



✧ Please note venue & start time of meeting ✧

AGENDA

MEETING: FINANCE AND RESOURCES COMMITTEE

[Membership: John Blackie, Chris Clark, Nick Cotton, Richard Foster, Julie Hutton, Carl Lis, Jocelyn Manners-Armstrong, Ian McPherson, Ian Mitchell, William Patterson, Gillian Quinn, Karin Sedgwick and Neil Swain.]

VENUE: The National Park Authority Office, Yoredale, Bainbridge

DATE/TIME: Tuesday, 11 December 2018 at 10.30am

✧ Please see the attached “NOTES FOR MEMBERS OF THE PUBLIC AND AUTHORITY MEMBERS” ✧

BUSINESS

	<u>Indicative Duration</u>	<u>Page No</u>
<u>Part One – “Procedural” items</u>		
1. Minutes of the meeting held on 11 September 2018		1
2. Public Questions / Statements		
3. Exclusion of the public from the meeting during the consideration of Item No 12 on the agenda on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972		
4. Apologies for absence		
5. Declarations of lobbying		
<u>Part Two – Items/Reports which require a decision from Members</u>		
6. Implementing the 2019/20 Pay Award	<i>(25 mins)</i>	5
7. Grant application to the Sustainable Development Fund	<i>(10 mins)</i>	13
<u>Part Three – Items/Reports which are for Members to note</u>		
8. Financial Progress report: 2 nd quarter to 30 th Sept 2018	<i>(10 mins)</i>	19

NOTES FOR MEMBERS OF THE PUBLIC AND AUTHORITY MEMBERS

1. Declarations of Interest:

Authority Members should make any declarations of interest at the start of the appropriate item.

2. Public Questions/Statements:

The National Park Authority has allocated up to 15 minutes at the start of meetings to allow members of the public the opportunity to ask questions and/or to make statements that relate to the work of the Authority or the appropriate Committee. Anyone wishing to ask a question or make a statement **must 'register'** that intention with the Chief Executive by 12 noon on the working day before the meeting. More detailed guidance is available from the Authority's Committees Officer. (This procedure is in addition to the opportunity to speak on planning applications at the Planning Committee.)

For anyone registered to speak at today's meeting – the Chairman will call you at the appropriate time – each Speaker will have up to three minutes.

3. Filming/Recording of Meetings:

The National Park Authority routinely records all full Authority and Planning Committee Meetings. Filming/recording of Authority meetings, Committee and sub-committee meetings is permitted provided it does not disrupt the smooth running of the meeting.

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Ultimately the Chairman may suspend or adjourn the meeting.

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4. Health & Safety:

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In the event of the fire alarms being activated, all those present at the meeting should leave the building by the main entrance (if possible), go straight across the car park (with the central wall on your left) and assemble at the far right-hand side of the lower part of the car park by the Fire Assembly Point. Please go **straight** to the Assembly Point as not doing so may delay checks that everyone is accounted for.

5. Meeting Room(s) Hearing Loop:

As well as using a conference sound system at Authority and Planning Committee meetings, each of the rooms used for formal meetings of the Authority and its Committees has an induction loop system fitted.

If you have a hearing aid with a 'T' setting, please switch it to 'T'.

6. Agenda Papers:

The agenda and all public reports for meetings of the Authority (and each of its Committees) are normally available for public inspection five working days before the meeting. The papers are also posted on the Authority's website and a **limited** number of copies are available for reference at each meeting.

If you have any general enquiries/comments about the above or the way in which the Authority's decision-making processes operate, please contact the Committees Officer by post (to Yoredale, Bainbridge, Leyburn, DL8 3EL); telephone 0300 456 0030; or email: secretariat@yorkshiredales.org.uk.



Committee Membership and Member Champions as at 8 Nov 2018

Member	Appointing body	Planning	Audit & Review	Finance & Resources	Standards
<i>M'ship/Quorum→</i>		17/7	12/6	13/6	5/3
Blackie John	NYCC	✓		✓	
Clark Chris	SoS(P)	✓		✓	
Cotton Nick	CCC	S2		✓	
Donovan Judith	SoS		✓		✓
Foster Richard	CDC	S1		✓	✓
Heseltine Neil	SoS(P)	S1	✓		✓
Heseltine Robert	CDC	S2	✓		
Hutton Julie	SoS	S1		✓	
Ireton David	NYCC	S1	✓		✓
Kirkbride Allen	SoS(P)	✓	✓		S
Lis Carl	CDC	✓		✓	
Manners-Armstrong Jocelyn	SoS	✓		✓	✓
Martin Julie	SoS	✓	✓		
McPherson Ian	SoS(P)	✓		✓	
Mitchell Ian	SLDC	✓		✓	
Munday Jim	SoS	✓	✓		
Patterson William	EDC	✓		✓	
Pattison Margaret	LCyC	✓	✓		
Peacock Yvonne	RDC	✓	✓		
Quinn Gillian	NYCC	✓		✓	
Sedgwick Karin	NYCC			✓	
Swain Neil	SoS	✓		✓	
Thornton-Berry Caroline	RDC	✓	✓		
Towneley Cosima	LCC	✓	✓		
Welch Richard	NYCC	✓	✓		

CDC= Craven District Council; EDC= Eden District Council; LCyC= Lancaster City Council;
RDC=Richmondshire District Council; SLDC=South Lakeland District Council;
CCC=Cumbria County Council; LCC= Lancashire County Council; NYCC= North Yorkshire County Council;
SoS=Secretary of State; SoS(P)=Secretary of State (Parish);

CHAIRMEN AND DEPUTY CHAIRMEN		
<i>Date elected</i>	<i>Chairman</i>	<i>Deputy Chairman</i>
Authority (26/06/18)	Carl Lis	Jocelyn Manners-Armstrong
Planning (10/07/18)	Caroline Thornton-Berry	Julie Martin
Audit and Review (10/07/18)	Yvonne Peacock	Jim Munday
Finance and Resource (31/07/18)	Jocelyn Manners-Armstrong	Nick Cotton
Standards (07/11/17)	Jocelyn Manners-Armstrong	-

MEMBER CHAMPIONS		
<i>Area of responsibility</i>	<i>Member appointed</i>	<i>Term of appointment</i>
Natural Environment	Ian McPherson	Nov15 – Nov18
Cultural Heritage	Julie Martin	Sep17 – Sep20
Recreation Management	Nick Cotton	Dec16 – Dec19
Promoting Understanding	Judith Donovan	June17 – June20
Development Management	Jim Munday	June18 – June21
Sustainable Development	Chris Clark	Sept16 – Sept19
Corporate Management	Vacant	-

Minutes of the meeting held at Dales Countryside Museum, Hawes on
Tuesday 11 September 2018

Present:

Chris Clark, Nick Cotton, Carl Lis, Jocelyn Manners-Armstrong [chair], Ian McPherson,
Ian Mitchell, Karin Sedgwick and Neil Swain

COPIES OF ALL DOCUMENTS CONSIDERED ARE IN THE MINUTE BOOK

46/18 MINUTES

RESOLVED –

That the minutes of the meeting held on 31 July 2018, having been printed and circulated,
be taken as read and be confirmed and signed by the Chairman as a correct record.

47/18 PUBLIC QUESTIONS/STATEMENTS

No notifications of public questions or of the intention to make a statement had been
received.

48/18 EXCLUSION OF THE PUBLIC

That pursuant to Section 100 (A) (4) of the Local Government Act 1972, the public be
excluded from the meeting during the consideration of Item No 13 on the agenda on the
grounds that it involves the likely discussion of exempt information as defined in paragraph 3
of Part 1 of Schedule 12A to the Local Government Act 1972.

49/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from John Blackie, Richard Foster, Julie Hutton, William
Patterson and Gillian Quinn.

50/18 DECLARATIONS OF LOBBYING

No declarations of lobbying were made at the meeting.

51/18 DISPOSAL OF LAND AT AYSGARTH FALLS

CONSIDERED – the report of The Chief Executive.

RESOLVED –

That the sale or lease of land at Aysgarth Falls was agreed in principle; and the Chief Executive, in consultation with the Chair of the F&R Committee, be authorised to finalise arrangements on whichever of the two options was felt most appropriate.

52/18 OPPORTUNITIES FUND PROPOSAL: TOUR DE YORKSHIRE 2020

CONSIDERED – the report of the Chief Executive.

Members were made aware that the date “2019” in paragraphs 1, 2 and 12 should read “2020” in each instance. In paragraph 9, the figure £215k should read £141k.

It was reported that, since the paper was written, further ongoing discussions had taken place between Welcome to Yorkshire and Richmondshire District Council regarding the finish location.

RESOLVED –

That a figure of up to £50k should be allocated from the Opportunities Fund as the Authority’s contribution towards a partnership bid with Craven District Council, for funding a stage of the 2020 Tour de Yorkshire, on the basis that a significant proportion of the race passes through the National Park.

53/18 SHORT TERM FUNDING FOR THE YORKSHIRE PEAT PARTNERSHIP - WINTER 2018

CONSIDERED – the report of the Director of Corporate Services.

Members asked for clarification of figures in Appendix 1 (areas of restoration in hectares); it was confirmed that the figures represented areas of work, rather than areas affected as previously reported.

RESOLVED –

That approval be given for the Authority to make a further series of short term loans (up to a maximum total sum of £400k outstanding at any one time) to the Yorkshire Wildlife Trust, for the purpose of funding peatland restoration works carried out by the contractors before the end of March 2019.

54/18 FINANCIAL PROGRESS REPORT: FIRST QUARTER TO 30 JUNE 2018

CONSIDERED – the report of the Head of Finance

RESOLVED –

That the report be noted.

55/18 INCOME GENERATION STRATEGY: PROGRESS REPORT

CONSIDERED – the report of the Director of Conservation and Community

RESOLVED –

That the report be noted.

56/18 STAFFING

CONSIDERED – the report of the Head of HR and Communications.

RESOLVED –

That the report be noted.

57/18 SICKNESS ABSENCE

CONSIDERED – the report of the Senior Administrative Officer.

RESOLVED –

That the report be noted.

The meeting was temporarily suspended to enable Members to carry out a site visit of the Dales Countryside Museum to look at the condition of the building.

<p><i>The following item was considered in private</i></p>

58/18 REMEDIAL REPAIRS AT THE DALES COUNTRYSIDE MUSEUM

CONSIDERED – the report of the Director of Park Services

Members agreed that option ii) as detailed in the report was the most appropriate way forward, with a ceiling of £240k. It was agreed that Neil Swain would be involved in the quotation process to be operated by the appointed consultants, but that if the total likely cost of the works exceeded the sum proposed this would be referred back to this committee for a further decision.

RESOLVED –

That approval be given for a sum of up to £240k to be set aside from the Authority's General Fund Reserve for repair and remedial works at the Dales Countryside Museum, as set out in the Consultant's Report.

Committee: FINANCE AND RESOURCES

Date: 11 December 2018

Report: IMPLEMENTING THE 2019/20 PAY AWARD

Purpose of the report

1. To propose a series of adjustments to the Authority's pay band structure, so as to accommodate the impact of the 2019/20 pay award.

RECOMMENDATION

2. That Members agree the Authority's revised pay band structure.

Strategic Planning Framework

3. The recommendation in this report is consistent with the Authority's statutory purposes, and in particular 2018/19 Corporate Plan action 25.6, 'In the light of the impact of the Living Wage, review the structure of the Authority's Pay Bands'.

Background

4. In June 2018, a two year pay award for Local Government employees was agreed between the unions and the National Joint Council for Local Government, covering 2018/19 and 2019/20. **Appendix 1** gives the detail of this award.

5. The award for 2018/19 (**Appendix 1, column 4**) was relatively straightforward and saw the adjustment of existing pay increments within our pay scale, albeit by varying amounts, the rate of increase provided for by the pay award decreasing 'upwards', from 9% in the lower increments within band F, reducing to 2% at pay increment (spinal point) 20 and above.

