

Public Document Pack

Peak District National Park Authority
Tel: 01629 816200
Fax: 01629 816310
E-mail: customer.service@peakdistrict.gov.uk
Web: www.peakdistrict.gov.uk
Minicom: 01629 816319
Aldern House, Baslow Road, Bakewell, Derbyshire. DE45 1AE



Our Ref: A.1142/81
Date: 29 January 2015



NOTICE OF MEETING

Meeting: **National Park Authority**
Date: **Friday 6 February 2015**
Time: **10.00 am**
Venue: **The Board Room, Aldern House, Baslow Road, Bakewell**

SARAH FOWLER
CHIEF EXECUTIVE

AGENDA

- 1 Apologies for Absence**
- 2 Chair's Announcements**
- 3 Minutes of previous meeting** (*Pages 1 - 6*)
- 4 Urgent Business**
- 5 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.
- 6 Members Declarations of Interest**
Members are asked to declare any disclosable pecuniary, personal or prejudicial interests they may have in relation to items on the agenda for this meeting.
- 7 Notices of Motion**
In accordance with Standing Order 1.14, two Members have given notice that they intend to move the following motions:

1. To be moved by Cllr C Furness and seconded by Cllr S Marshall-Clarke: 15 mins

“At future Annual General meetings of this Authority, all elected committees (including the urgent decisions committee) must have a majority of Local Authority members, as required by the constitution. The Chair and Deputy Chair of each of the three main Authority Committees or of any future additional or replacement committees must not be from the same group. ie. one must be a Local Authority Member and the other a

Secretary of State Member.”

NOTE – If approved this motion would require an amendment to Standing Orders. So, in accordance with Standing Order 1.25, once proposed and seconded, further discussion on this matter will be adjourned until the next ordinary meeting of the Authority.

2. To be moved by Cllr G Claff and seconded by Cllr D Birkinshaw: 15 mins

“The National Park Authority will adopt a constructive position in relation to the proposed developments to the A628 with due regard for National Park objectives and the National and Regional interests.”

- 8 Pedal Peak II Further Funding/EF** (*Pages 7 - 10*) 10 mins
- 9 Budget 2015/16 (A137/PN)** (*Pages 11 - 32*) 15 mins
Appendix 1
Appendix 2
Appendix 3
Appendix 4
- 10 Extension of Charging for Pre-Application Advice/JRS** (*Pages 33 - 38*) 20 mins
- 11 Stanage Forum Steering Group: Appointment of Member Representative (A.1155/RC/RN)** (*Pages 39 - 40*) 10 mins
- 12 Well Being at Work Policy/TR** (*Pages 41 - 48*) 10 mins
Appendix 1
- 13 Proposed D2 Combined Authority (JRS/RG)** (*Pages 49 - 60*) 45 mins
Appendix 1
Appendix 2

Duration of Meeting

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

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

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

Agendas and reports

Copies of the Agenda and Part A reports are available for members of the public before and during the meeting. These are also available on the website www.peakdistrict.gov.uk .

Background Papers

The Local Government Act 1972 requires that the Authority shall list any unpublished Background Papers necessarily used in the preparation of the Reports. The Background Papers referred to in each report, PART A, excluding those papers that contain Exempt or Confidential Information, PART B, can be inspected by appointment at the National Park Office, Bakewell. Contact Democratic

Services on 01629 816200, ext 362/382. E-mail address: democraticservices@peakdistrict.gov.uk.

Public Participation and Other Representations from third parties

Anyone wishing to participate at the meeting under the Authority's Public Participation Scheme is required to give notice to the Director of Corporate Resources to be received not later than 12.00 noon on the Wednesday preceding the Friday meeting. The Scheme is available on the website www.peakdistrict.gov.uk or on request from Democratic Services 01629 816362, email address: democraticservices@peakdistrict.gov.uk, fax number: 01629 816310.

Written Representations

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

Recording of Meetings

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

The Authority uses an audio sound system to make it easier to hear public speakers and discussions during the meeting and to make a digital sound recording available after the meeting. The recordings will usually be retained only until the minutes of this meeting have been confirmed.

General Information for Members of the Public Attending Meetings

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

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

To: National Park Authority Members

Constituent Authorities
Secretary of State for the Environment
Natural England

This page is intentionally left blank

Peak District National Park Authority
Tel: 01629 816200
Fax: 01629 816310
E-mail: customer.service@peakdistrict.gov.uk
Web: www.peakdistrict.gov.uk
Minicom: 01629 816319
Aldern House, Baslow Road, Bakewell, Derbyshire. DE45 1AE



MINUTES

Meeting: National Park Authority Meeting

Date: Friday 5 December 2014 at 10.00 am

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

Chair: Cllr Mrs L C Roberts

Present: Mr G Nickolds, Mr P Ancell, Cllr P Brady, Cllr C Carr, Cllr G Claff, Cllr A R Favell, Cllr C Furness, Cllr D Greenhalgh, Mr Z Hamid, Cllr P Harrison, Cllr Mrs N Hawkins, Cllr H Laws, Ms S Leckie, Cllr S Marshall-Clarke, Cllr A McCloy, Ms S McGuire, Cllr Mrs K Potter, Mrs E Sayer, Cllr Mrs J A Twigg and Cllr D Williams

Apologies for absence: Mrs F Beatty, Cllr D Birkinshaw, Cllr D Chapman, Cllr Mrs H Gaddum, Cllr Mrs G Heath, Mr R Helliwell and Cllr Mrs N Turner

50/14 CHAIR'S ANNOUNCEMENTS

The Chair confirmed that all Authority staff had been invited to join Members after the meeting for mince pies and coffee.

51/14 MINUTES OF PREVIOUS MEETINGS: APPROVE AS A CORRECT RECORD

The minutes of the meetings of 8 September 2014 and 3 October 2014 were approved with the following amendments:

8 September: Mr R Helliwell had given his apologies

3 October: Mr R Helliwell and Ms S Leckie had attended the meeting.

52/14 URGENT BUSINESS

There was no Urgent Business to report.

53/14 PUBLIC PARTICIPATION

No-one had registered to make representations to the Committee.

54/14 MEMBERS DECLARATIONS OF INTEREST

There were no Member declarations of interest.

55/14 7. NATIONAL PARK MANAGEMENT PLAN - REPORT FROM ADVISORY GROUP (AN)

The Chair welcomed Mrs Dianne Jeffrey, independent Chair of the National Park Management Plan Advisory Group.

Mrs Jeffrey explained the role of the Advisory Group in bringing together delivery partners to monitor what is happening. The 96 actions set had been divided into 5 signature programmes. There had been a 100% attendance at meetings which reflected the commitment and enthusiasm of the Group, which met three times per year.

Having viewed "Project Wild Thing" in April 2014, the Group decided to make the signature "Inspiring Generations" the theme of its annual conference in the summer of 2015. Following a workshop in October 2014 which was attended and addressed by the Duke of Devonshire, a number of pledges were made which the Group will follow up – for example, the National Trust had pledged to include 50 activities for 2015 at the Longshaw Visitor Centre, in order to stimulate interest in the outdoors.

A transport summit was proposed to take place in March 2015 in the context of cuts to transport funding. The Advisory Group would be exploring its potential to lead on advocacy and would meet the wider commercial community and local government partners to consider how to deliver a sustainable transport network for both residents and visitors.

Key achievements and outstanding issues were highlighted relating to each of the five signatures in turn, with a note that work had begun on developing a wider focus for number 4 "Community Led Planning", to continue over the next two years.

Members welcomed these proposals and urged that community transport be included. It was noted that an opportunity now existed to develop flexible community services with possible transPeak links to Sheffield, Manchester and other large conurbations bordering the National Park. Members suggested that Patrick McLoughlin, Minister for Transport, and representatives of the Northern Powerhouse cities should be invited to the transport summit to consider the implications of the potential developments advocated by the Chancellor in his Autumn Statement.

Mrs Jeffrey thanked Authority officers for their helpful facilitation of Advisory Group meetings.

Members suggested that local universities would be useful partners with a significant interest in the Park. Mrs Jeffrey asked Officers to approach local universities with proposals for their involvement.

Members requested clearer and more specific emphases on cultural heritage issues, particularly assets, geo diversity and the earth sciences. More needed to be said in the Management Plan about the appreciation and understanding of cultural heritage assets. Mrs Jeffrey accepted this view and proposed that after the transport summit, the Advisory Group would add to its agenda the proposal to agree what cultural heritage means and divide up the areas to be examined. The membership of the Group would also be considered in terms of its cultural heritage knowledge base.

The recommendations were moved, seconded, voted upon and carried.

Cllr Mrs K Potter did not vote as she had left the meeting briefly during the debate.

RESOLVED:

- 1. That the summary report of performance made on the NPMP from Spring 2013 to Autumn 2014 (as set out in Appendix a) be received and that the progress and actions to address underperformance be noted.**
- 2. That the recommended NPMP delivery plans from April 2015 to March 2016 (as set out in Appendix b) are agreed.**
- 3. That the amendments to the on-line NPMP (as set out in Appendix c) are accepted and that responsibility is delegated to the Chief Executive to oversee the amendments to the on-line NPMP, in line with the recommendations of the Advisory Group and in full consultation with the Chair of the NPMP Advisory Group.**

56/14 8. MEDIUM TERM FINANCIAL PLANNING AND 2015/16 BUDGET PROPOSALS (A137/ RMM)

The Director of Corporate Resources reported that formal notification of the National Park Grant Settlement for 2015/16 had not yet been received but was expected by Christmas.

The 2 Member workshops of 2014 had been positive and records of the discussions had been circulated to Members.

It was proposed that Recommendation 3 be amended to include the Vice Chair of Audit, Resources and Performance committee.

With this amendment, the recommendations were moved, seconded, voted upon and carried.

RESOLVED:

- 1. That the current proposals for the approach to the Authority's medium term financial planning challenge, which will be refined as new information comes to light, are noted.**
- 2. That the 2015/16 budget proposals for reductions and income given at Appendix 1 shall take effect from 1 April 2015 or as soon as possible after that if implementation has to take longer.**
- 3. That the proposal to reallocate £42K per annum (as soon as resources are released in accordance with Appendix 1) in increasing our capacity and performance on giving and sponsorship is agreed; with details on how this will be used to be decided by Resource Management Team in consultation with the Chair and Vice Chair of the Audit, Resources and Performance committee.**

57/14 9. NATIONAL PARK AUTHORITY PROPERTY PORTFOLIO (RG)

The Assistant Director for Policy and Partnerships confirmed that staff changes had been effected to complete the new property management structure as agreed by Members, except for the post of special responsibility for giving independent advice to the team which remained to be filled.

In agreement with the Chair of the Authority and the Chair of Audit, Resources and Performance committee, financial targets for the property portfolio would be brought to Members at the meeting of Audit, Resources and Performance committee on 3 March 2015. The Asset Management Review Action Plan was in place and being progressed as shown in paragraphs 16 to 25 of the report.

Cllr A Favell is a member of the Integrated Property Board in his capacity as Member Representative for Asset Management.

The recommendations were moved, seconded, voted upon and carried.

RESOLVED:

That:

- 1. The update on the overall progress of the work of the Integrated Property Board, and the specific progress against implementing the Asset Management Review, be received.**
- 2. A report on the financial performance of the property portfolio for 2015-16 be presented to the Audit, Resources and Performance committee on 3 March 2015, and annually thereafter.**
- 3. The Asset Management Review Action Plan be amended to allow the Authority to still acquire property but only as part of a rolling programme of acquisition and disposal to achieve its purposes, and where there is a proven business case.**

A break was taken between 11.10 and 11.20am.

58/14 Items for approval with no discussion

**(a) 10.1 Constitutional Documents for National Park Enterprises Limited (JBD)
Appendix 1 and Appendix 2**

The recommendations were moved, seconded, voted upon and carried.

RESOLVED:

That:

- 1. The Peak District National Park Authority be a member of the Company Limited by Guarantee known as "National Park Enterprises" as the trading and fundraising entity of the National Park.**
- 2. The Articles of Association and Members Agreement for National Parks Enterprises be noted.**
- 3. The Chair of the Authority be appointed as a Director of National Park Enterprises should they be elected to do so by the Chairs of National Parks UK.**

58/14 11. EXEMPT INFORMATION S100 (A) LOCAL GOVERNMENT ACT 1972

RESOLVED:

That the public be excluded from the meeting during consideration of Agenda Item no. 12 to avoid the disclosure of Exempt Information under S100 (A)(4) Local Government Act 1972 Schedule 12A, Paragraph 3:

“Information relating to the financial or business affairs of any particular person (including the authority holding that information).”

59/14 12. APPOINTMENT OF CHIEF EXECUTIVE (RMM/TR)

RESOLVED:

- 1. That the Authority accepts the recruitment panel’s recommended candidate to be appointed as Chief Executive from the earliest possible start date, subject to consultation with Natural England and final pre-employment checks being completed.**

The meeting ended at 11.30 am

This page is intentionally left blank

8. PEDAL PEAK II FURTHER FUNDING/EF

Purpose of the report

1. This report seeks approval to accept a Department for Transport Cycling Ambition Grant Fund, via Derbyshire County Council, for further funding towards Pedal Peak II, in line with the Authority's standing orders 7.C-2. The original Pedal Peak II funding was approved at the January 2014 Audit, Resources and Performance meeting (minute reference 8\14) and the February Authority meeting (minute reference 10/14). The amount of additional grant funding is up to £260,000. The report also seeks approval to spend the funds, in line with standing orders.

Key issues

- The DfT announced that further funding was available for authorities that had previously been successful in their bid for Cycling Ambition Grant Funding.
- A bid was made by Derbyshire County Council, in partnership with the Authority, for £430,200, to be matched with £150,000 of local funds, therefore, the total bid value is £580,200.
- The Authority element of the bid is for an extension of the existing Cycle Friendly Places Fund.
- This is to be used for two large bids that we haven't been able to support within the existing funding. One project is led by the Youth Hostel Association, and the other by Bakewell and Eyam Community Transport.
- This report seeks approval to receive and then spend the Department for Transport grant.

Recommendations

2.
 1. **To approve the receipt of a Department for Transport grant for up to £260,000 from Derbyshire County Council to further support cycling in the National Park, and to approve spending this funding, as outlined in paragraph 4 of the report.**

How does this contribute to our policies and legal obligations?

3. This further Pedal Peak II funding from the Department for Transport (DfT) will contribute to a number of National Park Management Plan outcomes and current corporate objectives, specifically, as follows.

National Park Management Plan Outcomes

DL4: Greenhouse gas emissions will be reduced and a healthy national park will adapt to the effects of climate change

TV2: Communities and individuals will feel inspired to live sustainably and help shape the place they live in

TV3: Residents will have sustainable access to local services and employment

WI1: The national park will strengthen its role as a welcoming place and premier destination, synonymous with escape, adventure, enjoyment and sustainability

WI2: The Peak District will be an unrivalled setting for opportunities which enable people to develop a deeper understanding and appreciation of the place, and which instil a desire to contribute to the conservation, community and economy of the national park

WI3: Visitors and residents will be inspired to act in a way that sustains the environment and the special qualities of the Peak District

WI4: Accessible and diverse recreation opportunities will be available for all, encouraging healthy living, enjoyment of the landscape and a sense of adventure

ES2: There will be a diversity of thriving businesses supporting and contributing to the economy and local communities which are critical to the long term future of the national park

ES4: Traditional and modern economic development that is innovative, well managed and appropriate to the landscape will be supported

Corporate Objectives

4. Lead a programme to reduce greenhouse gas emissions across the National Park and adapt to climate change by inspiring and enabling others and through direct actions in our own operations.

