

Moor than meets the eye

Landscape Partnership

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

Scheme Highlight Report - 12

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	Y3Q4

General Reporting Information

Report completed by:	Mark Allott	Date:	2017/09/29
Report Frequency:	Quarterly, at least 1 week before LP Board meeting	Period Covered:	2017/06/01 to 2017/08/31

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 (49.44% intervention)		
Spend to period end	£2,228m (58%)	HLF Retention	£190,000 (@ 10%)		
Reporting dates	HLF Period	From (inc.)	To (inc.)	HLF Deadline	LP Board meeting
	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
	Y4Q4	2018/06	2018/08	21 Sept 2018	10 Oct 2018

**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	Unchanged
		<p>A summary of all the Projects' progress and Red/Amber/Green (RAG) status is in Appendix A. This has been expanded this quarter to show key actions and milestones Project Leads intend to take to address issues on their projects and return individual performance measures back to 'Green'.</p> <p>The Y3Q3 HLF Request for Payment (Claim) and Progress Report were submitted on 16 and 23 June for £58,205 (Y3Q3 expenditure totalled £117,698) with payment due by 21 July. There were no queries over the submissions and HLF payment was received on 29 September.</p> <p>The Y3Q4 HLF Request for Payment (Claim) and Progress Report were submitted on 20 and 25 September respectively for £67,881 (Y3Q3 expenditure totalled £137,305) with payment due by 21 October. The forecast expenditure for the period from Project Leads totalled £220k (-38%).</p> <p>Overall Scheme expenditure to 31 August 2017 is £2.228m (excluding ~£16k unbudgeted costs to date, captured under PE7). This is £929k behind the £3.157m originally planned at bid stage (-30%), and is slightly worse than last quarter.</p> <p>This will require a significant acceleration in spend over the remaining eight 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 B - Quarterly actual and forecast cumulative chart'.</p> <p>Board's focus in this quarter, and for their next meeting, was for Project Leads to state key actions and milestones to recover their projects' performance measure status from Amber or Red. These are shown in Appendix A with additional comments/actions proposed by the Scheme Manager if none were proposed by Project Leads. These will be followed up by 1:1 meetings with the Project Leads to get their buy-in and ensure they're delivered.</p> <p>Two Projects remain withdrawn from delivery: <i>PB8 – Pony Herd Identification</i> and <i>PD3– East Shallowford Trust</i> and these budgets are available for reallocation.</p> <p>20 events were organised and delivered in the quarter across a range of audiences, themes and venues. These included:</p> <ul style="list-style-type: none"> • Soils workshops, science labs and walks • Haymeadows Conference and Meadow Magic weekend

Measure	RAG	Direction of travel
		<ul style="list-style-type: none"> • Family wildlife adventures and support at Meldon Wildlife day • Have Your Say drop-in session in Moretonhampstead • stand at Widecombe Fair • and various craft and artistic workshops in the culmination of Bovey Tracey's Granite Elements Parishscapes project. <p>2,803 volunteer days have been logged across the Scheme's Projects with a value of £229k. £83k 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 continued its significant exposure increase over this last quarter, in response to the central team's sustained effort generating content and raising awareness of our activities.</p> <p>Our Twitter has 550 followers (+20%) with our tweets being seen over 40,000 times/month on average over the last three months (+14%). This continues to be a significant step change, and in response to scheduled daily and opportunistic response to associated tweets by the central team.</p> <p>Facebook coverage continues in parallel with Twitter and we have grown to 779 followers (+26%) over the quarter.</p> <p>The Scheme Manager also wrote a piece featuring some of our access projects in the summer Active Dartmoor magazine distributed through over 80 outlets, online and by mailshot to a readership around 30,000. We are also currently preparing our annual feature spread for the next Dartmoor Magazine issue (12,000 readership) and have a volunteering piece in the next issue of BBC Wildlife magazine.</p> <p>On balance, I have judged the overall direction of travel to be unchanged from last quarter.</p>
Schedule	Amber	<p>Unchanged</p> <p>The Scheme is 60% complete by time and a simple pro-rata spend indicator would suggest that we are slightly behind schedule by £78k, in terms of earned value.</p> <p>Some projects still 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"> • PA5 – <i>Unveiling the heritage of the high moor</i> (£8k) • PB6 – <i>Managing Volunteers</i> (£5k) • PD4 – <i>Heritage Skills Training</i> (£10k) • PD5 – <i>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</p>

