

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.1142/3371

Date: 12 January 2023



NOTICE OF MEETING

Meeting: **Programmes and Resources Committee**

Date: **Friday 20 January 2023**

Time: **10.00 am**

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

PHILIP MULLIGAN
CHIEF EXECUTIVE

Link to meeting papers:

<https://democracy.peakdistrict.gov.uk/ieListDocuments.aspx?MIId=2392>

AGENDA

- 1 **Roll Call of Members Present, Apologies for Absence and Members Declarations of Interest**
- 2 **Minutes of Previous Meeting held on 15 July 2022** *(Pages 5 - 8)* 5 mins
- 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 DECISION

- 5 **VAT Partial Exemption and Opt to Tax Authority Land and Property** *(Pages 9 - 14)* 20 mins
Appendix 1
- 6 **Award of Millers Dale Station Catering and Visitor Information Point Lease** 10 mins
(Pages 15 - 18)
- 7 **Review of Occupational Safety and Health Policy (2023)** *(Pages 19 - 34)* 10 mins
Appendix 1
Appendix 2

FOR DISCUSSION

- 8 **Climate Change Aim Overview** *(Pages 35 - 42)* 20 mins

FOR DECISION

- 9 **Carbon Management Progress Report 2020/21 (A595/MF)** *(Pages 43 - 56)* 15 mins
Appendix 1

FOR INFORMATION

- 10 **Annual Report of the Due Diligence Panel** *(Pages 57 - 60)* 10 mins
- 11 **Exempt Information S100 (A) Local Government Act 1972**
Draft motion:

That the public be excluded from the meeting during consideration of agenda item No 12 to avoid the disclosure of Exempt Information under S100 (A) (4) Local Government Act 1972, Schedule 12 A, paragraph 3 'information relating to the financial or business affairs of any particular person (including the authority holding that information)'.

FOR DECISION

12 Warslow Moors Estate - Knotbury End Farmhouse and Barn, Quarnford, Nr Flash, Buxton - Proposed Disposal (Pages 61 - 74) 20 mins
Appendix 1

Appendix 2

Appendix 3

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 Committee 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 Committee 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 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 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 816352, 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 12 noon 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 will make a digital sound recording available after the meeting which 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, Planning Committee meetings were broadcast via Youtube and these meetings are also 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 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 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 Aldern House, Baslow Road, Bakewell, DE45 1AE.

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 there is no refreshment provision available.

To: Members of Programmes and Resources Committee:

Chair: Prof J Haddock-Fraser
Vice Chair: Cllr C Greaves

Mr J W Berresford	Cllr C Farrell
Cllr C Furness	Cllr A Gregory
Mr Z Hamid	Cllr Mrs G Heath
Cllr A McCloy	Cllr C McLaren
Miss L Slack	Cllr P Tapping
Cllr D Taylor	Ms Y Witter
Cllr B Woods	

Other invited Members: (May speak but not vote)

Cllr P Brady	Mr K Smith
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Constituent Authorities
Secretary of State for the Environment
Natural England

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



MINUTES

Meeting: Programmes and Resources Committee

Date: Friday 15 July 2022 at 10.00 am

Venue: Aldern House

Chair: Cllr C Greaves

Present: Mr J W Berresford, Cllr C Farrell, Cllr A Gregory, Mr Z Hamid, Cllr Mrs G Heath, Cllr C McLaren, Miss L Slack, Cllr P Tapping, Ms Y Witter and Cllr B Woods

Apologies for absence: Prof J Haddock-Fraser, Cllr C Furness and Cllr A McCloy

21/22 ROLL CALL OF MEMBERS PRESENT, APOLOGIES FOR ABSENCE AND MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

22/22 MINUTES OF PREVIOUS MEETING HELD ON 29 APRIL 2022

The minutes of the previous meeting held on the 29th April 2022 were agreed as a correct record.

23/22 URGENT BUSINESS

There was no urgent business.

24/22 PUBLIC PARTICIPATION

No members of the public had given notice to make representations to the Committee.

25/22 OCCUPATIONAL SAFETY AND HEALTH ANNUAL REPORT (2021-22)

This item was brought forward on the agenda due to Officer availability.

The report, which provided evidence that Occupational Safety and Health (OSH) performance was satisfactory and continually improving through 2021-22, was introduced by the Occupational Safety and Health Adviser.

In response to questions from Members the OSH Adviser confirmed the following:

- For the purposes of OSH reporting a “visitor” is anybody who has engaged with the Authority e.g. cycle hire customers, guided walk attendees and residents.

- “Sharps” referred to injuries sustained by any sharp object including needles. This category was included to enable bench marking with other National Parks Authorities and identifies any potential trends.
- Training targets had not been achieved largely due to changes in management structure meaning staff were not in post when the training was originally offered and took place.
- The report was before the Committee for approval so was the final version rather than a draft report.
- That currently the OSH training is carried out solely by the OSH Adviser.
- Income generated from OSH training goes into the OSH budget.
- The violent incident mentioned in the report was a threat of violence which was made over the telephone.
- In future years to add an additional column in the performance indicator table setting out the reason why targets had not been achieved.
- Remove half numbers from the tables.

The recommendations set out in the report were moved and seconded, put to the vote and carried.

RESOLVED

1. To recognise the work, summarised in the report, to deliver continuing improvements in Occupational Safety and Health management at the Peak District National Park Authority (PDNPA) through 2021-2022.
2. To endorse the proposals for priorities to be addressed for 2022-2023.

26/22 ASSET MANAGEMENT SERVICE - RURAL PROPERTY- PROPOSED DELEGATION TO THE RURAL ESTATES MANAGER OR HEAD OF ASSET MANAGEMENT TO APPLY FOR AND ACCEPT EXTERNAL FUNDING APPLICATIONS ON THE AUTHORITY'S RURAL PROPERTIES

The report which sought delegated authority for the Rural Estates Manager and the Head of Asset Management to apply and accept central Government external funding, to support the land management of the Authority's rural properties, was introduced by the Acting Interim Head of Asset Management.

It was confirmed that the grants concerned were government grants which would be used for land management rather than for major works, and that the report concerned the Authority's "in hand" land rather than any which is tenanted.

The recommendations set out in the report were moved and seconded, put to the vote and carried.

RESOLVED

1. **To support the delegation to the Rural Estates Manager or Head of Asset Management (or equivalent posts in the future) to apply and accept external funding relating to Government funded environmental schemes as listed in section 4 of the report over the next 6 years until 31 March 2028**
2. **That the above delegation will be undertaken in consultation with Head of Finance and Head of Law.**

3. **That the Authority may, subject to compliance with its procurement standing orders, enter into contracts for the delivery of the agreements.**

27/22 WORKING WITH MOORS FOR THE FUTURE STRATEGIC MANAGEMENT BOARD

The report asked for authorisation to continue, via the Moors for the Future Partnership Strategic Members Management Board ("SMB"), to both accept work delivery from partners and to pass the delivery of work for partners. It was presented by the Head of Moors for the Future Partnership that the current SMB partners were well known to us and all projects would be managed according to the MFFP Project Management toolkit and would be reported back to Committee via the annual MFFP Performance and Business Plans.

Mr Hamid left the room at 10.30 and returned at 10.33.

The recommendations set out in the report were moved and seconded, put to the vote and carried.

RESOLVED

To approve in principle working with Strategic Management Board members and support the proposed delegated function for fundraising and spending to support such work. Specifically:

1. **To support a delegation, until 31 March 2030, to the Head of Moors for the Future Partnership (in agreement with the Chief Finance Officer and Head of Law) to bid for and accept funds from Moors for the Future Strategic Management Board (SMB) members up to a maximum of £6 million (with a maximum of £2 million for any one project).**
2. **That this should include entering into associated partnership arrangements with the SMB members:**
 - a) **To accept funds and deliver a project for an SMB member, including arrangements with other SMB members to act as delivery partners; or**
 - b) **To accept funds and deliver an element of a project where an SMB member is the Lead Partner for the project and the Peak District National Park Authority ("the Authority") is a delivery partner (including where project funding is granted to that SMB member from outside of the Moors for the Future Partnership).**
3. **That the Authority may, subject to compliance with its procurement standing orders, enter into contracts for the delivery of project work arising from recommendations 1 and 2.**

28/22 NOTES OF MEETINGS OF THE MEMBER CLIMATE CHANGE STEERING GROUP HELD ON 25 MAY 2022

RESOLVED

To note the minutes of the Climate Change Member Steering Group held on the 25th May 2022.

The meeting ended at 10.38 am

5. **VAT PARTIAL EXEMPTION AND OPT TO TAX AUTHORITY LAND AND PROPERTY**

1. **Purpose of the report**

The purpose of this report is to ask Programmes and Resources Committee to approve a programme of opting to tax specific Authority properties with a view to remaining within the annual de minimis VAT exemption (Section 33 calculation otherwise referred to as the Partial Exemption Calculation).

Key Issues

- **There is a need to order the Authority's VAT affairs to maximise tax efficiency whilst ensuring the Authority's operations are compliant with VAT legislation**

2. **Recommendations**

1. **Approve opting to tax properties owned by the Authority on a property by property basis.**
2. **Delegate to the Head of Finance the schedule for which property is opted to tax to coincide with lease renewals in consultation with the Head of Law and Head of Asset Management**

How does this contribute to our policies and legal obligations?

3. It is a legal requirement that the Authority complies with VAT legislation as a VAT registered body. This includes complying with the allowances under Section 33 which means that in order to reclaim input tax on charges which are exempt from VAT the Authority must stay below a de minimis level which is 5% of the total VAT input tax.

Background Information

4. The Authority was registered in its own right for VAT from the 1st April 2019 and as such has to charge VAT on all its business supplies as any other business does.
5. VAT output tax is the tax paid over to HMRC on the Authority's sales, mostly at 20% standard rate (eg sale of visitor centre merchandise, cycle hire charges car park charges etc). Some of our services (land and property sale and rents, post, education supplies) are exempt from VAT so the charges are made without VAT.
6. VAT input tax is the tax charged on all our goods and services supplied to us, which is fully recoverable for the most part. However, the input tax incurred on purchased supplies directly attributable to our exempt charges made to customers is only recoverable if the ratio of this input VAT is less than 5% of total VAT input tax.
7. Since departing from the special VAT arrangement with DCC on 1st April 2019 (sharing VAT Registration) our exposure to the 5% de minimis limit has been impacted as previously we benefitted from a very generous 5% buffer.
8. The consequence of breaching the 5% de minimis limit in any given year is that all VAT input tax relating to exempt activity, previously recovered from HMRC, has to be repaid no later than September following the year end (with the exception of meeting the criteria of the 7 year average rule). The Authority breached the 5% threshold for the 2019/20 financial year and had to repay £59k in reclaimed VAT. This also means that the 7 year average rule is less likely to be accepted by HMRC if the Authority continues to breach the de minimis level.

9. The total input tax for the Authority for 2021/22 was just under £855k which means that for that year the annual de minimis limit for input VAT attributable to exempt supplies must be less than £42.7k (the 5% rule). As the Authority looks to balance the Authority's revenue budgets and make reductions in expenditure, this threshold is not likely to increase in the near future. The main areas adding to the figures are commercial and residential property for rent and education supplies, with revenue costs in these areas taking up just over half of the annual limit. Therefore, any substantial capital works carried out on leased Property adds a significant burden to our calculation total, most of which cannot be absorbed.
10. The Finance Officer carries out detailed calculations each year that are refined to ensure that the value of directly attributable VAT is as accurate as possible to ensure that the Authority is as close to the 5% level as possible whilst still being compliant. The Authority also has a VAT reserve at £120k to allow for a one off breaches of the de minimis level, however this is not financially sustainable and this report represents a more sustainable approach to VAT management.

