

To: All Members
of the Dartmoor National Park Authority

(see below)

Please quote: NPA/09/Agenda

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Date: 27 May 2009

DARTMOOR NATIONAL PARK AUTHORITY

Friday 5 June 2009

A meeting of the Dartmoor National Park Authority will be held on the above date at **11.00am** or on the rising of the Development Management Committee, whichever is the later **in the Meeting Room at Parke, Bovey Tracey** to consider the following matters.



Kevin Bishop

Chief Executive (National Park Officer)

Access to Information - Local Government Act 1972 (as amended)

Agenda and Reports

Copies of the Agenda and Part I reports are available for inspection by members of the public at the above address five clear days prior to the meeting. They are also published on the DNPA website prior to the meeting. A limited number of copies are available for reference at the meeting.

Background Papers

The Background Papers relating to Part I reports, except any containing exempt information, can be inspected by members of the public at the above address between the hours of 9:00 am and 4:30 pm, Monday to Friday, by prior arrangement.

AGENDA

PART I - OPEN PROCEEDINGS

- 1 Welcome and Apologies
- 2 Minutes of the meeting held on Friday 1 May 2009 – attached (Page 1)
- 3 **Declarations of Interest**

Members are invited to declare any personal or prejudicial interest relating to any agenda item at this stage in the meeting.

- 4 **Items Requiring Urgent Attention**
- 5 **Public Participation**

To answer any questions or to receive any statements, representations or petitions which relate to the published reports in Part I of the Agenda. Representations will be heard immediately prior to the item to which they refer.

Section A – Corporate Matters

- 6 **Annual Review**

Members are asked to approve the Annual Review 2008/09 (to follow for Members only) for publication

- 7 **Sustainability – Supporting Fairtrade**

Report of the Project Officer (NPA/09/026) (Page 5)

- 8 **Financial Outturn 2008/2009**

Report of the Head of Finance (NPA/09/027) (Page 8)

- 9 **Annual Governance Statement**

Report of the Director of Corporate Services (NPA/09/028) (Page 17)

Section B – Items for Information

- 10 **Tree Preservation Orders and Section 211 Notifications (Works to Trees in Conservation Areas) Determined Under Delegated Powers**

Report of the Trees & Landscape Officer (NPA/09/029) (Page 31)

Members' Attendance at Outside Bodies

To receive reports of salient matters from Members attending meetings of outside organisations.

- 11 **UK National Park Authorities Annual Members Workshop April 2009 – Water Management in National Parks – Report of DNPA Members**

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- 12 **Dartmoor For All – Notes of meeting – May 2009 – attended by Helen Jenny**

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PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED.

NIL

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:

T Archer, S D Barker, P Cook, M C Date, P Harper, P W Hitchins (Deputy Chairman), L J G Hockridge, N Hoskin (Chairman), A Hosking, Miss H Jenny, D Lloyd, Mrs C Marsh, J McInnes, Mrs S Morgan, I Mortimer, Miss D Moyse, J Nutley, S Purser, M H Retallick, T Smale, D W Webber, J Young

DARTMOOR NATIONAL PARK AUTHORITY

Friday 1 May 2009

Present: T Archer, P Cook, M Date, P Harper, B Hitchins,
J Hockridge, A Hosking, N Hoskin (Chairman), M Jeffrey,
Miss H Jenny, D Lloyd, J McInnes; Mrs C Marsh, I Mortimer,
Miss D Moyse, S Purser, M Retallick, T Smale, D Webber, J Young

Apologies: Mrs S Morgan, S Barker

2382 Minutes of the meeting held on Friday 3 April 2009

The minutes of the meeting held on Friday 3 April 2009 were agreed and signed as a correct record.

2383 Declarations of Interest

There were no declarations of interest.

2384 Items Requiring Urgent Attention

- (i) It was with great sadness that Mr Hoskin reported the recent death of Rosemary Mudge, a former member of this Authority. Members expressed their sadness at her passing, together with their appreciation for her contribution to the Authority. The Chairman will be attending the memorial service next week.
- (ii) Stepping Stones Project – The Chief Executive reported that funding has now been granted from the Natural England Access to Nature Fund.
- (iii) The Chief Executive reported that the Staff Training Day will be held on Wednesday 10 June 2009. There are a limited number of places available for Members to attend the workshops in the afternoon.
- (iv) Commission for Rural Communities – The Chief Executive reported that there had been an evidence session last week. Written proof of evidence has now been submitted.
- (v) Business Plan – The Chief Executive reported that the Business Plan has been published in a timely manner to coincide with the start of the new financial year. The Annual Review will follow shortly. Mr Hoskin commented that a superb job has been done and asked that Members appreciation be recorded in the Minutes.
- (vi) Mrs Goodfellow, Director of Park Management, reminded Members that the Park Management Working Panel's next meeting on 15 May 2009 will be held at Brimpts Farm, together with a tour and wood fuel demonstration during the afternoon.
- (vii) In response to Mr Hoskin's request, Mrs Brown, Director of Corporate Services, appraised Members of the rules following elections. She advised that currently appointed Members would remain in place for up to three months; therefore, all current Members would remain in place for the next meeting on 5 June 2009. New Members are expected for the Annual meeting on 26 June 2009. In the light of the local elections taking

place Mrs Brown asked for early notification from members if they need to send apologies regarding the meeting on 5 June 2009.

2385 Public Participation

None

2386 Sustainability Action Plan

Members received the report of the Policy Officer (NPA/09/023). Mrs Connelly confirmed that the purpose of the Action Plan is to assist in the delivery of the commitments set out in the Management Plan and Corporate Plan. Key pieces of work have been completed. Appendix 2 – Sustainability Check List, identified five key areas for action, namely:

- 1 Carbon Neutrality
- 2 Zero Waste
- 3 Spending Wisely
- 4 Embedding sustainability in all that we do
- 5 Involving and supporting our staff and Members

Mr Smale commented that a huge amount of work had gone into this. His one reservation was that some of the actions are not specific outcomes, many are outputs e.g. 'put a policy together'. He advised that actions should be more specific with measurable outcomes.

Mr Harper commented that he would like to see some more emphasis on chasing additional funding e.g., DTI, Carbon Trust etc.

Mr Cook commented that he would like to see scope to expand e.g., improving farming practices, farm animal welfare,

Mrs Goodfellow advised that work is currently being done with farmers. The Hill Farm Project will soon be launching a new scheme of carbon audits for farms. 'One Planet Park' meeting, scheduled for Friday 8 May 2009 will be taking action with farmers.

Dr Bishop welcomed the comments from Members. He advised that the main focus of the Action Plan was Authority business. With regard to making outcomes more measurable, he advised that the Authority would welcome suggestions from Members. This task has not been an easy one; indeed, the government is still to explain its definition of carbon neutrality which will assist in setting targets. In response to Mr Harper's comments, the Authority has approached the Carbon Trust – the Authority's emissions are too low to attract any assistance. He advised that Mr Cook's comments were beyond the scope of the Action Plan.

RESOLVED:

Members:

- (i) Noted the progress made with the development of the Action Plan;

- (ii) Provided feedback on the draft Sustainability Action Plan and the Sustainability Check List.

2387 Dartmoor National Park Authority Arts Policy

Members received the report of the Principal Education and Arts Officer (NPA/09/0024), presented by Mr Weir, Head of Education, Information and Communication Service. Mr Weir reported that this document replaces the original policy which was drawn up in 1998. Many projects have been supported by the Authority. The Action Plan provides focus and shows how the arts permeate throughout the activities of the Authority. This policy will be embedded into the Cultural Heritage Strategy.

Members commented that the draft policy was not specific or strategic enough. It is full of good thoughts and statements but is not a policy as such as it currently stands.

In response to Member questions, officers reported that the Cultural Heritage Strategy will deal with outstanding issues such as the construction of the tool kit that was proposed at the end of the oral history project. With regard to the promotion of Princetown and the Arts, there is a meeting planned with The Duchy Arts Centre in discuss how to take this forward.