Measure	RAG	Direction of travel
		<p>(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 <i>PC8 – Postbridge Visitor Centre</i>. DNPA was recently successful with its Expression of Interest to EARDF RDPE for £368k additional funding to secure the proposed capital redevelopment of the centre (£650k total cost). A detailed bid is now required with funds to be spent by April 2019, if successful. A fall-back project is also being scoped to improve the cultural heritage interpretation and learning offer within the existing building and grounds using the £180k <i>MTMTE</i> budget.</p>
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 • <i>PD3 – East Shallowford</i> Potential reallocation of the Project's budget.
Cost	Amber	<p>Worse</p> <p>More projects have significant variance from their forecast spend in this quarter, suggesting delayed delivery of some elements:</p> <p>Underspends against forecast, totalling -£103k:</p> <ul style="list-style-type: none"> • <i>PA1 – Moorland Birds</i> (-£3k, 41%) Mainly due to delays appointing the new Moorland Bird Advisor • <i>PA2 – Haymeadows</i> (-£3k, 69%) Awaiting DNPA Form of Agreement for ownership and maintenance of potential community seed harvesting machinery purchase • <i>PA4 – Discovering the nature of the Bovey Valley</i> (-£10k, 70%) • <i>PA6 – Higher Uppacott</i> (-£31k, 93%) Delayed appointment of internal works contractor • <i>PB1 – Bellever & Postbridge Trails</i> (-£30k, 98%)

Measure	RAG	Direction of travel
		<p>Delayed progress</p> <ul style="list-style-type: none"> • <i>PB5 – Welcome to Widcombe</i> (-£4k, 38%) Delayed progression of village trail booklet • <i>PB7 – In the footsteps of the Victorians</i> (-£7k, 51%) Lower than expected RAMM staff costs • <i>PC4 – Brimpts Tin Trail</i> (-£4k, 100%) Delayed production of the new book • <i>PD4 – Heritage Skills Training</i> (-£3k, 100%) Salary costs for the newly appointed Training Coordinator will be captured in the Y4Q1 claim period • <i>PD5 – Conservation Apprentices</i> (-£8k, 76%) Slight underspend on apprentice salaries due to later than expected appointment. <p>Overspends against forecast, totalling +£14k:</p> <ul style="list-style-type: none"> • <i>PB2 – Parishscapes</i> (+£7k, 37%) More grants approved than forecast in this period • <i>PB4 – Engaging with the Nature of the Bovey Valley</i> (+£7k, 153%) <p>Four projects have genuine and significant forecast outturn cost overspends but have underwritten these costs:</p> <ul style="list-style-type: none"> • <i>PA4 – Discovering the nature of the Bovey Valley</i> (£47k) The Woodland Trust has underwritten £16k of costs to deliver the existing project. A further £31k would be required to deliver additional outputs and outcomes. WT is to remove these additional costs from its forecast • <i>PA6 – Higher Uppacott</i> (£47k) DNPA is underwriting these costs • <i>PC1 – Discover the Dartmoor Story</i> (£20k) WT is underwriting these costs • <i>PD2 – EcoSkills</i> (£52k) Natural England is underwriting these costs. <p>Two core overhead projects also have significant forecast overspends:</p> <ul style="list-style-type: none"> • <i>PE1 – Staff Team</i> (£17k) Due to the difference in appointed salary costs and that budgeted for at bid stage. This has reduced from £20k in the last quarter due to the gap in employing the <i>MTMTE</i> Finance & Admin Officer and the resultant cost savings • <i>PE3 – Transport & Subsistence</i> (£10k) Due to the budget being spent by April 2016 and pro-rata to the end of the Scheme.

