

Moor than meets the eye

Landscape Partnership

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

Scheme Highlight Report - 11

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	<i>Moor than meets the eye</i> – Landscape Partnership Scheme
Lead Org	Dartmoor National Park Authority
Lead Officer	Mark Allott – MTMTE Scheme Manager
Reporting Period	Y3Q3

General Reporting Information

Report completed by:	Mark Allott	Date:	2017/07/03
Report Frequency:	Quarterly, at least 1 week before LP Board meeting	Period Covered:	2017/03/01 to 2017/05/31

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% intervention)		
Spend to period end	£2,090,767 (54%)	HLF Retention	£190,000 (@ 10%)		
Reporting dates	HLF Period	From (inc.)	To (inc.)	HLF Deadline	LP Board meeting
	Y3Q3	2017/03	2017/05	21 June 2017	12 July 2017
	Y3Q4	2017/06	2017/08	21 Sept 2017	11 October 2017
	Y4Q1	2017/09	2017/11	21 Dec 2017	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



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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	Better
		<p>A summary of all the Projects' progress and Red/Amber/Green (RAG) status is in Appendix A.</p> <p>The Y3Q2 HLF Request for Payment (Claim) and Progress Report were submitted early on 16 and 21 March for £67,572 (Y3Q2 expenditure totalled £132,635) with payment due by 21 April. There were no queries over the submissions and HLF payment was received early on 7 April.</p> <p>The Y3Q3 HLF Request for Payment (Claim) and Progress Report were submitted on 16 and 23 June respectively for £58,205 (Y3Q3 expenditure totalled £117,698) with payment due by 21 July. The forecast expenditure for the period from Project Leads totalled £162,169 (-27%).</p> <p>Overall Scheme expenditure to 31 May 2017 is £2.091m (excluding ~£16k unbudgeted costs to date, captured under PE7). This is £898k behind the £2.989m originally planned at bid stage (-30%), and is approximately tracking at the same underspend rate as the last quarter.</p> <p>The Scheme's expenditure shows a further slippage against the Y3 re-baseline (-£116k, 5%) and against the quarter's forecast (-£44k, 27%).</p> <p>We still have £900k to recover against the original bid. This will require a significant acceleration in spend over the remaining nine quarters of the Scheme to ensure we utilise all of the grant available. This is partly illustrated by the steeper gradient of the dashed green line over the next year or so in 'Appendix B2 - Quarterly actual and forecast cumulative chart'.</p> <p>Board's focus in this quarter, and for their next meeting, was for Project Leads to review their project budgets, and hence the impact on the overall Scheme budget, and discuss and agree any required project budget transfers. Any such transfers would be within or across the programmes; subject to HLF approval. These are further discussed in the 'Costs' section.</p> <p>Two Projects remain withdrawn from delivery: <i>PB8 – Pony Herd Identification</i> and <i>PD3 – East Shallowford Trust</i> and these are the obvious options for budget reallocation.</p> <p>21 events were organised and delivered in the quarter across a range of audiences, themes and venues. These included:</p>



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Measure	RAG	Direction of travel
		<ul style="list-style-type: none"> • the Victorians Symposium where some 80 delegates heard from speakers throughout the day. This event was organised in response to volunteer demand for increased knowledge of this period, partly to aid their research • three performances of the Throwleigh community play; written and performed by the community, and • the woodland festival events programme throughout May. <p>2,505 volunteer days have been logged across the Scheme's Projects with a value of £203k. £70k of this has been earned on eligible Projects and we are well on our way to meet the Scheme's £114k claimable target.</p> <p>Our social media presence has grown markedly over this last quarter, mainly in response to the central team's increased efforts at raising awareness of our activities. Our Twitter has 459 followers (+14%) with our tweets being seen over 7,700 times/month on average over the last three months (+350%). This is a significant step change, and in response to scheduled daily tweets, videos and local and regional press coverage of significant activities such as the Vinnimore community dig and the start of the Ten Commandment Stones restoration. Videos of these two activities have been seen 17,000 times on Facebook alone in the last quarter.</p> <p>On balance, I have judged the overall direction of travel to be better from last quarter.</p>
Schedule	Amber	<p>Worse</p> <p>For the first time, some projects 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"> • <i>PA5 – Unveiling the heritage of the high moor</i> (£8k) • <i>PB4 – Engaging with the nature of the Bovey Valley</i> (£2.5k) • <i>PB6 – Managing Volunteers</i> (£5k) • <i>PD4 – Heritage Skills Training</i> (£10k) • <i>PD5 – Conservation Apprentices</i> (£8k) <p>However, I suspect that these are forecasting errors, rather than genuine delays in project delivery and any associated spend.</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>