RESOLVED:

Members:

- (i) Suggested ways to improve the draft policy.
- (ii) Requested that the revised document be sent to Members via email for feedback
- (iii) Requested that the final draft policy be returned to Authority for approval.

2388 Tree Preservation Orders and Section 211 Notifications (Works to Trees in Conservation Area) Determined Under Delegated Powers

Members received the report of the Trees and Landscapes Officer (NPA/09/025).

RESOLVED:

Members noted the decisions made under delegated powers.

2389 Members' Attendance at Outside Bodies

ANPA Workshop, 23 to 24 April 2009, Norwich. Members who attended the ANPA workshops reported that they had found the event very useful. Mr Retallick advised that he will provide a report for inclusion at the next Authority meeting.

Mr Hoskin reported that, as Chairman of ENPAA, he had had a meeting with Nick Herbert and Richard Benyon of ENPAA where the democratic process was discussed.

2390 Community Council of Devon – Notes of the Members’ Forum 06.04.09

The Authority noted the report.

2391 Sustainability Steering Group

The Authority noted the report.

2392 Notes of G10 Group meeting – 20.03.09

The Authority noted the report.

DARTMOOR NATIONAL PARK AUTHORITY

5 June 2009

SUSTAINABILITY – SUPPORTING FAIRTRADE

Report of the Policy Officer

Recommendation : **That Members make a resolution to support Fairtrade as part of its programme of work on sustainability to:**

- (i) promote DNPA as a Fairtrade workplace; and**
- (ii) explore the implications of progressing work to support Dartmoor National Park being recognised as a Fairtrade Zone.**

1 Introduction

- 1.1 The Sustainability Action Plan identifies Fairtrade as one way of supporting the Authority's aim to operate as sustainably as possible.
- 1.2 Fairtrade is about better prices, decent working conditions, sustainable development, and fair terms of trade for farmers and workers in the developing world. As well as getting a fair price for their goods, farmers get paid an additional social premium to spend on healthcare or schooling. The Fairtrade movement links closely with other current world issues such as sustainability and climate change.
- 1.3 Fairtrade is not in competition with UK farmers. Most Fairtrade products such as coffee, rice, bananas, tea and cocoa cannot be grown in the temperate British climate. Many Fairtrade town groups such as Bovey Tracey have made a strong link between Fairtrade and a fair deal for local farmers by taking Fairtrade to farmers' markets and by promoting local produce as part of their work, thereby balancing concern for both local and global farmers.
- 1.4 The Fairtrade Foundation is the organisation which promotes Fairtrade in the UK and there are now hundreds of Fairtrade towns, villages, counties. Bovey Tracey and Devon County both recently achieved Fairtrade Status in October 2008 by achieving set goals such as promoting and selling Fairtrade in local workplaces and community organisations.
- 1.5 If a community cannot be described as a town, a city, a village, an island, a borough or a county it will become a Fairtrade zone. Dartmoor National Park is ideally placed to become a Fairtrade Zone by working with staff, through our information centres, and by working with local networks of businesses and local communities. This would be in line with our sustainability aims and would contribute to other Fairtrade initiatives locally such as 'Fairtrade Devon' (the county Fairtrade campaign) and Bovey Tracey Fairtrade town.

- 1.6 Dartmoor National Park would be one of the first National Parks to work towards Fairtrade status and would also be seen as a flagship employer locally as a significant workplace that uses Fairtrade products and promotes Fairtrade to staff, clients and contacts.

2 What would we need to do?

- 2.1 The first step in the process is to make a resolution to support Fairtrade as an Authority (the purpose of this paper). This could be demonstrated initially by promoting Fairtrade in the workplace providing information to staff, serving Fairtrade tea and coffee at meetings and events, and seeking opportunities to offer Fairtrade products in staff vending machines and information centres. This would not have a significant financial implication for the Authority.

- 2.2 It is proposed that the Authority then makes a commitment in principle to the next stage which would be to work towards recognition as a Fairtrade Zone which would involve the achievement of five goals:

Goal 1 is the key goal and requires a strong resolution supporting Fairtrade from Dartmoor National Park Authority as outlined above.

Goals 2 and 3 are about the availability of Fairtrade products locally. The Fairtrade Foundation defines these as:

Goal 2 – ‘A range of at least two Fairtrade products are readily available in the areas retail outlets, shops etc and served in local catering outlets’ (cafes’ pubs etc).

Goal 3 – ‘Making Fairtrade part of the community’. Local workplaces and community organisation (churches, schools, and other community organisations).

These goals would need to be adapted to fit but could engage the information centres, guest houses, B&B’s and other businesses within the National Park. The Fairtrade Foundation would help agree and adapt the goals so clear targets could be set based on the nature of the area. The goals are based on population size and so for the National Park would be based on 34,500 people. (This would mean engaging 7 retail outlets and 4 catering outlets in the first application)

Goal 4 is about promoting Fairtrade. For example ensuring articles about Fairtrade and the Fairtrade campaign appear in a range of local media and publications, events during Fairtrade Fortnight and at other times of year.

Goal 5 requires the establishment of a Fairtrade steering group to lead ongoing action around the Fairtrade zone goals. Members would need to represent a range of local organisations and sectors.

- 2.3 Recognition as a Fairtrade Zone would support the cross-cutting principle of sustainability in the National Park Management Plan and compliment the work the Authority is doing supporting local businesses.

3 What would be the benefits to DNPA?

- 3.1 Sustainability is about economic and social responsibilities as well as environmental ones and supporting Fairtrade fits with our aim to embed sustainability in all that we do. Fairtrade enables DNPA to demonstrate its concern for sustainability at a

global level alongside action at a local level and would fit with growing recognition of Fairtrade at a county level and within local communities. Local businesses may benefit as increasing numbers of local people and visitors who are committed to Fairtrade seek accommodation and catering facilities that promote it. There is significant support nationally from the Fairtrade Foundation for the development of National Parks as Fairtrade Zones and if the Authority agrees to pursue this, Dartmoor would be leading the way.

4 Implications for People in Under-represented Groups.

- 4.1 Sustainability is not just about the impact on the environment but also about the local economy and developing a sustainable and inclusive society. Fairtrade is part of this.

JENNY CONNELLY

DARTMOOR NATIONAL PARK AUTHORITY**5 June 2009****FINANCIAL OUTTURN 2008/2009**Report of the Head of Finance

Recommendation : **That, subject to any amendment the Members see fit to propose:**

- (i) the content of this report be noted;**
- (ii) that £442 be appropriated from the Budget Management Fund;**
- (iii) that income relating to specific projects of £74,937 be carried forward to be matched against expenditure in 2009/10**

1 Revenue Budget 2008/09

1.1 The 2008/09 budget was set at £4,551,987 (net). The Authority approved the use of carry forward balances and various reserve allocations during the year which resulted in the net budget requirement being revised to £4,667,835. The Authority also set aside provisions for other costs when the 2008/09 budget was approved:

- £15,000 Legal costs relating to Development Management
- £40,000 Job evaluation appeals and Directors' salary review
- £18,500 Haytor Information Centre internal fittings
- £29,000 Haytor coach / car parking improvements and cattle grid
- £6,000 Replacement plant / equipment in the Woodlands service
- Accommodation improvements up to £100k (NPA/07/015)

1.2 During the course of the year Members approved further expenditure to be funded from reserves:

- £8,000 Stepping Stones Project (NPA/08/074)
- £23,250 Moor to Devon Bid (NPA/08/075)
- £3,000 Educational DVD (NPA09/005)
- £5,200 Cycle Map re-print (NPA/08/080)
- £22,557 Haytor Information Centre (NPA/08/048)
- £4,790 Asset Register upgrade (NPA/08/049)
- £7,740 Management Agreement (NPA/08/053)
- £16,302 Legal costs (NPA/DM/08//053)

2 Financial Outturn 2008/09

2.1 In March 2009 the 'Financial Management and Forecast Outturn Report 2008/09' presented to the Authority reported a forecast outturn deficit of £17,699. However due to the receipt of unexpected income:

- £25,000 from Defra to fund National Parks' 60th Anniversary events and promotion; and
- £39,335 from Department for Communities & Local Government (DCLG) New Burdens Grant (Habitats regulations assessment and climate change planning policy)

the actual revenue outturn after various appropriations to and from reserves is a deficit of £442. Appendix 1 shows the 2008/09 outturn position for each service, the appropriations to and from reserves and a summary of the Haytor Information Centre Capital Project. Appendix 2 provides a more detailed variance analysis of the 2008/09 revenue outturn for each service.