Measure	RAG	Direction of travel
		<p><i>PB4 – Engaging with the nature of the Bovey Valley</i> has a significant forecast underspend of £10k. A further £12k of ineligible staff costs has been recently confirmed by the HLF. This brings the forecast outturn cost to a £22k underspend and could be used to offset WT’s overspends on PA4 and PC1, as detailed above.</p> <p><i>PD3 – East Shallowford</i> has confirmed their withdrawal from the Scheme so this budget can be re-appropriated.</p>
Scope	Amber	<p>Better</p> <p>We successfully negotiated with HLF the reallocation of project funding to accommodate the project management support extension for the Community Heritage Officer on <i>PB7 – In the Footsteps of the Victorians</i>.</p> <p>HLF has also agreed in principle to the reallocation of project underspend on PA5 – Unveiling the heritage of the high moor to develop a community dig at Holwell Hut Circles. HLF has requested a detailed budget breakdown from the Project Lead, showing where savings have been made from the original Project Proforma budget and which new tasks these are proposed for. We hope to have this agreed in Y4Q1.</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 Widecombe</i> DNPA is developing a final community dig celebration at North Hall Manor to replace the original ‘Glebe Farm’ farm machinery interpretation element of the project • <i>PC8 – Postbridge Visitor Centre</i> As detailed in the ‘Cost’ section above.
Benefits	Amber	<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 C. The QRR totals £267k (7% of the £3.843m Scheme budget).</p> <p>Sixteen risks were closed in the last quarter and 11 new ones identified. With some £129k cost effectively realised to date, this brings the risk provision to £396k and a slight increase since last quarter. The majority of this cost has been absorbed by DNPA as Lead Partner or by the Projects de-scoping their task delivery. Including the forecast outturn cost overspends on PE1 and PE3 brings this provision to £424k (11% of the Scheme’s funding) and a reduction on last quarter.</p>

Measure	RAG	Direction of travel
		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 sessions – Moretonhampstead, 1 September
B.	Continue to collate data and evidence from Project Leads in preparation for the Interim Monitoring & Evaluation Report by Resources4Change
C.	Finalise the Scheme's Communication Strategy
D.	Plan core team cover/support during August
E.	Plan CSG Training Day (September) – delivered 28 September
F.	Develop a proposal for PB7 project management contract extension and obtain HLF agreement
G.	Brief new DNPA member/Board rep about the Scheme
H.	Confirm formal PD3 withdrawal from the Scheme

3. Unplanned Key Activities Delivered During This Period

A.	New DNPA Member briefings
B.	<i>MTMTE</i> Finance & Admin Officer recruitment
C.	Attend inaugural PA1 – Moorland Birds Advice steering group, 30 June and input to Project Statement and ToR
D.	Attend inaugural PD4 – Heritage Skills Training advisory group, 5 July
E.	Advise Ivybridge Heritage & Archives Group and Town Council on a potential legacy project link with the Dartmoor Industrial Centre to be based on the Stowford Mill development
F.	Assisted handover of PA4, PB4 and PD2 projects to Nik Ward, NE
G.	Brief new PD4 Heritage Skills Training Coordinator on the Scheme

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 1 Dec Authority meeting	2017/12/01

5. Key Activities Planned For Next Period

Activity	Target Date: YYYY/MM/DD
A. 'Have your say' drop-in sessions	Quarterly
B. Reporting to DNPA Audit & Governance meeting	2017/12/01
C. <i>MTMTE</i> Finance & Admin Officer recruitment shortlisting & interviews	Oct/Nov 2017
D. Project Leads meeting	Nov 2017
E. Project Leads meeting / Festive celebration	Dec 2017

