Public Document Pack

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Our Values: Care – Enjoy – Pioneer

Our Ref: A.1142/3373

Date: 13 July 2023

NOTICE OF MEETING

Meeting: **Programmes and Resources Committee**

Date: **Friday 21 July 2023**

Time: **10.00 am**

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

PHILIP MULLIGAN
CHIEF EXECUTIVE

AGENDA

1 **Apologies for Absence, Roll Call of Members Present and Members Declarations of Interest**

2 **Minutes of Previous Meeting held on 28th April 2023** *(Pages 5 - 8)*

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 **UK National Parks Communications Function 3 Year Hosting Project** *(Pages 9 - 18)*
Appendix

FOR DISCUSSION

6 **Occupational Safety and Health Annual Report 2022-23** *(Pages 19 - 30)*
Appendix

7 **Thriving Communities Aim Overview** *(Pages 31 - 40)*
Appendix 1

FOR DECISION

8 **The Roaches Estate - Proposed disposal of land to National Grid Electricity Distribution (West Midlands) PLC to construct a new electricity sub-station** *(Pages 41 - 48)*
Appendix 1

9 **Exempt Information S100 (A) Local Government Act 1972**
Draft motion:

That the public be excluded from the meeting during consideration of agenda item No. 11 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

10 **Warslow Moors Estate - Proposed disposal of two small areas of land to neighbours at Warslow** *(Pages 49 - 66)*
Appendix 1

Appendix 1a

Appendix 2

Appenidx 2a

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

Since Coronavirus restrictions eased the Authority has returned to physical meetings. However, meetings of the Authority and its Committees may still take place at venues other than its offices at Aldern House, Bakewell when necessary. Public participation is still available and anyone wishing to participate at the meeting under the Authority's Public Participation Scheme is required to give notice to the Head of Law to be received not later than 12.00 noon on the Wednesday preceding the Friday meeting. The Scheme is available on the website http://www.peakdistrict.gov.uk/looking-after/about-us/have-your-say or on request from the Democratic and Legal Support Team 01629 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

The Authority has returned to physical meetings however, meetings of the Authority and its

Committees may still take place at venues other than its offices at Aldern House, Bakewell, when necessary. The venue for a meeting will be specified on the agenda. There may be limited spaces available for the public at meetings and priority will be given to those who are participating in the meeting. It is intended that the meetings will be audio visually 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 A Gregory
Cllr Mrs G Heath
Mr K Smith
Mr S Thompson
Ms Y Witter
Cllr N Gourlay
Cllr C Farrell
Ms A Harling
Cllr A Nash
Dr R Swetnam
Cllr J Wharmby
Cllr B Woods

Other invited Members: (May speak but not vote)

Cllr P Brady

Constituent Authorities
Secretary of State for the Environment
Natural England

Peak District National Park Authority
Tel: 01629 816200
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Minicom: 01629 816319
Aldern House, Baslow Road, Bakewell, Derbyshire. DE45 1AE

MINUTES

Meeting:	**Programmes and Resources Committee**
Date:	Friday 28 April 2023 at 12.45 pm
Venue:	Aldern House, Baslow Road, Bakewell
Chair:	Prof J Haddock-Fraser
Present:	Cllr C Greaves, Mr J W Berresford, Cllr C Farrell, Mr Z Hamid, Cllr Mrs G Heath, Cllr A McCloy, Cllr C McLaren, Miss L Slack, Cllr P Tapping, Ms Y Witter and Cllr P Brady
Apologies for absence:	Cllr C Furness, Cllr A Gregory, Cllr D Taylor and Cllr B Woods

13/23 ROLL CALL OF MEMBERS PRESENT, APOLOGIES FOR ABSENCE AND MEMBERS DECLARATIONS OF INTEREST

Item 6

Ms Witter declared a personal interest due to her involvement with MOSAIC.

14/23 MINUTES OF PREVIOUS MEETING HELD ON 20 JANUARY 2023

The minutes of the previous meeting held on 20 January 2023 were approved as a correct record.

15/23 URGENT BUSINESS

There was no urgent business.

16/23 PUBLIC PARTICIPATION

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

17/23 LANDSCAPE & NATURE RECOVERY AIM OVERVIEW (SLF)

The Head of Landscape and the Team Manager for Natural Environment and Rural Economy both attended to present the report and to give a short presentation to Members on what had been achieved since the last report in 2022 including developing the One Nature Recovery Plan for the Peak District, key uncertainties and issues and what this means for the future.

The Head of Landscape informed Members that the Farming in Protected Landscapes Programme (FiPL) had so far delivered 213 projects delivering for the 4 themes climate,

nature, people and place with £1.7 milllion funding support over the two years. Example projects include:

- restoring 7ha of wood pasture on privately owned land adjoining the Authority's North Lees Estate,
- enhancing 92ha of species rich grassland,
- creation of a short circular access route, just off the Tissington Trail, with benches being provided by the farmers at their own cost.
- restoration of Alsop Moor Limekiln with the help of volunteers.

Other projects included the restoration of 16 field barns at a cost of £2.7million of which 80% of that amount was grant aided as part of Defra's Countryside Stewardship Historic Buildings Restoration Pilot; the undergrounding of some of the overhead power lines in the Longdendale Valley and at Dunford Bridge.

Members thanked the Officers for the report and presentation and the exemplary partnership work, but queried whether the Authority should be publicising the good news more widely and possibly put temporary advertising signs up on site showcasing the projects that had been funded by the Authority. The Head of Landscape reported that some projects already did that, and that work on using a QR code instead of on-site interpretation were also being considered.

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

RESOLVED:

1. **To note the Peak District National Park Management Plan 2023-28 aim on landscape and nature recovery, progress in landscape and nature recovery since April 2022 and what this means for the future.**

2. **To note that a report will be brought to the Authority seeking permission to continue the temporary suspension of Standing Orders to enable a fourth year of FiPL programme delivery.**

18/23 WELCOMING PLACE AIM OVERVIEW (SW)

The Head of Engagement presented the report which was to inform Members on the progress on the National Park Management Plan (NPMP) Welcoming Aim and the Authority's progress in responding to the Landscape for All since October 2021. So far the work included the following.

- School visits back to full deliver targets since covid
- Generation Green Project had now been completed
- Working in partnership with the RSPB on developing the Nature Prescriptions Project which helps to improve the quality of life and wellbeing for people through nature
- Health & Wellbeing Test Pilots which include a wide range of accessible walks. This has been helped with being given a small pot of money from the Foundation which has helped to support this work.
- Revision of the Diverse Audience Plan
- Bringing in the access and rights of way team and the peak park countryside volunteers into the new structure of the team to help support delivery.

The Access & Rights of Way Officer then gave a presentation on the Access for All Programme and shared photographs with the Members on some of the work that had been done on improving access and removing barriers so that everyone feels welcome which included:

- Creating and enhancing the Miles without Stiles routes.
- Developing facilities at key locations and improving online information
- Increasing the number of people participating

The Access & Rights of Way Officer reported that funding of £131,000 had been received from DEFRA which had been spent on surfacing and widening of routes and gate installation, resting places, signage, videos and guides as well as purchasing new trampers to add to the current fleet, inclusive cycles and wheelchairs with 5.6km of accessible paths being created. It was also reported that Castleton had been reviewed as an accessible village.

The Project Development Manager for Championing National Parks then gave a presentation to Members on the work that the Authority in partnership with Mosaic, had collaborated on to support diverse communities to visit and enjoy the Peak District. The Officer reported that Mosaic had successfully applied to the National Lottery Heritage Fund to develop and expand the range of Mosaic work and to include two other National Parks, ie Yorkshire Dales and the North Yorkshire Moors.

Members thanked the Officers for their reports and presentations, and were pleased to see so much going on despite resource issues and it was also good to see the Peak District National Park as a pioneer in bringing new people into the Park.

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

RESOLVED:-

1. **To note the Peak District National Park Management Plan 2023-28, aim on Welcoming Place and progress in delivering against the NPE Landscapes for All since October 2021 and what this means for the future.**
2. **To note the updated Diverse Audience Plan (DAP) as a detailed document to support the Authorities delivery in this area as set out in Appendix 1 of the report.**

19/23 NOTES OF THE MEETING OF THE MEMBER CLIMATE CHANGE TASK GROUP OF 12TH JANUARY 2023

RESOLVED:

To note the minutes of the Climate Change Member Steering Group held on the 12th January 2023.

20/23 EXEMPT INFORMATION S100 (A) LOCAL GOVERNMENT ACT 1972

RESOLVED:

That the public be excluded from the meeting during consideration of agenda item No 7 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)'.

21/23 EXEMPT MINUTES FROM MEETING ON THE 20 JANUARY 2023

The exempt minutes of the previous meeting held on 20 January 2023 were approved as a correct record.

22/23 CHAIR'S ANNOUNCMENT

The Chair of Programmes & Resources (P&R) Committee reported that this would be Mr Zahid Hamid's last P&R Committee meeting as his term of office as a Secretary of State appointed Member would end on the 30th June. On behalf of the Members, the Chair expressed thanks to him for his hard work as the previous Chair of P&R Committee and as the Chair of the Audit, Resources and Performance (ARP) Committee. The Chair also thanked Cllr Chris Furness (a previous Vice Chair of ARP Committee) and Cllr Andrew McCloy (as a previous Chair of ARP Committee) for their hard work too as they had both indicated that they would not be returning to the Authority after the local government elections in May.

The meeting ended at 2.00 pm

5. UK NATIONAL PARKS COMMUNICATIONS FUNCTION – 3 YEAR HOSTING PROJECT (PM)

1. Purpose of the report:

To seek approval for the Authority to host the National Parks UK Communications function for three years.

