

Report to **Policy & Resources Committee**
Date **21 September 2023**
By **Performance and Projects Manager & Project Management Lead**
Title of Report **Q1 Corporate Performance report 2023/24**
Decision

Recommendation: The Committee is recommended to:

- 1. Receive and consider the Q1 Corporate Performance and Projects Report 2023/24.**
 - 2. Endorse the principle of biannual Corporate Performance reporting, subject to the approval of a detailed reporting schedule at the next meeting of the Policy and Resources Committee.**
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I. Introduction

- I.1 The SDNPA considers it important as a publicly accountable body, to monitor its performance. The Policy and Resources Committee has terms of reference which include “To monitor and identify improvements arising from the outcomes and evaluation of projects identified by the Committee, audits, survey and other feedback and make recommendations as appropriate” and “To monitor and review the performance, including financial performance, of the Authority in the context of its business delivery, and the management and maintenance of the Authority’s assets in accordance with the Authority’s agreed budget, Corporate Plan and other approved plans, and make recommendations for changes as appropriate”.
- I.2 The committee also has “... oversight of bids for grant funding including to receive updates on the submission of bids for grant funding and the application of grants funds received”.
- I.3 Whilst the report calls on the committee to receive and consider the content of the performance report, the terms of reference for the committee include considering if the committee wishes to make any recommendations arising from its consideration of the report. Any such recommendations would be subject to a vote at the committee meeting.
- I.4 The purpose of this report is threefold. Firstly, to update the Policy & Resources Committee on the Authority’s corporate performance during Quarter 1 (Q1) of 2023/24: 01 April to 30 June 2023. We report against PMP outcomes via the three High Level Target themed areas and five Corporate Plan priority areas, which includes **Grant Funding**. Key project information is also included in this report where relevant.
- I.5 Secondly, this report also provides Members with a progress update for the actions from the South Downs Commercial Operations, the Annual Governance Statement and the Human Resources and Health and Safety report (see sections 6, 7 and 8).
- I.6 Thirdly, the report asks the Committee to endorse the principle of moving from quarterly to biannual corporate performance reporting. Further details, including a reporting schedule would be brought to the Committee for approval alongside the Quarter 2 report in November 2023.

- 1.7 For this year and next, we will be working towards delivery of our years 4 and 5 Corporate Plan Action Plan. The Corporate Plan Action Plan has been designed in a new way, focussed around specific KPI's and monitoring methodology to deliver against the Partnership Management Plan. Due to this change in the way we are monitoring and reporting our work, meaningful progress against data targets is more likely to become clear after a longer time period, hence, the proposed 6 monthly intervals. Even then, some KPIs will have data collected on an annual basis. We will still collect data and progress updates on a quarterly basis to ensure we can fulfil our reporting obligations to DEFRA. Despite reporting to Committee less frequently, we would be able to provide more detail and a clearer narrative than previous corporate performance reporting.
- 1.8 The bi-annual report would likely contain key KPI data, clearly highlighting progress towards HLT and Corporate Plan priorities and targets. It will also provide Committee with written updates bringing attention to areas of achievement or concern for each KPI where relevant. There may be other areas of reporting which are currently included in the Corporate Performance and Project Report where quarterly reporting remains important or where annual reporting may be considered more appropriate. This would be set out as part of the reporting schedule.
- 1.9 Regular and detailed project reports are proposed to be made more easily accessible to members through a new 'bulletin' style of communication each quarter, updating all staff and Members on project delivery, key highlights, lessons learned and other relevant information. The aim is to launch this in Q3 alongside a new project & KPI reporting platform that will be used to collect Corporate Plan data. However, important information about project delivery and progress would still be included in the Corporate Performance Report to highlight any key areas for concern.

