follows.

1. New risk: Not clearing Enforcement backlogs (*Obj A, ref: 23/24J*)

High likelihood – High impact (red)

This reflects the scale of potential reputation damage due to Enforcement backlogs and captures the additional focus and monitoring being applied to Enforcement.

2. Amended risk: Engagement service capacity to deliver NPMP (*Aim 3, ref: 23/24F*)

High likelihood – High impact (red)

Originally titled *WP General risk to delivery (23/24F)* the new title makes the risk clear to a wide audience.

3. New risk: Core IT systems maintenance and delivery (*Obj G, ref: 23/24K*)

High likelihood – High impact (red)

Escalated from the Information and Performance Management Service risk register. Our business systems are being upgraded and consolidated. This risk is related to the resignation of a key officer who has a suite of database management skills no longer widely available in the market. Recruitment has been unsuccessful. The potential impact is to general business, timescales for moving to the new planning system and

maintenance of the existing planning system.

Existing mitigation plans have proved effective. We have secured external support and reallocated existing IT team resources but the risk remains high. We continue to recruit to the permanent position.

4. Amended risk: Derwent Valley reservoir expansion (*Aim 2, ref 23/24H*)

Low Likelihood – High Impact (amber)

We have recently learned that the Derwent Valley reservoir expansion exploration has been paused by Severn Trent Water. The potential development represents a critical risk to some of the most important features of the Dark Peak and to the National Park special qualities. Reduced from a High likelihood – High impact (red) risk.

Report Author, Job Title and Publication Date

Phil Mulligan, CEO, 19th July 2023

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7. **INTERNAL AUDIT 2023/24 ANNUAL PLAN (A1362/7/JW)**

Purpose of the report

1. This report asks Members to approve the proposed Internal Audit Plan for 2023/24.

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.**

Recommendation

2. **To approve the 2023/24 Internal Audit Plan.**

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 who will be joining the meeting to present the 2023/24 Plan and answer any questions.

Proposals

5. Members are asked to consider and approve the Internal Audit 2023/24 Audit Plan a copy of which is attached at Appendix 1.

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. A new finance system is to be introduced with a likely implementation date of October 2023. The audit will review the main financial processes following that change to ensure reconciliations, journals and suspense accounts are managed efficiently and effectively.

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. **Equality, Diversity and Inclusion:**

There are no issues to identify.

10. **Climate Change:**
There are no issues to identify.
11. **Background papers** (not previously published) – None

Appendices -

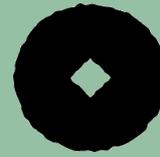
Appendix 1: Internal Audit Annual Audit Plan 2023/24

Report Author, Job Title and Publication Date

Justine Wells, Head of Finance, 20 July 2023.

INTERNAL AUDIT PLAN 2023/24

Date: 28 July 2023



**PEAK
DISTRICT**
NATIONAL
PARK



Circulation list: Members of the Authority, Head of Finance, Acting Monitoring Officer



INTRODUCTION

- 1 This document sets out the planned 2023/24 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. 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, the Acting 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 overseeing the work of internal audit and monitoring progress against the plan. The contents of the plan are regularly reviewed during the course of the year, and may be updated in response to any changes in risk. Changes to the plan will be agreed with the Head of Finance or Acting Monitoring Officer (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 2023/24.
- 5 The plan is based on 35 days of audit work.



INTERNAL AUDIT PLAN 2023/24

- 6 The plan includes work covering financial and operational systems. 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 2023/24 plan are set out in appendix A.

APPENDIX A: PROPOSED PLAN FOR 2023/24

Topic	Notes	Days	Block
Planning Enforcement	Following a planning audit in 22/23 the committee expressed an interest in a further audit covering the enforcement activities of the planning function. The audit will review the processes in place to ensure that planning conditions are enforced, and that suitable action takes place to monitor compliance and to respond to suggestions of non-compliance.	5	September
Performance Management	Changes are taking place in performance management processes including the documentation to be completed. The audit will review the operation of the performance management process and the collection and reporting of key indicators.	5	September
Project Management	A review of project management arrangement to ensure processes are in place to approve, manage and review proposed new projects, including a review of risks and a consideration of full financial impacts.	4	September
Vehicles	A review of processes in place to manage vehicles and equipment, including security of assets, usage, and fuel and maintenance costs	4	January
Appraisals follow up	The previous HR audit identified that changes were planned in relation to the appraisal process. This audit will review the implementation of the new processes and compliance with the new appraisal requirements	3	January
Creditors	A new finance system is to be introduced with a likely implementation date of October 2023. As part of this change an electronic creditors system will be introduced involving online approvals and automated payment of matching invoices. The audit will review the controls in place for the new system and the application of those controls.	5	January

Main Accounting	A new finance system is to be introduced with a likely implementation date of October 2023. The audit will review the main financial processes following that change to ensure reconciliations, journals and suspense accounts are managed efficiently and effectively.	4	January
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	

8. FINANCIAL OUTTURN 2022/23

1. Purpose of the report

To inform Members of the outturn position of the Authority for the 2022/23 financial year and seek approval for appropriations to and from reserves.