Key Issues

- Following an expression of interest (see Appendix 1), the PDNPA has been awarded the three-year project to host the UK National Parks Comms Function. This project requires the recruitment of up to 3 new posts, support from HR, ICT and Finance for the Comms Function and an investment of time and resources by the Chief Executive over the project period (roughly equivalent to having an additional role to line manage).
- The development of the UK National Parks Comms Function is in response to a strategic review and the enhanced function is expected to provide an integrated communications service which meets the collective needs of all 15 UK National Park Authorities, National Parks England (NPE) and National Parks Partnership (NPP).
- The budget for the three-year project totals £585k or £195k fixed per year, funded by contributions from individual National Park Authorities of £8,000 per annum, together with contributions from National Parks England and National parks Partnerships. It provides comprehensive cost cover however, there is little contingency and the contribution towards overheads is unlikely to provide for the internal costs of the support services to the function and/or the time input provided from the Chief Executive. The resource the PDNPA is willing to put into hosting this function is based on our relatively large size and budget compared to other National Parks and the leadership we are prepared to show in making this new arrangement work for everyone.
- The PDNPA is well placed to host the UK Comms function, based on previous experience of hosting collaborative UK-wide projects for example, the award-winning National Parks Experiences Collection, Farming in Protected Landscapes programme and the 20+ year delivery of the Moors for the Future Partnership.
- Overall project details are still being discussed and the budget indicated in appendix one is still draft (not the total amount available but how it will be allocated between the contributing organisations). Timescales for deliverables are now later than stated in the Expression of Interest (EOI), as they were not realistic. There are risks associated with taking on this project, which will need to be diligently managed. However, on balance the PDNPA is proud and honoured to host this function and play our part in helping to make it deliver successfully for all the National Parks.

2. Recommendations:

1. **To enter into Service Level Agreement(s) (SLAs) with (1) National Parks Partnership and (2) National Parks England and (3) National Park Authorities for terms of three years for a value of up to £585,000 to deliver the expected outcomes of National Parks UK Communications.**
2. **That the terms of the SLAs are delegated to the Chief Executive in consultation with Head of Finance and the Legal Team.**
3. **To establish up to 3 posts (1 Director and up to two Officers – subject to budget details being agreed) to deliver the function.**
4. **The Authority may, subject to compliance with its procurement standing orders, enter into contracts in order to deliver the outcomes of the SLAs.**

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

This project doesn't directly contribute to the Authority Plan, but as a member of the family of national parks and being relatively longstanding and well resourced, the PDNPA is keen to step up and demonstrate leadership commitments by offering to host the UK Comms function for the benefit of all UK national parks. Indirectly, the project fits with the Enabling aim of the Authority Plan: The Authority is inspiring, pioneering and enabling in delivering the National Park Vision. There may be some performance advantage to the existing PDNPA communications team if close relationships, support and peer learning can take place. There may be some reputational advantage to the PDNPA if our hosting creates a more positive impression of the Authority or raises our profile with government or partners.

4. Background Information:

The National Parks UK Communications unit was formed in 2019 "to establish and embed a UK-wide National Parks brand identity and narrative" and to "develop and deliver UK National Parks engagement with the wider public across the UK, particularly through an improved website and online channels". The unit was tasked to position the UK Parks "as one strong, impactful, collective voice at UK level, and part of the global family of National Parks", encouraging UK citizens to feel that "all National Parks are relevant to them, and are a valuable part of the fabric of national life."

In early 2023 a review was commissioned to provide a strategic and evidence-based assessment of the effectiveness of the unit since it began its work, identifying any constraints which might have inhibited delivery or impact over the past three years and to identify any new or emerging areas of work which have influenced the work of the unit beyond that originally envisaged. In particular, the review was asked to focus on the collective needs of UK NPAs, taking account of the communications work of NPE and NPP.

The review panel has concluded that the National Park UK communications unit, which currently consists of a Digital Officer, should evolve to provide a new integrated service covering UK communications, NPE and NPP needs.

The proposal is for a virtually based communications function supported by a steering group with representation from all three nations, NPE and NPP, with support for Finance, HR and IT provided by a UK National Park Authority, decided through a competitive Expression of Interest process.

5. Proposal:

<u>PDNPA hosting project overview</u>

The Authority will host the National Park UK Communications function for three years. The team, to be recruited, will consist of one Communications Director, and up to two Communications Officers. The anticipated grades of the posts are subject to job evaluation.

The PDNPA Chief Executive will have overall responsibility for the function, he is expected to provide day to day line managerial support to the Comms Director and be one of a panel of three CEOs monitoring overall role performance, with appointees from a Welsh and a Scottish National Park completing the panel.

With centrally located offices in the UK, the PDNPA is ideally placed to host internal and external meetings as required by the UK Comms Team and provide hotdesking facilities for the team to utilise as a hub outside of their virtual/home location base.

Anticipated changes to the PDNPA organisational structure should see HR, Finance and ICT moved into a new Resources service, led by a newly created Head of Resources position. This service will provide support functions under the hosting contract which will be underpinned by, yet to be developed, Service Level Agreements (SLAs) that the

Authority, as host for the UK Comms unit will have with the 15 UK Parks, NPP and NPE, that will be reviewed annually. The Chief Executive would therefore work closely with the Head of Resources to ensure successful hosting of the UK Comms function.

Anticipated contribution from internal support service teams:

HR

An HR advisor will be assigned to lead the function, provide the recruitment support to build the team, onboard new recruits and provide ongoing HR support including any implications triggered at the end of the project period.

Finance

The UK Comms team will be treated as a funded project, with budget ring fenced within the finance system. Contributions will be collected in advance annually with an expected commencement date of October 2023.

ICT

ICT support services will be available Monday to Friday (09:00 – 16:00) with the support ticket system featuring as a measurable component within the terms of the SLA. PDNPA standard provision for hardware and software will be extended to the UK Comms function and compliance with PDNPA ICT policies is expected. The function will retain control of its Personal Data however in the event of a breach under data protection legislation, the PDNPA would expect notification.

The timescales outlined to recruit the Director of Communications role was highlighted as unrealistic in the EOI. These have now been updated with the recruitment process running through summer and interviews of candidates expected in September. Once in post, it is envisaged that the Director of Communications will begin their tenure by preparing a three-year strategy for the function.

Purpose of NP UK Communications Function

The purpose of the function is to deliver high quality, high impact communications within the parameters of the annual work plan and SLAs. Specifically, a function:

- that manages common National Park brand assets – website, social media channels and which:
    - aggregates National Park key messaging and achievements across its channels; and
    - produces web and social media content for UK/global audiences, and the development of customisable assets to fulfil shared communications needs (for example, visitor messaging).
- capable of providing communications counsel, content, and collateral (on defined issues) which support advocacy activities undertaken by NPE.
- capable of providing communications counsel, support, channels access, and the co-curation and production of content for NPP programmes and developments.
- that acts as a central media handling point for enquiries on issues common to National Parks in the UK, delivering reactive and proactive media relations services and story/feature placement.
- that will commission and account manage specialist communications, marketing, and creative agencies.
- that provides opportunities for National Parks across the UK, NPE and NPP to participate in additional, bespoke funded campaigns and marketing activity.
- that provides opportunities to highlight and share best practice in professional communications; to support professional development and networking across the fifteen

National Parks; to gather audience insights; and to accumulate and exploit UK level data in support of impact and efficiency.

Are there any corporate implications Members should be concerned about?

6. Financial:

The three-year project budget is £585k. This is fixed at £195k pa which accommodates annual pay awards (5% assumed) but does not allow for any redundancy costs which might occur at the end of the project. The SLAs shall address how this cost is shared between all 15 UK National Park Authorities, NPE and NPP (to be agreed).

Budget provision covers, cost of recruitment, staff salary costs, limited training provision, travel and subsistence for networking events, IT, mobile phone, some comms associated operating costs (does not include paid for social media, website upgrades, freelance specialists) plus an annual contribution to PDNPA overheads (circa £9k-10k).

Within project underspends will be carried forward to the following year with any overall project underspend being returned proportionally to the UK National Parks, NPE and NPP.

7. Risk Management:

It is acknowledged in the EOI that there are very few advantages for the Authority to host the NP UK Communication function, rather there are mainly additional workload implications and risks. In accepting this project, the PDNPA will be taking on additional organisational risks which have been fully detailed in the EOI under the categories of; financial, capacity, reputational and practical. These risks will be managed within the Authority Risk Management Framework. On balance we believe the PDNPA is well placed to host the UK Comms function and that this project will also provide advantages including demonstration of our leadership commitment to UK national parks family, cross fertilisation of ideas and working practices for our communications team, increased profile for the Authority with government, partners and the wider public.

8. Sustainability:

There are no sustainability issues to highlight in this report.

9. Equality, Diversity and Inclusion:

There are no equality issues to outline in this report.

10. Climate Change:

There are no climate change issues to highlight in this report.

11. Background papers (not previously published) - None

12. Appendices

Appendix 1 – Expression of Interest for hosting the UK National Parks Communications Function (submitted by PDNPA on 16th June 2023).

Report Author, Job Title and Publication Date

Phil Mulligan, Chief Executive Officer, 13 July 2023.

Expression of Interest for hosting the UK National Parks Communications Function

Submitted by the Peak District National Park Authority – 16th June 2023

The Peak District National Park Authority would like to express interest in hosting the UK National Parks Communication function (referred to as UK Comms function).

This expression of interest has been developed by the PDNPA management team with input from our communications manager. The Chair and Vice Chair of the Authority are supportive of this expression of interest. We have been invited to set our expression out in five areas as follows:

- Set out how the host authority will support deliver the purpose, objectives and learning outcomes identified in the agreed proposal.
- Detail who will be involved in the co-ordination and delivery of the host function, specifying relevant experience and capabilities to discharge the role.
- Explain how the hosting will deliver the brief on behalf of UK NPAs; outline how support of HR, finance and ICT will be structured and performance evaluated.
- Set out the costs associated with the proposed hosting arrangement and how these would be charged within the budget envelope. Projection and clarity of 3-year budget costs will be an important consideration in the EOI evaluation process but not the only factor.
- Detail proposed advantages of your organisation hosting and how any risks to delivery will be managed.

Due to the short time scales involved in developing our expression of interest and capacity issues for the team members involved, our expression has been kept as short and simple as possible, whist trying to give the evaluation panel the information they need to make a judgement. As such the expression will be structured using the five areas above.