2. Progress against High level targets

Nature Recovery

- 2.1 General progress towards Nature Recovery this quarter include:
- 2.2 Local Nature Recovery Strategies (LNRS): formal appointment of Responsible Authorities was made by Defra in July. LNRS responsible Authorities (RA), as relevant to the South Downs National Park, are Hampshire County Council (HCC), West Sussex County Council (WSCC) and East Sussex County Council (ESCC) also covering Brighton & Hove County Council (BHCC).
- 2.3 Landscape Recovery: Round two has opened for bids with a deadline in early September. The Arun Valley initiative is being further worked up to be submitted again and BHCC are looking at developing a bid focused around Castle Hill National Nature Reserve (NNR).
- 2.4 Biodiversity Monitoring Framework: the review/refresh of the Biodiversity Monitoring Framework (BMF) has started, primarily to take account of the provisions of the Environment Act 2021.
- 2.5 Rapid Habitat Condition Assessment: for chalk grassland, 4 sites have had rapid condition assessments and reports. This has been a trial to inform rolling out as a wider programme next year with Area Teams. This will help inform when nature recovery has been achieved.
- 2.6 Delivery mechanisms: SDNPA continues to use a variety of mechanisms to enable action for nature recovery. From Agri-environment including FiPL, green finance, grants including Beelines, Trees for the Downs and ReNature Grant, funding projects, planning and core budget both SDNPA and partners.
- 2.7 Species: the Species Prioritisation work has moved forward and will inform the evolving species recovery element of the SDNPA nature recovery programme to start from April 2024.
- 2.8 Biodiversity Net Gain (BNG): still waiting for the Regulations and Guidance for mandatory BNG which is planned to go live in November 2023.
- 2.9 Brighton City Downland Estate: BHCC are progressing with the appointment of a Downland Estate Manager to lead implementation of the WEP, including securing opportunities for

core and renature.

2.10 HLT#1: To secure an additional 13,000ha, or 33% of land managed for nature by 2030 from a baseline of 25%.

2.10.1 This HLT is measured the following indicators shown below:

Table 1

<p>HLT1 To secure an additional 13,000ha, or 33% of land managed for nature by 2030 from a baseline of 25%</p>	<p>HI.1 Total hectares of habitat created for nature</p> <p>HI.2 Total hectares habitat improved for nature</p> <p>HI.3 Total hectares legally secured via the ReNature credits scheme</p> <p>HI.4 Total hectares land put forward for future nature recovery</p> <p>HI.5 Total hectares of habitat creation and improvement funded by The South Downs National Park Trust</p>
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2.10.2 Highlights of progress towards HLT1 in Q1 include:

- Changing chalk dew ponds project: 1 pond finished, 1 pond to be fenced and 1 to be filled with clay.
- Cockshut project has been initiated and due to be completed by end of August.
- Kingston Parish mapping project: the mapping and report are now complete, the nature recovery working group are now focussing on actions.
- Friston & East Dean Parish - paying for mapping for the climate friends group .
- Bat detection – currently providing excellent results, more detailed information will follow in future reporting.
- Nature Based Solutions (NBS) – this quarter, SDNPA have signed the first Strategic Partnership agreements with Iford Estate which legally secured 30 ha of new space for nature on previously farmed arable land. Additionally, during Q1, we have developed a pipeline of 112.82 ha to be secured through emerging legal agreements.

2.11 HLT#2: Work to maintain, enhance and/or restore 30% of existing Core Nature sites and support key species recovery within the SDNP by 2030.

2.11.1 This HLT is measured using the indicators shown in Table 2.

Table 2

<p>HLT2 Work to maintain, enhance and/or restore 30% of existing Core Nature sites and support key species recovery within the SDNP by 2030</p>	<p>H2.1 Total extent of Core Nature sites where SDNPA activity is contributing towards favourable condition</p> <p>H2.2 Number of species recovery programmes developed for delivery from 2023</p>
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2.11.2 Highlights of progress towards HLT2 in Q1 include:

- NNR proposal for Lullington Heath has been put forward by Natural England with initial conversations happening with the key landowning partners.
- Chyngton Brooks managed realignment/ breach project continues to progress with the detail design and feasibility stage.

- Area Teams undertaking summer works programme.
- Kingley Vale Protected Site Initiative continues to evolve. This is supported and informed by the Fair Game deer project.

2.12 **HLT#3: To prepare for and implement Biodiversity Net Gain (BNG)**

2.12.1 This HLT is measured using the indicators shown in Table 3.

Table 3

HLT3 To prepare for and implement Biodiversity Net Gain (BNG)	H3.1 The requirement is for relevant applications to achieve at least a 10% biodiversity net gain increase from the pre-development biodiversity value.
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2.12.2 This quarter, we have successfully recruited to the new Planning Ecology Lead post. This is a new role which will be key in the development of the SDNPA approach to BNG and will lead on the implementation of BNG in Planning. A legal requirement for mandatory BNG will begin for certain planning applications submitted from November 2023. An exercise has been undertaken and outputs agreed to scope additional necessary actions to support our BNG readiness. Importantly, we still await the Government's Biodiversity Net Gain Regulations which will be critical in the implementation of BNG.