Proposals

11. The main option available to the Authority is to exercise the Option to Tax land, which allows an entity to turn an exempt supply of land (including buildings) into a standard rated supply. The proposal is that we will opt on a property by property basis that a property should be taxable and not exempt. There are 4 conditions in public notice 742A for automatic permission to opt to tax, if any one of these conditions are met there is no need to contact HMRC for written permission. If a property does not meet any of the conditions in full we would need to obtain written permission from HMRC before we can apply the option to tax (www.gov.uk/guidance/optioning-to-tax-land-and-buildings-notice-742a). Please note however that residential property is excluded from the option to tax by HMRC.
12. Opting to tax a property allows for the input tax to be fully recovered thereby alleviating the pressure on the 5% de minimis exemption recovery limit. There are three principal disadvantages;
 - The customer receives an increased charge of 20% VAT. This includes all rental/licence fee payments for that property. If they are VAT registered they will be able to recover it so the impact would only be felt on a non-registered VAT business unless we chose to absorb the VAT ourselves.
 - Once opted for, a property cannot generally be revoked for at least 20 years and thereafter it meets the specific conditions referred to in paragraph 11 above, namely: (1) the land is not a capital item (over £250,000 spent within previous 10 years); (2) within the last 10 years no supply of the land was below market value (i.e. peppercorn); (3) no input tax incurred relates to a supply to be made more than 12 months after revoking the option to tax and (4) the exempt supplies have been incidental to main use of the land or building.
 - If the property is disposed of, then VAT must be added to the sale price which may affect its resale potential if the property is not commercial in nature and / or may attract private buyers.
13. Exercising the Option to Tax on property will have a useful effect on reducing the risk of incurring irrecoverable input VAT. A schedule of properties is attached in Appendix 1, showing the order of likely benefit to the tax calculation (high, medium, low). The benefit is linked to the amount of expenditure incurred by the Authority each year, for example if a property with high expenditure is opted to tax then this will reduce the pressure on the partial exemption calculation. This approach has been recommended by the

Authority's professional tax advisor's, PS Tax and we will consult with them on implementation.

14. The consequence of an option to tax is that all supplies charged to the customer from that point will need to include VAT so there is a need liaise with the customers and operational services to achieve this within a mutually acceptable timetable. It is expected that opting to tax will be phased over the next year dependant on the individual lease negotiations. Save for specifically negotiated exceptions, all leases granted since 2020 include the ability for the Authority to charge VAT.

Are there any corporate implications members should be concerned about?

Financial:

15. Contained within the body of the report.

Risk Management:

16. The main risk is the impact of a VAT charge on a future disposal value, but given the exercise will be restricted in the main to commercial properties this is considered to be a lower risk but consideration of the impact of resale will be part of the approval process. There is also a decision risk in not being able to change mind and reverse an option to tax as it applies for a long period (20 years).

Sustainability:

17. This report represents continuing to look after the sustainability of the Authority's budgets and to be able to financially manage VAT obligations.

Equality, Diversity and Inclusion:

18. There are no issues relevant to this report

Climate Change

19. There are no issues relevant to this report

20. Background papers (not previously published)

None

21. Appendices

Appendix 1 - Properties recommended for Option to Tax

Report Author, Job Title and Publication Date

Justine Wells, Head of Finance and Chief Finance Officer, 12 January 2023
justine.wells@peakdistrict.gov.uk

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Appendix 1: Properties recommended for Option to Tax

Property	Impact on calculation HML	Customer VAT Registered? YN	Sale Value HML	Potential for Capital expenditure HML	Priority for Opting? HML
Millers Dale Station Buildings and Car Park	H	Y	H	M	H
Castleton Visitor Centre	H	Y	H	M	H
Aldern House	H	Y?	H	H	H
Edale Centre (Campsite)	L	Y	H	M	L
Parsley Hay Cycle Hire Centre (Concession)	M	Y?	H	M	M
Ashbourne Cycle Hire Centre (Concession)	M	?	L	M	H
Hartington Station (Concession)	L	N?	L	M	M
North Lees Hall and Farm*	H	Y	H	H	H
Ashford Store	L	N/A	M	M	L
Langsett Barn	M	N	N/A	M	M
Land at Hayes Farm, Reapsmoor*	L	Y?	M	L	L
Gap Farm, Warslow*	M	Y	H	H	M
Land at Clough Head, Gap Farm and Hayes Farm, Warslow*	M	Y	M	L	M
Ball Bank House Farm, Longnor*	H	Y	H	H	H
Villa Farm, Warslow*	H	Y	H	H	H
Big Fernyford Farm*	H	Y	H	H	H
Pump Farm*	H	Y?	H	H	H
Other Warslow Farm Business Tenancies* on a case by case basis:**	M	Mostly	H	H	H

* **Option to tax: land and buildings used for both commercial and residential purposes.** Where a mix of residential and commercial activity applies an appropriate apportionment would need to be applied. This is because the application of the option to tax will not apply to the residential element of the property.

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6. AWARD OF MILLERS DALE STATION CATERING AND VISITOR INFORMATION POINT LEASE

1. Purpose of the report

This report seeks approval to award the Millers Dale Station catering and visitor information point lease to **Blueberry Café (Castleton) Ltd** at a proposed rent of £40,101 per annum (total rent of £120,303 over the 3 year lease) for the period 1 April 2023 to 31 March 2026.

Key Issues

- **P&R Committee approval is required (Standing Orders 7.D-3) to grant the lease because the term of the lease is less than seven years and the value of the lease rent is in excess of £100,000.**
- **The proposed lease is for a total value of £40,101 per annum for 3 years.**
- **The current lease has a value of £26000 p.a and expires 31 March 2023**
- **The café is an important element of the Millers Dale Station & newly opened Goods Shed operation, providing a significant contribution to the visitor welcome and experience at this site**
- **The Authority must seek to secure sustainable income to support trails management budgets**

2. Recommendation

- 1. That the proposal to proceed to grant a lease to Blueberry Café (Castleton) Ltd at an annual rent of £40,101 per annum (exclusive of VAT) payable quarterly in advance for a term of three years is approved.**

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

The café is an important element of the Millers Dale Station & Goods Shed operation, providing a significant contribution to the visitor welcome at that site. Income from the café lease supports the Authority's Corporate Strategy outcome of "A National Park Loved and Supported by Diverse Audiences" by generating sustainable income, contributing to KPI13 and supporting the ongoing management of the Monsal and other trails in the Authority's ownership.

The successful tenderer Blueberry Café (Castleton) Ltd will be offered a three year lease.

The recommendations in this report seek to ensure that income from this source can be reasonably assured and that quality food and beverage provision is provided at a high standard.

4. Background

Blueberry Café (Castleton) Ltd are the current lessees having operated the café lease from opening on 3 April 2019, coinciding with when the centre opened to the public. The lease was for a 3 year period to 3 April 2022 with the option of a fourth year dependent on all conditions of lease being fulfilled. The optional fourth year was approved, they have since been awarded a further 1 year lease.

The Invitation for Rental Tender for a lease of the café at Millers Dale Station was advertised on the open market via the Authority's website and closed on 16th December 2022. It was stated in the tender pack that tenders would be evaluated with a weighting of 80% in respect rental value offered and 20% weighting in respect of quality criteria set out in the Form of Tender. After evaluation, the recommendation is to award to Blueberry Café (Castleton) Ltd.

Blueberry Café (Castleton) Ltd provided the highest scoring tender for rental income offering £40,101 per annum This equates to £120,303 over the three year period and is above the current rental figure of £26,000pa.

Blueberry Café (Castleton) Ltd provided a detailed response which addressed, in some detail, all or the majority of our requirements including a high quality menu, customer experience, locally sourced products, sustainability and the environment.

The evaluation was undertaken by two officers; following evaluation and adding together scores for (1) rental offer (2) quality, Blueberry Café (Castleton) Ltd achieved the highest score of 92/100

5. Proposals

The proposal is to proceed with the lease to Blueberry Café (Castleton) Ltd at £40,101 per annum paid quarterly in advance for three years.

It is proposed to offer the lease to Blueberry Café (Castleton) Ltd on the basis of their commitment to developing and enhancing the visitor experience and services for visitors at Millers Dale and the Monsal Trail, to using local producers wherever possible and commitment to the environment.

The lease includes a number of Key Performance Indicators that strive to set out the standards that the tenant is expected to meet. This will be monitored at least quarterly by officers and any required improvements will be actioned in line with the lease requirements. The cleaning of the public toilet facilities also forms part of the terms of the lease.

Are there any corporate implications members should be concerned about?

6. Financial:

The tender process for the lease has been an open process and is therefore reflective of what the market is willing to pay for the lease of the site and therefore reflects best value.

A financial due diligence assessment has been undertaken on the proposed tenant and their financial situation has been found to be satisfactory.

Income from the site is kept within the trails budget so all income is reinvested into either the Monsal or other trails owned by the Authority. This income forms an important contribution towards the ongoing management of the site and trails.

7. Risk Management:

The tender at £40,101 per annum exceeds the current £26,000 annual lease.

The current economic situation, increasing energy and food costs presents some risk that the café operation will not be as successful as anticipated by the tenderer. However the successful tenderer states in their return that, as an established business they have anticipated this and have allowed for it in their response. Close liaison will be maintained with the tenant throughout and the supply of turnover data as required by the lease will allow closer scrutiny should this be deemed necessary.

The lease includes a break clause whereby the tenant may give 4 months' notice to the Authority to terminate the lease. The Authority has the usual Landlord rights to forfeit the lease in the event of non-payment of rent, material breach of covenant or insolvency etc.

The recommendations contained in this report seek to minimise the financial risk to the Authority for the period 2023 to 2026 financial years by securing income from the Millers Dale Station & Goods Shed Refreshment Room whilst maintaining a refreshment service on site.

8. Sustainability:

See climate change section below.

The lease contributes toward the financial sustainability of the trails and the economic and social sustainability of the local area through providing employment, meeting the needs of visitors and local residents.

9. Equality, Diversity and Inclusion:

No issues to consider

10. Climate Change:

1. How does this decision contribute to the Authority's role in climate change set out in the UK Government Vision and Circular for National Parks?

a. Educators in climate change

The site has a number of landscape sensitive renewable installations on site including a biomass boiler providing heating to the café and solar PV panels on the goods shed roof contributing to the electrical load of the site. This is promoted through the interpretation within the goods shed which forms part of the visitor offer at the site.

b. Exemplars of sustainability

The lease and KPIs include a number of measures that require the tenant to operate in such a manner so as to reduce its environmental impact. Blueberry Café (Castleton) Ltd are accredited to the Peak District Environmental Quality Mark (EQM).

c. Protecting the National Park

The lease includes clauses whereby the tenant must provide visitor information services as specified by the Authority. This contributes towards the Authority's aim of engaging visitors with the National Park.

d. Leading the way in sustainable land management

N/A

e. Exemplars in renewable energy

As described above, the renewable installations are examples of best practice for this type of installation within a heritage asset and have been approved by planning committee as such. The solar PV panels are roof integrated and run

from verge to verge which the biomass boiler is housed within the old tool store and therefore has minimal visual impact.

f. Working with communities

The provision of facilities for a business at the site increase opportunities for local employment which are currently limited.

