Members of the Chilterns Conservation Board for the Chilterns Area of Outstanding Natural Beauty are hereby summoned to a meeting of the full Chilterns Conservation Board on

26th February 2020 at 10.00 am

Hambleden Village Hall, Henley-on-Thames, RG9 6RP

Agenda

1. Apologies
2. Declarations of Interest
3. Minutes of Previous Meeting 16 October 2019
4. Matters Arising
5. Public Question Time
6. Board Review including Reports from Executive and Planning Committees
7. Business Plan & Budget 2020-21
8. HR Advisory Group
9. Review of Risk Register
10. *Presentation: Glover Review of Designated Landscapes: Update, Elaine King, Chief Executive*
11. Any other business
12. *Presentation: Annette Weiss, People and Society Officer: Update on Open for Business tourism programme.*

Lunch

Visit: Chiltern Valley Winery (tbc) and/or Turville Studios in Turville, followed by a walk up to the windmill.

Future Meetings:

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<th>Committee</th>
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<td>Executive Committee</td>
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Hambleden Village Hall

The Village Hall

Hambleden, Henley-on-Thames

RG9 6RP

http://www.hambledenvillagehall.org/
MINUTES OF THE MEETING OF THE CONSERVATION BOARD FOR THE CHILTERN AREA OF OUTSTANDING NATURAL BEAUTY held on Wednesday 16th October 2019 at Flaunden Village Hall, Birch Lane, Flaunden HP3 0PP commencing at 10.10

MEMBERS PRESENT

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<tr>
<th>Appointed by Local Authorities</th>
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<tr>
<td>Cllr Bill Bendyshe Brown</td>
<td>Buckinghamshire County Council</td>
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<td>Cllr Steve Jarvis</td>
<td>North Hertfordshire District Council</td>
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<td>Cllr. Lynn Lloyd</td>
<td>South Oxfordshire District Council</td>
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<td>Cllr Hugh McCarthy</td>
<td>Wycombe District Council</td>
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<td>Cllr Ian Reay</td>
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<td>Cllr Nick Rose</td>
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<td>Alison Doggett</td>
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<td>John Nicholls</td>
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<td>Ray Payne</td>
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<td>John Shaw</td>
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<td>Elizabeth Wilson</td>
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<td>Cllr Susan Biggs</td>
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<td>Cllr John Griffin</td>
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<td>Cllr Charles Hussey</td>
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<td>Cllr Clive Thomas</td>
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<tr>
<td>Kath Daly</td>
<td>Countryside Officer</td>
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<td>Graham Hurst</td>
<td>Finance Officer</td>
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<td>Elaine King</td>
<td>Chief Executive Officer</td>
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<td>Lucy Murfett</td>
<td>Planning Officer</td>
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<td>Claire Readey</td>
<td>Development and Funding Manager</td>
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<td>Donna Webb</td>
<td>Administrative Officer</td>
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<td>Deirdre Hansen</td>
<td>Clerk to the Board</td>
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<td>Paul Hayes</td>
<td>Co-opted member Planning Committee</td>
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<td>EJS Hiscocks</td>
<td>North Wessex Downs AONB</td>
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<td>Paul Miller</td>
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<td>Henry Oliver</td>
<td>North Wessex Downs AONB</td>
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<td>Ian Haslam</td>
<td>Railway Action Group</td>
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The Chairman welcomed all present

19/20.12 Apologies for absence
Apologies for absence were received and accepted from Cllr Alison Balfour-Lynn, Hertfordshire Parish Councils, Colin Courtney, Secretary of State appointee, Cllr Raj Khiroya, Three Rivers District Council, Cllr Charles Mathew, Oxfordshire County Council and Cllr Richard Newcombe Aylesbury Vale District Council.

Absent without apologies: Cllr Paul Duckett, Central Bedfordshire Council

The Chairman welcomed John Shaw, Secretary of State appointee to his first Board meeting and invited him to introduce himself. John Shaw leads Chiltern Rangers and is a lifelong resident of the Chilterns.

19/20.13 Declarations of Interest
No declarations of interest were made.

19/20.14 Minutes of the AGM and the Ordinary Board Meeting 26th June 2019.
The minutes of the AGM were approved as a true record and signed by the Chairman. The minutes of the Board Meeting of 26th June 2019 were approved and signed by the Chairman as a true record after two typing errors were amended in 19/20.6.

19/20.15 Matters Arising.
None

19/20.16 Public Question Time.
No public questions.

19/20.17 Board Review including reports from the Executive and Planning Committees.
a. The Chief Executive Officer (CEO) had provided a summary of ongoing activities with the following highlights:
   1. Publication of the Landscapes Review led by Julian Glover: a wide ranging and thorough report, acknowledging the challenges and opportunities facing protected landscapes. It makes 27 proposals. The report also proposes that the Chilterns AONB be designated a National Park. The CEO mentioned the team workshop held on the Glover Review. The CCB will produce a response. To be provided to members.
   2. HS2: a letter has been sent to the Chair of the independent HS2 Review Group expressing concern regarding the damage HS2 will cause to the Chilterns AONB. A letter also went to the Secretary of State for Transport, asking him to pause the felling of trees as part of the enabling works in a village in the Chilterns AONB.
   3. The Chilterns Chalk Streams Project has produced its annual report.
   4. A very successful Chilterns Partnership event was held 10th October. The Countryside Officer reported that 60 people had attended, representing 50 partners and 40 organisations. It sits alongside the Planning Forums and the Management Plan. The focus was: “How will the Management Plan be delivered”. The event was jointly facilitated by some of our partners. It was noted that there is a growing list of interested stakeholders and the CCB is engaging them.

b. Reports from the Executive Committee, the Planning Committee, Landscape and Conservation, Chalk, Cherries & Chairs Landscape Partnership Scheme, Beacons of the Past, People and Society and Development and Communications had been received.
c. The CEO gave a short overview of her first few months in post. She had met with staff, Board Members, a range of stakeholders and made contact with Local Authorities. She had familiarised herself with the various projects. Delivering the Management Plan is a key part of ongoing work.
d. Members had the opportunity to ask questions and comment. It was agreed that the format of the Board Review presented with the agenda was helpful and useful to members.
e. The Chairman informed the members that he had been asked by Defra to report to them on the CCB’s achievements over the last 12 months. Members asked for a copy of this report when published.

1. The Board NOTED the review October 2019.

19/20.18 Governance arrangements for Programme of Work to restore landscapes and biodiversity after Network Rail electrification work.

The Planning Officer had reported that the funding received from Network Rail is to develop and deliver a programme of work to help mitigate the impacts in partnership with the North Wessex Downs AONB.

She introduced the partners from the North Wessex Downs and the Railway Action group who attended the meeting; E Hiscocks, Chairman, North Wessex Downs AONB Council of Partners; Paul Miller, member North Wessex Downs AONB Council of Partners; Henry Oliver Director North Wessex Downs AONB; and Ian Haslam, Railway Action Group (RAG).

The Planning Officer informed the members that the Great Western project had been renamed as ‘Restoring Landscapes and Biodiversity after Network Rail electrification work’.

She gave a presentation on the project, with some background and the involvement of the partners. It was noted that RAG’s involvement had been key to securing the funding from Network Rail. She had been working successfully since 2015 with the RAG and the North Wessex Downs AONB. The funding provided is to ensure enhancements to the AONB.

She presented initial thoughts on the management structure of the project, finance, planning and timetabling. The Executive Committee at its September meeting had raised various issues related to governance and suggested a new advisory group be established to assist the programme. The Vice Chairman had tabled terms of reference for this advisory group and a proposed management structure.