Climate Action

2.13 **HLT#4: South Downs National Park Authority to reduce its carbon footprint by 150 tonnes per annum in line with the 2030 net zero target**

2.13.1 This HLT is measured using the indicators shown in Table 4.

Table 4

HLT4 South Downs National Park Authority to reduce its carbon footprint by 150 tonnes per annum in line with the 2030 net zero target	H4.1 Total annual SDNPA carbon emissions <ul style="list-style-type: none"> • Analysis of SDNPA Scope 1 and 2 greenhouse gas emissions using the DEFRA carbon calculation spreadsheet
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2.13.2 In Q1, work was in progress to move the remaining South Downs Centre electrical contract and all Seven Sister Country Park (SSCP) electrical supply contracts to Ecotricity, the only UK based 100% renewable supplier. Works are also in progress on the energy efficiency projects to both the SDC and SSCP, these include replacement LED lighting, installation of new PV panels, and renewing the render on the 1930's extension of the SDC.

2.14 **HLT#5: 5% reduction per annum in the overall carbon footprint of the South Downs National Park from the baseline reported in 2019**

2.14.1 This HLT is measured using the indicators shown in Table 5.

Table 5

HLT5 5% reduction per annum in the overall carbon footprint of the South Downs National Park from the baseline reported in 2019	H5.1 Total tonnes Co2 reported year on year in annual LULUCF (Forestry component) data. <ul style="list-style-type: none"> • Total, verified carbon savings achieved from accredited planting schemes under the Woodland Carbon Code (expressed as a % against the target).
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2.14.2 A number of projects are underway that will result in emission reductions across the National Park within the land-based sector, focussing on Nature based Solutions, and with local Climate Action Networks focussing on behaviour change and community resilience.

- 2.14.3 We recently received updated carbon emissions data from the Department of Energy Security and Net Zero, and are working through the Land Use, Land Use Change and Forestry (LULUCF) component to assess how this differs from our 2019/20 baseline. Once we have compared this with our annual targets it should be possible to report on % reduction. This puts us on track for annual reporting this year in Q4.
- 2.14.4 The South Downs National Park Authority recently collaborated on delivering a pilot project funded by Innovate UK. This was part of their 'Net Zero Living' programme – which is seeking to accelerate transition to Net Zero.
- 2.14.5 The pilot project worked with OnePlanet to develop a joined-up approach for accelerating Net Zero and nature recovery. OnePlanet provides a technical platform for communicating, sharing and collaborating over climate and nature recovery actions. Key outcomes from the pilot project included:
- Creating an integrated plan to coordinate activity on Net Zero across the NPA, with local authorities and key sector partners.
 - Brought together shared outcomes from multiple strategies and plans and enabled indicators and measures to be shared and tracked.
 - Allowed us to bridge the gaps and join up activity on climate action at local community, district and 'National Park' level.
- 2.14.6 The pilot was successful, it demonstrated that the technology could address many of these barriers by taking a 'whole systems' approach. It highlighted how this approach supported collaboration could accelerate progress towards Net-Zero at different levels. The experience accrued from the pilot is readily scalable and replicable and we have been offered the opportunity to put in a bid for Phase 2 funding. "

A National Park for All

- 2.15 A National Park for All Theory of Change model is being developed during 2023/24 which will result in updated KPI's for this thematic area by the end of the year. Provisional KPIs have been agreed in the interim.
- 2.16 **HLT#6: Increase diversity of those engaging with the South Downs National Park**
- 2.16.1 This HLT is measured using the indicators shown in Table 6.