Key Issues

- The 2022/23 draft financial statements are required to be signed off by the Chief Finance Officer by 31st May 2023 as per the statutory deadlines for Local Authorities.
- The final confirmation of the general reserve balance is subject to possible adjustments that may occur during the completion of the external audit process from August to October 2023. The draft surplus for 2022/23 is £840k and it is recommended that this be added to specific reserves (Appendix 3). The general fund balance is £615k.
- The National Park Grant for 2022/23 was held at the same value as 2019/20 at £6.7m. The ten English National Parks (including the Peak District) received additional grant payments of £440k in 2022/23 in March 2023.

2. Recommendations

- 1. The outturn position and variance analysis for 2022/23 be noted (Appendices 1 and 2).**
- 2. Specific reserve appropriations of £1.7m shown in Appendix 3 be approved.**

How does this contribute to our policies and legal obligations?

3. The Accounts and Audit Regulations 2015 require the Chief Finance Officer to sign the draft financial statements annually. For the 2022/23 financial year the statutory deadline for the publication of the draft Statement of Accounts was 31 May 2023. The accounts were available on the Authority's website from this date. The deadline for publishing audited local authority accounts for 2022/23 has been confirmed as 30 September 2023, however work on the external audit is not scheduled to begin until the start of September 2023, therefore it is expected to be complete and brought to Members in November 2023.

Background Information

4. The 2022/23 budget was approved by Members in February 2022 with an expected surplus of £205k. Members approved a revised 2022/23 budget in December 2022, due to a higher than forecast pay award, and this gave rise to an increased surplus of £219k.
5. The revised budget for 2022/23 included the introduction of a vacancy factor at 4%, a budget increase for increasing energy costs and additional income from investment interest due to increasing interest rates.
6. The budget monitoring group, consisting of six nominated Members, the CEO and the Head of Finance, has continued to meet during the financial year to discuss the significant variances to budgets, outturn forecasts and the level of Authority's reserves.
7. Reserve appropriations shown in Appendix 3 total £1.7m. This includes a net movement of £49k from reserves to cover operational needs, a net movement of £735k into the revenue grant reserve for project funding and a net of £206k from the capital reserve for

expenditure on approved capital projects offset by capital receipts received in the year.

8. The overall reserves held by the Authority were reviewed by the CEO and Head of Finance to assess their relevance and appropriateness. The outcome of this review was shared with RMM (Resources Management meeting) and is detailed below:
 - The resilience reserve be renamed the operational effectiveness reserve. This is to enable the Authority to implement new emerging priorities, such as invest to save initiatives or projects which generate income. £730k of the overall underspend would be added to this reserve to enable large scale projects to be developed.
 - £331k and £150k from the matched funding and slippage reserves be moved to the operational effectiveness reserve. These values represent previously approved allocations that are no longer required as either the specific project is finished or no longer being undertaken.
 - £440k to the restructuring reserve. The Authority received £440k of supplementary funding from Defra at the end of the financial year which means the Authority has been able to carry forward other income that the Authority has earned in the year up to the same value. As shared with Members in April 2023 it is planned to be used to fund projects to allow the Authority to transition towards a more sustainable operating model and includes the development of a new website, a review of the current visitor services, visitor engagement resources including a potential engagement vehicle and visitor information points, investment into cycle hire centres, and the scanning and digitisation of paper files.
 - £100k to the VAT reserve from the overall underspend. It is likely that there will be a breach of the partial exemption de minimis threshold for 2022/23 which could result in a VAT repayment in the September 2023 return (payable in December 2023). The current estimate is £80k, however the finance team are working with PS Tax (the Authority's tax advisers) to minimise the amount payable. It is also expected that the Authority could breach the threshold in 2023/24 due to the level of works proposed in the Capital Programme. This additional amount would be to ensure there is sufficient in the reserve to cover both financial years.
9. Appendix 1, shows the final surplus or deficit arising from each service, after appropriations to and from reserves and slippage requests have been considered. The pre-audit underspend for 2022/23 is £840k. It is recommended that this is appropriated to the specific reserves detailed above. Management Team have discussed the reasons for the underspend and these have been included in the commentary included in Appendix 1.
10. It is known that the Authority has had a significantly higher than average number of vacancies across difference services and included in the overall underspend is £463k (6.72%) for pay for the year.
11. Significant variances to budget include:
 - £83k underspend in Countryside and Economy (including slippage). The Authority's grant budget is underspend due to work on the FiPL programme as the Authority looked to make as much use as possible of the FiPL funding.
 - The planning service has a very small net variance of £3k, however income is £136k under budget, offset by underspend on pay of £146k. Slippage requested by planning is underspent by £34k which is for professional fees to support the service.