2. How does this decision contribute to the Authority meeting its carbon net zero target?
The site forms part of the Authority's operational emissions calculation so any energy use reductions made here will be reflected in the progress towards this target.

3. Are there any other Climate Change related issues that are relevant to this decision that should be brought to the attention of Members?

None

11. Background papers (not previously published)

None

Appendices

None

Report Author, Job Title and Publication Date

Catherine Johnson, Corporate Property Support Officer, 12 January 2023

Catherine.johnson@peakdistrict.gov.uk

7. REVIEW OF OCCUPATIONAL SAFETY AND HEALTH POLICY (2023)

1. Purpose of the report

The Authority's *Occupational Safety and Health Policy*, a document required by law, is reviewed annually so that changed circumstances are taken into account and improvements made wherever possible. Members are asked to approve the new *Occupational Safety and Health Policy for 2023*.

Key Issues

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

2. Recommendation

- 1. That the revised *Occupational Safety and Health Policy (2023)* be approved as Authority policy from 20 January 2023.**

How does this contribute to our policies and legal obligations?

3. It is a legal requirement to have a suitable occupational safety and health policy setting out the Authority's intentions, organisation and arrangements to deliver occupational safety and health. The *Occupational Safety and Health Policy (2023)* satisfies that requirement.

Background Information

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

The style and principle content of the *Occupational Safety and Health Policy (2023)* was substantially updated in 2018. The revised version for 2023 is unchanged from the current (2022) version.

The style and content of the *Occupational Safety and Health Policy (2023)* has been adopted by a number of NPAs seeking to streamline their occupational safety and health system documentation and to achieve greater consistency with other NPA family members.

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

5. This document has been prepared by the Occupational Safety and Health Adviser (OSHA). The Health and Safety Committee (11 October 2022) have been consulted with and no changes were made.

Proposals

6. The new *Occupational Safety and Health Policy (2023)* should be ratified as Authority policy for adoption from 20 January 2023.

Are there any corporate implications members should be concerned about?

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

Risk Management:
8. No issues to raise.

Sustainability:
9. No issues to raise.

Equality, Diversity and Inclusion:
10. No issues to raise.

Climate Change
11. No issues to raise.

12. Background papers (not previously published)
None.

13. Appendices

Appendix 1 - Minutes of the Health and Safety Committee 11 October 2022

Appendix 2 - Final DRAFT *Occupational Safety and Health Policy (2023)*

Report Author, Job Title and Publication Date

Jon Wayte, Occupational Safety and Health Adviser, 12 January 2023.

Members: Mark Anderson, John Dawson, Andy Farmer, Matt Freestone, Neil Hanshaw, David Higley, Richard Laurie, Rachel Mora-Bannon, Theresa Reid, Geoff Smith, Richard Laurie, Jon Wayte and Natalie Webster



HEALTH AND SAFETY COMMITTEE

Tuesday OCTOBER 2022 in Microsoft TEAM - VIRTUAL MEETING

File: A1182/4/3291

MINUTES

39/22 Apologies for absence

Apologies were received from Rosie Olle, Sue Beswick, Martin Hill and Felicity Stout

40/22 Minutes of the meeting held on 14th June 2022 (attached)

The minutes of the meeting held on the 14th June 2022, were agreed as a correct record.

41/22 Matters Arising

13/22

Promotion of H&S Committee/Encourage Reps from Services not Covered

Jon Wayte to contact Tony Price regarding being the representative for MFF. Natalie Webster to liaise with Head of Planning to identify a representative from the Planning Service. Jon Wayte to send an all staff email before the next H&S Committee in January to raise the profile of the H&S Committee so staff know who is their service Health and Safety Representative.

25/22

DSE Assessments

Jon Wayte reported that he would be visiting South Down National Park Authority and would look at an alternative systems for DSE Assessments. The trial on blended working arrangements at Aldern House was coming to an end soon and a decision would be required on the most efficient and effective way for people to assess their workstations at home.

30/22

Health & Wellbeing – IIP Assessment

Nat Webster confirmed that she had sent the email to all staff regarding the IIP Assessment.

33/22

IOSH Course/ELMS

David Higley had not yet discussed with Jon Wayte the possibility of using ELMS to promote the IOSH Safety Course, but he had spoken to the ELMS co-ordinator who seemed open to having the courses on there with example videos.

34/22

Vehicle Sharing/Risk Assessment

Richard Laurie confirmed that the RA regarding the use of pool cars and wiping them down after use, was still in place, and will remain so as the COVID numbers are on the rise again. Cleaning materials and first-aid kits that are in the vehicles have all been checked recently, but staff should let Finance know, if they have tested positive for COVID, and had used a pool car, so that vehicle could be taken out of circulation for 3 days and deep cleaned before reintroducing it back into the fleet.

Jon and Richard will re-look at the RA regarding pool cars before the next H&S Committee meeting in January.

42/22 Health & Wellbeing
Natalie Webster provided the following updates

Absence Management Policy

Nat reported that the policy had been updated to reflect the way we work and the final draft would be circulated in time for the next H&S Committee in January 2023. Managers can now report sickness absences directly onto the People Live system which then gives real time data, which then helps HR to identify potential issues and that support can be offered sooner.

Andy Farmer asked whether checks were being done on Managers to ensure that they were doing what they should be doing as it could give false data, and what would happen if the Manager was on holiday?

Nat reported that the system does appear to be working ok, but it would be useful to hear what people thought on how it was going, but nothing was infallible, and if a Manager was going on holiday they can nominate another member of staff to act as a substitute to record absences, or the member of staff could contact HR direct and HR could add the absence to the system.

Wellbeing at Work

Nat reported that the policy which was introduced in 2019 was in need of updating as gaps has been raised regarding key issues which may affect our people such as the menopause and domestic abuse. The update will set out how staff could be supported in these areas. If anyone has any other suggestions on what to include in the policy, then please let her know.

Health & Wellbeing Group

Now up and running with 5 members, but keen to get a few more on the group. Contact Nat if you are interested or need more information.

Suncream

This was provided for staff over the summer and was well received. This arrangement will continue next year.

Sickness Levels

Nat reported that over Q2 the sickness levels were at 3.7days/FTE when the target for the full year is 6 days/FTE therefore we are likely to go above our annual target. The level for 2021/22 was 8.9days/FTE. HR advisers report sickness absence levels to the Heads of Service to prompt early intervention and hopefully to keep sickness levels down.. Most of the absences are currently from COVID but with the winter months approaching the numbers off sick could increase due to flu and colds etc so staff are encouraged to get the flu jab which the Authority will contribute up to £13.00 for, if you are not entitled to free one.

Nat was asked if an analysis had been done regarding sickness between non-facing and public facing staff to see if enough was being done to protect them? Nat reported that she would speak to Jon Wayte to look at the figures.

ACTION:

Nat Webster to speak to Jon Wayte regarding sickness figures to see if any clear pattern between non-facing and public facing staff.

43/22 Draft OSH Policy for 2023

Jon Wayte had circulated the draft policy which he reported was unchanged from the current 2022 policy. Jon asked that all members of the H&S Committee discuss the policy with staff in their teams and to provide any comments or suggested changes back to him before he takes the report to Management Team and then to the Programmes and Resources Committee for approval. The new policy to be in place for 2023. The Committee asked if the policy could be placed on the Hub, Jon agreed that once approved the policy will be placed on the Hub.

ACTION:

The Committee to discuss the draft OSH Policy with their teams and report back any comments or suggested changes to Jon Wayte.

Jon Wayte to arrange for the approved policy to be placed on the hub.

44/22 Training Round Up

Jon provided updates regarding training

The recent IOSH Managing Safely Courses and the Introduction to H&S/Fire Safety Training for new staff were well attended and he had received good feedback.

Essential Risk Training Course was delivered to the Yorkshire Dales National Park and this will be provided to PD staff next year.

Any H&S training needs should first of all be raised with your line manager. For advice contact Jon.

Andy Farmer reported that he had had a request from a minerals planner to use one of the ranger 4 x 4 vehicle's for a site visit, and asked whether we should provide appropriate training for staff to use vehicles off road in what could be a more challenging environment than driving on normal roads?

Jon replied that it is difficult to decide what would be appropriate training, and maybe a familiarisation test drive before taking the vehicle out would be more appropriate? Staff intending to use a 4x4 should be made aware of the RA and control measures in place.

A question was raised on whether there should be training on the use of electric cars as we have had 2 of them in the vehicle fleet now for over 2 years. Richard reported that if anyone was unsure on using the electric cars then a vehicle familiarisation can be provided by the Finance Team.

ACTION:

Jon Wayte, Neil Hanshaw and Richard Laurie to look at the current vehicle RA and bring something to the next meeting of the H&S Committee in January.

45/22 Fire Safety - arrangement changes to report

Jon Wayte informed the Committee that his "safety moment" presentation for this round of Staff Briefings was on Fire Safety. In it Jon emphasised the importance to staff of using their access control cards at Aldern House when entering and leaving the building, as they are linked to an App which enables the Property Team to see who is in the building at any one time in the event

of a fire. Matt Freestone suggested that we needed to recruit more people as Fire Marshals to increase the number of staff with the App on their mobiles to assist the Property Team in the event of a fire/emergency evacuation of AH.

Jon reported that he has been going around Aldern House replacing the emergency evacuation route cards that the Fire Marshalls used to use. He will also be sending an all staff email out shortly so that staff are aware of the new/current arrangements.

A fire drill took place recently at Aldern House which was an overall success but some staff were unaccounted for which gave an indication that they hadn't used their access cards on entering or leaving the building. Matt Freestone reported that there was an issue with the door leading to the breakout room which was not registering staff in or out and that he was waiting to hear back from the manufacturer.

Jon Wayte reported that there would be a series of drills taking place before the next H&S Committee, and that they would be done on different days of the week to try and capture as many staff as possible.

ACTION:

Jon Wayte to send an all staff email to make them aware of the new evacuation notices, and to remind staff to use their access control cards when entering and leaving Aldern House.

Further fire drills to take place before the next H&S Committee

Explore possibility of more staff being recruited as Fire Marshals and having the App on their mobiles to assist Property Team.

- 46/22 Site Inspections and Fire Risk Assessment Review - update
Jon Wayte reported that he had not undertaken many site inspections recently, but that he was hoping to step things up between now and the end of the year. H&S Reps will be advised when the visits are to take place in case anyone wishes to join him. In the meantime if anyone has any concerns regarding their site or workplace then let Jon know, and he will schedule a visit in.
- 47/22 Internal Audit review
Jon Wayte reported that the Internal Audit had started, and that he had got a meeting with them next week. Jon has already sent various documents to the Auditors and will provide feedback and any actions needed to the H&S Committee when the final Audit report comes in. Jon will also contact the H&S Reps if the Auditors wishes to speak to anyone.
- 48/22 H&S Representatives reports
Updates:
Chris Cole – Following additional training the CMPT would be doing some Ash dieback removal on the Authority's car parks/properties but would be limited to small trees up to 6" diameter as the Ranger policy is still no chainsaw work on Ash dieback or other obviously diseased trees.
Matt Freestone – A tree had come down on the bungalow at Aldern House, which has now been removed.

ACTION:

Matt Freestone to supply an incident report to Jon regarding the fallen tree at Aldern House.