Table 6

HLT6 Increase the diversity of those engaging with the South Downs National Park	H6.1 Percentage of people from underrepresented audiences engaged through volunteering activities. Underrepresented audiences include: Young people (aged 16-24); People from Black, Asian and ethnically diverse/global majority communities; People facing forms of health and access inequalities including disabled people; People living in urban areas, especially people facing socio-economic barriers to inclusion. (Urban settlements with areas of high deprivation broadly include the large settlements on the fringes of the SDNP – particularly the coastal settlements and Crawley and Horsham.)
	H6.2 Number of engagement activities targeted at underrepresented audiences

2.16.2 Highlights of progress towards HLT6 in Q1 include:

- Youth & Community engagement: 120 young people engaged with at the Big Futures careers event in Eastbourne, 90 young people through Explorers of the South Downs project, 6 South Downs Youth Action events and 4 school sessions engaging 237 young people. Additionally, the TAP project has made over 200 connections in this quarter in Moulsecoomb & and Bevendean (area of multiple deprivation) and the Downs to the Sea project has delivered 23 people attending 4 health and wellbeing sessions. Sessions including people reached through social prescribers, MIND, Carers support network and open session advertisement. The HeRe SAMM project delivered 17 events and activities attended by 1887 people. The summer was a busy period attracting 1733 people across 7 pop up & community events plus 128 participants attending 15 guided walks.
- Health & Wellbeing: 3 x Carers in Nature walks - averaging 10 - 12 carers attending each walk, within the walks photos are taken and poems are written to contribute to a final book. Other engagement activities this quarter include those for the Dementia group, Carers Support East Sussex, Family and support workers East Sussex, staff wellbeing sessions, Timescape creative sessions Downs to Sea engagement sessions.
- Cultural Heritage: Many activities have taken place over the busy summer period. A few to mention include: 2 x Writer in Residence activities including the project celebration event which marked the installation of NFC/QR 'listening points' featuring work by some of the participants in the project, who have been developing work over the three year project period. As well as a preview of the project film, which features beautiful views of the Heritage Coast, the event also featured snippets of spoken word performances by the writers; 3 x Conservation Conversation project sessions - participants included ethnically diverse, disabled and neurodivergent participants, all from areas of high socio-economic deprivation.

2.17 **HLT#7: Work to make sure the landscape, scenery and tranquillity of SDNP is available to everyone, no matter what their access needs are.**

2.17.1 This HLT is measured using the indicators shown in Table 7.

Table 7

<p>HLT7 Work to make sure the landscape, scenery and tranquillity of SDNP is available to everyone, no matter what their access needs are.</p>	<p>H7.1 Number of sessions facilitated by mobility equipment</p>
	<p>H7.2 Metres of new and/or improved accessible path</p>
	<p>H7.3 Number of visits to the digital Accessibility Hub</p>
	<p>H7.4 Number of downloads for the Seven Sisters Country Park (SSCP) Accessibility Guide</p>

2.17.2 SSCP have had 46 bookings for the mobility scooters. These include both regulars and 'one off' users.

2.17.3 In Q1, Egrets Way- Phase 6 has started construction with 1000m of sub-base completed this quarter. Surface improvements for the South Downs Way have been identified and agreed with specifications produced to 3 sections - Pen Hill in West Sussex (400metres), Kings Ride in East Sussex (1000 metres) and Truleigh Hill in West Sussex (600 m). Prices are expected in Q2 with delivery on the ground in Q2-Q3.

2.17.4 There have been 2,943 unique views of the digital accessibility hub this quarter and 1128 unique views of the page where the SSCP accessibility guide is accessed from.

2.18 **HLT#8: Digitally engage 100,000 people per year with the SDNP**

2.18.1 This HLT is measured using the indicators shown in Table 8.

Table 8

HLT8 Digitally engage 100,000 people per year with the SDNP	H8.1 Total number of E-newsletter subscribers
	H8.2 Total social media audience
	H8.3 Total visits to the hubs throughout the year (Nature Recovery, Climate Change, Walking hub, Communities)

2.18.2 There are now 10,513 subscribers for main SDNP e-newsletter and 1,229 subscribers for the Planning e-newsletter. Future reports will track percentage fluctuations.

2.18.3 SDNPA has a total social media audience of 87,996 followers. This total includes the SDNPA, SSCP and SDNPT social media channels. Future reports will track percentage fluctuations.

3. Progress against Corporate Plan Priorities

Place Making

3.1 Quarterly progress has been monitored through the key performance indicators outlined in Table 9.

Table 9 Progress against Place Making - CPI & CP2

Corporate Plan Priority	KPI	KPI Target (yrs. 4-5)	KPI contribution this Quarter	Cumulative progress to date
CPI Administer the Community Infrastructure Levy (CIL) and S106	CPI.1 The total CIL and S106 distributed (in £) across the three HLTs	No target	£373,863.85	£373,863.85
CP2 Provide specialist advice in respect of Conservation, Design and Landscape across the organisation	CP2.1 Summary of service provided to be included in the Authority's Annual Monitoring Report	No target	N/A	N/A

3.2 In Q1, we have spent the following:

- S106 - £160,669.08 on projects related to 'National Parks for All'.
- CIL - £53,194.77 on projects related to 'National Parks for All' and £160,000.00 on projects related to 'Nature Recovery'.