The Board were asked for their views. Members asked questions and a wide-ranging discussion took place. Partnership arrangements, transparency and accountability were all discussed and made clear. Modifications to the terms of reference of the advisory group were suggested and accepted.

The CEO thanked the members for their helpful comment.

The recommendations as tabled were taken in reverse order.

1. The Board APPROVED the GWR Advisory Group terms of reference, subject to some minor modifications to be made as discussed. The final terms of reference will be sent to all Board Members.

2. The Board APPROVED the establishment of the GWR Advisory Group and APPOINTED Ray Payne as Chairman, John Griffin and John Nicholls as members.

Ian Waller, the Countryside Officer and the Development and Funding Officer left the meeting.
19/20.19 External Audit Report 2018-19
The Finance Officer had reported on the completion of the external audit 2018-19 and the point raised by the external auditor.

The auditor has certified that the review of the Annual Governance and Accountability Return (AGAR) 2018-19 had been completed and the responsibilities under the Local Audit and Accountability Act 2014 have been discharged.

The auditor has given an “except for ” opinion on their review of the Annual Governance and Accountability Return 2018-19.

a. The CCB has consistently prepared its accounts on an “accrual” basis which the AGAR does not permit.

b. The treatment of the accounts as in a. is in accordance with Financial Reporting Standard 102 (FRS 102). This is the principal accounting standard in the UK financial reporting regime.

It was noted that the accrual basis used ensures that the accounts are a suitable management tool for the CCB, but that Local Government accounting rules are not ideal for CCB purposes.

The Finance Officer will publish the notice of conclusion of the audit together with the auditor’s report on the CCB website. He will also seek further advice on the matter of deferred income.

1. The Board APPROVED and ACCEPTED the auditor’s report.

2. The Board APPROVED and AGREED the actions noted.

Chalk Streams Project Officer arrived-Allen Beechey.

19/20.20 Chalk Streams Project
The Chalk Streams Project Officer gave a comprehensive and enthusiastic presentation on the project’s work and its future plans.

The project has been running since 1997. It was noted that the chalks streams are in crisis, especially after three years of consecutive dry winters, and a large part of the project is to protect chalk streams into the future.

Future Meeting Dates
Full Board:
26th February 2020
17th June (and AGM) 2020
21st October 2020

Executive Committee
15th January 2020
6th May 2020
23rd September 2020

Planning Committee:
20th November 2019
4th March 2020
15th July 2020
18th November 2020

Lunch would be followed by a site visit to the River Chess
**1.0 Highlights**

1.1 The Landscapes Review, led by Julian Glover, was published on 21 September and continues to inform our thinking and approaches to our work. In addition to a workshop in October, exploring the Review’s recommendations, the team convened again in December 2019 to identify recommendations that can be embedded in our work now and without the need for additional resources or legislation.

1.3 On 11 February, the Prime Minister announced that HS2 will go ahead. On the same day the report of the official review of HS2, led by Douglas Oakervee (a previous chair of HS2), was published. The Board published a statement following the announcement, reiterating its concerns regarding the impact HS2 will have on the wildlife, habitats, beauty and heritage of the Chilterns AONB.

1.4 In February we were pleased to welcome three new members of staff: Harriet Bennett, Land Management Officer for the Chalk, Cherries and Chairs Landscape Partnership Scheme; Victoria Morley, Communications Assistant; and Joanna Watson, Programme Manager for Restoring Biodiversity after Rail Electrification.

1.5 The Board has started work on setting priorities for delivering the AONB Management Plan and creating a framework by which we will monitor, evaluate and measure impact. This is already a requirement of National Lottery Heritage Fund grants and is considered best practice. We are therefore, for the first time, taking a similar approach for the Board’s over-arching work. A whole-team session was held at the end of January, with further sessions planned over the coming months.

1.6 The Board’s Business Plan 2020/21 was completed in February 2020 and submitted to Defra. Producing the Plan involved a collaborative process across the whole staff team to capture all the activities planned for the coming financial year, in addition to setting a clear vision and some high level ambitions, many of which are influenced by the recommendations in the Glover Report on designated landscapes.

1.7 The Board has regularly featured in the media in recent months. This included the Board’s CEO being interviewed by BBC Radio Oxford and the Chalk, Cherries and Chairs project team carrying out numerous interviews on the launch of specific projects, with media including BBC Radio Oxford, Wycombe Sound and Mix 96. We also now have a regular column in The Source, a community paper for the HP16 postcode. Nationally, the Chilterns were featured in BBC Radio 4’s Open Country programme and the Board’s views on issues including the M1-A6 link road and chalk streams, have been reported by the ENDS Report, a news service for environmental professionals.

**2.0 Report from Executive Committee, 15 January 2020**

2.1 The Finance Officer reported on the financial position to the end of November. Income and expenditure are in line and a slight net surplus for the year of £1020 is anticipated.
2.2 The administration and finances of the Board's Pension Scheme was discussed, with the Committee noting that the draft triannual valuation of the scheme has been received from actuaries, with final results expected in March.

2.3 The Finance Officer presented the draft budget for 2020/21, noting that current DEFRA funding arrangement ends 31 March 2020 and, as yet, the new settlement is not known. The formation of the new Buckinghamshire Unitary authority takes place on 1 April 2020. It has been confirmed that, in the financial year 2020/21, funding will be the same as the total contributions made by all five authorities in the previous year.

2.4 The Development & Funding Manager introduced the draft Business Plan for 2020/21, which includes the draft budget. The Business Plan is presented to DEFRA as part of the Board’s core grant claim and underpins the Board’s work and budgets for the year.

2.5 The Countryside Officer gave a presentation on the progress of Partnership Development. Recognising that effective partnership working is vital to deliver the Management Plan, following the Partner event on 10 October 2019, a Chilterns Partnership will be established and hosted by the Board with a core group of key stakeholders. The Partnership will align shared objectives and foster genuine collaboration.

A Partnership Forum will be held annually, with 15 October 2020 set for this year’s Forum.

2.6 The Committee considered the Risk Register, which is updated annually. A number of minor changes will be made and presented to the Full Board meeting in February.

3.0 Report from Planning Committee, 20 November 2019

3.1 Committee explored the recommendations of the Glover Review relating to planning. After summarising the planning recommendations, which for the Chilterns include National Park status and a single local plan covering the Chilterns, the Planning Officer gave a report on a productive session of the Chilterns AONB Planning Forum which was held on the previous day. This was attended by planning officers from the constituent local authorities and stakeholders including Natural England, the Environment Agency, Chiltern Society and CPRE. The Planning Forum was an important opportunity for officers to explore and discuss pros and cons of different options of closer working on planning for the AONB. A similar session has since been held with the farmers from the Central Chilterns farm cluster exploring what differences National Park status would mean for farm-related development and agricultural permitted development rights (which it turns out is not much change from AONB status).

3.2 The Committee was updated on emerging joint work with the Chiltern Society on transport in the Chilterns. Partners from the Chiltern Society gave a presentation of work so far to develop ideas for a Chilterns transport strategy, for use as a starting point for engaging the Highways Authorities in joint work across local authority boundaries.
3.3. After looking at notable planning applications and local plans that Board had responded to since the last meeting, Committee members took a visit to the newly completed development at Saint's Hill, Saunderton, HP14 4HL where they were shown around by the Wycombe District Council planner who had deal the application. Members were generally impressed at the design quality, materials and carefully integration into the landscape of this housing estate on a former brownfield employment site/yard, which had followed many of the principles of the Chilterns Buildings Design Guide.