2.2 The Audit & Governance Committee has carried out detailed scrutiny of the budget variances on a quarterly basis throughout the financial year (a list of those reports can be found at the end of this report).

2.3 The Audit & Governance Committee reviewed a draft Outturn Report at its meeting on 8 May 2009 which enabled a detailed scrutiny of each Services' outturn position on a line-by-line basis. Committee members commended the robust financial management undertaken throughout the year and the excellent outturn position achieved, despite the external influences of the recession and energy and fuel price rises. Attention was also drawn to the fact that there were considerable variances across spending areas, with an apparent significant overspend in Central Services offset by underspends in operational areas. A confidential Part II report also considered by Audit & Governance Committee showed how expenditure had been incurred re-profiling the staffing establishment to achieve longer term efficiency savings. The costs of these changes were showing in Central Services and were not ongoing overhead costs.

2.4 In accordance with the Authority's carry forward policy, it is proposed that the following income receipts be carried forward to 2009/10 to be spent against the projects listed below:

Cost Centre	Project	£
NPG	National Parks 60 th Anniversary	25,000
Biodiversity	BAP Grant from DCC	6,000
	Barbastelle bat workshop (SITA Trust)	800
Public Rights of Way	Leigh Bridge	35,000
	Little Johns Walk (byeway no.43)	3,000
	Other public access works	2,637
Forward Planning	Landscape Character Assessment	2,500
Total		74,937

In addition, the Authority agreed to fund a range of expenditure across all services as part of the 2009/10 budget and MTFP process, to be met from Housing and Planning Delivery Grant (NPA/09/013). Therefore the remaining unspent balance of £17,639

from 2007/08 and the 2008/09 allocation of £491,226 is to be appropriated to reserves to be utilised during the 2009/10 to 2011/12 MTFP as previously approved. (Appendix 4)

2.5 The outturn figure presented in paragraph 2.1 has been achieved without calling on all of the reserves approved in-year. This is mainly due to increased grant income received both at year end (see 2.1 above) and other grants and sales income received during the year; various efficiency savings; and some overstated original budget estimates at the start of the year. Therefore the two items listed below have been absorbed by in-year revenue savings:

- £7,740 Management Agreement (NPA/08/053)
- £34,000 JE appeals & Directors' salary review (provision set aside £40k)

2.6 The following items have been deferred to 2009/10 or beyond due to a mixture of reasons:

- £8,000 Stepping Stones Project (NPA/08/074) – 3 year project commencing 2009/10
- £23,250 Moor to Devon Bid (NPA/08/075) – procurement planned for 2009/10
- £3,000 Educational DVD (NPA09/005) – delayed
- £5,200 Cycle Map re-print (NPA/08/080) – timing issues, so delayed
- £6,000 Replacement plant / equipment in the Woodlands service – delayed

3 Reserves

3.1 The Authority brought forward reserve balances totalling £1.498m on 1 April 2008. Movements to and from reserves are shown in detail at Appendix 3 and are therefore also applied to the Revenue and Capital Accounts as summarised at Appendix 1, page 2. In summary Members will see that whilst we utilised a total of £316,231 from our reserve balances, they have been replenished because of HPDG and other external funding secured in-year. It should be noted however, that the majority of these funds have commitments set against them over the next three financial years.

3.2 The General Reserve, as at 31 March 2009, stands at £270,000 which equates to approximately 5.6% of the 2009/10 Net Budget Requirement. The Authority must make its own judgements on the appropriate level of its reserve balances, there is no longer a recommended or prescribed amount set by Government. The Authority will monitor the reserve balances throughout the year and may recommend adjustments to them during the 2009/10 financial year as the new Business Plan is put into action.

4 Capital

4.1 The capital project to replace the information centre at Haytor was completed in May 2008, the total project cost was £364,772 and a full project report was presented to the Authority in August 2008 (NPA/08/048). A financial summary of expenditure and how the project was funded is at Appendix 1, page 2.

5 Implications for People from Under-represented Groups

- 5.1 Consideration is always given, when deciding which areas of expenditure should be supported, of the impact of under-representative groups and the need to promote equal opportunity and access to all.

6 Conclusions

- 6.1 Members are asked to note the current year end financial position. The revenue account deficit of £442 represents a +0.01% variance against the original budget (2007/08 £4,720 surplus, variance -0.1%) and has been achieved by robust budget management and financial control in-year. Even without the extra funding received from Defra and DCLG at year end, the outturn deficit would still have been just +0.85%.
- 6.3 The Authority had also been able to absorb significant one-off costs in re-profiling staffing structures to achieve efficiency savings in the longer term.
- 6.2 It is recommended that:
- the 2008/09 revenue deficit of £442 be appropriated from the Budget Management Fund; and
 - income relating to specific projects of £74,937 be carried forward

Background Papers:

NPA/AG/09/015; NPA/08/014; NPA/08/013; NPA/AG/08/013; NPA/AG/08/017;
NPA/AG/09/001; NPA/09/011; NPA/09/013; NPA/08/053; NAP/08/074; NPA/08/075;
NPA/09/005; NPA/08/080; NPA/08/048

DONNA LAWS

Attachments: **Appendix 1 – Outturn Report as at 31/03/09**
 Appendix 1(2) – Haytor Project
 Appendix 2 – Variance Analysis
 Appendix 3 – Reserves
 Appendix 4 – HPDG 08/09 to 11/12

Dartmoor National Park Authority 2008/09 Outturn Report as at 31 March 2009

Service	2007/08 Outturn (Under)/Over £	2008/09 Revised Budget £	2008/09 Outturn £	2008/09 Year End Variance (Under)/Over £	2008/09 (From) Reserves £	2008/09 To Reserves £
Biodiversity	69,188	79,560	74,382	(5,178)		6,800
Action for Wildlife	22,599	33,237	24,157	(9,080)		
Moorlands	153,128	140,028	121,527	(18,501)		
Woodlands	179,524	159,477	164,677	5,200		
Restoring Ancient Woodlands	27,288	26,925	13,287	(13,638)		
Hill Farm Project	35,845	33,196	27,484	(5,712)		
Farmed Land	90,572	62,446	53,512	(8,934)		
Wetlands	41,387	48,778	47,684	(1,094)		
Natural Environment	619,531	583,647	526,710	(56,937)		
Archaeology	87,010	94,388	91,064	(3,324)		
Built Environment	126,756	113,958	113,541	(417)		
Local Customs & Traditions	44,625	Project ended				
Higher Uppacott	19	970	8,091	7,121	(6,027)	
Cultural Heritage	258,410	209,316	212,696	3,380		
Visitor Management	133,044	185,563	203,273	17,710	(29,000)	
Access	77,770	80,167	90,182	10,015		
Public Rights of Way	22,850	27,865	(13,243)	(41,108)		40,637
Public Transport	60,979	48,911	51,931	3,020		
Rangers	577,126	572,260	586,769	14,509		
Recreation, Tourism & Rangers	871,769	914,766	918,912	4,146		
Projects	51,907	14,669	5,500	(9,169)		
Information Network	254,438	275,132	261,825	(13,307)		
Communications	150,339	121,784	130,613	8,829		
Education	172,527	169,376	169,096	(280)		
Education, Information & Communication	629,211	580,961	567,034	(13,927)		
Conservation Works Service	187,665	181,326	170,448	(10,878)		
Development Management	452,865	500,042	573,576	73,534	(31,302)	
Forward Planning & Community	308,908	299,328	262,017	(37,311)		2,500
Traffic Management	13,577	10,768	8,806	(1,962)		
Corporate and Democratic Core	233,303	277,179	287,899	10,720		
Information Technology	249,998	280,561	290,680	10,119	(4,790)	
Central Services	582,804	566,434	619,560	53,126		
Office Accommodation Parke	106,030	130,330	136,411	6,081		
Office Accommodation Princetown	58,015	102,677	103,769	1,092		
Accommodation Improvements	96,943	0	31,404	31,404	(31,404)	
Training	41,973	30,500	21,276	(9,224)		
Corporate Services	1,135,763	1,110,502	1,203,100	92,598		25,000
Total Net Expenditure	4,711,002	4,667,835	4,731,198	63,363	(102,523)	74,937