6. The significantly higher rate of increase at the bottom of the pay scale represented a stage in the move towards the introduction of the Living Wage. The extra costs of these changes had been anticipated in the Authority's 2018/19 budget, and so are covered within the budget.

7. The pay award for 2019/20 (**Appendix 1, column 5**) is more complex, involving as it does a restructure of the national pay increments adjustments to the bottom of the pay scale to take full account of the Living Wage from April 2019 onwards. Critically, this restructure no longer matches our current pay band structure.

8. In seeking a solution that deals effectively with these changes, two principles have been followed:

- (i) that the implementation of the new pay award and the adoption of a new pay band structure shouldn't leave any employee worse off than they would have been under the 'old' pay structure;

- (ii) that the solution should be affordable for the Authority.

The challenges created by the 2019 pay award

9. The origins of our current pay scale are set out in **Appendix 2**; one significant feature is that, of our eight pay bands, three (D,E and F) are – or were – much longer than the others and have been divided by a ‘bar’ point, above which progression can only be achieved once certain criteria are met.

10. Superficially, it looks like it ought to be possible to translate the old pay increments across into the new ones defined by the 2019 pay award, ‘sliding’ the pay rates of individual officers across to those of the new model. But this approach would create a number of problems:

- (i) The new pay scale would see a reduction in increments within our pay band F, from 9, down to 4 or 5. That pay band had already lost 5 increments through the implementation of the minimum wage. Overall, the reduction is from an original 14 increments to just 4 or 5.
- (ii) ‘New’ pay increment 5 straddles the boundary between our bands F and E, hence the uncertainty as to whether band F should contain 4 or 5 increments.
- (iii) Band E would now contain fewer increments. From 13 down to 10.
- (iv) Additional increments have been added to the national model to maintain their overall number; unfortunately, they all fall within the Authority’s Band D scale, potentially increasing it from 12 increments to 17 and reducing the pay differential.
- (v) Over the past decade, the higher rates of annual pay increase at the lower end of the pay scale (of which the 2019 pay award is the latest addition) have eroded the pay differential between those posts and ones higher up the pay scale. Following the benchmarking adjustments of last year, this is most apparent in relation to band C posts.

11. These changes would also mean that the justification for a bar point in band F has gone: that pay band is now only 4 or 5 increments long; the need for a bar point in band E is also reduced. In addition, band D would – potentially - be far too long, compared to our other pay bands.

The Proposed Solution

12. **Appendix 1 column 6** sets out a proposal for a revised series of pay bands, the features of which are as follows:

- (i) Removing the bar point from bands D, E, and F.
- (ii) Removing the overlap between pay bands. Our experience has been that this overlap can lead to a situation where an officer on a lower pay band is managed by an officer on the next highest pay band but who is paid less than the person they are managing.

One effect of removing the overlap is to reduce the length of pay bands further, which is particularly helpful in relation to band D

- (iii) In order to reduce the length of pay band D, it is proposed that 5 increments from the national model are not used. Along with removing the overlap, this would bring band D down to the more reasonable length of 8 increments. A number of other NPAs have adopted this approach.
- (iv) An additional increment has been added to band C. This would recreate a small amount of the pay differential which has been lost between pay band C and lower pay grades, particularly band D).
- (v) No changes are proposed for bands B, A, S1 or S2.

13. Collectively, these changes would improve band length comparability, as illustrated by the table, below.

No. of increments:	Band F	Band E	Band D	Band C	Band B	Band A	Band S1	Band S2
Old model	9	12	12	8	7	8	8	7
New Model	5	7	8	5	6	7	6	7

Financial Implications

14. The solution proposed in this paper has a total cost of £31k in 2019/20 (this is in addition to the general 2% increase); that figure would rise to £78k by 2023/24. The components of these sums are shown below.

	2019/20	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000	£'000
Removing the bar point from bands D, E and F	7	11	17	22	27
Removing pay band overlap	2	2	2	2	3
Reducing the length of band D, by not applying certain increments	8	13	19	26	28
Adding an extra increment to the top of band C	14	14	18	19	20
Total cost of all changes	31	40	56	69	78

Staff costs/gross Income ratio

15. Adding these costs into the budget for 2019/20 onwards, the ratios for staff costs to gross income are currently projected to be as follows:

	2018/19	2019/20	2020/21	2021/22	2022/23
Staff Costs: Gross Income	55%	55%	56%	58%	58%

16. The Authority has set an indicative measure for this ratio of 50% - 55% Members should note that the values for future ratios are likely to fall because we know future staff costs with reasonable accuracy, but not future income, especially from grants. It is very

likely that the 2018/19 figure will come down, based on what we already know this year. Any successes with major grants will reduce the figures in later years.

Consultation with UNISON

17. The implementation proposals were forwarded to Unison for consultation in September 2018.

18. The feedback from Unison was that they welcome the move away from overlapping pay bands, which can result in individuals doing work of greater weight but potentially being paid the same, or less than, colleagues in a lower grade.

19. Unison expressed some concern about the length of the proposed bands whilst welcoming the fact that the proposed bands are shorter than what exists at present. They also supported the removal of bar points.

Equalities Impact Assessment

20. An Equalities Impact Assessment has been completed for the proposals contained in this report, with specific reference to the protected characteristics prescribed by the Equalities Act 2010. This assessment concluded that the proposals have no adverse impact with respect to equalities.

Risk

21. The proposals include an increase in the Authority's staff costs, so there is some risk that these might not be affordable longer term; that risk would crystallise, for example, were there to be any future cuts to the Authority's core grant.

22. However, any such cuts would almost certainly be large enough to trigger more widespread cuts to the Authority's workforce, and the scale of the proposals in this paper would have little effect on that requirement. As at the date of this report, there is no indication that future cuts are expected.

Conclusion

23. The proposals for dealing with the 2019 pay award, as described in this paper, are considered to be fair, in addressing the spirit of the pay award, and affordable for the Authority.

Richard Burnett
Director of Corporate Services
26 November 2018

Pay bands and scale points, current and future

1	2	3	4	5		6
YDNPA, current pay bands	Current SCP	1 April 2017	1 April 2018	1 April 2019 National Pay Scale		YDNPA, proposed pay bands from April 2019
		£ per annum	£ per annum	New SCP	£ per annum	
BAND F	6	£15,014	£16,394	1	£17,364	BAND F
	7	£15,115	£16,495			
	8	£15,246	£16,626	2	£17,711	
	<i>bar</i>	£15,375	£16,755			
	10	£15,613	£16,863			
F&E overlap	11	£15,807	£17,007	3	£18,065	
	12	£16,123	£17,173	4	£18,426	
	13	£16,491	£17,391			
	14	£16,781	£17,681	5	£18,795	
BAND E	15	£17,072	£17,972	6	£19,171	
	<i>bar</i>	£17,419	£18,319			
	17	£17,772	£18,672	7	£19,554	
	18	£18,070	£18,870			
	19	£18,746	£19,446			
E&D overlap	20	£19,430	£19,819	9	£20,344	
				10	£20,751	
	21	£20,138	£20,541	11	£21,166	
	22	£20,661	£21,074	12	£21,589	
BAND D				13	£22,021	BAND D
	23	£21,268	£21,693	14	£22,462	<i>not used</i>
	24	£21,962	£22,401	15	£22,911	
				16	£23,369	<i>not used</i>
	25	£22,658	£23,111	17	£23,836	
				18	£24,313	<i>not used</i>
	<i>bar</i>	£23,398	£23,866	19	£24,799	
	27	£24,174	£24,657	20	£25,295	<i>not used</i>
				21	£25,801	
	28	£24,964	£25,463	22	£26,317	<i>not used</i>
D&C overlap	29	£25,951	£26,470	23	£26,999	
	30	£26,822	£27,358	24	£27,905	
	31	£27,668	£28,221	25	£28,785	
	32	£28,485	£29,055	26	£29,636	
BAND C	33	£29,323	£29,909	27	£30,507	BAND C
	34	£30,153	£30,756	28	£31,371	
	35	£30,785	£31,401	29	£32,029	
C&B overlap	36	£31,601	£32,233	30	£32,878	

YDNPA, current pay bands	Current SCP	1 April 2017	1 April 2018	1 April 2019		YDNPA, proposed pay bands from April 2019
		£ per annum	£ per annum	New SCP	£ per annum	
BAND B	37	£32,486	£33,136	31	£33,799	BAND C (contd.)
	38	£33,437	£34,106	32	£34,788	BAND B
	39	£34,538	£35,229	33	£35,934	
	40	£35,444	£36,153	34	£36,876	
	41	£36,379	£37,107	35	£37,849	
42	£37,306	£38,052	36	£38,813		
B&A overlap						
BAND A	43	£38,237	£39,002	37	£39,782	BAND A
	44	£39,177	£39,961	38	£40,760	
	45	£40,057	£40,858	39	£41,675	
	46	£41,025	£41,846	40	£42,683	
	47	£41,967	£42,806	41	£43,662	
A&S1 overlap	48	£42,899	£43,757	42	£44,632	
	49	£43,821	£44,697	43	£45,591	
BAND S1	50	£44,774	£45,669	44	£46,582	BAND S1
	51	£45,725	£46,639	45	£47,572	
	52	£46,676	£47,610	46	£48,562	
	53	£47,628	£48,581	47	£49,553	
	54	£48,576	£49,548	48	£50,539	
	55	£49,528	£50,519	49	£51,529	
BAND S2	56	£51,000	£52,020	50	£53,060	BAND S2
	57	£52,500	£53,550	51	£54,621	
	58	£54,000	£55,080	52	£56,182	
	59	£55,500	£56,610	53	£57,742	
	60	£57,000	£58,140	54	£59,303	
	61	£58,500	£59,670	55	£60,863	
	62	£60,000	£61,200	56	£62,424	

The current pay structure and the bar criteria

Our current Pay Band structure was established in 2001. It was an outcome of the 'single status' negotiations which sought to remove pay inequality between women and men for different jobs but of similar worth. It comprises eight pay bands; this was the product of amalgamating 19 small pay bands (some of only 2 or 3 increments) into the current eight pay bands, with those bands now containing significantly more pay increments. The structure also included overlapping between some pay bands.

Most of this amalgamation of the 19 pay bands took place in the lower half of the pay scale, such that, for pay bands D, E and F staff now had access to considerably more pay scale 'head room' than previously.

The length of these three particular new pay bands, each originally containing 12 increments, was also problematic: the new pay scale had the potential to leave the Authority paying well above the market rate for some posts (e.g. for posts which would originally only have had access to a small number of increments).

However, rather than increasing the number of pay bands (for example, by splitting those three pay bands into six), it was decided to keep these now much longer bands, but to only allow access to their upper halves once certain measures (the Bar Criteria) were met.

Bar Criteria therefore sit at the mid-point of pay bands D, E and F. Their purpose was to recognise when officers had developed capabilities that were above that required to perform their role. This translates into their having the experience, skills, knowledge and qualifications to deliver the objectives of their job to a standard above what would normally be required.

There is no obligation on officers to work towards or achieve the bar criteria for their post. Likewise, there is no obligation for the Authority to fund, or allow time off for, any training and development activities that may be necessary to achieve the bar criteria. However, over the years, the Authority has made contributions to training and qualifications, and of time off for study, in line with its existing policies.

Bar Criteria have a second value, in relation to age discrimination. Very long pay bands may benefit those employees who have worked for the Authority the longest, and who, in general terms, may tend to be older than newer employees. In this scenario, older employees end up being paid more than younger ones, for the same work. There is a degree of judgement in deciding when a pay band is too long in this context, but there is a higher risk of this in the case for our current pay bands D, E and F. Dividing those pay bands so that they are linked to two different levels of performance (based on the greater abilities of more highly trained and experienced staff) helps to avoid this potential problem.

Committee: FINANCE & RESOURCES

Date: 11 December 2018

Report: GRANT APPLICATION TO THE SUSTAINABLE DEVELOPMENT FUND

Purpose of the report

1. For Members to determine a funding application made to the Authority's Sustainable Development Fund by 3B Productions Community Interest Company for a contribution towards the '#wearethedales' project (SDF reference SD0165).

