

Moor than meets the eye

Landscape Partnership

The story of the people and landscape over 4,000 years on Dartmoor.

Scheme Highlight Report - 13

The Scheme Highlight Report is used to keep the Landscape Partnership (LP) Board (and all other interested parties) informed and involved. It provides summary information about the status of the stage and Scheme at the frequency defined by the LP Board and is used to advise the LP Board of any potential problems or areas where the LP Board could help.

ID	HLF Ref: LP-11-05906
Name	Moor than meets the eye – Landscape Partnership Scheme
Lead Org	Dartmoor National Park Authority
Lead Officer	Mark Allott – MTMTE Scheme Manager
Reporting Period	Y4Q1

General Reporting Information

Report completed by:	Mark Allott	Date:	2018/01/17
Report Frequency:	Quarterly, at least 1 week before LP Board meeting	Period Covered:	2017/09/01 to 2017/11/30

Key information and date summary

HLF Permission to Start		18 August 2014		HLF Completion Date		17 August 2019	
Scheme budget		£3,843,183		HLF grant		£1.9m (49.44% intervention)	
Spend to period end		£2,493m (65%)		HLF Retention		£190,000 (@ 10%)	
Reporting dates	HLF Period	From (inc.)	To (inc.)	HLF Deadline		LP Board meeting	
	Y4Q1	2017/09	2017/11	21 Jan 2018		24 January 2018	
	Y4Q2	2017/12	2018/02	21 Mar 2018		25 April 2018	
	Y4Q3	2018/03	2018/05	21 June 2018		11 July 2018	
	Y4Q4	2018/06	2018/08	21 Sept 2018		10 Oct 2018	
	Y5Q1	2018/09	2018/11	21 Jan 2019		TBC	

**Funding raised by
The National Lottery**

and awarded by the Heritage Lottery Fund



LOTTERY FUNDED

1. Project Status Summary

Green	Under control and within tolerance
Amber	Out of tolerance and with a plan in place to bring back under control
Red	Out of tolerance with no current approved plan

Measure	RAG	Direction of travel
Overall	Amber	<p>Better</p> <p>A summary of the Projects' progress and Red/Amber/Green (RAG) status is in Appendix A. As in the last quarter, this has been expanded to show key actions and milestones Project Leads are recommended to take to address issues on their projects and return individual performance measures back to/towards 'Green'.</p> <p>The Y3Q4 HLF Request for Payment (Claim) and Progress Report were submitted on 20 and 25 September for £67,881 (Y3Q4 expenditure totalled £137,305) with payment due by 21 October. There were no queries over the submissions and HLF payment was received on 6 October.</p> <p>The Y4Q1 HLF Request for Payment (Claim) and Progress Report were submitted on 16 and 17 January respectively for £131,202 (Y4Q1 expenditure totalled £265,385) with payment due by 21 February. The forecast expenditure for the period from Project Leads totalled £308k (so we claimed -14%). PC5 - Wray Valley Trail claimed its final £138k this quarter which significantly increased that claimed for the Scheme as a whole. Without this, variance on Project Leads' forecasts would have been -£180k (-59%). This highlights the need for more accurate forecasting so that we have an accurate cashflow position.</p> <p>Overall Scheme expenditure to 30 November 2017 is £2.493m (excluding ~£18k unbudgeted costs to date, captured under PE7). This is £645k behind the £3.139m originally planned at bid stage (-21%), and is better than last quarter.</p> <p>There is continued pressure to complete our projects and their spend over the remaining seven quarters of the Scheme to ensure we utilise the entire grant available. Delivering the PB1 – Bellever and Postbridge Trails and PC8 – Postbridge Visitor Centre projects will play key roles in this with £111k and £178k remaining respectively.</p> <p>Two Projects remain withdrawn from delivery: <i>PB8 – Pony Herd Identification</i> and <i>PD3 – East Shallowford Trust</i>. A replacement project for PD3 is being presented to Board for a decision in principle: 'Dart Valley in Focus'. DNPA's Ranger service is also considering developing a replacement project for PB8, focussing on raising awareness of and protecting Dartmoor's natural heritage and key messaging around responsible and considerate recreational use. A proposal is expected to be developed in Y4Q2 for consideration by Board at its next meeting on 25 April.</p> <p>Five other project changes are presented to Board under 'Decisions' for approval in principle, subject to HLF approval.</p>