Generating income

3.3 Quarterly progress has been monitored through the key performance indicators outlined in Table 10.

Table 10 Progress against Generating income - CP3 & CP4

Corporate Plan Priority	KPI	KPI Target (yr4)	KPI contribution this Quarter	Cumulative progress to date
CP3 Aim to raise £2.5 million self-generated income per annum through bids to Statutory sources and support for the South Downs National Park Trust in continuing to build a philanthropic income stream.	CP3.1 Total self-generated income raised (£)	£2.5m	£426,250	£426,250
CP4 Incubate a number of income generating initiatives, building on Seven Sisters and the South Downs Trust	CP4.1 Total funds (£) generated through the new Green Finance Off Set and Brokering service	£805,945	£208,968.78	£208,968.78
	CP4.2 Number of new income generating pilots	1	2	2
	CP4.3 Total income (£) generated through core cost recovery on externally funded projects	£200K	0	0

- 3.4 The SDNP Trust has secured £426,250 with over £2.5 million in warm opportunities being currently pursued.
- 3.5 The new Green Finance Off Set and Brokering service has Received Funds of £208,968.78 from signed s106 legal agreements securing land use change for nature restoration in pursuit of Hab Regs 2017 Nutrient Neutrality.
- 3.6 Two new income generating pilots include:
- WEP Set Service: Tender submitted to West Berkshire DC pending a decision.
 - Woodland Carbon Platform: Landowner offer established. 3 x landowner meetings scheduled to pitch for inclusion in Tranche 1. Roles & Responsibilities are being finalised between National Parks Partnerships LLP (NPP), SDNPA and Palladium including the annual income and % of profit share.
- 3.7 Income (£) generated through core cost recovery is progressing through a number of outstanding applications which include a significant proportion of full cost recovery.

Land Management

- 3.8 Quarterly progress has been monitored through the key performance indicators outlined in Table 11.

Table 11 Progress against Land management – CP5 & CP6

Corporate Plan Priority	KPI	KPI Target (yrs4-5)	KPI contribution this Quarter	Cumulative progress to date
CP5 Facilitate and support the endorsement, actions and key priorities through the process of Whole Estate Plans (WEPs)	CP5.1 No. of Estates with new endorsed WEPS	No target	0	8
	CP5.2 No. of estates working towards an endorsed WEP	No target	0	6
CP6 Deliver the Farming in Protected Landscapes (FiPL) programme in the National Park	CP6.1 Total funding (£) allocated across the Defra themes of People/ Place/ Nature/ Climate	No target	£436,113.68 (as of Q1)	£602,868 (Yr3 programme budget)

3.9 Six estates are working towards WEP endorsement. These are; Firle Estate, Bereleigh Estate, Westerlands Estate, Glynde, Lancing College and Plumpton College.

3.10 Approved FiPL grants for projects this quarter include:

- The installation of new grazing infrastructure to facilitate improved conservation grazing on an area of chalk grassland.
- The restoration of a historic dew pond and installation of a perimeter fence.
- Purchase of a min-till cultivator/mini seeder to facilitate regenerative farming practices.
- Purchase of a road legal people trailer with wheelchair access to facilitate farm tours for the development/expansion of the local NFU Branch's 'Schools Engagement Project'.
- Countryside Educational Visits Accreditation Scheme training for twelve farmers.