4.0 Landscape and Conservation

4.1 Chalk Streams: Above average rainfall so far this winter (144% of the long-term average) has brought about a recovery in river flow, although the Chilterns catchment is lagging behind chalk catchments further south, due the impact of three years of drought. Currently six rivers have still to reach their winterbourne heads. Above average rainfall in the remain two months of the hydrological winter are required to ensure good flows throughout the remainder of the year.

The Chilterns Chalk Streams Project (CCSP) Project Officer and the Board’s CEO contributed to the Chiltern Society’s Chalk Streams in Crisis Conference (3 October). The Chalk Rivers Action Group (CRAG) was formed as an output of the conference and held its first meeting in December to begin to identify new measures required to restore more resilient flows in chalk streams across the Chilterns and Hertfordshire. The group includes senior representatives from the Chiltern Society, Chilterns Conservation Board, the CCSP, Affinity Water, Thames Water, the Environment Agency, Defra and Ofwat as well as representatives from the River Chess Association and the Ver Valley Society. The next meeting is scheduled for 4 March.

4.1.1 Chalk Streams restoration/enhancement

- R. Wye enhancement project - The CCSP is working with Chiltern Rangers during 2019-2021 on a project to enhance the R. Wye at eight locations. The project has developed detailed restoration plans for two sites: West Wycombe Estate and Wye Dene. Conservation area & felling licence applications are being made for tree works at West Wycombe Estate, with a view to beginning works in the Autumn of 2020. An Environmental Permit from the EA has been received for the Wye Dene Project and work is due to start in April.
- R. Chess - The CCSP is developing a detailed restoration plan for the river at Crestyl Watercress beds with a view to submitting an Environmental Permit application in March. The project will be carried out in summer 2020 by the landowner under guidance of the CCSP.
- The CCSP has provided management advice to five landowners on four rivers this year. Advice to two landowners on the R. Misbourne has led to them taking up the offer of funding from the Board’s Landscape and Biodiversity Fund. Work at both sites will include livestock fencing and willow pollarding/coppicing.

4.1.2 Chalk Streams monitoring
- ChessWatch - Project with Queen Mary University London and the River Chess Association to monitor water quality at four separate locations using high precision, multiparameter, water quality monitoring sondes. The project completed its public engagement work in July 2019. Monitoring is set to continue until April 2020. The project partners are currently discussion options for extending the project to 2021.

- R. Chess water vole survey - Completed in October, >20 volunteers involved. Survey organised by River Chess Association with support from the CCSP. Preliminary analysis of the data suggests the population size has remained broadly unchanged since the previous survey in 2017. The population has become re-established in Chesham for the first time since 2013.

- The Project held three Anglers’ Riverfly Monitoring Training Course this year, training 26 new volunteers, who will be surveying five different rivers across the Chilterns and Colne catchments.

- The Project launched its new riverfly app in January. This app allows monitors much greater flexibility in reporting and reviewing their data. The data are available for the general public to view and download. Visit the database here: [http://rflies.uk](http://rflies.uk) and select ‘Riverfly Friends’.

- Water in a Dry Landscape – one of the projects funded as part of the Chalk, Cherries and Chairs landscape partnership scheme. The project aims to increase our understanding of the health and importance of scarp slow chalk streams and enable their enhancement through practical restoration work. The first phase of the project centres around a citizen science water quality survey at 45 locations on streams rising between the M40 and A41. 15 monitors have been recruited and trained in the survey methodology and have completed two rounds of surveys to date. Two further rounds of surveying are planned later in the year.

### 4.1.3 Chalk Streams Education

- Trout in the Classroom – This project will take place in eight schools this year, on the Rivers Chess, R. Wye and, for the first time, the Ewelme Brook. The CCSP’s Education Officer has delivered introductory sessions to 930 children in seven of the schools so far.

- One full set of Trout in the Classroom equipment has been donated by Wooburn and Bourne End Parish Council and a further £1700 has been secured from the William Dean Countryside and Educational Trust allowing us to purchase another two sets of equipment – one of which is already in use.

- £20k has been secured for education projects from the CaBA Water Resources Communication and Engagement Fund. This will allow us to create a travelling exhibition/education resource that can be used both at public events and in school to better promote the value of chalk streams and improve understanding of the impact people are having on them.

- The resource would include an [Em river model](http://example.com), chalk stream aquarium, an interactive aquifer model and laptop with digital microscope. It will also allow us to expand the Trout in the Classroom project to more schools in the South Chilterns area through the purchase of additional equipment and production of a book on trout lifecycles to support the project.

- Production of the new Chiltern Chalk Streams education website is now well underway. This includes commissioning films and creating a new ESRI storymap for the project.
(currently in draft form). ESRI storymaps combine maps with narrative text, images and multimedia content to create compelling, user-friendly web apps.

- The Henley River and Rowing Museum displayed four striking and informative exhibition panels on the Chilterns Chalk Streams Project in their community gallery August to December 2019. We are now seeking a new venue for these panels.

4.2 Trees and woods: Neil Jackson, Conservation and Landscape Officer is engaging with partners to develop an Ash Die Back action plan, responding to a call to double woodland cover in Oxfordshire. Work also continues on developing a Chilterns Woodland Strategy, which includes the Board’s approach to tackling the effects of climate change.

4.3 Landowner engagement: The Chilterns HS2 Review Group has allocated funds towards a Landscape and Biodiversity Connections Project administered by the Board. We are currently working with six landowners on a range of proposals covering chalk grassland management, hedgerows, farm ponds and willow pollarding programmes. On-going discussions are also taking place with several other landowners to help identify works that will improve landscape features and wildlife habitats on their land.

4.4 Facilitation Funding: The Natural England Countryside Stewardship Facilitation Fund supports people and organisations that bring farmers, foresters, and other land managers together to improve the local natural environment at a landscape scale. The Oxfordshire (Christmas Common) farmer cluster successfully secured Facilitation Funding in December and Alison Cross will now provide coordination and training events for the farm cluster. Neil Jackson is continuing to support the development of this group and is liaising with a number of new farmer clusters in adjoining areas including the North Wessex Downs AONB and River Thame.

4.5. Environmental Land Management Schemes: Through discussions with the Sustainable Food Trust and the Wildlife Trusts, we are exploring opportunities for including members of the two Chiltern Farm Clusters in DEFRA’s approved ‘Tests and Trials’ of the new Environmental Land Management Scheme.

4.5 HS2: We are entering a crucial stage for HS2 planning proposals. Schedule 17 of the High Speed Rail (London-West Midlands) Act 2017 puts in place a process for the approval of certain matters relating to the design and construction of the railway. It requires that the nominated undertaker (HS2 Ltd) seeks approval for matters of construction and design from the appropriate planning authority. Although excluded from the formal planning process, the Board will continue to press for improved designs and, despite still awaiting any landscape proposals, we will push for a landscape design in keeping with the AONB character and in accordance with Government assurances secured during the Select Committee process.

5.0 Chalk Cherries & Chairs Landscape Partnership Scheme

The full delivery team is now in place with the recent recruitment of Harriet Bennett, Land Management Officer. The team includes 4.5 FTE staff employed by the Board and part time staff with BBOWT, Chiltern Rangers, Amersham Museum and Bucks New
University. Work is underway across 18 projects in three themes - wildlife, heritage and people:

5.1 Theme A - Wildlife and Landscape

A1. Landscape Connections (with Chiltern Rangers)
- Continued engagement with 18 farmers in the Farmer Cluster: 100% sign up to supplementary bird feeding project, 100% sign up on priority farms for bird ringing project, 19 owl boxes installed by the Bucks Owl and Raptor Group.
- The first Farmer Cluster newsletter has been distributed. Good progress has been made setting up projects on non-governmental organisations’ sites, and with the Chiltern Forest Golf Club’s hedge and scrub project.
- Six farm wide hedgerow surveys have been commissioned, and one farm wide pond survey completed.
- New Countryside Stewardship agreement secured worth £190k
- First equine site management report completed for the scheme. As horse grazing is often seen as detrimental to wildlife and landscape, it is important to get involved and draw up management plans that are more beneficial to both.