- Underspends from services affected by vacancies include:
 - £34k for Planning Policy
 - £70k for Property Support
 - £55k for Customer and Business Support
 - £49k for Corporate Strategy
 - £45k for Legal Services
- £100k additional income to budget for corporate overhead (support to corporate services from projects, mainly Moors for the Future).
- £709k net underspend for projects of which a net of £694k will be put into the revenue grant reserve to fund projects in future financial years. The total net movement of £735 to reserves includes projects within service budgets.
- £94k underspend in Visitor Centres of which £81k is due to income greater than budget.
- £114k overspend in cycle hire (£41k under on income, £33k over on pay and £39k over on non-pay). There are a variety of factors which include:
 - Poor trading year with trail closures in the year for Ash die-back works and other maintenance works, as well as road closures in High Peak and Snake pass. A wet March and extreme heat in July also had an impact on hire income.
 - Pay overspends as a result of long term sickness as well as an increase in contracted staff as had difficulties with casual staff in the previous year.
 - Overspends for cycles, cycle parts and other stock due to price increases, includes an increase in electric cycle stock.
 - Plan for 2023 includes a marketing plan which is already in place, increased school group referrals (working with the rangers with this), and price increases are being implemented. Staffing has also been reviewed and there is an embargo on use of casual staff in place.
- £42k overspend for Trails, this is due to continued works to deal with Ash die-back and is funded by the trails reserve.
- Information Management (IT) is overspent by £40k, partially offset by an underspend in the IT capital budget (revenue funded). This is due to the server improvement works and will be funded by underspends in other parts of the information services.
- Finance slippage is underspent by £316k. This is as a result of the corporate overhead process now being included the baseline budget.
- Democratic and Member services slippage of £39k has been carried forward to 2023/24 for the outstanding board room equipment and for the Member IT equipment (iPads) which was delayed due to waiting for the outcome of local elections.
- Corporate Management is £49k underspend due to a reduction in face to face conferences and a reduction in travel requirements.
- FiPL appears to be overspent by £49k but this is due to £60k of funding for 2022/23 being held in the revenue grant reserve.
- Interest receipts are £84k above the revised budget of £75k. This is due to continuing increases in interest rates above what had been predicted.

12. There may be adjustments to the final outturn during the external audit of the statement of accounts. The Authority's External Auditors (Mazars) are scheduled to start work in September and October 2023 and for the final position to be presented to Members in November 2023. However, there are significant challenges for the audit profession in completing Local Authority audits in a timely manner so this may be subject to change.

Proposals

13. The Authority's overall financial position after slippage requests and appropriations to and from reserves is £840k underspent for 2022/23. Appendix 1 shows the variance analysis by service and Appendix 2 shows the outturn by service for the 2022/23 financial year.
14. Appendix 3 shows the recommended appropriations to and from reserve totalling £1.7m to earmarked reserves. Appendix 4 shows the totals and movements in reserves from opening position as at 1 April 2022 to closing position as at 31 March 2023. This also includes the previously approved slippage of £315k (May 2023).

Are there any corporate implications members should be concerned about?

Financial:

15. The financial implications are contained in the main body of the report.

Risk Management:

16. The Chief Finance Officer has a statutory responsibility under Sections 25 – 28 of the Local Government Act 2003 to report to Members, the Monitoring Officer and external auditors on the robustness of the budget setting and monitoring process. They have an express duty to monitor the budget and underlying assumptions throughout the year, and to act when significant overspends or shortfalls in income occur. The Annual Governance Statement prepared by the Monitoring Officer is reported to and approved by Members. The Management Team consider financial risks in the Risk Register during the year. The External Auditor considers the financial position of the Authority as part of the annual Value for Money conclusion. The recommendations within are considered to be part of the evidence to support the effectiveness of the value for money processes as they relate to the 2022/23 financial year.