RECOMMENDATION

2. That the Authority offers a reduced Sustainable Development Fund grant amount, not exceeding £5,000, towards the '#wearethedales' project.

Strategic Planning Framework

3. The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and its approved strategic planning framework:

National Park Management Plan objectives

F4: Use the Sustainable Development Fund and other funding sources to support at least 20 new projects each year that bring economic, social and environmental benefits to the National Park.

Background to the grant application

4. One of the Company Directors of 3B Productions is an employee of the Yorkshire Dales National Park Authority and is set to benefit from the grant. While grant requests for sums below £10,000 are normally determined under delegated powers, given these circumstances, the Director of Corporate Services has advised that this application needs to be determined by the Finance and Resources Committee. A declaration of interest form has been completed and submitted to the Authority's Monitoring Officer by the employee.
5. The applicant is seeking funding towards the costs associated with producing and promoting 21 short films, including: website and logo design/hosting, camera equipment, sound equipment, lighting, editing, advertising/promotion, travel costs and rented premises for the duration of the project.

6. Applications are considered against the current SDF priorities and criteria, which can be found at **Annex A**. The Officer's report and recommendation can be found at **Annex B**. The full application and supporting paperwork are available on the Members' extranet.
7. To be eligible for funding projects must contribute to National Park purposes and also be effective in terms of factors like value for money, legacy generated, project and risk management. While the project will contribute to National Park purposes, as the first venture of a newly established Community Interest Company, it does carry some risk.
8. In addition to the eligibility criteria, projects are scored to assess the scale of environmental, economic and social benefits they offer. Officers have scored the project at 5 out of 15 which, in accordance with scoring thresholds, only enables a maximum grant offer of £5,000 to be made. The modest score reflects its nature as a project that is essentially profile-raising in nature and so relies on 'trickle down' effects to achieve real outcomes. While the applicant has emphasised longer term benefits associated with the CIC's ongoing work with the community and local businesses, these are not part of the project being considered.

Conclusion

9. The project has the potential to contribute to National Park purposes and deliver beneficial outcomes, but it is risky and hasn't achieved a high score. It is therefore recommended that Members offer a lower level of grant than is being requested.

Andrea Burden
Sustainable Development Officer
23 November 2018

Sustainable Development Fund GUIDANCE NOTES



We are here to help you put together your application. Please talk to us from the very early stages of your project or idea so that we can help you to develop it and secure the funding. Further information can also be found on our website at www.yorkshiredales.org.uk/living-and-working/sdf

What is the Sustainable Development Fund?

The Sustainable Development Fund (SDF) aims to support projects that result in positive benefits for the Yorkshire Dales National Park - its environment, its economy, and its communities. It provides a simple and accessible source of money for local projects. It is open to community groups, individuals, businesses and voluntary-sector bodies.

The type of project we can fund

We want to keep the SDF as flexible as possible. A project will be eligible for consideration if it:

- contributes in some way to looking after the National Park's natural beauty, wildlife or cultural heritage or promotes opportunities for the public to understand and enjoy those things and;
- provides some local economic benefit or some benefit to a local community in the National Park.

We'd encourage all applicants to think about how their project can provide:

- **multiple benefits** – although a project may have a particular economic, social or environmental focus, it is always worth thinking about how it can be designed to secure additional benefits across all the three elements of sustainability or, at the very least, to ensure it does not harm any other interests.
- **value for money** – think carefully about how and where the money is being spent and whether it maximises positive outcomes, in particular, making sure direct benefits are felt on the ground.
- **clear outcomes** – so that we know what it will deliver and so that its success can be measured and learnt from/built upon.
- **a legacy** – we want the benefits to be long term, so think about what happens when the SDF money runs out and the project ends.

Applicants should refer to the National Park Management Plan, which sets out shared ambitions to secure a prosperous future for the National Park and its communities.

Applicants need to show how their project will contribute to the achievement of one or more of the objectives in the Management Plan. The Management Plan can be found at <http://www.yorkshiredales.org.uk/ydnpa/how-we-work/national-park-management-plan>

What we won't fund

We won't normally fund:

- applications by, or on behalf of, public sector bodies
- applications relating to areas outside the National Park boundary, unless a clear benefit for the National Park itself can be demonstrated
- fixed-term project officers
- the cost of preparing or submitting applications for statutory consents
- repeat applications where a project is substantially the same as one previously funded.

How much grant can you apply for?

There is no set minimum or maximum grant. However, the total fund available this year is £175,000. We normally aim to support at least 15 to 20 projects with this amount. Grants can be for capital or revenue costs.

Registered charities and voluntary/community groups can apply for up to 75% of a project's costs. All other types of applicant can apply for up to 50% of project costs. It will therefore be important to consider match funding, which may be sourced from other grant programmes, private finance or 'in kind' contributions. SDF could itself be used as a form of match funding for a larger project where the principal source of finance comes from elsewhere.

Application reference	Project Name	Project Description			
SD0165	#wearethedales	The project aims to deliver a series of 21 x three minute short films through a dedicated web portal over a 12 month period from March 2019. The films will tell stories from the communities of Wensleydale and Swaledale. The project will also marry up with a current SDF project that is being delivered by the Dales Tourism Network – <i>Live, laugh, love in the Yorkshire Dales</i> , which is part of the programme being developed by the Authority and the District Councils to help promote the YDNP to younger people.			
Location	Wensleydale and Swaledale				
In/Out YDNP	In	The main objective of the project is to obtain funding to pay for the set up of a new film and video production company based in the National Park, plus the delivery of the #wearethedales project. This project potentially could attract 10,000 visitors to the web portal during the life of the project. This will launch the new film company in the National Park and showcase the films that will focus on attracting younger people to live here.			
Applicant's name		Project Cost:	Score:	SDF Amount Requested:	SDF Amount Recommended:
3B Productions CIC		£44,385.47	5/15	£9,935,47	£4,967.73
Sustainable Development Officer's Comments:					
<p>The application is accompanied by a business plan which seems to suggest that there is a gap in the market for this type of business. The main funder would be the SDF with match funding being derived solely from gift in kind contributions equating to £34,450.</p> <p>The project has the potential to add value to a current SDF project being delivered by the Dales Tourism Network – Live, laugh, love in the Yorkshire Dales - that aims to showcase the Park and attract new families using social media. Achievements for this project to date include a blog, interviews with people who have made the move to the Dales. A couple of promotional events for potential residents are also being developed.</p> <p>The application is eligible for funding as it would contribute to the Authority's second purpose work. It has obtained a modest score of 5/15 against the SDF's social and economic criteria. The grant scoring thresholds for the SDF indicate that if a project scores between 2- 5 then it is fundable up to £5k. As the applicant has requested £9,935 it is, therefore, recommended that the Authority offers a reduced grant of £5k. This would be commensurate with the anticipated outputs and would offer better value for money. The applicant has requested that the grant money is paid upfront as they do not have any capital. As this is a new business venture a project specific condition retaining half of the grant money until evidence is submitted that half of the films have been produced that are relevant to attracting families is recommended. This would reduce the financial risk to the Authority should the project not deliver the expected outcomes.</p> <p>YDNPA officers are generally supportive but have expressed concern regarding the risks associated with a newly establishing venture and value for money in relation to tangible outputs from the project.</p>					
Officer consultation responses:					
Director of Conservation and Community - In relation to the request for the grant to be paid in advance. As this would be spent mostly on equipment we may wish to consider paying up to half up front, with further funding then dependent on evidence that they are delivering (e.g. when they've made 10 films).					

This would minimise any risk of failure.

Planning Policy Officer – This appears to be a launch project for the wider CIC. The project has merit as a channel for getting key National Park and the attracting families messages across, but how much confidence can be have in tangible outputs. The application lacks any real detail on the scope or content of the films but it is good to hear that they are linking up with the current ‘live, laugh, love in the Yorkshire Dales’ SDF project, although in that sense that will mean we are funding an extension to a project we’ve already funded once. Many of the costs are fixed (i.e. the price of equipment), although the travel costs do seem high. Value for money - 21 x three minute films would be just over 1 hour of film for £10k. On average most of the film projects we have funded have been £4.5k. The equipment they are seeking funding for will continue to be used by the applicant beyond the life of this project. The application and business plan mentions workshops, but there is no detail so it isn’t clear if they are part of this project or just something they want to do in the future.

Head of Access and Engagement – It sounds like a lot of money for 21 short films. There is no detail on the topics of the films or any guarantee as to the quality of the final product or audience they will reach, it is therefore not possible to say whether the films will increase people’s understanding of the Special Qualities or attracting families to the area. As the money is predominantly to be spent on equipment and space hire, and the long-term business model for the applicant’s business includes community involvement through workshops etc, it might have been more beneficial for the SDF application to have been linked to a more community based/involved project which would have better engaged people and families with life in the Dales.

Communications Manager – I think it sounds like a great project, entirely consistent with YDNPA purposes and projects (attracting families, etc) and something we should support. I could see YDNPA using and/or linking to some of the films produced. My only thought is that the SDF application is for the specific project, #wearethedales and there seems to be a very blurred line between the specific project and the setting up of the new company, 3B Productions. As the majority of the application is for money to spend on equipment and rent, this won’t be restricted to the project alone, but will benefit all the company’s activities. So the question is, is the application for the project or to help set up the company and does SDF support new business set-ups?

What the grant will be used for: The applicant is seeking a financial contribution towards website and logo design and hosting, camera equipment, lighting, sound equipment, editing, advertising/promotion, travel costs and rent of premises for 12 months.

Match funding: Gift in kind £34,450 (volunteer time and non-cash contributions) – secured

Management Plan Objectives: The project could make a contribution towards achieving objective F2 which aims to undertake a 5 year programme of measures to promote the National Park as a place to live for younger, working age households (18-44 years) to help halt the decline in their numbers.

Recommendation: That a reduced grant offer be made subject to the standard SDF conditions. A project specific condition is also recommended regarding the upfront payment request. This would stipulate that the applicant has to provide evidence to the Authority that 10 films have been made that focus on the special qualities of the National Park before the final half of the grant is released.

Officer: Andrea Burden, Sustainable Development Officer

Date: 23 November 2018

Final Decision – This application is scheduled to be determined by the Authority’s Finance and Resources Committee on 11 December 2018.

Committee: FINANCE AND RESOURCES

Date: 11 December 2018

**Report: FINANCIAL PROGRESS REPORT -
SIX MONTHS TO 30 SEPTEMBER 2018**

Purpose of the Report

1. To provide Members with information on the financial performance of the Yorkshire Dales National Park Authority ('the Authority') for the six months from 1 April to 30 September 2018.

Recommendation

2. Members are asked to note the report.

Strategic Planning Framework

3. The information and recommendation 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 to make the most effective use of our resources and develop our capacity for income generation so as to maintain annual income at £6.7m' (*Corporate Plan, Objective 24*).
4. This report provides the quarterly update to Members as required by Financial Regulations.