1. How we will support the purpose, learning and objectives in the brief

We believe the PDNPA is well placed to host the UK Comms function. In recent years we have been at the forefront of hosting collaborative UK-wide project delivery across topics as broad as inbound tourism and business support (the award-winning National Parks Experiences Collection), youth engagement through 'Generation Green' and hosting innovative Environmental Land Management tests and trials for Defra and Farming in Protected Landscapes programme-related and projects.

In all cases, these programmes have been supported by multi-million pound grant funding packages administered by the Authority. This experience sits alongside the 20+ year delivery of the Moors for the Future Partnership and more recent regional stakeholder collaborations such as the South West Peak Landscape Partnership.

The Peak District is often at the sharp end of issues that will be very relevant to the work of the UK Comms function, such as visitor diversity and responsible behaviours, upland and lowland landscape management, wildlife conservation challenges and a large visitor footfall in excess of 13m per annum. Our central location to the UK, surrounded by large conurbations, also means we experience the interface of urban communities, visitors, local residents and those making a living within a national park.

Our central location within the UK also gives additional benefits to the UK Comms function. There will be times when it is necessary for the UK Comms function to meet internally and with representatives from national parks across the UK. Our central location provides a sensible option

for hosting face to face meetings when these are needed and the PDNPA has sufficient meeting rooms and capacity to host such meetings. Likewise, as an Authority with a large head office, we have sufficient space to host any hotdesking should staff from the UK Comms function wish to use the PDNPA as a base or hub at any time. Wherever the new UK Comms function staff are recruited from there will be need for some face to face induction and briefing, which again our central location may be advantageous for.

2. Who will be involved in coordination and delivery of the hosting

We are currently consulting on proposed changes to our organisational structure at the PDNPA, the outcome of which will not be known until the end of July. However, the CEO will have overall responsibility for the hosting of the UK Comms function and will ensure there is coordination between the different service areas involved in enabling the hosting.

Our proposed new structure creates a new Head of Resources into which our HR, Finance and ICT functions will report. The CEO would therefore work closely with the Head of Resources to ensure successful hosting of the UK Comms function. Within our proposed new Resources service there will be a Finance Manager, an Information Manager and a People Team Manager and it will be each of these roles that heads up the specific support functions of finance, ICT and HR that will be involved in the hosting. Under the Information Manager there will be an IT Manager and a Communications Manager. Although the Communications Manager will not be directly involved with the UK Comms function, we believe there will be opportunities for relationships to develop and for learning to be shared across the UK Comms function and the PDNPA.

3. How the HR, finance and ICT support will be structured and evaluated

We will develop SLAs between ourselves and the UK Comms function to cover HR, finance and ICT provision and these agreements would be reviewed annually.

3.1 HR support

For HR support we will assign one of our three HR Advisors to be the lead for the UK Comms function. The HR Advisor will support with the initial recruitment and onboarding of the UK Comms function team and then with their ongoing training and development needs. The HR Advisor would also support in any HR implications that are triggered at the end of the proposed three-year period. Two supplementary documents are attached to this expression setting out our in house HR provision and our total reward benefits for employees.

From the briefing document it appears that the line management of the Communications Director will be via a performance panel of three, which would be the PDNPA CEO and a CEO from a Welsh and Scottish national park. We believe that the PDNPA CEO should be the de facto line manager for day to day issues and HR issues such as leave, sickness, expenses, etc. We also envisage the PDNPA CEO leading on pastural support and day to day contact with the Communications Director. Broader mentoring and support could come from others on the performance panel or indeed from another national park CEO if that was more appropriate based on geographic location of the Communications Director or personal rapport that may develop with any of the CEOs.

3.2 Finance support

In terms of managing finances, we would treat the UK Comms function like a funded project. The UK Comms function would be contained as a separate department within our finance system with their own budgets. Annual contributions would be collected in advance each year at the start of the

project (assumed October 2023). The project will cross financial years and it is proposed that contributions received but unused at the financial year end (31st March) will be carried forward using an Earmarked Reserve.

We are currently in the process of commissioning a new finance system. The new system is designed to allow more 'self-service' by staff in relation to financial processes but the PDNPA finance team would administer orders, supplier invoices and debtor invoices where necessary as part of their usual operations. The new system will also allow monthly accounts to be produced so the PDNPA Finance Manager would be able to give the UK Comms function accurate and timely financial information to allow the Communications Director to monitor and report on financial progress.

We have significant experience in handling and accounting for separate project income and accounts.

3.3 ICT support

The PDNPA has ICT Support Services available Monday to Friday 09:00 – 16:00. We also have a support ticket system with agreed times for response depending on the priority of the issue as well as having email or phone requests for the IT helpdesk. Phone or email requests are typically dealt with within two hours (during operating hours). Ticket requests are dealt with within one day for low priority or typically in under two hours for normal or high priority issues. Our ticket logging system would be used to report against the SLA we would draw up with the UK Comms function.

Staff in the UK Comms function would be expected to comply with PDNPA ICT policies. Data Security and Protection training would be mandatory for UK Comms function staff. PDNPA can provide access to online training.

The UK Comms function would retain control of their Personal Data and be responsible for compliance obligations under the applicable Data Protection Legislation. If needed, a data protection agreement between PDNPA and the UK Comms function could be developed at a later date.

The UK Comms function would be expected to notify the PDNPA if it became aware of:

a. any accidental, unauthorised or unlawful processing of the Personal Data
b. any Personal Data Breach

For the UK Comms function, we would expect to implement our PDNPA standard provision for hardware and software as set out below:

Description	2023/24	2024/25	2025/26
Hardware			
Laptop – 8Gb Ram, 256 Gb SSD, Min: 10th Gen i3 processor, docking station, Monitor	£685	-	-
Mobile phone – Android. 2Gb monthly data allowance	£240	60	60
Software			
0365 (NationalParks.uk)	£220	£220	£220
Network services			
PDNPA will not provide or have responsibility for internet services but can provide (remote) best effort support	-	-	-
Other ICT Services			
Backup (platform solution total cost NOT per user)	£1000	£1000	£1000
Training (tbc but priced for ELMS)	£12	£12	£12

As yet unidentified cost	Tbc	Tbc	tbc

Estimated costs for three posts	£ 4,471	£ 1,876	£ 1,876

It is proposed that the PDNPA hosted support provision involves migrating NationalParks.uk to its own MS365 tenant. The included services would be:

- nationalparks.uk email addresses
- nationalparks.uk logon accounts
- Single repository for nationalparks.uk data

4. What will be the costs and budget over three years

In setting an estimated budget it is acknowledged that the income is fixed at £195k per year, therefore to accommodate estimated pay awards (5% has been assumed) overall annual spend has been averaged out across the three-year period to give rise to a surplus in years 1 and 2 to accommodate pay increases in years 2 and 3.

The budget does not allow for any redundancy costs due at the end of the three years. This is estimated to be a minimum of £11k depending on final salaries and any continuous service the individuals have. It is proposed that in the event that redundancy pay is required that this cost is shared between all 15 UK National Parks, National Parks England (NPE) and National Parks Partnership (NPP).

Our proposal is based on there being no existing employees in place. The salary costs have been based on the PDNPA revised pay structure at the top of the relevant grades (1 FTE grade L and 1.60 FTE at grade G) and includes an allowance for pay awards of 5% each year. If the successful candidates start at the bottom or mid-points in the grades (which contain 4 scale points), then there would be an overall reduction in costs of £17.7k. This could be set aside for potential redundancy costs or added to the operating budget with the agreement of NPP and NPE and UK national park CEOs.

The budget includes an allowance for IT and mobile phone equipment and a small amount for training.

The operational costs do not allow for any production of general materials, paid-for social media or upgrades (i.e. website), nor for any freelance specialist that may be required over the three years. However, the small 'other operating costs' may be drawn on for these additional costs.

The travel and subsistence budget has been set aside to allow attendance at networking events and some face to face meetings as may be required as it is felt that this is an important part of the role.

The budget estimate also includes a small annual contribution to the PDNPA's internal support services, this charge is linked to the pay award and therefore is uplifted annually at 5%, if the pay award is lower than this then this would be reflected in the charge. We are only applying one-third of the normal charge we make for projects or roles that we host here. This is in recognition of the fact that the UK Comms function is virtual so some of the actual costs we face when hosting a role are not present in this instance.

Any overall underspends would be carried forward to the following year and agreement would be sought to add this to the operating budget for the next year. Any overall underspends would be returned proportionally to the UK National Parks, NPE and NPP.

Description	**Year 1 (£)**	**Year 2 (£)**	**Year 3 (£)**	**Total (£)**
Recruitment Costs	4,000	0	0	**4,000**
Director (Grade L) 1 FTE	76,190	80,000	84,000	**240,190**
Officer 1 (Grade G) 1 FTE	42,310	44,430	46,650	**133,390**
Officer 2 (Grade G) 0.6 FTE	25,385	26,655	27,990	**80,030**
Training	1,000	1,000	1,000	**3,000**
Travel & Subsistence	5,000	5,000	5,000	**15,000**
ICT & home working set up costs	2,055	0	0	**2,055**
Mobile Phone	720	180	180	**1,080**
Software & Licenses & Backups	1,660	1,660	1,660	**4,980**
Corporate Overhead	9,080	9,535	10,015	**28,630**
Social Media Management Platform	450	450	450	**1,350**
Newsletter Mailing	600	600	600	**1,800**
Adobe Cloud Package (2 accounts)	700	700	700	**2,100**
Media Monitoring	4,000	4,000	4,000	**12,000**
Publications, research and website costs	12,900	12,900	12,900	**38,700**
Other Operating Costs	5,565	5,565	5,565	**16,695**
Total Expenditure Budget	**191,615**	**192,675**	**200,710**	**585,000**
Annual Income	(195,000)	(195,000)	(195,000)	**(585,000)**
In year (surplus)/ deficit	**(3,385)**	**(2,325)**	**5,710**	**0**

5. What are the advantages and risks to our Authority

There are very few advantages for the PDNPA in our hosting the UK Comms function, rather there are mainly additional workload implications and risks. However, we are a member of the family of national parks and being relatively longstanding and well resourced, we are keen to step up and demonstrate our leadership commitments by offering to host the UK Comms function for the benefit of all UK national parks.