Sustainability:

17. There are no specific issues relevant to this report.

Equality, Diversity and Inclusions:

18. There are no specific issues relevant to this report.

Climate Change:

- There are no specific issues relevant to this report.

20. Background papers (not previously published)

None

21. Appendices

Appendix 1 - Variance Analysis 2022-23

Appendix 2 - Outturn Analysis 2022-23

Appendix 3 - Reserve Appropriations 2022-23

Appendix 4 - Reserve Movements 2022-23

Report Author, Job Title and Publication Date

Justine Wells, Head of Finance and Chief Finance Officer, 20th July 2023
Justine.wells@peakdistrict.gov.uk

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Rounding errors may occur

		Col A	Col B	Col C	Col D	Col E	Col F	Col G
		(Overspend)	Underspend	Capital - (overspend) underspend	Slippage requests App C i	Appropriations (to) from reserves App C ii	Final Surplus (Deficit)	Main Cause of Variance / Comments
External Facing Services								
Conservation - Countryside & Economy	CFC	0	51		(51)		(1)	Underspend on grant budgets as projects funded by FiPL programme
Conservation - Countryside & Economy Slippage	S03	0	32		(32)		0	Work completed and funded by FiPL
Conservation - Natural Environment	CNE	0	2				2	
Conservation - Natural Environment Slippage	S15	0	15		(8)		7	Nature recovery data plan unspent as expenditure less than expected
Conservation - Cultural Heritage	CAR	(3)	0		(14)	18	1	
Conservation - Cultural Heritage Slippage	S01	0	6				6	
Planning - Development Control	PDC	0	3				3	
Planning - Development Control Slippage	S04	0	34		(34)		0	£136k under budget for income, offset by underspend on pay of £146k
Planning - Transport and Traffic Policy	BAT	0	12				12	Unspent professional fees to support the planning service
Planning - Planning Policy	BAL/BAP	0	36			(19)	17	Hope Valley Explorer funding not required
Planning - Planning Policy & Transport Slippage	S05	0	29		(20)		9	Vacancies in the year
Engagement Rangers	RR...	0	48	(23)	(5)	1	21	Local Plan work and sustainable transport work to be continued in 2023/24
Engagement Slippage	S16	0	14		(7)		7	Vehicle maintenance underspend to the vehicle reserve
Access & Rights of Way	RRP/RRU	(5)	0				(5)	Underspend on Project Management for the Engagement Team
Fieldheads Campsite, Edale	CEC	(3)	0	(6)		6	(3)	
Refreshment Concessions	CEI	(6)	0				(6)	
Volunteers	RRC	0	3				3	
Visitor Centres	RVC	0	94			5	99	Offset by small over spend for Generation Green
Visitor Centres Slippage	S09	0	0				0	£66k income greater than budget, pay budget £27k underspent due to vacancies
Cycle Hire	CEB	(114)	0	0		11	(103)	
Fundraising	RFU	0	33		(13)		20	Poor trading year £41k down on income, £33k additional pay costs, £25k additional supplies and services costs due price increases
Fundraising Slippage	S07	0	2				2	Team has been vacant for most of the financial year
Communications	RII	0	10				10	
Communications Slippage	S08	0	4				4	
		(131)	429	(29)	(184)	22	107	
Implementation of External Facing Services								
Moors for the Future core costs	RMF	0	52			(52)	0	Unrestricted grant funding received
Moors for the Future Slippage	S17	0	0				0	
Asset Management Team	CEF	0	11		(10)		1	Pay underspends due to vacancies in the team
Edale Centre premises costs	HWE	0	22				22	Business rates reduction
Warslow Estate	CEW	(8)	0	(257)		247	(18)	Overspend on Pump Farm due to inflationary increases during the contract
Eastern Moors Estate	CEE	(2)	0				(2)	