A2. Rough around the Edges (by BBOWT)
Six community groups engaged running 13 projects. Four are complete and six draft project plans are in development, with work started on hedges, ponds and meadows.

A3. Water in a Dry Landscape
15 volunteers have been trained and completed their first headwater surveys. Initial site walkover surveys have taken place on three headwaters with a view to their being possible sites for year three practical works.

A4. Chilterns Orchards (with BBOWT)
Action plans in place with each of the year one sites. The Donkey Lane Orchard in Chinnor, managed by the Greening Chinnor community group, held an Apple Day event. Lindengate, a mental health charity offering gardening activities near Wendover to help those with mental health needs, starting landscaping work.

A5. Rock Around the Chilterns
Four themed journey dates agreed and publicised by Chinnor and Princes Risborough Railway. Speakers and events for the themed journeys are being planned. Artistic map for ‘Rock Around the Chilterns’ themed train journeys is almost complete, along with text and a brochure for use on journeys.

A6. Tracking the Impact
Established agreements with British Trust for Ornithology and Butterfly Conservation for database alignment and adaptation and survey methodology training days. Initial response and sign up from volunteers (c. 65 so far). Issued ITT for species ID training.

5.2 Theme B - History and Landscape

B1. Woodlanders’ Lives and Landscapes (by Bucks New University)
Volunteer resources developed along with leaflet and website content. Volunteer meet and greet event, training in oral history and a talk delivered.

B2. Celebrating Crafts and Heritage Skills
Planning has begun for courses in 2020 and a craft event is scheduled for 23 May.

B3 Cherry Talk
Gathering interested contributors, as scheduled to start in year two as planned.

B4 Routes to the Past
Researched resources, developed volunteer recording forms and guide, and web page resources. Recruitment of volunteers begun and two guided walks, a local society talk, two volunteer events delivered.

B5. The Mystery of Grim’s Ditch
Compiling written material and research into relevant sections of Grim’s Ditch and identifying LiDAR data survey areas of interest for research
Delivered a guided walk along the Hampden stretches of Grim’s Ditch and a talk to the Vale Of White Horse & Ridgeway Archaeological & Historical Trust along with Beacons of the Past.

B6 People and Mills of the River Wye (by Chiltern Rangers)
Scheduled to start in year two as planned.

5.3 Theme C - People, Communities and Landscape

C1. Planning for the Future
The latest neighbourhood plan guidance of other AONBs and National Parks has been researched, and the Planning and Development webpages re-worked. These were still in beta mode and now include more advice for communities to help them respond to planning applications
Plotting GIS polygons of current planning casework: planning applications, local and neighbourhood plan allocations of land – to feed the interactive map when it goes live. Commissioning the writing of the neighbourhood plan toolkit.

C2. Chiltern Champions
A sub-group of the CCC Steering Group has formed and met to oversee this project. Meet & Greet events held in High Wycombe and Aylesbury to recruit volunteers.

C3. Echoed Locations
Sonic map for Echoed Locations launched, workshops designed and four radio interviews completed to promote the project. A video detailing sound recording ‘top tips’ is to be created with Wycombe Sound Radio in February.

C4. Chalk, Cherries and Chairs Festival
Chilterns Summer Festival dates are confirmed (June 13-21) and expression of interest sent out. Key bookings already confirmed for walking tours, city centre events, brewery
tours and tastings, adventure suppers and much more. ‘Discover the Chilterns Family Day’ in High Wycombe is planned for 14th June. Events consultant is being appointed to assist with managing large festival events.

C5. Coming Alive
The Board appointed a contractor to redevelop the CCC website. First workshop delivered (marketing and social media skills), with many more community groups interested in getting involved. First workshop delivered about marketing and social media skills, with many more community groups interested in taking part.

C6 Understanding the Central Chilterns (by Amersham Museum with Wycombe Museum)
Targeting over 70 schools in the Central Chilterns, developing resources specific to schools’ local area and teacher training sessions, gathering museum handling artefacts. Five classes booked for workshop and two schools booked for teacher training so far. Delivered the first class in December and excellent feedback from teachers and children.

6.0 Beacons of the Past

6.1 LiDAR results: The Citizen Science Portal (https://chilternsbeacons.org) launched is now six months old and has recruited over 1625 registered users, and more than 7000 records have been created. The Review Portal, which is the quality control measure staffed by more intensely trained volunteers, had its soft launch on 28 January, and over 100 features have already been verified and lodged in the definitive database. The legacy of the survey is not only in the increased understanding and documenting of the Chilterns’ archaeological resource, but in future projects. This is already bearing fruit in the form of the nascent Not Bourne Yesterday project which is in early stages of application development.

6.2 We have launched our programme of teacher training for primary schools, with two well-received and highly successful half-days at Woodside Junior School (Amersham) and at West Wycombe Combined School. We introduced both a clear and accurate summary of British Prehistory and provided several practical hands-on exercises that teachers can replicate in the classroom to bring the past to life. We also were able to offer teachers access to our prehistoric artefactual resource boxes, online resources they had not been familiar with, and we ‘soft launched’ our Online Learning Zone (https://sites.google.com/view/chilterns-learning-zone/-history/stone-age) a work in progress that will be co-hosted by the Chilterns Society as part of the post-project legacy. Sixteen further schools have booked in sessions over the next year.

6.3 A very successful campaign of conservation work has been carried out on several of the project sites, with multiple sessions held at Waulud’s Bank (Marsh Farm, Luton) clearing invasive scrub from the earthworks and removing large quantities of fly-tipping detritus. At Desborough Castle, we held a Sunday session with the Chiltern Rangers and the High Wycombe Karima Scouts in which more than 50 of us cleared away the undergrowth and litter to create a new Forest Space for the Scouts to use. Meanwhile,
at Cholesbury, following a productive (if rainy) collaborative scrub bash with the Chiltern Society, we completed a full tree assessment of the entire site, with next steps initiating some mitigation work and providing key stakeholders with management plan guidance.

6.4 The project was nominated for international recognition for a Shanghai Archaeology Forum award – we didn’t win, but it was a lovely nod to the impact of our innovative approach to LiDAR and Citizen Science. In November, we presented two papers to the 24th Cultural Heritage and New Technologies conference in Vienna, and these will be published in academic journals, adding to the legacy and impact of the project.

7.0 People and Society

7.1 Open for Business: The Open for Business tourism project in the central Chilterns is progressing well. Aiming to boost the visitor economy despite the disruption of HS2, the project was formally launched in October with 50 businesses attending. A key element of the project will be rolling out the new Chilterns Pass and getting businesses signed up. The Chilterns Pass is an explorer card costing £9.99 per annum and gives users a wide range of offers to tempt them to support local businesses and explore the Chilterns.

65 businesses are signed up, with many more in the pipeline, and already includes some of the well-known attractions including the Roald Dahl Museum, Chiltern Brewery, Go Ape, Chinnor & Princes Risborough Railway and Chiltern Open Air Museum, as well as many small independents and new strategic partnerships. We are supplying discounted Passes to environmental organisations, such as Herts & Middlesex Wildlife Trust for its sponsored walks and challenge events.

The Pass was launched on 13 February at Peterley Manor Farm, Prestwood, when the Chilterns Pass website and associated App will go live and start being widely promoted.