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Measure	RAG	Direction of travel
		The main project with potential delays to the end of the Scheme is redevelopment of the <i>PC8 – Postbridge Visitor Centre</i> . DNPA has just submitted a bid to EARDF RDPE for additional funding to secure the proposed capital redevelopment of the centre. If this bid is unsuccessful, an alternative project is being scoped to improve the cultural heritage interpretation and learning offer within the existing building and grounds using the £180k <i>MTMTE</i> budget.
Quality	Amber	<p>Unchanged</p> <p>Generally, the envisaged quality of the Project Outputs, Outcomes and Benefits, and so the Scheme overall, remain unchanged.</p> <p>Care will need to be taken to ensure any changes to the following Projects align with HLF’s outcomes and approved purposes:</p> <ul style="list-style-type: none"> • <i>PB8 – Pony Herd Identification project</i> Potential budget reallocation • <i>PC8 – Postbridge Visitor Centre</i> Depending on the final project pursued as detailed in the ‘Schedule’ section above; to be approved by Board and HLF in due course • <i>PD3 – East Shallowford</i> Potential reallocation of the Project’s budget.
Cost	Amber	<p>Unchanged</p> <p>The general accuracy of project forecasts has improved in this last quarter although there are some with significant variance from their actual spend:</p> <p>Underspends against forecast:</p> <ul style="list-style-type: none"> • <i>PA1 – Moorland Birds</i> (-£9k, 95%) • <i>PA6 – Higher Uppacott</i> (-£11k, 53%) • <i>PB4 – Engaging with the nature of the Bovey Valley</i> (£-9k, 70%) • <i>PB7 – In the footsteps of the Victorians</i> (-£10k, 64%) • <i>PC1 – Discovering the Dartmoor Story</i> (£-8k, 79%) <p>Overspends against forecast:</p> <ul style="list-style-type: none"> • <i>PB5 – Welcome to Widcombe</i> (+£4k, none predicted) • <i>PD2 – EcoSkills</i> (+£5k, 67%) <p>Given Board’s proposed focus on potential project budget transfers, the remaining part of this section covers those projects with significant under or overspend outturn costs and any proposed actions for decision by Board.</p> <p>The Scheme Manager, Lead Partner and LPS Chair reviewed and sense-</p>



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Measure	RAG	Direction of travel
		<p>checked all project budgets and their forecast outturn costs on 22 June. These are shown with explanatory comments or queries in Appendix C. We are confident that the majority will spend their allocated budget. Four projects have genuine and significant forecast overspends:</p> <ul style="list-style-type: none"> • <i>PA4 – Discovering the nature of the Bovey Valley</i> (£46k) • <i>PB7 – In the footsteps of the Victorians</i> (£8k) See Issue 6A and the attached Exception Report for decision. • <i>PC1 – Discover the Dartmoor Story</i> (£22k) • <i>PD2 – EcoSkills</i> (£52k) <p>which either require budget transfer and/or additional 3rd party funding confirmation.</p> <p>Two core overhead projects also have significant forecast overspends:</p> <ul style="list-style-type: none"> • <i>PE1 – Staff Team</i> (£20k) Due to the difference in appointed salary costs and that budgeted for at bid stage • <i>PE3 – Transport & Subsistence</i> (£4.5k) Due to the budget being spent by April 2016 and pro-rata to the end of the Scheme. <p>Project Lead organisations are asked to confirm funding commitments to deliver projects where there are genuine forecasted overspends.</p> <p><i>PB4 – Engaging with the nature of the Bovey Valley</i> has a significant forecast underspend of £21k.</p> <p>It is not recommended to reallocate any project budgets at this stage, other than discuss how to fund continued Project Management support for <i>PB7 – In the footsteps of the Victorians</i>. An Exception Report for this is attached in Appendix F.</p>
Scope	Amber	<p>Better</p> <p>The three new/re-scoped Projects have all been successful in recruiting to their posts in this last quarter and should see the projects progress in earnest:</p> <ul style="list-style-type: none"> • <i>PA1 – Moorland Bird Advice</i> Fiona Freshney joined RSPB on 12 June to manage the project • <i>PD4 – Heritage Skills Training</i> The successful Training Coordinator applicant accepted the offer on 30 June and we hope to have them in post by early August • <i>PD5 – Conservation Apprentices</i>



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Measure	RAG	Direction of travel
		<p>Ben Scott and Leo Brooke joined DNPA's Conservation Works Team in early June.</p> <p>The following fundamental Project-level changes continue and will further change the Scheme's scope:</p> <ul style="list-style-type: none"> • <i>PB5 – Welcome to Widcombe</i> • <i>PC8 – Postbridge Visitor Centre</i> • <i>PD3 – East Shallowford</i>
Benefits	Amber	Unchanged
		<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	Better
		<p>The Scheme's top ten risks by notional monetary impact are shown in the Quantified Risk Register (QRR) in Appendix D. The QRR totals £238k (6% of the £3.843m Scheme budget).</p> <p>Some £129k cost has effectively been realised to date. This brings the risk provision to £367k and a slight reduction on last quarter, which is unprovided for. The majority of this cost has been absorbed by DNPA as Lead Partner or by the Projects de-scoping their task delivery. Including the accurate forecast outturn cost overspends on PA4, PA6, PC1, PD2, PE1 and PE3 brings this provision to £560k (15% of the Scheme's funding).</p> <p>The QRR is a live document throughout the course of the Scheme and will be influenced by the Projects' individual risks as they change.</p>