Introduction

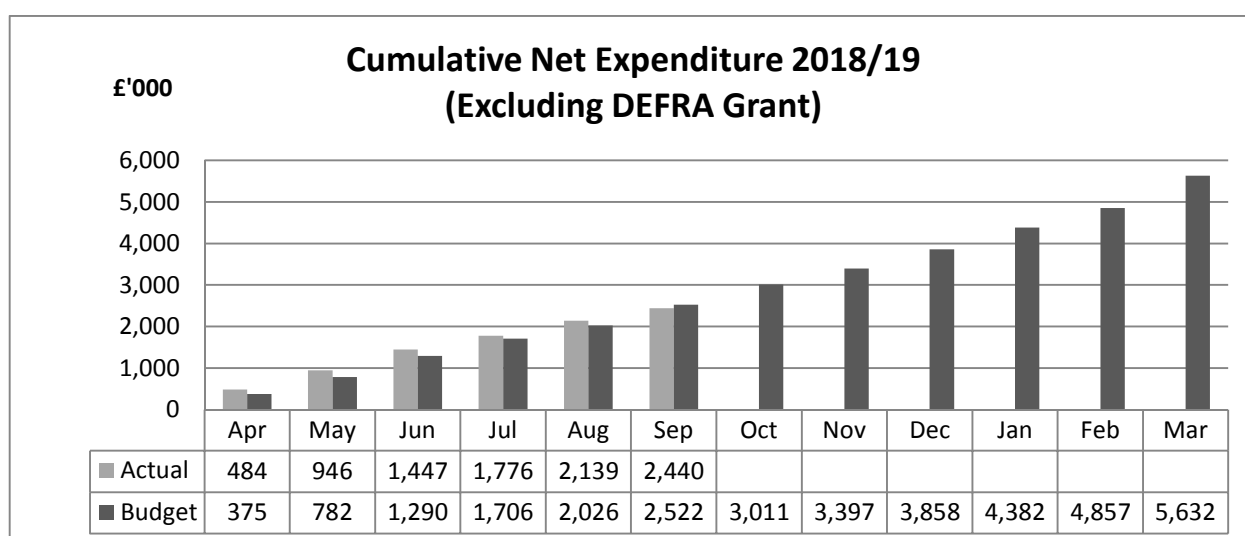
5. Detailed information on financial performance in the six months to 30 September 2018 is contained in Appendices 1 & 2.
6. **Appendix 1** provides a detailed picture of performance by Programme, followed by Corporate Employment Costs and Central Costs.
7. **Appendix 2** provides information on:
 - a. Opportunity Fund allocations made so far this year; the balance of this fund as at 30 September 2018 (and the date of this report) stood at £26k.
 - b. Virements and budget movements in the year to 30 September, including in-year Opportunities Fund allocations. This table lists movements between budget headings as well as any additions to budget, usually deriving from additional external funding. The net total value of these changes (£574k) includes £550k of net

carry forward budgets (from 2017/18) agreed by this Committee on 22 May 2018, and £24k **net** of additional expenditure for 2018/19 which did not form part of the original 2018/19 'start' budget.

Performance during the half year ended 30 September 2018

8. The budget for 2018/19 is broadly on track, and it is considered that there are no significant issues, either in terms of income or expenditure, that might require urgent remedial action.
9. Grant income still due from 2017/18 for the HLF Lead Mining project (£47k), and the Historic Environment Barns project (£24k) is masking the true income for 2018/19, which is currently shown as 'behind' target by £36k. Once this project income has been received, the true picture for 2018/19 income received is actually £35k "above" target at 30 September 2018.
10. External income continues to perform strongly with the following programmes currently showing more than £10k of additional (unbudgeted) gross income: Car Park & Toilets by £44k, Retail by £22k (£9k net profit), Corporate by £22k, and Visitor Management by £14k. As these are unbudgeted amounts, if this trend continues to the end of the year, it will create a surplus by March 2019.
11. There are several programmes where the grant income has not been received in line with the budgeted profile; these items should be received in due course and are just timing issues.
12. Expenditure on salaries is lower than the budgeted figure, by £84k, mainly due to ongoing and temporary vacancies. It is likely to be the case that salaries are still underspent at 31 March, and the budget may be adjusted accordingly in the next quarter.
13. Aside from the items mentioned above, Budget Managers haven't identified any major issues in their budgets in regard to reduced income or unexpected costs, so any variances at 30 September should be temporary and either resolved by 31 March 2019, or carried forward into 2019/20 where a project has a later than expected start or completion date.

14. Net Expenditure

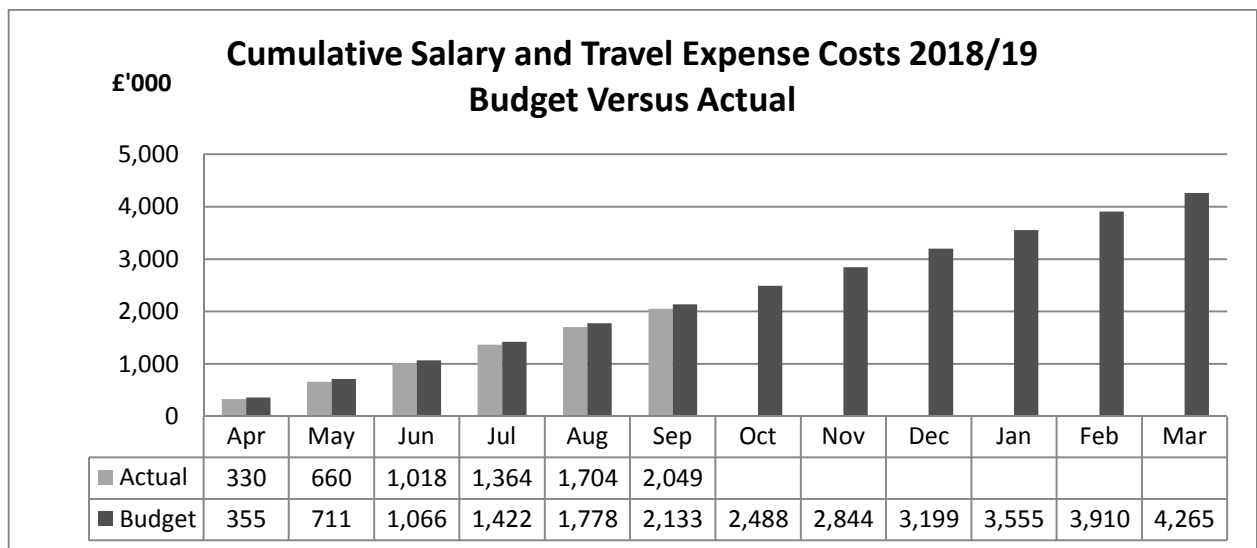


14.1. Cumulative net expenditure at 30 September 2018 was **£2,440k** against a budget of **£2,522k**, a net positive variance against the budget for the year to date of **£82k**. The variance is mainly due to:

- a. A net **underspend** on **Programmes** of **£73k** caused by a combination of variances, the main ones being employee costs underspend of £81k, programme costs underspend of £49k and income due which had not been received (£57k; a timing issue); programme variances over £10k are detailed in paragraphs 17 to 17.12.
- b. A net **underspend** on Central Costs of **£11k** (paragraph 16.1)

15. Employee Costs £84k underspend

15.1. This net underspend is the product of ongoing or temporary vacancies and later-than-projected recruitments. The Budget includes an expectation of some savings caused by vacancies (“the vacancy factor”), set at £38k for the full year; at first glance, it appears that we’ve already more than met this expectation. However, there are likely to be additional costs, where some activity that had been expected to be completed by employees will now be undertaken by consultants, and which should lead to a decrease in the eventual net underspend. We will monitor this situation, and adjust the budget if a more substantial net underspend is likely.



16. Central Costs £11k underspend

16.1. The main components of this variance are timing-related, where we had assumed in the Budget profile that certain items of expenditure would happen later in the year than they have (IT software licenses, subscriptions and insurance). Communications is also underspent at this point by £20k, including the cost of the Residents Survey which is being undertaken in November. These variances are temporary, and should balance out within the year.

17. Programme Costs – Net Variances

17.1. Variances are shown net (i.e. they include income). More explanation of income results are included in paragraphs 18 to 22. Detailed explanations of individual programme variances of more than £10k follow this table.

Programme	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Favourable/ Adverse
Development Management	495	220	193	27	F
Land Management-Biodiversity	665	314	322	(8)	A
Rights of Way	649	408	379	29	F
Access For All	191	88	75	12	F
Dales Countryside Museum	150	71	102	(30)	A
Historic Environment	147	96	78	18	F
Development Planning	106	10	8	2	F
Landscape Features	83	2	28	(26)	A
Volunteers & Apprentices	330	157	142	16	F
Tourism	183	102	78	24	F
National Park Centres	322	139	122	17	F
Car Parks-Toilets	(153)	(204)	(218)	15	F
Sustainable Development	311	37	69	(32)	A
Visitor Management	130	65	56	9	F
Total Variance on Programmes	3608	1506	1434	73	F

Priority Programmes

- 17.2. **Development Management.** £27k underspend. The main elements are a net underspend on staff of £14k, a prepayment of IT maintenance of £6k; and income being above target by £6k.
- 17.3. **Rights of Way.** £29k underspend. A combination of underspends on salaries of £10k and on various projects, totalling £19k.
- 17.4. **Access for All.** £12k underspend. Mainly due to recreational activities underspend of £11k.

Adequate Programmes

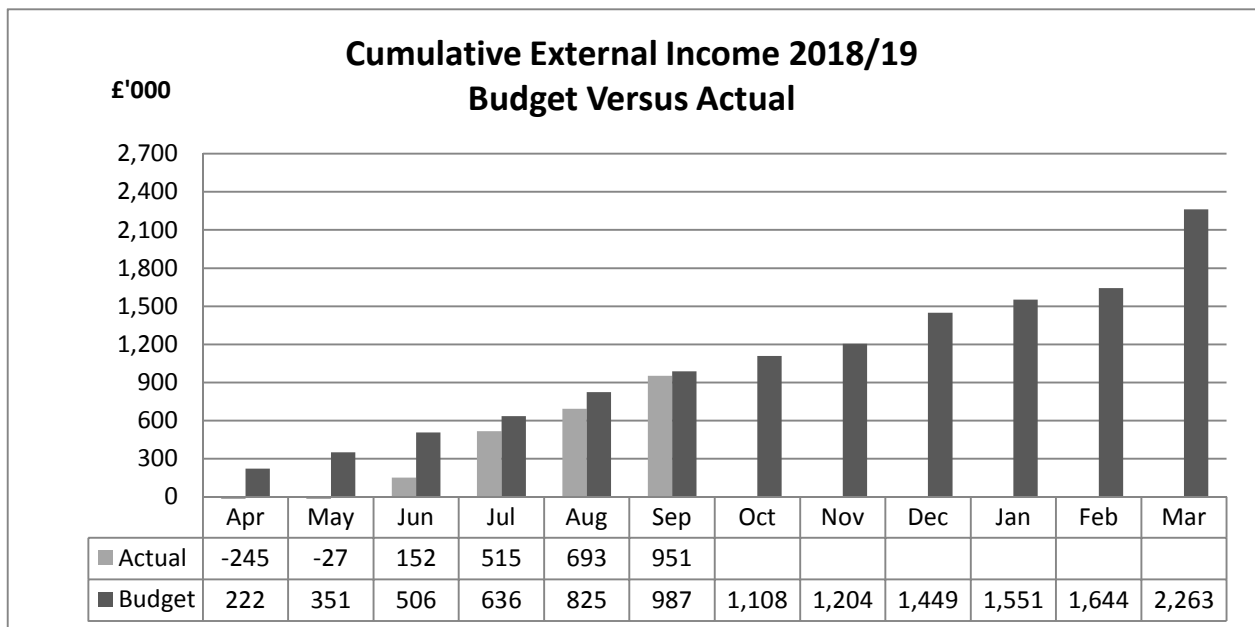
- 17.5. **Dales Countryside Museum.** £30k overspend. A combination of grant income due but not yet received for 2017/18 of £47k (a timing issue), less underspends on maintenance and contractors costs of £17k.
- 17.6. **Historic Environment.** £18k underspend. The main components are underspends on monuments of £13k, and Buildings at Risk of £4K; this is a timing issue.

- 17.7. **Landscape Features.** £26k overspend. HLF & YDMT Grants relating to 2017/18, due but not received at 30 September; this is a timing issue.
- 17.8. **Volunteers & Apprentices.** £16k underspend. This related to a net saving of £2k resulting from a short 'recruitment' gap for Apprentices within the Ranger Service, another temporary gap in the recruitment to the Volunteer Co-ordinator post and underspends against budget (particularly, volunteer expenses) totalling £14k.
- 17.9. **Tourism.** £24k underspend. Mainly due to the delay of the start of an externally funded project of £19k, the costs of which will now be incurred at the end of the project.