6. Support a sustainable economy by working with businesses and other agencies, particularly focusing our efforts on environmental management.

8. Provide and enable recreation services that promote health benefits, widen participation, reduce impact on the environment and manage conflicts between users.

9. Support the development of a coherent and successful Peak District tourism sector which takes account of the needs of the environment, local residents, local businesses and visitors.

12. Develop an approach to income generation to harness a more entrepreneurial focus on service delivery that is socially, economically and environmentally sustainable.

The funding will directly implement actions within the Wider Peak District Cycle strategy, more specifically, it would deliver action 4.1b of the cycle action plan, under the sustainable travel theme, which is to explore Ride the Peaks and Dales. It would also directly contribute to supporting cycle infrastructure by stimulating cycle friendly businesses.

Background

4. In late December, the DfT announced that a further £1.575 million was available for authorities that had previously been successful in their bid for Cycling Ambition Grant Funding. The funding is expected to provide additional value to those existing projects, so in our case, Pedal Peak II. The timescales for bidding into the funding were extremely tight, with a deadline of 14th January 2015. Equally, the timescales for spending the funding are very tight, with 75% of it needing to be spent by the end of March 2015, and the remainder by the end of September 2015. Therefore, the DfT were looking for 'shovel ready' projects.

A bid was made by Derbyshire County Council, in partnership with the Authority, for £430,200, to be matched with £150,000 of local funds, therefore, the total bid value is £580,200. The bid contains the following two elements.

1. The A6 Matlock Cycle Path – this would be delivered by Derbyshire County Council. It will provide an off-road route of approximately 0.5km linking both the Arc Leisure Centre and a number of large housing estates in the north-west of Matlock with the end of the extended Monsal Trail to the east. The route will provide an off-road alternative to the A6 which is a busy and congested main road providing access to central Matlock. This element will provide a safe link between communities and the Monsal Trail extension being funded through the original Pedal Peak II project. The DfT grant sought for this element is £170,000 and there is an additional £30,000 match funding.
2. An extension of the existing National Park Cycle Fund, known locally as the Cycle Friendly Places Fund that is administered by the Authority. This is for two large bids that we haven't been able to support within the existing funding of £140,000. The first is a bookable bike bus service that Bakewell and Eyam Community Transport would run. The grant would be used to purchase a

vehicle to carry the bikes, convert one of their existing vehicles to temporarily carry additional bikes at peak times, and run the service for a year. The service can be used by individuals or groups, will link to the trails and covers Buxton, Bakewell, Matlock and surrounding areas. The second is a grant that the Youth Hostel Association have developed, which is to make a further four of their properties cycle friendly. – They have already applied for four properties as part of the existing grant fund, but the bid would have been too big to do work on all eight properties from the original grant fund. The DfT grant sought for this element is £260,000 and there is an additional £120,000 match funding.

(Please note, as set out above, the total bid value is £580,200, but due to rounding up and down individual bid elements, the figures above only total £580,000.)

In line with the original Pedal Peak II bid, partners are responsible for their own project. Therefore, we are responsible for delivering the National Park Cycle Fund, known locally as the Cycle Friendly Places Fund. The Authority will also be responsible for complying with any contractual arrangements with Derbyshire County Council, in their capacity as the accountable body.

The National Park Cycle Fund, known locally as the Cycle Friendly Places Fund, will continue to be administered through our grants process. The Authority will receive a grant of up to £260,000, which will be claimed until the end of September 2015. This grant will be spent on the both the Youth Hostel Association and Bakewell and Eyam Community Transport projects, and will also be utilised by the Authority to administer the grant system. The Youth Hostel Association and Bakewell and Eyam Community are also providing match funding to a total of £119,900, including £7,300 in kind from the Authority.

At the time of writing this report, the outcome of the bid is unknown, but we expect to be informed on whether it has been successful by the end of January. Due to the tight timescales for spending the bid, this report is being written in the hope that we are successful, so that we have approval to receive and spend the funds as soon as possible after the outcome is known.

Proposals

5. That Members approve the request to receive £260,000 of DfT grant from Derbyshire County Council for the continued operation of the National Park Cycle Fund, known locally as the Cycle Friendly Places Fund. It is a requirement of standing orders part 7.C-2 that approval is given to receive grants over £200,000. Therefore, if approval is not provided, this grant cannot be spent. Likewise, approval is needed to spend funds received that are over £150,000.

Are there any corporate implications members should be concerned about?

6. **Financial:** Grant will be claimed quarterly in arrears.
7. **Risk Management:** Risk management will be overseen at the following two levels. The risk of being unable to spend the grant funding in the tight timescales will be managed by the grant team and progress against spend regularly monitored. Risk associated with the overall programme delivery will be managed by Derbyshire County Council at a programme board level.
8. **Sustainability:** The additional funds have the potential to encourage a more sustainable way of accessing and moving around the National Park, for both visitors and residents, as well as influencing visitor choice of transport when they return home.

Background papers (not previously published)

None

Report Author, Job Title and Publication Date

Emily Fox, Transport and Climate Change Policy Manager, 29 January 2015

9. BUDGET 2015/16 (A137/PN)

Purpose of the Report

1. This report presents the formal budget approval for 2015/16 following approval of the proposals presented to Members in the 5th December report by the Director of Corporate Resources.

Recommendations

2. **That:**
 1. **the base budget for the 2015/16 financial year shown in Appendix 1 and 2 be approved.**
 2. **the financial position of the Authority in respect of planning for the following years be noted.**

How does this Contribute to our Policies and legal obligations?

3. The Authority is required to set a balanced revenue budget for the 2015/16 financial year. This year will be the twelfth year that National Park Grant has been funded directly at the 100% level from central government, in an extension of the original three year trial. In previous years, 25% of the Grant was financed from a levy on constituent councils, although the funding was still provided centrally by the Department of Environment, Food and Rural Affairs (Defra) to Local Authorities. The Authority's levying powers remain and are in theory capable of being used in the future, although in the past they have always been used by way of joint agreement between Defra and the Department of Communities and Local Government, with a corresponding mutual funding arrangement so that the cost of National Parks was not borne by local taxpayers. It is understood that retaining levying powers is an important consideration in terms of the Authority's ability to recover VAT as a Section 33 body, within the same VAT regime as other Local Authorities.

Background

4. Because of the electoral cycle the 2015-16 Budget year exists as a single year bridge between the old Spending Review of 2010 (spanning the four years between 2011-12 and 2014-15) and the next Spending Review of 2015 which is likely to span the three years 2016-17 to 2018-19 or, based on the Autumn Statement, more likely the four years to 2019-20.

The 2015/16 Settlement

5. The provisional 2015-16 National Park Grant was outlined in a letter from Defra on the 20th December 2013 as £6,257,122, representing a 1.74% reduction from the 2014/15 settlement figure, which for National Parks was an improvement from the 8.51% reduction confirmed the previous year.

Details of the letter were outlined in the December report; the main caution being that the figures could be revised, although National Parks were advised to plan on the preliminary figures unless advised otherwise. In April 2014 Defra communicated with all Defra bodies asking them not to commit their 2014-15 resource beyond 98.1% of the figure previously announced. In October 2014 Defra withdrew this requirement and confirmed National Parks would receive 100% of the 2014-15 settlement figure.

On the publication date of this report confirmation of the 2015-16 has not yet been received, which is the latest in recent memory a National Park Grant figure for the year ahead has not been announced formally (the announcement is usually made late

December). These delays and communications illustrate the difficulties our parent body is having coping with its recent parliamentary estimates.

Working on the previously announced figures however the National Park Grant is estimated to be:-

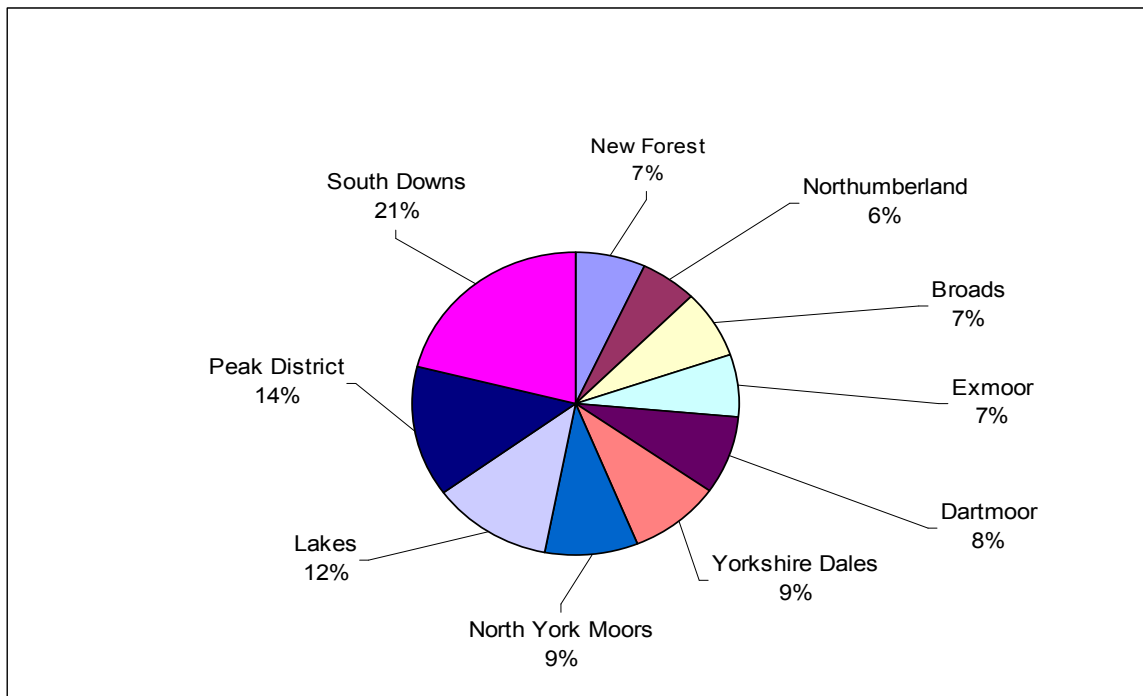
	2014-15	2015-16	Decrease	
	£	£	%	£
National Park Grant	6,367,867	6,257,122	-1.74	-110,745

This is the basis on which the budget has been set. If a different figure is announced, Management Team will consider the implications and bring a revised report to the next available Authority meeting.

6. There are no figures for National Park Grant available beyond 2015/16, although the Autumn Statement has set out the context for overall public expenditure under the current government for the next four years up to 2018-19, stating that “the government’s fiscal assumption is that Total Managed Expenditure (TME) in 2016/17 and 2017/18 will fall in real terms at the same rate as between 2010-11 and 2014-15, with an assumption that TME will remain flat in real terms in 2018-19 and 2019-20”. Amongst government departments Defra has not been spared from the severest cuts, and there is no suggestion that this will change for the next Spending Review period.

In real terms, after taking account of inflation since 2010 and future forecasts, the settlement in the final year represents approximately a £3.5m cut (36.5%) from its 2010/11 level.

7. The % distribution of £44.7m of National Park Grant between English Parks remains the same:-



Financial Planning for 2015/16: Setting a Balanced Budget – Revenue

8. Members approved proposals for reductions and income in Appendix 1 of the December report, and that report explained the fact that 2015/16 will be a transition year. The proposals have all been built into the budget for approval at this meeting. Detailed budget planning (e.g. on the actual staff budget) has also helped improve the initial estimates

slightly, and the opportunity has been used to revise downwards the Interest Receipts assumption by £20,000 from its previous level. This reflects the fact that interest rates are not expected to increase as per previous expectations, and a lower estimate is considered to be necessary to prevent a shortfall. Overall, with this adjustment and all the December Appendix 1 proposals incorporated, there is a very small surplus of £5,000 for the year, as shown in the table below. :-

	2014/15	2015/16
	£,000	£,000
A Baseline Budget	7,217	6,674
B <i>Savings achieved /proposed</i>	(577)	(342)
C <i>Contingency – high risk areas</i>	55	
D <i>Approved new allocation</i>		42
E Revised Baseline Budget	6,695	6,374
F <i>Financed by:-</i>	-8.51%	-1.74%
G National Park Grant	(6,368)	(6,257)
H Interest receipts	(50)	(30)
I Reserves	(214)	(92)
J Structural budget deficit (surplus)	63	(5)
K (Contingency) b/f	(367)	(304)
L Cumulative (Contingency) c/f	(304)	(309)

These figures are based on the following assumptions:-

- a) National Park Grant remains as allocated in the Defra letter.
- b) Normal incremental progression is assumed for staff and incorporates the agreed annual pay award of 2.2% up to 31/03/2016.
- c) Future employer superannuation contributions are based on the 2013 actuarial valuation (17.82% of gross pay)
- d) Interest rate assumptions are assumed to remain at low levels of 0.5%.

The cash contingency was partly used in 2014-15 to underwrite the deficit of £63,000 in the approved 2014/15 budget. The proposals in December have allowed for the remaining cash contingency to be carried forward to help meet the medium term financial challenge in the next Spending Review period, and to underwrite any new income risks in accordance with the principles presented in December. The approved Budget for 2015/16, although much diminished, is therefore structurally balanced and is not dependent on one-off resources.

If the Spending Review produces further National Park Grant resource reductions on a similar scale to the Spending Review of 2010 the December report acknowledged that the Authority will need to operate significantly differently as a body, and the approach to this medium term financial planning was outlined in that report. A year on year reduction of 5% would be approximately £500,000 p.a. and lead to resource reductions of up to £1.5m by March 2019.

There is one known cost pressure which will affect the baseline position for 2016-17, which is that employers with contracted-out pension schemes from 2016/17 will face significant increases in Employers' National Insurance contributions as the government has phased out contracted-out rebates because of revisions to the State Pension. The

rebates are currently approximately 3.4% of an employee's gross pay above £8,000 p.a. The financial consequence of this on the current staffing structure is an extra £115,000 cost per annum, which represent an immediate pressure on the 2016/17 budget.

The table illustrates the cumulative impact of these reductions on National Park finances over the 9 year period and the possible level of further baseline reductions required:-

£	<i>NPG</i>	Achieved	Proposed	Future
2010/11	8,098,814	270,000		
2011/12		446,000		
2012/13		386,000		
2013/14		357,000		
2014/15		577,000		
2015/16	6,257,122		300,000	
2016/17				500,000?
2017/18				500,000?
2018/19				500,000?
Total		2,036,000	300,000	1,500,000?