There may be some performance advantage to the PDNPA for our own communications team if close relationships, support and peer learning take place between our communications team and the UK Comms function team.

There may be some reputational advantage to the PDNPA if our hosting creates a more positive impression of the Authority or raises our profile with government or partners.

There would be a very small financial contribution to our overheads of around £9-10k per year but this would be far less than the real costs to our team from hosting the function.

There are significantly more risks than advantages from our offer to host. These include:

- Financial risks
    - The budget is very tight with very little contingency for any hidden costs

    - There may be redundancy costs which we cannot recover
    - There could be higher than budgeted staffing costs if people are employed who come with a long local authority continuous service
    - The corporate overhead charge is unlikely to cover our costs and this would be even more so should the hosting necessitate significantly more time input from the CEO or any of the leads providing the support services
- Capacity risks
    - The timing is not ideal as the Authority is currently involved in a significant change process which is requiring a lot of HR time
    - Part of the change process involved reducing our back-office provision which includes reducing numbers in the finance and HR teams
    - The finance team are currently involved in procuring a new finance system which is reducing their capacity for other tasks at the moment
- Reputational risks
    - There is a risk as to how it is seen internally with PDNPA staff and with local partners if we are seen to be taking on extra commitments at a time when we are trying to make savings which include making some roles redundant, albeit that UK Comms function roles are funded
- Practical risks
    - There is a concern about how line management of the Communications Director role will work in practice with three people involved in the line managing of the role and a lack of clarity over who the actual line manager will be
    - There are risks that the new UK Comms function will not function or deliver as planned despite careful and detailed thinking through and development of the proposed new system
    - The time scales for recruitment seem very optimistic
    - The PDNPA currently does not have any staff who have a contractual work base as their home location so we will be entering new territory which may raise questions from other staff

<u>Outstanding questions or points requiring clarity</u>

We are making our submission with two major questions outstanding that we are seeking clarity over. The first is the job description for the Communication Director and who/how this will be developed into a final version that can be used for recruitment. The second is that we do not believe the proposed recruitment timescale is at all practical. The proposal would like to see advertising for the Communications Director in mid-June yet it will be 22nd June at the earliest before we know who will be hosting the function and a final JD and PS still need to be agreed. The proposed interview panel for the Communications Director happening in early July is therefore entirely unreasonable and we cannot sign up to delivering that.

In summary, despite questions over any advantage and some significant risks, the PDNPA is happy to host the unit as we see this as part of our responsibility to the wider national park family, given our history and resources. Whatever the costs and risks, we would be proud and honoured to host this unit and play our part in helping make it deliver successfully for all national parks.

6. OCCUPATIONAL SAFETY AND HEALTH ANNUAL REPORT (2022-2023)

1. Purpose of the report

The purpose of this report is to provide evidence that Occupational Safety and Health (OSH) performance was satisfactory and continuously improving through 2022-2023.

Key Issues

- For the Committee to recognise that OSH management at PDNPA is satisfactory and continuously improving by acknowledging evidence contained in the OSHA's Annual Report for 2022-2023
- To note the recommendations for action in 2023-2024 included in the OSHA's Annual Report for 2022-2023.

2. Recommendations

1. **The work, summarised in this report, to deliver continuing improvements in OSH management at the Peak District National Park (PDNPA) through 2022-2023, is recognised.**
2. **Proposals for priorities to be addressed for 2023-2024 are noted**

How does this contribute to our policies and legal obligations?

It is a legal requirement to have in place suitable and sufficient arrangements to manage occupational safety and health. Further, it is PDNPA stated policy to continuously improve our management of OSH.

3. Background Information

The Occupational Safety and Health Adviser (OSHA) prepares an annual report on the performance and improvement of PDNPA management of OSH to provide suitable assurances to the Authority that our obligations are being met.

The report includes

3.1 An overall appraisal of OSH management performance for the PDNPA for the previous year.

3.2 Accident and incident data and analysis for the year 2022-2023 for staff and for visitors, including near-miss reporting.

3.3 A report on OSH services provided to other National parks during 2022-2023.

3.4 Recommendations for further action through 2023-2024.

4. Proposals

That this report is noted and progress acknowledged.

Are there any corporate implications members should be concerned about?

5. Financial

Future proposed changes to the OSH resource at PDNPA will deliver significant cost savings. To be approved at Authority.

6. Risk Management

Any changes to the OSH resource at PDNPA may have implications for alternative requirements to ensure future assurances of satisfactory OSH management to the Committee are maintained.

7. Sustainability:

No issues identified.

8. Equality, Diversity and Inclusion

No issues identified.

9. Climate Change

No issues identified.

10. Background papers (not previously published)

Minutes of the Health & Safety Committee 4 April 2023

11. Appendices

I. Occupational Safety and Health Adviser Annual Report for 2022-2023 – Final Draft

Report Author, Job Title and Publication Date

Jon Wayte, Occupational Safety and Health Advisor, People Management.
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Occupational Safety and Health Adviser (OSHA)

Annual Report for 2022-2023 – final draft

1. Context

This retrospective report is primarily concerned with Occupational Safety and Health (OSH) performance during the period March 2022 – April 2023. While the last remaining legal restrictions, related to coronavirus were lifted in mid-March 2022, fall-out from the pandemic continued to have an impact on our working arrangements. Many events that had been put on-hold during the previous two years returned and the Government focus was now clearly set on and restricted to, the continuing immunisation programme. A majority of colleagues had by now adopted a hybrid working pattern, sharing their work hours between remote or home working and time in the office. While OSH concerns associated with this change were few, significant time and effort went into ensuring our workforce was well supported, particularly in respect of suitable workstation set-up and for individual wellbeing.

This report will, in accordance with the OSH Policy, Part III, Governance Arrangements, be submitted for consultation to the Health & Safety Committee and the Management Team, then to the Programmes & Resources Committee.

The purpose of this report is to provide evidence that OSH performance is satisfactory and continuously improving.

This report includes

- An overall appraisal of OSH performance for the Peak District National Park (PDNPA) for the previous year with particular reference to corporate initiatives, making further significant improvements and to performance indicators
- Accident and incident data and analysis for the year 2022-23 for staff and for visitors, including near-miss reporting
- A report on OSH services provided to other National Parks (NPAs)
- Recommended priorities and actions for 2023-2024, and beyond

2. Health & Safety performance

Overall, a good OSH culture exists at PDNPA. Employees understand the importance of OSH management both for their own and for others safety and well-being. During 2022-23 the profile of OSH and particularly of risk assessment, has continued to be raised significantly as a legacy of working through the coronavirus pandemic.

2.1 OSH performance indicators

Qualitative OSH performance indicators were introduced from 2019 and have been routinely reported in Quarters 2 and 4 since then.

Table 1 Quarter 4 OSH performance indicators summary results 2022-2023

Indicator	Target	Q4 result	Comment
Senior managers (SLT and HoS) completing IOSH *Leading Safely* within last 3 years[1]	100%	78% *(Of current HoS – see note 1)*	A further review of the OSH training needs of senior management should take place for delivery from 2024 (See section 6 of this report).
Team Managers completing IOSH *Managing Safely/Managing Safely Refresher* within last 3 years[2]	100%	41% *(of current Team Managers)*	Further *Managing Safely® for NPAs* and *Managing Safely Refresher®* courses will be provided in July 2023
Staff have completed *Introduction to Health and Safety* course	100%	*86% (last figure available)*	A significant review and update of the online learning resource (*ELMS*) has been completed by the provider and South Downs NPA (2023). Changes to the way this resource is used and in particular the use of refresher courses will be implemented at PDNPA in 2023.
Number of near-miss reports received as a proportion of total reports received	50%	19% *(33% for staff and 14% for visitors)*	
Generic risk assessments are available for all key NPA OSH matters	100%	100%	The list of *key* NPA OSH matters will be continuously reviewed and agreed across NPAs

Notes: 1. Institution of Occupational Safety and Health (IOSH) Leading Safely course was introduced in 2019 for Senior Leadership Team (SLT) and Heads of Service (HoS). Of the 15 colleagues completing the course in 2019, 8 are no longer with the organisation. The remaining 7 are all current Heads of Service (2022-23.
2. Further organisational change at PD is anticipated and a review of training needs for new/re-designated managers started in 2022-2023 will continue in 2023-2024.

2.2 OSH audits and inspections

The OSHA performs a continuous, rolling programme of visits to PDNPA premises and staff at work. During this programme, the OSHA provides a monitoring and mentoring role including opportunities to recognise and endorse good practice, respond to instances where some improvements are necessary and to further coach staff. Interventions typically include enhancing competence to manage a wide range of OSH matters, improving the use of available resources and promoting the constant review and improvement of risk management controls. This rolling programme of workplace visits forms the opinion of the expert OSHA in respect of routine OSH performance.

With the majority of staff now working both from home and at the office or other workplace, guidance on setting up remote workstations and other support, particularly about maintaining communications and considering good mental-health and wellbeing have continued to be priorities. Staff surveys have been used to identify both individual concerns and common problems and these have been addressed on a case-by-case basis, as necessary.

As coronavirus restrictions were lifted and operations reopened and recommenced, risk assessments and work arrangements for those operations were reviewed and reissued. Staff returning to workplaces or operations were routinely briefed on their return. The OSHA has also maintained a regular visit schedule to all workplaces that have been operational throughout the different stages of coronavirus restrictions and on reopening. During these visits, questions have been answered, important messages about any new ways of working reinforced and staff competence and confidence enhanced.

2.3 The risk/action ‘escalator’

Where a serious health or safety related matter is identified that requires ‘escalation’ to senior management for further investigation and/or action, this will be identified. Apart from for coronavirus, which is well covered in my previous report, there has, for 2022-2023, been no other such incident.