Measure	RAG	Direction of travel
		<p>15 events and activities were organised and delivered in the quarter across a range of audiences, themes and venues. These included:</p> <ul style="list-style-type: none"> • Have Your Say drop-in session in Moretonhampstead • stand at Widecombe Fair • John Muir Award • Bovey Beauty fell race • and various craft and artistic workshops in the culmination of Bovey Tracey's Granite Elements Parishscapes project. <p>We continue to be very lucky with so much support from a passionate and willing volunteer group helping us deliver our projects. We hope that they also benefit from the support, training and opportunities we give them. The Scheme has a £114k target for volunteering input (equivalent to 2,280 'unskilled' days). We exceeded this target in 2016 and our volunteers have already kindly given: 2109 'Unskilled', 1000 'Skilled' and 88 'Professional' days, equivalent to almost £286k in contributions through diverse areas such as:</p> <ul style="list-style-type: none"> • historical research • practical conservation management tasks • trail improvements • developing interpretation such as leaflets, guides, books and panels • archaeological surveys and excavations • recording and monitoring wildlife, and • supporting our communications. <p>£83k of this has been earned on eligible Projects and we are well on our way to meet the Scheme's £114k claimable target. Two projects remain key to helping us meet this target with ~£10k contributions outstanding for each:</p> <ul style="list-style-type: none"> • PA1 – Moorland Birds • PB4 – Engaging with the nature of the Bovey Valley <p>Since the last Board meeting, a small working group has been developing the Communications Strategy which is now presented to Board for approval. A draft Project Communications Plan template is also available for discussion to help collate individual Projects' planned communication opportunities and activities.</p> <p>Our @Dartmoor MTMTE Twitter account has 497 followers (-10%) with our tweets being seen over 42,500 times/month on average over the last three months (+6%). This continues to be a significant step change, and in response to scheduled daily and opportunistic response to associated tweets by the central staff team.</p> <p>Facebook coverage continues in parallel with Twitter and we have grown to 828 followers (+6%) over the quarter on @moorthanmeetstheeye</p>

Measure	RAG	Direction of travel
		<p>The winter Dartmoor Magazine issue (12,000 readership) features a 2-page spread on <i>MTMTE</i> and we currently have an exhibition in Princetown Visitor Centre showcasing the Scheme.</p> <p>Finally, we have welcomed Adrian Wade as our new Finance & Admin Officer in the central staff team.</p> <p>On balance, I have judged the overall direction of travel to be better from last quarter, primarily reflecting progress with developing and re-scoping some projects and securing overspend underwrites.</p>
Schedule	Amber	<p>Unchanged</p> <p>The Scheme is 65% complete by time and a simple pro-rata spend indicator would suggest that we are slightly ahead of schedule by £5k, in terms of earned value; the first time since the Scheme started.</p> <p>Two projects continue to have forecasted costs after the Scheme's final quarter in Y5Q4 (Jun-Aug 2019), suggesting slippage in their delivery. These are:</p> <ul style="list-style-type: none"> • PD4 – Heritage Skills Training (£10k) • PD5 – Conservation Apprentices (£8k) <p>These are primarily due to later than expected staff appointments, although all of the budget is expected to be spent and claimed.</p> <p>Whilst the Scheme technically ends on 31 December 2019, our Projects have always been scheduled for delivery by the end of August 2019 (Y5Q4). This aligns with the HLF reporting period and provides some 4 months to evaluate and close projects. It also reflects the skeletal core team that will still be in post at the end to administer and close the Scheme, securing the 10% retention from the HLF.</p> <p>PB1 – Bellever & Postbridge Trails was originally scheduled to be complete at the end of this quarter. Current progress is still limited and the forecast suggests that it will not be complete until the end of the Scheme.</p> <p>The other main project with potential delays to the end of the Scheme is redevelopment of the PC8 – Postbridge Visitor Centre. An updated paper is presented to Board detailing the current proposal for approval in principle, subject to HLF approval.</p>
Quality	Amber	<p>Better</p> <p>Generally, the envisaged quality of the Project Outputs, Outcomes and Benefits, and so the Scheme overall, remain unchanged.</p> <p>A significant number of Projects have refined their re-scoping over the last quarter following feedback and to align with HLF's outcomes and approved purposes – as detailed in the 'Scope' section.</p>