9. In accordance with Item 9 of the December Authority report “National Park Authority Property Portfolio”, one of the specific actions for the Integrated Property Board was to “adopt a new financial model for Authority assets which provides for more integrated budget management within single sites”. As a result of this budgets for the Warslow Estate, the North Lees Estate, and The Trails have been restructured. All relevant income and costs borne by the estate are now shown together as one approved budget for the property, under the control of the relevant Property Manager. The figures in Appendix 1, Column Q, Net Budget, therefore reflect much more accurately the cost of each Estate, before support service overheads are allocated. Members will need to bear in mind that the figures for the properties in previous years’ budgets will not be directly comparable as they are compiled on a different basis. The new approach is consistent with the financial objective for properties to achieve full cost recovery, where possible, as it helps to provide the initial base measurement for the direct costs and income of each of our principal properties. Further work to help inform the full cost of the properties is:-

- the final development of a recharge model which will estimate as accurately as possible the support service cost (e.g. HR, finance, property support unit, Legal Services etc) of supporting these properties, which is an essential ingredient in understanding the full cost position
- any minor adjustments inwards or outwards of costs which should be properly attributed to the property which remain in other budgets, or which need to be recharged to other budgets

These costs will be added to or subtracted from the figure in Column Q to show the full cost of the property. From this figure springs consideration in future budget planning as to the extent to which the current budget achieves, or falls short, of the full cost objective.

The principal changes are to the following properties:-

- North Lees Estate: now incorporates the campsite, car parks (including Surprise View as agreed by ARP committee), toilets, concessions, the Estate Ranger’s vehicle, and the revised working arrangements for the Estate Ranger.
- Warslow Moors Estate: now re-incorporates vehicle costs
- Trails: now split into the four Trails, with their associated car parks, toilets, and concessions.

On this basis Appendix 1 shows, assuming the budgets are met, that the North Lees estate makes a contribution of £8,000 to support service costs, whilst the Warslow Estate makes a contribution of £17,000. The 4 Trails together cost £78,000.

10. The main assumptions underlying the budget in Appendix 1 are outlined below:-

The Authority depends on some £1.9m of externally generated income (fees and charges) to balance its revenue budget, principally to maintain its Recreation Management and Promoting Understanding outcomes, but increasingly also to sustain its core services. Services with income targets are expected to increase targets routinely to cope with pay and non-pay inflationary increases in order to maintain margins and stay within established financial objectives, as well as accommodate additional targets approved as part of coping with reduced grant levels. The following considerations were made in reviewing the principal areas of income risk:-

- Learning Team. The income targets for the Learning & Discovery team are set to achieve a net budget of £147,300 p.a. Moving to a new base for the team has allowed for savings of £5,800 p.a.
- Visitor Centres. The budget is unchanged for 2015/16. The service has found savings and additional income totalling £130,000 over the last four years.
- Cycle Hire. The financial objective remains for the service to make a surplus above its direct costs, thus making a contribution to support service costs, of £29,000. The further work on support service recharges will lead to an understanding of the extent to which full cost of the service is achieved. Members of the ARP committee approved an action plan to achieve the current budget in November 2014.
- Car Park & Concessions. New parking prices have been approved effective from 1st January 2014 and therefore they are making a higher contribution to the cost of maintaining car parks and associated facilities than previously. The estimated income for 2015/16 has been increased by £60,000 as a result.
- Planning Fees. In 2014/15 concerns over future levels of application fees led to a reduction in the estimate by £20,000, offset fully however by the introduction of charging for pre-planning advice, as approved by Members, such that the overall recovery of charges for the service remains the same. A further review of charging for pre-application advice will be carried out and the level of pre-planning charges is estimated to increase by £25,000 to £45,000. The budget estimate for planning applications stays the same as 2014/15 at £219,000, but may be reviewed in the budget planning process if concerns about future levels of fees are not experienced in practice.
- Footpaths team. The Footpaths team restructured in 2011/12 and reduced its net costs from £37,600 to £15,000 in 2013/14. In view of the team's success in achieving this for 2015/16 the budget has been set to recover in full its direct costs, with the team tasked with finding an additional £15,000 income. There is some risk mitigation in the ability to flex labour costs, because the team is carrying a vacancy and temporary voluntary reductions in working hours.
- Volunteers team. The Countryside Volunteers team retains its income target of £22,000 (its third year of this level of target).
- Conservation Properties. The 2015/16 budget for Eastern Moors has been increased by £10,000 to reflect the loss of rental income from Warren Lodge, following the decision to sell the property, and also reduced by £23,000 to reflect

the reduction in PDNPA contribution to the Estate, as per the original lease. The North Lees budget was reduced by £35,000 in the previous year and this target remains built into the budget. The changes in the way the budget is compiled for the estates is covered in paragraph 9 above.

- Moors for the Future The Authority's allocation of £89,000 does not meet the full cost of the core staff within the partnership and the business plan is reliant upon other external contracts and agreements for funding the core team and the team's activities into the future (as reported to January Audit Resources and Performance Committee). The Authority's allocation represents approximately 33% of the running costs of the team, and the cash sum allocated therefore forms the basis of the financial objective for the team under the current business plan. The significant expenditure shown under the Moors for the Future projects heading reflects the approximate total value of contracts reported in the Operational Plan seen by Members in the January Audit Resources and Performance report. There is an additional allocation of £5,000 p.a. which represents the Authority's small cash contribution to the Moorlife 2020 proposal.
- Income levels from trading and fees are monitored by the Budget Monitoring group through the year. The development of further income targets also forms a significant part of the proposals required to achieve future savings, led by the Assistant Director of Field & Enterprise, Management Team, and developed with Members.

11.

- (a) A small non-pay inflation provision of £15,000 is proposed. This allocation is a very small sum representing 0.5% of the Authority's overall non-pay expenditure and is therefore precisely targeted largely at unavoidable expenditure increases (e.g. utilities bills, audit fees, licences etc) – it does not offer protection from the effects of inflation for the majority of budgets.
- (b) In addition to the amount paid to an employee, approximately 26% of salary on average is paid as an additional cost to support employer payments to the pension fund (17.82%), and also for employers' statutory National Insurance contributions (varies around 5-8%). Derbyshire County Council Pension fund requires the Authority to pay employers' contributions towards employee pensions of 13% of current employees' total superannuable pay, plus £210,000 p.a. which represents a deficit recovery sum determined by the actuary to ensure the scheme is able to meet its future pension payments to staff. In order to achieve the latter service budgets are charged a combined rate of 17.82% of their employees' gross costs. Following the 2013 actuarial revaluation there are no superannuation increases expected in the next two years. National Insurance payments are based on earnings thresholds and are revised annually by government. At the time of completing staff budgets, unusually, no information on next years' rates was published, so precise thresholds have not been able to be calculated; therefore last years' thresholds have been used. From 2016/17 there will be a significant increase of £115,000 in employers' National Insurance contributions because of the removal of rebates for contracted-out employees, but this does not affect the 2015-16 year.
- (c) In respect of estimated pay awards, and increments, the 2.2% two year pay award up to March 2016 has been incorporated into budgets, as well as incremental progressions due to staff.
- (d) The dramatic decline in interest rates has removed approximately £230,000 from the Authority's annual finances. For 2015/16 a revised estimate of £30,000 is proposed following low overall Local Authority returns in the investments market, and continuing low interest rates.

- (e) Members have in the past been able to approve one-off allocations to a series of unfunded costs which could not be met from baseline resources: totalling £442,000 in 2010/11, £441,000 in 2011/12, and £186,000 in 2012/13. In 2013-14 £113,000 was agreed to be allocated to develop capacity around asset management plans and commercialisation and giving; adding to property related specific reserves, and financing a proposal to support central National Parks England sponsorship initiatives. These sums arose from cautious assumptions allowing the release of contingencies, over achievement of income targets, and vacancy savings during the transition to a smaller baseline resource. Allocation of these sums was possible as they are temporary allocations and do not affect the basic requirement to achieve significant reductions in our permanent baseline.
- (f) Any temporary sums arising, above required contingencies, will be brought to Members for decisions at midyear and outturn stages in a similar way, assuming they are available. This is consistent with the message from Defra to allow for flexibilities in spending plans to deal with contingencies. It is considered necessary for any surplus cash resources to be safeguarded temporarily to allow contingency and successful transition planning for the further resource reductions still needed. The consequence will be slightly higher reserve levels temporarily supporting deficits in individual budget years until structural balance can be confidently achieved in medium term plans (as shown in the Table in Paragraph 8 above.)

Financial Planning for 2015/16: Capital

- 12. The Chief Finance Officer's report on application of the Prudential Code for Capital Finance will be reported to the Authority in March, and his day to day responsibility for Treasury Mgt is set within the constraints of the Treasury Management Policy, which forms part of the same report.
- 13. In October 2011 the Authority approved a Capital Strategy paper covering key principles and working assumptions over the medium term period; principles and working assumptions which still guide capital investment decisions. Members agreed capital expenditure from the Capital Fund of £463,000 for minor / urgent works and for environmental improvements. The minor works have been substantially completed, with the environmental improvements in hand and approved at individual project level. Members also agreed the principle that there should be an annual revenue budget allocation of £72,000 supporting, as first priority, the capital needs for Information and Communications Technology. In addition, Members approved capital expenditure in Minute 27/12 on 30th March 2012 for the purchase of the Brosterfield site.
- 14. In the same report Members approved the delegation of decisions on borrowing for capital expenditure under £150,000 to Resource Management Team. A summary of these decisions will be included in the Prudential Code report in March. In the current year, Resource Management Team approved a £147,000 re-structuring of Aldern House in order to maximise office space and offer vacant space to suitable tenants in order to recover some of the costs of spare capacity in the HQ building; Members approved use of the capital fund to finance this project in September 2014. Members also approved sale of Warren Lodge and the Losehill Hall bungalow, as surplus assets, at the same meeting. At the May 2014 Authority meeting Members approved a revised asset management plan and action plan, which will help to guide capital investment decisions; together with proposals for possible Trails' projects at the July meeting.
- 15. The December report explained that further work will be carried out this year to secure capital receipts for assets approved for disposal, and obtain sufficient evaluation and feasibility information to inform which capital investment projects, using the limited resources available, might secure the strongest contributions to revenue income and the new corporate strategy.

The availability of finance will focus on

- a) Capital receipts likely to be received in the medium term
- b) The potential for grant aid, or giving
- c) The availability of borrowing within the prudential code limit limit

Use of the Authority's capital resources will also need to take account of any significant Health & Safety and structural repairs to assets which would qualify as capital expenditure. The current estimate is that this could be in the region of up to £850,000 (mainly trails structures and Brunts Barn, as reported in the original Capital Strategy in October 2011, Appendix 2). The outcome of these deliberations will be subject to future Members' decisions.

Following accounting convention and the introduction of the prudential code for capital finance all capital expenditure is separated from the revenue budget in Appendix 1, and is shown in the capital budget in Appendix 2. The only capital items shown in the Revenue Budget are the debt charges and revenue financing of capital expenditure.

Financial Planning for 2015/16 – Financial Position - Reserves

16. Clause 25 of Part 2 of the Local Government Act 2003 requires the Chief Finance Officer to report to Members, when calculating the net budget requirement, on the level and adequacy of cash reserves. The full level of reserves is reported to Members in the outturn report in June and the financial accounts to the same meeting. The level of cash backed reserves are carefully managed and the situation for 2015/16 is envisaged to be:-

<u>£,000</u>	Actuals at 31/03/14	Estimates at 31/03/16
General Reserve	363	350
Minerals & Legal Reserve	353	150
Restructuring Reserve	155	50
Capital Reserve	426	952
Matched Funding Reserve	600	150
Carry forward Surplus	367	309
Slippage	805	400
Specific Reserves	428	250
Total	<u>3,497</u>	<u>2,611</u>

17. The General Reserve has traditionally been calculated on the basis of a minimum recommended level which is 2% of net expenditure (c. £125,000), with a trading contingency of £50,000. The minimum level of reserve is considered to be essential to help mitigate and manage any overspending risks in what is a complex mix of activities within the revenue budget; and its maintenance at such a low level is only justified because of the availability of contingencies, specific reserves, and the carry forward of surpluses elsewhere in the revenue budget. The level of the reserve will need to be reviewed annually to take account of the availability of other reserves, the degree of income risk, the degree of risk underlying budget assumptions over savings, and the availability of other contingencies. At this stage the level is considered to be sufficient and a level of £350,000 is preferred based on current uncertainties.

18. The Minerals & Legal Reserve contains funds anticipated to be required to handle a number of minerals cases over the spending review period and the levels potentially required are kept under regular review by Resource Management Team. The impact of other legal cases pursued by the Authority (eg Rights of Way and Compulsory Purchase Orders) has been added to the scope of this reserve. A recent report to Resource Management Team has confirmed the requirement for the reserve at this level based on the portfolio of cases being handled in the short to medium term and these cases are expected to draw on the reserve over this period.
19. The Restructuring Reserve is used for statutory redundancy and superannuation fund shortfall payments and is essential in providing the one-off resources needed to support the transition to a lower baseline. In 2012/13 the Authority received £30,000 from Defra in support of redundancies in 2011/12, and £27,853 in 2014/15, but the Defra fund has now closed. Given that redundancy and superannuation shortfall costs per full time employee may average in the region of £15,000-£30,000 it is clear that the reserve will be depleted quite quickly if a programme of redundancies is necessary.
20. The Capital Reserve is only available to support capital expenditure. The level has been increased by the lease premium from the Roaches Estate and will be reduced by the previously approved environmental approvals, leaving the level around £150,000. Further proposed asset sales are expected to generate in the region of £950,000 over the next 2 years, from which prospective receipts in September 2014 ARP committee approved expenditure of £147,000 to support re-structuring Aldern House, with a view to creating lettable space from spare capacity within the building. A base level of £50,000 is considered to be an acceptable minimum allowing a small cash reserve for emergency capital expenditure; it is also desirable to maintain the capability to substitute some of the reserve (e.g. £100,000 p.a.) to replace revenue financed capital in order to allow some flexibility for emergency revenue sums. The remaining sum of £803,000 above this level is able therefore to contribute to capital expenditure proposals, but is expected to fall very short of total potential capital expenditure demands. It is therefore recommended that it is only allocated at the stage there is sufficient clarity and consensus over the relative priority between projects which will help reduce our revenue costs / or generate income; and those projects which will achieve significant asset repairs, after taking account of capital grant availability and/or fund raising opportunities.
21. The Matched Funding Reserve is used to earmark funds for commitments already made for matched funding payments to external funding projects, and has also been used as the temporary home for sums agreed from previous years' revenue budgets to be allocated specifically on a one-off basis against priorities. £442,000 was approved in Appendix 3 of the December 2011 report; £441,000 was approved in 2012/13, £185,750 was allocated in October 2013, and £83,000 in 2013/14. The timing of expenditure for the approved allocations varies, with the earmarked sums for future years retained in the reserve. The majority of the earlier allocations have been fully spent, and altogether, by 31st March 2016, the amount left in the reserve, representing a combination of earmarked allocations and contingencies, will be in the region of £150,000.

The Carry Forward Surplus is not a separate reserve but is a sum retained within the General Reserve; these are the funds earmarked specifically to be used as a contingency against the ability for the Authority to balance the revenue budget in any one year and the application of these monies can be seen in the Table in Paragraph 8 above.

