

Committee: FINANCE AND RESOURCES

Date: 3 December 2007

Report FINANCIAL PROGRESS REPORT: SEVEN MONTHS TO 31 OCTOBER 2007

Purpose of the Report

1. To update members with information on the financial performance of the National Park Authority ('the Authority') for the seven month period from 1 April to 31 October 2007.

Strategic Planning Framework

2. The information and recommendations contained in this report are consistent with the Authority's statutory purposes and its approved strategic planning framework, and in particular its objective 'to plan and manage all aspects of the Authority's business so as to make the most effective use of our resources' (Best Value Performance Plan).

Introduction

3. This report provides the quarterly update to the Senior Management Team and to members, as required by the Authority's Financial Regulations:

"3.3.4 Budget Monitoring Statements shall be submitted to the Senior Management Team and to the Finance and Resources Committee on a quarterly basis."

Performance

4. The Authority's overall performance against budget for the first seven months of 2007/08 is summarised in the following table. 'Primary Funding' is the amount of the annual grant awarded by central government (DEFRA), and 'Other Income' includes all earned income (retail, car parks etc.) and grants for individual projects (from a wide range of sources).

Summary Income and Expenditure Statement

	REVISED ANNUAL BUDGET £000's	CUMULATIVE TO 31 OCTOBER 2007			VARIANCE FAV/(ADV) £000's
		BUDGET £000's	ACTUAL £000's		
Total Expenditure	7779.7	4429.6	4024.1	405.5	F
Total Other Income	(2828.9)	(1963.8)	(1931.8)	(32.0)	A
Total Primary Funding	(4950.8)	(2888.1)	(2888.1)	-	-
Total	0.0	(422.3)	(795.8)	373.5	F

5. Favourable variances reflect lower than budgeted expenditure or higher than budgeted income (with the converse for unfavourable variances). Of the £373.5k favourable variance, £50k relates to unbudgeted income from one minerals planning application, £55k to back-pay against the annual pay award, and £11k to income from car parking in excess of the budgeted profile. The remainder of this sum is primarily the result of timing differences in spending, and budget managers expect to use this balance during the remainder of the year; the only exception to this is £25k from the Limestone Country budget which has been released as no longer needed and transferred to the Opportunities Fund now.

6. **Appendix 1** lists all virements that have been made within the 2007/08 financial year to date.

7. **Appendix 2** provides a detailed picture of performance by cost centre. Where a material variance (favourable or unfavourable, of £10k or more) has arisen, an explanation had been provided by the budget manager and is included under 'comments'.

8. In order to allow types of expenditure to be monitored across the whole organisation the report included in **Appendix 3** presents in account code format (by type of expenditure, rather than by cost centre). Explanations of material variances on expenditure are shown within **Appendix 3**. Inevitably, many of these explanations also appear in **Appendix 2**.

9. **Appendix 4** provides details of the income received up to the 31 October that relates to the 2007/08 Financial Year. The report excludes any income which the Authority was still waiting to receive at the end of the last financial year (2006/07), and which will have been recorded as a debtor in that year (but which will now have been received).

10. **Appendix 5** provides more detailed information on the grants (which form part of the above income) received during the year seven month period to 31 October 2007.

11. The table below shows the **Cash-flow** position of the Authority as at 31 October 2007; the cash balance in the bank and investment account was £2.604m. This balance can be attributed to specific sources, as follows:

Cash Analysis	£'000
Opportunities Fund	192
Balance on Qtr 3 - National Park Grant Received in Advance	825
Contingency Reserve	250
Sustainable Development Fund	234
Yorkshire Forward - Redundant Buildings Fund	22
Net position Debtors, Creditors and Commitments	1081
Total	2604

Additional Considerations

12. In the period from the date of the last quarterly report until that of the present one, three new delegations (that the Authority's Financial Regulations required additional approval for) have been approved. A summary of these can be found at **Appendix 6**.

13. The balance on the Opportunities Fund currently stands at £192k. The table below makes recommendation to allocate £73.8k to projects as listed below; **Appendix 7** to this report includes detailed descriptions of each of these items.

Item #	Description	£,000	Priority
1	Wood-fuelled heating	39	A
2	Biofuel for Authority vehicles	7.8	A
3	Freeholders Wood	7	A/B
4	Regional awareness survey	6	C
5	Retail Pump priming	14	D/E
	TOTAL	73.8	

14. At the meeting of this Committee in August 2007 it was requested that officers consider the ways in which the additional Planning Delivery Grant (notified at that meeting) should be spent. The proposals are included at **Appendix 8** to this report.

RECOMMENDATIONS

15. Members are requested to :

- note the contents of this report,
- approve the allocations from the Opportunities Fund in **Appendix 7**,
- approve the proposals to spend the additional Planning Delivery Grant received in 2007/08 (**Appendix 8**).

Irene Brannon
Senior Finance Officer

13 November 2007

Background documents: YDNPA Financial Regulations (May 2006)

VIREMENT REPORT - Detailing changes to the original budget.

1 APRIL 2007 TO 31 OCT 2007

New virements are shown in bold and italicised.