7.2 Other activities
Other activities currently being planned include:
- The first of six ‘Celebrations of Chilterns Food & Drink’ will take place 5-12 April and will offer tours, tastings and experiences in various locations across the central Chilterns
- An expanded programme of walks is planned in the central Chilterns as part of the Chilterns Walking Festivals, tying in with local businesses
- A series of business networking and training events is planned. The most recent was held on 13 February and involved over 50 businesses
- A baseline survey of businesses in the HS2 corridor is being conducted to understand their trading environment and business confidence.

The next Chilterns Walking Festival takes place 16-31 May and plans are well underway:
- 45 walks have already been submitted and we expect at least 80. We have funding from the Wixamtree Trust to organise additional walks and events in the Bedfordshire Chilterns and engage new audiences
The three-year Leader grant has now finished, so we are building up sponsorship, advertising and other income generation to make the Festivals fully sustainable.

We recently carried out a survey to look at the diversity of Chilterns Walking Festival participants. This showed that only 1.5% of people classify themselves as disabled (although 13% have issues which restrict their access to the countryside) and only 3% of participants are from ethnic minorities. We are keen to make our walks more inclusive and reach new audiences who are not currently engaged and will be using these data to make a case for funding to support activities that increase the diversity of people accessing and enjoying the Chilterns.

New project development: we are progressing proposals for a Chilterns arts-inspired public engagement project as a way of reaching new audiences. This would focus on the fascinating stories of the Chilterns industries and workers of the past which will be unearthed through the Chalk, Cherries and Chairs project, and take these to new and diverse audiences through outdoor performances and art installations.

8.0 Development and Communications

8.1 The website redevelopment project progresses well. The successful development agency, Blooberry Design, was secured in December, following a full tender process. A kick start/scoping session was held on 3 February. We are planning for the new site to be live by June.

8.2 Work on Outstanding Magazine 20-21 is well underway. The theme of Partnerships has been agreed and articles include tourism, volunteering, the impact of biodiversity loss, whether the Chilterns should become a National Park, fantastic festivals in the region and much more. The distribution company (Direct Publicity) used for the previous edition has proved successful, with increased exposure across the region, and have been secured for the distribution of this year’s magazine.

8.3 A Communications Assistant has been recruited to assist the Communications Officer with day-to-day marketing and communications activities, such as preparing the e-newsletter, assisting with the delivery of Outstanding Magazine, the annual review and social media presence. The post is 15 hours per week on a fixed term contract for 12 months. The support of the Assistant will free-up the Communications Officer to focus on work including implementing new branding guidelines and communications processes for the staff team, implementing a content and campaign plan that will align with the overall business plan objectives, and working with consultants and the team to deliver the new website.

8.4 As part of the website redevelopment project, a full review of all on and offline documents and leaflets will be conducted and analysed. If required, content will be refreshed and leaflets redesigned bringing it all in line with the new look and feel of the Board.

8.8 The Development and Funding Manager has been working with the Countryside Officer to redevelop the North Chilterns Community Landscape Initiative bid,
Chalkscapes, which was unsuccessful when submitted to the Heritage Lottery Fund (HLF) in August 2018. Having received feedback on the application in March 2019, the bid has been redeveloped to take into account the recommendations of HLF (since renamed National Lottery Heritage Fund). We have identified a number of potential project partners and networks in both the Luton and Dunstable areas, but primarily focusing on Luton, and are now working with these partners to set out the activity which would take place during the Development Phase of the project which, if successful, will commence in Spring 2020 for 24 months.

8.9 Project partners and opportunities include a number of community groups working directly with adults and young people in Luton. We will find out in early March if we have been successful with our bid.

8.10 The Development and Funding Manager is also contributing to national projects led by the National Association of AONBs (NAAONB) and other AONBs, in particular an arts project focused around the NAAONB’s Colchester Declaration (a new and ambitious strategy for change, where the scale and pace of nature conservation activity in AONBs will be significantly increased). The revival of an earlier project, ‘Big Chalk’, in conjunction with the Kent Downs, is also being explored. Both applications are expected to be submitted to the National Lottery Heritage Fund within the next six months.
Item 7  Business Plan 2020-21

Author: Elaine King, Chief Executive Officer

Summary: The Business Plan sets out the priorities for the Chilterns Conservation Board staff team during the year 2020-21.

Purpose of Report: This paper introduces the Business Plan and Budget for financial year 2020-21, which were approved by the Executive Committee on 20 January 2020. The Board is asked to agree the plan.

Background

The Chilterns Conservation Board Business Plan is a summary of the organisation’s work for the financial year 2020-21. We take a lead from the Management Plan and its new set of objectives but the Management Plan is a partnership plan, of aspirations and ambitions, rather than a CCB activity plan.

The business plan follows this cover paper. The plan links to the Budget for 2020-21, presented as Item 9 at this meeting and to the Risk Register, presented as item 11.

External Environment

Significant events in the external environment have potential implications for the Board. The Government’s Landscapes Review, the design of post-Brexit land management support, an Agriculture Bill and an Environment Bill all offer potential challenges and opportunities. The Business Plan takes account of these developments and positions us to tackle challenges effectively and take advantage of opportunities.

Enhanced ways of working

The Business Plan sets out key priorities that reflect both external opportunities and, internally, an increased ambition for the Chilterns AONB and the Chiltern Conservation Board’s staff team.

Enhanced ways of working in 2020/21 will include: leading a new transformational Chilterns Partnership; creating a framework for monitoring, evaluating and delivering the AONB Management Plan; using the Landscape Review’s recommendations to shape the Board’s strategic priorities; developing a resilient and happy staff team; enhancing strategic communications; and engaging a more diverse range of people.

Highlights

Priorities are highlighted for 2020-21 and a set of key activities, in functional areas, which the staff team will collectively deliver. The most important priority for the Board in the first quarter of the new Business Plan year is to progress the new partnership approach.
We continue to lead on an exciting suite of projects, which ensure the Board scales up its impact on conservation and engagement, working collaboratively with a significant number of partners who contribute expertise, effort and resources.

The Chalk Cherries and Chairs Landscape Partnership Scheme is a significant addition to our work and represents a very positive step in delivering landscape conservation and engaging communities in the Chilterns. Similarly, the Beacons of the Past project is making significant progress and the Chilterns Chalk Streams Project is starting to deliver a new and ambitious five-year plan.

We expect to hear from the National Lottery Heritage Fund in early March on our North Chilterns ‘Chalkscapes’ project application, which offers a new and exciting opportunity to people living in Luton and its surrounds.

During 2020-21, we will develop a longer-term planning framework to enable us to set longer-term organisational priorities which contribute to the delivery of the AONB Management Plan.

**Recommendation**

1. The Board is asked to approve the Business Plan 2020-21.
Chilterns Conservation Board Business Plan 2020-21

The Chilterns Conservation Board in 2020-21 – our vision
The Chilterns Conservation Board (CCB) will play a leading role in conserving and enhancing the natural beauty of the Chilterns Area of Outstanding Natural Beauty (AONB), along with inspiring and influencing more people to care about, and take action for, this special landscape. The CCB will raise the profile and reputation of the Chilterns AONB, both locally and nationally. It will contribute to and implement national Government policy and practice and will collaborate with other protected landscapes. The CCB will convene and lead an ambitious partnership committed to delivering the Chilterns AONB Management Plan and will strive to secure the resources needed to ensure the Chilterns AONB’s future resilience.