22. The Specific Reserves are used to support individual service areas and each reserve's objective and planned usage is reported to Audit Resources and Performance Committee in June. Specific reserves, although earmarked for specific purposes, are available to support any Authority priorities as required in an emergency, subject to any commitments already made from them. The reduction in specific reserves arises mainly from planned programme expenditure although there may also be some pressure on these reserves if income targets are not met. In the 2013/14 outturn report Members approved allocations

totalling £30,000 to three property reserves; Aldern House, North Lees, and the minor properties reserve, so that each principal property group had its own specific reserve supporting the financial objective for the property. As tighter financial objectives are set for the property portfolio, it is considered important that the property managers have access to and from a specific reserve, to allow them to manage and achieve their financial objective between financial years without impacting on corporate reserves.

23. The Chief Finance Officer remains of the opinion that these reserves are essential to give confidence that budgets can be balanced in future years, taking into account the fact that the Autumn Statement is preparing “non-favoured” departments for continuing revenue grant cuts; noting a greater dependency on variable income sources, and also the fact that the cumulative impact of savings made decreases the resilience of the remaining budgets and therefore increases overall risk. Higher than usual reserve levels are a necessary consequence of future uncertainty over resource provision, and Defra have acknowledged the challenging nature of these reductions and the Authority’s efforts in dealing with them. The reserves and their application will be continually reviewed with Members and Management Team. Reserve levels are only available as one-off sources of finance and cannot be relied upon to balance future budgets except on a temporary basis until continuing baseline reductions or additional income can be safely achieved. The Authority’s ability to make use of the Prudential Borrowing powers is also significantly helpful in achieving invest-to-save proposals, ensuring that access to capital finance allows sensible investment decisions to proceed, which reduce future revenue expenditure.

Are there any corporate implications Members should be concerned about?

24. The financial, property, sustainability and human resource implications of the budget are integrated and planned by the Resource Management Team and the budget for 2015/16 includes all relevant matters arising from these plans, as well as all previous Member resolutions.

Risk Management

25. Clause 25 of Part 2 of the Local Government Act 2003 also requires the Chief Finance officer to report to Members, when calculating the net budget requirement, to advise on the robustness of the estimates made. Relevant factors include the previous year’s outturn; pay & price increases; pension contributions; the revenue impact of capital investment; realistic income assumptions; the internal financial control environment; audit conclusions; and the overall public sector financing climate. Part of this assurance is gained from the Annual Governance Statement, the Risk Register reported quarterly to Management Team, the Head of Finance’s involvement in all financial planning matters, and other relevant discussions with Management Team.
26. The Authority’s reliance on external income targets and estimates always remains a key risk area and as is usual, is carefully monitored by the Budget Monitoring Group during the year, especially where additional savings targets have been identified. The Moors for the Future team’s continuing ability to handle very significant project expenditure remains important.
27. The further proposals for 2015/16 built into the budget remain challenging for services, but the 2015/16 budget is robust and can be recommended as such to Members.
28. **Background Papers** (not previously published)
Defra Settlement Letter 20th December 2013

Appendices -

- Appendix 1 Revenue Budget
Appendix 2 Capital Budget

Appendix 3 Breakdown of baseline budgets
Appendix 4 Explanation of Appendix 1

Report Author, Job Title and Publication Date

Philip Naylor, Chief Finance Officer, 29 January 2015

This page is intentionally left blank

2015/16 REVENUE BUDGET

NB there will be small rounding errors in totals

APPENDIX 1

Director / Asst. Director	Mgr		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
			Permanent Staff - not directly linked to income	Permanent Staff - directly linked to income	Fixed Term Staff - not income linked	Fixed Term Staff - income linked	Total Pay	Travel / Transport	Premises related - fixed costs	Office/field running costs	PDNPA contributions to projects/ project expenditure	Costs securing income streams	Existing Commitments	Other available funds	Total Non Pay	Sales fees charges rents	Other income	Total Income	Net Budget	
Conservation Natural Environment																				
JC	SF	Land Mgt -Countryside & Economy	180	-	6	-	187	4	-	9	-	-	100	44	157	(11)	-	(11)	332	
JC		Land Mgt - Management	56	-	-	17	73	-	-	6	-	-	-	24	30	-	0	0	102	
JC	CBM	Land Mgt: Woodlands	-	-	18	-	18	5	-	2	-	-	-	33	39	(6)	(3)	(9)	49	
JC	RT	Land Mgt: Natural Environment Team	168	-	17	-	184	5	-	2	-	-	4	4	15	-	(3)	(3)	196	
JC	CBM	Land Mgt - Warslow	75	-	-	-	75	5	5	12	-	-	7	200	229	(155)	(165)	(320)	(17)	
JC	CBM	Land Mgt - Eastern Moors	-	-	-	-	0	-	-	-	-	-	49	-	49	(20)	-	(20)	29	
JC	RN	Land Mgt - North Lees	57	20	-	7	83	5	14	10	-	2	-	39	69	(127)	(33)	(160)	(8)	
		Land Mgt - Minor	-	-	-	-	0	-	1	5	-	-	-	13	19	(19)	-	(19)	0	
Projects																				
JC	KRS	Sustainable Development Fund	-	27	-	-	27	-	-	-	-	-	-	-	0	-	-	0	27	
JC	CD	Moors for the Future projects	-	-	-	205	205	-	-	-	-	1,625	-	-	1,625	-	(1,830)	(1,830)	0	
	PN	Moors for the Future Centre	-	-	-	-	0	-	28	17	-	-	-	-	45	-	-	0	45	
JC	CD	Moors for the Future core team	-	180	-	27	207	3	-	50	5	-	-	-	58	-	(171)	(171)	94	
			536	227	41	255	1,058	26	48	113	5	1,627	160	356	2,334	(339)	(2,204)	(2,543)	849	
Conservation Cultural Heritage																				
JC	KRS	Land Mgt: Cultural Heritage Team	163	-	8	-	170	4	-	2	-	-	2	0	9	-	-	0	179	
JC	KRS	Land Mgt: Archaeology	72	-	-	-	72	3	-	3	-	-	-	0	6	-	(35)	(35)	42	
Projects																				
			-	-	-	-	0	-	-	-	-	-	-	-	0	-	-	0	0	
			234	0	8	0	242	7	0	5	0	0	2	0	14	0	(35)	(35)	221	
Recreation Mgt & Transport																				
MB	HB	Field & Enterprise: Cycle Hire	-	169	-	29	198	1	14	18	-	70	-	-	103	(330)	-	(330)	(29)	
MB		Field & Enterprise: Footpaths	-	79	-	-	79	2	-	-	-	15	-	-	17	-	(97)	(97)	0	
MB		Field & Enterprise: Pennine Way	-	22	-	-	22	-	2	8	-	-	-	-	10	-	(32)	(32)	0	
MB		Field & Enterprise: Access & RoW	69	-	12	-	82	-	-	5	-	-	2	15	22	-	-	0	104	
RG		Policy: Recreation Strategy	32	-	-	-	32	3	-	1	-	-	2	4	10	-	-	0	42	
MB	ES	Field & Enterprise: Trails	112	-	8	-	120	12	33	6	-	2	-	88	141	(183)	-	(183)	78	
MB	ES	Field & Entpse: non-Estate Car Parks	-	-	-	-	0	-	20	2	-	2	-	14	38	(103)	-	(103)	(65)	
MB	ES	Non-Estate Concessions	-	-	-	-	0	-	-	-	-	2	-	-	2	(14)	-	(14)	(12)	
MB	ES	Field & Enterprise: Other Toilets	35	-	22	-	57	-	12	6	-	-	-	11	29	-	(8)	(8)	78	
		Recreation Minor Properties	11	-	-	-	11	-	11	2	-	-	-	-	12	(14)	-	(14)	10	
RG	ED	Policy: Transport	87	-	-	-	87	3	-	5	-	-	-	9	17	-	-	0	104	
Projects																				
MB	JW	Field Service: Area Projects	-	-	-	-	0	-	-	-	-	23	45	-	68	(74)	-	(74)	(6)	
			346	270	42	29	687	21	92	53	0	114	48	141	469	(718)	(136)	(854)	302	
Promoting Understanding																				
MB	SB	Field Service: Visitor Centres	69	232	-	-	300	3	60	37	-	230	-	-	330	(409)	(50)	(459)	172	
RMM	ME	Communications: Design	15	-	-	26	40	-	-	1	-	-	1	-	2	-	(26)	(26)	16	
MB	SW	Learning & Discovery Team	-	127	-	73	199	7	0	-	-	22	-	-	29	(81)	-	(81)	147	
RMM	ME	Communications	95	-	-	-	95	1	-	6	-	-	10	18	35	-	-	0	130	
Projects																				
			-	-	-	-	0	-	-	-	-	-	-	-	0	-	-	0	0	
			179	358	0	98	635	11	60	44	0	252	10	18	395	(490)	(76)	(565)	465	

		Permanent Staff - not directly linked to income	Permanent Staff - directly linked to income	Fixed Term Staff - not income linked	Fixed Term Staff - income linked	Total Pay	Travel / Transport	Premises related - fixed costs	Office/field running costs	PDNPA contributions to projects/ project expenditure	Costs securing income streams	Existing Commitments	Other available funds	Total Non Pay	Sales fees charges rents	Other income	Total Income	Net Budget	
<u>Rangers, Estates Service, Vols</u>																			
MB		86	-	6	-	92	4	-	9	-	-	-	-	13	-	(7)	(7)	97	
MB		612	-	-	-	612	5	39	10	-	-	66	-	119	-	(160)	(160)	571	
MB		-	-	-	-	0	-	-	-	-	-	-	5	5	-	-	0	5	
MB		47	-	-	-	47	0	-	3	-	-	-	-	3	-	(10)	(10)	41	
MB	RY/PN	-	-	-	-	0	156	-	-	-	-	-	-	156	-	(30)	(30)	126	
MB		50	-	-	-	50	5	-	3	-	-	6	-	14	(22)	(2)	(24)	40	
794		0	6	0	800	169	39	25	0	0	72	5	309	(22)	(209)	(231)	879		
<u>Development Control</u>																			
JS		53	12	-	-	65	-	-	2	-	-	-	-	2	(12)	-	(12)	54	
JS		332	-	-	-	332	14	-	6	-	50	1	-	70	(264)	-	(264)	138	
JS		127	-	-	-	127	3	-	1	-	-	-	-	4	-	-	0	131	
JS		279	-	-	-	279	2	-	1	-	-	-	-	3	(30)	-	(30)	252	
791		12	0	0	803	19	0	9	0	50	1	0	78	(306)	0	(306)	575		
<u>Forward Planning & Communities</u>																			
JS	BT	116	-	-	-	116	3	-	2	0	-	5	22	31	-	-	0	147	
RG	EM	63	-	-	-	63	-	-	-	7	-	-	0	7	-	-	0	71	
RG	SS	24	-	-	-	24	0	-	1	-	-	-	12	13	-	-	0	37	
RG		194	-	-	-	194	5	-	5	-	-	-	36	46	-	-	0	240	
JS	BT	-	17	-	-	17	1	-	-	-	-	-	-	1	-	(17)	(17)	0	
397		17	0	0	413	8	0	8	7	0	5	70	98	0	(17)	(17)	494		
<u>Corporate and Democratic Core</u>																			
JC/RMM		117	-	25	-	142	7	-	10	-	-	3	2	22	-	-	0	164	
RMM	MI/JG	10	-	-	-	10	-	84	69	-	10	-	33	196	(22)	(20)	(41)	164	
RMM	AM	194	-	-	-	194	1	-	5	-	-	5	59	69	(7)	-	(7)	256	
RMM	AM	110	-	-	-	110	2	-	23	-	-	88	4	117	-	-	0	227	
RMM	DB	266	-	-	-	266	2	-	10	93	2	224	-	330	-	-	0	596	
JC	PA	170	-	-	-	170	-	-	-	4	-	-	-	4	-	-	0	174	
RMM	DB	185	-	-	-	185	1	-	54	-	(20)	-	-	35	(1)	-	(1)	218	
RMM	PN	163	-	-	-	163	0	-	14	-	-	62	-	76	-	-	0	239	
-	PN	5	-	-	-	5	-	15	-	-	-	-	-	15	-	-	0	20	
SF	PN	244	-	-	-	244	1	-	7	52	-	48	41	149	-	-	0	393	
RMM	PN	-	-	-	-	0	-	-	-	-	-	-	-	0	-	(70)	(70)	(70)	
RMM	TR	107	-	-	6	113	0	-	14	-	-	-	31	46	(6)	-	(6)	152	
<u>Projects</u>																			
-	-	-	-	-	-	0	-	-	-	-	-	-	-	0	-	-	0	0	
1,570		0	25	6	1,601	15	99	205	149	(8)	429	169	1,058	(36)	(90)	(125)	2,534		
Total		4,846	884	122	388	6,239	276	338	462	161	2,034	727	758	4,756	(1,909)	(2,766)	(4,675)	6,320	

Financing

Net Cost of Services	6,320
Central Debt Charges	54
Net Revenue Expenditure	6,374
Funded by:-	
NPG @ 1.7% decrease	6,257
Other Reserves	92
Interest on balances	30
Total	6,379
Surplus to /(deficit from) general reserve	5

CAPITAL BUDGET 2015/16

APPENDIX 2

Capital expenditure is expenditure over £10,000 on the acquisition or improvement of assets of the Authority which have a useful life of more than one year. All assets are shown on the Authority's balance sheet in the Statement of Accounts. Assets are depreciated over their useful life and this depreciation is charged in the Statement of Accounts to the Revenue Account, in order to show the annual cost of the use of assets by services. The depreciation charge is subsequently reversed out and the cost which is charged against National Park Grant is either the actual capital expenditure paid (if financed from revenue), or the amount of debt interest and a statutory Minimum Revenue Provision sum, representing the setting aside of a fixed amount of loan principal each year (if financed from borrowing). This means that the depreciation charge is shown in the accounts as a notional charge only.

The Capital Budget is financed from a number of sources:-

- capital grants: specific grants received towards the expenditure.
- capital receipts reserve: a cash reserve holding the sale proceeds of any asset sold previously.
- borrowing: within the borrowing limits set out in the Prudential Code (March 2015 report).
- financed from Revenue: monies towards capital expenditure, if available from revenue budgets.

Column A shows the amount of new capital expenditure which will take place in 2015/16 approved by this report. **Column B** shows the amount estimated to take place in the year arising from previously approved expenditure. Capital expenditure not yet approved (whether delegated or not) is not shown.