Economy

3.11 Quarterly progress has been monitored through the key performance indicators outlined in Table 12.

Table 12 Progress against Economy – CP7 & CP8

Corporate Plan Priority	KPI	KPI Target (yrs4-5)	KPI contribution this quarter	Cumulative progress to date
CP7 Develop the 'Our South Downs' enterprise network	CP7.1 No of businesses signed up	Baseline to be established in 2023/24	77	239
	CP7.2 No. of Green South Downs certified businesses	Baseline to be established in 2023/24	Due Q4	

	CP7.3 No. of businesses signed up to South Downs Guardian	Baseline to be established in 2023/24	Due Q4	
	CP7.4 No. of businesses signed up to South Downs Protector	Baseline to be established in 2023/24	Due Q4	
	CP7.5 Total unrestricted income generated in £	Baseline to be established in 2023/24	Due Q4	
CP8 Tourism in the South Downs National Park	CP8.1 No. of businesses signed up to Visitor Giving	Baseline to be established in 2023/24	Due Q4	

- 3.12 Some prominent new members joined Our South Downs this quarter including Rathfinney, Charleston, Goodwood Estate.
- 3.13 The Green South Downs certification scheme has opened up to new businesses as of Q1. All those who received certification prior to this were involved in the pilot.
- 3.14 There has been much marketing activity this quarter to generate leads for the SD Guardian and Protector schemes.

Authority Process

- 3.15 Quarterly progress has been monitored through the key performance indicators outlined in Table 13.

Table 13 Progress against Authority Process – CP9

Corporate Plan Priority	KPI	KPI Target (yrs. 4-5)	KPI contribution this Quarter	Cumulative progress to date
CP9 Ensure that the organisation is more diverse and representative both in its staff and Members and considers Equity, Diversity and Inclusion (EDI) in service delivery and policy development	CP9.1 Total % of EDI impact assessment forms complete	100%	N/A	N/A

- 3.16 This KPI will come into force when the new performance tracker platform is launched in Q3. This platform will require all new projects to attach a completed EDI form with their project approval submission.

4. Projects in delivery

- 4.1 There are three projects this quarter that have an amber RAG rating:

- 4.1.1 Edgelands: this project is 0% complete. The project, led by external artist, failed to secure the ACE project grant. Advice has been offered and resubmission is planned before the end of the year.
- 4.1.2 Egrets Way- Phase 6: this project is 25% complete. The project timetable is on schedule, but changes in the project design specification have resulted in cost increases. With some cost savings elsewhere in the project, and the planned contingency, we should be in budget, but there is a risk that further cost increases could push the project over budget.
- 4.1.3 South Downs Hub (SSCP): this project is 80% complete. The project is running slightly behind schedule. Unfortunately, the carpenter who is carrying out the bar install had a fire in his workshop and therefore the materials and his design have been destroyed. The carpenter is now securing new equipment and workshop to be able to complete the work.

5. Project Performance Reporting: Strategic Fund Implications

- 5.1 As of Q1, there is a balance of £320,226 unallocated in the Strategic Fund, this amount takes into account £20,000 that was allocated in early July for new project Warren Hill Dew Pond Benches and the OnePlanet system license.

6. South Downs Commercial Operations

- 6.1 Seven Sisters Country Park KPIs 2023/24 are monitored and reported on quarterly. See **Appendix I** for progress on the Seven Sisters Country Park KPIs for Q1.
- 6.2 SDCOL’s delivery against the KPIs in Q1 is considered to be good. Notable is the engagement with the mobility scooters now available, which have proved a very positive addition to the site. Also, the number of events held targeting priority audiences is already above the annual target.

7. Annual Governance Statement

- 7.1 The Annual Governance Statement (AGS) 2022/23 detailed 6 actions for 2023/24. These are monitored and reported on quarterly. See **Appendix 2** for progress on the Annual Governance Statement actions for Q1.

8. Human Resources & Health and Safety

- 8.1 The Human Resources & Health and Safety paper for 2022/23 detailed 8 actions for 2023/24. These are monitored and reported on quarterly. See **Appendix 3** for progress on the Human Resources and Health and Safety actions for Q1.

9. Other implications

Implication	Yes*/No
Will further decisions be required by another committee/full authority?	Projects may come forward for approval in future. No further decisions are required as a direct result of this report.
Does the proposal raise any Resource implications?	There are no direct resource implications to this report.
How does the proposal represent Value for Money?	Value for money for individual projects and pieces of work are assessed at the development stage, midway through a project and at the end, through an evaluative process that is reported to this Committee. Setting aside a fund to support projects represents a positive return on investment as it enables projects to go ahead which might not otherwise.