6. Key Issues Arising This Period

	Issue Description:	Causing Risk Y/N?
A.	<p>MTMTE Finance & Admin Officer vacancy Ellie unfortunately resigned during Y3Q4 and we are currently recruiting a replacement. The central team is therefore short-staffed during this period but is being supported by DNPA staff where available. We hope to appoint in early December in time for the next quarterly reporting (Y4Q1) period – deadline 7 Dec. There will however be a settling-in period where the Scheme Manager will need to induct and guide the new officer through the claims procedure.</p>	Y
B.	<p>PB3 – Moor Medieval project direction As raised in Y3Q2, concern has been expressed by volunteers in the project over how it is being led and the recent developing format of the study group meetings with limited opportunities for networking. This is impacting their continued engagement in the Project which makes a key contribution to understanding the medieval story of Dartmoor and Programme B's aim of "increasing community participation in local heritage". There is the associated impact of sustaining the Project's legacy. In parallel, and unfortunately, we have had to withdraw the formal central team's Community Heritage Officer support to the Project Lead due to other commitments. DNPA is hopeful that its Voluntary Wardens and Guides may be able to offer support.</p>	Y
C.	<p>Heritage Lottery Fund logo change New logos to be used on all materials can be found at: https://www.hlf.org.uk/running-your-project/acknowledging-your-grant/displaying-our-logo/download-logo - also see the front page of this report.</p>	N

Appendices:

Appendix A	Project Status Summary (RAG) and key actions/milestones
Appendix B	Scheme quarterly expenditure – actual, forecast and cumulative
Appendix C	Quantified Risk Register – Scheme: Top 10
Appendix D	Draft Communications Strategy – TO FOLLOW AT BOARD

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	£ 40,674.99	£ 42,778.59	£ 5,842.42	£ -	£ -
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	£ 203,734.60	£ 109,881.00	-£ 47,170.60	£ 15,932.00	£ -
86%	PA5	Unveiling the heritage of the High Moor and Forests	£ 79,000.00	£ 33,931.47	£ 37,750.00	£ 7,318.54	£ -	-£ 2,981.47
35%	PA6	Higher Uppacott	£ 153,250.00	£ 134,229.27	£ 66,500.00	-£ 47,479.27	£ 47,479.27	£ -
100%	PA7	Ponies, Pounds and Driftways	£ 34,000.00	£ 4,650.00	£ 29,350.00	£ -	£ -	£ -
20%	PA8	Ancient Boundaries, Modern Farming	£ 100,000.00	£ 34,672.00	£ 60,328.00	£ 5,000.00	£ -	£ -
100%	PA9	Hameldown WWII Bomber Crash Archaeological Survey	£ 2,300.00	£ 1,829.00	£ -	£ 471.00	£ -	£ 471.00
PROGRAMME A TOTAL:			£ 742,291.00	£ 464,091.04	£ 349,337.59	-£ 71,137.63		-£ 2,510.47
47%	PB1	Bellever and Postbridge Trails	£ 124,400.00	£ 13,417.63	£ 109,958.00	£ 1,024.37	£ -	£ 1,024.37
96%	PB2	Parishscapes	£ 175,386.25	£ 84,205.57	£ 90,989.06	£ 191.62	£ -	£ 191.62
90%	PB3	Moor Medieval	£ 25,000.00	£ 13,851.59	£ 11,250.00	-£ 101.59	£ -	-£ 101.59
50%	PB4	Engaging with the Nature of the Bovey Valley	£ 156,003.00	£ 85,264.01	£ 60,343.00	£ 10,395.99	£ -	£ 22,395.99