OPPORTUNITY FUND

Transfers to Fund

Limestone Country Project - £25k unrequired

Transfers from Fund

- Blanket Bog Project - £5k (Approved May F & R 2008/001)
- Haytime Project - £10k (Approved May F & R 2008/002)
- Green Communities' - £2.5k (Approved May F & R 2008/003)
- Colvend Workshop Improvements £25k (Approved May F & R 2008/004)
- Go Dales' Project £100k (Approved May F & R 2008/005)
- Ilkley to Bolton Abbey Recreational Route £1k (Approved May F & R 2008/006)
- Listed Buildings at Risk - £4k (Approved May F & R 2008/007)
- Conservation Area Enhancement - £10k (Approved May F & R 2008/008)
- Grassington NPC Interpretation £20k (Approved May F & R 2008/009)
- Trademarking of the Logo £2k (Approved May F & R 2008/010)
- Grassington Car Park £9k (Approved May F & R 2008/011)
- Website Accessibility Audit £3k (Approved Aug F & R 2008/012)
- Malham Walls £1.5k (Approved Aug F & R 2008/013)
- Yorkshire Dales Apprenticeship Scheme £10k (Approved Aug F & R 2008/014)
- Events Listing in The Visitor Newspaper £3.5k (Approved Aug F & R 2008/015)
- Conference Microphone/Speaker System £15k (Approved Aug F & R 2008/016)

CONS OF NATURAL ENVIRONMENT

- Blanket Bog Project - £5k (Approved May F & R 2008/001)
- Haytime Project - £10k (Approved May F & R 2008/002)
- Limestone Country Project £25k unrequired***

CONS OF CULTURAL HERITAGE

- Listed Buildings at Risk - £4k (Approved May F & R 2008/007)
- Conservation Area Enhancement - £10k (Approved May F & R 2008/008)

	ORIGINAL BUDGET £000's	MOVEMENT	REVISED BUDGET £000's
Opportunity Fund	389.0	(196.5)	192.5

Total Expenditure	578.1	(10.0)	568.1
Total Income	(60.3)		(60.3)

Total Expenditure	225.5	14.0	239.5
Total Income	(17.0)		(17.0)

RECREATION MANAGEMENT

Go Dales' Project £100k (Approved May F & R 2008/005)

Grassington Car Park £9k (Approved May F & R 2008/011)

Malham Walls £1.5k (Approved Aug F & R 2008/013)

Yorkshire Dales Apprenticeship Scheme £10k (Approved Aug F & R 2008/014)

Total Expenditure	2043.3	120.5	2163.8
Total Income	(1246.3)		(1246.3)

PROMOTING UNDERSTANDING

Website Accessibility Audit £3k (Approved Aug F & R 2008/012)

Events Listing in The Visitor Newspaper £3.5k (Approved Aug F & R 2008/015)

Total Expenditure	1314.7	28.5	1343.2
Total Income	(397.1)		(397.1)

TRAFFIC & TRANSPORT

Ilkley to Bolton Abbey Recreational Route £1k (Approved May F & R 2008/006)

Total Expenditure	39.8	1.0	40.8
Total Income	0.0		0.0

RANGERS ESTATES & VOLUNTEERS

Total Expenditure	397.3	0.0	397.3
Total Income	(3.0)	0.0	(3.0)

PLANNING

Total Expenditure	649.0		649.0
Total Income	(220.0)		(220.0)

FORWARD PLANNING

Green Communities' - £2.5k (Approved May F & R 2008/003)

Total Expenditure	367.8	2.5	370.3
Total Income	(200.6)		(200.6)

CORPORATE MANAGEMENT

Colvend Workshop Improvements £25k (Approved May F & R 2008/004)

Conference Microphone/Speaker System £15k (Approved Aug F & R 2008/016)

Total Expenditure	1485.0	40.0	1525.0
Total Income	(117.0)		(117.0)

TRAINING

Total Expenditure	40.2		40.2
Total Income	(2.2)		(2.2)

PRIMARY FUNDING

Total Primary Funding	(4950.8)		(4950.8)
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CONTINGENCY FUND**REALLOCATED FROM SURPLUS**

	250.0		250.0
	(565.4)		(565.4)

1 APRIL 2007 TO 31 OCT 2007

PRIORITY

ANNUAL BUDGET	QUARTER 2		
	BUDGET	ACTUAL	VARIANCE
£000's	£000's	£000's	FAV/(ADV) £000's

CONSERVATION OF THE NATURAL ENVIRONMENT

Employees (A100)	Core	Expenditure	381.3	222.4	218.1	4.3	F
		Income	(60.3)	(35.2)	(36.5)	1.3	F
Trees & Woodlands (A200)	B	Expenditure	66.5	13.0	9.9	3.1	F
		Income	0.0	0.0	0.0	0.0	-
Farmed Land (A300)	A	Expenditure	34.3	12.3	3.8	8.5	F
		Income	0.0	0.0	0.0	0.0	-
Limestone Country (A400)	A	Expenditure	5.0	5.0	4.1	0.9	F
		Income	0.0	0.0	0.0	0.0	-
Ecology (A500)	A	Expenditure	71.0	31.2	19.0	12.2	F
		Income	0.0	0.0	(0.2)	0.2	F
Landscape Policy and Advice (A600)	A	Expenditure	5.0	1.3	1.0	0.3	F
		Income	0.0	0.0	0.0	0.0	-
Geodiversity (A700)	A	Expenditure	5.0	3.6	0.0	3.6	F
		Income	0.0	0.0	0.0	0.0	-
Total Expenditure			568.1	288.8	255.9	32.9	F
Total Income			(60.3)	(35.2)	(36.7)	1.5	F
NET EXPENDITURE			507.8	253.6	219.2	34.4	F