Implication	Yes*/No
Which PMP Outcomes/ Corporate plan objectives does this deliver against	We have listed in the report and appendices which PMP outcomes and corporate plan objectives our corporate and project work link to
Links to other projects or partner organisations	Where appropriate these are set out in the report.
How does this decision contribute to the Authority's climate change objectives	Please see the Climate Action section of this report which sets out high level targets around climate action.
Are there any Social Value implications arising from the proposal?	None
Have you taken regard of the South Downs National Park Authority's equality duty as contained within the Equality Act 2010?	Yes - Priority area three outlines the projects that have a specific focus on encouraging all people including those with protected characteristics to engage with and access the National Park. Projects across all priority areas are subject to an equalities impact assessment at the appropriate stage of their development and are monitored and adjusted accordingly. Any issues identified are highlighted within this report.
Are there any Human Rights implications arising from the proposal??	None
Are there any Crime & Disorder implications arising from the proposal?	None
Are there any Health & Safety implications arising from the proposal?	None
Are there any Data Protection implications?	None

10. Risks Associated with the Proposed Decision

10.1 Robust corporate planning and monitoring of performance are part of the mitigations for our corporate risk as detailed in the table below:

Risk	Likelihood	Impact	Mitigation
Unforeseen changes to the level of funding provided by relevant Government departments for future years	Likely	Minor	A robust monitoring and project approval system and regular reporting to relevant Committees on projects and the budget available along with a Corporate Plan which sets clear priorities to support delivery of Partnership Management Plan outcomes.

<p>There may be some risks to our reputation if we are unable to provide match funding for some of our larger projects. This would also potentially reduce the types of funding we were able to apply for.</p>	<p>Possible</p>	<p>Moderate</p>	<p>The main mitigation for this is to keep close scrutiny of the Strategic Fund and apply a rigorous prioritisation process when approving those projects that commit the SDNPA to significant funding over a number of years.</p> <p>Further mitigation for this risk is the work that will be carried out to generate income for the South Downs National Park and also potentially for the SDNPA.</p>
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Appendices

1. QI 2023-24 SSCP KPI
2. QI 2023-24 Annual Governance Statement update
3. QI 2023-24 Human Resources & Health and Safety update

SDNPA Consultees

Chief Executive; Director of Countryside Policy and Management; Director of Planning; Chief Finance Officer; Monitoring Officer; Legal Services, Interim Business Service Manager; Countryside and Policy Managers

External Consultees

None

Background Documents

[Corporate Plan 2020-25 year 4-5 action plan](#)

SSCP KPI 2023/24							
Key Performance Indicator	Key data	Lead Officer	Annual Target	Year to date progress at current Q	Commentary at current Q	RAG	Next steps and/or potential risks
People Indicators							
Rating of Visitor Centre Experience (staff knowledgeable and welcoming, interesting interpretation and retail, etc.)	Data taken from SSCP Annual Visitor Survey and Visit England accreditation	Peter Cousin	75%	This is annual so not need to be Quarterly	Visit England accreditation visit due September 2023		
Rating of cleanliness, including toilets			TBC				
Rating of catering offers on site			TBC				
Rating of wider park, landscape and things to do.			TBC				
Nature Recovery Indicators							
Total number of and extent of sites within SSCP where SDNPA activity is contributing towards favourable condition of the habitats.	Annual delivery plan and PA2 survey	Sam Cordery/Lawrence Leather	65.37 ha Chalk Grassland 52 ha Grazing Marsh 101 ha Semi Improved Grassland	A fixed number for the SSCP			
Number and performance of species recovery programmes developed for delivery from 2023	Target to be developed on announcement of SDNPA Priority Species and Natural England Species Recovery Targets as well as the SSCP PA1 survey to map rare plants including Wall Germander	Sam Cordery/Lawrence Leather	Awaiting PA2 baseline mapping survey in 23/24				
Climate Action Indicators							
Progress towards SSCP becoming net-zero	SSCP carbon emission baseline to be calculated and a target (to be agreed) for reduction	Kate Miles	Baseline to be established in 23/24				
A National Park for All Indicators							
Number of completed sessions facilitated by mobility equipment	Data to be recorded as part of Corporate Plan reporting Process	Richard Ayres	104	46	So far we have had 46 bookings for the mobility scooters. These are both regulars and 'one off' users		
Metres of new and/or improved accessible path	Data to be recorded as part of Corporate Plan reporting Process	Sam Cordery/Lawrence Leather	Maintained 21.4m Created 0m Improved/restored 0m				
Number of children experiencing a "night under the stars" at SSCP	Data from booking system - camping bookings	Richard Ayres	Baseline to be established in 23/24		Camping site not open in Q1. Working to open for Q3		
Number of completed venue bookings specifically to support free activities targeting priority audiences	Data from booking system	Richard Ayres	10	18	Ongoing agreement with escc careers and sussex wildlife trust.		
Number of SDNPA events hosted at SSCP		Richard Ayres	25	9	Workshops, events, trails, talks, presentations		
Increase in the diversity of SSCP visitors	Evidenced in the SSCP Visitor Survey. Baseline to be established in 23/24	Richard Ayres	Baseline to be established in 23/24				