North Lees Estate	CEN	0	30	(71)		41	0	Additional income from campsite and car parks being used to fund improvements on the site
North Lees Estate Slippage	S02	0	0				0	
Minor Properties	CEM	(10)	0	(34)		34	(10)	Works to Royston Grange
Non-Estate Car Parks	CEP	(13)	0	0		15	2	Crowden Car Park funded from Capital Receipts Reserve
Non-Estate Toilets	CET	(7)	0			5	(2)	
Woodlands	CFT	(6)	0				(6)	
CMPT Team	CED	0	16	(4)		(11)	1	Income greater than budget, Defra projects have supported the income
Property Support Team	HWC/F	0	70		(41)		29	Vacancies, Head of Service & Building Surveyors posts
Trails	CEQ,X,Y,Z	(42)	0	(165)		206	0	Ash Die-back funded from Trails reserve
Property - Langsett Barn	CEH	0	1				1	
Aldern House HQ	AHQ	(3)	0				(3)	
Aldern House Slippage	S10	0	20				20	Ventilation system not purchased
		(92)	221	(530)	(51)	485	33	
Information and Performance Management								
Information Management	AIT	(40)	0	26	(11)		(25)	Server work fallen in 2022/23, software licenses charges to revenue as not capital, leaving overspend in revenue offset by underspend in capital
Customer & Business Support	AIC	0	55				55	Pay underspends due to vacancies in the team
Customer & Business Support Slippage	S12	0	0				0	
Corporate Strategy	PPM	0	49				49	Pay underspends due to vacancies and maternity in the team
		(40)	104	26	(11)	0	79	
Enabling Services								
Finance	AFS	0	9				9	
Finance Slippage	S06	0	316				316	Corporate overhead carried forward, not required in 2022/23
Legal Services	ALE	0	45		(30)		15	Pay underspends due to vacancies in the team
Democratic Services & Members	ACM/AME	0	33				33	Pay underspends due to vacancies in the team
Democratic Services & Members Slippage	S11	0	39		(39)		(0)	Underspend on equipment slipped for Members IT equipment
Human Resources	APE	0	5			(5)	(0)	
Human Resources Slippage	S13	0	1				1	
Corporate Management	ACS	0	49	234		(274)	9	Budget for Planning review not used, costs charged to planning
Corporate Management Slippage	S14	0	12				12	Forecast costs for CEO recruitment greater than actual.
-Corporate Overhead Recovery	ABQ	0	100				100	Corporate overhead income greater than budget. Budget revised for 2023/24
		0	609	234	(69)	(279)	495	
Projects - externally funded								
<u>Conservation & Planning Projects</u>								
Farming in Protected Landscapes	VPL	(49)	0			49	0	FiPL project, £1.3m expenditure funded by DEFRA. £49k from revenue grant reserve, underspend from 2021/22 deducted from claim in 2022/23.
Ecton Mine Project	VBE	0	6			(6)	0	
Longdendale Landscape	VBI	(13)	0			13	0	Grant received in previous financial year in revenue grant reserve
Longdendale Trails	VBO	0	9			(9)	0	
Underground Designation	VBU	0	0				0	
Defra ELMS project	VBD	0	1			(1)	0	
STW Project FiPL	VBS	(0)	0				(0)	
WT Woodland Creation Project	VBW	0	29			(29)	0	Woodland creation project funded by the Woodland Trust. Grant funding received for future financial years
Farmsteads	VBZ	0	0				0	
Swallowmoss Rewetting	VCA	0	0				0	£40k expenditure funded by Defra
Dove Headwaters Project	VCB	(26)	0			26	0	£26k expenditure funded by Environment Agency
WM Orchard Common Complex	VCC	0	0				0	£18k expenditure funded by Defra
WM Hydro Survey	VCD	0	0				0	£15k expenditure funded by Defra
South West Peak	VSW	(61)	0	14		45	(2)	Last year of South West Peak Landscape Partnership Programme HLF funded
Village & Communities	VMC/E/F	0	23				23	£96k expenditure
DEFRA Removing Barriers Project	VC4	0	0			(0)	(0)	Partnership funding £35k expenditure
								£131k Defra access funding