£,000 2015/16 Budget

	A New	B Approved	Total
Acquisition of Land and Existing Buildings			
	0	0	0

New Construction, conversion and Renovation			
Conservation Properties (RMT 19/13)	0	87	87
Field Sites (Authority 58/11 & ARP Jan 2015)	0	176	176
Headquarters (ARP 52/14)	0	74	74

Vehicles, Plant, Equipment and Machinery			
Computer purchases	93	0	93
Vehicle purchases	0	0	0

Intangible Fixed Assets	0	0	0
Total Capital Expenditure	93	337	430

Financed by

Capital Grants	0	0	0
Borrowing			
Public Works Loan Board / Internal Borrowing	0	90	90
Capital Receipts Reserve	0	235	235
Financed from Revenue Account	93	12	105
Total Financing	93	337	430

This page is intentionally left blank

APPENDIX 3

2015/16 Breakdown of baseline budgets				
NB non-pay only. Col I, K, L of Annex 1		(rounding errors may occur)	Col L	Cols I, K
			Discretionary	Commitments
Conservation Natural Environment			£,000	£,000
Countryside & Economy:	Annual payments & grants		44	100
Land Management:	Special Projects		24	
Moorlife 2020 support				5
Woodlands	Forestry Mgt contractors & supplies		33	
Natural Environment Team	Pension payment			4
	Tree Grants		4	
Land Mgt - Warslow	Tenanted building repairs & Estates works (NB higher amount funded by HLS grant & required as condition of grant)		200	7
Land Mgt - Eastern Moors	sum for lease payment to lessee			49
Land Mgt – Minor Properties	Miscellaneous		13	
Land Mgt - North Lees	Miscellaneous Estate works – some arising from grant requirements; maintenance of car parks & campsite		39	
			356	165
Conservation Cultural Heritage				
Cultural Heritage Team	Pension payments			2
			0	2
Recreation Mgt & Transport				
Field & Enterprise: Area projects	Projects within the Derwent and Goyt area funded from shared car park income			45
Field & Enterprise: Trails	Surfacing		10	
	Structures & Maintenance @ engineer's rolling programme		25	
	Additional running & maintenance costs – tunnels & Cycling route		25	
	Trails Car Parks and toilets maintenance		28	
Field & Enterprise : non-Estate Car Parks	basic maintenance, plus any trading surpluses above budget		14	
Field & Enterprise - non-EstateToilets	Repairs, maintenance, decoration, plumbing, electrical works at all toilets		11	
Recreation and Tourism Strategy - Team	pension			2

	Core budget for progressing strategy	4	
Policy: Transport Policy	Contributions to projects	9	
Field & Enterprise: RoW Access	Pathworks on Access land	8	
	Restrictions casework system	7	
	Access payments – remaining agreements		2
		141	48
Promoting Understanding			
Communications	Park Life twice yearly (reduced winter edition)	18	
	Pension payment		10
		18	10
Rangers, Estates Service, Vols			
Rangers - Area	Volunteer Patrol Rangers - duty expenses & travel		62
	Pension payment		4
	Field service training	5	
Rangers - Volunteers	Volunteer Patrol Rangers - duty expenses & travel		6
		5	72
Planning Service			
	Pension payment		1
		0	1
Forward Planning			
Planning Policy	Statutory plans	22	
	Pension payment		5
Policy	Statutory Plans	12	
	interpretation / tourism	12	
	Partnership projects		7
	Visit Peak District & Destination Management System support	12	
Policy: External Funding	External Bid support for project development	12	
		70	12
Corporate and Democratic Core			
Property Service: Aldern House	Minor repairs, maintenance	33	
Property Service:Team	Equipment & materials / pension	2	3
Democratic Services & Members	Member activities	4	88
I.T. Services	telephones		82
	Network mtce & licences		45
	internet		97

	Capital replacements		93
Operational Support Team	Temporary staffing resource		4
Financial Services	Bank fees & software licences;		16
	DCC SLAs for insurance, payroll, plus Internal Audit		33
	External Audit		13
Corporate Management	Support for misc. corporate activities	5	
	insurances		40
	Pension payment		8
	Subscriptions	36	
	Allocation towards giving / fundraising strategy		42
	NPE sponsorship proposal		10
Corporate Overhead Budget	Remaining sum supporting corporate services infrastructure from recovery of corporate overhead charges to externally funded projects – not yet allocated to budgets (estimate)	TBC	
Legal Services	Minerals/consultancy budget/fund	50	
	Pension payment		5
	Legal updates & library	9	
Human Resources	Workforce plan measures; Field H&S (£3k)	5	
	Corporate Training	26	
		169	578
Total		758	888

This page is intentionally left blank

APPENDIX 4

Explanation of Baseline spreadsheet (Appendix 1)

Income and Expenditure

Only revenue income and expenditure passing through the Authority's accounts is shown here. Therefore, leverage of others' funds (eg economic income) and capital items are not shown. Capital income and expenditure is covered separately in Appendix 2.

Rows

These represent each service broken down into its principal activity (department on the accounting system). The services are grouped into the relevant Business Plan heading, except that the full apportionments required by the annual accounts – for example recharges of Corporate Resources directorate expenditure and Area Rangers – are not shown in the budget approval papers – to do so would complicate the allocation of budgetary responsibilities unnecessarily for the purposes of this report. Initials of the accountable officers are shown.

Columns

The columns are provided to help understand how costs are allocated within each activity area. The breakdown of non-pay figures (Cols F to L) is indicative only.

Pay

- A Establishment pay shows the full salary cost of permanent staff
- B This column shows the cost of permanent staff linked to income generating activities
- C The cost of fixed term contracts not linked to external income
- D The cost of fixed term contracts linked to external income
- E Total pay (sum of A to D)

Expenditure

- F The cost of travel claims and transport costs for vehicles
- G The cost of premises related items (eg utilities, some supplies etc judged to be fixed for the duration of occupation of those premises)
- H Office/field running costs are general running costs of each service (eg photocopying, misc supplies and equipment, printing, stationery etc) and are judged to be fixed as long as the underlying activity continues.
- I Cash contributions to existing projects shows the amount of Authority matched funding required to support externally funded projects or partnerships, or project allocations.
- J Costs directly related to the securing of income are shown here (eg cost of sales, expenditure of projects levered by the PDNPA cash contribution, planning fee advertising etc)
- K Fixed commitments tend to be the longer term commitments, some of which are contractual (eg Countryside & Economy annual payments, Access agreements remaining, pension payments)
- L Other available funds represent the remainder of the non-pay budget – some commitments may have been made from these already – but the basis of this column is that services have some discretion over their incidence.
- M Total non pay (sum of F to L)

A breakdown of the amounts shown in columns I, K and L is shown in Appendix 3.

Income

- N Charge driven income
- O Other income (eg recurring grants, partnership contributions, external grant aid)
- P Total income (sum of N to O)

Net Budget

- Q The net service baseline budget

Financing

This shows the planned surplus or deficit to the General Reserve, after application of the National Park Grant, interest receipts and any reserve contributions. For convenience any central debt charges not allocated to services are shown here.

10. EXTENSION OF CHARGING FOR PRE-APPLICATION PLANNING ADVICE (JRS)

Purpose of the report

1. To consider the extension of charging for pre-application advice related to householder developments.

Recommendations:

1. That the pre-application charging scheme be extended to cover householder developments from 1 April 2015.

How does this contribute to our policies and legal obligations?

2. The introduction of charges for pre-application advice is permitted under Section 93 of Local Government Act and a number of local authorities have already introduced charges for this purpose. The introduction of charges for pre-application planning advice presents an opportunity to recoup some of the costs associated with undertaking pre-application discussions with potential applicants for planning permission, and to offset some of the costs of the planning process.
3. Many local authorities offer pre-planning application guidance, seeing it as a key part of delivering a good planning service. The National Planning Policy Framework states:

“Early engagement has a significant potential to improve the effectiveness of the planning system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community. Local Planning Authorities have a key role to play in encouraging other parties to take maximum advantage of the pre-application stage. They cannot require that a developer engages with them before submitting a planning application, but they should encourage take of any pre-application services they do offer. They should also, where they think this would be beneficial, encourage any applicants who are not already required to do so by law to engage with the local community before submitting their applications. The more issues that can be resolved at pre-application state, the greater the benefits. This assists local planning authorities in issuing timely decisions, helping to ensure that applicants do not experience unnecessary delays and costs”

Pre-application advice is advantageous both to applicants and to Local Planning Authorities for the following reasons:

- It provides an opportunity to suggest that an application should not be submitted if the proposal is wholly unacceptable;
- It enables officers to influence the proposal to provide a better development, particularly in terms of design and layout;
- It allows discussion regarding the information required to accompany an application and any draft legal requirements; and
- It allows liaison with other departments and consultees (internal and external) to bring out any conflicting views and issues.

Corporate Objectives 2012 – 15

4. The review undertaken in this report furthers Corporate Objective 3: to provide a high quality planning service to the community of the National Park that achieves national park purposes and that is responsive to and contributes to the debate on planning reform nationally and locally. The introduction of charging is intended to support the provision of a high quality planning service at a time of budget constraints.

Current Position and Justification for Extending Charging

5. The principle of charging for pre-application advice was agreed by the Authority in December 2013 and was introduced on 1 April 2014. This scheme covers a wide range of developments which were considered to be commercial or business related, but it did not include householder developments. These are principally house extensions and alterations. A target of £20,000 has been set from charging for planning advice in 2014-15. This report therefore seeks to provide Members with the additional detail they requested and to provide a level of fee income to achieve the £20,000 target. After 6 months of operation the fees received were above target at approximately £13,000.
6. The business case for extending charging to householder developments was raised with Members at a Finance workshop in November 2014 and was generally accepted by those Members present on the basis that the current charging scheme appears to be working well and is likely to achieve its income target. The Planning Service is currently funding in two ways – an allocation in the annual budget from the DEFRA grant given to the Authority and from planning application fee income, with the additional income from pre-application charging now added to this. Planning application fee income is variable and cannot easily be predicted, but in recent years it has been relatively consistent at around £210-220,000 pa, with a “spike” of £279,000 in 2011-12. The current position for 2014-15 is that application fees are around 15% above expectation, largely because of a number of high fee-earning applications. Fees are set nationally and rarely cover the cost of determining an application; proposals for local fee setting were considered by the Government but were not progressed.
7. **Background to Pre-application charging:**

The background to charging for pre-application charges was set in some detail in the report to Authority in December 2013, so this is not repeated here. That report also set out the background to, and proposals for, introducing Planning Performance Agreements (PPAs). Although PPAs were agreed by the Authority in December 2013, none have been used to date. This is partly because they are voluntary and require an applicant to either offer one or agree to one. They are particularly useful for the pre-application stage of major developments, including minerals and waste proposals. Officers are expecting to make greater use of these in the coming year and will actively promote them with applicants.
8. The Authority encourages prospective applicants to seek pre-application advice so that issues that could arise during the application process are identified and dealt with as early as possible and the application is submitted in the best form possible. It can also help to avoid validation problems and delays (this can be as high as 30% of applications). At present the National Park Authority provides free pre-planning advice for householder developments, with no restriction on the length and detail of this. The advice is largely provided through the Planning Service, but a significant amount of general advice on more straight forward matters is provided by the Customer Service Team, particularly by the Planning Advisor. In addition to this, other officers provide specialist advice - for example on developments which affect listed buildings, conservation areas, trees, features of ecological or archaeological interest, for example.
9. The introduction of pre-application fees in April 2014 has worked well, with very few complaints about the level of fees and how the system has worked. There have been a small number of cases where advice has been delayed and, in some cases, the fee has been returned as gesture of goodwill. As agreed when the current charging regime was agreed at Authority in December 2013, a report will be brought to the Authority meeting in May 2015 reviewing the operation of the current system and making proposals for changes, if necessary. In the meantime, the Authority, including the Planning Service, is

faced with a reducing budget, so further proposals for charging users of the Authority's services are considered to be reasonable and necessary. The principle that the person receiving a service should cover part of the cost of providing that service was considered to be acceptable and equitable by the Authority in December 2013.

10. The purpose of extending charging is therefore to generate some additional income which would help to provide/maintain resources within the Planning Service at a time when budgets are constrained. The process also results in a clearer expectation by applicants/agents and Planning officers about the nature of the advice being given, with a more business-like approach being adopted to the submission of information and the provision of advice in return.
11. The following principles were adopted when the current pre-application advice charging scheme was introduced:

Principles:

- Fees should be set at a level which will not be prohibitive and which would not deter most applicants/agents from seeking advice, whilst be sufficient to justify the administrative costs and time taken to collect and process them.
 - The proposed fee scales are not intended to meet the whole cost of providing the Planning Service; this would require a level of fees which would be significantly higher than proposed. The purpose is to generate some additional income which would help to provide/maintain resources within the Planning Service at a time when budgets are constrained.
 - Fees should be simple and easy to understand.
 - Fees should be fixed rate for single meetings, letters and reports for all but major developments where variable fees may be more appropriate.
 - Fees for major developments shall be based on the above principles, but with project specific fees being negotiated with applicants and agents at an initial meeting. Where possible the applicant will be encouraged to enter into a Planning Performance Agreement, which will include agreement on fees, at the outset (see below for further guidance on PPAs).
 - Where an hourly rate is to be charged, it is recommended that this be charged at £45 per hour.
 - All fees include VAT.
 - The fees shall be reviewed every 12 months and revised as necessary on 1 April each year.
12. Members may recall that when the principle of charging for pre-application advice was discussed at finance/budget workshops in November 2012 and September 2013, the principle of charging for businesses for advice was accepted, but it was considered that householders should not be charged. Given the nature and scale of applications received by the Authority each year, with a predominance of householder applications, charging for pre-application advice could provide a reasonable level of income, but it would also impact on a much wider range of applicants. There is mixed practice elsewhere, with some LPAs charging householders whereas others do not. In 2013-14 over 300 householder applications were received in the Peak District, approximately 30% of the total received. Officers also consider that no fee should be charged for confirming whether or not planning permission is required as this is an important piece of advice which applicants require – a charge may discourage householders or their agents from seeking advice on this, possibly resulting in unauthorised extensions and alterations, although it should be noted that some LPAs (such as Staffordshire Moorlands District Council) do charge for this (currently £56).
 13. The current fee for householder applications is £172. Using the same principle as was adopted with charging for non-householder developments, the fee for pre-application

advice should not exceed the planning application fee (the only exception is for advice on developments subject to the prior notification procedure, where the application fee is £80, but the pre-application advice fee is £100, reflecting the fact that the relatively notification fee does not reflect the full cost to an applicant of submitting an application).

14. Using the principles set out above, it is recommended that the fee for pre-application advice on householder developments should be set at a level between £60 and £120. Members' views are sought on this, but officers recommend that a fee of £100 per enquiry would be reasonable. A further option would be to charge an additional fee for a site visit, but at present pre-application advice is often given without a site visit as this is not always considered to be necessary. Offering a site visit on the payment of an additional fee may generate additional income, but it may also create a disproportionate amount of additional work, some of which will not be necessary as appropriate advice could be given on the basis of plans, photographs and an understanding of the site's setting and planning history. It is therefore recommended that a single flat rate fee be charged, with the option of a site visit and meeting being at the officer's discretion.
15. If a fee of £80 is charged and approximately 50% of householder proposals are the subject of pre-application advice (although some may not proceed to an application), then this would result in around 150 x £100, giving an income of £15,000 per annum in addition to the existing pre-application fee income. This would contribute to the target of £25,000 additional income which has been set for the Planning Service in 2015-16. The remainder of this income is expected to be generated through additional income from the existing pre-application charging scheme and through making better use of Planning Performance Agreements (PPAs), the basis of which was set out in the report to Authority in December 2013, but which, in practice, have not been used. The background to PPAs was set out in that report, explaining that this is a widely used voluntary agreement between planning authorities and developers on major application and which is encouraged by the Government to provide a more structured, project management approach to the consideration of major proposals. In the National Park these are mainly, but not exclusively, minerals applications.