Measure	RAG	Direction of travel
Cost	Amber	<p>Better</p> <p>Fewer projects have significant variance from their forecast spend in this quarter, suggesting more accurate forecasting in some instances. Those with significant underspends against their forecast last quarter, totalling -£149k, include:</p> <ul style="list-style-type: none"> • <i>PA2 – Haymeadows (-£3k, 100%)</i> Awaiting DNPA Form of Agreement for ownership and maintenance of potential community seed harvesting machinery purchase • <i>PA7 – Ponies, Pounds & Driftways (-£2k, 81%)</i> The expected Venton Mire driftway work have been delayed whilst further exploratory and ecology surveys have been carried out. Costs are now forecast in Y4Q4 • <i>PB1 – Bellever & Postbridge Trails (-£23k, 100%)</i> Delayed progress whilst the scope of Postbridge improvements is better coordinated with the Visitor Centre's re-scoping • <i>PB2 – Parishscapes (-£38k, 80%)</i> • <i>PB4 – Engaging with the nature of the Bovey Valley (-£10k, 84%)</i> • <i>PB5 – Welcome to Widecombe (-£4k, 38%)</i> Delayed progression of village trail booklet • <i>PB7 – In the footsteps of the Victorians (-£24k, 92%)</i> Lower than expected RAMM staff costs received in the quarter. These are now expected in Y4Q2 and Q3 • <i>PC1 – Discovering the Dartmoor Story (-£41k, 91%)</i> WT is currently reconsidering their planned boardwalk implementation following community group feedback • <i>PD4 – Heritage Skills Training (-£8k, 100%)</i> Salary costs to date for the newly appointed Training Coordinator and training expenses will be captured in the Y4Q2 claim period • <i>PD5 – Conservation Apprentices (-£6k, 100%)</i> Slight underspend on apprentice salaries due to later than expected appointment. Y4Q1 salary costs were not captured and will be rolled over to the Y2Q4 claim. <p>The PC5 – Wray Valley Trail project claimed its final costs earlier than expected so was ahead of forecast by +£128k (+1280%).</p> <p>The Scheme's Common Fund paid out £42k more than it received in funding from HLF in the quarter. Next quarter, we expect to receive £44k more than we will pay Partners (due to the large claim for PC5 which will generate its final £138k contribution to the Common Fund). The remaining quarters forecast continued deficits until we receive the 10% (£190k) retention from the HLF in approximately December 2019.</p>

Measure	RAG	Direction of travel
Scope	Amber	<p>Better</p> <p>Subject to Board approval, the following fundamental Project-level changes continue and will further change the Scheme's scope:</p> <ul style="list-style-type: none"> • <i>PA5 – Unveiling the heritage of the High Moor</i> Development of the Holwell Community Dig proposal (already approved in principle by the HLF) • <i>PB2 – Parishscapes</i> We have re-profiled the budget to continue the Community Heritage Officer's 0.2FTE contract extension until 31 August 2018 to deliver the final, and arguably most challenging, parish projects • <i>PB5 – Welcome to Widecombe</i> North Hall Manor community archaeology dig • <i>PB6 – Managing Volunteers</i> Potential budget reallocation to develop a volunteer tool trailer project potentially benefiting the whole Scheme, Projects and Partners • <i>PB8 – Pony Herd Identification project</i> DNPA's Ranger service is also considering developing a replacement project for PB8, focussing on raising awareness of and protecting Dartmoor's natural heritage and key messaging around responsible and considerate recreational use • <i>PC8 – Postbridge Visitor Centre</i> • <i>PD3 – East Shallowford</i> Potential reallocation of the Project's budget to the 'Dart Valley in Focus' proposal by DNPA. Re-scoping to develop young people's skills and understanding of Dartmoor's special qualities and its contested landscape through films. The films will be available as a legacy and will aim to have young people championing Dartmoor to other young people. A programme of on site events and activities for families to promote heritage. <p>Except for PB2 and PB8, these are as detailed in the 'Projects update' and 'Decision' agenda items.</p>
Benefits	Green	<p>Unchanged</p> <p>Assuming the change in scope and quality of the Projects listed above still aligns with the outcomes and approved purposes as set out in the bid, there should be no impact on benefits of the Scheme overall.</p>
Risk	Amber	<p>Better</p> <p>The Scheme's top ten risks by notional monetary impact are shown in the Quantified Risk Register (QRR) in Appendix B. It has not been updated yet this quarter so the QRR still totals £267k (7% of the £3.843m Scheme budget). Sixteen risks were closed in the last quarter and 11 new ones</p>

Measure	RAG	Direction of travel
		identified. The QRR is a live document throughout the course of the Scheme and will be influenced by the Projects' individual risks as they change.