3. Key OSH management system developments during 2022-2023

3.1 OSH management system – documentation

Good documentation is an essential component part of any safety-management-system. Knowledge, understanding and use of documented systems are key to our overall success in implementing, maintaining and demonstrating good OSH management. Key documents include OSH Policy, risk assessments (and where indicated safe work procedures), incident and near-miss reports (and any follow-up investigation reports). All key documents are regularly reviewed and updated by the OSHA.

Key developments in 2022-2023 include

- PDNPA OSH Policy (for 2022), was revised and adopted at P&R Committee in December 2021
- A reviewed and updated set of key-topic, generic risk-assessments*
- A modified Business Continuity Plan (BCP), which has been reviewed to ensure lessons learned from working through the coronavirus pandemic are properly considered and plans modified, as necessary

Many of these documents are shared with other NPAs to foster a more consistent standard and approach to managing key OSH matters within the NPA family.

*A series of generic risk assessments have been produced, reviewed and made widely available. These are also regularly shared with other NPAs.

3.2 OSH management system - resources

In conjunction with servicing continuing Service Level Agreements (SLAs) for OSH advice to Northumberland and South Downs NPAs, the OSHA resource at PDNPA, has been maintained at 30 hours per week since April 2019.

Representation of all services at the Health and Safety Committee (HSC) together with Union and Staff Committee representation continues. The HSC continued to meet remotely throughout the COVID pandemic and has met both in person and remotely (hybrid) since. Most staff have returned to regular office working.

3.3 OSH management system - training

Day-to-day, routine management of OSH matters is the responsibility of all employees. All line managers have particular responsibility for ensuring that OSH requirements detailed in policy, procedures and risk assessments, are properly understood and complied with. A significant component of this responsibility is ensuring that suitable and sufficient levels of information, training, qualification and supervision are provided and maintained. This has continued, supported as necessary by the OSHA through 2022-2023.

Globally recognised, Institute of Occupational Safety and Health (IOSH) accredited, OSH management training was introduced in 2019 and all managers were recruited.

Following the initial OSH courses, provided by an external trainer, it was determined that a more bespoke course, designed specifically for NPAs would provide additional benefits. The PDNPA OSHA pursued this and the PDNPA became an approved IOSH training provider for *Managing Safely*® in November 2019 and for the one-day *Managing Safely Refresher*® in 2022. The OSHA has since developed and continuously improved specialised versions of these IOSH courses for the National Parks.
Two further *Managing Safely for the National Parks* and two *Managing Safely Refresher* courses were completed at PDNPA with 31 colleagues gaining and refreshing this qualification in 2022.

For managers and supervisors not requiring the full IOSH level course, the PD OSHA has also developed a one-day *Essential Risk Assessment for the National Parks* course. Focusing on the important topic of risk assessment and using case-study examples relevant to the National Parks, this course has been delivered to 71 colleagues at the Yorkshire Dales NPA in 2022. This course will be available for PD colleagues in 2023-2024.

Throughout 2022-2023, OSH matters became an established item included in all Staff Briefings. The focus on risk assessment and the identification and implementation of appropriate controls during the various stages of the coronavirus pandemic, has raised the profile of this core risk management discipline and has had a generally positive legacy effect in this respect. The overall benefit of this is a further enhancement of our already positive safety-culture.

4. Accidents and incidents data and analysis for 2022-2023

4.1 Staff and Volunteers

The PDNPA, in common with other NPAs, continues to enjoy a low accident rate. Causes of accidents are familiar and only minor work-related injuries have been experienced. For 2021-2022 there were zero *reportable incidents*[1].

There were 12 staff and 7 volunteer incidents and *near-misses*[2] reported in total.

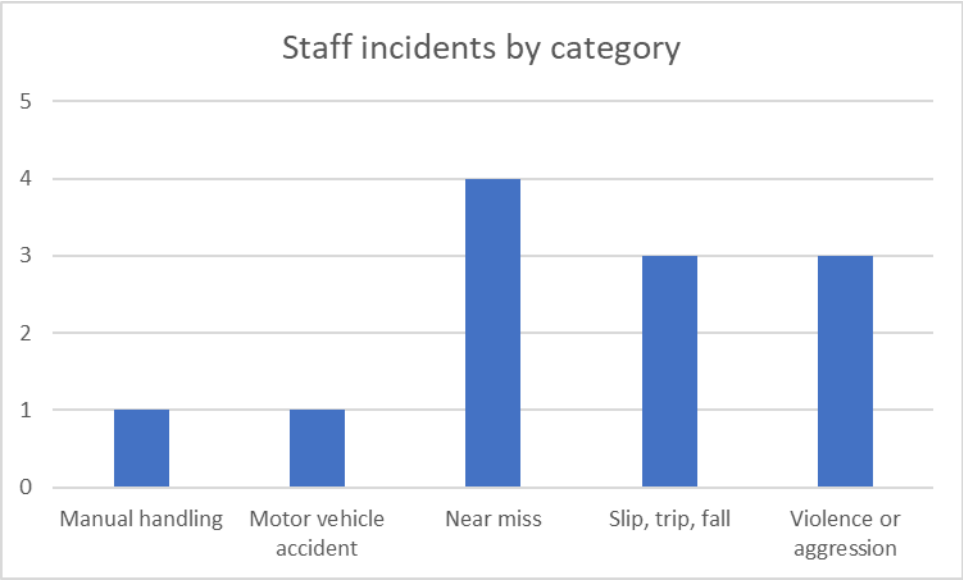

Figure 1. Staff incidents by category

Notes: 1. Certain typically more serious incidents are required to be reported to the enforcing authority (HSE) under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).
2. A near-miss is categorised as an event that might have caused some injury, damage or loss but which, on this occasion, did not. Near-miss reporting is

encouraged to allow management improvements to be identified and made before an accident occurs.

There is no identified significant increase in the number or pattern of minor incidents reported for 2022-2023.

Figure 2. Staff incidents reported 2015-2022

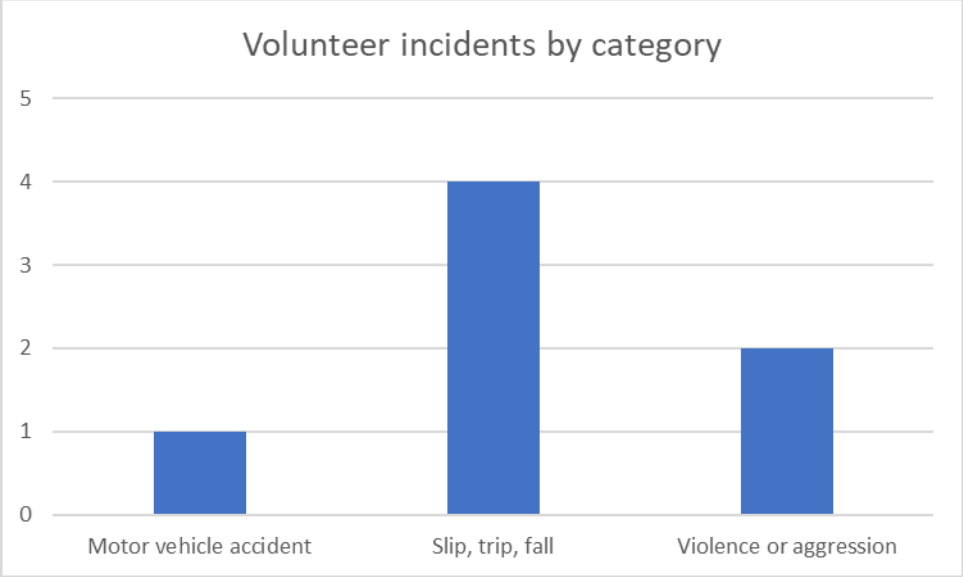

Figure 3. Volunteer incidents by category

In the last few years efforts have been made to increase the number of near-misses reported to identify matters that might be addressed before accidents happen. In 2019, a performance target was set for 50% of all reports to be near-misses and significant efforts were made to promulgate this initiative. This target was exceeded in 2019 but in 2020 dropped to 24%. During 2021-2022 however near-miss reporting for staff incidents rose again to 44% of all

reports. In 2022-2023 the proportion of near-miss reports for staff is 33%. Encouraging good incident reporting, including for near-misses remains a routine priority for the OSHA.

4.2 Visitors

Accidents and incidents involving visitors include familiar themes. Falls (often involving first aid) and cycling related incidents account for most incidents reported each year. The type and number of incidents reported for 2022-2023 are consistent with previous years.

There were 8 incident reports received involving visitors, including 1 near-miss. There were no RIDDOR incidents reported for 2021-2022.

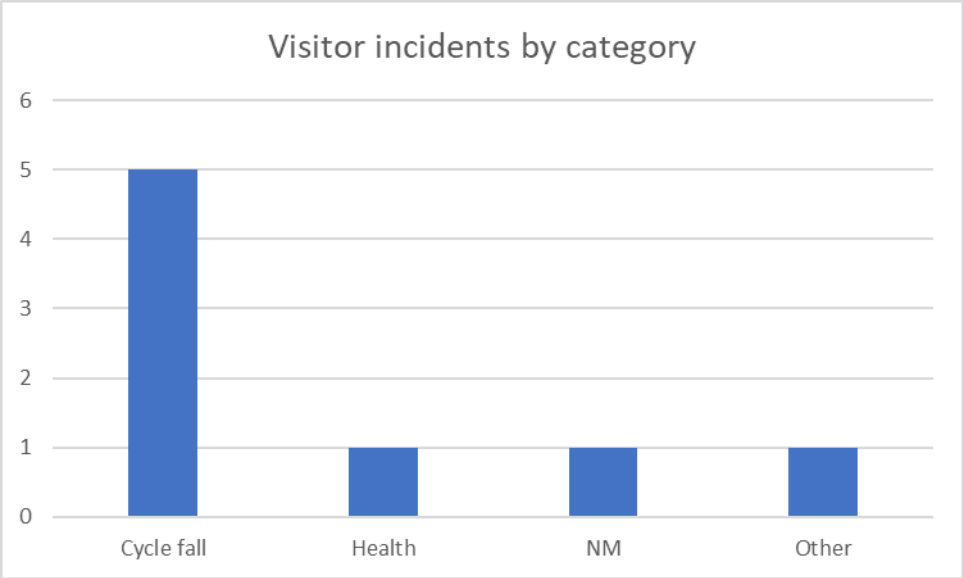

Figure 4. Visitor incidents by category

5. OSHA services to other NPAs

The OSHA continues to provide professional OSH advice and training to other NPAs through both formal SLAs and on a more ad-hoc basis. As described in section 3.3. above, since becoming an approved training provider for IOSH *Managing Safely*® and *Managing Safely Refresher*®, courses have been made available to other NPAs. These and other training courses, have been delivered to South Downs, Northumberland and Yorkshire Dales NPAs in 2022. The provision of these courses has provided an income stream for the PDNPA, more than offsetting the costs of delivering these courses. The value of sharing solutions to common problems and of setting consistent targets and measures of compliance are intrinsic course factors, helping to consolidate the approach to managing key safety concerns across the NPA family. This excerpt from the South Downs NPA OSH annual report reflects this value.