Limited Programmes

- 17.10. **National Park Centres.** £17k underspend. Predominantly due to gross retail income being £22k ahead of budget; net profit after the cost of goods sold is deducted on this additional income is £9k.
- 17.11. **Car Parks & Toilets.** £15k underspend. A combination of maintenance works completed ahead of schedule of £29k; less additional income of (£44k).
- 17.12. **Sustainable Development.** £32k overspend. Some grant claims have been submitted earlier than had been predicted; this variance will disappear later in the year.

18. External Income



- 18.1. 'External Income' comprises all income, whether grants or 'earned' income, received by the Authority other than the National Park Grant from Defra.

18.2. Total external income for the half year to 30 September 2018 was £951k, £36k below the budget projection of £987k. The Authority has not yet received £71k which relates to activities in 2017/18 due to the timing of the grant payment; the true figure at 30 September 2018 is therefore £35k above budget.

18.3. Explanations for variances with a value of more than £10k are as follows:

Additional Income

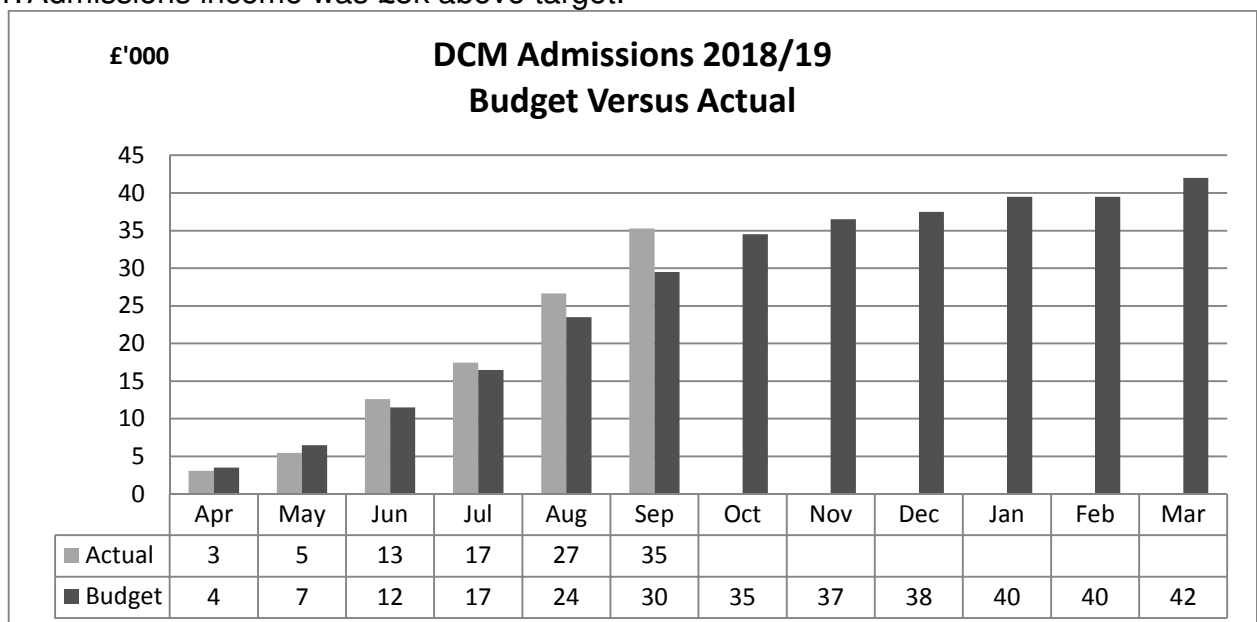
- Retail (gross) **+£23k**; see paragraph 22.1
- Car Parks & Toilets **+£44k**; see paragraph 21.1
- Visitor Management **+£14k**; income from NYCC for Green Lanes maintenance
- Corporate **+£22k**; Interest +£5k, Interpretation +£4k, RHI + £4k, Legal +£4k, CP Machines resale parts +£1k and Training +£4k (though the latter only offsets the cost of the related training).

Behind budgeted Income

- Land Management **-£48k**. Grant income still to be received: Flood Management Facilitation Fund £9k, Payments by Results £16k, Trees & Woodlands Dormice Project £10k, Catchment Sensitive Farming £12k.
- Dales Countryside Museum **-£46k**; see paragraph 17.5.
- Landscape Features **-£28k**; the main element is grant income due for Every Barn Tells a Story project (YDMT £24k & HLF £6k); see paragraph 7.
- Volunteers and Apprentices - **£16k**; a temporary delay to the apprentice program which delayed payment (there are corresponding lower costs). See paragraph 17.8.

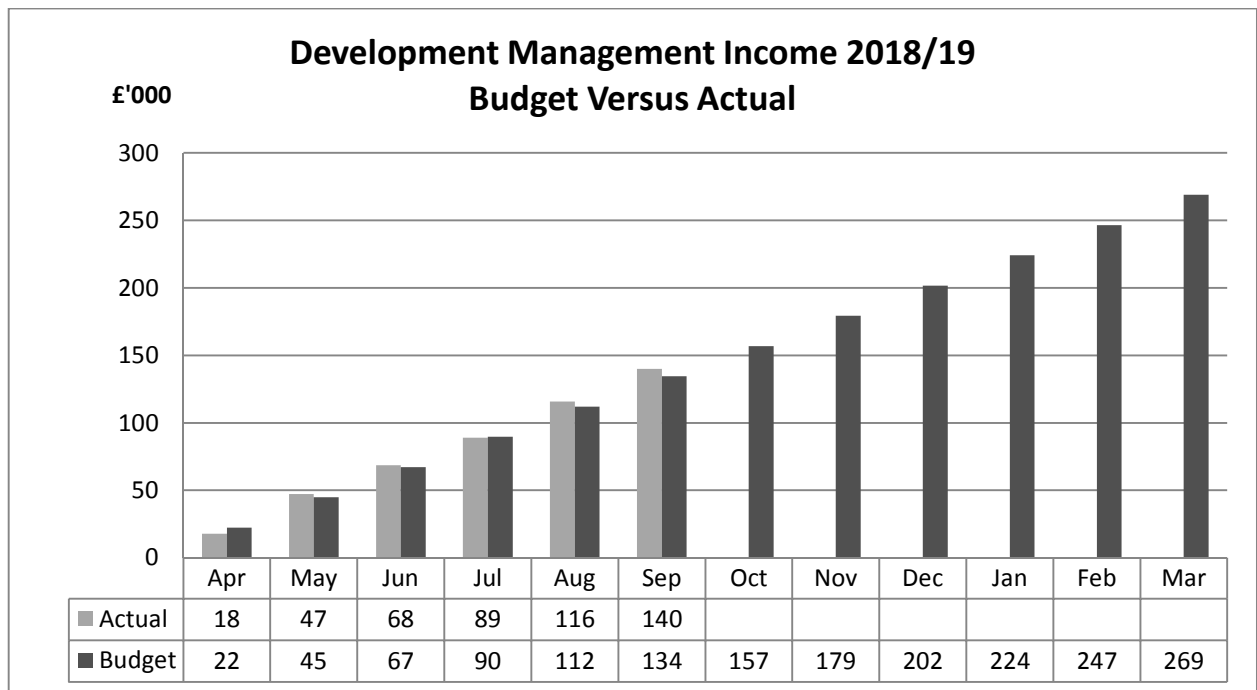
19. DCM Admissions Income

19.1. Admissions income was £5k above target.



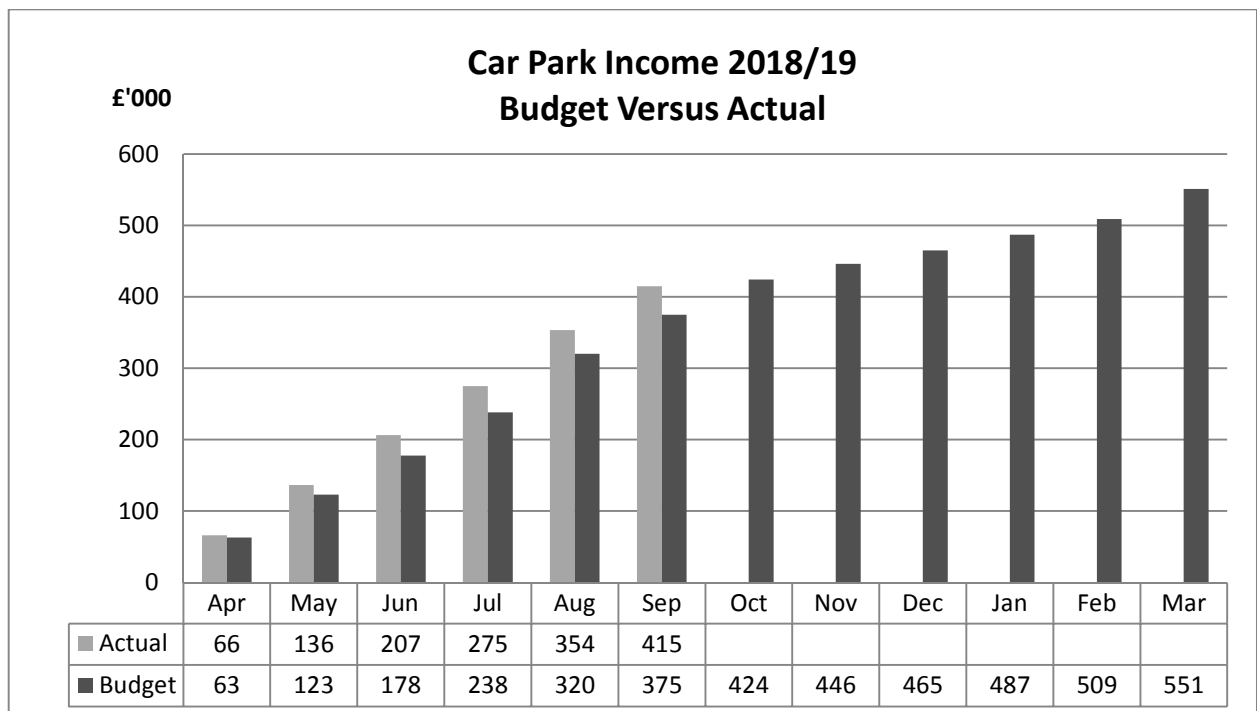
20. Development Management Income

20.1. Total Income for Planning Fees and related charges was £6k above target.



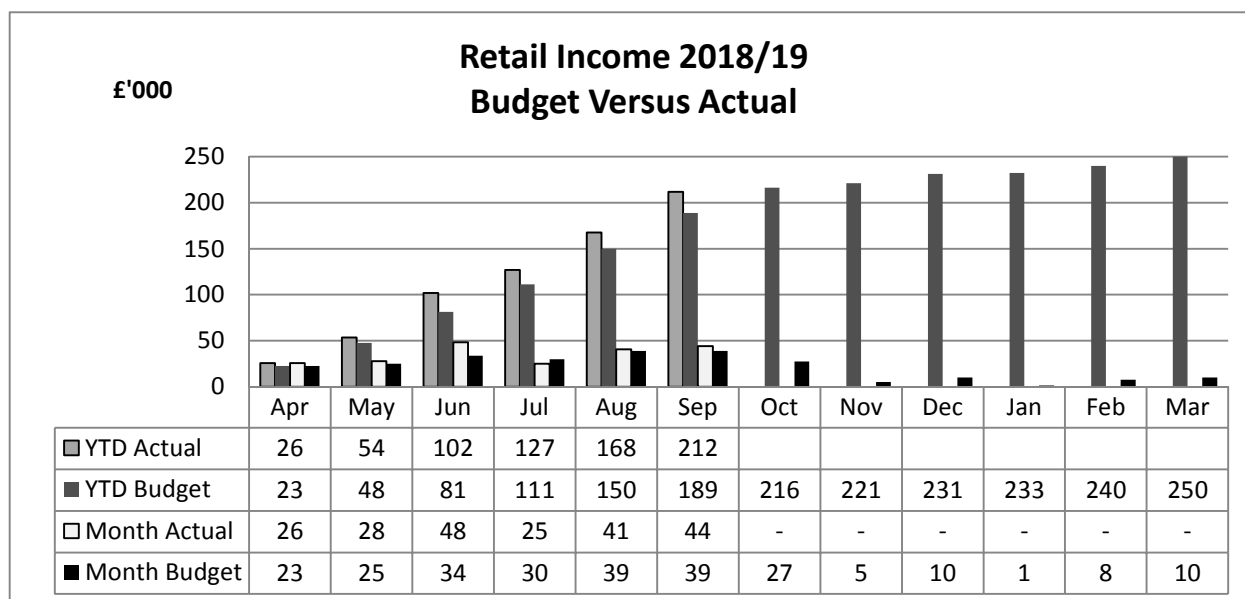
21. Car Park Income

21.1. Income was £40k above target. Toilet income, which sits within the same programme, was also above target, by £4k.



22. Retail Income

22.1. Gross income was ahead of budget by £23k. This translates into approximately £9k of additional profit, after deducting the cost of the goods sold.