Neil Hanshaw – nothing specific to flag but asked whether PAT testing was still to be done as it was no longer a legal requirement? Jon reported that the safety of all electrical equipment still

needed to be checked. In most cases this is a simple visual inspection and that any damage found needed to be reported/acted on. Jon informed the H&S Committee that he did do checks on his site visit rounds.

Helen Bower – reported that that some centres had now been fitted with infrared heating and that thermal clothing would be provided to staff in the centres again this winter. There was a problem with the heating at Castleton which was either on or off but Property had been made aware of this and were dealing with it.

Jon Wayte - reported that the numbers for Covid was rising again and that although the HSE don't specify any specific measures they do recommend good ventilation and the use of Co2 monitors continues to be useful in monitoring this.

David Higley – there had been an incident of a slip in the building which had been reported.

Geoff Smith – reported that he would update H&S Committee on Ash Die Back and how staff were dealing with it at the next meeting in January. He also confirmed he would let the Rangers know if they were doing any work in their area.

49/22 Any other business
There was no other business.

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Care

We care for the Peak District National Park, the people we work with and all those we serve. It is at the heart of everything we do.

PART I

Our Occupational Safety and Health Policy: Statement of intent

It is our intent to:

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

Principles

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

1.1 Occupational Safety and Health Policy statement.

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

1.2 Communication and consultation.

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

1.3 Management roles and responsibilities.

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

The Management Team, comprising the Chief Executive and Heads of Services, will ensure that:

- adequate resources are provided for occupational safety and health

- occupational safety and health is adequately assessed, controlled and monitored
- our people are actively involved on matters that affect occupational safety and health

1.4 Hazard identification.

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

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

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

2.1 Occupational safety and health training.

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

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

2.2 Behaviour and culture.

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

2.3 Risk assessment and management.

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

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

3.1 Incident investigation.

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

3.2 Measuring performance.

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

3.3 Occupational safety and health management system.

We will implement management systems to ensure we:

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

3.4 Contractor improvement.

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

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

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

4.1 Developing innovative practices.

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

4.2 Influencing people we work with.

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

4.3 Work-related health.

We will assess our occupational health risks. All our people will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our people’s fitness for work. Health surveillance will be conducted, as necessary.

PART II

5. Delivering our policy

Our policy will be delivered by:

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

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

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

5.1.1 Authority Members

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

5.1.2 Management Team responsibilities

Management Team shall ensure that all operations are compliant with relevant regulatory frameworks and legislation.

- (a) The Chief Executive is responsible for providing leadership to Heads of Service. The Authority's Management Team, which comprises the Chief Executive and the Heads of Service, is responsible for setting the strategic direction of occupational safety and health management, ensuring delivery and for monitoring and reviewing occupational safety and health performance.
- (b) The Chief Executive (or Deputy) shall commission investigations in the case of work-related accidents that involve a fatality, specified injury, occupational disease or dangerous occurrence, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) on advice from the OSHA.
- (c) The Management Team shall receive an annual report on safety performance from the Occupational Safety and Health Adviser (OSHA) and conduct an annual review of this Policy.

- (d) The Head of People Management will act as Management Team lead on health and safety, including Chairing the Authority's Health and Safety Committee.
- (e) Heads of Service shall allocate appropriate resources to enable Team Managers and the staff allocated to each service to discharge their occupational safety and health responsibilities.
- (f) Heads of Service shall be responsible for putting the Authority's policy arrangements into practical effect to manage workplace risks for their service(s). Though this may in practice be devolved to other staff and services, the responsibility will remain with the Head of Service.

5.1.3 Team Managers

Team Managers are responsible for the day-to-day operational occupational safety and health management of their team members and others working with or for them, including volunteers. Key Team Manager safety management tasks include:

- (a) Ensuring that all those at work and volunteering are given sufficient information, appropriately supervised and/or trained and are suitably competent, for the tasks they are expected to undertake.
- (b) Where necessary, the production, maintenance and use of suitable and sufficient risk assessments and/or work instructions.
- (c) Ensuring that all safeguards and safety procedures identified by risk assessments and by other relevant documents, such as manufacturers operating instructions, are properly used and followed.
- (d) Ensuring that an incident report form is completed and received for any significant incident, including accidents, near misses and any incident involving violence at work.
- (e) Considering, for all reported incidents received, whether any further action is necessary and for these incidents complete an incident investigation report. Completed reports are sent to a Head of Service/Management Team as necessary, for comment.
- (f) Ensuring appropriate arrangements are put in place for dealing with emergencies.
- (g) Ensuring that work to be carried out by any other people that we work with is organised and managed so that risks to Authority staff and others are reduced to the lowest practicable level.

5.1.4 All Employees, Volunteers and Authority Members

All Employees, Volunteers and Authority Members are responsible for the day-to-day operational safety management of themselves and others working with them, for risks that they create or have control over. This means that:

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

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

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

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

5.1.6 Role of Safety Representatives

Safety Representatives play a key role in promoting and supporting good occupational safety and health management. Safety Representatives are all

members of the Health and Safety Committee and represent all areas of the Authority and its staff. The role of Health and Safety Representatives includes:

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

PART III

6. Governance arrangements

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

:

- Head of People Management (Chair of the Committee)
- UNISON Accredited H&S Representative
- A Staff Committee Representative
- Occupational Safety and Health Adviser
- Safety Representatives from all principle Services

The Committee, which has both consultative and performance management roles, shall routinely meet quarterly.

At the spring meeting, the Committee shall:

- (a) Receive and review the Occupational Safety and Health Annual Report for the previous year. This report shall include performance information.
- (b) Agree and set strategic objectives for the following year. This to include occupational safety and health training and system developments such as significant new OSH documentation including generic risk-assessments and associated guidance, specific safety-management plans, safe working procedures and other guidance.

- (c) Consider any occupational safety and health matters raised by UNISON, Staff Committee and Safety Representatives.

At the autumn meeting, the Committee shall:

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

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

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

- 6.2 Management Team receives, reviews and approves the Occupational Safety and Health Annual Report and the Occupational Safety and Health Policy, following the respective Health & Safety Committee meetings, for implementation the following year. Management Team may also receive reports of safety matters escalated to them for action and incident investigations sponsored by members.
- 6.3 Programmes and Resources Committee receives, for notification and endorsement, the Occupational Safety and Health Annual Report and the revised Occupational Safety and Health Policy for implementation the following year. Programmes & Resources Committee receives such reports on behalf of the Authority.

8. CLIMATE CHANGE AIM OVERVIEW

1. Purpose of the report

To inform Members about the Peak District National Park Management Plan climate change aim, the Authority Plan climate change objective, and the Authority's progress in responding to climate change since October 2021 and what this means for the future.

Key Issues

- The Climate Change Act 2008 as amended in 2019 commits the UK government by law to net zero by 2050.
- The July 2022 Authority meeting agreed to align the programmes for Programmes and Resources to the National Park Management Plan 2023-28 aims, and that the first paper would be on climate change.
- Climate change is prominent in the vision, is one of the aims and has three associated objectives in the National Park Management Plan 2023-28. These are outlined at paragraph 7.
- Since the last report on the climate change programme to Programmes and Resources in October 2021, the Authority has undertaken many activities, both on our own and in partnership, that assist in meeting our climate change ambitions. These are outlined at paragraph 11.
- As the climate change Member steering group has successfully embedded it in the Authority Plan and National Park Management Plan, the steering group will cease to exist at the end of March 2023, as outlined in paragraph 12.
- Paragraph 13 outlines climate change actions where the Authority is the lead or a key delivery partner in the National Park Management Plan 2023-28 that help the National Park to be carbon net zero.
- Paragraph 14 outlines actions in the Authority Plan 2023-28 that will assist in the Authority as a business to achieve net zero.

2. Recommendations

- 1. To note the Peak District National Park Management Plan 2023-28 aim on climate change, progress in responding to climate change since October 2021 and what this means for the future.**
- 2. To recommend to Authority that Members should not be appointed to the Member Climate Change Steering Group at the July 2023 Annual General Meeting reflecting that climate change is now fully embedded in the Authority Plan and National Park Management Plan 2023-2028.**

How does this contribute to our policies and legal obligations?

3. The Climate Change Act 2008 as amended in 2019 commits the UK government by law to reducing greenhouse gas emissions by at least 100% of 1990 levels (net zero) by 2050.
4. The UK Government Vision and Circular for National Parks (2010) places climate change as central to National Park Authority objectives and describes their role in the following ways.
 - The Authorities are educators and in the area of climate change they have a vital role to play. They should spread important messages about the impacts of climate change and how individuals, especially visitors, can play their part in tackling it in ways which motivate lifelong behaviour change.

- The Authorities have a role as exemplars of sustainability in enabling the natural environment to adapt to predicted changes (and being resilient to unpredictable events), in supporting the delivery of ecosystem services and in developing more resilient infrastructure (such as rights of way that are less vulnerable to flood damage).
- The Parks themselves will be threatened by climate change and the Authorities must ensure that they protect the public assets which the Parks represent.
- The Authorities should lead the way in sustainable land management to prevent further carbon loss from soils and to encourage carbon storage in trees and fens.
- The Parks should be exemplars in renewable energy.
- Authorities need to work with local communities to reach a position where renewable energy is the norm in all Parks whilst not compromising their overriding duty under the 1949 Act.
- The Authorities should promote energy efficiency within the Parks, reduce the emissions from their own operations and from those associated with visits, including through sustainable low carbon transport use.

Background Information

5. Members agreed at the 22 July 2022 Authority meeting to align the programmes for Programmes and Resources to the National Park Management Plan 2023-28 aims (minute reference 65/22). The same paper also agreed that climate change would be the first aim reported to Programmes and Resources. This paper fulfils that commitment, and provides a template for when the other three aims of the National Park Management Plan are presented to the Programmes and Resources Committee.
6. Members adopted the National Park Management Plan 2023-28 at the 2 December 2022 Authority meeting (minute reference 98/22). In terms of climate change, this is prominent in the 20 year vision for the document, which is as follows. “By 2043 the Peak District National Park is exemplary in its response to climate change and nature recovery. Its Special Qualities and resilience as a living landscape have been significantly enhanced. It is a welcoming place where all are inspired to care and communities thrive.”.
7. One of the four 20 year aims for the National Park Management Plan is focussed on responding to climate change, which reads as follows. “The Peak District National Park is more resilient and net-zero by 2040 through its exemplary response to climate change.” The five year objectives that underpin this aim, and prioritise delivery over the plan period, are as follows.

Objective 1: To lower greenhouse gas emissions significantly, focussing on the largest emitters within our influence.

Objective 2: To sequester and store substantially more carbon while contributing to nature recovery.

Objective 3: To reverse damage to nature, biodiversity, cultural heritage and particularly the built environment caused by a changing climate.

In terms of objective 1, the emitters that are in scope are ones that partners are able to mitigate through the Management Plan. As such, emissions within the remit of national or international decision-making are excluded. The three largest emitters within our influence are land management, energy for premises and road travel – these will be our focus over the next five years.

8. The targets that relate to the National park Management Plan climate change objectives are as follows.

Objective 1 target: By 2028 there will be a 25% reduction in total greenhouse emissions in the Peak District National Park.

Objective 2 target: By 2028 there will be a 2,878 tonnes net decrease in carbon emissions from moorlands.