2. Planned Key Activities Delivered During This Period

A.	Attend inaugural HLF Landscape Partnership Scheme Networking Event
B.	Y3Q2 HLF reporting and claim processing
C.	<i>PB2 – Parishscapes</i> project management support contract extension
D.	DNPA (as Lead Partner) Leadership Team briefing on 4 April
E.	HLF Monitoring Meeting and site visit to PC5 – Wray Valley Trail on 10 May
F.	Launch new <i>PA1 – Moorland Bird Advice</i> , <i>PD4 – Heritage Skills Training</i> and <i>PD5 – Conservation Apprentice Projects</i>
G.	Review Project progress with DNPA Project Leads
H.	Collate and review Project forecast spend profiles returned in Y3Q3 to update Scheme forecast
I.	Sense-check Project budget monitoring to inform potential Project/Programme funding changes to be approved by Board



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2. Planned Key Activities Delivered During This Period

J.	Increased effort by the central team in raising our online social/digital media profile and project publicity
K.	Exception Report – <i>PB7 In the footsteps of the Victorians</i> funding options recommendations
L.	Interim evaluation Pre-planning meeting with Resources4Change
M.	Develop the Scheme’s Communication Strategy and Plan for comment at the 12 July Board meeting
N.	‘Have your say’ drop-in session (MeadowMagic event)

3. Unplanned Key Activities Delivered During This Period

A.	Help recruiting and interviewing the five shortlisted candidates for the PD4 – Heritage Skills Training Coordinator post
B.	Draft content for Active Dartmoor on behalf of all Project Leads
C.	<i>PC5 – Wray Valley Trail</i> catch-up with Ian James ahead of HLF site visit

4. Planned Key Activities Not Delivered During This Period

Activity:	Reason For Non-Delivery:	New Target Date: YYYY/MM/DD
A. Reporting to DNPA Audit & Governance meeting	Rescheduled to 28 July Authority meeting	2017/07/28

5. Key Activities Planned For Next Period

Activity	Target Date: YYYY/MM/DD
A. ‘Have your say’ drop-in sessions	Quarterly
B. Continue to collate data and evidence from Project Leads in preparation for the Interim Monitoring & Evaluation Report by Resources4Change	2017/09/30
C. Finalise the Scheme’s Communication Strategy and Plan	2017/07/26
D. Plan CSG Training Day (September)	2017/07/21
E. Plan core team cover/support during August	2017/07/14
F. Reporting to DNPA Audit & Governance meeting	2017/07/28

6. Key Issues Arising This Period

Issue Description:	Causing Risk Y/N?
<p>A. PB7 – In the footsteps of the Victorians</p> <p>The Community Heritage Officer’s support to manage the Project is being sought for a further 12 months at a forecast cost of ~£10k. Board is asked to decide on a potential funding option as set out in the Exception Report in Appendix F.</p>	Y



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Appendices:

Appendix A	Project Status Summary (RAG)
Appendix B	Scheme quarterly expenditure – actual, forecast and cumulative
Appendix C	Budget review and forecast outturn costs
Appendix D	Quantified Risk Register – Scheme: Top 10
Appendix E	Scheme and Project Outputs summary – TO FOLLOW ON SCREEN AT BOARD
Appendix F	Exception Report: PB7 – In the footsteps of the Victorians, PM funding – TO FOLLOW AT BOARD
Appendix G	Draft Communications Strategy – TO FOLLOW AT BOARD



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MTMTE - Landscape Partnership Scheme
Project Status and Staff Links