Timing Delay on Expenditure

CONSERVATION OF CULTURAL HERITAGE

Employees (B100)	Core	Expenditure	156.0	91.0	90.9	0.1	F
		Income	0.0	0.0	0.0	0.0	-
Archaeology (B200)	B	Expenditure	41.0	21.6	18.9	2.7	F
		Income	(7.0)	(0.6)	(0.1)	(0.5)	A
Building Conservation (B300)	C	Expenditure	42.5	6.5	3.8	2.7	F
		Income	(10.0)	0.0	0.0	0.0	-
Langcliffe Quarry (B400)		Expenditure	0.0	0.0	18.0	(18.0)	A
		Income	0.0	0.0	(18.0)	18.0	F
Total Expenditure			239.5	119.1	131.6	(12.5)	F
Total Income			(17.0)	(0.6)	(18.1)	17.5	A
NET EXPENDITURE			222.5	118.5	113.5	5.0	F

Langcliffe Quarry funded by Yorkshire Forward
Langcliffe Quarry funded by Yorkshire Forward

1 APRIL 2007 TO 31 OCT 2007

PRIORITY

ANNUAL BUDGET	QUARTER 2		
	BUDGET	ACTUAL	VARIANCE
£000's	£000's	£000's	FAV/(ADV) £000's

PROMOTING UNDERSTANDING

Employees (D100 & D200)	Core	Expenditure	595.3	347.2	354.3	(7.1)	A
		Income	0.0	0.0	(5.0)	5.0	F
National Park Centres	C	Expenditure	129.7	76.0	35.3	40.7	F
		Income	(18.1)	(10.0)	(10.1)	0.1	F
Sustainable Tourism	B	Expenditure	20.5	7.3	6.1	1.2	F
		Income	0.0	0.0	0.0	0.0	-
Retail - Running Costs (D300)	E	Expenditure	86.8	50.9	52.2	(1.3)	A
Retail - Cost of Goods Sold (D350)		Expenditure	164.2	127.9	123.4	4.5	F
Retail - Sales (D350)		Income	(273.7)	(213.1)	(205.6)	(7.5)	A
<i>Sub Total - Retail - Gross Profit before Running Costs (D350)</i>			<i>(109.5)</i>	<i>(85.2)</i>	<i>(82.2)</i>	<i>(3.0)</i>	<i>A</i>
Dales Countryside Museum (D500)	D	Expenditure	216.8	129.7	114.6	15.1	F
		Income	(92.8)	(58.1)	(44.2)	(13.9)	A
Communications (D600)	D	Expenditure	66.5	17.5	14.3	3.2	F
		Income	0.0	0.0	(1.7)	1.7	F
Web Based Services (D650)	Core	Expenditure	13.5	6.1	2.8	3.3	F
		Income	0.0	0.0	0.0	0.0	-
Media (D700)	Core	Expenditure	5.5	3.2	2.6	0.6	F
		Income	0.0	0.0	0.0	0.0	-
Education (D800)	D	Expenditure	6.0	1.0	0.0	1.0	F
		Income	(2.0)	(1.6)	(1.2)	(0.4)	A
Outreach (D850)	B	Expenditure	31.0	28.1	19.6	8.5	F
		Income	(9.5)	(9.5)	(12.2)	2.7	F
Events (D860)	C	Expenditure	7.4	4.3	3.9	0.4	F
		Income	(1.0)	(0.6)	(1.0)	0.4	F
Total Expenditure			1343.2	799.2	729.1	70.1	F
Total Income			(397.1)	(292.9)	(281.0)	(11.9)	A
NET EXPENDITURE			946.1	506.3	448.1	58.2	F

Timing Delays mainly due to centre refurbishment spend

Timing delay on expenditure on grant funded projects

Timing delay on receipt of grant

Timing Delays on expenditure

TRAFFIC & TRANSPORT

Employees (E100)	Core	Expenditure	38.8	22.6	23.3	(0.7)	A
		Income	0.0	0.0	0.0	0.0	-
Public Transport (E200)	E	Expenditure	2.0	0.6	0.0	0.6	F
		Income	0.0	0.0	0.0	0.0	-
Total Expenditure			40.8	23.2	23.3	(0.1)	A
Total Income			0.0	0.0	0.0	0.0	-
NET EXPENDITURE			40.8	23.2	23.3	(0.1)	A