The ongoing collaboration between SDNPA and Peak District National Park Authority (PDNPA) for H&S management continues to work well. The involvement of the PDNPA OSHA positively impacts the decision-making process by offering

specialised knowledge and guidance tailored to the needs of the SDNPA. As a result, this collaborative effort has contributed to a safer working environment.

6. Priorities and actions for 2023-2024 and beyond

The PDNPA is embarking on a period of significant organisational change, that may affect the ways in which OSH will be overseen and supported. While day-to-day OSH is already managed by accountable line managers (as promulgated in the OSH Policy), these colleagues are supported by and to some extent supervised by, the professional OSHA. The employment of a chartered professional OSHA at the PD has contributed to the PD becoming a model for best practice in OSH management within the NPA family and facilitated the winning of income-generating agreements with other NPAs for OSH advice. It has also allowed initiatives such as gaining coveted, approved training provider status for IOSH courses. However, the PD is unusual in this regard and most other NPAs do not employ a similarly well qualified expert, relying rather on in-house resources supported by the advice and services of external providers, as and when necessary. The PD OSHA has, for some NPAs, been the preferred provider of this advice, at a cost to those Parks well below the cost of employing their own expert. It is also recognised that the employment of a dedicated OSH professional can in some circumstances, lead to a certain abrogation of responsibility, particularly for OSH management decision making when perceived as requiring, a more expert-level of knowledge.

As described in this report, the PD gains assurances that OSH is being well managed by, among other measures, the reports and feedback generated by the rolling programme of OSHA visits, audits and inspections. Without this resource, an alternative process for ensuring this assurance is provided to senior management and the Authority will be necessary.

Some specific functions currently performed by the OSHA such as fire risk assessments and portable-electrical-appliance safety inspection and test (PAT), and risk assessments for more technical matters including: dealing with asbestos, legionella in water systems and hazardous substances (COSHH) may require other supporting competent advice. Some of this may be alternatively provided in-house, notably by the Property Team who are already significantly involved in these matters. Where in-house resources are not sufficient, additional external assistance may be required.

As outlined in Section 3.3 of this report, the PD has since 2019 provided IOSH *Managing Safely*® qualifications and completed refresher training for 55 colleagues identified as being in key OSH management roles. This has very significantly elevated the competence and commitment of those managers and thereby the organisation overall, to manage OSH effectively. This important raising of the qualification level of so many of our line-managers, allows strong confidence that day-to-day OSH matters are now and will continue to be, well attended to. Maintaining this level of training and qualification, including for colleagues who move into key OSH management

roles, will be important to secure future positive assurance that OSH at the PDNPA is continually well managed.

Specific OSH management matters to be addressed for 2023-2024

- Following Board approval of the proposed restructure, PDNPA OSH Policy will need to be redrafted to ensure key OSH duties and roles are clearly defined for all levels of management and for all staff
- On restructuring, all managers in the third tier* should be considered for *IOSH Managing Safely*® training (or equivalent). Any not 'in-date' for training should be designated for a new course or refresher, as soon as possible after appointment
- Identify other OSH related training needs for all staff, emanating from the restructure
- Clearly identify all routine OSH related tasks that must be completed and ensure that designated individuals or teams or, where necessary, external resources are suitably allocated these tasks
- Review the use of OSH Key Performance Indicators (KPIs) with the introduction of new and challenging targets for reporting during 2023-2024 and beyond

**Third tier refers to individuals in roles with responsibilities for OSH management within a service or team. Other key OSH staff, including H&S Committee representatives and others with any specific OSH role, may also be considered for IOSH level training (or equivalent)*

7. Recommendations

- The work, summarised in this report, to deliver good and continuously improving OSH management at PDNPA throughout 2022-2023, is recognised
- Proposals for specific matters to be addressed, associated with the organisational restructure in respect of OSH management through 2023-2024, are noted

Jon Wayte
OSHA July 2023

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7. THRIVING COMMUNITIES AIM OVERVIEW (BJT)

1. Purpose of the report

To inform Members about the Peak District National Park Management Plan (NPMP) and Authority Plan thriving communities aims and objectives, the Authority's progress since October 2021, and what this means for the future.

2. Key issues

- Defining Thriving and Sustainable Communities
- Maintaining and increasing direct engagement with communities
- Delivering affordable housing
- Ensuring key infrastructure that fits with conservation aims
- Ensuring a thriving business sector

3. Recommendations

1. To note the Peak District National Park Management Plan 2023-28 aim on Thriving Communities, progress in responding to this since October 2021, and the platform this provides for delivering our new objectives.

How does this contribute to our policies and legal obligations?

4. In pursuing the statutory purposes defined for National Parks in the Environment Act 1995, National Park Authorities have a related duty to seek to foster the social and economic well-being of local communities in the area.

5. The key tool available to the Authority is the adoption of core policies in its Local Plan which can drive exceptional routes for development based on the local needs and circumstances of the area (accessibility, affordability of housing stock, availability of local employment, and aging demographic profile).

6. Beyond its planning function the Authority must work closely with partner organisations to bring about a more sustainable living and working environment for the local population.

7. Members agreed at the 22 July 2022 Authority meeting to align the schedule of reports for Programmes and Resources to the National Park Management Plan 2023-28 aims (minute reference 65/22). Members adopted the National Park Management Plan 2023-28 at the 2 December 2022 Authority meeting (minute reference 98/22).

Background and Progress

8. 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 third paper would focus on the Thriving Communities aim.

9. 'Thriving Communities' is prominent in the Vision, is one of the Aims and has two associated objectives in the National Park Management Plan 2023-28 and the Authority Plan 2023-28. See paragraph 16.

10. Since October 2021 significant progress has been made, by the Authority and partners, on delivering these objectives and fulfilling these aims as follows.

11. **Thriving and Sustainable Communities Definition**

We worked with residents, local authority partners and the Peak Park Parishes Forum to agree and formally adopt this definition[1]. This definition is important because it informs and guides how the Authority and partners should work together in pursuance of our statutory duty and is now embedded in the NPMP as an appendix. The definition sets clear challenges for us and through the NPMP and Authority plan we are able to address these via the objectives, targets and actions we set. Future activity will focus on delivery but the definition itself will be reviewed periodically to make sure it is still relevant and to maintain 'ownership' with parishes and other stakeholders.

12. **Affordable housing delivery**

Our local communities have told us (in the Definition) that they need 'safe, energy efficient homes in a mixture of tenures so that a diverse population can be sustained, those with local roots can remain or return, and family groups across the generations can stay together'. Our Management Plan is responsive to this, pledging that the Authority and its key local authority partners will work together to deliver affordable housing.

The Government's view is that National Parks are not suitable locations for unrestricted (open-market) housing and overall that the scale of development should be limited. This is a particularly important principle for the development of greenfield sites in an area with the highest levels of protection for landscape and scenic beauty. However there has long been scope for a positive "enhancement-led" approach which drives the restoration of buildings and brownfield sites. In doing so this provides a route for new blood to enhance the vibrancy of our communities. The table below shows the numbers of homes constructed since 2006/7. (The number of permissions will be higher.)

Addressing local needs is achieved by exception to the general position of restraint but includes various opportunities for young families, carer needs, agricultural workers and general flexibility for ancillary accommodation to allow for growing families and farmer succession whilst responding to the conservation and enhancement of our built environment.

Alongside this we also support development for holiday accommodation as this helps pursue our second legal purpose while supporting the conservation of buildings and promoting local business development, including farm diversification.

[1] https://reports.peakdistrict.gov.uk/npmp2023/docs/appendices/thriving-and-sustainable-communities-definition.html

Housing completion by application type:	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Grand Total	% of all completions
Open Market	25	34	82	29	27	25	14	15	23	11	54	25	22	11	33	33	32	**495**	**40%**
Local Needs	79	4	30	20	21	27	15	1	1	4	7	1	6	9	34	7	3	**269**	**22%**
Agricultural	2	2	8	1	5	6	3	2	1	2	4	4	5	0	1	0	3	**49**	**4%**
Ancillary	6	5	17	1	8	7	1	3	3	1	4	8	7	1	0	8	4	**84**	**7%**
Agricultural or Holiday	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**2**	**0%**
Ancillary or Holiday	0	2	0	0	0	0	0	0	6	1	3	1	3	1	0	1	3	**21**	**2%**
Holiday	18	23	68	8	23	41	0	3	20	9	26	12	15	11	0	24	16	**317**	**26%**
Grand Total	**130**	**72**	**205**	**59**	**84**	**106**	**33**	**24**	**54**	**28**	**98**	**51**	**58**	**33**	**68**	**73**	**61**	**1237**	**100%**

Delivery of affordable homes continues to be a challenging issue and we would like to increase the proportion of homes that respond to local needs and affordability and through the review of the local plan we are exploring ways to do that. Consultants (Litchfields) are currently undertaking Park-wide population forecasts and housing needs assessments to inform our next local plan.

13. **National Park Authority Community Planning Menu**

The Authority has a longstanding commitment to giving advice and assistance to parish councils and other groups writing statutory neighbourhood plans and other broader community such plans, with a successful track record of delivery.