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

No

17. **Financial:**

There are obviously financial implications in extending the pre-application charging scheme to householder, as set out above. Firstly, it will provide additional income, although the level can only be estimated and cannot be guaranteed. In terms of costs to the Authority, a system for collecting fees has been set up so there is no additional cost or significant officer time involved in extending this to householder developments. A target of £20,000 from the existing charging scheme was set in the Planning Service budget for the year 2014-15 and is on target to be exceeded. The additional income from the extended charging scheme and income from the use of Planning Performance Agreements should add a further £20,000-£25,000 in 2015-16. This will be kept under monthly review so if income is falling well short of target, a mi year review will have to consider additional mitigating action.

18. **Risk Management:** The financial risk is covered above. The other risk which should be considered is that of the possible damage to the reputation of the Authority and its relationship with applicants and agents, who may consider that they are paying for a service which should be covered by the planning application fee. However, the principle of charging for pre-application advice is now well established in the planning system and within the Peak District. The majority of LPAs in the areas surrounding the Peak District now have a charging regime. If the income can be seen to support the retention of a

good planning service, then the public is more likely to accept the principle that users should pay for the service.

19. **Sustainability:** None

Consultees: Management Team, Head of Finance.

Background papers (not previously published): None

Report Author, Job Title and Publication Date:

John Scott, Director of Planning, 28 January 2015.

This page is intentionally left blank

11. STANAGE FORUM STEERING GROUP: APPOINTMENT OF MEMBER REPRESENTATIVE (A.1155/RC/RN)

1. Purpose of the report

To appoint a representative of the Authority to the Stanage Forum Steering Group

Recommendations

2.
 1. **That Ms Stella McGuire be appointed to the Stanage Forum Steering Group until the annual Authority meeting in July 2015.**
 2. **That attendance at meetings be an approved duty for the payment of travelling and subsistence allowances.**

How does this contribute to our policies and legal obligations?

3. This appointment contributes to the National Park Management Plan outcomes and corporate objectives by continuing and supporting the Authority's working with stakeholders and partners.

Background

4. A request for the Authority to appoint a Member to the Stanage Forum Steering Group was received from the Stanage Forum in February 2013. The request was considered by the Chair of the Authority and the Chief Executive, in consultation with relevant officers, and within the principles of the review of Member representation on outside bodies held in 2011. The review of Member appointments to outside bodies in 2011 was done following our local governance review to ensure that any appointment is an effective use of Members' time and a number of appointments were then withdrawn.
5. It was decided that it was not appropriate at that time to appoint a Member representative to the Stanage Forum Steering Group. This was because the Stanage Forum is a body which the Authority consults on issues, including at that time the review of the North Lees estate. Instead the Stanage Forum was given a named link Member who they could contact if necessary and this was Christopher Pennell, the then Chair of the Audit, Resources and Performance Committee.
6. A request for an Authority Member to be appointed to the Stanage Forum Steering Group has again been made following the Open Stanage Forum meeting on 1 Nov 2014. It is now considered appropriate to appoint a Member to the Steering Group as we are working in partnership with them to produce an updated Stanage-North Lees Management Plan which is due to be considered by the Audit, Resources and Performance Committee in September 2015.
7. At the Open Stanage Forum meeting Stella McGuire was nominated to the steering group by Jean Hodgkinson, an Outseats Parish Councillor and herself a member of the Stanage Forum Steering Group, with a recommendation that Stella should take up this role as a representative of the Authority. This proposal was unanimously supported by the Forum, although it was recognised that this would need ratification by the National Park Authority. The Forum Steering Group and the North Lees Manager consider that Stella is particularly well-suited to this role for the following reasons:

- Her practical cultural heritage / archaeology experience which complements the North Lees managers ecological background;
- As a member of the Eastern Moors Partnership stakeholder group;

- As the co-ordinator of the Eastern Moors archaeological monitoring programme;
- As a Hathersage resident for 22 years;
- As a walker who knows Stanage/North Lees very well;
- As the Member Representative for Cultural Heritage.

Both the Chair and Vice-Chair of Audit, Resources & Performance Committee have been consulted on the proposed nomination and Ms McGuire has indicated that she would be willing to accept this appointment.

8. The lead officer for this Steering Group is Rebekah Newman. The Steering Group is expected to meet as many as six times between now and September 2015 during the development of the Management Plan. Thereafter meetings are expected to average 2 – 4 times a year dependant on need.
9. Authority appointments to outside bodies are usually made at the annual meeting, so this appointment would be until the annual meeting in July 2015 when it would become eligible for re-appointment.

Proposals

10. It is proposed that Ms Stella McGuire is appointed as the Authority's representative on the Stanage Forum Steering Group.

Are there any corporate implications members should be concerned about?

11. **Financial:** Members may claim travelling and subsistence for attendance at meetings to which they are appointed. In order to settle claims, which are checked by Auditors, Members are asked to ensure that they sign a record of attendance at all meetings. This will be the only means by which attendances are correlated.
12. **Risk Management:** There are no risks arising out of this proposal.
13. **Sustainability:** No issues have been identified.
14. **Background papers:** None

Appendices: None

Report Author, Job Title and Publication Date

Ruth Crowder, Democratic and Legal Support Team Leader, and Rebekah Newman, Property Manager, 28 January 2015

12. WELL BEING AT WORK POLICY/TR

Purpose of the report

To propose a new policy which outlines the Authority's intent and commitment to promotion of health and psychological wellbeing in the workplace.

Key issues

- Well Being at work is a theme in the Employee Engagement Action Plan with Jane Chapman as the Senior Management Team advocate.
- A Chartered Institute of Personnel and Development (CIPD) survey showed almost half (49%) of staff noticed an increase in stress at work as a result of economic downturn.
- Well Being at work survey held in October 2014 using the Health and Safety Executive (HSE) toolkit has highlighted 3 areas where the Authority should aspire to do better: Demand, Management Support, and Change.
- Given the high profile with staff on work in this theme, it is timely to outline the Authority's intent and commitment to Well Being through the introduction of a policy and guidance.

1.

Recommendations

2.

1. To approve the Well Being at Work Policy

How does this contribute to our policies and legal obligations?

3.

The Authority has a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Corporate Objective 11 – Be a well-run public body with proportionate and effective ways of working, delivering excellent customer service and enabling others to do so.

Background

4.

'Stress Management' was the original title for theme 8 of the Employee Engagement Action Plan, now re-named Well Being at Work. The change in title is a result of discussions at one of the focus groups where it was felt that 'stress' had a negative intonation, and it was agreed to positively re-frame the theme to focus on well being.

The theme gained its place on the Action Plan primarily from the information gathered as a result of introductory discussions held by the Head of HR with managers in July and August 2013. Managers were seeking guidance on how to support their staff suffering from excessive pressure in the workplace. The Authority had been through, and continues to face, a tough economic climate where many staff were under pressure to do more with less. A Chartered Institute of Personnel and Development (CIPD) survey in 2010 showed almost half (49%) of staff noticed an increase in stress at work as a result of the economic downturn. Whilst it is accepted a certain level of pressure at work helps to motivate people and can boost energy and productivity levels, when the pressure individuals are under exceeds their ability to cope, it becomes a negative rather than a positive force.

Recently there has been a groundswell of research and guidance produced (CIPD, HSE, ACAS) on health and well being in the workplace and why it matters. The research evidence links employee engagement and wellbeing, and the consequential impact on individual and organisational performance. Not only is there a legal

obligation to identify and prevent stress at work, but it also makes business sense; a 'happy' workforce is a productive one.

At the Local Joint Committee in June 2014, where the Employee Engagement Action Plan is scrutinised, members expressed concern on the observations that stress in the workplace was on the increase. It was recommended that a baseline assessment be undertaken to better understand the position and what action should be taken. In August, a Well Being at work survey was conducted using the Health and Safety Executive toolkit, to enable historical and organisational benchmarking. The results of the survey overall were positive but highlighted 3 areas where we should aspire to do better.

Demand – this includes issues such as workload, work patterns and the work environment

Management Support – this includes management and encouragement

Change – how organisational change (large or small) is managed and communicated

Two focus groups have been held in August and October to help inform and better understand the quantitative data. This work and quality information gathered from staff representing all directorates will influence the development of procedural guidance and supervisory briefings planned for later in the spring.

Proposals

5. To deliver briefings to supervisors on the Well Being at Work Policy and related processes
6. Through surveys and working groups continue to regularly monitor staff well being at work so that it is clearly defined and understood with a view to developing a strategy for improving organisational performance

Are there any corporate implications members should be concerned about?

7. **Financial:** There is no financial cost to introduce the policy and practice, it is likely to save on cost of sickness absence and reduced productivity due to excessive pressure or stress in the workplace
8. **Risk Management:** There is a risk to the Authority if the policy is not introduced and adopted. It is recognised by CIPD and HSE that stress in the workplace is a growing problem for individuals and employers, and there is a legal obligation to ensure a duty of care to employees.
9. **Sustainability:** The Well Being at Work Policy provides a framework for managers to support the sustainability of the workforce going forward, particularly resulting from periods of organisational change.
10. **Background papers** (not previously published)]

Appendices –

1. The Well Being at Work Policy]

Report Author, Job Title and Publication Date

Theresa Reid, Head of Human Resources, 28 January 2015



WELL BEING AT WORK POLICY

CONTENTS

- 1. Introduction**
- 2. Aim**
- 3. The Authority's Commitment**
- 4. Responsibilities**
- 5. Stress Risk Assessment**
- 6. Health promotion initiatives**
- 7. Training and communications**
- 8. Relationships with other policies**

1. Introduction

The Peak District National Park Authority (the Authority) has developed a Well Being at Work policy to manage its obligations to maintain the mental health and wellbeing of all staff. It covers the Authority's commitment to employee health, the responsibilities of managers and others for maintaining psychological health, health promotion initiatives, communicating and training on health issues, the range of support available for the maintenance of mental health and organisational commitment to handling individual issues.

2. Aim

The aim of this policy is to describe the Authority's commitment to the mental health and wellbeing of employees in its broadest, holistic sense, setting out how the Authority fulfils its legal obligations, the responsibilities of different functions and specialists and the range of services available to help employees maintain health and wellbeing. The Authority recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and organisational performance.

3. The Authority's commitment

The Authority has legal obligations under health and safety legislation to manage risks to the health and safety of its employees. In addition to reducing safety risks, this means operating in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are not unacceptable and having policies and procedures in place to support individuals experiencing mental ill health at work.

The Authority will put in place measures to prevent and manage risks to employee wellbeing, together with appropriate training and individual support. It will also seek to foster a mentally healthy culture by incorporating these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work.

The Authority will regularly monitor staff wellbeing at work through surveys and focus groups so that 'wellbeing' is clearly defined and understood, and enables development of strategies for the improvement of individual and organisational performance.

4. Responsibilities

The Peak District National Park Authority

The Authority has a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. The Authority will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals.

Line managers

Line managers will put in place measures to minimise the risks to employee wellbeing, particularly from negative pressure at work. Managers must familiarise themselves with the Health and Safety Executive's stress management standards, and use these to mitigate psychological risks in their teams. For example, managers should ensure that employees understand their role within the team and receive the necessary information and support from managers and team members to do their job. Managers must also familiarise themselves with the Authority's Equality in Employment policy and Statement on Harassment at Work in order to support staff, for example on bullying and harassment issues.

In particular, line managers must ensure that they take steps to reduce the risks to employee health and wellbeing by:

- ensuring that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications;
- keeping employees in the team up to date with developments at work and how these might affect their job and workload;
- ensuring that employees know who to approach with problems concerning their role and how to pursue issues with senior management;
- making sure jobs are designed fairly and that work is allocated appropriately between teams; and
- ensuring that work stations are regularly assessed to ensure that they are appropriate and fit for purpose.

Human resources

The HR service will develop policies and procedures to protect the wellbeing of employees, assist line managers in supporting individuals, and liaise as appropriate with occupational health and other medical professionals, with the object of helping employees to maintain good psychological health.

Occupational health Unit

Occupational health professionals will provide a service designed to help employees stay in work, or to return to work, after experiencing mental health problems. This will include preparing medical assessments of individuals' fitness for work following referrals from line managers and the HR service, liaising with GPs and working with individuals to help them to retain employment.

Occupational health professionals will play a critical part in developing rehabilitation plans for employees returning to work after absences related to mental ill health, and work with GPs and line managers to ensure that return to work is successful.

Employees

Employees must take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, alcohol consumption and smoking) and informing the Authority if they believe work or the work environment poses a risk to their health. Any health-related information disclosed by an employee during discussions with managers, the HR service or the occupational health unit is treated in confidence.

5. Stress risk assessment

The Authority will take all reasonable steps to reduce health and safety risks from stress in the workplace to as low a level as reasonably practicable.

Causes of stress (stressors) will be identified and managed. A suitable and sufficient assessment of the risk of these stressors will be undertaken. Identified risks will be reduced to as low as is reasonably practicable through safe systems of work, suitable equipment and information and training. Employees will make proper use of any equipment and systems of work provided for their safety.

Any reports of stress at work will be investigated and individuals will be provided with appropriate support.

6. Health promotion initiatives

The Authority will develop and run a range of health promotion initiatives designed to raise awareness of health and lifestyle issues affecting mental health and wellbeing. Occupational health professionals and the HR service will have primary responsibility for leading these programmes, but line managers and employees will be expected to participate. These programmes will be evaluated to determine their effectiveness.

The programmes will include

- stress management and risk assessment;
- disability awareness and reasonable adjustments;
- how to deal with difficult customers at work;
- lifestyle behaviours, with voluntary screening (for example in relation to alcohol, drugs and smoking); and

Employees will also be encouraged to establish clubs and groups designed to foster wellbeing, for example lunchtime walking or social clubs.

7. Training and communications

As part of the Joint Performance & Achievement Review process and at scheduled one to one meetings, line managers and employees will regularly discuss individual training needs to ensure that employees have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change.

Managers and employees are encouraged to participate in communication/feedback exercises, including stress audits and staff surveys. All employees are expected to be aware of the importance of effective communication and to use the media most appropriate to the

message, for example team meetings, one-to-one meetings, emails and organisation-wide methods such as Ezine. The Authority will ensure that structures exist to give employees regular feedback on their performance, and for them to raise concerns.

The Authority will consider special communication media, such as newsletters, during periods of organisational change.

8. Occupational health support

Line managers and employees can contact the Authority's occupational health service via the HR service. A comprehensive occupational health service is available, from individual health assessment to the design of return-to-work plans for those rehabilitating after a period of long-term sickness absence.

Workplace wellbeing services provided by the occupational health unit include:

- workstation assessments;
- pre-employment screening;
- fitness-for-work assessments;
- post-incident support;

If employees believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their line manager or a member of the HR team. The discussion should cover workload and other aspects of job demands, and raise issues such as identified training needs.

A referral to the occupational health unit will be made if this is considered appropriate after an employee's initial discussion with his/her manager or the HR service. Discussions between employees and the occupational health professionals are confidential, although the occupational health unit is likely to provide a report on the employee's fitness to work, and any recommended adaptations to the working environment, to the HR service.