Funded By:		£	£	(Over)/Under £	£	£
National Park Grant	(4,321,078)	(4,515,643)	(4,579,978)	(64,335)		
Housing & Planning Delivery Grant Received	(183,085)	0	(491,226)	(491,226)		491,226
Slippage & PDG brought forward from 2007/08	(156,423)	(123,192)	(140,831)	(17,639)	(140,831)	17,639
Allocations from other reserves approved in-year	(201,532)	(29,000)	(102,523)	(73,523)		
Income to be carried forward to 2009/10	41,746	0	74,937	74,937		
Carry forward Housing & Planning Delivery Grant	104,650	0	508,865	508,865		
Total	(4,715,722)	(4,667,835)	(4,730,756)	(62,921)	(140,831)	508,865

Revenue Account Deficit / (Surplus)	(4,720)	0	442	442
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Dartmoor National Park Authority 2008/09 Outturn Report as at 31 March 2009

Haytor Information Centre Capital Project	£
Stage 1 - Design 2006/07	9,269
Stage 2 - Construction 2007/08	283,069
Stage 2 - Construction 2008/09	72,434
Total Project Cost	364,772
From Buildings Reserve 2006/07 & 2007/08	(292,337)
Heritage Lottery Fund	(19,000)
Sustainable Development Fund	(14,000)
From Buildings Reserve - Fixtures & Fittings 2008/09	(18,500)
From Buildings Reserve - Project Overspend 2008/09	(20,935)
Total Project Funding	(364,772)

Movement in Reserves during 2008/09	From £	To £
Slippage brought forward from 2007/08	(140,831)	
2008/09 Carry forward requests (Income)		74,937
In-year approved use of reserves	(102,523)	
Housing & Planning Delivery Grant to be carried forward		508,865
Haytor Information Centre funded from reserves	(72,435)	
2008/09 Income & Expenditure Account Deficit	(442)	
Movements (from) / To	(316,231)	583,802
Total Increase in Reserves		267,571

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Dartmoor National Park Authority 2008/09 Outturn Report as at 31 March 2009

Outturn Variance Analysis	Salaries Etc. £	Travel £	Transport £	Premises £	Estab £	Supplies & Services £	Income £	Total (Under) / Over £	Significant Variances
Biodiversity	5,983					2,718	(13,879)	(5,178)	Job Evaluation. Income to be carried forward
Action for Wildlife	524	321				(7,696)	(2,229)	(9,080)	Charge to the project for overheads
Moorlands	2,852	2,416	(1,644)		(100)	(16,962)	(5,063)	(18,501)	Management Agreements budget over stated, increased income
Woodlands	6,956	1,160	(518)		274	(330)	(2,342)	5,200	Job evaluation. Increased income
Ancient Woodlands	(13,611)	(26)				16,583	(16,584)	(13,638)	Vacancy
Hill Farm Project	(6,536)	(807)			(662)	8,974	(6,681)	(5,712)	Vacancy & Increased income. Farming DVD /SW Uplands Conference
Farmed Land	2					(8,936)		(8,934)	Management Agreements budget overstated
Wetlands	568					(1,662)		(1,094)	Management Agreements budget overstated
Natural Environment	(3,262)	3,064	(2,162)	0	(488)	(7,311)	(46,778)	(56,937)	
Archaeology	(32)				175	2,329	(5,796)	(3,324)	Increased income
Built Environment	(25)	(1,612)			10	1,210		(417)	
Higher Uppacott				7,032			89	7,121	Radon works to be met from reserves
Cultural Heritage	(57)	(1,612)	0	7,032	185	3,539	(5,707)	3,380	
Visitor Management	14,577	3,555	4,120	(5,145)		8,513	(7,910)	17,710	Relocation expenses, restructure (see CWT), travel & transport (see Info Network)
Access	(107)				160	9,962		10,015	New access agreement to be met from reserves
Public Rights of Way	(119)					(40,152)	(837)	(41,108)	Income to be carried forward - Leigh Bridge
Public Transport	(284)					3,479	(175)	3,020	Bike Bus, Bus services & coach drivers' handbook
Rangers	17,360	1,261	2,132	224	(2,037)	407	(4,838)	14,509	Job evaluation, relocation expenses, travel, transport
Recreation, Tourism & Rangers	31,427	4,816	6,252	(4,921)	(1,877)	(17,791)	(13,760)	4,146	
Projects	284	881				(10,334)		(9,169)	No longer required, used to offset JE costs
Information Network	11,835	1,824	(175)	6,721		(25,870)	(7,642)	(13,307)	Increased salaries offset by reduced stock procurement & increased income
Communications	398	(345)			(52)	(1,528)	10,356	8,829	Donations & advertising income budgets not achieved
Education	(2,759)	2,127			314	4,265	(4,227)	(280)	Vacancy savings offset travel. Increased guided walk income offset costs
Education, Information & Communication	9,758	4,487	(175)	6,721	262	(33,467)	(1,513)	(13,927)	
Conservation Works Service	(10,819)	1,143	3,241	2,093	21	238	(6,795)	(10,878)	Restructure (see Visitor Management) & income for works provided to projects
Development Management	423	(5,559)			32,656	1,057	44,957	73,534	Recruitment costs met from salary savings, Legal costs to be met from reserves. Income budget not achieved
Forward Planning & Community	2,296	(2,523)			200	(34,317)	(2,967)	(37,311)	Original budget estimates over stated, some programme delay
Traffic Management	40					997	(2,999)	(1,962)	Increased income re Walkhampton road signs
Corporate and Democratic Core	11,146	(1,428)			(1,032)	13,890	(11,856)	10,720	Members allowances, recruitment & relocation expenses. ANPA subscription, QQ, JE appeals, NFI & increased Audit Commission fee offset by treasury income, which has been affected by falling interest rates
Information Technology	1,526	(255)			45	8,803		10,119	Increased maintenance costs, Asset management software met from reserves & Voice upgrade. Salary to be met from PDG
Central Services	50,369	(174)	(3,785)	(1,544)	8,581		(321)	53,126	Pool car not replaced, retirement costs & HR & counselling costs
Office Accommodation Parke	(405)			6,444		139	(97)	6,081	Buildings maintenance & electricity
Office Accommodation Princetown	1,523	129		(433)		53	(180)	1,092	Error in original pay budget
Accommodation Improvements						31,404		31,404	Property maintenance to be met from reserves
Training						(6,240)	(2,984)	(9,224)	Core budget not fully utilised, income for consultancy work for Europarc
Corporate Services	53,013	(300)	(3,785)	4,467	8,626	34,159	(3,582)	92,598	
Net Revenue Expenditure Variances	93,965	2,088	3,371	15,392	38,553	(39,006)	(51,000)	63,363	