Project Performance - Status (RAG)							Issue / Key Actions / Milestones
Overall	Schedule (Timescale)	Quality	Cost position	Scope	Benefits	Risk	
G	G	G	A	G	G	G	Late Moorland Bird Advisor appointment resulted in salary underspend: 1. Y4Q1 - RSPB update salary underspend impact on budget
A	A	G	A	A	G	A	MTMTE Community Ecologist post ends Dec 2017: 1. Y4Q1 - Some targets being ported to DNPA Ecology & Land Management for continued work/handover Y4Q1 2. Y4Q1 - underspend to be utilised on Moor Meadows group website and seed harvesting machinery
A	A	G	A	A	G		MTMTE Community Ecologist post ends Dec 2017: 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	G	G	G	G	Forecast outturn cost greater than budget: 1. WT underwritten £15,932 overspend for current agreed project scope but seeking underspend virement from PB4 2. Y4Q1 - WT to update forecast spend profile for current agreed project scope only = £15,932 overspend 3. Y4Q1 - Seek virement of PB4 funding to cover £15,932 overspend 4. Y4Q1 - WT to confirm costs separately for 'additional scope for additional outcomes' currently included in Y3Q4 reporting totalling £47,170, yet £54,094 in 2017/09/07 email update from Chloe Pitts?
G	G	G	A	G	G	G	Forecast underspend due to un-required post-excavation works: 1. Y4Q1 - Holwell Hut Circle community dig proposal to be prepared for and agreed by HLF (currently £10,300) and Project Lead to confirm apparent ~£3k resultant overspend underwrite/re-scope proposal
A	A	A	A	A	G	A	Works required greater than originally anticipated so DNPA underwriting forecast outturn cost overspend: 1. Oct 2017 Interior works and repairs 2. Dec 2017 First phase of re-wiring 3. Jan 2018 Cross-passage cobbling and shippon floor repairs 4. Jan 2018 Specialist carpentry – cross passage doors 5. Mar/Apr 2018 Second phase of re-wiring 6. Oct 2018 complete exterior landscaping ,courtyard, pathways etc 7. Y4Q1/2 Monitor ongoing works and minimise unforeseen costs 8. Y4Q2 - Review scope and extent of external landscaping works to fit remaining budget
G	G	G	G	G	G	G	
G	G	G	A	G	G	A	Slight pro-rata underspend to date and potential lack of uptake: 1. Y4Q1 - re-forecast outturn cost to account for £5k reported underspend 2. Y4Q1 - increase publicity: DHFP Newsletter, MTMTE social media support 3. Y4Q2 - Approve additional applicants (Phase 4 intake)
COMPLETE							
<i>Remaining budget could be used to produce summary video</i>							
A	A	G	A	A	G	A	Project due to be complete now (so 2 years behind schedule). Significant project underspend: 1. Y4Q1 trail map complete 2. Y4Q1 two trails complete 3. Y4Q1 agree locations and content for 4 interpretation panels 4. Y4Q1 Bellever Archaeological Trail scoped 5. Y4Q1 complete footpath link to Visitor Centre 6. Y4Q4 FC to complete Bellever car park improvements 7. Y4Q1 update trail plan and schedule inc. FC works 8. Y5 project complete (2 year slippage)
G	G	G	G	G	G	G	
G	G	G	G	A	G	R	Concerns raised by volunteer group over project direction and limited capacity for MTMTE Community Heritage Officer support is impacting project delivery and sustained Study Group/community engagement: 1. Y4Q1 - DNPA seeking support from Voluntary Wardens or Guides to help with monthly meetings, events and activities 2. Y4Q1 - Annual progress 'reports' outstanding - complete summary to 'catch-up' 3. Y4Q1 - plan Y4 and Y5 'reports' 4. Y4Q1 - minor overspend to be accommodated within budget
G	G	G	A	G	G	G	Forecast outturn cost underspend exacerbated by ineligible staff costs hoping to be recovered. 1. Y4Q1 - WT to re-plan ~£22k forecast underspend accounting for ineligible costs and update in next quarterly report 2. Y4Q1 - Potential to reallocate PA4 overspend requires Board/HLF approval