Rounding errors may occur

		Col A	Col B	Col C	Col D	Col E
		Total Budget 2022/23	Outturn	Overspend	Underspend	Variance %
External Facing Services						
Conservation - Countryside & Economy	CFC	256	205	0	51	20%
Conservation - Countryside & Economy Slippage	S03	56	24	0	32	57%
Conservation - Natural Environment	CNE	204	202	0	2	1%
Conservation - Natural Environment Slippage	S15	32	17	0	15	48%
Conservation - Cultural Heritage	CAR	280	283	(3)	0	(1%)
Conservation - Cultural Heritage Slippage	S01	7	0	0	6	93%
Planning - Development Control	PDC	583	580	0	3	0%
Planning - Development Control Slippage	S04	129	95	0	34	27%
Planning - Transport and Traffic Policy	BAT	61	49	0	12	19%
Planning - Planning Policy	BAL/BAP	180	144	0	36	20%
Planning - Planning Policy & Transport Slippage	S05	67	38	0	29	43%
Engagement Rangers	RR...	743	695	0	48	6%
Engagement Slippage	S16	34	19	0	14	42%
Access & Rights of Way	RRP/RRU	131	136	(5)	0	(4%)
Fieldheads Campsite, Edale	CEC	(8)	(5)	(3)	0	36%
Refreshment Concessions	CEI	(13)	(6)	(6)	0	49%
Volunteers	RRC	71	68	0	3	4%
Visitor Centres	RVC	304	210	0	94	31%
Visitor Centres Slippage	S09	0	0	0	0	100%
Cycle Hire	CEB	(32)	83	(114)	0	359%
Fundraising	RFU	89	56	0	33	37%
Fundraising Slippage	S07	2	0	0	2	100%
Communications	RII	206	196	0	10	5%
Communications Slippage	S08	8	4	0	4	47%
		3,390	3,093	(131)	429	9%
Implementation of External Facing Services						
Moors for the Future core costs	RMF	91	39	0	52	57%
Moors for the Future Slippage	S17	42	42	0	0	0%
Asset Management Team	CEF	259	249	0	11	4%
Edale Centre premises costs	HWE	61	39	0	22	36%
Warslow Estate	CEW	(101)	(93)	(8)	0	8%
Eastern Moors Estate	CEE	27	28	(2)	0	(7%)
North Lees Estate	CEN	(133)	(163)	0	30	(22%)
North Lees Estate Slippage	S02	11	11	0	0	0%
Minor Properties	CEM	(7)	3	(10)	0	148%
Non-Estate Car Parks	CEP	(59)	(46)	(13)	0	22%
Non-Estate Toilets	CET	106	114	(7)	0	(7%)
Woodlands	CFT	21	27	(6)	0	(28%)
CMPT Team	CED	157	141	0	16	10%
Property Support Team	HWC/F	244	173	0	70	29%
Trails	CEQ,X,Y,Z	98	140	(42)	0	(42%)
Property - Langsett Barn	CEH	8	7	0	1	8%
Aldern House HQ	AHQ	184	187	(3)	0	(2%)
Aldern House Slippage	S10	50	30	0	20	40%
		1,058	929	(92)	221	12%
Information and Performance Management						
Information Management	AIT	626	666	(40)	0	(6%)
Customer & Business Support	AIC	507	452	0	55	11%
Customer & Business Support Slippage	S12	9	9	0	0	3%
Corporate Strategy	PPM	218	169	0	49	23%
		1,359	1,296	(40)	104	5%
Enabling Services						
Finance	AFS	352	343	0	9	3%
Finance Slippage	S06	336	20	0	316	94%
Legal Services	ALE	289	244	0	45	16%
Democratic Services & Members	ACM/AME	301	268	0	33	11%
Democratic Services & Members Slippage	S11	99	60	0	39	40%
Human Resources	APE	291	286	0	5	2%
Human Resources Slippage	S13	30	29	0	1	5%
Corporate Management	ACS	293	245	0	49	17%
Corporate Management Slippage	S14	27	15	0	12	44%
-Corporate Overhead Recovery	ABQ	(152)	(252)	0	100	(66%)
		1,867	1,258	0	609	33%
Capital						
Conservation of the Natural Environment	ZAD	0	34	(34)	0	100%
Estates Capital	Gp.	41	256	(215)	0	(530%)
Conservation of the Cultural Heritage	Gp.	0	0	0	0	100%