General Fund Reserve Balances 2008/09 to 2010/11

General Fund Reserves	2008/09 Opening Balance	2008/09 Movement In-year	2008/09 Closing Balance	2009/10 MTFP & Capital Programme	2010/11 MTFP & Capital Programme	2011/12 MTFP & Capital Programme	2011/12 Closing Balance	Notes
	£	£	£	£	£	£	£	
Applied Capital Receipts	11,500.00	-	11,500.00	-	-		11,500.00	Only to be used for Capital projects
Provision for Legal Costs (DM)	12,000.00	-	12,000.00	-	-		12,000.00	
Provision for Pension / Redundancy Costs	41,903.31	-	41,903.31	-	-		41,903.31	
Provision for External / Match Funding	85,370.37	-		(23,250.00)	-			NPA/08/075 Moor to Devon NPA/09/005 Education DVD NPA/08/074 Stepping Stones Project
	85,370.37	0.00	85,370.37	(28,250.00)	(6,000.00)		51,120.37	
Revenue Slippage - b/fwd & allocated to revenue Transferred to Capital - Haytor	146,395.80	(140,830.80)						New HPDG reserve created for 09/10
	146,395.80	(5,565.00)						
		(146,395.80)	0.00	-	-		-	
Housing & Planning Delivery Grant	0.00	508,865.00	508,865.00	(236,158.00)	(83,045.00)	(21,500.00)	168,162.00	To be allocated to 2009/10 to 2011/12
Provision for Building works:	293,736.89							
Slippage b/fwd		5,565.00						
Haytor Information Centre		(72,434.55)		-	-			Capital NPA/08/048 - Capital
Haytor Car / Coach Park/Cattle Grid		(29,000.00)		-	-			Revenue
Office Accommodation Improvements		(31,404.00)		(36,624.00)	-			Revenue
Radon works at Higher Uppacott		(6,027.00)						
Princetown Garage Roof		0.00		-	-			Deferred re new boiler feasibility
Property Maintenance (QQ & H&S)		-		-	(70,000.00)	(70,000.00)		Work programme still to be determined
	293,736.89	(133,300.55)	160,436.34	(36,624.00)	(70,000.00)	(70,000.00)	(16,187.66)	To be met from BMF
Budget Management Fund	637,203.76							
Woodlands		0.00		(18,000.00)	0.00			Capital - 2008/09 expenditure delayed
Asset 4000 Upgrade		(4,790.00)		-	-			Capital - deminimus NPA/08/049
Runnage Farm MA		0.00		-	-			Not required - met from underspend
Aerial Photography (5 yearly)		-		-	(10,000.00)			Revenue
Legal Costs		(16,301.73)		-	-			Revenue - NPA/DM/08/053
Legal Costs (provision made)		(15,000.00)		(10,000.00)	-			Revenue - approved via MTFP
JE appeals & Directors Salary review		0.00		-	-			Not required
NPMP Web-based monitoring system		0.00		-	-			Not required developed in-house
Cycle Map (probably 2009/10)		0.00		(5,200.00)	-			Revenue - NPA/08/080
Income from 2008/09 c/fwd to 2009/10		74,937.00		(74,937.00)	-			Income carried forward between years
Income & Expenditure Account Deficit		(442.62)		-	-			
Contribution to Revenue Budget				-	(31,813.00)	(138,075.00)		MTFP 2009/10 - 2011/12
	637,203.76	38,402.65	675,606.41	(108,137.00)	(41,813.00)	(138,075.00)	387,581.41	
General Reserve	270,000.00	0.00	270,000.00	0.00	0.00	0.00	270,000.00	Statutory Reserve
	1,498,110.13	267,571.30	1,765,681.43	(409,169.00)	(200,858.00)	(229,575.00)	926,079.43	

Housing & Planning Delivery Grant 2008/09 to 2011/12

Allocations to HPDG	Code	2008/09 Actual £	2009/10 Budget £	2010/11 Budget £	2011/12 Budget £	Notes
Balance B/Fwd		(104,650)	(17,639)	(272,707)	(189,662)	
Allocated to the Budget	DEVC	36,344				To cover existing temporary contracts 2008/09
Design Guide	FOPL	14,266				
Design Guide	FOPL		9,625			To be paid 27 Feb
Temp. for PACS work	ICT	700				From 11.08.08 for 2 weeks
ICT Post	ICT	5,699				Started December 2008 - 2 years
Lean Systems Review	DEVC	30,002				
2008/09 HPDG Allocation			(491,226)			
Proposals in 2009/10 Budget						
ICT Post	ICT		18,680			1 Apr 2009 - 31 Mar 2010
ICT Post	ICT			13,045		1 Apr 2010 - 30 Nov 2010
Scanning	DEVC		2,865			1 April - 30 June 2009
Temporary contracts (planning)	DEVC		15,692			1 April - 30 September 2009
Conservation Area Appraisals Grant	BLDG		5,000	10,000	15,000	
Conservation Area Management Plans	BLDG		8,000			
Conservation Area Appraisals	BLDG		1,500			
Pre-submission DPD	FOPL		10,000			
Temporary DPD Programme Officer	FOPL		13,500			
Publishing DPD	FOPL		6,500			
DPD Public examination	FOPL		42,000			
DPD Publication	FOPL		5,000			
Evidence gathering - minerals	FOPL		4,000			
Design guidance	FOPL		13,475			Revised Draft
Design guidance	FOPL		11,550			Completion
TIC/CIP	VCGN		11,000			
Laptops	RANG		3,000			Capital
Stage 2 Landscape Character Assessment	FOPL		20,000			
Server virtualisation	ICT		30,000			Capital
Software upgrade (MS Office 2007)	ICT		4,771			Capital
Proposals in 2010/11 Budget						
Pre-submission DPD	FOPL			10,000		
Temporary DPD Programme Officer	FOPL			13,500		
Publishing DPD	FOPL			6,500		
DPD Public examination	FOPL			30,000		
Proposals in 2011/12 Budget						
DPD Publication	FOPL				6,500	
Balance C/Fwd		(17,639)	(272,707)	(189,662)	(168,162)	

DARTMOOR NATIONAL PARK AUTHORITY

5 June 2009

ANNUAL GOVERNANCE STATEMENTReport of the Director of Corporate ServicesRecommendation : **That Members:**

- (i) **Approve the 2008/09 review of governance arrangements, the findings and action plan;**
- (ii) **Approve the 2008/09 Annual Governance Statement attached at Appendix 1.**

1 Introduction

- 1.1 Every local government body operates through a governance framework which brings together an underlying set of legislative requirements, governance principles and management processes. Good governance leads to good management, good performance, good stewardship of public money, good public engagement and, ultimately, good outcomes from the services provided.
- 1.2 In 2001, CIPFA (the Chartered Institute of Public Finance and Accountancy) and SOLACE (the Society of Local Authority Chief Executives and Senior Managers) drew together a range of governance issues into a single framework of good governance. In June 2007 CIPFA/SOLACE published "Delivering Good Governance in Local Government: Framework." The new guidance recommended that the review of the effectiveness of internal control should be reported in an Annual Governance Statement. The Framework's provisions are mandatory and, the preparation and publication of an Annual Governance Statement in accordance with this Framework is necessary to meet the statutory requirement set out in Regulation 4(2) of the Accounts and Audit (Amendment) (England) Regulations 2006. Therefore DNPA published its first Annual Governance Statement in the 2007/08 Statement of Accounts.

2 The Framework

- 2.1 The Framework defines the principles that should underpin the governance of each local government body and provides a structure to help individual authorities with their own approach to governance. The six core principles are:
 - 1 Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area.
 - 2 Members and officers working together to achieve a common purpose with clearly defined functions and roles
 - 3 Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour
 - 4 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk

- 5 Developing the capacity and capability of Members and officers to be effective
- 6 Engaging with local people and other stakeholders to ensure robust accountability

3 2008/09 Annual Governance Review

3.1 Production and publication of an Annual Governance Statement (AGS) are the final stages of an on-going review of governance and not an activity which can be planned and viewed in isolation. Compilation of an AGS involves the whole Authority:

- Reviewing the adequacy of its governance arrangements
- Knowing where it needs to improve those arrangements, and
- Communicating to users and stakeholders how better governance leads to better quality public services

3.2 During 2008/09 the review of the effectiveness of the governance arrangements has been informed by:

- The work of Officers of the Authority, who have responsibility for the maintenance and review of governance;
- The work of the Audit & Governance Committee, who have responsibility for scrutinising performance and reporting to the Authority;
- The work of the Internal Auditor (Devon Audit Services); and
- By responding to recommendations made by external auditors and inspectors

3.3 The draft Annual Governance Statement for Dartmoor National Park Authority for 2008/09 was considered by the Audit & Governance Committee on 13 February 2009 and the final AGS is attached at Appendix 1.