Objective 3 target: By 2028 we will secure funding for four measures that increase the resilience of existing habitats and species, cultural heritage and the built environment

9. At the 2 December 2022 Authority meeting (minute reference 98/22) Members also adopted the Authority Plan. The Authority Plan sets out how we will deliver to the statutory purposes and duty of the National Park and our commitment to the National Park Management Plan. Along with supporting the four National Park Management Plan aims the Authority has an additional aim of enabling delivery.

Enabling delivery Aim: The Authority is inspiring, pioneering and enabling in delivering the National Park vision.

This captures key elements of the National Park Authority's own essential business and management of transformational change. It sets out objectives for all areas of the Authorities operations.

10. The enabling delivery objective relating to climate change is as follows.

Objective H (Climate Change): To reduce the Authority's greenhouse gas emissions.

Objective H target: Achieve a further 30% reduction in greenhouse gas emissions from the 2017/18 baseline.

Proposals

11. As Programmes and Resources will be aware from the report to this Committee in October 2021 that noted how the National Parks England Delivery Plan for Climate Leadership was informing the future National Park Management Plan (minute reference 27/21), the Authority is already undertaking many activities, both on our own and in partnership, that assist in meeting our climate change ambitions. The summary below updates Members on the climate change related activities we have focussed our resources on since October 2021.

- Development, with the Member Climate Change Steering Group and partners, of the Peak District National Park Management Plan 2023-28 vision, which directly refers to net zero, climate change aim, objectives and actions outlined in the delivery plan.
- Development, with the Member Climate Change Steering Group, of the climate change indicator and actions in the Authority Plan 2023-28.
- Provided an Essential Member Training Workshop in February 2022 on climate change, which was well received by attendees.
- Implementation of the Authority's Carbon Management Plan 2. An update on this work is on the same meeting agenda as this report.
- Further development of a consistent carbon baseline for the National Park. We have continued to oversee the consultant working to develop a carbon budget baseline for this National Park that is consistent with all ten National Parks (minute reference 28/21). The headline data from this has been used to identify the three biggest emitters

in our influence in objective 3 of the National Park Management Plan 2023-28. At an appropriate time, further information on this will be reported to Programmes and Resources.

- The Peak District Climate Change Vulnerability Assessment (minute reference 32/20) has been used as a key element of the evidence base for the National Park Management Plan and Authority Plan. It is now being used by partners to inform land management strategy in key areas of the park. We have also provided Heads of Service with an easier to use presentation of the recommendations so they can take forward relevant ones in their service plans.
- The January 2022 Programmes and Resources Committee was informed about proposals for a Sustainable Transport Project for the National Park and sought approval to develop this further (minute reference 7/22). It was agreed that the Member Climate Change Steering Group would steer this work.
- Our work on climate change through land management activities is being taken forward in a number of ways, as summarised below.
 - The April 2022 Programmes and Resources Committee received an update on the National Park England's Delivery Plan on Sustainable Farming and Land Management and reported on the Environmental Land Management test and trial result and use of the Farming and Protected Landscapes Programmes for carbon projects (minute reference 15/22).
 - The April 2022 Programmes and Resources Committee supported the Moors for the Future Operational Plan 2022-23 and approved the Moors for the Future Partnership Interim 2022-23 Business Plan (minute reference 16/22).
 - The April 2022 Programmes and Resources Committee supported the Moors for the Future extending peatland restoration works through the Accelerated Flood Defence Funding route (minute reference 17/22). The same Committee further supported the Great North Bog Project 2022-30 (minute reference 18/22).
 - The July 2022 Programmes and Resources Committee supported undertaking projects with the Moors for the Future Strategic Management Board from 2022 to 2030 (minute reference 27/22).
- A review of planning policies with respect to Climate Change. The Local Plan review is considering the scope to seek enhanced requirements for energy efficiency, low carbon construction and renewable energy potential. Reports on this will be presented to Authority at appropriate times. Furthermore, the spatial strategy will continue to advocate the need to reduce the need to travel by private car, foster a move a low carbon travel, and seek stronger contributions from new development to nature recovery.

12. Approval was given by this Committee in December 2019 (minute reference 12/19) to create a Member Climate Change Steering Group and the group has met regularly since January 2020. Over the last two years, the group has been instrumental in ensuring that climate change is at the forefront of the Authority's work and for the National Park, with some highlights below.

- Successfully steered development of the Peak District Climate Change Vulnerability Assessment so it was adopted in October 2020 and the Authority's second Carbon Management Plan so it was approved in July 2020.
- Involved in developing climate change actions that were added into the National Park Management Plan 2018-23.
- Instigated an additional section on climate change in the Authority's committee template.
- Increased the group's knowledge of climate change and initiated annual essential climate change training for Members.
- Assisted in greening our fleet including reducing the number of operational vehicles and introducing electric vehicles into our fleet.

- Steered developments of the climate change aim and objectives in the Peak District National Park Management Plan 2023-28 and Authority Plan 2023-28.
- Raised the profile and awareness of climate change within the Authority and externally.

As climate change is now fully embedded into the Authority Plan and National Park Management Plan, it is central to all the work that we do. These will be regularly reported to Authority as part of performance monitoring, and the work will be visible to Members without the need for the steering group. Therefore, the group will continue to meet until the end of the current plans period of 31 March 2023, and then cease to exist, with no Members being appointed to the group at the July 2023 Annual General Meeting.

13. The National Park Management Plan 2023-28 sets out actions that will assist in the National Park as a place achieving net zero. Future climate change actions where the Authority is the lead or a key delivery partner in the National Park Management Plan 2023-28 that help the National Park to be carbon net zero are as follows.

CC.1 Increase understanding, enabling, incentivising and implementing appropriate land management to reduce emissions, sequester and store more carbon.

CC.2 Implement at least one pilot project in carbon reduction technology in traditional or listed buildings and use findings as exemplars for wider scale delivery.

CC.4 Adopt Local Plan policies that strengthen carbon reduction in new buildings and refurbishment of existing buildings.

CC.5 Develop a National Park sustainable travel framework that delivers reductions in greenhouse gases, a sustainable visitor economy that cares for special qualities and supports sustainable communities by improving connection to services.

CC.6 Develop a sustainable long-term business model delivering the vision of the Moors for the Future Partnership.

CC.7 Produce and implement the Moors for the Future Partnership annual Operational Plan to deliver the partnership's vision.

CC.8 Encourage and enable implementation of nature-based solutions for climate change through improving the condition of uplands, including moorlands and blanket bog to lock in and store more carbon.

CC.9 Encourage and enable implementation of nature-based solutions for climate change through managing land so that soils, particularly peat soils, are healthy.

CC.10 Encourage and enable implementation of nature-based solutions for climate change through implementation of the Wooded Landscapes Plan to deliver the right tree in the right place to lock in carbon.

CC.11 Encourage and enable implementation of nature-based solutions for climate change through restoring, creating and managing species-rich grasslands to lock in and store more carbon.

CC.12 Encourage and enable implementation of nature-based solutions for climate change through improved water management for inside and outside the National Park to improve the quality of drinking water and reduce flood risk.

CC.13 Encourage and enable implementation of the Peak District Climate Change Vulnerability Assessment 2020.

CC. 14 Encourage and enable implementation of the One Peak District Nature Recovery Plan in a way that increases the recovery and resilience of existing habitats and species.

CC. 15 Encourage and enable a strategic approach to actively managing the prevention and mitigation of uncontrolled fires on moorland.

14. The Authority Plan 2023-28 sets out actions that will assist in the Authority as a business achieving net zero. The climate change objective in the Authority Plan 2023-28 is to reduce the Authority's greenhouse gas emissions, with a target of a further 30% reduction by 2028 against the baseline. Future climate change actions in the Authority Plan 2023-28 that help the Authority to be net zero are as follows.
- Support the Member Climate Change Steering Group in working towards the Authority's plan for carbon net zero
 - Implement and keep up to date the Carbon Management Plan (CMP2).

Are there any corporate implications members should be concerned about?

Financial:

15. The activities in the early years of the Authority Plan 2023-28 and National Park Management Plan 2023-28 have funding and resources identified to deliver them. The resources for activities in future years will be identified as we move through the delivery period.

16. **Risk Management:**

The main risk of the Authority being unable to deliver to the climate change aim is the resource challenge of both our partners and the Authority in terms of a flat cash settlement. However, this risk is mitigated by focussing on the three priorities that the objectives outline.

Sustainability:

17. Our work on climate change directly improves the sustainability of both the Authority as a business and National Park as a place.

Equality:

18. There are no direct implications for equalities in the activities contained within this report. Indirectly, responding to climate change could have a positive impact on the nine protected characteristics by providing a more resilient environment.

19. **Climate Change:**

1. How does this decision contribute to the Authority's role in climate change set out in the UK Government Vision and Circular for National Parks?
 - a. Educators in climate change
Delivering to the National Park Management Plan climate change aim will help enable the Authority to be educators in climate change.

b. Exemplars of sustainability

Delivering to the National Park Management Plan climate change aim will help enable the Authority to be exemplars of sustainability.

c. Protecting the National Park

Delivering to the National Park Management Plan climate change aim will help enable the Authority to protect the special qualities of the National Park.

d. Leading the way in sustainable land management

Delivering to the National Park Management Plan climate change aim will help enable the Authority to lead the way in sustainable land management.

e. Exemplars in renewable energy

Delivering to the National Park Management Plan climate change aim will help enable the Authority to be exemplars in renewable energy.

f. Working with communities

Delivering to the National Park Management Plan climate change aim will help enable the Authority to work with communities on climate change.

2. How does this decision contribute to the Authority meeting its carbon net zero target?

Delivering to the National Park Management Plan climate change aim will help enable the Authority to be aligned with other National Park Authorities' commitment to be carbon net zero.

3. How does this decision contribute to the National Park meeting carbon net zero by 2050?

Delivering to the National Park Management Plan climate change aim will help enable the Authority to be aligned with other National Park Authorities' commitment for National Parks to be carbon net zero.

4. Are there any other Climate Change related issues that are relevant to this decision that should be brought to the attention of Members?

None.

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

None

21. **Appendices**

None

Report Author, Job Title and Publication Date

Emily Fox Head of Information and Performance Management, 12 January 2023
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9. CARBON MANAGEMENT PLAN PROGRESS REPORT 2020/21 (A595 / MF)

1. Purpose of the report

This report details the environmental performance data for the 2021/22 financial year (the 'reporting period') and progress towards the Authority's goal of becoming zero carbon by 2050. The data relates to the greenhouse gas emissions arising from the Authority's operations and reflects the scope and methodology of reporting as established in the Authority's [Carbon Management Plan 2 \(CMP2\)](#).

Key Issues

The report attached at Appendix 1 gives a comprehensive breakdown of the Authority's performance over the period.

At the end of the reporting period, the CO₂e emissions resulting from Authority operations have decreased by 56% against baseline, leaving a further 471 T Co₂e to eliminate before our goal of achieving zero carbon can be achieved.

Data on the CO₂e emissions and stored carbon associated with the Authority's land is reported for the first time and indicate significant emissions, particularly from some tenancies on the Warslow Moors Estate. A fuller report will be made available soon.

2. Recommendations

- 1. That the environmental performance data detailed in Appendix 1 be considered and adopted as the detail supporting the position on the Authority's operational environmental performance over the 2020/21 reporting period.**
- 2. That the data on emissions, sequestration and stored carbon resulting from the Authority's land is noted.**

How does this contribute to our policies and legal obligations?