												Deadline
												07/06/2017
IR	ID	Project	Budget	Cost (£ to quarter end)	Project Performance - Status (RAG)							UPDATED?
					Overall	Schedule (Timescale)	Quality	Cost position	Scope	Benefits	Risk	
47%	PA1	Moorland Birds	£ 89,296.00	£ 36,467.70	G	G	G	A	G	G	G	09/06/2017
56%	PA2	Haymeadows	£ 9,000.00	£ 4,054.51	A	A	G	A	A	G	A	01/06/2017
56%	PA3	Natural Connections	£ 9,000.00	£ 2,260.59	A	A	G	A	A	G		01/06/2017
31%	PA4	Discovering the Nature of the Bovey Valley	£ 266,445.00	£ 199,491.65	G	G	G	A	G	G	G	08/06/2017
86%	PA5	Unveiling the heritage of the High Moor and Forests	£ 79,000.00	£ 29,280.69	G	G	G	A	G	G	A	08/06/2017
35%	PA6	Higher Uppacott	£ 153,250.00	£ 131,884.10	A	A	R	R	A	G	A	26/05/2017
100%	PA7	Ponies, Pounds and Driftways	£ 34,000.00	£ 4,650.00	A	A	G	G	G	G	A	07/06/2017
20%	PA8	Ancient Boundaries, Modern Farming	£ 100,000.00	£ 34,672.00	G	G	G	A	G	G	A	06/06/2017
100%	PA9	Hameldown WWII Bomber Crash Archaeological Survey	£ 2,300.00	£ 1,829.00	COMPLETE							
PROGRAMME A TOTAL:			£ 742,291.00	£ 444,590.24								
47%	PB1	Bellever and Postbridge Trails	£ 124,400.00	£ 12,697.63	A	A	G	A	A	G	A	02/06/2017
96%	PB2	Parishscapes	£ 175,386.25	£ 56,956.48	G	G	G	G	G	G	G	26/05/2017
90%	PB3	Moor Medieval	£ 25,000.00	£ 13,851.59	G	G	G	A	A	G	R	06/06/2017
50%	PB4	Engaging with the Nature of the Bovey Valley	£ 156,003.00	£ 73,518.01	G	G	G	A	G	G	G	07/06/2017
100%	PB5	Welcome to Widecombe	£ 49,429.88	£ 4,341.00	G	G	G	G	G	G	A	06/06/2017
100%	PB6	Managing Volunteers	£ 20,000.00	£ 3,722.80	A	G	G	A	A	G	G	06/06/2017
47%	PB7	In the Footsteps of the Victorians	£ 102,087.00	£ 19,728.58	G	G	G	R	G	G	G	30/05/2017
25%	PB8	Pony Herd Identification Project	£ 6,768.00	£ -	ON HOLD							
50%	PB9	Moor Boots	£ 20,000.00	£ 9,349.99	G	G	G	G	G	G	G	01/06/2017
98%	PB10	Whitehorse Community Play	£ 14,350.00	£ 12,985.00	G	G	G	G	G	G	G	06/06/2017
PROGRAMME B TOTAL:			£ 693,424.13	£ 207,151.08								
78%	PC1	Discovering the Dartmoor Story	£ 177,986.00	£ 46,546.21	G	G	G	A	A	G	A	07/06/2017
100%	PC4	Brimpts Tin Trail	£ 12,300.00	£ 7,636.20	G	G	G	G	G	G	G	31/05/2017
0%	PC5	Wray Valley Trail	£ 845,000.00	£ 707,268.39								
100%	PC6	Heritage Trails	£ 9,900.00	£ 9,900.00	G	A	G	G	A	G	G	07/06/2017
76%	PC7	Fernworthy Reservoir Improved Access	£ 120,846.00	£ 120,846.00	COMPLETE							05/06/2017
46%	PC8	Postbridge Visitor Centre	£ 184,920.00	£ 6,160.00	A	A	G	A	A	G	A	09/06/2017
PROGRAMME C TOTAL:			£ 1,350,952.00	£ 898,356.80								
32%	PD1	Dartmoor Diploma	£ -	£ -	REPLACED BY PD4 AND PD5							
63%	PD2	EcoSkills	£ 199,500.00	£ 179,279.45	G	G	G	A	G	G	G	13/06/2017
33%	PD3	East Shallowford Trust	£ 30,000.00	£ -	ON HOLD							
31%	PD4	Heritage Skills Training	£ 83,215.00	£ -	G	A	G	A	G	G	G	08/06/2017
31%	PD5	Conservation Apprentices	£ 67,900.00	£ -	G	G	G	G	G	G	G	08/06/2017
PROGRAMME D TOTAL:			£ 380,615.00	£ 179,279.45								
100%	PE1	Staff Team	£ 631,177.28	£ 336,540.99	R			R	G		R	07/06/2017
100%	PE2	HERO and GI Staff for PC6	£ 11,338.00	£ 9,643.08	G			G	G		G	07/06/2017
100%	PE3	Transport and Subsistence	£ 5,000.00	£ 5,000.00	R			R	G		R	07/06/2017
100%	PE4	Training	£ 3,000.00	£ 1,620.94	G	G	G	G	G	G	G	07/06/2017
100%	PE5	Monitoring and Evaluation	£ 20,000.00	£ 2,862.90	G	G	G	G	G	G	G	07/06/2017
100%	PE6	Moor than meets the eye Website	£ 6,500.00	£ 5,721.37	COMPLETE							07/06/2017
0%	PE7	Unbudgeted items	£ -	£ 15,595.00	R	R	R	R	R	R	R	07/06/2017
PROGRAMME E TOTAL:			£ 677,015.28	£ 361,389.28								

	Budget	Cost	% complete by value	% complete by time	Variance by time
PROGRAMME A TOTAL:	£ 742,291.00	£ 444,590.24	60%	£ 427,071.53	£ 17,518.70
PROGRAMME B TOTAL:	£ 693,424.13	£ 207,151.08	30%	£ 398,956.35	-£ 191,805.27
PROGRAMME C TOTAL:	£ 1,350,952.00	£ 898,356.80	66%	£ 777,260.05	£ 121,096.75
PROGRAMME D TOTAL:	£ 380,615.00	£ 179,279.45	47%	£ 218,983.97	-£ 39,704.52
PROGRAMME E TOTAL:	£ 677,015.28	£ 361,389.28	53%	£ 389,515.64	-£ 28,126.36
TOTAL:	£ 3,844,297.41	£ 2,090,766.84	54%	£ 2,211,787.55	-£ 121,020.71