2. Planned Key Activities Delivered During This Period

A.	'Have your say' drop-in session at Moretonhampstead Community Club on 1 September 2017
B.	MTMTE Finance & Admin Officer recruitment shortlisting & interviews Nov 2017
C.	Report to DNPA (as Lead Partner) Authority meeting on 1 December 2017
D.	Project Leads meeting on 4 December
E.	Interim Monitoring & Evaluation Report presentation and finalisation
F.	Communications Strategy finalisation
G.	Initial legacy planning

3. Unplanned Key Activities Delivered During This Period

A.	Scheme overview to DNPA's Conservation & Communities Directorate
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4. Planned Key Activities Not Delivered During This Period

Activity:	Reason For Non-Delivery:	New Target Date: YYYY/MM/DD
A. Festive celebration	Postponed due to snow	w/c 19 Feb 2018

5. Key Activities Planned For Next Period

Activity	Target Date: YYYY/MM/DD
A. 'Have your say' drop-in session programme	Quarterly
B. Project Leads meeting / Festive celebration	Feb 2018
C. MTMTE Finance & Admin Officer induction and settling in	Jan/Feb 2018
D. Plan and timetable Interim Monitoring & Evaluation Final Report recommendations	Feb 2018
E. MTMTE Community Heritage Officer 0.2FTE contract extension	Jan 2018
F. Negotiate HLF approval of key project changes approved by Board	Feb 2018

6. Key Issues Arising This Period		
	Issue Description:	Causing Risk Y/N?
A.	<p>Reporting feedback</p> <p>We had a constructive discussion at the last Project Leads' meeting in response to some of the feedback in the Interim Monitoring & Evaluation Report regarding governance and reporting. The limited number of issues raised focussed on:</p> <p><i>Quarterly reporting templates – 'Progress' tab:</i></p> <ul style="list-style-type: none"> • Possibly reducing 'Key Performance Measures' metrics from 7 to 1 overall RAG status: Whilst possible to do, I recommend retaining the 7 good practice metrics so that we can specifically focus on individual performance areas requiring improvement. • Deleting 'Key Activities planned for next quarter' section: In the absence of updated project schedules (which have never been requested) this provides the only qualitative opportunity for Project Leads to describe their next key steps, particularly in identifying actions intended to redress key performance measure metrics' RAG status. This helps with planning, monitoring and control as well as potentially identify opportunities for communications. We recommend retaining this section. • Shifting the balance of quantitative 'v' qualitative reporting: The quantitative section is on 'Outputs' which by their nature, tend to be quantitative so that we can track their delivery and hence get a feel for how effective we're likely to be at achieving our outcomes. All the other sections of the 'Progress' tab provide for qualitative assessment of project delivery. <p><i>Ability to change projects:</i></p> <p>In our experience, HLF are receptive to change as long as the outcomes, benefits and essence of the originally Approved Purposes continues to be met. The decisions requested of this Board meeting illustrate the scale, range and willingness to change projects. Indeed, many projects have already had significant changes approved by working with the central staff team to identify problems, develop alternative proposals and present a case to the HLF.</p> <p><i>Project Leads' Meetings:</i></p> <p>All present valued the Project Leads' meetings as an informal forum to update peers and showcase their projects, share successes, problems and concerns and continue to develop relationships with other organisations and individuals.</p>	N

Appendices:

Appendix A	Project Status Summary (RAG) and key actions/milestones
Appendix B	Quantified Risk Register – Scheme: Top 10
Appendix C	Example Project Communications Plan template

MTMTE - Landscape Partnership Scheme

Project Status

IR	ID	Project	Budget	Cost (£ to Q end)	Forecast	Balance	Underwritten funding	Sense-check Outturn Balance
47%	PA1	Moorland Birds	£ 89,296.00	£ 44,691.38	£ 43,168.77	£ 1,435.86	£ -	£ -
56%	PA2	Haymeadows	£ 9,000.00	£ 5,396.89	£ 2,750.00	£ 853.11	£ -	£ -
56%	PA3	Natural Connections	£ 9,000.00	£ 4,972.82	£ -	£ 4,027.18	£ -	£ -
31%	PA4	Discovering the Nature of the Bovey Valley	£ 266,445.00	£ 216,142.46	£ 83,484.08	-£ 33,181.54	£ 41,562.54	£ -
86%	PA5	Unveiling the heritage of the High Moor and Forests	£ 79,000.00	£ 45,332.04	£ 33,151.00	£ 516.97	£ -	£ -
35%	PA6	Higher Uppacott	£ 153,250.00	-£ 164,726.86	£ 33,500.00	-£ 44,976.86	£ 44,976.86	£ -
100%	PA7	Ponies, Pounds and Driftways	£ 34,000.00	£ 6,610.00	£ 27,390.00	£ -	£ -	£ -
20%	PA8	Ancient Boundaries, Modern Farming	£ 100,000.00	£ 35,974.50	£ 64,025.50	£ -	£ -	£ -
100%	PA9	Hameldown WWII Bomber Crash Archaeological Survey	£ 2,300.00	£ 1,829.00	£ -	£ 471.00	£ -	£ 471.00
		PROGRAMME A TOTAL:	£ 742,291.00	£ 525,675.94	£ 287,469.35	-£ 70,854.29		£ 471.00