Other measures available to support employees in maintaining health and wellbeing include:

- an employee assistance programme (counselling);
- mediation and joint problem solving;
- mentoring scheme;
- aggregated leave arrangements;
- opportunities for work life balance;
- support for workers with disabilities; and
- the Authority's grievance policy.

9. Relationship with other policies

This employee wellbeing policy should be read in conjunction with specific guidance on wellbeing at work and other policies and procedures covering attendance, equality, staff learning and development, and work life balance.

10. Relevant Legislation and Key PDNPA Policies

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999 (SI 1999/3242)

Equality Act 2010

Data Protection Act 1998

PDNPA Absence Management Policy

Equality in Employment Policy

Flexible Working Policy

General Statement on Health & Safety Policy

Grievance Policy

Joint Performance and Achievement Review process

Learning and Development Policy

Managing Change Policy

No Smoking Policy

Statement on harassment at work

Values

This page is intentionally left blank

13. PROPOSED D2 COMBINED AUTHORITY (JRS/RG)

1. Purpose of the report

To advise Members on a consultation in respect of a proposed D2 Combined Authority (CA) for Derby and Derbyshire, and to confirm support for the Authority's response.

Derbyshire County Council invited responses to the consultation on the proposal between 2 January – 23 January 2015. A response was provided by the required deadline and the main elements of this response are set out below for the Authority to endorse and make any further comment.

Key issues

- Our pivotal location in the North and centre of England means that the National Park has both a responsibility and an opportunity to work with the surrounding urban areas; whose populations are significant beneficiaries of the National Park, whether it be the provision of clean water, carbon storage, food, flood risk management or the enjoyment, understanding and improved wellbeing that millions of people value as a result of experiencing nature and the outdoors
- Given these benefits the National Park has a significant amount to offer in the relationship with its surrounding urban partners and it is important that the National Park Authority engages with, influences and plays an appropriate role in the arrangements such as Local Enterprise Partnerships (LEPs) and Combined Authorities (CAs).
- The Authority welcomes the Combined Authority as a vehicle for facilitation of the delivery of strategic economic development and transport improvements in Derbyshire
- The Authority supports the proposed offer of 'observer' status to the National Park Authority
- The Authority asks the proposers of the D2 Combined Authority to acknowledge that Section 62 of the Environment Act 1995 places a statutory duty on 'relevant bodies' to have due regard to the purposes of designation when exercising or performing its functions in relation to, or so as to affect, land in the National park.

Recommendations

2. **1. That Members endorse the response on the proposed Derbyshire Combined Authority, set out in paragraphs 22 and 23.**

How does this contribute to our policies and legal obligations?

3. A Combined Authority is a statutory organisation which enables authorities in a recognisable economic area to work together with a view to developing new and more efficient approaches to regeneration and economic development, transport, and housing. Whilst regeneration, transport and housing are not direct responsibilities of the National Park Authority they are likely to be relevant factors in achieving our purposes and duty. It follows that when potential land use aspects of any proposals are considered they may also have spatial planning implications.

The National Park Management Plan and Corporate Performance and Business Plan set out, respectively, outcomes and objectives that the Authority is pursuing, often with its partners. A number of these relate explicitly to economic aspirations, as follows:

National Park Management Plan 2012-17 – most relevant outcomes

DL1 The diverse national park landscapes will adapt to challenges whilst retaining their special qualities and natural beauty

ES 1 Profitable farming, through food production, land management and farm based business, will promote and contribute to the special qualities of the national park, and is recognised as essential to its character and health

ES2 There will be a diversity of thriving businesses supporting and contributing to the economy and local communities which are critical to the long term future of the national park

ES3 The Peak District landscape will be managed by farmers and other land managers to increase potential economic return from public goods, such as clean water, carbon storage and renewables

ES4 Traditional and modern economic development that is innovative, well managed and appropriate to the landscape will be supported

WI 1 The national park will strengthen its role as a welcoming place and premier destination, synonymous with escape, adventure, enjoyment and sustainability

TV1 Thriving villages, hamlets and the market town of Bakewell will adapt to new challenges whilst retaining their valued historic and cultural integrity

TV4 More opportunities will be found to provide locally needed affordable housing

Corporate Objectives 2012 – 15 – most relevant objectives

CO6 – Support a sustainable economy by working with businesses and other agencies, particularly focusing our efforts on environmental management.

Background

4.

Combined authorities were introduced in the Local Democracy, Economic Development and Construction Act, 2009 as a means of encouraging two or more principal local authorities (defined as County and District Councils, but not a National Park Authority) to formally work together and use their collective power to boost the local economy, create more and better jobs and deliver transport improvements.

5.

All 10 Derby and Derbyshire councils are working together towards combined authority status. These 10 councils are:

- Amber Valley Borough Council
- Bolsover District Council
- Chesterfield Borough Council
- Derby City Council
- Derbyshire County Council
- Derbyshire Dales District Council
- Erewash Borough Council
- High Peak Borough Council
- North East Derbyshire District Council
- South Derbyshire District Council.

6.

The consultation documents explain that the 10 councils have developed five main areas to focus their work if the combined authority goes ahead. It goes on to say that these are:

- **Skills:** creating opportunities for improving the skills and training of the local workforce and working more closely with local employers
- **Transport:** improving the efficiency and effectiveness of public transport so people can reach jobs and move around the county more easily

- **Homes:** increasing the supply of affordable housing linked to economic development and to local needs
- **Jobs:** increasing the number of jobs and better paid jobs across the city and county and improved links with businesses
- **Investment:** working together to attract investment and new development and grow the local economy.

7 At present there is a LEP (Local Employment Partnership) in the Derbyshire and Nottinghamshire area – this is the Derby and Derbyshire, Nottingham and Nottinghamshire (D2N2). Working with the D2N2 LEP, the ten local authorities of Derby and Derbyshire have set up a Derby and Derbyshire (D2) Joint Committee to promote economic development in the area. The Combined Authority is seen as the next step in providing a more coordinated strategic approach in the County.

8 There are currently Combined Authorities in the Sheffield City Region and Greater Manchester. Nottingham and Nottinghamshire are also consulting on a combined authority for that county.

9 **The Proposed Function of the Derby & Derbyshire Combined Authority**

The purpose of the Derby & Derbyshire Combined Authority is to improve the exercise of statutory functions in relation to economic development, regeneration and transport across the whole geographical county of Derbyshire leading to an enhancement of the economic conditions and performance of Derbyshire.
to an enhancement of the economic conditions and performance of Derbyshire.

10 The Derby & Derbyshire Combined Authority intends to pursue an Economic Regeneration Strategy through a balanced approach, with economic, social and environmental sustainability at its core. This will reflect the location of the area at the heart of the UK, its diverse rural/urban mix and the impact of neighbouring Combined Authorities on the functioning geography”.

11 The Derby & Derbyshire Combined Authority will have powers in relation to Strategic Economic Development and Transport. These powers will be exercised by the Derbyshire Combined Authority on a concurrent basis with the constituent member Authorities. In other words, no powers have been “ceded” to the Derby & Derbyshire Combined Authority by its constituent members.

12 In accordance with the Local Democracy, Economic Development and Construction Act 2009 the Derby and Derbyshire Authorities undertook a governance review. This document provides an overview of the arrangements currently in place in the D2 area and makes the case for how a combined authority can improve the effectiveness and efficiency of local transport networks, drive economic development and regeneration and improve the overall economic conditions of the area. A link to the document is provided below:

http://www.derbyshire.gov.uk/images/Review%20Report%20V21.1_tcm44-256555.pdf

13 **D2 Functioning Economic Geography**

The area of the proposed D2 CA is shown in the map in annex 1. The D2 area has three distinctive economic geographies that recognise not only the commuter/ travel to work patterns for the area, but also the business supply chains and centre of economic activity. The Peak District National Park is included in the North West Economic Zone.

14. **The North West Economic Zone**
This Zone primarily covers High Peak and Derbyshire Dales, extending into the rural areas of North East Derbyshire and the western fringe of Amber Valley. It is predominantly rural, includes parts of the unique Derwent Valley Mills World Heritage Site and benefits from high quality landscape and the Peak District National Park. The main centres of population are Glossop, New Mills, Whaley Bridge, Chapel-en-le-Frith, Buxton, Matlock, Bakewell, Wirksworth and Ashbourne which provide opportunity for housing and economic growth.
15. The urban centres have relatively buoyant tourist economies which make them attractive to supply chain businesses. Land based industries (agriculture, mining and quarrying) along with micro-businesses, are also important here. The area is home to a large proportion of high earning, highly skilled residents but many commute out of the area for work as the Zone is characterised by a predominantly low wage economy. There is significant opportunity to build on the high levels of entrepreneurialism and maximise opportunities for economic diversification and transition to higher value added businesses. Heritage-led regeneration, for example Buxton Crescent, provides an exceptional platform for growth
16. Land supply is unable to meet the needs of modern businesses or potential growth sectors and requires investment and innovative solutions to bring buildings back into use. Connectivity improvements are a key priority to address rural accessibility, congestion pinch points and broadband not-spots/connectivity speeds. Public transport is essential for helping people access employment and affordable housing, although rail links to Manchester are relatively good, improvements to key rail and bus services are essential to support sustainable local economic growth and prosperity.
17. The visitor economy is identified as of growing importance to the D2 area with the Peak District National Park and National Forest complementing the numerous heritage, cultural, historical and leisure-based attractions. Although traditionally a lower wage, lower value sector, there is scope to secure further investment in the visitor economy in order to, attract more, higher spending visitors and create better quality jobs.
18. **Economic Potential and the Case for Change**
The three functioning geographies, including the North West described above, although having some distinct characteristics, are connected in many ways. Collectively, they contribute to the overall performance of the current D2 economy with many industries, economic sectors and supply chains spanning the three zones. One critical means of connection is transport and other infrastructure but physical and social geography also play an important part in connecting economic wellbeing. For example, the visitor economy is strongly supported by attractive landscapes and rural areas that stretch from the Peak District in the Northern Zone, through to the Limestone platforms of the North West, along the central spine of the Derwent Valley down to Derby city and ultimately, the National Forest in the South Zone. The total visitor economy is worth £1.7bn to the D2 economy and all three economic zones play a significant part in this – and more importantly, offer significant potential for growth.
19. **Legal Status**
Combined authorities are legal entities and may be given functions of the constituent local authorities. They may be delegated functions of local authorities and the Secretary of State and can have powers and transport functions transferred to it under the provisions of the Local Transport Act 2008. An advantage of combined authorities is that they attract certain, additional functions and powers in their own right, such as the general power of competence which allows them to do anything they believe will help achieve their stated objective. The Localism Act 2011 also allows ministers to transfer any other public function to combined authorities which could include, for

example, responsibility for skills, support for jobseekers or the ability to set variable business rates. It also provides combined authorities with similar financial powers to those available to Integrated Transport Authorities, including the power to borrow and the power to levy constituent authorities to meet costs that are attributable to transport activities and to fund transport projects. A combined authority can also borrow for transport purposes but cannot fund any activity whose overarching purpose is not to deliver transport objectives or functions by means of the levy or through borrowing.

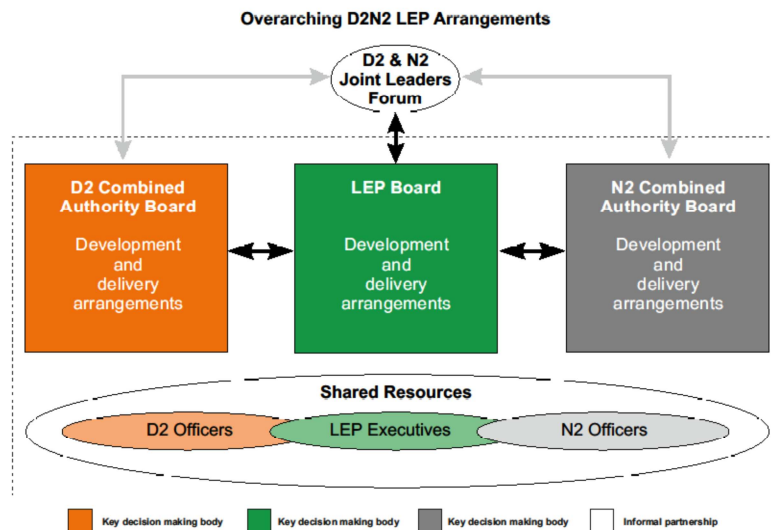
20. **Governance:**

An option appraisal exercise was undertaken of the governance models. It was led by the Officer Working Group, chaired by the Chief Executive of Bolsover and NE Derbyshire. District Councils All local authorities within the D2 area were represented. The options considered were:

- 1) **Remain as a Joint Committee for Economic Prosperity**
- 2) **Extend the role and functions covered by the existing Joint Committee**
- 3) **Develop an Economic Prosperity Board**
- 4) **Develop a Combined Authority**

It was concluded that a combined authority presented the best option for D2 in positively impacting on the economic conditions of the area, and also in providing the best opportunities for improved efficiency and effectiveness of delivery in transport and economic development. A single combined authority for Derbyshire and Nottinghamshire was ruled out on the basis that this would be unlikely to be responsive enough to the distinctive local needs of the two counties.