1 APRIL 2007 TO 31 OCT 2007

PRIORITY

ANNUAL BUDGET	QUARTER 2		
	BUDGET	ACTUAL	VARIANCE
£000's	£000's	£000's	FAV/(ADV) £000's

RANGERS ESTATES & VOLUNTEERS

Employees (F100)	Core	Expenditure	283.4	165.3	165.9	(0.6)	A
		Income	0.0	0.0	0.0	0.0	-
General (F200)	Core	Expenditure	51.8	27.0	20.5	6.5	F
		Income	(3.0)	(1.8)	(0.8)	(1.0)	A
Area Actions		Expenditure	0.0	0.0	0.0	0.0	-
		Income	0.0	0.0	0.0	0.0	-
Volunteers (F400)	B	Expenditure	62.1	32.6	31.0	1.6	F
		Income	0.0	0.0	0.0	0.0	-
Total Expenditure			397.3	224.9	217.4	7.5	F
Total Income			(3.0)	(1.8)	(0.8)	(1.0)	A
NET EXPENDITURE			394.3	223.1	216.6	6.5	F

PLANNING

Employees (G100)	Core	Expenditure	586.9	342.4	337.8	4.6	F
		Income	(70.0)	(28.3)	(27.3)	(1.0)	A
General (G200)	A	Expenditure	62.1	36.2	28.0	8.2	F
		Income	(150.0)	(87.5)	(133.7)	46.2	F
Total Expenditure			649.0	378.6	365.8	12.8	F
Total Income			(220.0)	(115.8)	(161.0)	45.2	F
NET EXPENDITURE			429.0	262.8	204.8	58.0	F

Receipt of Fee for Minerals Application

FORWARD PLANNING

Employees (H100 & H101)	Core	Expenditure	120.3	70.2	71.3	(1.1)	A
		Income	0.0	0.0	0.0	0.0	-
Plans (H200)	C	Expenditure	36.0	29.8	1.0	28.8	F
		Income	(0.6)	(0.4)	(0.4)	0.0	-
State of the Park (H300)	D	Expenditure	6.0	1.0	13.8	(12.8)	A
		Income	0.0	0.0	(10.2)	10.2	F
Sustainable Development (H400)	A	Expenditure	207.0	111.2	24.4	86.8	F
		Income	(200.0)	(200.0)	(200.0)	0.0	-
National Park Management Plan (H500)	D	Expenditure	1.0	1.0	0.0	1.0	F
		Income	0.0	0.0	0.0	0.0	-
Total Expenditure			370.3	212.2	110.5	101.7	F
Total Income			(200.6)	(200.4)	(210.6)	10.2	F
NET EXPENDITURE			169.7	11.8	(100.1)	111.9	F

Timing Delays on expenditure

Contribution of other NPA's to Awareness Survey

Timing Delay on drawdown of Sustainable Development Func

1 APRIL 2007 TO 31 OCT 2007

PRIORITY	ANNUAL BUDGET	QUARTER 2		
		BUDGET	ACTUAL	VARIANCE
		£000's	£000's	FAV/(ADV) £000's

CORPORATE MANAGEMENT

Employees (J100)	Core	Expenditure	814.0	474.8	472.2	2.6	F
		Income	0.0	0.0	0.0	0.0	-
Support Services (J200)	Core	Expenditure	246.0	174.0	168.5	5.5	F
		Income	(105.0)	(61.3)	(65.4)	4.1	F
Legal Services (J250)	Core	Expenditure	17.0	9.9	9.0	0.9	F
		Income	(2.0)	(1.2)	(3.6)	2.4	F
Office Accommodation (J300)	Core	Expenditure	160.0	70.0	46.7	23.3	F
		Income	(10.0)	(5.8)	0.0	(5.8)	A
Health and Safety (J350)	Core	Expenditure	3.0	1.8	0.5	1.3	F
Member Costs (J400)	Core	Expenditure	116.0	67.7	60.9	6.8	F
		Income	0.0	0.0	0.0	0.0	-
YDMT (J500)	B	Expenditure	45.0	26.3	26.3	0.0	-
		Income	0.0	0.0	0.0	0.0	-
IT Development (J600)	Core	Expenditure	124.0	72.3	64.0	8.3	F
		Income	0.0	0.0	0.0	0.0	-
Total Expenditure			1525.0	896.8	848.1	48.7	F
Total Income			(117.0)	(68.3)	(69.0)	0.7	F
NET EXPENDITURE			1408.0	828.5	779.1	49.4	F

Timing Delays on Expenditure

TRAINING

General (K200)	Core	Total Expenditure	40.2	23.5	12.5	11.0	F
		Total Income	(2.2)	(1.3)	0.0	(1.3)	A
NET EXPENDITURE			38.0	22.2	12.5	9.7	F

Timing Delays on Expenditure

Surplus carried forward	Total Income	(565.4)	(565.4)	(565.4)	0.0	-
Opportunity Fund	Total Expenditure	192.5	192.5	192.5	0.0	-
Contingency Fund	Total Expenditure	250.0	250.0	250.0	0.0	-
NET EXPENDITURE		(122.9)	(122.9)	(122.9)	0.0	F