14. Alongside other partners such as the Council for Voluntary Services, Rural Action Derbyshire and the Integrated Health Boards the Authority seeks to work pro-actively with local residents, community groups and parish councils. Examples include sustainability groups like Hope Valley Climate Action, Minerals Liaison Groups and communities seeking the delivery of sites for local needs affordable housing. We offer the 'communities small grant' to fund or part-fund community-led projects and can give advice and assistance in all matters relating to thriving and sustainable communities, linking and signposting to partner organisations where this is appropriate.

15. We make huge efforts to engage residents and stakeholders in the development of strategic planning policy. In the early phase of plan review during the pandemic we adapted to on-line stakeholder workshops and for the statutory phase we are using an industry-leading on-line portal which we hope will enable more individuals (not just stakeholder groups) to have their say on the new local plan.

Proposals

16. The 'Thriving Communities' Aims and Objectives in the Peak District National Park Management Plan 2023-28 (see Appendix 1 for more detail) and Authority Plan 2023-28 are:

Aim: Peak District National Park communities are thriving and sustainable places where all generations can live healthy and fulfilled lives

Objective: To support sustainable communities by improving opportunities for affordable housing and connection to services.

Objective: To promote a flourishing economy that is in accord with nature recovery and climate change mitigation.

The new Management Plan supports many wider objectives that support thriving communities, e.g. in relation to energy, transport, wildlife, volunteering and Estate Planning. The following are some specific areas which underpin the above objectives.

Local Plan Review

17. The strategic policy review will seek to address long standing challenges of affordable housing delivery and address some of the demographic pressures facing the National Park, with a net gain focus on design, character and wildlife. The plan will also address the full range of transport, energy and employment issues impacting on sustainable lifestyles, including the need for business expansion in sustainable locations

Affordable Housing and Second Homes Issues

18. Officers will work closely with local Housing Authorities to uplift and unblock the delivery of much needed homes also input to national debates on second and holiday home issues impacting on the sustainability of local communities

Mobile and Broadband Improvements

19. The Authority will work closely with the Government and County Council partners on the shared rural network (mobile mast roll out), advocating sensitive siting and design, and through Project Gigabit (broadband roll out)

Supporting Local Business

20. The Authority will continue to host and enable Business Peak District to thrive, and provide a voice for rural business. The group retains its independence, driven by the business community and strong local partnership and with secretariat support provided by East Midlands Chamber. A successful networking event in June 2023 reinvigorated the group and explored the scope for further training and networking. In addition our local authority partners have begun to roll out the UK Shared Prosperity Fund offering grants and advice to local businesses.

Are there any corporate implications members should be concerned about?

21. **Financial**:
All proposals are costed and within baseline budget.

22. **Risk Management:**
All proposals allow for Authority input to advocate National Park purposes are embedded.

23. **Sustainability:**
Sustainability is embedded through policy, the new definition and officer inputs to partnership working.

24. **Equality, Diversity and Inclusion:**
Embedded through policy and the new definition.

25. **Climate Change:**
Embedded through policy and the new definition.

26. **Background papers - None**

27. **Appendices**

Appendix 1 – Thriving Communities extract from NPMP (Objectives and Targets)

Report Author, Job Title and Publication Date

Brian Taylor, Head of Planning, 13 July 2023.

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Aim Four: **Thriving Communities**

Aim

Peak District National Park communities are thriving and sustainable places where all generations can live healthy and fulfilled lives.

The Peak District National Park is a living, working landscape with a resident population of around 38,000. In pursuing its purposes, the National Park Authority has a statutory duty to foster its communities' economic and social well-being. Characteristic settlements with strong communities and traditions are one of the Peak District's special qualities and are integral to the life and management of the National Park. A thriving and sustainable community relies on social, economic and environmental factors. A thriving community is one where people of all generations can live healthy and fulfilled lives and can grow, flourish and prosper, now and in the future. Sustainable development can help communities to thrive by meeting today's needs in a way that harmonises economic growth, social inclusion and environmental protection, ensuring that the needs of future generations are not compromised.

The relative remoteness of some areas of the National Park is part of what makes living here desirable. However, this makes the affordability of local housing and access to services more difficult. To maintain thriving and sustainable communities, the most appropriate housing and access to services, including provision of high-speed broadband, must be pursued. The pressure of an ageing population, with a reduction in working age people, presents growing challenges to services and transport connectivity. Traditional industries, such as quarrying and farming, need to

continue to adapt to meet the new issues and demands they face. Younger people and those of working age are a crucial element of sustainable communities. Therefore, there is a need to encourage locally based jobs, including those of high value, and permanently available affordable residences that are compatible with National Park purposes for people of all ages, but especially the young and those of working age.

An understanding of what is envisaged by "thriving and sustainable communities" has been reached with partners and parishes, a copy of this definition can be found in the appendix. Therefore, our ambition is to support and promote sustainable communities to conserve and enhance the special qualities. This will focus on future proofing our actions through long term protection of land and property uses, embedding climate change principles, and supporting the use of new technology.

The two objectives in this aim seek to help communities to thrive by providing a focus on housing, access to services and appropriate economic growth opportunities.

Objective 10: To support sustainable communities by improving opportunities for affordable housing and connection to services

Target

By 2028 we will have enabled enhanced access to services, jobs and home working increasing premises that can access Superfast (>30Mbps) services from 82% to 84%.

Headline delivery

By 2028 we will have a Local Plan that enables people with local roots to live in or return to the National Park and help families to remain together in mutual support by developing policies that provide the following.

- Addressing a range of second and holiday home issues.
- Addressing a range of local population issues, for example, young families, elderly and working age.
- Increasing the stock of affordable housing protected in perpetuity through housing associations, local housing trusts, and opportunities for individuals to own their own home for example, via self-build.

In relation to housing, we will undertake the following.

- Influencing national funding bodies (e.g. Homes England) to address the housing needs of Peak District communities.
- Advocating for measures to better control the number of homes used as second or holiday homes.

In relation to access to services, we will deliver the following.

- Improving high-speed digital and mobile access to the hardest-to-reach properties through Project Gigabit, Shared Rural Network, voucher schemes and opportunities arising from future initiatives.
- Improving connections to services through the National Park sustainable travel framework.

Objective 11: To promote a flourishing economy in accord with nature recovery and climate change mitigation

Target

By 2028 to have delivered the Shared Prosperity Fund programmes.

Headline delivery

- Encouraging environmentally and economically sustainable businesses in suitable locations where they can grow.
- Offering housing opportunities that support a diverse workforce with the skills needed for local businesses and services.
- Recognising the local mineral resource by enabling a sustainable level of mineral activity appropriate to our special landscape.

We will have delivered advice and grant support across the National Park through the new business support programme (including the Shared Prosperity Funds, which is the Government's new economic support programme) and any future schemes in a way that aligns economic, nature recovery and climate change priorities across the National Park.

We will have completed a whole estate plan for the Chatsworth Estate that will address socio-economic issues as well as providing high environmental gains. It will act as an exemplar for others to learn from.

9. THE ROACHES ESTATE -- PROPOSED DISPOSAL OF LAND TO NATIONAL GRID ELECTRICITY DISTRIBUTION (WEST MIDLANDS) PLC TO CONSTRUCT A NEW ELECTRICITY SUB- STATION

1. Purpose of the Report

The purpose of this report is to request that Members approve the disposal of a small area of land (16m2) on the Roaches Estate to the National Grid Electricity Distribution (West Midlands) plc (National Grid).

1.1 Key Issues

National Grid have requested to purchase a small area of land (16m2) to re-site an electrical sub-station on the Roaches Estate.

- Although the Estate is leased by the Authority to the Staffordshire Wildlife Trust, National Grid wish to purchase a freehold interest and as such, the Authority is required to be involved.

- The proposal from National Grid is acceptable to both the Authority and the Staffordshire Wildlife Trust subject to National Grid obtaining Site of Special Scientific consent and consulting with the Authority's Cultural Heritage and Access Teams.

2. Recommendation

1. **To dispose of the area of land as shown on the Plan at Appendix 1 by private treaty to National Grid Electricity Distribution (West Midlands) plc**.

2. **To amend the Asset Disposal Procedure and associated Tool Kit to relax the need to follow the Tool Kit consultation process in the case of 'operational transfers of low value'.**

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

The proposal is in line with the need to cooperate with utility organisations where appropriate and the Authority's tenants.

4. Background

The Roaches Estate is owned by the Authority but was leased for 125 years to the Staffordshire Wildlife Trust (SWT) in 2013. The SWT are now entirely responsible for the management of the Estate but liaise with the Authority on a regular basis and formally report to Authority officers on an annual basis. The last annual report was presented to the Head of Asset Management and the Rural Estates Manager in May 2023 and it was pleasing to note the progress being made under SWT management.

One aspect of management is the sub- letting of Rockhall Cottage to the British Mountaineering Council (BMC) for use as a residential 'climbing hut' (the Don Whillans Climbing Hut) associated with the famous crags above it. The electricity supply to climbing hut is facilitated via an electricity sub- station situated in a stone barn just below Rockhall Cottage.

SWT have been approached by National Grid about their concerns that the existing

sub- station no longer meets current safety standards and is in need to replacement with a new modern sub- station. They propose that the location of the new sub-station should be moved from the existing building to a new site adjacent to the road on the southern boundary of the Estate. It has been confirmed that planning permission is not required for any of this work but Site of Special Scientific Interest (SSSI) consent will be needed for the cabling. They will also be required to consult with the Authority's Cultural Heritage and Access Teams.

The existing and new location together with the associated underground cable is shown on the plan attached at Appendix 1

SWT are happy with the proposal. However, National Grid have now approached the Authority as they wish to take a freehold interest in the new site rather than a long term sub- lease from the SWT. Amendments to the existing lease will also be required as well as granting an easement for the cabling but these are delegated matters to officers.

1. Assessment of property as 'surplus'

An internal assessment under the Authority's disposal procedure and accompanying 'Tool Kit.' would normally be required to declare the property as 'surplus' However, due to the small area and low value of the property to be disposed of, it is considered that this process is not necessary in this case. It could be classed as an 'operational transfer of low value'.