Project Performance - Status (RAG)							
Overall	Schedule (Timescale)	Quality	Cost position	Scope	Benefits	Risk	Issue / Key Actions / Milestones
G	G	G	A	G	G	G	1. update forecast in Y4Q2
A	A	G	A	A	A	A	MTMTE Community Ecologist post ends 31 Jan 2018: 1. Y4Q2 - Some targets being ported to DNPA Ecology & Land Management for continued work/handover Y4Q2 2. Y4Q2 - underspend to be utilised on Moor Meadows group website and seed harvesting machinery 3. Y4Q2 - DNPA Land Management to confirm seed harvesting machinery administration arrangements
A	A	G	A	A	G		MTMTE Community Ecologist post ends 31 Jan 2018: 1. Y4Q1 - complete IMP ready for handover to DNPA Land Management 2. Y4Q1 - potential c.£1k grants to be offered for management agreements 3. Y4Q1 - forecast to be entered and outturn cost assessed 4. Catchment Management pilot already in place (SWW Upstream Thinking) so unable to achieve 1 output
G	G	G	A	G	G	G	Forecast outturn cost greater than WT budget: NE: 1. Y4Q2 - Fergus, NE to update forecast costs to include ~£8k not currently accounted for as part of his NE Financial Year budget-setting process WT: 2. WT underwritten £41.5k overspend for current agreed project scope but seeking underspend virement from PB4 3. Y4Q2 - Chloe, WT to confirm forecast overspend and rationale to make case to HLF 4. Y4Q2 - Seek virement of PB4 budget underspend to cover this overspend - HLF approval 5. Y4Q2 - WT to confirm costs separately for 'additional scope for additional outcomes'
G	G	G	A	A	G	G	1. Y4Q1 - Update Board on progress 2. Y4Q2 - Seek HLF approval of revised Holwell Hut Circle community dig proposal
A	G	G	A	A	G	A	DNPA underwriting forecast outturn cost overspend: 1. Jan 2018 Cross-passage cobbling and shippin floor repairs 2. Jan 2018 Specialist carpentry – cross passage doors 3. Mar/Apr 2018 Second phase of re-wiring 4. Oct 2018 complete exterior landscaping ,courtyard, pathways etc 5. Y4Q2 - Monitor ongoing works and minimise unforeseen costs 6. Y4Q2 - Review scope and extent of external landscaping works to fit remaining budget
G	G	G	G	G	G	G	-
G	A	G	A	G	G	G	1. Y4Q2 - Approve additional applicants (Phase 4 intake)
COMPLETE Remaining budget could be used to produce summary video							

MTMTE - Landscape Partnership Scheme

Project Status

IR	ID	Project	Budget	Cost (£ to Q end)	Forecast	Balance	Underwritten funding	Sense-check Outturn Balance
78%	PC1	Discovering the Dartmoor Story	£ 177,986.00	£ 63,128.85	£ 135,036.00	-£ 20,178.85	£ 20,377.85	£ -
100%	PC4	Brimpts Tin Trail	£ 12,300.00	£ 11,682.20	£ -	£ 617.80	£ -	£ -
0%	PC5	Wray Valley Trail	£ 845,000.00	£ 845,000.00	£ -	-£ 0.00	£ -	£ -
100%	PC6	Heritage Trails	£ 9,900.00	£ 9,900.00	£ -	£ -	£ -	£ -
76%	PC7	Fernworthy Reservoir Improved Access	£ 120,846.00	£ 120,846.00	£ -	£ -	£ -	£ -
46%	PC8	Postbridge Visitor Centre	£ 184,920.00	£ 7,222.50	£ 255,000.00	-£ 77,302.50	£ -	-£ 77,302.50
32%		PROGRAMME C TOTAL:	£ 1,350,952.00	£ 1,057,779.55	£ 390,036.00	-£ 96,863.55		-£ 77,302.50
	PD1	<i>Dartmoor Diploma</i>	£ -	£ -				
63%	PD2	EcoSkills	£ 199,500.00	£ 197,494.39	£ 56,000.00	-£ 53,994.39	£ 52,350.44	-£ 1,643.95
33%	PD3	East Shallowford Trust	£ 30,000.00	£ -	£ -	£ 30,000.00	£ -	£ 30,000.00
31%	PD4	Heritage Skills Training	£ 83,215.00	£ -	£ 63,107.88	£ 20,107.12	£ -	£ -
31%	PD5	Conservation Apprentices	£ 67,900.00	£ 2,417.11	£ 52,000.00	£ 13,482.89	£ -	£ -
		PROGRAMME D TOTAL:	£ 380,615.00	£ 199,911.50	£ 171,107.88	£ 9,595.62		£ 28,356.05