PRIMARY FUNDING

NPG		(4950.8)	(2888.1)	(2888.1)	0.0	-
TOTAL PRIMARY FUNDING		(4950.8)	(2888.1)	(2888.1)	0.0	0.0

TOTAL		0.0	(422.3)	(795.8)	373.5	F
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1 APRIL 2007 TO 31 OCT 2007

PRIORITY

ANNUAL BUDGET	QUARTER 2		
	BUDGET	ACTUAL	VARIANCE
£000's	£000's	£000's	FAV/(ADV) £000's

SUMMARY

TOTAL EXPENDITURE	7779.7	4429.6	4024.1	405.5	F
TOTAL INCOME	(2828.9)	(1963.8)	(1931.8)	(32.0)	A
TOTAL PRIMARY FUNDING	(4950.8)	(2888.1)	(2888.1)	0.0	-
TOTAL	0.0	(422.3)	(795.8)	373.5	F

Income is denoted by brackets

Underspend on expenditure and more income than budget are favourable variances.

Variances due to more spend or less income than budget are adverse variances and are shown in brackets.

1 APRIL 2007 TO 31 OCT 2007

REVISED ANNUAL BUDGET £000's	BUDGET £000's	QUARTER 2		VARIANCE FAV/(ADV) £000's
		ACTUAL		
		£000's		

INCOME

Income (Analysis Attached)	(7214.3)	(4286.5)	(4254.5)	(32.0)	A
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EXPENDITURE

Salaries, NI and Superannuation & Temp Staff	3584.6	2093.1	2097.2	(4.1)	A
Early Retirement & Redundancy Costs	0.0	0.0	0.0	0.0	-
Staff Training	63.0	36.2	8.5	27.7	F
Relocation Allowance	6.0	3.5	2.8	0.7	F
Professional Fees, Medical Fees and CRB	7.1	4.2	3.8	0.4	F
Interview Expenses	0.8	0.5	0.4	0.1	F
Recruitment Costs	15.0	8.8	7.2	1.6	F
Premises Maintenance	22.4	13.1	20.8	(7.7)	A
Health and Safety	2.0	1.2	1.2	0.0	-
Security	8.6	5.0	1.5	3.5	F
Cleaning	84.3	49.2	47.0	2.2	F
Grounds Maintenance	18.0	9.4	4.2	5.2	F
Waste Collection	11.4	6.7	7.2	(0.5)	A
Heat and Light	66.1	38.5	30.3	8.2	F
Rates and Water	156.4	100.2	94.4	5.8	F
Rent	23.0	13.4	11.1	2.3	F
Vehicle Costs - Leasing, Fuel and Running Costs	128.8	75.0	63.2	11.8	F
Public Transport - Officers and Members	9.2	5.3	7.4	(2.1)	A
Car Allowances - Officers Members and Volunteers	207.6	119.1	111.4	7.7	F
Vehicle Hire	6.5	5.2	5.7	(0.5)	A
Tools and Office Equipment	42.5	18.5	2.3	16.2	F
Office Furniture	3.0	2.2	0.8	1.4	F
Signage & Displays	34.7	19.2	6.4	12.8	F
Equipment Repairs	29.4	18.3	10.0	8.3	F
Materials	116.4	74.4	66.4	8.0	F
Contractors	846.9	364.3	242.6	121.7	F
Equipment Hire	10.8	6.5	10.8	(4.3)	A
Venue Hire	12.7	7.8	5.3	2.5	F
Retail - Cost of Goods Sold & Stock write off's	164.2	127.9	123.4	4.5	F
Clothing	9.4	5.5	1.6	3.9	F
Stationery	13.3	7.7	5.1	2.6	F
Printing	66.2	29.9	15.6	14.3	F
Books and Publications	9.5	5.2	7.6	(2.4)	A
Offsite Storage	4.2	2.5	2.8	(0.3)	A
Photocopying and Film Processing	18.1	10.7	9.7	1.0	F
Maps and Ordnance Survey	10.0	5.8	13.7	(7.9)	A
Licences	4.5	2.5	2.1	0.4	F
General Expenses	31.0	23.2	0.0	23.2	F
Research	60.0	24.7	16.1	8.6	F
Consultancy	218.5	47.6	58.1	(10.5)	A
Event Leaders	15.0	10.2	8.5	1.7	F
Conferences & Seminars	2.5	2.8	12.2	(9.4)	A
Postage & Distribution	36.0	19.6	15.2	4.4	F
Telephone and Telephone Allowance	26.9	15.6	13.8	1.8	F
Mobile Phones	4.9	2.8	3.5	(0.7)	A
Computer Consumables	23.1	13.5	3.9	9.6	F
Computer Hardware	11.0	4.7	6.9	(2.2)	A
Websites	4.4	2.1	2.9	(0.8)	A

Timing Delays on Expenditure

Timing Delays on Expenditure

Timing Delays on Expenditure

Timing Delays on Expenditure

Largely due to delays on projects in the Pennine Bridleway funded by grant

Timing Delays on Expenditure

Mainly due delays on spend relating to grant funded projects at Dales Countryside Museum