3. Reporting on environmental performance is either an implicit requirement of the below objectives or is essential to monitor progress and achieve further improvements.
 - a) Corporate Strategy, KPI 23: To have a corporate Asset Management Plan (CMP2 is a 'Strategic Intervention')
 - b) National Parks Group Indicator CD3: % change in greenhouse gas emissions from National Park Authority operations
 - c) National Park Management Plan links: Area of Impact 1: Preparing for a future climate, and intention 1.1 Reduce the effects of climate change on the special qualities

Background Information

4. CMP2 established a commitment to report annually on our progress towards becoming zero carbon and this report forms the first year of this process. This builds on previous annual reports (which have been undertaken since 2007/08) but the format of the report at Appendix 1 was amended for the 2020/21 reporting period to reflect the format of

CMP2.

Proposals

5. The report attached at Appendix 1 gives a comprehensive breakdown of the Authority's performance over the period. The key trends are as follows:

- At the end of the 2020/21 reporting period, the carbon emissions resulting from Authority operations have decreased by 56% compared with the 2009/10 baseline and by 6% during the reporting period.
- The greatest reductions in emissions resulted from reductions in heating gas emissions across our operational properties within the reporting period.
- The report recognises a number of key areas for future action if we are to achieve zero carbon. They are:

Scope 1 emissions arising from fleet travel

Scope 1 emissions arising from tenanted properties (agricultural and residential)

Scope 3 emissions arising from business travel in private cars and on public transport

- The report also recognises some areas where, with current technology and procedures, some residual emissions will be unavoidable and this is acceptable in the internationally adopted definition of net zero.

The report also summarises data concerning the emissions, sequestration and stored carbon associated with the Authority's land holdings. This is a complex picture but reflects the challenges of managing large areas of land within existing restrictions. In summary, the key points of note are:

- Woodlands and the North Lees tenancy are the largest sequesters of carbon.
- Some tenancies on the Warslow Moors estate are the largest emitters of carbon reflecting existing tenancies and farming practices.
- The land owned by the Authority stores nearly 2,000,000 tonnes of carbon and our land management practices ensure that it continues to be stored rather than released.

It is also important to note that the land based emissions are based on the current best available data and the nuances of land managed for conservation are not necessarily reflected in the data. This will continue to be reviewed and the data updated as and when better, more robust data emerges.

Are there any corporate implications members should be concerned about?

Financial:

6. Reductions in carbon emissions also often have financial benefits but as recognised within the report at Appendix 1, as we look to address the more difficult sources of emissions, the cost benefit will decrease and in some cases may be negative. The long term financial impact of achieving zero carbon will be covered within the Asset Management planning process and Capital Strategy as we move forward. This process was established within CMP2 and is covered in more detail there.

Risk Management:

7. There is a risk that the target of achieving zero carbon will not be met within the agreed timescales. This risk is best managed by careful and regular monitoring of progress and target setting. This report forms an important part of that process and will continue to do so into the future.

Sustainability:

8. Sustainability is implicit within the subject of this report and is adequately covered elsewhere.

Equality:

9. No implications

10. Climate Change

1. How does this decision contribute to the Authority's role in climate change set out in the UK Government Vision and Circular for National Parks?
 - a. Educators in climate change and Exemplars of sustainability
Monitoring progress towards zero carbon is a key step in educating others in the actions required for others to do the same within a National Park setting.
 - b. Protecting the National Park
 - c. Leading the way in sustainable land management
As described within the report, the impact of land management practices on achieving zero carbon is an area in which work is currently progressing and will form an important part of our efforts to become net zero carbon.
 - d. Exemplars in renewable energy
Renewable energy forms an important element of our work to become zero carbon and provides excellent case study information for how this can be achieved while protecting the special characteristics of the National Park.
 - e. Working with communities
As described above, the work to become net zero carbon presents opportunities for working with our communities in support of their efforts to achieve the same objective.
2. How does this decision contribute to the Authority meeting its carbon net zero target?
Achieving net zero is central to this report.
3. Are there any other Climate Change related issues that are relevant to this decision that should be brought to the attention of Members?
None.

11. Background papers (not previously published)

None

12. Appendices

Appendix 1 - PEAK DISTRICT NATIONAL PARK AUTHORITY

CARBON MANAGEMENT PLAN PROGRESS REPORT 2021/22

Report Author, Job Title and Publication Date

Matt Freestone, Acting Head of Asset Management, 12th January 2023
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**PEAK DISTRICT NATIONAL PARK AUTHORITY
CARBON MANAGEMENT PLAN PROGRESS REPORT 2021/22**

1. INTRODUCTION

1.1. *Our Vision – as defined within Peak District National Park Authority Carbon Management Plan 2020-2050 (CMP2¹)*

Our vision is to be a net zero carbon Authority no later than 2050

The Peak District National Park Authority (“the Authority”) is committed to reducing our own carbon emissions through improvements to our assets (including property and fleet), ways of working and enabling and encouraging behavioural change in our organisation. We will promote our approach and achievements within our local communities and to visitors.

We have previously set a target for carbon reduction. Following the publication of our second carbon management plan we are now looking forward towards achieving net zero.

1.2. *Scope*

The scope and data contained within this document reflects that within the Authority’s CMP2. This report serves not only as a performance reporting tool but also allows an annual review of progress against the net zero target in practical terms.

CMP2 and this performance report cover emissions from activities over which the Authority has operational control: including energy and fuel used by the Authority and within its property portfolio, as well as the operational emissions from transport, waste and water. All greenhouse gas emissions are measured and recorded as carbon dioxide equivalent (CO₂e).

The scope of a carbon footprint is defined according to the level of control that the organisation has over its emissions and are categorised as Scope 1, 2 or 3. These are summarised below:

Scope 1: Direct	Scope 2: Energy indirect	Scope 3: Other indirect
Fuels combustion (direct emissions): e.g. gas, oil & biomass burnt in boilers & furnaces	Purchased electricity generation	Purchased electricity (Transmission & Distribution losses)
Owned Transport: e.g. cars & vans	Purchased heat	Fuel combustion Well-to-tank (WTT) emissions
Emissions from fuel combustion in tenanted properties (e.g. oil, coal, gas, biomass)		Business travel: via transport not owned by the organisation
		Waste disposal
		Mains water supply
		Mains sewage treatment

More information concerning the scope of our reporting, CO₂e etc. can be found within our CMP2.

¹ [Peak District National Park Authority Carbon Management Plan 2020-2050](#)

1.3. *Authority owned land*

For the first time we now have data on the carbon emissions and sequestration from or to Authority owned land. Alongside this we have information concerning the amount of carbon that is stored within the land owned by the Authority.

The emissions / sequestration from land could be considered to be within scope 3 but at this stage is being treated as outside of the scope of our annual reporting and is considered in a separate section at the end of this report. This approach has been taken as the emissions alone do not reflect the full picture of carbon stored within the land and the avoidance of this carbon being released. The Authority also has limited control over some of the underlying factors causing the emissions (such as existing tenancies). A more detailed report is due to be published in 2023 concerning the emissions from land and when this is complete the reporting protocol will be reviewed for future years.

2. PERFORMANCE REPORT

2.1. Overall progress toward net zero

Our overall performance has shown a significant level of improvement since our baseline was first established in 2009/10 and again since it was 'rebased' with the 2017/18 data. While our focus is now looking forward at how we achieve net zero, there is some value in looking at what we have achieved to date and where this can be applied to other areas.

A summary of the sources of emissions each year for Scopes 1, 2 and 3 is shown in Figure 2, below:

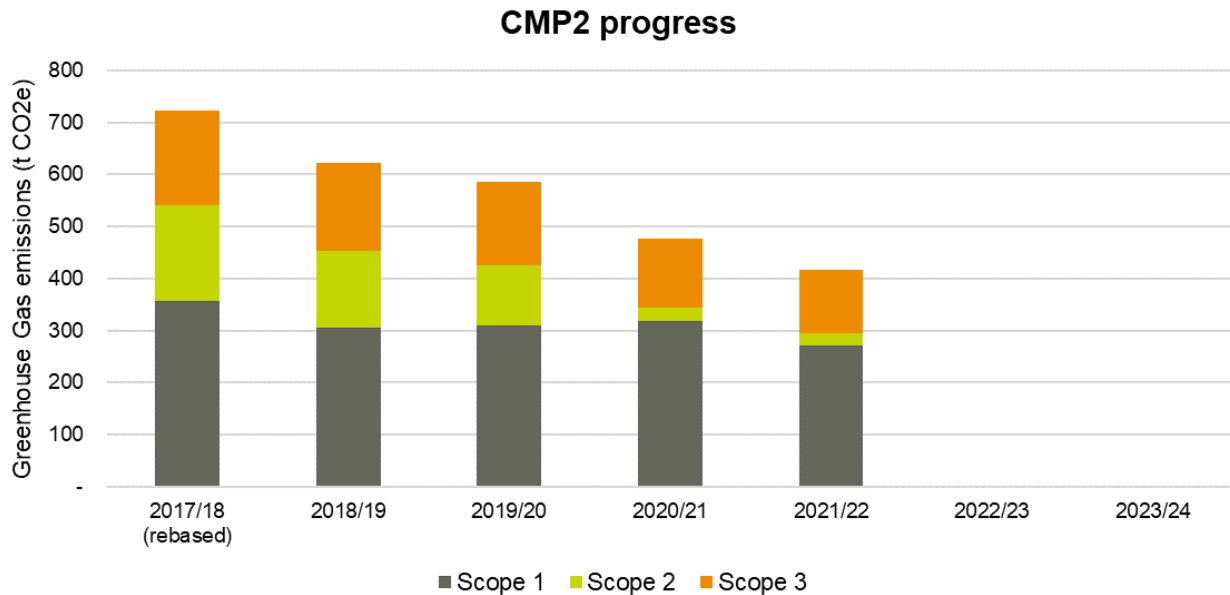


Figure 1. Graph showing total CO₂ emissions from scopes 1,2 and 3.

A breakdown of the sources of the emissions is given in the table below:

CMP2 reductions	Scope 1	Scope 2	Scope 3	Total CO2 emissions (tonnes)	Reduction from 2009/10 baseline	Annual achievement
2017/18 (rebased)	357	183	183	723	-24%	0
2018/19	306	146	171	623	-34%	-11%
2019/20	311	116	160	587	-38%	-4%
2020/21	318	26	127	471	-50%	-12%
2021/22	272	22	124	418	-56%	-6%

Table 1: Summary of all emissions since 2017/18

As you can see in Table 1, we are now over half way toward our goal of becoming net zero compared to our emissions in 2009/10. The following sections look at each scope in turn in an attempt to recognise where our efforts can be best focussed.

2.2. Scope 1 emissions

Scope 1 emissions have shown a notable reduction for the first time in the last 5 years with emissions falling by 46 T over the reporting period. This adds to the previous achievements to bring the total reduction to 85T since 2017/18.

Much of this year's decrease has come from reductions in heating gas emissions across our operational and visitor facing sites (accounting for 31T CO₂e of the reduction). This probably reflects the relatively mild winter and also increasing pressure on building users to reduce energy use and therefore costs.

We have also seen reductions from tenanted properties (9T CO₂e) which primarily reflects the conversion of a further property from solid fuel to renewable heating system. A reduction in fleet and pool vehicle fuel use has also resulted in a small emissions reduction of 4T CO₂e reflecting the move towards greater use of electric vehicles.