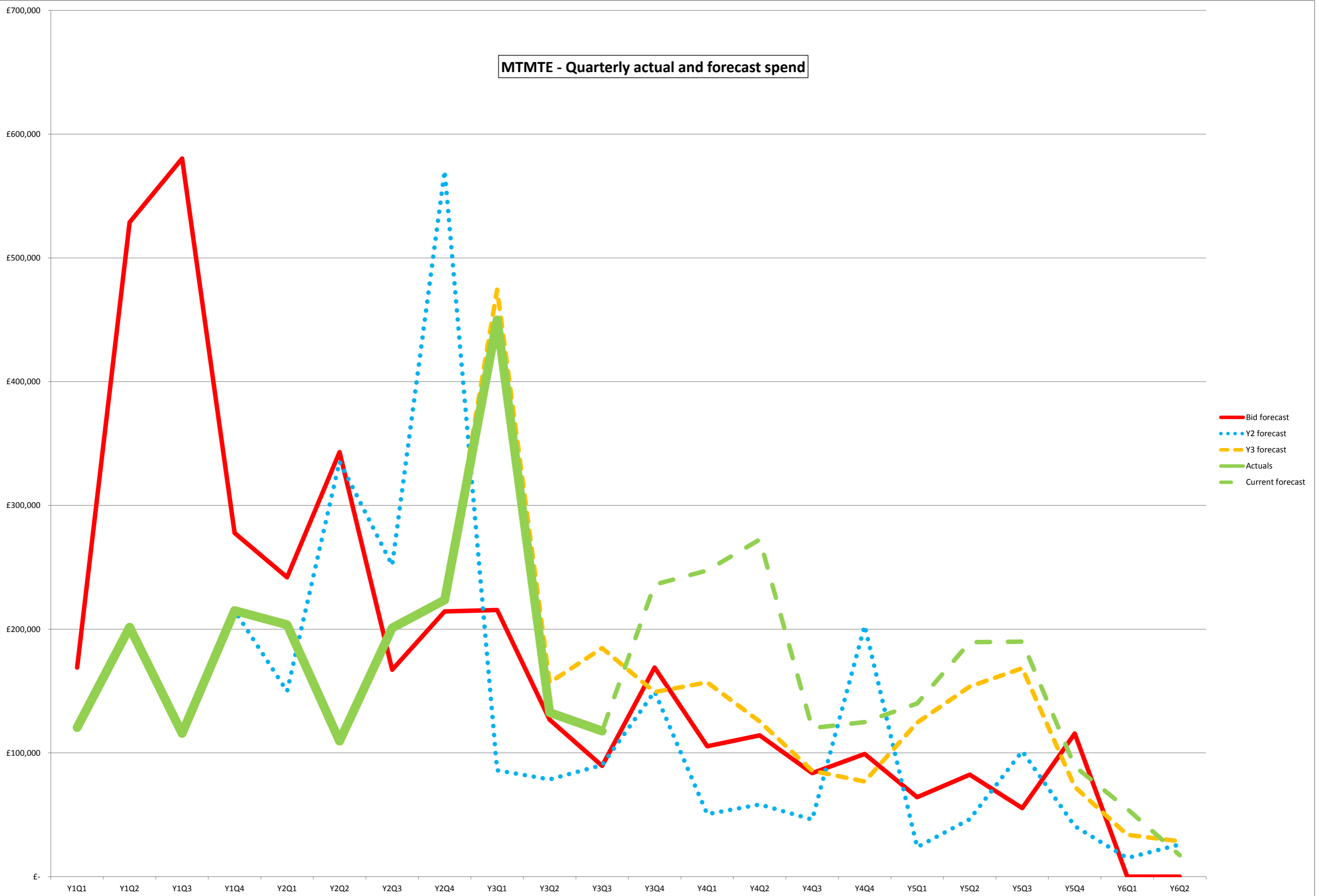
Permission to start 18/08/2014
 Scheme end 17/08/2019
 Today = 03/07/2017
 Days elapsed 1050 58% complete
 Scheme duration 1825