Key Priorities 2020-21

Enhanced ways of working
The CCB will:

1. Lead development of the new Chilterns Partnership - a robust and transformational partnership which will deliver the ambitions of the Chilterns AONB Management Plan, enabling collaborative working, increasing collective decision making and identifying greater opportunities to leverage funding and resources for the AONB
2. Create a clear and practical framework for monitoring, evaluating and delivering the AONB Management Plan, along with a framework for carrying out baseline environmental monitoring
3. Advocate for the vision, ambition and opportunity of the Glover Review to be accepted and implemented in full by the Government, and use the Glover Review’s recommendations to shape the organisation’s strategic priorities
4. Drive forward work to explore and advocate for the Chilterns to be designated a National Park
5. Maximise opportunities to contribute to and be an exemplar for implementing national policy and practice
6. Collaborate with and provide strategic support on matters affecting the country’s network of AONBs and National Parks
7. Increase the organisation’s effectiveness through developing a resilient, high performing and happy staff team, along with maximising engagement and skills on the Board
8. Enhance its strategic communications, both internally and externally, particularly with the aim of raising the profile of the Chilterns AONB
9. Improve engagement with the Chilterns AONB by a more diverse range of people, especially those who currently miss out
10. Explore means by which the organisation can mitigate the impacts of climate change and lower its carbon footprint.
Landscapes alive for nature and beauty
The CCB will:
11. Strengthen its influence on approaches to land management and widen engagement with land managers to deliver more, bigger, better connected spaces for wildlife
12. Strengthen its involvement with the emerging Environmental Land Management Scheme including taking an active role in tests and trials being led by partners in the Chilterns
13. Continue to lead and support the Chilterns Chalks Streams Project to ensure delivery of an enhanced suite of ambitions as set out in a new five-year Business Plan (2020-2025)
14. Raise the profile of the rich tapestry of human activity in the Chilterns landscape, ensuring that the Historic Environment is understood, valued, protected, and enjoyed
15. Advocate for the Chilterns AONB in relation to major infrastructure and housing development and continue to secure developer contributions to enhance the Chilterns and deliver environmental net gain
16. Secure the legacy of the Chiltern Woodlands Project following its closure and ensure that access to specialist woodland advice is maintained
17. Deliver a programme of work along a section of the Great Western Railway through two Areas of Outstanding Natural Beauty (AONB) to conserve and enhance the landscapes, wildlife and heritage.

Landscapes for everyone
The CCB will:
18. Enhance its work to encourage people to value the Chilterns landscape and value what makes it outstanding
19. Connect more people to the Chilterns landscape - increasing engagement with those who miss out: the older, the young - especially adolescents - those from lower socio-economic groups and black, Asian and minority ethnic communities
20. Encourage greater participation in volunteering and citizen science, increase coordination and consistency across partner organisation and increase benefits to individuals as well as the Chilterns environment
21. Encourage a sustainable tourism industry that balances the care and protection of the Chilterns landscape with building increased opportunities for local businesses, and so contributing to a thriving local economy.

A structure chart of the staff team can be found Appendix 1 and the summary budget for 2020-21 in Appendix 2.
The External Environment

The significant issues

- The need for land reform
- The state of nature and natural capital
- Housing and infrastructure pressure
- The need to be more diverse and inclusive
- Impacts of climate change

The significant events

- Environmental Land Management Scheme design (exiting CAP)
- Glover Landscapes Review (and Government response)
- Buckinghamshire Unitary Council launches
  - 1 April 2020
- Spending Review 2020-24
- Environment Bill & creation of new Office for Environmental Protection
- Brexit
- Agriculture Bill

CCB Response

- Facilitate the delivery of the 2019-24 AONB Management Plan
- Roll out a new Chilterns AONB Partnership
- Make the case for the Chilterns to become a National Park
- Engage more landowners
- Embedding diversity & inclusion across our work
- Colchester Declaration (National Association of AONBs)
### Landscape: 2020-21 Priority Activity

#### Strengthen influence on land management
- Consolidate Bucks and Oxon farmer clusters, ensuring that they are working well and delivering on the ground. Establish new woodland clusters
- Expand the farmer cluster approach into the proposed Chalkscapes Project
- Carry out practical habitat restoration and enhancement works through projects
- Identify and develop new opportunities for landscape and biodiversity enhancement and provide land management advice
- Engage landowners with their Historic Environment assets and offer management advice
- Secure the legacy of the Chiltern Woodlands Project following its closure and ensure that access to specialist woodland advice is maintained
- Scope and secure resources for a Citizen Science conference and road show to celebrate achievements across projects, and make a call to action

#### Inform, plan and inspire collaborative action
- Establish a Working Group (as part of the Chilterns Partnership) to drive forward practical action and secure more investment for ‘Nature’s Recovery’
- Lead collaborative work on a new Chilterns Trees and Woodlands Plan setting out how CCB and partners will meet the relevant objectives identified in the AONB Management Plan
- Establish a Working Group (as part of the Chilterns Partnership) on Monitoring, Evidence and Research to create a robust baseline to track environmental change and impact and to create an evidence base to support a National Park application
- Include Heritage in natural environments discussions, as understanding past human impact on the landscape is integral to understanding the present and future trajectories of the environment

#### Planning
- Influence all local plans, neighbourhood plans and regional and Government consultation affecting the Chilterns AONB
- Intervene in all significant planning applications and infrastructure proposals that would harm the Chilterns including Ox-Cam arc and airport expansions
- Make a positive impact on the design of HS2 structures
- Develop communications and online tools to improve the standard of planning and design in the Chilterns and equip others to comment
- Lead the collaborative delivery of a programme of work along the Great Western Railway through two Areas of Outstanding Natural Beauty (AONB) to conserve and enhance the landscapes, wildlife and heritage

#### Chilterns Chalk Streams Project (CCSP)
- Secure funding to support expansion and enhancement of the CCSP to enable the delivery of its new and ambitious five-year business plan
- Secure the continuation, and expansion, of the Chalk Streams Education & Engagement programme, to include recruiting a new part time Officer
- Develop and deliver programmes of activity to restore and enhance chalk streams, supporting Citizen Science initiatives of research and monitoring
- Take a lead role in developing a plan to reverse the decline of chalk streams in the Chilterns, such as through the Chalk Rivers Action Group

**Deliver Chalk, Cherries & Chairs Landscape Partnership Scheme**
Deliver a programme of multiple projects in Year 2 including:

*Environmental Focus*
- Engage 50 landowners and secure 100 active volunteers
- Active habitat restoration / enhancement
- Undertake citizen science surveys as part of Routes to the Past and the Mystery of Grim’s Ditch, contributing to the LiDAR map of ancient routeways across the Chilterns
- Record oral histories from local crafts people, artists and residents
- Deliver practical workshops on a variety of traditional crafts and skills, engaging new audiences and age groups

**Deliver Beacons of the Past (Hillforts) Project**
- Launch the Online Learning Zone for heritage education across the Chilterns
- Complete capital works on at least four monuments across the AONB
- Ensure and build upon the legacy of the project by engaging with other aspects of landscape management and planning (i.e getting Heritage a seat at the table)

**Deliver Restoring Landscapes and Biodiversity after Rail Electrification project**
- Establish and begin delivery of a programme plan for a joint venture with North Wessex Downs AONB using a £3.75 million AONB enhancement package funded by Network Rail

**Begin delivery of Chalkscapes Project**
- Assuming funding application to the National Lottery Heritage Fund is successful, begin recruitment and development of Chalkscapes Project – Development Stage Year 1

**DEFRA indicators**
- Indicator 1: Number of hectares of land where natural beauty has been conserved or enhanced through the work of AONB teams
- Indicator 2: Number of heritage assets where condition or setting has been conserved or enhanced
- Indicator 5: Number of strategies, plans, policy, guidance documents, development and land management schemes appraised or developed by AONB Teams
### People and Place (Engagement, social and economic wellbeing)