Largely due to expenditure on Langcliffe Quarry funded by Yorkshire Forward

1 APRIL 2007 TO 31 OCT 2007

	REVISED ANNUAL BUDGET £000's	BUDGET £000's	QUARTER 2		
			ACTUAL £000's	VARIANCE FAV/(ADV) £000's	
Computer Software	0.0	0.0	7.9	(7.9)	A
Software Development	9.3	5.8	0.2	5.6	F
ICT Communications	26.2	15.3	9.0	6.3	F
Computer Maintenance	7.0	4.1	32.3	(28.2)	A
Subsistence - Officers and Members	8.9	5.2	7.9	(2.7)	A
Catering	19.2	10.3	8.9	1.4	F
Hospitality	1.1	0.6	1.5	(0.9)	A
Members Allowance	71.1	41.5	37.9	3.6	F
Membership Subscriptions	25.5	24.8	25.2	(0.4)	A
Grants Paid	463.8	159.4	91.7	67.7	F
Management Agreements	17.9	5.0	6.5	(1.5)	A
Joint Promotion Initiative	8.0	0.0	0.1	(0.1)	A
Insurance	82.6	72.1	54.2	17.9	F
Insured Replacements	0.0	0.0	0.0	0.0	-
Advertising	82.0	42.3	26.4	15.9	F
Media	3.0	1.8	1.1	0.7	F
Legal Expenses	78.3	26.6	34.0	(7.4)	A
Service Agreements	140.2	83.9	38.2	45.7	F
Bank Charges	6.2	3.6	3.6	0.0	-
Audit	26.0	15.1	2.3	12.8	F
Unallocated Resources	11.0	6.4	0.0	6.4	F
Opportunity Fund	192.5	192.5	192.5	0.0	-
Contingency Fund	250.0	250.0	250.0	0.0	-
TOTAL EXPENDITURE	7779.7	4429.6	4024.0	405.6	F
SURPLUS CARRIED FORWARD	(565.4)	(565.4)	(565.4)	0.0	-
NET POSITION	0.0	(422.3)	(795.8)	373.5	F

Expenditure ahead of profile

Timing Delays on payment of grants

Savings identified following a retendering exercise and timing delays in ancillary insurance costs

Timing Delays on Expenditure

Timing Delays on Expenditure

Timing Delays on Expenditure

Analysis of Income - Quarter 2, Financial Year 2007/8 (April 2007 to Oct 2007)

Comparison with Budget and Actual 2007/8

	Quarter 2		Variance to Budget		Quarter 2 2006/7
	Actual	Budget			
Grants Received	225,420	346,282	- 120,862	A	711,322
Sustainable Development Grant	200,000	200,000	-	-	200,000
National Park Grant and Levies	2,888,050	2,888,050	-	-	2,813,230
RAWP	11,040	11,667	- 627	A	10,970
Consultancy	16,535	-	16,535	F	5,395
Sponsorship	-	-	-	-	-
Donations	780	-	780	F	173
Other Income	55,407	38,782	16,625	F	31,155
Retail Sales	205,562	213,050	- 7,488	A	202,419
Planning Income	133,031	87,500	45,531	F	69,425
Events	4,642	2,924	1,718	F	4,975
Bed Booking Fees	2,766	1,090	1,676	F	2,804
Admissions	21,824	20,141	1,683	F	24,396
Rents & Wayleaves	8,556	13,224	- 4,668	A	7,873
Parking Fees	415,448	402,500	12,948	F	369,902
Investments	65,399	61,250	4,149	F	55,450
Total	4,254,459	4,286,460	- 32,001	A	4,509,488

Income by Month

	April	May	June	July	August	September	October	November	December	January	February	March	Total	% of Total
Grants Received	20,000	17,240	31,645	3,540	-	13,378	139,618						225,420	5%
National Park Grant and Levies	1,437,736			1,237,736			412,579						3,088,051	73%
RAWP				5,555			5,485						11,040	0%
Consultancy	-	70	-	16,465	-	-							16,535	0%
Sponsorship													-	0%
Donations	-	20	-	5	91	665	-						780	0%
Other Income	1,844	15,324	13,792	746	1,769	8,874	13,058						55,407	1%
Retail Sales	24,246	21,096	34,865	27,108	45,004	27,849	25,394						205,562	5%
Planning Income	2,945	9,584	74,438	15,365	8,472	9,224	13,003						133,031	3%
Events	793	426	1,067	470	1,749	69	69						4,642	0%
Bed Booking Fees	182	300	503	434	611	485	250						2,766	0%
Admissions	2,678	2,555	2,958	4,071	5,235	2,213	2,114						21,824	1%
Rents & Wayleaves	7,500	2	330	-	721	2	-						8,556	0%
Parking Fees	74,504	53,394	46,572	69,220	69,458	54,548	47,753						415,448	10%
Investments	-	-	30,708	-	-	34,691	-						65,399	2%
Total	1,572,427	120,011	236,877	1,380,715	133,110	151,997	659,323						4,254,460	