23. Delegations

23.1. In line with the Authority's Financial Regulations, certain procurement-related decisions are reported to this Committee; this is a requirement whenever one of the permitted exceptions to the standard procedure for awarding a contract is invoked. Three such delegations were agreed during the period from 1 July 2018 to 30 September 2018:

Description	Approved	Date
Bridge Supply. Three quotes were sought for the supply of wooden kit bridges. Brampton Woodworks quote was accepted (£6.9k). A lower quote for softwood bridges (£6.6k) was received from CTS Bridges, but they could not meet the required timescales.	Director of Corporate Services	08/08/18
Publication of the "Visitor" and "The Dales". A single quote was sought for a three year contract to produce these two publications. The current supplier Bow House has a relationship with the advertisers, and this advertising revenue is shared with the Authority to offset the cost of production. The Communications Team has worked closely with Bow House to produce a new look magazine, and it would be detrimental to break this relationship at this time. The maximum net annual cost to the Authority of the contract is £8.9k but this is likely to be lower if more advertising is sold.	Director of Corporate Services	08/08/18
Replacement of Ground Source Heat Pump, Yoredale. The pump is at the end of its life and needs replacement before winter. Three quotes were sought but only one quote was received which is within the provisional budget allocation. The contract was awarded to Geowarmth (£13.1k).	Director of Corporate Services	11/09/18

Michelle Clyde
Head of Finance 21/11/18

1 APRIL 2018 To 30 SEPT 2018

Appendix 1

QUARTER 2 - MONTH 6

	2018/19 QUARTER 2 - MONTH 6				2018/19
	REVISED ANNUAL BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	REMAINING BUDGET
	£'000	£'000	£'000	£'000	£'000
Programme Bids					
Priority Programmes					
Staff Costs	668.1	334.1	285.4	48.7	382.8
Programme Costs	95.7	20.4	48.1	(27.6)	47.6
Income	(269.0)	(134.5)	(140.0)	5.5	(129.0)
Development Management Total	494.8	220.0	193.5	26.5	301.3
Staff Costs	542.3	271.2	281.8	(10.6)	260.5
Programme Costs	360.4	95.6	44.6	51.0	315.8
Income	(238.0)	(52.3)	(4.1)	(48.2)	(233.9)
Land Management-Biodiversity Total	664.7	314.5	322.3	(7.9)	342.4
Staff Costs	448.2	224.5	214.5	10.1	233.7
Programme Costs	677.2	231.1	205.5	25.6	471.8
Income	(476.4)	(47.3)	(41.0)	(6.3)	(435.4)
Rights of Way Total	649.0	408.3	378.9	29.4	270.1
Staff Costs	131.5	65.7	66.5	(0.7)	65.0
Programme Costs	95.0	27.5	16.6	10.9	78.4
Income	(35.4)	(5.5)	(7.8)	2.3	(27.6)
Access For All Total	191.1	87.8	75.3	12.5	115.8
Total Priority Gross Costs	3,018.4	1,270.1	1,162.8	107.3	1,855.6
Total Priority Income	(1,018.8)	(239.5)	(192.8)	(46.7)	(826.0)
Total Priority Net Cost	1,999.6	1,030.5	970.0	60.5	1,029.6

1 APRIL 2018 To 30 SEPT 2018

QUARTER 2 - MONTH 6

	2018/19 QUARTER 2 - MONTH 6				2018/19
	REVISED ANNUAL BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	REMAINING BUDGET
Programmes	£'000	£'000	£'000	£'000	£'000
Adequate Programmes					
Staff Costs	85.3	42.7	39.8	2.8	45.5
Programme Costs	137.1	73.5	60.5	13.0	76.6
Income	(72.6)	(44.9)	1.4	(46.3)	(74.0)
Dales Countryside Museum Total	149.8	71.3	101.7	(30.5)	48.1
Staff Costs	133.9	67.0	67.6	(0.6)	66.3
Programme Costs	59.2	31.3	12.7	18.6	46.5
Income	(46.5)	(2.4)	(2.5)	0.1	(44.0)
Historic Environment Total	146.6	95.9	77.8	18.1	68.8
Staff Costs	85.4	42.7	45.1	(2.4)	40.3
Programme Costs	106.1	17.5	13.1	4.4	93.1
Income	(85.1)	(50.1)	(50.1)	0.0	(35.0)
Development Planning Total	106.4	10.1	8.1	2.0	98.4
Staff Costs	0.0	0.0	0.0	0.0	0.0
Programme Costs	115.9	1.9	(0.0)	1.9	116.0
Income	(32.7)	0.0	27.9	(27.9)	(60.6)
Landscape Features Total	83.3	1.9	27.8	(26.0)	55.4
Staff Costs	272.1	136.1	118.0	18.0	154.1
Programme Costs	104.6	44.5	30.2	14.3	74.4
Income	(46.4)	(23.2)	(6.7)	(16.5)	(39.7)
Volunteers & Apprentices Total	330.3	157.4	141.6	15.8	188.8

1 APRIL 2018 To 30 SEPT 2018

QUARTER 2 - MONTH 6

	2018/19 QUARTER 2 - MONTH 6				2018/19
	REVISED ANNUAL BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	REMAINING BUDGET
Programmes	£'000	£'000	£'000	£'000	£'000
Staff Costs	145.2	72.6	53.3	19.3	91.9
Programme Costs	87.9	29.8	25.9	3.9	62.0
Income	(50.1)	0.0	(0.7)	0.7	(49.4)
Tourism Total	183.0	102.4	78.5	23.9	104.5
Total Adequate Gross Costs	1,332.8	559.5	466.2	93.3	866.6
Total Adequate Income	(333.3)	(120.6)	(30.7)	(89.9)	(302.6)
Total Adequate Net Cost	999.4	438.9	435.5	3.4	564.0
Limited Programmes					
Staff Costs	252.3	126.2	126.8	(0.7)	125.5
Programme Costs	331.1	206.9	211.7	(4.8)	119.4
Income	(261.5)	(194.5)	(216.7)	22.2	(44.8)
National Park Centres Total	321.9	138.5	121.8	16.7	200.0
Staff Costs	69.6	34.8	38.5	(3.7)	31.0
Programme Costs	346.1	145.4	170.8	(25.4)	175.3
Income	(568.8)	(383.8)	(427.5)	43.7	(141.2)
Car Parks-Toilets Total	(153.1)	(203.6)	(218.2)	14.6	65.1
Staff Costs	36.5	18.2	18.1	0.1	18.4
Programme Costs	274.4	18.7	50.7	(31.9)	223.7
Income	0.0	0.0	0.0	0.0	0.0
Sustainable Development Total	310.9	37.0	68.8	(31.8)	242.1

1 APRIL 2018 To 30 SEPT 2018

QUARTER 2 - MONTH 6

	2018/19 QUARTER 2 - MONTH 6				2018/19
	REVISED ANNUAL BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	REMAINING BUDGET
Programmes	£'000	£'000	£'000	£'000	£'000
Staff Costs	105.7	52.8	52.4	0.5	53.3
Programme Costs	24.0	12.2	17.5	(5.3)	6.5
Income	0.0	0.0	(14.0)	14.0	14.0
Visitor Management Total	129.7	65.0	55.9	9.1	73.8
Total Limited Gross Costs	1,439.6	615.2	686.4	(71.2)	753.2
Total Limited Income	(830.3)	(578.3)	(658.2)	79.9	(172.1)
Total Limited Net Cost	609.4	36.9	28.3	8.7	581.1
Programme Summary					
Total Programme Gross Costs	5,790.8	2,444.8	2,315.5	129.3	3,475.3
Total Programme Income	(2,182.4)	(938.4)	(881.7)	(56.7)	(1,300.7)
Total Programme Net Cost	3,608.4	1,506.4	1,433.8	72.6	2,174.7
Corporate Employment and Central Costs					
Conservation and Communities Staff Costs	135.7	67.8	53.4	14.5	82.3
Conservation and Communities Staff Income	0.0	0.0	0.0	0.0	0.0
Park Management Staff Costs	331.2	165.6	169.3	(3.7)	161.9
Corporate Staff Costs	852.1	426.0	414.1	11.9	437.9
Corporate Staff Income	0.0	0.0	0.0	0.0	0.0
Vacancy Factor 2%	(36.9)	(18.4)	0.0	(18.4)	(36.9)
Other Employee Related Costs	9.5	2.6	8.1	(5.5)	1.5
Other Employee Related Income	0.0	0.0	(0.2)	0.2	0.2
TOTAL CORPORATE EMPLOYMENT COSTS	1,291.6	643.6	644.7	(1.1)	646.8
Support Services	212.3	118.7	129.1	(10.4)	83.2
Support Services Income	(25.0)	(12.5)	(16.3)	3.8	(8.7)
CEO Support	13.6	11.3	12.0	(0.7)	1.6

1 APRIL 2018 To 30 SEPT 2018

QUARTER 2 - MONTH 6

	2018/19 QUARTER 2 - MONTH 6				2018/19
	REVISED ANNUAL BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	REMAINING BUDGET
	£'000	£'000	£'000	£'000	£'000
CEO Support Income	0.0	0.0	(0.2)	0.2	0.2
Legal Services	16.1	5.4	9.7	(4.3)	6.4
Legal Services Income	(20.0)	(10.0)	(14.3)	4.3	(5.7)
Office Accommodation	102.7	55.3	52.1	3.2	50.7
Office Accommodation Income	(9.7)	(4.9)	(9.3)	4.5	(0.4)
Health and Safety	5.1	3.7	7.0	(3.3)	(1.8)
Member	115.3	55.0	52.0	3.0	63.2
IT Licences, Consumables and Support	125.1	89.7	101.8	(12.0)	23.3
Communications and Web Services	93.3	45.8	25.6	20.1	67.7
Communication Income	(19.7)	(19.3)	(23.1)	3.8	3.4
Land Holdings and Maintenance	98.5	20.5	20.1	0.4	78.5
Land Holdings and Maintenance Income	(5.8)	(1.6)	(1.9)	0.3	(3.9)
Training	30.1	15.1	21.1	(6.0)	9.0
Training Income	0.0	0.0	(4.1)	4.1	4.1
TOTAL CENTRAL COSTS	732.0	372.2	361.2	11.0	366.7
SUMMARY					
National Park Grant	(5,141.4)	(2,570.7)	(2,570.7)	0.0	(2,570.7)
Other Income	(2,262.6)	(986.7)	(951.2)	(35.5)	(1,311.4)
Total Income	(7,404.0)	(3,557.4)	(3,521.9)	(35.5)	(3,882.1)
Gross Expenditure	7,894.6	3,508.9	3,390.8	118.1	4,503.8
Net expenditure (excluding National Park Grant)	5,632.0	2,522.2	2,439.6	82.5	3,192.4
In-Year Deficit/(Surplus)	490.7	(48.5)	(131.1)	82.5	621.7