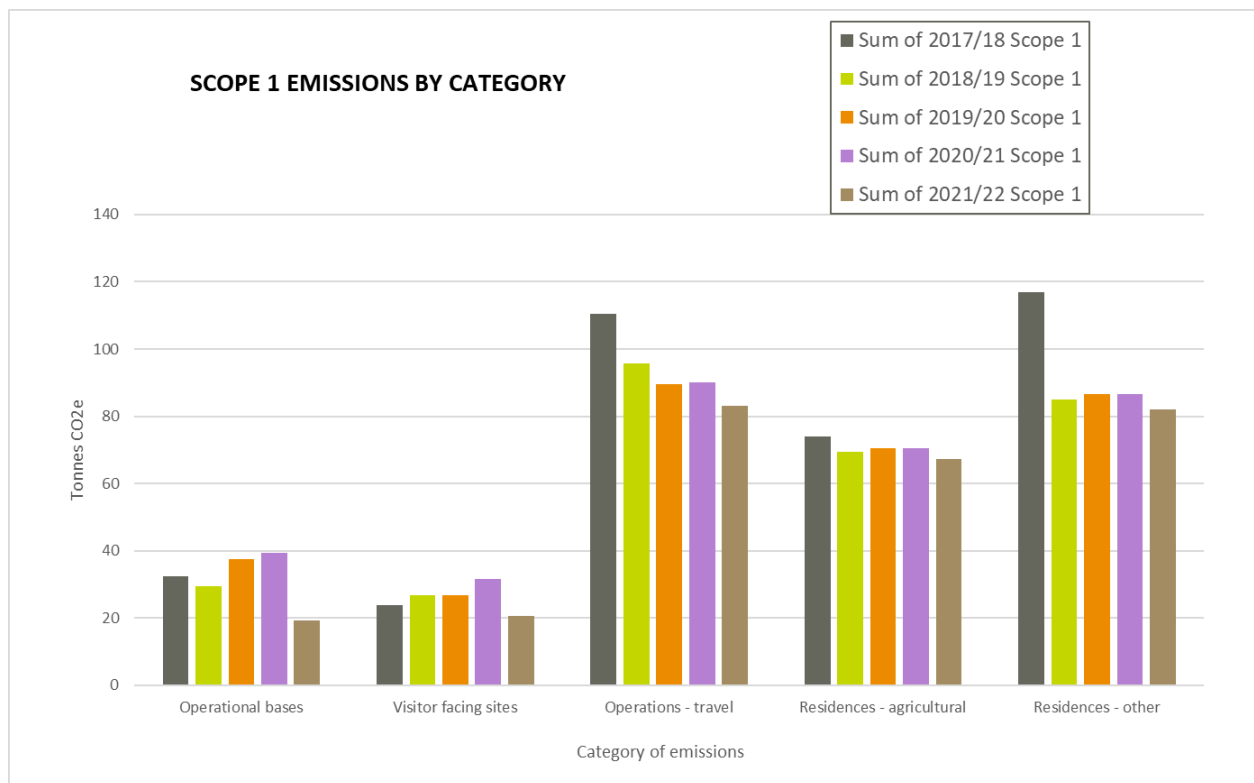


Figure 2. Scope 1 emissions

Scope 1 emissions arising from travel and tenanted properties (agricultural and residential) have proven to be the most difficult to reduce and must form an area of focus over the coming years. However, significant investment and changes to operational working practices will be needed to make significant improvements.

2.3. Scope 2 emissions

Scope 2 emissions have reduced significantly since 2017/18 dropping from a total of 183 tonnes in 2017/18 to 22 tonnes in 2021/22. More detail of this is shown in Figure 3 below:

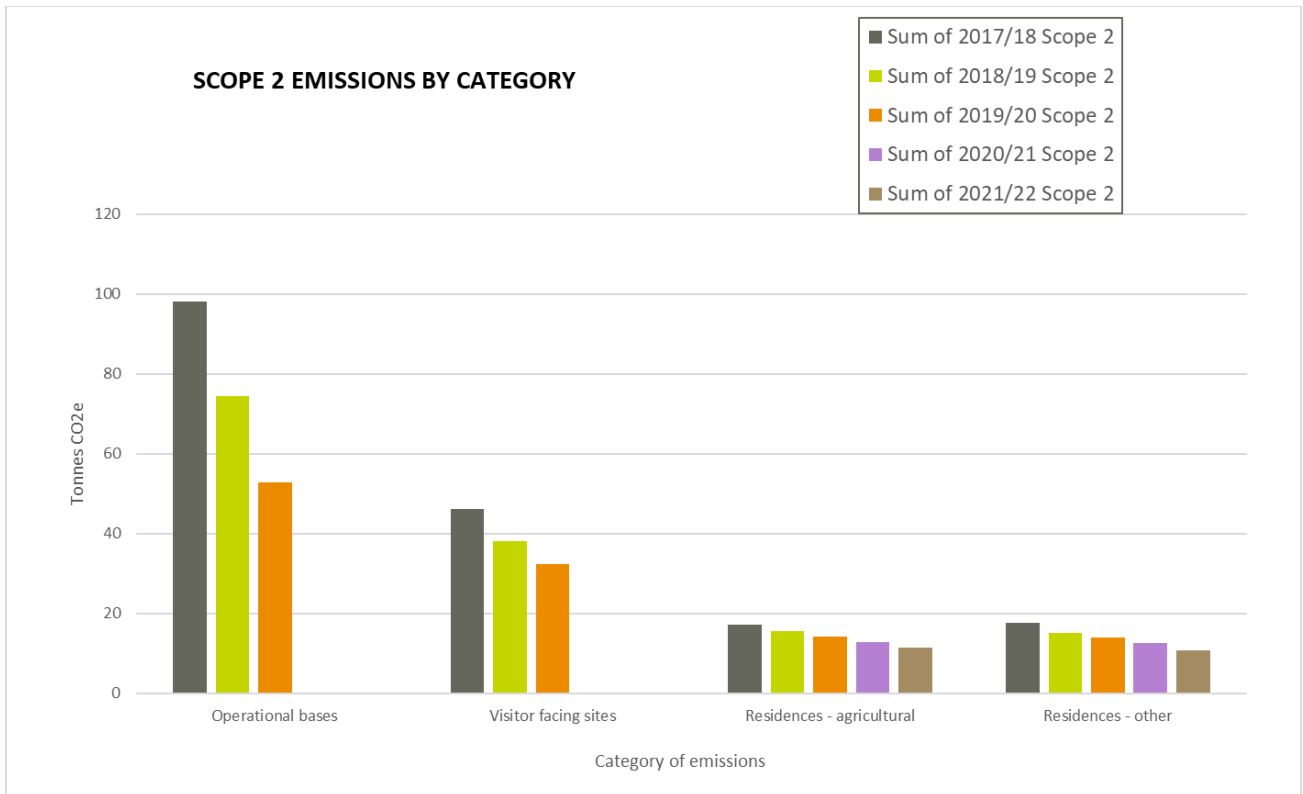


Figure 3. Scope 2 emissions

The reduction is primarily down to the change in the energy mix of electricity generation both nationally and also specifically by the supplier used for Authority operated properties. The most prominent change is that the Authority’s main supply contract is now 100% renewable energy. This means that our operational and visitor facing sites do not cause any scope 2 emissions.

Improvements to the standard mix nationally have also resulted in improvements at tenanted properties as has the use of a clause within new tenancies to ensure that all tenants purchase only 100% renewable electricity. Once this is fully implemented across our estate, the scope 2 emissions will reduce to zero.

2.4. Scope 3 emissions

Scope 3 emissions have reduced by approximately 32% since the 2017/18 year leaving a residual emissions of 122 tonnes. The greatest reductions to date have arisen from travel emissions and waste production. A significant reduction in travel emissions has been achieved over the 2020/21 and 2021/22 years – this may be in part due to the impacts of Covid so some of these gains may be reversed in coming years. A summary of the scope 3 emissions is provided in figure 4 below.

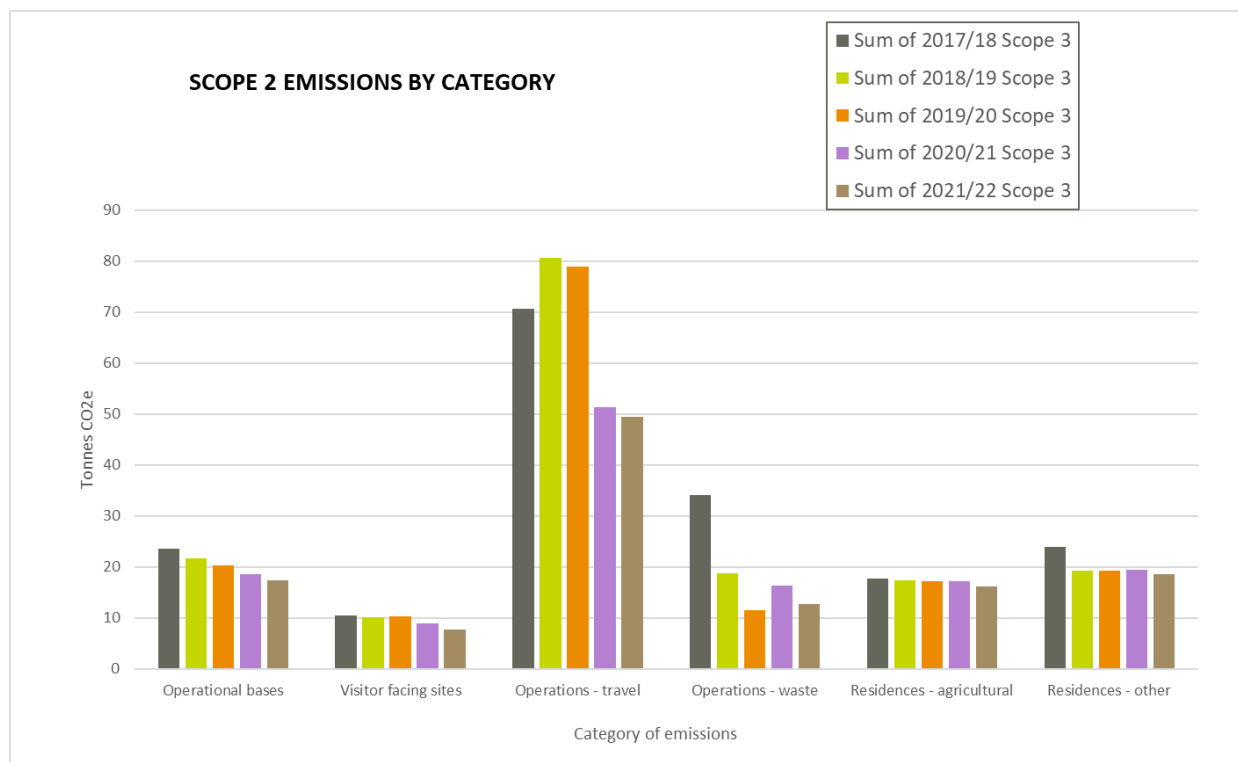


Figure 4. Scope 3 emissions

Emissions resulting from business travel in private vehicles are the major contributor to Scope 3 emissions and must form an area of focus over coming years. Some scope 3 emissions may also prove the most difficult to eliminate in future years such as:

- Water use in operational and tenanted properties can be reduced but will never be eliminated so will result in some residual emissions.
- Similarly, there will always be some waste produced from our activities and sites that will always result in some emissions in its processing, even if recycled.
- It is unlikely that, operationally, the Authority will ever eliminate travel in private cars and unless / until the entire UK fleet is electric and all electricity generation is 100% renewable, there will be residual emissions that are unavoidable.