**Deliver the HS2 BLET funded ‘Open for Business’ project** (Year 2 of the three-year programme) including:

- Promote the Chilterns Pass which will engage a large number of businesses
- Deliver two Chilterns Food and Drink Festivals, April and October 2020
- Deliver a series of business workshops and networking events
- Work closely with the Chalk, Cherries and Chairs project team and Visit Bucks to maximise opportunities for engaging with new and diverse audiences in the same geographic area as ‘Open for Business’
- Deliver two Chilterns Walking Festivals in 2020 and seek opportunities and investment to grow the festival, in particular working with new partners to increase the diversity and reach of audiences and attract new funding
- Develop the Chilterns AONB volunteering offer, connecting with opportunities to deliver Citizen Science initiatives
- Review visitor data and research additional sources. Identify gaps and cost options for sourcing additional data. Collaborate on the resourcing and commissioning of any additional research
- Undertake preliminary exploration of a Chilterns visitor management initiative, including a system of effective communications with volunteers

**Deliver Chalk, Cherries & Chairs Landscape Partnership Scheme**

- Organise a fun, educational and varied schedule of festival events which celebrate the unique heritage and landscape of the Central Chilterns
- Deliver a schedule of engaging workshops and lectures across the three project themes
- Engage with youth groups and diverse urban audiences through art, sound and practical conservation activities

**Deliver Beacons of the Past (Hillforts) Project**

- Engage more urban communities in practical works and education programmes (Marsh Farm, High Wycombe, Chesham)
- Increase cultural capital in Chilterns schools by delivering teacher training to ensure better and more integrated heritage content
- Fostering a greater visibility and understanding of hillforts in the wider heritage landscape, with a view to increasing visitor numbers where practical

**Begin delivery of Chalkscapes Project**

- Assuming funding application to the National Lottery Heritage Fund is successful, begin recruitment and development of Chalkscapes Project – Development Stage Year 1

### DEFRA INDICATORS

Indicator 3: Number of people engaged with through the work of AONB teams
## Organisational resilience

### Funding/income generation
- Make the case for and secure investment to conserve and enhance the Chilterns AONB
- Make the case for and secure developer contributions to offset impacts of development and/ or enhance the AONB including Ox-Cams Arc
- Develop and secure Review Group sign off for proposals for HS2 Additional Projects investment (£3m fund)
- Develop and secure Historic England Monument Management Scheme funds to enhance capital works on Chilterns hillforts
- Develop and secure funding for the proposed *Not Bourne Yesterday: Chalk Stream Communities of the Chilterns* project
- Secure funding for delivery of new Chilterns Chalk Streams Project Business Plan
- Contribute to/support wider/NAAONB projects, especially where there is strategic value and benefit to raise the profile of the Chilterns
- Identify, scope and secure funding for potential new project opportunities which help deliver the Management Plan by working with staff team and partner organisations
- Identify new funding to ensure the continuity and growth of the Chilterns Walking Festival, including a focus on health and wellbeing, and the arts

### Communications
- Create and deliver an ambitious and inspiring Communications programme which promotes the Chilterns AONB and the work of the Board, its projects and partners, and is aligned to Management Plan objectives, reflects the priorities for the AONB and inspires and influences stakeholders to work in partnership to achieve its outcomes
- Develop and implement a new website for the CCB

### Governance
- Advocate for the ambitions and proposals set out in the Glover Review and continue to make the case for the Chilterns AONB to be designated a National Park
- Lead the development of a Chilterns Partnership approach to ensure the effective implementation of the AONB Management Plan
- Engage with national and regional AONB family activities such as on the Landscapes Review and post-Brexit arrangements including ELMS, an Agriculture Act and an Environment Act
- Increase Board engagement with the staff team and partners, in addition to providing networking and influencing opportunities with local and national Government and external partners
- Build local authority engagement and commitment in the light of local Government change (eg establishment of a new unitary Buckinghamshire Council on 1 April 2020)
• Work with DEFRA and the National Association of AONBs on changes to Board governance structures as required by local Government changes and the Glover Review recommendations (eg improving diversity and inclusion)
• Review and consolidate internal policies and procedures to ensure they are fit for purpose as the CCB staff team continues to grow
• Improve the Business Planning development process and develop a longer-term (3-5 year) Business Plan model to better identify, plan and deliver priority areas of work
• Invest in building a resilient, high performing and happy CCB staff team, to include investing in staff training and development and ensuring high levels of staff satisfaction and wellbeing

DEFRA INDICATORS
Indicator 4: Number of partnerships/initiatives influenced by AONB team to deliver MP objectives
Indicator 6: Total value of work delivered directly or secured by the work of AONB Teams
Appendix 1: Chilterns Conservation Board Staff Team in 2020

Elaine King
Chief Executive Officer

Kath Daly
Countryside Officer

Lucy Murfett
Planning Officer
Part time

Annette Venters
People & Society Officer
Part time

Claire Readey
Development & Funding Manager

Joanna Watson
GWR Programme Manager

Graham Hurst
Finance Officer

Deirdre Hansen
Committee Clerk/Deputy Monitoring Officer

Permanent posts
Funded project posts
Freelancers

Agnes Knoll
Landscape Partnership Manager

Neil Jackson
Conservation & Landscape Officer

Mike Stubbs
Planning Consultant
Part time

Walking Festival freelance support

Vicki Pearce
Communications Officer
Part time

Vicki Morley
Communications Assistant
Part time

Lizzie Buckley
Communications & Engagement Officer

Allen Beechey
Chalk Streams Project Officer

Ceri Groves
Education & Engagement Project Officer
Part time

Walking Festival freelance support

Wendy Morrison
Hillforts Project Manager

Donna Webb
Administration Officer
Part time

Ed Peveler
Hillforts Project Officer

Lynne Cordice
Administration Officer
Part time

Sam Johansen
Community Heritage Officer

Nick Marriner
Landowner Engagement Officer

Harriet Bennett
Land Management Officer

Helen Hall
HS2 Programme Manager
## Appendix 2: Summary Budget 2020-21

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<th>Chiltern Conservation Board</th>
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<th>2020-21 Annual Budget</th>
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<td><strong>Income</strong></td>
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<td><strong>Grand total net</strong></td>
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Item 8  HR Advisory Group

Author: Ray Payne, Vice Chairman

Summary: The HR Advisory Group has now been formed, the Terms of Reference agreed by the executive Committee and the membership established.

Purpose of Report: To advise the Board of the events referred to in the Summary.

Background

1. The formation of the HR Advisory Group was agreed by the Executive Committee at its meeting on 18 September 2019, together with its Terms of Reference.

2. The Board was advised of this at its meeting on 16 October 2019.

3. The Terms of Reference are at Annex A of this report

Progress

1. The current membership of the Group is:
   a) Laura Green (Co-opted member and the Board’s HR Advisor)
   b) Elaine King (Chief Executive Officer)
   c) Lynn Lloyd (Board Member)
   d) Paul Mainds (Board Member)
   e) John Nicolls (Board Member)
   f) Ray Payne (Deputy Chairman and Chair)

2. There is a vacancy for another Board Member and another co-opted member. The co-opted vacancy will be left unfulfilled in case a subject area specialist(s) is required in the future.

Recommendations

1. To note the current arrangements.
Annex A

HR Advisory Group

1. The purposes of this paper are to describe the objectives, outputs currently anticipated, and the membership framework of the HR Advisory Group.