Recreation Management Capital	Gp.	0	0	0	0	100%
Development Control Capital	Gp.	0	0	0	0	100%
Promoting Understanding - Visitor Centres	Gp.	0	0	0	0	100%
Promoting Understanding - Envir Educ	Gp.	0	0	0	0	100%
Corp Mgmt - Accommodation	Gp.	0	0	0	0	100%
Corp Mgmt - Fleet Management	ZGA	45	42	0	3	6%
Corp Mgmt - IT Capital	ZCD	65	39	0	26	41%
Corp Mgmt - Finance	ZCD	0	0	0	0	100%
Cycles	Gp.	0	0	0	0	100%
		151	370	(249)	29	(146%)
Projects - externally funded						
<u>Conservation & Planning Projects</u>						
Farming in Protected Landscapes	VPL	0	49	(49)	0	100%
Ecton Mine Project	VBE	0	(6)	0	6	100%
Longdendale Landscape	VBI	0	13	(13)	0	100%
Longdendale Trails	VBO	0	(9)	0	9	100%
Underground Designation	VBU	0	0	0	0	100%
Defra ELMS project	VBD	0	(1)	0	1	100%
STW Project FiPL	VBS	0	0	(0)	0	100%
WT Woodland Creation Project	VBW	0	(29)	0	29	100%
Farmsteads	VBZ	0	0	0	0	100%
Swallowmoss Rewetting	VCA	0	(0)	0	0	100%
Dove Headwaters Project	VCB	0	26	(26)	0	100%
WM Orchard Common Complex	VCC	0	0	0	0	100%
WM Hydro Survey	VCD	0	0	0	0	100%
South West Peak	VSW	0	61	(61)	0	100%
Village & Communities	VMC/E/F	31	8	0	23	75%
DEFRA Removing Barriers Project	VC4	0	(0)	0	0	100%
Moors for the Future (MFF)	VC6	0	(19)	0	19	100%
Great North Bog	VK1	0	(180)	0	180	100%
Moor for Climate	VK2	0	(0)	0	0	100%
EA NFM Delivery	VK3	0	(360)	0	360	100%
Working with SMB	VK4	0	(28)	0	28	100%
MFF - Private Lands	VM2	0	0	0	0	100%
Moorlife 2020	VM3	0	100	(100)	0	100%
Moorlife Partners	VM4	0	18	(18)	0	100%
Moor Carbon	VM5	0	0	0	0	100%
Mend Our Mountains	VM6	0	6	(6)	0	100%
AMP7 Work	VM7	0	(366)	0	366	100%
Moor Green	VM8	0	33	(33)	0	100%
Moor Resilience	VM9	0	(1)	0	1	100%
<u>Commercial Dpvt. & Outreach Projects</u>						
Fire Operations Group	VYA	0	(1)	0	1	100%
Upper Derwent Partnership	VYB	(24)	(26)	0	1	(6%)
Leisure Walks	VYC	0	0	0	0	100%
Leisure Walks	VYD	0	1	(1)	0	100%
Next Steps Leisure Walks	VYE	0	(3)	0	3	100%
Ambassador Schools	VEA	0	18	(18)	0	100%
SOAR Project	VEB	0	3	(3)	0	100%
Wellbeing in Nature	VEC	0	(5)	0	5	100%
Championing National Parks	VEE	0	0	0	0	100%
Moorland Discovery	VEF	21	10	0	11	53%
Generation Green	VEG	0	2	(2)	0	100%
Better Outside	VEH	0	2	(2)	0	100%
Endeavour	VEJ	0	0	(0)	0	100%
Access Fund	VFH	0	4	(4)	0	100%
<u>Corporate Projects</u>						
Asset Mgt Revenue Account	VDY	0	7	(7)	0	100%
Matched Funding Appropriations	VDX	0	(14)	0	14	100%
		28	(688)	(344)	1,059	2600%
Total		7,853	6,258	(856)	2,451	20%

Reserve Requests recommended for approval and appropriation to/(from) reserves

Appropriation to the Local Plan Reserve	19
Appropriation to the CMPT Reserve	15
Appropriation to the North Lees Reserve	30
Appropriation from the North Lees Reserve	(71)
Appropriation from the Car Park Reserve	5
Appropriation from the Trails Reserve	(52)
Appropriation from Matched Funding Reserve	(5)
Appropriation from Cycle Hire Reserve	(11)
Appropriation from Warslow Reserve	(16)
Appropriation to Vehicle Reserve	22
Appropriation to IT Reserve	10
Appropriation to the Revenue Grant Reserve	1,148
Appropriation from the Revenue Grant Reserve	(413)
Appropriation to Restructuring Reserve	440
Appropriation to the VAT Reserve	100
Appropriation to Operational Effectiveness Reserve	730
Transfer from Matched Funding to Operational Effectiveness Reserve	(331)
Transfer from Slippage to Operational Effectiveness Reserve	(150)
Transfer to Operational Effectiveness from Matched Funding and Slippage Reserves	481
Appropriation to Restricted Reserves	3
Appropriation from Capital Receipts Reserve	(498)
Appropriation to Capital Receipts Reserve (Brosterfield and Hilux)	292
	1,748

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Movement on Reserves and Reserve Levels**Usable Reserves**

	Opening Balance	Appropriations		Closing Balance
	1 April 2022 £'000s	Transfers In £'000s	Transfers Out £'000s	23 March 2023 £'000s
General Reserve	614	1	0	615
Restricted Reserves	123	3	0	126
Specific Reserves (detailed below)	7,277	3,310	(1,982)	8,604
General Fund Balance	8,014	3,314	(1,982)	9,345
Capital Receipts Reserve	1,598	292	(498)	1,392
Total Useable Reserves	9,612	3,606	(2,481)	10,737