Project Performance - Status (RAG)							
Overall	Schedule (Timescale)	Quality	Cost position	Scope	Benefits	Risk	Issue / Key Actions / Milestones
							DNPA led project elements on-budget: 1. Y4Q1 - Update Board on progress 2. Y4Q1 - DNPA website 'Dartmoor Story' section live and content agreed/posted 3. Y4Q1 - App viability decision 4. Y4Q1 - Wray Valley Trail interpretation boards 'ownership' decided (IJ to approach Bovey & Manaton PCs, AB to spk to Lustleigh PC) 5. Y4Q1 - Dartmeet wildlife interpretation board installed, Haytor wildlife board installed, Birch Tor design complete 6. Y4Q2 - Birch Tor interpretation board installed 7. Y4Q2 - Higher Uppacott interpretation commissioned 8. Y5Q1 - Higher Uppacott interpretation complete 9. Y4Q1 - Clarify interpretation board ownership & maintenance (eg. Parish Councils) WT underwritten £20.4k overspend for their project elements: 10. Y4Q2 - Chloe,WT to confirm forecast overspend and rationale to make case to HLF
G	G	G	A	G	G	A	Project has largely been on-hold due to other commitments by the Project Lead volunteer. 1. Y4Q1 - book published 6 Dec 2017 2. Y4Q2 - Project Lead to scope use of remaining budget
G	A	G	G	G	G	G	MTMTE financial contribution secured and completed. 1. Y5Q3 - DevonCC to confirm trail opening and publicity opportunities
G	A	A	G	G	G	G	Slower than hoped uptake/public awareness to be targeted through promotion: 1. add a feature in Enjoy Dartmoor for 2018 (Easter 2018) 2. produce promotional credit card size information - website and use 3. Continue with social media ongoing and when new routes launched/publication of Enjoy Dartmoor 4. Video somebody doing a trail and produce film for U tube/website (spring 2018) 5. 2019 Long term - have interactive map/ promotion at Postbridge Visitor Centre (part of PB1 and PC8)
COMPLETE							
A	A	G	A	A	G	A	See separate paper from DNPA on project re-scope
REPLACED BY PD4 AND PD5							
G	G	G	G	G	G	G	Genuine forecast outturn cost overspend required to deliver project: 1. NE underwriting overspend (which effectively won't be claimed) 2. Y4Q2 - Phase 4 intake recruited
ON HOLD							Reallocate funding 1. Y4Q1 - Update Board on progress with "Dart Valley in Focus" proposal
G	A	G	A	G	G	A	1. Y4Q2 - Project Lead to claim staff time and training course costs 2. Y4Q2 - Project Lead to update forecast accordingly 3. Y4Q2 - ring-fence any forecast underspend to vire to PE staff team overhead overspends
G	G	G	G	G	G	G	1. Y4Q2 - second apprentice recruited 2. Y4Q2 - Project Lead to claim staff time and training course costs 3. Y4Q2 - Project Lead to update forecast accordingly 4. Y4Q2 - ring-fence any forecast underspend to vire to PE staff team overhead overspends

MTMTE - Landscape Partnership Scheme

Project Status

IR	ID	Project	Budget	Cost (£ to Q end)	Forecast	Balance	Underwritten funding	Sense-check Outturn Balance
100%	PE1	Staff Team	£ 631,177.28	£ 405,672.87	£ 242,703.23	-£ 17,198.82	£ -	-£ 17,198.82
100%	PE2	HERO and GI Staff for PC6	£ 11,338.00	£ 10,090.91	£ -	£ 1,247.09	£ -	£ 1,247.09
100%	PE3	Transport and Subsistence	£ 5,000.00	£ 5,000.00	£ 7,029.04	-£ 7,029.04	£ -	-£ 7,029.04
100%	PE4	Training	£ 3,000.00	£ 1,920.94	£ 1,079.06	£ -	£ -	£ -
100%	PE5	Monitoring and Evaluation	£ 20,000.00	£ 2,862.90	£ 17,137.10	£ -	£ -	£ -
100%	PE6	Moor than meets the eye Website	£ 6,500.00	£ 5,721.37	£ -	£ 778.63	£ -	£ 778.63
PROGRAMME E TOTAL:			£ 677,015.28	£ 431,268.99	£ 267,948.43	-£ 22,202.14		-£ 22,202.14