MTMTE - Landscape Partnership Scheme
Project Status

IR	ID	Project	Budget	Cost (£ to Q end)	Forecast	Balance	Underwritten funding	Sense-check Outturn Balance
100%	PB5	Welcome to Widecombe	£ 49,429.88	£ 11,351.00	£ 38,078.88	£ -	£ -	£ 20,000.00
100%	PB6	Managing Volunteers	£ 20,000.00	£ 6,940.40	£ 13,059.60	£ -	£ -	£ 10,000.00
47%	PB7	In the Footsteps of the Victorians	£ 102,087.00	£ 26,515.11	£ 74,333.68	£ 1,238.21	£ -	£ 1,238.21
25%	PB8	Pony Herd Identification Project	£ 6,768.00	£ -	£ -	£ 6,768.00	£ -	£ 6,768.00
50%	PB9	Moor Boots	£ 20,000.00	£ 9,684.62	£ 10,315.38	£ -	£ -	£ -
98%	PB10	Whitehorse Community Play	£ 14,350.00	£ 13,370.00	£ 980.00	£ -	£ -	£ -
		PROGRAMME B TOTAL:	£ 693,424.13	£ 264,599.93	£ 409,307.60	£ 19,516.60		£ 61,516.60
78%	PC1	Discovering the Dartmoor Story	£ 177,986.00	£ 58,958.89	£ 138,641.46	£ 19,614.35	£ 19,614.35	£ 0.00
100%	PC4	Brimpts Tin Trail	£ 12,300.00	£ 7,636.20	£ -	£ 4,663.80	£ -	£ 400.00
0%	PC5	Wray Valley Trail	£ 845,000.00	£ 707,268.39	£ 137,731.61	£ -	£ -	£ -
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	£ 177,697.50	£ -	£ -	£ 177,697.50
		PROGRAMME C TOTAL:	£ 1,350,952.00	£ 911,831.98	£ 454,070.57	£ 14,950.55		£ 178,097.50
32%	PD1	Dartmoor Diploma	£ -	£ -	£ -	£ -	£ -	£ -
63%	PD2	EcoSkills	£ 199,500.00	£ 187,850.44	£ 64,000.00	£ 52,350.44	£ 52,350.44	£ 0.00
33%	PD3	East Shallowford Trust	£ 30,000.00	£ -	£ -	£ 30,000.00	£ -	£ 30,000.00
31%	PD4	Heritage Skills Training	£ 83,215.00	£ -	£ 70,680.83	£ 12,534.17	£ -	£ 3,000.00
31%	PD5	Conservation Apprentices	£ 67,900.00	£ 2,417.11	£ 57,700.00	£ 7,782.89	£ -	£ 7,782.89
		PROGRAMME D TOTAL:	£ 380,615.00	£ 190,267.55	£ 192,380.83	£ 2,033.38		£ 40,782.89