Specific Reserves*Operational Reserves*

Surpluses from fees and charges to cover future losses or to finance future business expenditure, including amounts set aside for long term maintenance and planned investment

Car Parks & Facilities	26		(5)	20
Trails Reserve	647		(42)	605
Corporate Property Reserve	120			120
ICT	450	10		460
Warslow	16		(16)	0
Design	0			0
Visitor Services	0			0
Woodland	0			0
Cycle Hire	50		(11)	39
Vehicle Maintenance	5	22		27
Planned Maintenance	22			22
North Lees	132	30	(71)	91
Minor Properties	18			18
Conservation Acquisitions	0			0
CMPT Reserve	17	15		32
Local Plan Reserve	110	19		129
	1,613	96	(145)	1,564

Insurance Reserves

Self insurance to meet potential future liabilities, includes the ability to fund legal challenges, to meet costs of restructuring (e.g. redundancy, pension payments and implementation of organisational change) and future VAT liabilities. These are items for which typical insurance would be either unaffordable or unavailable.

Minerals & Legal	567			567
Restructuring	486	440		926
VAT Reserve	120	100		220
	1,173	540	0	1,713

Strategic Service Reserves

Earmarked reserves for a specific purpose to enable service delivery. Post Covid Working reserve to fund costs of implementing hybrid working and well-being initiatives. Corporate Effectiveness reserve to implement invest to save or income generation. Authority Delivery Plan reserve to assist the implementation of Authority objectives in the NPMP above and beyond what would be expected in the baseline budgets.

Post Covid Working Reserve	126			126
Resilience Reserve - Renamed Corporate Effectiveness	169	1,211		1,380
Authority Delivery Plan Reserve	250			250
	545	1,211	0	1,756

Other Service Reserves

Matched Funding Reserve was created to provide fund to commit to partnership projects. The reserve also contains the exchange rate earmarked contingency for the MoorLIFE 2020 project. The Slippage reserve contains under spent budgets from the previous financial year carried forward by approval of Members. The amount of slippage approved by Members (May 2023) is temporarily held on the balance sheet as at 31st March, and is then allocated into the budgets in the next financial year. These were reviewed at the year end and it is proposed that £331k and £150k respectively be transferred to the Corporate Effectiveness Reserve as there were old allocations that are no longer required.

Matched Funding	1,184		(336)	848
Slippage Reserve	1,173	315	(1,088)	400
	2,357	315	(1,424)	1,247

Revenue Grant Reserve

A type of restricted reserve. Grant funding or contributions for projects received in advance (i.e. expenditure will be incurred in future financial years). These funds are held subject to grant conditions and can only be used to fund projects as per the agreed conditions.

Revenue Grant Reserve	1,589	1,148	(413)	2,324
Total Specific Reserves	7,277	3,310	(1,982)	8,604

General Fund Reserve

Working balance to cushion cash flows and avoid the need for temporary borrowing. Also a general contingency to cushion against unexpected events or emergencies

Restricted Reserves

These reserves contain funds for which their use are restricted. These currently contain several bequests but has previously included S106 funds which the Authority receives from planning agreements from time to time.

Capital Receipts Reserve

A type of restricted reserve. Contains the proceeds of the sale of assets and can only be used to fund future capital expenditure.

OUTSIDE BODY AND CONFERENCE FEEDBACK REPORT

Name of Body	East Midlands Council
Date of Meeting	Friday 14th July
Member in attendance	Mr James Berresford
Supporting Officer	Phil Mulligan
Issues raised at the meeting of significance to the Authority	
1.	At the meeting, councillors from across the East Midlands discussed regional priorities including rail improvements, climate change challenges and central government funding.
2.	The meeting received updates on regional infrastructure investment, Asylum and Refugee resettlement and Workforce Development.
3.	The AGM was also attended by East Midlands APPG Co-Chair Nigel Mills, MP for Amber Valley, as well as Lillian Greenwood, MP for Nottingham South.
4.	The session saw the appointment of new Political Group Leaders, as well as the Chair and Vice Chairs of East Midlands Councils, the Regional Migration Board, and the Regional Employers' Board.
5.	The Peak Park Authority is a member of the East Midlands Councils. Membership benefits include training opportunities, HR advice, benchmarking and policy updates.
Issues on which the views of Authority Members are sought	
1.	None.
2.	
Relevant documents such as reports and hyperlinks	
1.	None.
2.	

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