Scheme balance:	-£ 39,605.22
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	PE7	Unbudgeted items	£ -	£ 18,093.21	£ 2,399.83	-£ 20,493.04	£ -	-£ 20,493.04
0%								

Scheme balance (inc. unbudgeted):	-£ 60,098.25
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	Budget	Cost	% complete by value	% complete by time	Variance by time
PROGRAMME A TOTAL:	£ 742,291.00	£ 525,675.94	71%	£ 509,638.70	£ 16,037.24
PROGRAMME B TOTAL:	£ 693,424.13	£ 278,755.81	40%	£ 476,087.91	-£ 197,332.10
PROGRAMME C TOTAL:	£ 1,350,952.00	£ 1,057,779.55	78%	£ 927,530.33	£ 130,249.22
PROGRAMME D TOTAL:	£ 380,615.00	£ 199,911.50	53%	£ 261,320.87	-£ 61,409.38
PROGRAMME E TOTAL:	£ 677,015.28	£ 431,268.99	64%	£ 464,822.00	-£ 33,553.01
TOTAL:	£ 3,844,297.41	£ 2,493,391.79	65%	£ 2,639,399.81	-£ 146,008.03

Project Performance - Status (RAG)							
Overall	Schedule (Timescale)	Quality	Cost position	Scope	Benefits	Risk	Issue / Key Actions / Milestones
R			R	G		R	Staff costs underestimated in bid: 1. Y4Q2 - MTMTE Finance & Admin Officer started 10 Jan 2018 2. Reallocate project underspends to offset overheads which benefit all
G			G	G		G	
R			R	G		R	Costs significantly underestimated in bid: 1. Reallocate project underspends to offset overheads which benefit all 2. Additional costs minimised through necessary travel only
G	G	G	G	G	G	G	-
G	G	G	G	G	G	G	-
COMPLETE							

R	R	R	R	R	R	R	No risk/contingency budget to cater for 'unbudgeted items': 1. Reallocate project underspends to offset overheads which benefit all 2. Additional costs minimised through necessary items only
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Permission to start	18/08/2014		
Scheme end	17/08/2019		
Today =	22/01/2018		
Days elapsed	1253	69%	complete
Scheme duration	1825		