1 APRIL 2018 To 30 SEPT 2018

QUARTER 2 - MONTH 6

SUMMARY				
	Description	EXPENDITURE	INCOME	TOTAL
		£'000	£'000	£'000
	Original Budget Surplus			(83.7)
	<i>Opportunity Fund Projects</i>	78.2	0.0	78.2
1	Carry Forward Budgets from 2017/18 (F&R 22 May 2018)	564.7	(14.4)	550.3
2	Income In Advance (Not already in 18/19 Budget) from 2017/18	100.9	(100.9)	0.0
3	Cost Savings	(4.0)	0.0	(4.0)
4	Additional Funding/Income	74.9	(133.0)	(58.1)
5	Corrections/Cancellation of Project	(0.0)	0.6	0.6
6	B4RN Loans Transferred from SDF Grant Total to Loan Account	(10.0)	0.0	(10.0)
7	Transfers from/(to) Reserves	17.5	0.0	17.5
	Total In-Year Changes	822.0	(247.6)	574.4
		Revised Budget Deficit	(247.6)	490.7

OPPORTUNITY FUND

				Balance 31/03/18		104.0
QTR	No	Description	Programme Description	EXPENDITURE	INCOME	TOTAL
				£'000	£'000	£'000
1	1	National Parks Partnership Grant	CEO	10.0		10.0
1	2	Investors in People Enhanced Accreditation	Corporate	2.2		2.2
2	3	Electric Car Charging Points Project (F&R July 2018)	Carparks	16.0		16.0
2	4	Tour de Yorkshire Additional Funding Reserve (up to £50k)	Tourism	50.0		50.0
Total movement from/(to) Opportunity Fund				78.2	0.0	78.2
				Opportunity Fund Balance Available		25.8

VIREMENTS TO THE BUDGET

QTR	No	Carried Forward Budgets and In-Year Alterations	Programme Description	EXPENDITURE	INCOME	TOTAL
				£'000	£'000	£'000
	1	Carry Forward Budgets from 2017/18 (F&R 22 May 2018)				
1	1	Management agreements and grants	LM - Trees & Woodlands	18.0		18.0
1	2	Northern Upland Chain External Funded Balance	LM - Management Partnerships	42.0		42.0
1	3	HLF Bid costs Northern Upland Chain	LM - Biodiversity	4.8		4.8
1	4	Parish Wildlife Printing Orton Road Verge	Volunteer/Apprentices	2.0		2.0
1	5	Committed spend on monuments	Historic Environment	4.6		4.6

VIREMENTS TO THE BUDGET

QTR	No	Carried Forward Budgets and In-Year Alterations	Programme Description	EXPENDITURE	INCOME	TOTAL
				£'000	£'000	£'000
	1	Carry Forward Budgets from 2017/18 (F&R 22 May 2018)				
1	6	Muker Barns project balance	Landscape Features	90.7	(12.7)	78.1
1	7	Carpark surfacing/lines & Grassington development	Carparks & Toilets	38.8		38.8
1	8	Swale Trail/Brush House Stepping Stones	ROW - Northern Dales	34.0		34.0
1	9	Ribblehead footpath works and sound posts	ROW - Southern Dales	6.6		6.6
1	10	Barden Moor signage	Visitor Management	2.0		2.0
1	11	Green Lanes	Visitor Management	5.0		5.0
1	12	A Walk in the Park	Access for All	30.0		30.0
1	13	National Park presence/uniforms	National Park Centres	16.5		16.5
1	14	Aysgarth Roof final works	National Park Centres	8.0		8.0
1	15	Rolling Refurbishment Budget	National Park Centres	8.8		8.8
1	16	EARFD/Discover England project	Tourism	28.4		28.4
1	17	Lead mining project - remaining budget	Dales Countryside Museum	11.7	(1.7)	10.0
1	18	Maint works at DCM - repairs, painting, flooring	Dales Countryside Museum	13.0		13.0
1	19	CDC NHB Attracting Families & website build costs	Development Planning	19.0		19.0
1	20	Sustainable Development Fund Committed projects	Sustainable Development Fund	113.2		113.2
1	1	Mend Our Mountains	Rights of Way - Three Peaks	4.1	(4.1)	0.0
1	2	Capital Works 18/19 Three Peaks (Donations)	Rights of Way - Three Peaks	10.4	(10.4)	0.0
1	3	HLF On the Right Path National Trails (50%)	Rights of Way - National Trails	14.3	(14.3)	0.0

VIREMENTS TO THE BUDGET						
QTR	No	Carried Forward Budgets and In-Year Alterations	Programme Description	EXPENDITURE	INCOME	TOTAL
	1	Carry Forward Budgets from 2017/18 (F&R 22 May 2018)				
1	21	Colvend repairs & maintenance - roof/cottage/garden	Corporate - Land Holdings	62.5		62.5
1	22	Photos for social media/visitor/dales & Logo works	Corporate - Communications	5.0		5.0
				564.7	(14.4)	550.3
	2	Income In Advance (Not already in 18/19 Budget) from 2017/18				
1	4	Trust Donation for National Trails GVMKR	Rights of Way - National Trails	3.0	(3.0)	0.0
1	5	DCLG Custom Build Register 1718	Development Planning	30.0	(30.0)	0.0
1	6	DCLG Brown Field Register 1718	Development Planning	5.5	(5.5)	0.0
1	7	DCLG Brown Field Register 1617	Development Planning	14.6	(14.6)	0.0
1	8	Dairy Days- Year 1 18/19	Interpretation	18.9	(18.9)	0.0
				100.9	(100.9)	0.0
	3	Cost Savings				
1	1	Broadband Connection not needed CP Hawes	Carparks & Toilets	(4.0)		(4.0)
				(4.0)	0.0	(4.0)
	4	Additional Funding/Income				
1	1	National Trust Outcomes - Staffing income	Land Management/Biodiversity - Staff		(3.0)	(3.0)
1	2	Wensleydale Facilitation Fund - Staffing income	Land Management/Biodiversity - Staff		(9.4)	(9.4)
1	3	Wensleydale Facilitation Fund	Land Management/Biodiversity - Farm	5.5	(5.5)	0.0
1	4	Lunesdale Facilitation Fund	Land Management/Biodiversity - Farm	7.6	(7.6)	0.0

VIREMENTS TO THE BUDGET						
QTR	No	Carried Forward Budgets and In-Year Alterations	Programme Description	EXPENDITURE	INCOME	TOTAL
	4	Additional Funding/Income				
1	5	HLF On the Right Path National Trails (50%)	Rights of Way - National Trails	11.3	(14.3)	(3.0)
1	6	Additional National Trails Funding	Rights Of Way - National Trails	17.4	(17.4)	0.0
1	7	Dairy Days adjustment -(costs lower in year 1)	Interpretation	(2.0)		(2.0)
2	8	Extension of RBAPS	Land Management/Biodiversity - Staff		(8.8)	(8.8)
2	9	Lune Rivers Sedbergh & Tebay	Land Management/Biodiversity - Staff		(7.0)	(7.0)
2	10	Lune Rivers Sedbergh & Tebay	Land Man/Biodiversity - Partnerships	30.0	(30.0)	0.0
2	11	SHINE Countryside Stewardship - additional £20k (£30k total)	Historic Environment		(20.0)	(20.0)
2	12	Clapham Neighbourhood Plan	Development Planning		(5.0)	(5.0)
2	13	Swarth Moor restoration IDLP YDMT	Land Management/Biodiversity	5.0	(5.0)	0.0
				74.9	(133.0)	(58.1)
	5	Corrections/Cancellation of Project				
1	1	Catchment Sensitive Farming Applications reduced budget	Land Management/Biodiversity - Farm		0.6	0.6
1	2	Our Common Cause Project - budget not required	Land Management Partnerships	(5.0)		(5.0)
1	3	Slow the Flow - costs are already covered in the salaries budget	Land Management Partnerships	(1.2)		(1.2)
1	4	SDF Under claims (17/18 Grants)	Sustainable Development Fund	(2.0)		(2.0)
2	5	SDF Under claims (17/18 Grants)	Sustainable Development Fund	(1.9)		(1.9)
2	6	ROW Survey work -budget not CF from 17/18	Rights of Way	10.0		10.0
				(0.0)	0.6	0.6

VIREMENTS TO THE BUDGET						
QTR	No	Carried Forward Budgets and In-Year Alterations	Programme Description	EXPENDITURE	INCOME	TOTAL
	6	B4RN Loans Transferred from SDF Grant Total to Loan Account				
1	1	SDF Loan	Sustainable Development Fund	(10.0)		(10.0)
				(10.0)	0.0	(10.0)
	7	Transfers from/(to) Reserves				
1	1	Tees-Swale - Naturally Connected HLF Project Reserve (Stage 1)	Land Management Partnerships	50.0	0.0	50.0
1	2	Property Maintenance Reserve - Horton Toilets	Carparks & Toilets - Toilets	4.0	0.0	4.0
1	3	IT Costs (transferred from IT Reserve)	Corporate Costs - IT	13.5		13.5
2	4	Movement of Opps Fund Bid to Reserve for Tour de Yorkshire 2020/21	Tourism	(50.0)		(50.0)
				17.5	0.0	17.5
TOTAL Movements From/(to) Reserves				822.0	(247.6)	574.4

Committee: FINANCE AND RESOURCES

Date: 11 December 2018

Report: INCOME GENERATION STRATEGY: PROGRESS UPDATE

Purpose of report

1. To inform Members of progress in implementing the Authority's Income Generation Strategy.

RECOMMENDATION

2. That Members note the progress with implementing the Authority's Income Generation Strategy.

Strategic Planning Framework

3. The information and recommendation contained in this report are consistent with the Authority's statutory purposes and its approved strategic planning framework:

Corporate Plan

Objective 24: Plan and manage all aspects of the National Park Authority's business to make the most effective use of our resources and develop our capacity for income generation to maintain our annual income at £6.8 million.

Background

4. This report is one of the regular updates provided to Members on the *activity* that is underway to develop areas of income generating opportunity. The levels of income actually *achieved* each year are reported to this Committee as part of the standard monitoring of the Authority's budget.

Consideration

5. Details of the externally-funded projects for which funding has been secured since 1 April 2018, and those currently in development, are set out in the **Annex**.
6. Since the last update in September:
 - **Mend our Mountains** – the Authority is a partner in the British Mountaineering Council's Mend Our Mountains *Make One Million* crowd-funding campaign. To date the Authority has raised £33,200 of the £46,000 target for improvements to 200m of

stone pitching on Bruntscar (the main 3 Peaks route off Whernside). See: <https://mendmountains.thebmc.co.uk/donations/yorkshire-dales/>

- **Grassington visitor hub** – the Authority’s application to the Yorkshire Dales LEADER programme for £58,500 was on the ‘reserve’ list (so dependent on an underspend within the LEADER scheme nationally). The scheme has now been approved and works will start on-site in January. In line with new NPMP objective E3, the intention is to develop the site as a hub to encourage greater exploration of the local area, including the village, local walks, and nearby attractions.
- **Ingleborough access** - the Authority has received a grant of £180,000 from Natural England to carry out access works on Ingleborough National Nature Reserve. The aim of the project is improve routes and address erosion issues associated with the Three Peaks walk.
- **Treescaping: Rising from the Ashes** – the Authority is a partner in this national bid, which is being led by the Woodland Trust. The aim of the project is to work with communities to record and celebrate the natural and cultural heritage of ash trees. It will inspire people to plant, manage and value replacement landscape trees across seven ‘treescaping’ (including the Yorkshire Dales). A stage 1 bid was submitted to the Heritage Lottery Fund in September. The Yorkshire Dales element – which is being led by YDMT - would be worth around £1m, and would include funding for a project officer based with the Authority.

Conclusion

7. The Authority is continuing to develop a robust ‘pipeline’ of major externally-funded projects to deliver its objectives and maintain overall funding levels.

Gary Smith
Director of Conservation and Community

28 November 2018

'Pipeline' of significant external funding bids

Grants Key - green = funding secured; orange = bid submitted (or imminent); blue = in development.