3.4 Internal Audit have completed a formal audit of the AGS, the review checklists and supporting assurances, and their report is attached at Appendix 2. Members will note that Internal Audit has assessed the AGS as High Standard - meaning the system and controls in place adequately mitigate exposure to the risks identified. The system is being adhered to and substantial reliance can be placed upon the procedures in place. The standard achieved is the maximum available.

3.5 It is recommended that the action plan for improvements contained in the Annual Governance Statement is implemented and/or continued in 2009/10 and that an on-going review of governance arrangements is continued during the forthcoming financial year in order to provide reasonable assurance of the effectiveness of the governance framework and to advise the Local Code of Corporate Governance.

4 Further Work

4.1 Members will recall that there is a requirement to publish a local code of Corporate Governance. As reported last year, DNPA does operate within a Corporate Governance framework, but as yet has not formally published an aforementioned local code.

4.2 Some work has progressed towards this and it will be finalised, with input from Members of the Audit & Governance Committee, early in 2009/10.

5 Implications for People in Under-represented Groups

- 5.1 Consideration is always taken of the impact to under-representative groups and the need to promote equal opportunity of access to all when setting or reviewing its Corporate Governance Arrangements.

6 Conclusions

- 6.1 The Authority has carried out a robust review of its Governance arrangements, and has arrangements in place to satisfy itself that its system of financial internal control is sound, arrangements to detect and deter fraud and corruption and to ensure the legality of its transactions are adequate and effective.

LORNA BROWN

Background Papers: NPA/08/033; NPA/AG/08/004; NPA/AG/09/003

Attachments **Appendix 1 – Annual Governance Statement 2008/09**
Appendix 2 – Internal Audit Report

ANNUAL GOVERNANCE STATEMENT

1 SCOPE OF RESPONSIBILITY

Dartmoor National Park Authority (DNPA) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. DNPA also has a duty under the Local Government Act 1999 to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, DNPA is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk.

DNPA is developing a local code of corporate governance, which will be consistent with the principles of the CIPFA/SOLACE Framework 'Delivering Good Governance in Local Government'. A copy of this code will be on our website and will be available from The Monitoring Officer, Dartmoor National Park Authority, Parke, Bovey Tracey, Newton Abbot, Devon TQ13 9JQ. The Annual Governance Statement explains how DNPA has complied with its Governance Framework and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 in relation to the publication of a statement on internal control.

2 THE PURPOSE OF THE GOVERNANCE FRAMEWORK

The governance framework comprises the systems and processes, and cultures and values, by which DNPA is directed and controlled and the activities through which it accounts to, engages with and leads the community, including residents, visitors and stakeholders. It enables DNPA to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of DNPA's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at DNPA for the year ended 31 March 2009 and up to the date of approval of the Corporate Plan and statement of accounts.

3 THE GOVERNANCE FRAMEWORK

DNPA operates within a Corporate Governance Framework which ensures accountability to its users, stakeholders and the wider community to which it relates. It comprises the systems and processes, cultures and values by which decisions are made and functions undertaken to deliver the purposes and duties of the organisation.

The Key elements of the systems and processes that comprise DNPA's governance arrangements include:

- The vision, objectives and priorities for the local area (Dartmoor) for the next 5 years are set out within the National Park Management Plan (NPMP). Extensive community involvement is undertaken in developing the overall vision and objectives within the NPMP
- The Corporate Plan for the Authority translates the objectives from the NPMP into 3 year organisational objectives supported by performance targets and a 3 year financial management plan. These plans are then reviewed annually (subject to change in 2009/10).
- The principles of decision making are set out in the Authority's Standing Orders, supported by:
 1. Financial Regulations and Instructions Relating to Tenders and Contracts;
 2. The Authority's adopted codes of practice in relation to treasury management for investments and for capital finance and accounting (the Prudential Code)
 3. Scheme of Delegation
 4. Code of Conduct for Members and Officers
 5. Job descriptions for Members and Officers
 6. Policies and Procedures
- Public involvement and transparency in decision making is facilitated through formal consultations, workshops, involvement in service reviews, twice a year consultative forum with members of the community representing land use and conservation, and community interests and public participation at Authority
- Ensuring that established policies, procedures, laws and regulations are complied with is the responsibility of nominated statutory Officers, the Monitoring Officer and S151 Officer as laid down in the Authority's Standing Orders & Financial regulations
- A Risk Management Strategy that defines and identifies the process for ongoing risk management and the responsibilities of the various stakeholders in the risk management process

- A Corporate Strategic Risk Register is incorporated into the Authority's Annual Corporate Plan, is reviewed by the Audit & Governance Committee on a quarterly basis & approved by the Authority annually;
- Operational Risks are identified and recorded in Service Plans, signed off by the Strategic Management Team and monitored on a quarterly basis
- A programme of service reviews or value for money/business reviews that look closely at and challenge service provision and delivery and discharges the Government's Best Value requirements for the Authority
- Comprehensive budgeting systems set targets to measure financial performance which is reported to the Audit and Governance Committee on a quarterly basis, and is reviewed monthly by the Strategic Management Team
- Performance management is applied consistently throughout the Authority against a Performance Management framework. Reports of progress against performance targets and implementation of Authority decisions is reported quarterly to Audit & Governance Committee
- Performance against Corporate processes and outcome targets is further assessed through the NPAPA process
- Standards Committee monitors the ethical framework for the Authority and will alert the Authority to any potential issues arising from its decision making processes.

All of the above elements are subject to independent challenge and scrutiny through Internal and External Auditors and other review bodies such as Defra .

4 REVIEW OF EFFECTIVENESS

Dartmoor National Park Authority has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of the effectiveness of the system is informed by the work of the Strategic Management Team and other Officers within the authority who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's (Devon Audit Services) annual report and also by responding to comments and recommendations made by external auditors and other review agencies and inspectorates.

The Authority's Chief Financial Officer and Monitoring Officer have also provided assurance that there have been no significant control issues that have required the need for: formal action in their respective roles; significant additional funding; had a material impact on the accounts; or resulted in significant public interest, damaging the reputation of the Authority.

Although a review of the effectiveness of the Governance arrangements is reported once per year to the Authority, the process of gathering evidence and monitoring performance is continual and is managed through reports to Audit & Governance Committee.

Significant improvements undertaken during 2008/09 have been:

- A review of Financial Regulations, Standing Orders and Scheme of delegation
- A review of the Anti-Fraud & Corruption Policy and Confidential Reporting (Whistleblowing) Policy
- Adoption of the Local Development Framework: Core Strategy
- Implementation of a Member Appraisal and Skills Audit
- A review and strengthening of the Standards Committee
- Adoption of a new Communications Strategy and action plan
- Adoption of a new ICT Strategy and action Plan
- Carried out an ambitious review programme (Grant Giving, Income Generation – Car Parking, Ranger Service, Information Network Service, Admin & Finance, Development Management, Partnerships and Asset Management)
- Establishment of a Delivery Board to oversee the implementation of the National Park Management Plan
- A review of the Corporate Plan, which has resulted in its division to become
 - a Business Plan to set priorities for the Authority and guide service planning and budget setting; and
 - an annual review to report progress and highlight key achievements

5 GOVERNANCE ISSUES

Although no areas of significant weakness have been identified, to ensure the continuous improvement of the Authority's governance arrangements, it is proposed that the following work is implemented and/or continued:

- Complete the current service review programme and incorporate the outcomes into the new Business Plan and Annual review
- Complete the current review of Partnerships and ensure DNPA is only involved in partnerships which are beneficial to securing progress on our priority objectives and have sound financial and governance arrangements
- Develop a community engagement strategy to ensure proper and effective public participation in the priority setting and decision making of the Authority
- Further develop the revised business planning processes through the new Annual Business Plan and Performance Report, ensuring full Member engagement in setting priorities for the Authority and aligning with budget setting processes
- Commence a programme of work in readiness for the next National Park Authority Performance Assessment (NPAPA)

6 CERTIFICATION

We have been advised on the implication of the results of the review of the effectiveness of the governance framework by the Audit and Governance Committee and a plan to address weaknesses and ensure continuous improvement of systems is in place.