3. EMISSIONS FROM LAND

The Authority has now gathered data concerning the emissions and sequestration to the land it owns across its estates and operational properties. This data is summarised below:

3.1. Carbon emissions from land

Emissions from land represent the net of emissions and sequestration and is currently a positive figure meaning that overall the Authority's estate is emitting Carbon.

Property type	Area (ha)	Total emissions (t CO2e/year)	Total sequestration (t CO2e/year)	Total carbon footprint (t CO2e/year)	Total emissions per hectare (t CO2e/year/ha)
Woodland	303.00	0.00	-242.00	-242.00	-0.80
Minor property	139.00	94.00	-6.00	88.00	0.63
Operational property	9.00	0.00	-9.00	-9.00	-0.97
Trails	128.00	0.00	-28.00	-28.00	-0.22
North Lees Tenancy	484.00	110.00	-1,021.00	-911.00	-1.88
Warslow Tenancies	918.94	3,175.00	-14.00	3,161.00	3.44
Warslow in hand land	569.00	87.00	0.00	87.00	0.15
Total	2,550.94	3,466.00	-1,320.00	2,146.00	0.84

Table 2: Emissions from Authority owned land

As can be seen from the data above and Figure 5 below, the key areas of sequestration are woodlands and North Lees Farm Tenancy. Some of the Warslow Moors Estate agricultural tenancies are the largest emitters of carbon. This is primarily due to these holdings being farmed more intensively mainly for milk and beef cattle production i.e. there is a focus on food production rather than conservation. Additionally, four of the twelve farms are still held under Agricultural Holdings Act tenancies which were inherited by the Authority in 1986 and do not reflect as stringent conservation practices that they would do if re-let today. This will be investigated in more detail once the full report is completed.

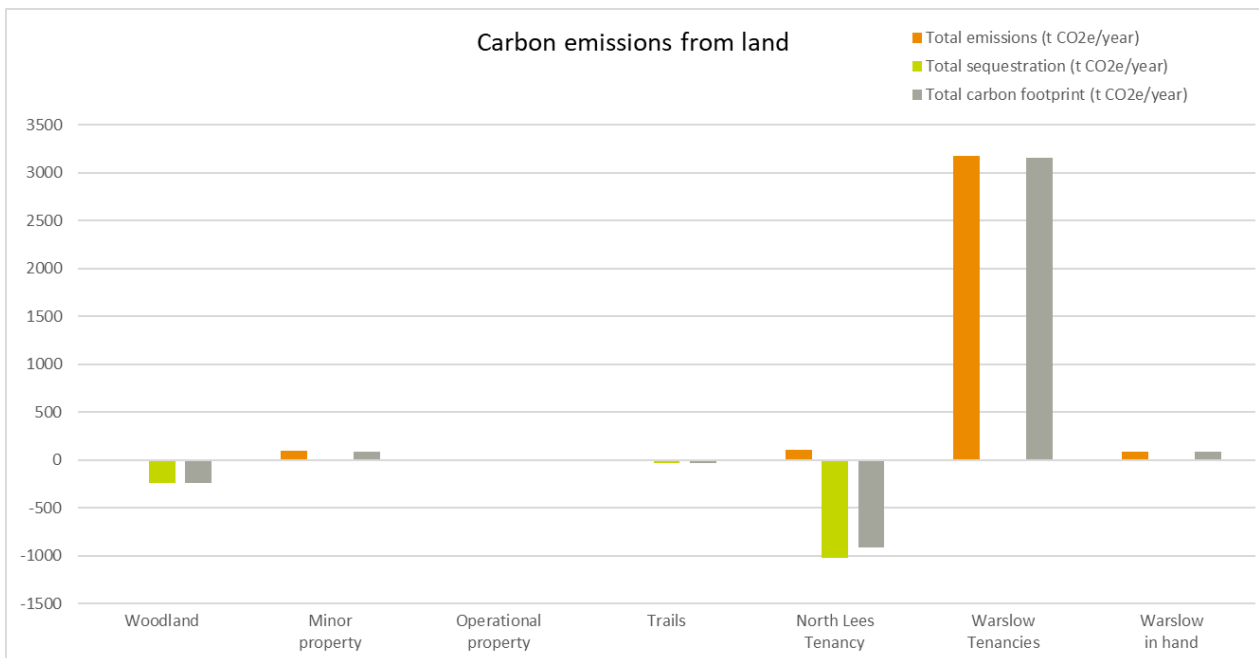


Figure 5. Carbon emissions from land

This information presents an excellent starting point for achieving reductions in carbon emissions through improving practices and making decisions around the best land use and it is envisaged that in time an action plan will be formulated that reflects this.

3.2. Carbon stored in the land

While the Authority's land is emitting overall, this does not recognise the fact that significant volumes of carbon are stored within the land and the practices across the estate ensure that this carbon is not released. The volumes of stored carbon are given in table 3 below:

Property type	Area (ha)	Carbon stored in plant material (t)	Carbon stored in soil (t)	Total Carbon stored (t)
Woodland	303	-115,000	-22,000	-137,000
Minor property	139	-5,000	-11,000	-16,000
Operational property	9	-2,000	-1,000	-3,000
Trails	128	-31,000	-10,000	-41,000
North Lees Tenancy	484	-2,000	-291,000	-293,000
Warslow Tenancies	919	-7,000	-339,400	-346,400
Warslow in hand	569	-1,000	-1,084,000	-1,085,000
Total	2,551	-163,000	-1,758,400	-1,921,400

Table 3: Carbon Storage in Authority owned land

Once a fuller understanding of the data presented above is gained, this information will prove valuable in decision making processes around our assets.

Please also see the notes relating to land-based emissions and storage in Appendix 1.

APPENDIX 1: NOTES ON LAND BASED EMISSIONS:

The carbon footprint for the Peak District National Park Authority's owned estate was modelled using 2022 v3.3 of the Authority's bespoke Peak Carbon Tool, developed by sector leading consultants ADAS in 2009 as part of a study of Environmental Quality Mark award holding businesses. The tool has periodically been updated, with this most recent update including the officially adopted UK carbon data from the Forestry Commission's Woodland Carbon Code and the Peatland Code, as well as Natural England publication NERR094 - Carbon Storage and Sequestration by Habitat 2021.

The incorporation of these nationally adopted codes and the Natural England data sets into the Peak Carbon Tool has led to significant changes in the results output compared to previous versions of the tool:

- Grassland: There is now no sequestration associated with grassland, as overall this is considered to be in equilibrium, emitting a similar amount of carbon over a year as it sequesters. This is based on 'low confidence' national data, rather than specific upland grasslands and so may not reflect the true picture for land managed for conservation in the Peak District National Park.
- Moorland and peat: Previous versions of the Peak Carbon Tool showed moorland peat as sequestering. Since then, a number of carbon codes and studies have been published by conservation bodies, including the 'Peatland Code' and 'Implementation of an Emissions Inventory for UK Peatlands 2017', the data from which has now been adopted and incorporated into UK carbon emissions reporting. These documents show UK peatland, on the whole, to be emitting carbon, even following restoration, with only 'near natural' peat sequestering small amounts.
- Stored carbon: the Natural England publication NERR094 - Carbon Storage and Sequestration by Habitat 2021 sets out much more conservative estimates for stored carbon in soils than previous Defra publications. The 2022 v3.3 Peak Carbon Tool can report either previous Defra data or 2021 Natural England data. For this study the more recent Natural England data has been used.

The result of these changes to the tool is a PDNPA owned estate carbon footprint with significant net carbon emissions, largely from farming practices and livestock. In previous versions of the Peak Carbon Tool (based on older data sets), sequestration from grassland and particularly moorland, 'balanced off' these emissions.

However, it should be noted that the emissions from the owned estate are the by-product of land management that delivers a range of already well recognised public benefits e.g. habitat, species, cultural heritage, access. These results also highlight the importance of the estate in terms of carbon storage - with nearly two million tonnes of stored carbon within vegetation and soils, even using the more conservative Natural England dataset. This highlights the role of the Authority, and their tenant farmers and graziers as carbon stewards, protecting stored carbon through their land management activities.

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10. ANNUAL REPORT OF THE DUE DILIGENCE PANEL

1. Purpose of the report

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

Key Issues

- The Panel have considered 3 items during the past 12 months and these are detailed in the report.

2. Recommendations

- 1. To note the items considered by the Due Diligence Panel over the last 12 months, as set out in paragraph 9 of the report.**
- 2. To note that the Panel reviewed the financial register of sponsorships and donations, the in-kind register of sponsorships and donations and the staff/Member benefits register in May and October 2022.**

How does this contribute to our policies and legal obligations?

3. This work contributes to achieving the Authority's outcomes to be an agile and efficient organisation and to be a National Park loved and supported by diverse audiences.

Background Information

4. The Due Diligence Panel was set up as part of the Authority's Policy on working with Businesses, Organisations, Individuals and Groups of Individuals on Sponsorship Philanthropy and Legacies agreed at the Authority meeting on 3rd October 2014.
5. Since then the role and decision making of the Panel has been updated twice and checklists for Officers to use for prospective proposals produced. The role and decision-making outcomes of the Panel are:
 1. To confirm whether it is appropriate to develop a relationship which has a financial value of £5000 or more (actual or in kind) with the proposed interested party (or parties)
 2. To confirm sufficient material has been provided to make a judgement or to refer back to the proposer if more information is needed
 3. To advise if mitigation action is required in light of risks identified by the proposal or the Panel in order for development of the relationship to proceed.
6. In accordance with the agreed policy all decisions made below the £5000 threshold are:
 - a) Recorded through the finance system where a financial transaction is made – with a report being made every six months by the Head of Finance to the Due Diligence Panel for review.
 - b) Reported to Democratic and Legal Support Team for recording on a register where the transaction is an in-kind transaction with a report being made every six months to the Due Diligence Panel for review

7. In 2019 the Panel agreed to split the in-kind register to show items that were just of benefit to staff as a separate register and this has also been reviewed every six months
8. The Panel began meeting in November 2015 and holds quarterly meetings but can be convened as necessary. The current members of the panel are the Head of Law & Monitoring Officer (as Chair), Head of Engagement, Chief Financial Officer and Mr James Berresford (with Ms Annabelle Harling as Deputy Member).

Proposals

9. The Committee is asked to note the items that have been considered and approved on by the Due Diligence Panel in the past 12 months:
 - Grant Application to the Worley Foundation by Moors for the Future re Helping Hands for Nature – The Great North Bog
 - Donation to Moors for the Future Partnership from the Golden Bottle Trust (C. Hoare & Co. Bank)
 - Donation to Moors for the Future Partnership from Intelligent Facility Solutions Ltd, via 1% for the Planet.
10. The Committee is also asked to note that the Panel carried out the half yearly review of the financial and in-kind registers of sponsorship and donations and the staff benefits register in May and October 2022.

Are there any corporate implications members should be concerned about?

Financial:

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

Risk Management:

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

Sustainability:

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

Equality, Diversity and Inclusion:

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

15. Climate Change

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

16. Background papers (not previously published)

None

17. Appendices

None.

Report Author, Job Title and Publication Date

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