Project title	Description	Prospective YDNPA Income	Start/duration
1. Traditional farm buildings	Pilot of a new 'Traditional Farm Buildings' grant programme in 5 national parks. Should fund repair/restoration of around 12 buildings in the Dales.	£20,000 (Defra)	Apr 2018 2 years
2. Dairy Days	Celebration of the history of dairy and cheese-making in Wensleydale, giving in-depth experience for visitors and locals. Bid submitted in November.	£38,000 (HLF)	Apr 2018 1 year
3. Upper Lunesdale	2-year programme of interventions to improve natural flood management in the upper reaches of the Lunesdale catchment.	£110,000 (Cumbria Floods Partnership)	Apr 2018 2 years
4. RBAPS pilot	Extension of the current 2 year national pilot in Wensleydale of a new approach to agri-environment schemes.	£35,000 pa (Defra)	Sep 2018 2.5 years
5. Grassington visitor hub	Improvements to infrastructure at YDNPA's Grassington site leading to enhanced visitor experiences. Bid to LEADER submitted in April, on the reserve list for funding.	£58,000 (LEADER)	January 2019 1 year
6. Tees-Swale: Naturally Connected	Development phase for large scale habitat network project with the North Pennines AONB. Stage 1 bid approved by HLF in April 2018.	£35,000 pa (HLF)	Sep 2018 1.5 years
	Costs of three project officers to work with clusters of farmers to implement and deliver the habitat restoration and farmer training elements of the Tees-Swale project. Bid submitted in August 2018.	£60,000 p.a. (Esmee Fairbairn Trust)	Jun 2020 5 years
	Project implementation and delivery to support habitat restoration (peatland, woodland, hay meadows) and management through 'High Nature Value Farming'. Stage 2 bid to be submitted in February 2020.	£250,000 p.a. (HLF)	Jun 2020 5 years
7. Curlew Conservation	Data collection and preparatory work for a cross-LNP wader conservation initiative	£15,000 (LNP)	Oct 2018 1 year
	Cross-LNP programme of interventions to support healthy populations of Curlew and other breeding waders.	£300,000	Sep 2019 3 years
8. Westmorland Dales Hidden	£3.5 million Landscape Partnership project developed with the Friends of the Lake District. Stage 1 bid approved by HLF in October 2016. 18 month	£2.3 million (HLF)	Jan 2019 4 years

Project title	Description	Prospective YDNPA Income	Start/duration
Landscape	'development phase' completed, with submission of final 'stage 2' bid September 2018.		
9. Mend our Mountains II	Improvements to 200m of stone pitching on Bruntscar (the main 3 Peaks route off Whernside). Part of the British Mountaineering Council's Make One Million campaign.	£46,000 (crowd funding)	March 2019 1 year
10. A Walk in the Park	Using the 'community champion' model to motivate and inspire people to increase their level of activity through walking in the National Park.	£15,000 (Big Lottery, Building Connections Fund)	January 2019
11. Treescapes: rising from the Ashes	£1m project led by YDMT to raise awareness of the importance of ash trees in our landscapes, and increase the number of broadleaved trees outside woods being valued, planted and managed.	£20,000 pa (HLF)	Jan 2021 3 years
12. NUCLNP natural heritage grants	Cross-LNP programme of natural heritage grants to support local community conservation work. Bid put back to 2019.	£1.3 million (HLF)	Oct 2019 4 years
13. Collection Connections	Building on the success of the Spear Project, using the museum collection to explore the landscape. The project will tie in with National Parks and Access to the Countryside Act 70 year celebrations	n/k Arts Council	July 2019 1 year

Committee: FINANCE AND RESOURCES

Date: 11 December 2018

Report: STAFFING

Purpose of the report

1. To update Members on the staffing establishment as at 30 September 2018 and to advise on recent staffing changes.

RECOMMENDATION

2. That the report be noted.

Strategic Planning Framework

3. The information and recommendation contained in this report are consistent with the Authority's statutory purposes and its approved strategic planning framework, and specifically Corporate Action Plan Objective 24, to "Plan and manage all aspects of the Authority's business so as to make the most effective use of our resources".

Background

4. Establishment as at 30 September 2018

Directorate	<u>A</u> Established Posts FTE	<u>B</u> Temporary Posts FTE	<u>C</u> Vacancies FTE	<u>D</u> Total Headcount (includes job shares & part-time working)
Corporate Services	23	0	0	30
Park Services	48	4.81	0	70
Conservation & Community	38	5.61	0.7	47
TOTAL	109	10.42	0.7	147

[Officers on maternity leave have not been counted within Column D. If their post has been covered, the temporary officer is counted in Columns B and D].

5. Leavers

One Officer left the Authority between 1 August 2018 and 30 September 2018.

Name	Leaving Date	Position	Additional Info
Harriet Foster	9 September 2018	Planning Officer (Graduate)	Resignation

6. Vacancies, New Employees and Contract Changes

The following table lists new employees who joined the Authority, and current employees who have been promoted or changed post, during the period between 1 August 2018 and 30 September 2018.

<u>DIRECTORATE</u>	<u>VACANCY</u>	<u>Additional Info</u>
Park Services	Volunteers and Engagement Support Officer	Kelsey Williamson started on 17 September 2018
Park Services	Dales Apprentice	George Jacobs started on 3 September 2018
Corporate Services	HR Support Officer	Suzannah Barningham started the role of HR Support Officer on 3 September 2018, to run alongside her Tourism Support Officer role.
Park Services	Dales Apprentice	Christopher Hull started on 10 September 2018
Park Services	Tourism Officer	Helen Dalton started the role of Tourism Officer on 10 September 2018, to run alongside her Destination Co-ordinator role.
Conservation and Communities	Planning Officer (Graduate)	Wendy Thompson started on 17 September 2018

Hannah Clarke
Head of HR and Communications

21 November 2018

Background documents:

None

Committee: FINANCE AND RESOURCES

Date: 11 December 2018

Report: SICKNESS ABSENCE

Purpose of the Report

1. To advise Members of the current level of sickness absence within the National Park Authority staffing establishment.

Recommendation

2. That the report be noted.

Strategic Planning Framework

3. The information contained in this report is consistent with the Authority's statutory purposes and approved strategic planning framework, and in particular Corporate Plan Objective 24, "Plan and manage all aspects of the Authority's business so as to make the most effective use of our resources".

Scope of this Report

4. Analysis has been undertaken of sickness absence data covering all staff employed by the Authority during the second quarter of 2018/19 (so from 1 July 2018 to 30 September 2018). The data has been categorised by individual Directorates and is attached as an **Appendix** to this report. Information is provided both in terms of the percentage of time lost and then what this means in actual days lost, to illustrate the proportionate and absolute size of sickness absence.

Method of Calculation

5. As with previous reports, the Appendix presents data for all staff based on a five day working week, taking into account vacant posts, bank holidays, and an average annual leave and flexi leave entitlement, to give 'actual' working days available for both full and part-time staff. The following data is provided:

- (i) Number of staff in post as at 30 September 2018 (Full-Time Equivalent)
- (ii) The total number of days lost due to sickness within the reporting period
- (iii) The total number of working days available within the reporting period
- (iv) Each Directorate's lost time rate, being the percentage of lost days compared with the number of days available, is calculated as follows:-

$$\frac{\text{Total Number of Days Lost}}{\text{Total Number of Days Available}} \times 100$$

6. The Authority's lost time rate for the quarter ending 30 September 2018 was **1.4%**. The rate for the previous quarter to 30 June 2018 was **1.1%**. Also provided within the Appendix are details of the quarterly lost time rates over the last five years.

Performance Indicator results

7. The Authority uses a Performance Indicator to report the proportion of working days lost due to sickness absence. Rather than reporting the annual lost time rate, sickness absence for Performance Indicator purposes is calculated and expressed as the number of day's absence per Full Time Equivalent (FTE) member of staff, as follows:

$$\frac{\text{Aggregate of lost working days}}{\text{Average number of FTE staff}} = \text{X days per FTE}$$

Calculated by reference to the start and end of the financial year

8. The situation as at the end of the second quarter (ending 30 September 2018) using the Performance Indicator methodology (as opposed to the 'lost time rate', percentage-based approach) yields a figure of **0.8 days per FTE** for that quarter. The cumulative figure is 1.4 days per FTE.

Number of working days lost due to sickness per FTE – comparative data

9. The following table shows the Authority's performance relating to sickness (as measured by the Performance Indicator calculation) over the past five years. The equivalent figures for the other nine English National Park Authorities (where available) are included for comparison.

Year	South Downs	Broads	Dartmoor	Exmoor	Lakes	North-mblnd	NYM	New Forest	Peak District	Dales
2013/14	4.2	4.7	7.5	5.6	5.1	6.6	4.0	3.9	6.6	5.4
2014/15	4.5	7.6	9.3	3.2	7.2	2.6	4.1	3.1	Not available	4.7
2015/16	4.5	4.9	9.8	6.2	7.3	2.2	4.2	3.6	5.3	2.2
2016/17	4.7	4.8	7.8	3.6	4.4	3.0	4.0	3.75	5.5	4.0
2017/18	4.3	6.4	7.8	3.4	5.2	4.0	4.58	7.0	5.11	4.1
5 year average	4.4	5.7	8.4	4.4	5.8	3.7	4.2	4.3	5.6	4.1

Members asked for a further comparison against the public and private sectors. A survey carried out by XpertHR for 2017 gives the number of working days lost due to sickness for the private sector as 5.6 days per FTE per annum and 9.7 days for the public sector as a whole.

In terms of the 'lost time' rate, the same survey gave a figure of 2.7% for the private sector, and 4.2% for the public sector.

Caszandra Peterson
Senior Administrative Officer
 26 November 2018

SICKNESS ABSENCE LEVELS – 1 JULY to 30 SEPTEMBER 2018

DIRECTORATE	FULL TIME EQUIVALENT IN POST as at 30.6.18	TOTAL NO. OF DAYS LOST	TOTAL DAYS AVAILABLE	LOST TIME %
Corporate Services	22.96	19.1	1262.8	1.5
Conservation & Community	38.16	28.85	2098.8	1.4
Park Services	53.25	38.88	2928.75	1.3
TOTAL	114.37	86.83	6290.35	1.4

NOTES

1. Of the 19.1 days lost in Corporate Services, 10 days relate to one member of staff, who has since returned to work.
2. Of the 28.85 days lost in Conservation & Policy, 13.8 days relate to one part-time member of staff, who has since returned to work.
3. Taking out the long-term sickness (defined here as any instance lasting for more than ten working days), the Authority's lost time rate would be **1.0%** and the days absence per FTE would be **0.5** days.

ANALYSIS OF SICKNESS LEVELS (LOST TIME RATE) AT QUARTERLY INTERVALS FOR THE PERIOD 1 APRIL 2013 TO 30 SEPTEMBER 2018

1 April 2013 – 30 June 2013	1 July 2013 – 30 September 2013	1 October 2013 – 31 December 2013	1 January 2014 – 31 March 2014
2.1%	1.7%	3.3%	2.9%

1 April 2014 – 30 June 2014	1 July 2014 – 30 September 2014	1 October 2014 – 31 December 2014	1 January 2015 – 31 March 2015
1.3%	1.4%	2.7%	3.1%

1 April 2015 – 30 June 2015	1 July 2015 – 30 September 2015	1 October 2015 – 31 December 2015	1 January 2016 – 31 March 2016
1.1%	0.6%	1.0%	1.3%

1 April 2016 – 30 June 2016	1 July 2016 – 30 September 2016	1 October 2016 – 31 December 2016	1 January 2017 – 31 March 2017
1.4%	1.1%	2.6%	2.1%

1 April 2017 – 30 June 2017	1 July 2017 – 30 September 2017	1 October 2017 – 31 December 2017	1 January 2018 – 31 March 2018
1.5%	1.4%	2.0%	2.6%

1 April 2018 – 30 June 2018	1 July 2018 – 30 September 2018	1 October 2018 – 31 December 2018	1 January 2019 – 31 March 2019
1.1%	1.4%		