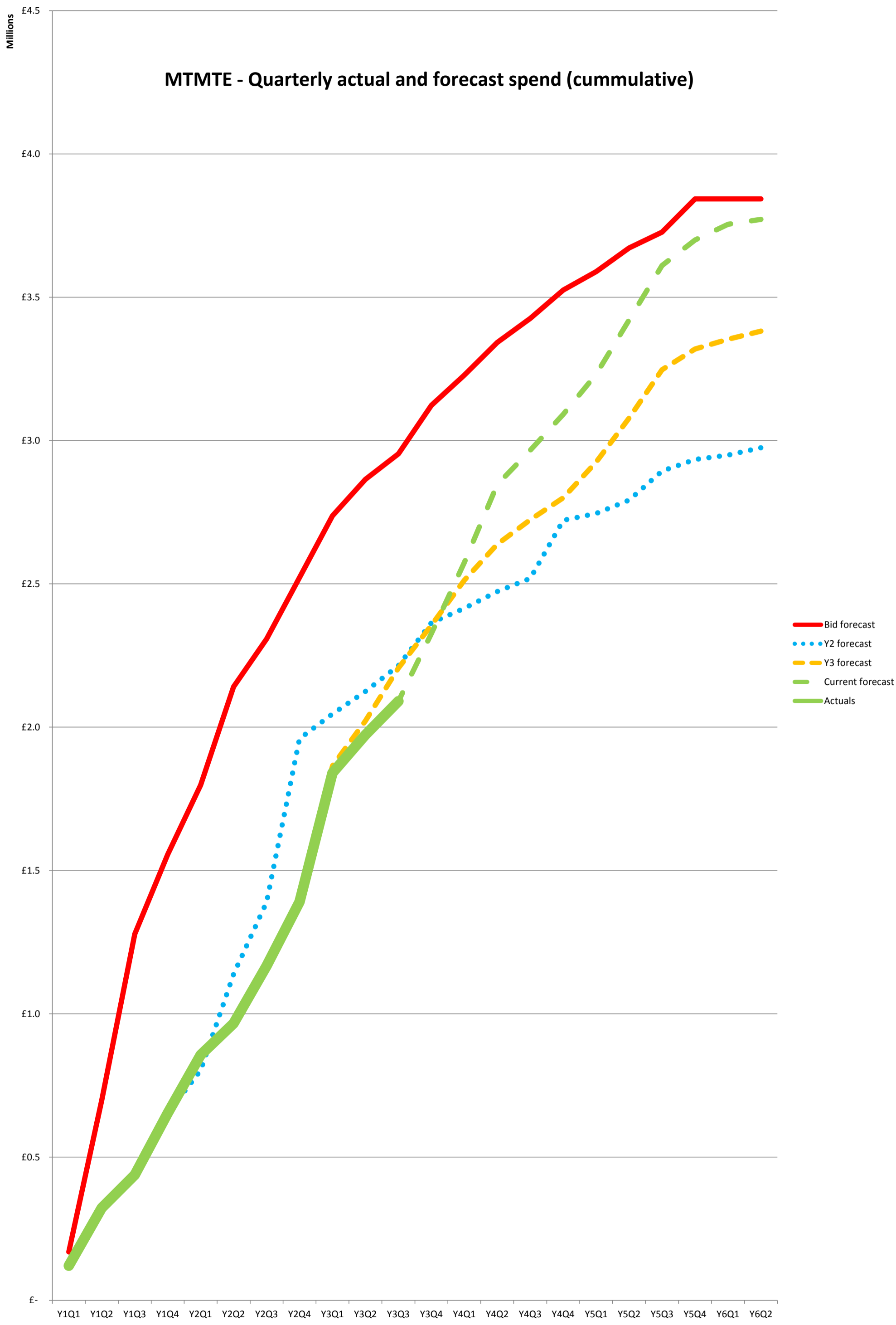
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MTMTE - Quarterly actual and forecast spend



MTMTE - Quarterly actual and forecast spend (cummulative)





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Landscape Partnership Scheme Budget - Forecast