Project Performance - Status (RAG)							Issue / Key Actions / Milestones
Overall	Schedule (Timescale)	Quality	Cost position	Scope	Benefits	Risk	
G	A	G	G	A	G	G	Community consensus required on walks leaflet/guide scope to progress: 1. Y4Q1 - agree walks leaflet content Aborted 'Glebe Farm' farm machinery/farming interpretation led to ~£20k forecast project underspend: 2. Y4Q1 - Prepare/Agree North Hall Manor Community Dig/final celebration proposal for Board/HLF
A	G	G	A	A	G	G	Envisaged volunteer support unlikely to be required so opportunity to re-scope: 1. Y4Q1 thorough review of what volunteer need is likely to be. Link to DNPA meeting about Dart Valley/Newbridge and potential community/volunteer project 2. Y4Q1 re-scope training budget element 3. Y4Q2 re-scope project and seek Board/HLF approval
G	G	G	G	G	G	G	
<i>ON HOLD</i>							<i>Reallocate funding</i>
G	G	G	G	G	G	G	
G	G	G	G	G	G	G	
G	A	G	A	A	G	A	DNPA led project elements on-budget: 1. Y4Q1 - DNPA website 'Dartmoor Story' section live and content agreed/posted 2. Y4Q1 - App viability decision 3. Y4Q1 - Wray Valley Trail interpretation boards 'ownership' decided (IJ to approach Bovey & Manaton PCs, AB to spk to Lustleigh PC) 4. Y4Q1 - Dartmeet wildlife interpretation board installed, Haytor wildlife board installed, Birch Tor design complete 5. Y4Q2 - Birch Tor interpretation board installed 6. Y4Q2 - Higher Uppacott interpretation commissioned 7. Y5Q1 - Higher Uppacott interpretation complete 8. Y4Q1 - Clarify interpretation board ownership & maintenance (eg. Parish Councils) WT underwritten £19k overspend for their project elements: 9. Y4Q1 - Seek virement of PB4 funding to cover this overspend - Board/HLF approval
A	G	G	A	G	G	G	Project has largely been on-hold due to other commitments by the Project Lead volunteer. 1. Y4Q1 - agree text with DTRG colleagues and publish book in time for Christmas 2. Y4Q1 - update forecast outturn costs to assess potential underspend (est. ~£400)
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)
<i>COMPLETE</i>							
A	A	G	A	A	G	A	See separate paper from DNPA on project re-scope
<i>REPLACED BY PD4 AND PD5</i>							
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)
<i>ON HOLD</i>							<i>Reallocate funding</i>
							No reporting in Y3Q4. Forecast underspend due to later than planned Training Coordinator appointment and delayed salary costs expected in Y4Q1 1. Y4Q1 - ensure quarterly reporting submitted and update forecast spend profile 2. Y4Q1 - ring-fence any forecast underspend to vire to PE staff team overhead overspends
G	G	G	G	G	G	G	Forecast underspend due to later than planned Conservation Assistant appointment and delayed salary costs: 1. Y4Q2 - Re-assess outturn forecast once next phase of Apprentices appointed (~Jan 2018) 2. Y4Q3 - 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	£ 371,942.30	£ 276,464.24	-£ 17,229.26	£ -	-£ 17,229.26
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	£ 10,423.81	-£ 10,423.81	£ -	-£ 10,423.81
100%	PE4	Training	£ 3,000.00	£ 1,620.94	£ 1,379.06	-£ -	£ -	£ -
100%	PE5	Monitoring and Evaluation	£ 20,000.00	£ 2,862.90	£ 16,458.75	-£ 678.35	£ -	-£ 678.35
100%	PE6	Moor than meets the eye Website	£ 6,500.00	£ 5,721.37	£ -	-£ 778.63	£ -	-£ 778.63
PROGRAMME E TOTAL:			£ 677,015.28	£ 397,238.42	£ 304,725.86	-£ 24,949.00		-£ 24,949.00

Scheme balance: £ 252,937.53

0%	PE7	Unbudgeted items	£ -	£ 16,290.63	£ 2,939.99	-£ 19,230.62	£ -	-£ 19,230.62
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Scheme balance (inc. unbudgeted): £ 233,706.91