MTMTE							Risk Register										LIVE		
Rank	Risk ID No.	Risk Author	Date identified	Risk Level	Project ref	Risk Category	Risk Description (Cause, Event, Effect)	Probabi lity	Cost Impact	Time Impact	Risk: Cost	Risk: Time	Proximity	Response Category	Risk Owner	Response/Mitigation/Actions	Status	Manual calculation of value of individual risks to establish notional cost	
1	4	LP Board	01/08/2014	Scheme	_Scheme	Finance	Funding: Funding shortfall due to increased costs or withdrawal of funding. Over-reliance on one funding partner, lack of match funding for grant schemes Results in: Risk to Partners covering shortfall. Potential diversion of Landcare Partnership staff time from specific project delivery.	5	5	1	R	A	Long term	T - Reduce	Ally Kohler	A large percentage of match funding has been secured and is built into partners' medium term financial plans and/or are earmarked commitments in reserves. Continued financial monitoring and management Be aware of high risk projects: eg. Wray Valley Trail (provides high percentage of cash match funding)	Active	£	37,500
1	13	Mark Allott	05/01/2015	Scheme	_Scheme	Risk	Risk Management: No provision appears to have been made in either the budget or schedule (in terms of cost and time) to deal with risks if they are realised.	5	5	2	R	A	Short Term	T - Accept	Ally Kohler	- Scheme Manager has developed Quantified Risk Register (QRR) and estimated cost/time impact to inform likely outturn Project and hence Scheme costs - LP Board to acknowledge this and identify means to fund any budget overrun due to unprovided risk realisation - All foreseen Scheme and Project risks to be identified on the QRR and filtered lists supplied to Project Leads for review - Project Leads to review baseline QRR and monitor/action/report as part of the monthly Highlight Reports - Scheme Manager to arrange Project Risk Review/Workshops/Project Reviews as appropriate - Scheme Manager to update QRR accordingly in response to Project Leads' feedback	Active	£	37,500
3	58	Jane Marchand	18/08/2014	Project	PB1	Delivery	Projects not delivered on time	4	5	4	R	R	Short Term	T - Reduce	Ian Durrant	Projects planned in two phases to allow key projects to take place first and then ones which require further development to be delivered	Active	£	25,000
4	8	Mark Allott	23/01/2015	Scheme	_Scheme	Finance	Budgeting: Inconsistencies between Project Proforma details and Scheme Budget. Results in: Under/Over budget and problematic monitoring	5	4	3	R	R	Short Term	T - Fallback	Mark Allott	- Scheme Manager to review Project Proformas 'v' Scheme Budget and identify discrepancies - Partners to confirm budgetary under/overspends and re-scope accordingly, assessing teh impact on output, outcome and benefit delivery - Scheme Manager to re-profile forecast spend - Scheme Manager to work with Project Leads to identify/secure cost savings on other project elements to potentially offset budget variances	Part-realised	£	18,750
4	20	Mark Allott	19/01/2015	Scheme	_Scheme	Finance	MTMTE Team start-up cost allowance: The Scheme Manager has identified that there are a number of start-up costs for the MTMTE Team which do not appear to have any budget/risk allowance. For example: • Salaries appointments above the base spinal point in the band • Office stationery • Office shelving • Project management tools/software (eg. MS Project @RISK)	5	4	1	R	A	Short Term	T - Accept	Ally Kohler	- Scheme Manager to collate costs to date (coded to PE7) and prepare a forecast over the 5 year Scheme period - LP Board to acknowledge this and seek funding support	Active	£	18,750
6	5	LP Board	01/08/2014	Scheme	_Scheme	Projects	Project delivery: Individual project risks. Loss of staff leaders, delivery. Results in: Delays in scheme delivery/inability to deliver specific projects	3	5	5	R	R	Short Term	T - Reduce	Mark Allott	Project Leads to continually assess individual projects' risk in on-going project management. Scheme Manager to discuss risk on quarterly basis with all Project leads.	Active	£	12,500
7	143	Chrissy Mason	13/01/2016	Project	PA2	Finance	There is no specific budget allocation for interpretation/setting up the green hay/seed marketing co-operative.	5	3	1	R	A	Short Term	T - Reduce	Chrissy Mason	Agreed with scheme manager to prioritise land management during Yr2 and consider allocating unspent budget for Yr 3 to non land-management outputs of the project	Active	£	7,500
7	169	Mark Allott	28/06/2017	Project	PB7	Finance	Unable to accommodate increased PM costs over originally revised budget amount to continue community volunteer support and deliver project	5	3	5	R	R	Short Term	T - Reduce	Emma Stockley	- Agree earliest deadlines for task delivery to minimise duration of support required - Accommodate overspend within the project first, then within programme, within scheme, seek 3rd party funding for agreement by Board & HLF	Active	£	7,500
9	19	Mark Allott	19/01/2015	Scheme	_Scheme	Finance	'Unsecured' Funding: A number of Projects' funding sources rely on uncertain book/ticket sales and/or third party contributions and may affect cashflow and Project delivery	3	4	1	A	G	Short Term	T - Reduce	Mark Allott	- Project Leads to effectively manage their projects/produce high-quality outputs to maximise chance of realising unsecured funding - DNPA Finance/Scheme Manager to identify unsecured funding contributions across Projects - Scheme Manager to liaise with Project Leads to identify when funding becomes due/eligible and adjust cashflow - Project Leads to update project forecast spend accordingly	Active	£	6,250
9	175	Mark Allott	19/09/2017	Project	PA6	Finance	Unforeseen additional expenditure or work required	3	4	1	A	G	Short Term	T - Fallback	Andy Watson	Seek additional funding from DNPA Project Fund/central Higher Uppacott fund	Active	£	6,250

Moortan meets the eye – Communications Action Plan 2018

Project	Storyline	Date	Proposed media	Lead	Result
Higher Uppacott	Apprentices learn cobbling skills and contribute to the restoration of grade 1 listed building	January 20	TV – Spotlight and BBC radio Devon	A Watson (DNPA lead)	
Higher Uppacott	New programme of guided walks launched to showcase the restoration of Higher Uppacott	June 2018	Press release DNPA website Twitter FACEBOOK	Clare partridge	
Wild and Wondrous Region	Programme of events	January to March 2018 Need ongoing support	FACEBOOK Twitter Press?	?	
Holwell Dig	Community excavation of a Bronze Age hut circle on Haytor Down - join in	July 2018	Press release Feature article ? (DPA Dartmoor matters? Dartmoor magazine) Daily tweets U Tube film?	Andy Crabb	
Focus on the Dart Valley	Call for budding filmmakers .	April 2018	Social media via Instagram	Project Officer	