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed: **Signed:**.....

N Hoskin
Chairman of the Authority

K D Bishop
Chief Executive (National Park Officer)

Date: **Date:**

CONFIDENTIAL



Internal Audit Report

DARTMOOR NATIONAL PARK AUTHORITY

ANNUAL GOVERNANCE STATEMENT 2008/09

MAY 2009

inspection and licensing • leisure, museums, libraries and arts • schools and services for children and young people • social care and housing • recycling, waste disposal and clean streets • community safety • roads and transportation • town planning • tourism, harbours and economic regeneration • consumer protection and licensing • leisure, museums, libraries and arts • schools and services for children and young people • social care and housing • recycling, waste disposal and clean streets • community safety • transportation • town planning • tourism, harbours and economic regeneration • consumer protection and licensing inspection • leisure, museums, libraries and arts • schools and services for children and young people • social care and housing • recycling, waste disposal and clean streets • community safety • transportation • town planning • tourism, harbours and economic regeneration • consumer protection and licensing inspection • leisure, museums, libraries and arts • schools and services for children and young people • social care and housing • recycling,

Devon Audit Partnership

The Devon Audit Partnership has been formed under a joint committee arrangement comprising of Plymouth, Torbay and Devon councils. We aim to be recognised as a high quality internal audit service in the public sector. We work with our partners by providing a professional internal audit service that will assist them in meeting their challenges, managing their risks and achieving their goals. In carrying out our work we are required to comply with the CIPFA code of practice for Internal Audit and other best practice and professional standards.

The partnership is committed to providing high quality, professional customer services to all; if you have any comments or suggestions on our service, processes or standards, the Head of the Service would be pleased to receive them at Martin.Gould@devonauditpartnership.gov.uk

Confidentiality and Disclosure Clause

This report is issued under strict confidentiality and, whilst it is accepted that issues raised may well need to be discussed with other officers within the Authority, the report itself must not be copied/circulated/disclosed to anyone outside of the Authority without prior approval from the Head of Devon Audit Partnership.

This report is prepared for the Authority's use. We can take no responsibility to any third party for any reliance they might place upon it.

1 Introduction

- 1.1 Under the Local Government Act 1972, the Chief Financial Officer, as responsible financial officer, has a statutory duty to ensure that all financial systems throughout Dartmoor National Park Authority (DNPA) are secure. This is achieved by maintaining an effective internal audit service, which will report and give an objective opinion to management.
- 1.2 This audit was undertaken in accordance with the annual plan agreed with Director of Corporate Services and Head of Finance. The review of the Annual Governance Statement (AGS) was carried out during May 2009. Our summary opinion is provided below. This is based on a review of the effectiveness of the controls to mitigate the exposure to the identified risks, and the results of testing a restricted sample of transactions and/or documentation.

2 Audit Opinion

- 2.1 **High Standard** - In our opinion, the system and controls in place adequately mitigate exposure to the risks identified. The system is being adhered to and substantial reliance can be placed upon the procedures in place.

3 Executive Summary

- 3.1 Review of the Annual Governance Statement indicates that the Authority does have adequate internal controls in place.
- 3.2 The review and testing process includes the annual review of the financial systems undertaken at Dartmoor National Park Authority (DNPA).
- 3.3 We have liaised with the Audit Commission regarding the completion of the AGS and sought their guidance as to the extent to which an Authority the size of DNP must produce evidence to support controls and procedures. The Audit Commission do not have a defined check list which can be applied to the organisation but indicated that a proportional response is considered appropriate.
- 3.4 In our view the Authority has acted with appropriate consideration of the CIPFA guidelines and applied a proportional approach which we believe meets all requirements.

3.3 Assurance Opinion on Specific Sections

We provide below a summary of the assurance opinions on each of the areas covered during the audit. These combine to provide the overall assurance opinion at section 2. Definitions of the opinions can be found in Appendix A.

Audit Area	Audit Assurance Opinion	Page reference to related detailed section
1 Objectives and priorities for Dartmoor for the next five years are set out within the National Park Management Plan (NPMP)	High standard	
2 Corporate Plan for the Authority translates the objectives in the NPMP into three year organisational objectives.	High standard	
3 Public involvement and transparency in decision making is facilitated through consultative forum with members of the community.	High standard	
4 Service reviews or value for money reviews look closely at and challenge service provision	High standard	
5 Performance management is applied consistently throughout the Authority	High standard	

3.6 Issues for the Annual Governance Statement

This audit did not identify any issues that need to be included in the Authority's Annual Governance Statement.

4 Scope and Objectives

- 4.1 We selected five key elements of systems and processes that comprise the Authority's governance arrangements.

5 Inherent Limitations

- 5.1 The opinions and recommendations contained within this report are based on samples of transactions / records and discussions with the Head of Finance.

6 Acknowledgements

- 6.1 We would like to express our thanks and appreciation to all those who provided support and assistance during the course of this audit review.

Martin Gould
Head of Audit Partnership

Definitions of Audit Assurance Opinion Levels

Assurance	Definition
High Standard.	The system and controls in place adequately mitigate exposure to the risks identified. The system is being adhered to and substantial reliance can be placed upon the procedures in place. We have made only minor recommendations aimed at further enhancing already sound procedures.
Good Standard.	The systems and controls generally mitigate the risk identified but a few weaknesses have been identified and / or mitigating controls may not be fully applied. There are no significant matters arising from the audit and the recommendations made serve to strengthen what are mainly reliable procedures.
Improvements required.	There are a number of instances where controls and procedures do not adequately mitigate the risks identified. Existing procedures need to be improved in order to ensure that they are fully reliable. Fairly extensive recommendations have been made to ensure that organisational objectives are not put at risk.
Fundamental Weaknesses Identified.	The risks identified are not being controlled and there is an increased likelihood that risks could occur. The matters arising from the audit are sufficiently significant to place doubt on the reliability of the procedures reviewed, to an extent that the objectives and / or resources of the Council may be at risk, and the ability to deliver the service may be adversely affected. Implementation of the recommendations made is a priority.

Definition of Category of Recommendations

Priority	Definitions
High	A significant finding. A key control is absent or is being compromised; if not acted upon this could result in high exposure to risk. Failure to address could result in internal or external responsibilities and obligations not being met
Medium	Control arrangements not operating as required resulting in a moderate exposure to risk. This could result in minor disruption of service, undetected errors or inefficiencies in service provision. Important recommendations made to improve internal control arrangements and manage identified risks.
Low	Low risk issues, minor system compliance concerns or process inefficiencies where benefit would be gained from improving arrangements. Management should review, make changes if considered necessary or formally agree to accept the risks. These issues may be dealt with outside of the formal report during the course of the audit.

DARTMOOR NATIONAL PARK AUTHORITY

5 June 2009

**TREE PRESERVATION ORDERS AND SECTION 211 NOTIFICATIONS
(WORKS TO TREES IN CONSERVATION AREAS)
DETERMINED UNDER DELEGATED POWERS**

Recommendation : **That the decisions be noted.**

TREE PRESERVATION ORDERS**West Devon****Ref: 27/12/4/22****Way Cottage, Gidleigh****SX 6709 8834**

Application to reduce the crown of a mature beech tree by 10%. The crown is unbalanced and the works will improve the appearance of the tree.