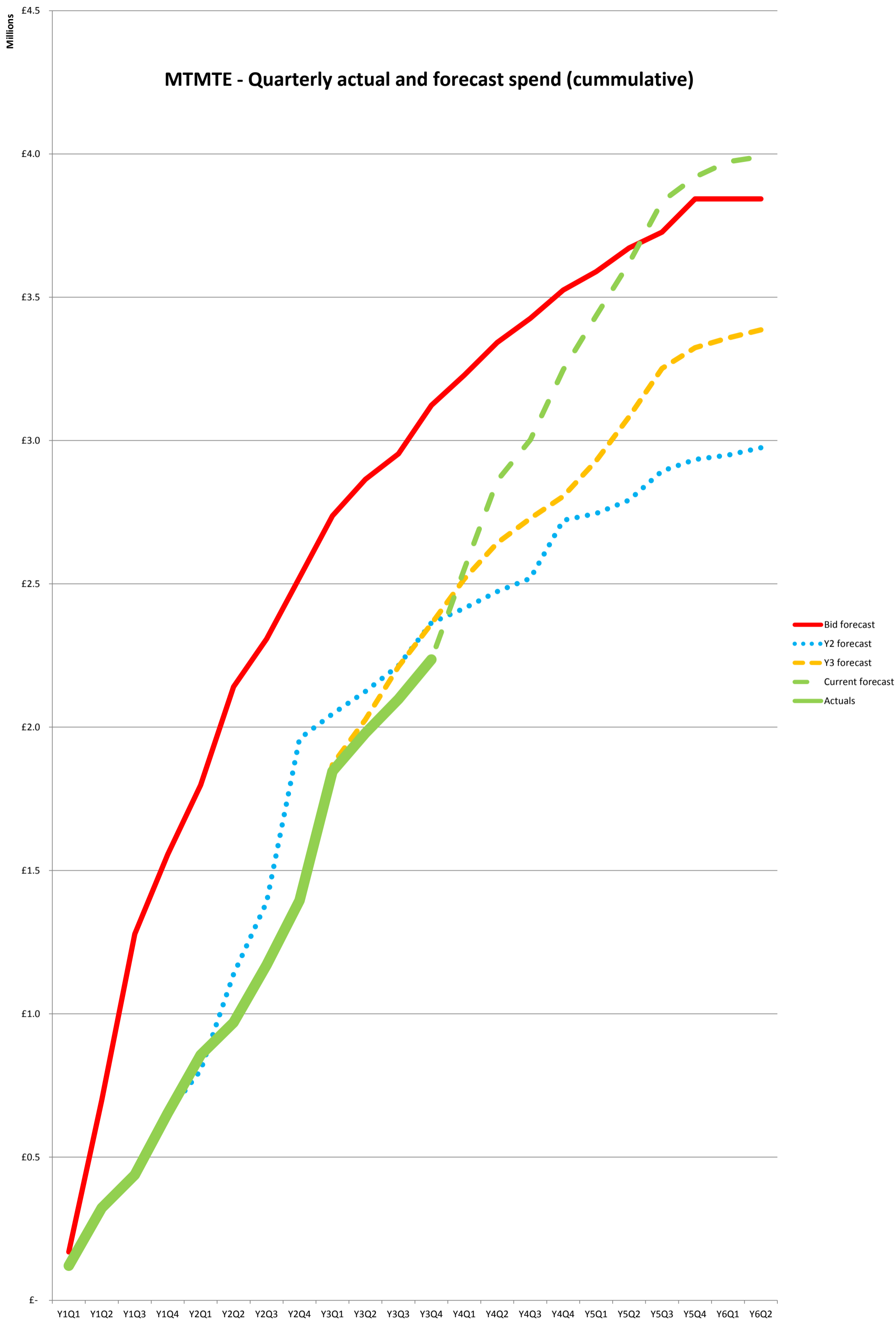
	Budget	Cost	% complete by value	% complete by time	Variance by time
PROGRAMME A TOTAL:	£ 742,291.00	£ 464,091.04	63%	£ 465,711.34	-£ 1,620.30
PROGRAMME B TOTAL:	£ 693,424.13	£ 264,599.93	38%	£ 435,052.40	-£ 170,452.47
PROGRAMME C TOTAL:	£ 1,350,952.00	£ 911,831.98	67%	£ 847,583.58	£ 64,248.40
PROGRAMME D TOTAL:	£ 380,615.00	£ 190,267.55	50%	£ 238,796.81	-£ 48,529.26
PROGRAMME E TOTAL:	£ 677,015.28	£ 397,238.42	59%	£ 424,757.53	-£ 27,519.11
TOTAL:	£ 3,844,297.41	£ 2,228,028.91	58%	£ 2,411,901.66	-£ 183,872.75

Project Performance - Status (RAG)							Issue / Key Actions / Milestones
Overall	Schedule (Timescale)	Quality	Cost position	Scope	Benefits	Risk	
R			R	G		R	Staff costs underestimated in bid: 1. Y4Q1 - MTMTE Finance & Admin Officer - currently recruiting for appointment Dec 2017 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 = 06/10/2017
 Days elapsed 1145 63% complete
 Scheme duration 1825

MTMTE - Quarterly actual and forecast spend (cummulative)



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 Partnerships 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 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
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 stationery	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.	3	5	5	R	R	Short Term	T - Reduce	Mark Allott	Project Leads to continually assess individual projects' risk in on-going project management.	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	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
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