	Budget	Actuals	Forecast	Balance	IR	Sense-check balance	Commentary/Recommendation @2017/06/21	3rd party funding commitment
A1 Conserve or restore Moor than meets the eye's natural heritage, particularly its moorland, grassland and woodland flora and fauna								
PA1	Moorland Birds	£ 89,296.00	£ 36,467.70	£ 49,855.18	£ 2,973.12	47%	Underspend due to late Advisor appt - suggest hold budget for minor re-scoping in say next 1yr	-
PA2	Haymeadows	£ 9,000.00	£ 4,054.51	£ 4,750.00	£ 195.49	56%	Genuine underspend. Suggest holding budget temporarily	-
PA3	Natural Connections	£ 9,000.00	£ 2,260.59	£ -	£ 6,739.41	56%	DNPA Ecology Team developing potential Management Agreement grant framework to utilise current underspend and deliver land management improvements	-
PA4	Discovering the Nature of the Dartmoor Valley	£ 266,445.00	£ 199,491.65	£ 113,527.00	-£ 46,573.65	31%	Check forecast overspend with NE/WT	Additional work to be underwritten by NE / WT
A2 Conserve or restore the rich archaeological heritage of the landscape and other built heritage								
PA5	Unveiling the heritage of the High Moor and Forests	£ 79,000.00	£ 29,280.69	£ 37,750.00	£ 11,969.32	86%	Genuine underspend. Hold budget - Plan B discussed to re-scope project with Haytor community dig which has support in principle from HLF	-
PA6	Higher Uppacott	£ 153,250.00	£ 131,884.10	£ 66,500.00	-£ 45,134.10	35%	Genuine overspend - DNPA re-scoping	DNPA underwriting overspend
PA7	Ponies, Pounds and Driftways	£ 34,000.00	£ 4,650.00	£ 29,350.00	£ -	100%	No action required	-
PA8	Ancient Boundaries, Modern Farming	£ 100,000.00	£ 34,672.00	£ 60,328.00	£ 5,000.00	20%	Forecasting error - expected to spend all monies. Hold budget	-
PA9	Hamelown WWII Bomber Crash Archaeological Survey	£ 2,300.00	£ 1,829.00	£ -	£ 471.00	100%	Genuine underspend. Suggest holding budget for a legacy video etc. with John Lowe summarising the whole story - idea supported by HLF	-
PROGRAMME A TOTAL:		£ 742,291.00	£ 444,590.24	£ 362,060.18	-£ 64,359.41		-£ 46,102.65	
B1 Increase participation in local heritage management, conservation and learning activities by those that live in and near, work in and visit the Moor than meets the eye area and Dartmoor to raise awareness of and celebrate its sense of place								
PB1	Believer and Postbridge Trails	£ 124,400.00	£ 12,697.63	£ 108,478.00	£ 3,224.37	47%	Genuine underspend presumed	-
PB2	Parishscapes	£ 175,386.25	£ 56,956.48	£ 117,815.90	£ 613.87	96%	Expected to come in on-budget	-
PB3	Moor Medieval	£ 25,000.00	£ 13,851.59	£ 11,750.00	-£ 601.59	90%	Genuine overspend (although should be able to re-scope to avoid this)	-
PB4	Engaging with the Nature of the Bovey Valley	£ 156,003.00	£ 73,518.01	£ 61,264.37	£ 21,220.62	50%	Check forecast underspend with NE/WT	NE/WT to confirm underspend and impact on outputs, outcomes and benefits
PB5	Welcome to Widecombe	£ 49,429.88	£ 4,341.00	£ 45,088.88	£ -	100%	No action required (Plan B discussed for reallocating the £20k 'Glebe Farm' budget)	-
PB6	Managing Volunteers	£ 20,000.00	£ 3,722.80	£ 16,978.20	-£ 701.00	100%	Suspect overspend forecasting error (should be able to re-scope to accommodate this minor alleged overspend)	-
PB7	In the Footsteps of the Victorians	£ 102,087.00	£ 19,728.58	£ 92,924.68	-£ 10,566.26	47%	Continued PM support costs need funding	LPS Board to discuss
PB8	Pony Herd Identification Project	£ 6,768.00	£ -	£ -	£ 6,768.00	25%	Reallocate budget	-
PB9	Moor Boots	£ 20,000.00	£ 9,349.99	£ 8,055.34	£ 2,594.67	50%	Inaccurate underspend forecast - expected to fully spend budget	-
PB10	Whitehorse Community Play	£ 14,350.00	£ 12,985.00	£ 1,365.00	£ -	98%	No action required	-
PROGRAMME B TOTAL:		£ 693,424.13	£ 207,151.08	£ 463,720.37	£ 22,552.68		£ 23,212.99	
C1 Increase awareness of Moor than meets the eye's heritage especially for those that are less familiar with it								
PC1	Moor than meets the eye Interpretation	£ 177,986.00	£ 46,546.21	£ 157,971.39	-£ 26,531.60	78%	Genuine forecast overspend by WT elements. £5k agreed to be covered by WT but they are seeking the additional funding from MTMTE. Presumably WT will cover any resultant overspend regardless of potential MTMTE budget reallocation	WT to confirm overspend underwrite (£5k confirmed to date)
PC4	Brimpts Tin Trail	£ 12,300.00	£ 7,636.20	£ 4,395.00	£ 268.80	100%	Genuine underspend. Potential additional tasks discussed with DTRG to utilise this budget	-
C2 Provide a diverse and wide-ranging suite of formal and informal opportunities for all ages and abilities that will increase understanding and appreciation of Moor than meets the eye's heritage								
PC5	Wray Valley Trail	£ 845,000.00	£ 707,268.39	£ 142,000.74	-£ 4,269.13	0%	No updated forecast received but expected to claim all budget	-
PC6	Heritage Trails	£ 9,900.00	£ 9,900.00	£ 420.10	-£ 420.10	100%	Budget required for leaflet (discussed using PC1 budget)?	DNPA to underwrite overspend
PC7	Ferworthy Reservoir Improved Access	£ 120,846.00	£ 120,846.00	£ -	-£ 0.00	76%	No action required	-
PC8	Postbridge Visitor Centre	£ 184,920.00	£ 6,160.00	£ -	£ 178,760.00	46%	No forecast received but fully expected to use budget	-
PROGRAMME C TOTAL:		£ 1,350,952.00	£ 898,356.80	£ 304,787.23	£ 147,807.97		-£ 21,951.70	
D1 Offer bespoke training opportunities that will ensure the relevant local heritage skills are sustained and used in the future								
PD1	Dartmoor Diploma	£ -	£ -	£ -	£ -	32%	Budget reallocated to PD4 and PD5	-
PD2	EcoSkills	£ 199,500.00	£ 179,279.45	£ 72,000.00	-£ 51,779.45	63%	Genuine overspend NE confirmed -£20k overspends each on Science Centre and Workshop	-£40k overspends on Science Centre and Workshop covered by NE. Additional work to be underwritten by NE
PD3	East Shallowford Trust	£ 30,000.00	£ -	£ -	£ 30,000.00	33%	Budget to be reallocated	-
PD4	Heritage Skills Training	£ 83,215.00	£ -	£ 73,650.15	£ 9,564.85	31%	Underspend due to late Training Coordinator appt - suggest hold budget to accommodate forthcoming payscale appointment and re-assess in say next 6mths	-
PD5	Conservation Apprentices	£ 67,900.00	£ -	£ 67,900.00	£ -	31%	No action required	-
PROGRAMME D TOTAL:		£ 380,615.00	£ 179,279.45	£ 213,550.15	-£ 12,214.59		-£ 21,779.45	
E Staff Team and Overheads								
PE1	Staff Team	£ 631,177.28	£ 336,540.99	£ 314,200.97	-£ 19,564.68	100%	Suggest reallocate any budgets from elsewhere to cover this - Scheme/Project-wide support to the benefit of all the LPS	DNPA liable as Lead Partner - underwritten as a last resort and provided for from Medium Term Financial Plan
PE2	HERO and GI Staff for PC6	£ 11,338.00	£ 9,643.08	£ 1,694.92	£ -	100%	No action required	-
PE3	Transport and Subsistence	£ 5,000.00	£ 5,000.00	£ 4,552.63	-£ 4,552.63	100%	Suggest reallocate any budgets from elsewhere to cover this - Scheme/Project-wide support to the benefit of all the LPS	DNPA liable as Lead Partner - underwritten as a last resort and provided for from Medium Term Financial Plan
PE4	Training	£ 3,000.00	£ 1,620.94	£ 1,379.06	£ -	100%	No action required	-
PE5	Monitoring and Evaluation	£ 20,000.00	£ 2,862.90	£ 16,458.75	£ 678.35	100%	Hold budget - potentially reallocate to combine with PB9 legacy video etc.	-
PE6	Moor than meets the eye Website	£ 6,500.00	£ 5,721.37	£ -	£ 778.63	100%	Hold budget - potentially reallocate to combine with PB9 legacy video etc.	-
PROGRAMME E TOTAL:		£ 677,015.28	£ 361,389.28	£ 338,286.33	-£ 22,660.33		-£ 22,660.33	
Moor than meets the eye TOTAL:		£ 3,844,297.41	£ 2,090,766.84	£ 1,682,404.26	£ 71,126.31		-£ 89,281.14	
Cumulative								
PE7	Unbudgeted Items	£ -	£ 15,595.00	£ 3,052.82	-£ 18,647.82		Suggest reallocate any budgets from elsewhere to cover this - Scheme/Project-wide support to the benefit of all the LPS	DNPA liable as Lead Partner - underwritten as a last resort and provided for from Medium Term Financial Plan