21. **Overarching Governance Arrangements for the D2N2 LEP and the Combined Authorities**



22. The detailed arrangements for the D2 Combined Authority are set out in the 'Scheme', but in summary, it will be constituted of all ten local authorities within Derby and Derbyshire and will invite a representative of the D2N2 LEP to be a non-constituent member of the CA Board. With regard to the National Park Authority, it is proposed that "Observer status" on the Board is offered to the Authority and to private and voluntary sector representatives. The consultation paper says that these bodies "will be encouraged to play an important role in the overall arrangements". Given the strength of relationship with neighbouring areas, observer status will also be offered to representatives from Sheffield City Region, Greater Manchester and N2

23. The D2 CA Board will be a decision-making and accountable body responsible for developing, agreeing, implementing and monitoring D2-wide strategies, clear programmes of activity and funding, and specific delivery projects. The work of the D2 Combined Authority will be undertaken by appropriate groups or committees framed around the five headline ambitions, namely: transport, housing, jobs, skills and investment. This work will be supported by the Derbyshire Economic Partnership (DEP) whose role will be reshaped to ensure the experience and skills of the private and third sectors are used to challenge and shape the work of the CA. The work of the CA will be reviewed and scrutinised through a Joint Scrutiny Committee which will be made up of elected member representatives of all D2 authorities and will be politically balanced.
24. The Draft 'Scheme' sets out the proposed working arrangements:

http://derbyshire.gov.uk/images/Scheme%20-%202023%20DEc_tcm44-256679.pdf

Proposals

25. **Considerations for the National Park Authority**

The Authority response already provided to Derbyshire County Council made the following comments, which members are asked to endorse, and make any further comment upon:

- The Authority welcomes the Combined Authority as a vehicle for facilitating the delivery of strategy economic developments and transport improvements.
- The Authority welcomes the proposal to offer the Peak District National Park Authority "observer status" of the D2 Combined Authority. However, the documentation provided in the consultation does not set out in detail what this would involve. It is anticipated that it would allow attendance at meetings and the right to be consulted and make representations at a level which is greater than would be afforded to any bodies or persons which do not have observer status. It is not anticipated that the Authority would have any voting rights on the D2 CA, nor would it be expected to make any financial contribution to it. The detailed way in which Observer Status would work is not set out in the consultation papers so it is not known at this stage whether it would be at Member level, reflecting the governance of the CA board, or at officer level. In practice, officers of the Authority would monitor the work of the CA and decide whether the interests of the National Park require involvement by the Authority's representative at meetings or in other work of the CA. Much of the work of the CA is unlikely to have either a direct or indirect impact on the National Park, but it is essential that officers maintain a "watching brief" on the CA's work to ensure that the interests of the National Park are being taken into account when strategic decisions are being made.
- The Authority reminds the proposed Combined Authority of the strong legislation and policies that apply to the protection of national parks and that these are reflected in the constitution and operation of the proposed Combined Authority. The consultation documents (notably the Governance Review) make a number of references to the fact that a significant part of D2 lies in the National Park and that this area is of high landscape value. However, they do not make clear that there are very strong policies and guidance which support the protection of the landscape, and which place a duty on all statutory bodies to have regard to national park purposes. In this context it is important that the proposed Combined Authority acknowledges that it will have a statutory duty under Section 62 of the Environment Act 1995. Section 62 of the Act inserted a new Section 11a into the National Parks and Access to the Countryside Act 1949. It placed a statutory Duty

on national park authorities and other ‘relevant authorities’ to have regard to the purposes of designation when exercising or performing any functions in relation to, or so as to affect, land in the national park. The Authority considers that this duty would apply to the proposed Combined Authority, so it is important that this is acknowledged by the D2 CA

26. The following points represent further relevant and more detailed observations that the Authority should make as part of its response to the consultation:
- The specific nature of “observer status” will require further investigation to be clear on the circumstances by which consultation with the National Park Authority may be triggered and by what standard (e.g. the consultation period). This is important as it allows the Authority to utilise its role to seek input from other statutory and partner bodies.
 - The proposed Combined Authority would have strategic economic development and transport powers, which will be exercised on a concurrent basis with the constituent member Authorities. No planning powers would be ceded to the CA. Within the National Park, the National Park Authority would retain its planning powers and functions
 - The Authority is in discussion with Derbyshire County Council regarding the preparation of a Duty to Cooperate Spatial Statement covering the whole of Derbyshire (including the National Park). It will be necessary to maintain these discussions in order to be clear on the spatial relationships between the functional economic geographies arising from LEP’s and Combined Authorities and the various Housing Market Areas defined for district wide Local Plans. This will allow the National Park Authority to develop the most appropriate spatial strategy in pursuing the statutory purposes of the National Park.
 - The economic potential of Peak District National Park and the wider Peak District stands apart from other rural areas in terms of its economic growth potential. It offers distinct opportunities for economic development arising from its unique characteristics – an exceptional landscape surrounded by conurbations – and can make a significant contribution to the objectives of the Local Enterprise Partnerships which overlay the area. A summary from the Growing the Rural Economy - Evidencing the Case for the Peak District report January 2014 is included at annex 2.
 - The Peak District response to working with the complexity of six Local Enterprise Partners was the creation of Business Peak District (BPD). BPD is a private sector led partnership involving business leaders, the Peak District National Park and the constituent Local Authorities. It acts as a single voice for businesses across the wider Peak District and has an agreed vision – *for ‘a Peak District with a distinctive, high quality rural environment and an enterprising, growing and sustainable rural economy’*. So far BPD has produced a concordat agreement, a prospectus setting out the economic offer and has fed into the development of the Economic Growth Package for the Peak District as part of Enterprise Peak District. There is further scope to harness this business knowledge and expertise to help grow the local economy and it will be important to forge links between BPD and any new CA.
 - Nature Peak District is the Local Nature Partnership (LNP) covering the whole Peak District. It is working in a joined up way with the Lowland Derbyshire and Nottinghamshire LNP to liaise with D2N2 via joint meetings, and have previously provided development proposals to D2N2 as part of the Enterprise Peak District

package. Whilst there is no specific requirement from Government for LEPs to work with LNPs we would like to remind sponsors of the Combined Authority that the 2011 Natural Environment White Paper states:

“We expect them [LEPs and LNPs] to work in a co-operative and constructive fashion to drive forward green growth locally. Together they can help create the conditions needed for thriving local enterprise, innovation and inward investment – all of which can benefit from and contribute to, a better natural environment. We would encourage LEPs and Local Nature Partnerships to work together to forge strong links that capture the value of nature. LEPs and Local Nature Partnerships may arrange reciprocal representation, but local discretion would apply here.”

- It would be helpful if any maps showing the area covered by the proposed D2 Combined Authority also show the area covered by the Peak District National Park.

Are there any corporate implications members should be concerned about?

27. Financial:

There are not considered to be any direct financial consequences for the Authority. Although it is acknowledged that the proposed CA will have important roles in building a case for securing, raising and being accountable for large amounts of public money invested in Derbyshire in the future.

28. Risk Management:

The main risk identified is insufficient reference to the strong protection afforded to national parks. The request to reflect Section 62 of the Environment Act and the Duty on all ‘relevant authorities’ to have regard to the purposes of designation mitigates this risk.

29. Sustainability:

It is pleasing to see that the proposal for the Combined Authority is to pursue an economic regeneration strategy with economic, social and environmental sustainability at its core, given our special purposes and the environmental emphasis that our corporate objective (CO6) places on environment management.

Background papers

Appendices -

Annex 1 - Map of Combined Authority area

Annex 2 - Growing the Local Economy: Evidencing the case for the Peak District

Report Author, Job Title and Publication Date

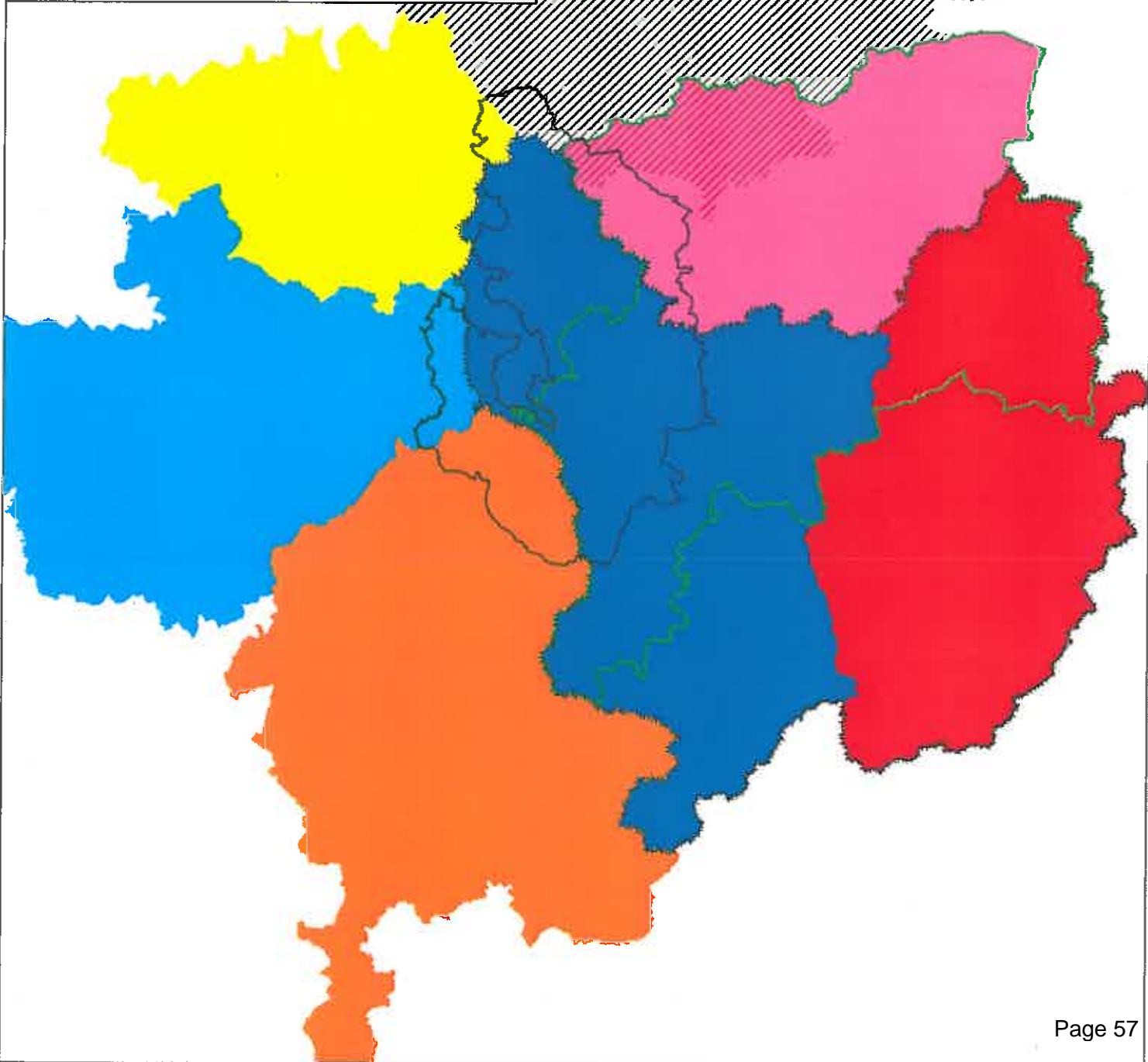
John Scott, Director of Planning

Rachel Gillis, Assistant Director Policy & Partnerships

28 January 2015

- Proposed Nottingham & Nottinghamshire Authority (CA)
- Proposed Derby & Derbyshire Authority (CA)

- PDNP
- Sheffield City Region LEP
- Stoke Staffordshire LEP
- D2N2 LEP
- Leeds City Region LEP
- Greater Manchester LEP & Combined Authority (CA)
- Cheshire And Warrington LEP
- Sheffield Combined Authority (CA)



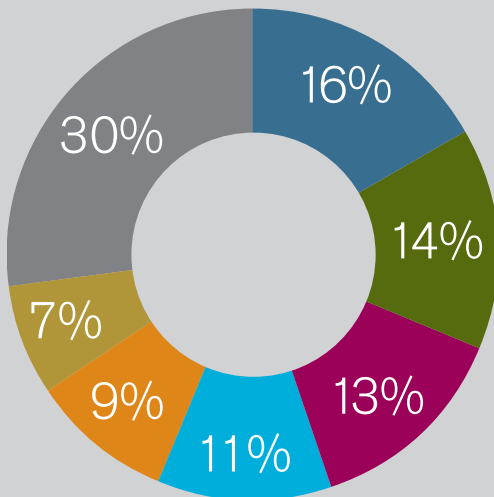
This page is intentionally left blank

Growing the Rural Economy: Evidencing the Case for the Peak District

The wider Peak District stands apart from other rural areas in terms of its economic growth potential. It offers distinct opportunities for economic development arising from its unique characteristics – an exceptional landscape surrounded by conurbations – and can make a significant contribution to the objectives of the Local Enterprise Partnerships which overlay the area.

Key Facts

A diverse business base:



- Manufacturing 16%
- Wholesale & Retail 14%
- Education 13%
- Health 11%
- Public admin 9%
- Hospitality 7%
- Other sectors 30%



Low workplace earnings, nearly **20%** lower than national average

Manufacturing is the largest employer



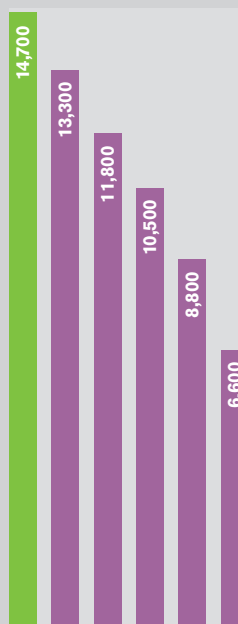
Highly skilled residents



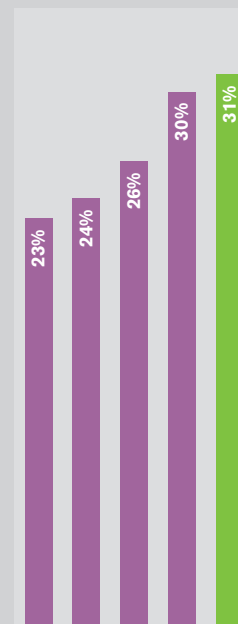
A high business density



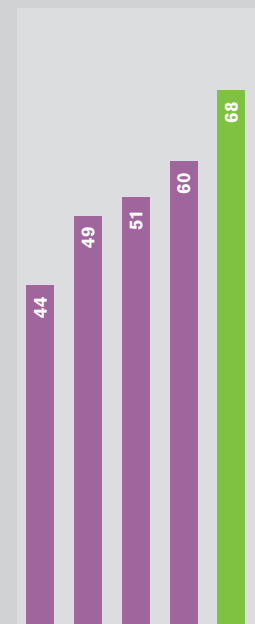
Top six wider Peak District employment sectors



Residents with Level 4+ qualifications



Enterprises per '000 working age population



Economic Linkages and Interdependencies

There are strong linkages between the wider Peak District and the surrounding conurbations. These linkages will drive economic growth in the wider Peak District – providing markets for local businesses and products, employment opportunities for local residents and an important source of visitors to sustain the retail and visitor economies.

The area's offer in key sectors and supply chains, a skilled labour market, high quality of life and the Peak District 'brand' present opportunities for LEPs in their focus on increasing higher value employment opportunities.

The Case for the Peak District

The wider Peak District has much to offer LEP economic growth priorities:

✓ **D2N2 priority sectors:** Derbyshire Dales and High Peak make a significant contribution to food and drink manufacturing, the visitor economy and in advanced manufacturing sectors.

✓ **Sheffield City Region priority sectors:** Derbyshire Dales offers an ideal location for creative and cultural businesses with the exceptional landscape and access to neighbouring conurbations key opportunities to draw on but broadband needs to improve.

✓ **Stoke-on-Trent and Staffordshire priority sectors:** Staffordshire Moorlands makes a considerable contribution to the manufacturing sector and sub-sector priorities (advanced manufacturing and applied materials), and the visitor economy priority.

The LEP areas' offer

- Consumer and business spending power
- Linkages to expertise / clusters of businesses
- Markets for Peak District businesses and branded products



The wider **Peak District offers significant economic growth potential** and presents a **sound business case for investment:**

- **Recent employment growth** The wider Peak District has recently demonstrated its potential for growth in a time of reduced public sector spending and support.
- **A productive area of £3.8bn GVA** A strong productivity base on which to build and generate high value growth. Proposed assisted area coverage in parts of the area will enhance this contribution.
- **High business density and entrepreneurialism** A demonstrable track record in business start ups.
- **Strong business survival rates** A high survival rate increases the return from investment in start-up support and business growth.
- **A high value manufacturing base** Manufacturing is widely seen as a key sector which will help drive economic growth through innovation and export earnings.
- **A qualified workforce** Access to a skilled workforce is a key enabler of business growth.
- **Opportunity to capture (further) value from the landscape** The exceptional quality of the landscape draws individuals and (high value) businesses into the area.