It is proposed to amend the Asset Disposal Procedure and Tool Kit to this effect, following approval of the Chair of Performance and Resources, the CEO and the Head of Asset Management

2. Any constraints on disposal

The Authority will need to obtain SSSI consent to install the new cabling.

3. Other relevant matters

3.1 Authority's powers

The Authority has power to dispose of land, provided in doing so it is i) pursuing its statutory purposes of conserving and enhancing the natural beauty, wildlife and cultural heritage of the National Park, and promoting opportunities for understanding and enjoyment, ii) seeking to foster the economic and social well-being of local communities and iii) having due regard to the needs of agriculture and forestry and the economic and social interests of rural areas. Having considered all of the above matters, it is concluded that the disposal will be within Authority's powers.

3.2 Duty to obtain best consideration

Disposals must normally be sold on the open market. However there are certain allowable exceptions to such a disposal which may result in the land being disposed of at an 'undervalue'. Two of these exceptions apply in the case described in this report. These are:

- The land to be disposed of is relatively small in size and an adjoining or closely located landowner(s) is (are) the only potential or likely purchaser(s);
- Where a 'special purchaser' has been identified i.e. one for whom a particular asset has a special value because of advantages arising from its ownership that would not be available to other buyers in the market.

Where one of these exceptions is considered this must be approved by Programmes and Resources Committee (whatever the value of the property), who must be made aware of the following:

a) the justification for the proposal;
b) how the proposal satisfies the terms of the Local Government Act 1972 General Disposal Consent (England) 2003 (the General Disposal Consent), namely:
   i) the disposal is likely to contribute to the promotion or improvement of the environmental, social or economic well-being of the whole or any part of the area or any persons resident or present in the area, and
   ii) the undervalue is less than £2m
c) a valuation of the land following the advice provided in the Technical Appendix to the General Disposal Consent

If the proposed disposal does not satisfy the terms of the General Disposal Consent, the specific consent of the Secretary of State will be required.

3.3 Consultation
Development Management, Legal Services, Cultural Heritage and Natural Environment Teams have been consulted.

4. Valuation

National Grid have offered their standard price of £500 for such a site and this is considered acceptable.

5 Proposals

It is proposed to sell the land to the National Grid on the basis outlined in this report

Are there any corporate implications members should be concerned about?

None

6 Financial:
As Valuation section above.

7 Risk Management:
None

8 Sustainability:
NA

9 Equality:

NA

Climate Change

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
No impact
b. Exemplars of sustainability
No impact The disposal of the small area of land concerned has negligible consequence on sustainable land management.

d. Exemplars in renewable energy
No impact
e. Working with communities
f. No impact

1. How does this decision contribute to the Authority meeting its carbon net zero target?
   - No impact
2. How does this decision contribute to the National Park meeting carbon net zero by 2050?

No Impact

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.

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

   No impact

   b. Exemplars of sustainability

   No impact

   c. Protecting the National Park

   Disposal conditional on planning permission being obtained

   d. Leading the way in sustainable land management
   No impact.

   e Exemplars in renewable energy
   See above, this may also be dependent on the new owner.

F Working with communities
No impact

2. How does this decision contribute to the Authority meeting its carbon net zero target?
   The sale of the property will result in a reduction of 12.2t CO2e per annum from the Authority's emissions.

3. How does this decision contribute to the National Park meeting carbon net zero by 2050?
   As above the sale will move the Authority closer to this target.

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.

10 Background papers (not previously published)
None

Appendices

Appendix 1 – Plan showing area of land described in the report

Paper Author

Chris Manby Rural Estates Manager 4th July 2023
Chris.manby@peakdistrict.gov.uk

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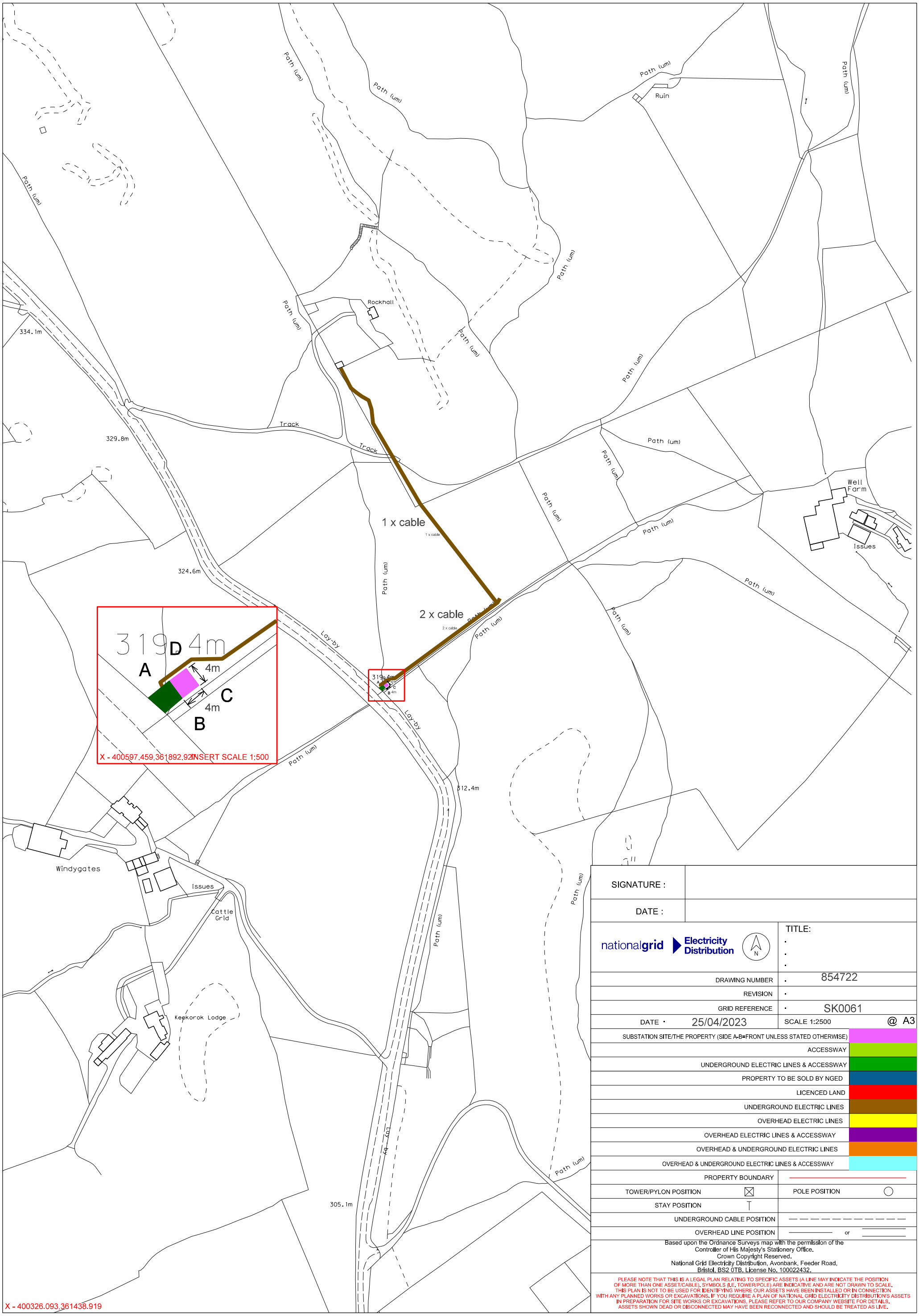

SIGNATURE :	
DATE :	

nationalgrid Electricity Distribution

TITLE:

DRAWING NUMBER	854722
REVISION	
GRID REFERENCE	SK0061
DATE · 25/04/2023	SCALE 1:2500 @ A3

SUBSTATION SITE/THE PROPERTY (SIDE A-B=FRONT UNLESS STATED OTHERWISE)	5
ACCESSWAY	11
UNDERGROUND ELECTRIC LINES & ACCESSWAY	98
PROPERTY TO BE SOLD BY NGED	17
LICENCED LAND	3
UNDERGROUND ELECTRIC LINES	118
OVERHEAD ELECTRIC LINES	20
OVERHEAD ELECTRIC LINES & ACCESSWAY	13
OVERHEAD & UNDERGROUND ELECTRIC LINES	30
OVERHEAD & UNDERGROUND ELECTRIC LINES & ACCESSWAY	7
PROPERTY BOUNDARY	
TOWER/PYLON POSITION ☒	POLE POSITION ○
STAY POSITION ⊤	
UNDERGROUND CABLE POSITION	
OVERHEAD LINE POSITION	or

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National Grid Electricity Distribution, Avonbank, Feeder Road, Bristol, BS2 0TB. License No. 100022432.

PLEASE NOTE THAT THIS IS A LEGAL PLAN RELATING TO SPECIFIC ASSETS (A LINE MAY INDICATE THE POSITION OF MORE THAN ONE ASSET/CABLE), SYMBOLS (I.E. TOWER/POLE) ARE INDICATIVE AND ARE NOT DRAWN TO SCALE. THIS PLAN IS NOT TO BE USED FOR IDENTIFYING WHERE OUR ASSETS HAVE BEEN INSTALLED OR IN CONNECTION WITH ANY PLANNED WORKS OR EXCAVATIONS. IF YOU REQUIRE A PLAN OF NATIONAL GRID ELECTRICITY DISTRIBUTION'S ASSETS IN PREPARATION FOR SITE WORKS OR EXCAVATIONS, PLEASE REFER TO OUR COMPANY WEBSITE FOR DETAILS. ASSETS SHOWN DEAD OR DISCONNECTED MAY HAVE BEEN RECONNECTED AND SHOULD BE TREATED AS LIVE.

PLEASE NOTE: This plan ONLY shows assets owned by National Grid Electricity Distribution (NGED). Electricity assets owned by National Grid Electricity Transmission (NGET) and IDNO's (Independent Network Operators) MAY be present in this area.

Keyblock Revision 13/09/2022

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