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Rank	Risk ID No.	Risk Author	Date identified	Risk Level	Project ref	Risk Category	Risk Description (Cause, Event, Effect)	Probability	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	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 the 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 variance	Part-realised	£ 18,750
3	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
5	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
6	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	Medium 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
6	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
8	19	Mark Allott	19/01/2015	Scheme	_Scheme	Finance	'Unsecured' Funding: A number of Projects' funding sources rely on uncertain book/ticket	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	Active	£ 6,250
8	136	Rob Steemson	03/03/2015	Project	PA7	Finance	Tendered and/or outturn costs exceed budget	3	4	1	A	G	Medium term	T - Reduce	Rob Steemson	- Scope works appropriately pre-tender - Use DNPA CWT where possible	Active	£ 6,250
10	162	Mark Allott	01/09/2016	Scheme	_Scheme	Projects	Staffing: Loss of MTMTE team staff will reduce capacity, technical support.	4	3	5	A	R	Short Term	T - Accept	Ally Kohler	Ensure staff are fully engaged	Active	£ 5,000
10	18	Chrissy Mason	07/09/2016	Project	PA2	Participation	Underspend in volunteer hours – proforma based on 5 years	4	3	1	A	A	Short Term	T - Reduce	Chrissy Mason	Re-evaluate likely volunteer contribution through the project and agree a transfer of non-claimed volunteer time from other projects with the Scheme Manager/HLF	Active	£ 5,000
10	141	Andy Bailey	05/03/2015	Project	PC1	Delivery	Reliance on App development and take-up	4	3	3	A	A	Short Term	T - Reduce	Andy Bailey	Advice has suggested that there is a high risk providing interpretation through an app in terms of development, take up by users and ongoing support. One solution would be to provide further support to mobile friendly website	Active	£ 5,000



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Appendix F

Exception Report: PB7 – In the footsteps of the Victorians, PM
funding – TO FOLLOW AT BOARD



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