Permission was granted subject to the following conditions:

- 1 The works are carried out within two years of the date of this consent;
- 2 Five working days' notice to be given to the Authority prior to the commencement of approved works;
- 3 All works to be carried out in accordance with BS 3998:1989. Recommendations for Tree Work.

SECTION 211 NOTICES**Teignbridge****Ref: 27/12/3/08/31****Cross Street, Moretonhampstead****SX 7550 8603**

Notification to re-pollard a beech tree. The tree is growing out of a plinth which is a Scheduled Ancient Monument. Pollarding will reduce the growth of the tree and minimise damage to the plinth.

A Tree Preservation Order has not been made.

West Devon**Ref: 27/12/3/08/29****Harwood, South Zeal****SX 6517 9327**

Notification to fell a holly and silver birch and to thin a small area of woodland. The works will have minimal impact on the character of the Conservation Area.

A Tree Preservation Order has not been made.

Ref: 27/12/3/08/30

Lot Cottage, Lydford

SX 5120 8506

Notification to fell an ash tree. The tree is poorly formed, has high voltage power cables running close to the canopy and its roots are damaging an adjacent building.

A Tree Preservation Order has not been made.

BRIAN BEASLEY

UK National Park Authorities Annual Members Workshop April 2009

Water management in National Parks

Broads Authority, Dragonfly House, Norwich

Report from DNPA Members

Peter Harper, Helen Jenny Stephen Purser Maurice Retallick

The beautiful city of Norwich, enhanced by glorious spring weather, was the setting for this two day workshop. The Broads Authority were delighted to host the event in their brand new headquarters which was only a short and pleasant walk from our hotel, so we quickly dispensed with the use of the coach!

Key note speakers and tutors, including our own inspiring and knowledgeable Sue Goodfellow and Miriam Glendell, set the scene and delivered a wide variety of seminars. Between us we managed to attend most of the different sessions covering Exmoor Mire Restoration Project, Water Directive Framework, Ecosystem Services Approach and National Parks, Catchment Sensitive Farming, SWW Role in Upland Catchment Management, and Flood Alleviation. With this new found information our final task was to join with Exmoor and New forest Members and produce a presentation for the assembled throng.

We left with many thoughts and issues churning in our rather overworked brains to hopefully, relax and let the train 'take the strain' as we returned to the more undulating landscape of 'home.' However, our adventure had one more surprise. We had just left Paddington when the train came to a very sudden and abrupt halt, burning brakes, not a pleasant aroma! Youngsters had thrown bricks at the engine and shattered the driver's window. Shaken but not stirred we eventually continued on our way thankful that nothing worse had occurred.

A very worthwhile two days.

Conclusions from Exmoor, Dartmoor and New Forest Participants

Exmoor: Ann Clitheroe, Steve Head, David Smith Tim Stokes

Dartmoor: Peter Harper, Helen Jenny, Stephen Purser, Maurice Retallick

New Forest: Vicky Meyers, Bob Morris, Stephen Trotter

Cross Cutting Themes

Communication is essential at all levels

- Partnership
- Inclusivity
- Media management and public perception
- Sharing best practice between parks
- Difficult messages (e.g. planned realignment/retreat) need to pressurise government to provide central message or we all have to argue independently from scratch.

Economic effects of Water Management changes are both positive and negative

- Upstream costs make larger savings downstream
- Make sure regions benefiting contribute to costs in uplands where expenses are made
- Lead from Water Companies
- Carbon tax can be a source of funding

Evolution of our special qualities

- These must not be seen as set in aspic, but must evolve as they have in the past to keep park management economically and socially viable
- Planned retreat will create new habitats, could improve special qualities of coast

- "Carry our special qualities into the future as much as possible" (S Trotter)
- Essential to incorporate change as part of management plans, so we can adapt strategically and in coordination, not reactively and opportunistically

Catchment sensitive farming issues

- Should be important in all areas- achieve water framework objectives
- May be stymied by withdrawal of current funding mechanisms
- Could affect way of farming, infrastructure and hence landscape

Special issues

Peat restoration

- Many stakeholders involved
- Need negotiation and diplomacy to ensure it takes place
- Resources to achieve peat conservation are cheap- very cost effective
- Some work (esp. monitoring) can be done by volunteers, capital works by machine
- Funding available through water company 58p levy, carbon tax credits
- Ownership of peat lands- recognise contributions of landowners and impact of work on landowners, opportunities for win-win here
- Re-wetting upland peat does not reduce its grazing potential
- Small investments on moors mean big savings in flood defences and water quality downstream
- So couple coasts to flood alleviation service provision- costs offsets from downstream?
- Wetland restoration in New forest also an opportunity for sharing knowledge in techniques

- Carbon fixing role of wetlands is very important factor into carbon neutral budgets
- National Parks are important facilitators to make things happen, provide examples for outside the NP family
- Improve communication about the good work being done in National Parks and by their Authorities, internally among members and externally,(electorate, Westminster)
- Dartmoor has a 'take a member to work' day
- Exmoor has special briefings and presentations to members on achievements.

Micro Hydro opportunities

- Brecon Beacons examples are very encouraging
- We need to be strategic, sure of our policies and protocols for planning
- Issues of ownership of water, and upstream/downstream consultation
- Opportunity to bring old mills and their ponds and leats back into appropriate use
- Clarify the role and scope of micro-hydro as part of the overall renewable policy of Parks. Exmoor has this in hand
- Micro-hydro is only one part of the solution, and members should not assume it means no need for other forms of renewables even if more noticeable
- We need to share information, experience and case studies between authorities

Coastal strip issues

- The forthcoming Marine Bill is welcome, but of concern because of what is not in it

- It reinforces the split between management of onshore and off shore resources, and leaves planning and consultation in the coastal strip very awkwardly placed
- How will regional interests be represented within the centralised Marine Management organisation?
- The Bill recognises the concept of 'seascapes' but only has mechanisms for nature conservation, not for heritage or 'seascape' so offshore wind farms may be ok even at the cost of important coastal views
- Effects of rising sea level on many national Parks will be significant- but not Dartmoor!
- The New Forest will be profoundly affected even by modest rises
- Sea land boundaries are essentially dynamic and it is unrealistic to resist adaptation and realignment
- Big issues will result from the potential threat to privately owned coastal housing and businesses. Long term consultation and government help are needed
- Planning policies will need to become more flexible
- Some issues here for Exmoor- Porlock and the coastal shingle communities: Minehead and the potential displacement into the Park of people living at low levels
- Raised significance of offshore conservation zones could become an asset for Exmoor

Dartmoor for All

This group meet with an abundance of enthusiasm and interest in doing all they can to enable as many people as possible discover and enjoy Dartmoor.

Auditing of paths, which form part of the easy going tours, is an ongoing task. It is hoped that a trial audit using *GPS* will be possible to ensure accuracy of recording for different types of users and their various models of wheelchairs.

A bid for inclusion in the Leisure Mobility project has been submitted and if funding is agreed a start would be made with the Princetown route. After a very successful Trammer training day, when not only the tramper but also various styles of gate latches and access approaches were experienced, it is hoped to develop routes at Hay and Hound Tor.

Wray Valley Cycle Path the approval with its conditions was noted with pleasure

Toilets pose numerous problems and an up to date audit of facilities on Dartmoor is planned using a comprehensive survey sheet designed by the group.

English Nature expressed a desire to open managed land including Yarner Wood, improving access for walkers and tramper users. EN welcomed advice and help from this group concerning paths, gates etc.

Next meeting 9th July.

It has been a valuable use of my time discovering issues and solutions for enabling more and varied user groups to access moorland. The passion for the moor is strong and every little attention to detail in consultation with groups such as Dartmoor for All will only help to widen the scope for following this passion further, in a safe but challenging way.

H Jenny

May 2009