Delegations approved in the quarters ended 30th June and 31st October 2007

Description	Approved by	Date
Pennine Bridleway – Cam High Road to Ling Gill Bridge – delegation required to approve the award of the work to DMS of Wigglesworth. The contractor supplied the lowest quote however, following expressions of interest in the tender from five contractors only two responded to the specification by the deadline.	CEO	17/07/07
Ure Bank Revetment – Delegation to approve the award of the contract to WA & D Wise. Six contractors were approached for quotation and only two quotations were received within the deadline and subsequently one of these two pulled out as they would have been unable to complete the work at the time required.	CEO	17/08/07
Historic Environment Record Enhancement – delegation to outsource work relating to archaeological consultations on Farm Environment Plans (50% funded by Natural England). This is needed due to a high demand over the past few months and lack of capacity within our existing resource. The nature of the work is very specialised and given the timeframe involved it was not appropriate to undertake a quotation exercise.	CEO	13/09/07

1. Wood-fuelled heating (£39,000) - A

As part of its commitment to reduce the Authority's carbon footprint, it is proposed to replace the heating systems at Colvend and the Dales Countryside museum with wood-fuelled.

These installations together will reduce the Authority's carbon footprint by 17%, help to create a local market for wood chip (which has potential links into SDF-funded wood fuel consultancy projects and to wood-related industries such as Gayle Mill).

This bid seeks the remaining balance of funding necessary to install a wood-fuelled boiler at one site before the end of 2008, the other part of that funding being within the draft 2008/09 budget.

(The full text relating to this item will also be on the agenda of this meeting, as part of the draft budget papers, under CLIMATE CHANGE).

2. Biofuel use in Authority Vehicles (£7,800)- A

The Authority has made the decision to extend the current fleet vehicle lease by two years, to March 2010. In order to reduce carbon emissions from the fleet, the decision has also been made to change from standard mineral diesel to a bio-diesel / mineral diesel mix. A minimum 20% bio-diesel blend will be used, although it may be possible to increase this ratio (e.g. during summer).

Since it is not possible to purchase bio-diesel on the forecourt beyond a 5% mix, the Authority will need to install fuel storage tanks. To avoid excess mileage just to fill up with fuel, there will need to be storage tanks at Colvend, DCM / Yoredale and Stonedykes Barn. These would be 1300 to 1500 litre bunded tanks, with lockable electric pumps, fully compliant with current legislation. Fuel delivery would be by tanker on an approximately monthly basis.

Estimated costing is £2600 per site to include cost of tank and installation. Total cost for three sites is £7800.

3. Freeholders Wood (£7,000) – A/B

As part of the new management plan for Freeholders Wood LNR, we have been working with the Freeholders to change the coppicing regime. One of the difficulties that we have been having is with grazing of the newly-coppiced stumps. Last year, the Authority purchased 100 sets of 'gen guards' to protect last year's coppice rotation. To continue this approach for this year's coppice rotation will require a further 100 new sets (of 4). The rotation is carried out on a two-year cycle (i.e. next year they will re-use the guards from last year) – so this is the last year that funding will be needed.

4. Regional Awareness Survey (£6,000) C

As a public sector organisation, we need to make sure that our decisions are based on sound evidence and knowledge as far as reasonably practical for an organisation of our scale.

In May 2007 members agreed a consultation strategy and a timeline for major consultations and awareness surveys. The next major survey is the regional awareness survey which was last completed in May 2003 and is due to take place again by May 2008.

This survey is done jointly with North York Moors NPA and we share the costs equally. This enables us each to get independent, high quality, statistically valid data for approximately half the usual cost. Andy Wilson, Chief Executive NYMNPA, has confirmed their continuing involvement.

To enable schedules to be completed and book our 'slot', the order needs to be placed with the research company as soon as possible and planning will take place together with NYMNPA in February.

The regional awareness survey is a telephone survey covering West Yorkshire, Teesside, Vale of York (including York) and Hull. It will give data about both users and non-users. Specifically it will:

- Measure levels of awareness of the Yorkshire Dales and North York Moors National Parks
- Determine the levels of understanding of the purpose and nature of National Parks
- Investigate levels of visiting and potential visiting of the North York Moors and Yorkshire Dales National Parks and examine reasons for not-visiting
- Explore possible encouragements to future visiting
- Comment on the most effective methods of future communication

This data informs our future work and directly contributes to performance indicators in the BVPP and the State of the Park Report.

The regional awareness survey gives valuable and necessary data. Working with NYMNPA gives excellent value for money. Officers recommend allocating £6k to complete this work.

5. Retail Services – 'Pump Priming' Initiative (£14,000) D/E

As part of the External Funding Strategy (to be discussed at November Authority) a member/officer working group has been set up and it was agreed that one of the first steps was to invest in initial work to kick start the revitalisation of Retail. This bid is designed to identify the resource needed to undertake the following key pieces of work

- Work towards developing a Business Plan for Retail Services.
- Make the link between the retail product offering and the perceptions that our customers have of the National Park
- Increasing customers awareness of the contribution that Retail Services income makes to the core activities of the National Park Authority
- Develop retail services activities into new markets using e-commerce and mail order

It was also agreed that initially we should focus the product range development and marketing on the following three themes:

- Health
- Climate Change
- Special Qualities and 'local' products.

A Business Plan will be produced 'in-house' and, subject to the timing of the feasibility study being undertaken under the umbrella of Yorkshire Culture (ex Turntable resourcing), that work will be undertaken in parallel with the activities listed below, which are either interdependent or can be used as a 'pilot' to test the assumptions made in the developing business plan.