Finance Indicators							
SSCP to stay within 10% of the financial projection for 2023/24 as defined in the Business Plan		Peter Cousin	< 10% variance under financial projection				
Place Making Indicators							
Percentage of goods sold by Company originating from local suppliers.	Data taken from supplier list on Clover	Richard Ayres	60%	87.00%	percentage recorded in May23.		
Average spend in the shops per head	Data taken from sales system	Richard Ayres	£1	£1.22	Based on vc figures. G&G not recorded currently		
Overall contribution to local economy from visitors	Derived from SSCP visitor survey questions on length of stay in area	n/a	Baseline to be established in 23/24				
Percentage of overnight guests providing satisfactory feedback (rating of 3/5 or above)	Accomodation Booking system	Richard Ayres	90%		No overnight guests in Q1. Working to open for Q3		

ITEM 10 APPENDIX 2: ANNUAL GOVERNANCE STATEMENT ACTIONS FOR 2023/24: Q1 UPDATE

Action	Commentary	Next steps and/or potential risks
Review the Authority's arrangements against the CIPFA Audit Committee Guidance	Initial discussions between Head of Governance and Monitoring Officers have taken place	Review to be undertaken during late 2023 of the how the Authority meets the CIPFA Audit Committee guidance
Implement suitable monitoring at Seven Sisters Country Park to inform the future development of any byelaw required		Discussions to be held with colleagues at SSCP once new Strategic and Commercial Manager in post
Work with the Authority's External Auditors to improve the timeliness of reports to the Policy and Resources Committee	External Auditors have indicated they are unable to provide advanced notice on when audit programme work is to be delivered	Meetings to be set up between Head of Governance and External Auditor to review delivery of audit plan and when reports will be before Members
Ensure good governance mechanisms are in place to support the Authority's growing work in the area of Green Finance	Discussions ongoing between Head of Governance, Monitoring Officer, Legal from WSCC, and other colleagues as appropriate to indentify any risk areas	
Review of the Authority's Fraud and Anti-corruption and Whistleblowing Policies		Review to be undertaken
Develop an Authority policy on the use of non-corporate communication channels	Initial discussions had at Operational Management Team meeting on scope of the policy	Draft to be developed for review by OMT

ITEM 10 APPENDIX 3: HUMAN RESOURCES HEALTH AND SAFETY UPDATE FOR 2023/24: Q1

Action	Commentary	Next steps and/or potential risks
Implementation of an EDI Learning Platform for staff and members	Inception meeting with Pearn Kandola to discuss roll out has taken place	Roll out training platform to SMT, OMT, Chair, Deputy Chair and Committee Chairs in Q2
Introduction of an applicant tracking system	Training / testing on the system has been carried out	Finalise testing, create and finalise user guides and privacy statement. Aim is to go live during Q2 if all in place
All staff survey and resulting action plan	Staff survey launched at the May all staff meeting and rolled out to staff end of May / early June 23	Results to be presented to staff at the all staff meeting on 26 September. Action plan to be compiled in Q3
Introduce new safeguarding policy and procedures	Designated safeguarding officers trained	New policy agreed and communicated to staff. Safeguarding training for all relevant staff to be rolled out
Review of establishment within PIER	Payroll Officer meeting with systems team at Brighton and Hove	Payroll Officer to review and update establishment within PIER
Implementation of actions from the H&S survey	Action plan compiled from the survey results by reps from the H&S committee	Action plan to be agreed by H&S Committee and OMT in Q2/3; actions to be implemented in Q3/4
H&S audit of camping barn and foxhole cottages at Seven Sisters Country Park	Preliminary audit of cottages carried out to identify priorities on safety measures to be implemented	Audit of camping barn once major works have been completed
Introduction of an asset management system to aid health and safety auditing	Trial period taking place	Data to be loaded into the system