In order to undertake the following activities it is anticipated that the following resources will be needed

- To identify and develop our unique selling proposition, and although some of this will be picked up by the branding work to be undertaken in 2008/09 this bid is to undertake some initial work on our corporate identity and customer perceptions. (direct funding for this work will come from Yorkshire Culture)
- To develop Point of Sale Information that promotes the advantages (including sustainability, ethical stance and social responsibility) to the visitor of buying our retail product, and also reinforces the economic value of the 'national park' designation. As Grassington is currently being refurbished there is an opportunity to develop the graphics and a suite of panels as part of this project and to roll out to Hawes, Aysgarth and Malham (estimated at £8,000 to design and produce).
- To develop the website and a mail order catalogue of specially selected products to reach out to alternative markets. A 'pilot' of the website is being developed in-house and it is planned that YDMT will send launch information to their mailing list on our behalf. We will ask customers for feedback from this stage and use this to develop a website and a mail order catalogue for full launch later in the financial year. Although, the initial site is being developed 'in-house', additional resources and expertise will be required to ensure that the final site meets customer expectations, and for the design and print of the catalogue. (estimated cost £5,000).
- To provide additional support to Retail Services to free up the capacity of the current Retail Services staff to develop the above by buying additional hours. (estimated cost £1,000).

PDG Projects approved by SMT 31 October 2007

Planning Delivery Grant Spending Proposals

Background

The Authority has been awarded £183,000 for improved performance against planning application processing targets, for 2007/08.

£120,000 has been committed to the Authority's general expenditure, consisting of £70,000 already allocated to salaries in the 07/08 budget, and an additional £50,000 agreed to be set aside to support the 08/09 Development Control salaries budget, so continuing the use of PDG to support additional planning staff for a further year.

£63,000 is therefore left to be allocated to support improvement in the delivery of Planning services. This service delivery is dependent on the work of all departments, so the following recommendations cover a range of the Authority's activities; the projects are not in order of priority.

PACS Upgrade

In order to assist in the electronic delivery of the planning service and increase the efficient use of staff time it is proposed to upgrade the PACS system (Planning Service Database provided by Exegesis) and purchase an additional server required to host this database.

Estimated Cost £13k

2 x A3 Colour Photocopiers/Printers

The proposal is to investigate the options of providing A3 colour printing facilities to assist in the production of maps in support of applications as an alternative to the current manual systems.

Estimated Cost £5k

Laser Measuring Tools

Planning Officers, Enforcement Officers and Building Conservation Officers are currently using tape measures and ranging poles to measure sites, buildings, heights & separation distances. A hand-held laser measure would improve speed & accuracy, and it is proposed to purchase five in total, at £270 each, to be shared by the officers who require them. **Estimated Cost £1.4k**

Housing Market Research for Local Development Framework

It is proposed to commission research into the balance needed between affordable and other housing on sites in private ownership in order to encourage private developers and landowners to produce appropriate schemes. This research will be used to inform future policy. **Estimated Cost £6k**

Archaeological Surveys of Allocated Sites

The response to consultation on Housing Policy (LDF) supports allocating sites, to increase the supply of affordable housing; it is possible that the suitable sites may contain

features of archaeological interest that would constrain development. It is proposed to commission surveys on a select number of 'short listed' sites in order to inform the decision making process. **Estimated Cost £2k**

Revised Design Guide

The availability of well presented design advice makes persuading developers to seek high standards easier, and therefore improves the effectiveness of officers. The Authority's Design Guide is currently under review and it is proposed to allocate resource for professional photography and the production of an electronic version. **Estimated Cost £10k**

Planning PR Campaign

The Authority has a BVPP action of promoting positive image of Planning, and it is proposed to use consultants as a practical way of delivering this campaign. **Estimated Cost £5k**

Enforcement Officer Training

Trevor Roberts provides a certificated enforcement course of high quality, and both of the Authority's Enforcement Officers have benefited from the completion of one module. It is proposed to use PDG to enable the Officers to complete further modules which would otherwise not be available under the constraints of the Authority's departmental training budget. **Estimated Cost £2.8k.**

Digital Copy of 1st Edition 1:25,000 Maps

The acquisition of the 1st Edition 1:25,000 OS Maps would assist officers across the Authority in assessing a baseline for the historical features of the area. If these maps prove to be beneficial the Authority could then consider options for purchasing later editions in digital format.

Estimated Cost £3.3k

Digitisation of the Archaeology Section's Photographs

The scanning of the photographic records of the Archaeology Section will assist officers, including the planning and enforcement officers, in assessing the historic features of a site.

Estimated Cost £2.5k

Training on the use of the Historic Buildings Sites and Monuments Record (HBSMR)

This will assist officers in accessing data quickly and accurately in order to formulate responses to consultations.

Estimated Cost £1k

Summary

The above list accounts for approx **£52k** of expenditure, leaving **£11k** of the available monies uncommitted; this balance is to be retained in case there are any variances in the estimated costings above and to support any projects that may be identified in the future.