2. The objectives of the HR Advisory Group are described in paragraph 67 of the Conservation Board’s Statutory Requirements and Code of Governance (First Edition June 2017, Second Edition June 2019 Version V3A) in the following way:

   The HR Advisory Group shall:

   a) Comprise five members including the Deputy Chairman and one member of the Executive Committee and at least two co-opted members all chosen by the Chairman of the Executive Committee in consultation with the chief executive officer;

   b) Review all HR arrangements as necessary including the HR Policies, Procedures and Staff Handbook;

   c) Provide the Chairman with advice on performance appraisals;

   d) Provide the Chairman with advice on remuneration;

   e) Provide advice to the Appeals Sub Committee as requested;

   f) Conduct a regular confidential staff survey; and

   g) Report directly to the Chairman

3. The HR Advisory Group is a deliberative and advisory group. It does not have any decision-making functions and it will be chaired by the Deputy Chairman and will include the Chief Executive Officer. The two or more co-opted members, unlike the five members, will be treated as non-voting members as defined in paragraphs 27 and 28 of the Code of Governance.

4. The review referred to in sub paragraph (b) of paragraph 2 will include, but not be limited to, the following polices, some of which are in place and will be subject to review and some are yet to be developed:

   - Bereavement in the workplace
   - E-mail and internet use
   - Employment health
   - Incentive pay
   - Mental health
   - Stress management
Remote working
Succession Planning
Sickness and SSP
Wellbeing of the staff
Working from home, and
Zero Hours contracts

5. The advice referred to in sub paragraph (e) of paragraph 2 will include, but not be limited to, the following legal obligations, some of which are in place and will be subject to review and some are yet to be considered, and those referred to in sub paragraph (b):

- Discipline and grievance issues
- Discrimination
- Employment contracts: full time
- Equality and diversity
- Employment law: basic
- Flexible working
- Minimum wage and statutory pay
- Pensions
- Redundancy
- Working parents and carers, and
- Working time

6. The reports to the Chairman referred to in sub paragraph (g) of paragraph 2 will include any or all of the matters referred to in paragraphs 3 and 4 together with the following and any related and relevant matters:

- De facto, shadow and other types of director and their duties; and
- Directors and managers: differences.
Item 9  Review of Risk Register

Author:  Elaine King, Chief Executive Officer

Summary:  The Risk Register is reviewed annually by the Executive Committee.

Purpose of Report:  To approve the updated Risk Register, as agreed by the Executive Committee on 20 January 2020, in accordance with the Committee’s policy.

Introduction

Last approved in January 2019, the Risk Register was discussed by the Executive Committee on 20 January 2020 and the updated Risk Register is appended to this paper.

In this coming year key risks to consider include:

- Cashflow management given the increased project requirements and uncertainties over Defra and local authority funding
- Local government change in Buckinghamshire and its districts
- Recommendations in the Government’s Landscapes Review, including a need to improve diversity.

Recommendations

1. The Board is asked to review and approve the updated the Risk Register.
Chilterns Conservation Board Risk Register

Last Updated: February 2020

Revisions:

Approved: February 2020

Next Executive Review: January 2021

The Board’s Risk Management Process

Risk management comprises two separate activities: risk identification, evaluation and impact; and management of the risk.

The first step is to identify the risks facing the Board. Each risk is then evaluated by assessing both its likelihood and its impact on a scale of 1 to 4. The two scores are then multiplied to give an overall risk score. Highest scores are classified as red risks, with lower scores classified as amber or green as appropriate and as indicated in the table below.

The next step is to manage each risk by identifying a suitable response and the risk score adjusted. There are four possible responses:

- transfer it (e.g. insurance)
- tolerate it (accept the risk)
- remove it (discontinue the activity that gives rise to the risk)
- treat or reduce it (take action to control it)

Risk Scoring

<table>
<thead>
<tr>
<th></th>
<th>4 Very High</th>
<th>3 High</th>
<th>2 Medium</th>
<th>1 Low</th>
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<tr>
<td><strong>4 DISASTER</strong></td>
<td>RED</td>
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<td>AMBER</td>
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<td>Significant service failure / total loss of public confidence / fatality / major financial crisis.</td>
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| **3 MAJOR** | RED | RED | AMBER | GREEN |
| Significant service disruption / serious public criticism / serious injury / large financial cost. |

| **2 NOTICEABLE** | RED | AMBER | AMBER | GREEN |
| Some service delivery disruption / reduced public confidence / minor injury / unplanned financial cost. |

<p>| <strong>1 MINIMAL</strong> | AMBER | GREEN | GREEN | GREEN |
| Minor service delivery disruption / adverse public comment / no injury / low financial cost |</p>
<table>
<thead>
<tr>
<th>No</th>
<th>Area</th>
<th>Description</th>
<th>Assessment – NO controls in place</th>
<th>Control Measures</th>
<th>Responsibility</th>
<th>Assessment – WITH controls in place</th>
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<td>Likelihood</td>
<td>Impact</td>
<td>Score</td>
<td>Likelihood</td>
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<tr>
<td>1a</td>
<td>Reputation</td>
<td>Withdrawal of key partners such as local authorities due to funding and other pressures</td>
<td>3</td>
<td>3</td>
<td>9</td>
<td>2</td>
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<td></td>
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<td></td>
<td>Board Members to ensure profile of AONB and CCB within local authorities</td>
<td>Involvement of all partners in AONB Management Plan Review</td>
<td>Board Members Chief Executive Officer</td>
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<tr>
<td>1b</td>
<td>Reputation</td>
<td>Loss of reputation due to scandal / impropriety, or bringing the Board into disrepute</td>
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<td>Clear financial procedures and controls in place</td>
<td>Qualified Comms Officer in post</td>
<td>Chairman Chief Executive Officer Deputy MO</td>
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<td>2a</td>
<td>Performance</td>
<td>Lack of strategy and plan to create a sustainable future and deliver on duties Failure to implement recommendations in the Government’s Landscapes Review</td>
<td>1</td>
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<td>Regular consideration at Board and Executive Committee. Robust process to develop Business Plan Commitment to five-year Management Plan Development of Monitoring and Evaluation Framework to assess and deliver impact Staff team proactively exploring Landscapes Review recommendations Chief Executive is member of Defra working group exploring delivery of the Review’s recommendations</td>
<td>Executive Committee Chief Executive Officer Chief Executive Officer</td>
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<td>Board Members to ensure profile of AONB and CCB within local authorities</td>
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<td>Performance</td>
<td>Lack of staff capacity or capability</td>
<td>3</td>
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<td>Poor staff morale/ retention</td>
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<td>Lack of expertise e.g. landscape architecture</td>
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<td>2e</td>
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<td>Performance</td>
<td>Insufficient board contributions or attendance</td>
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<td>2f</td>
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<td>Performance</td>
<td>Failure of IT Systems</td>
<td>2</td>
<td>3</td>
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<td>Breach in data security/hacking</td>
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<td>2g</td>
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<td>H &amp; S</td>
<td>Accidents to staff member, volunteer or contractor</td>
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<td>Lone working of staff</td>
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<td>Failure of electrical equipment</td>
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<td>2h</td>
<td>Safeguarding</td>
<td>Harm to members of public especially children and at-risk adults</td>
<td>2 4 8</td>
<td>Annual review of H&amp;S policy</td>
<td>Admin/office manager</td>
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<td>Lone-working system – use of public calendars, emergency contacts</td>
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<td>Annual check of electrical equipment</td>
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<td>Annual fire risk assessment</td>
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<td>3</td>
<td>Financial</td>
<td>Reduced resources due to Defra and local authority grant allocations reducing, or due to HLF reducing funding to landscape initiatives.</td>
<td>3 4 12</td>
<td>Detailed scrutiny of planned spend and income generation</td>
<td>Executive Committee Board Members Chief Executive Officer</td>
<td>2 3 6</td>
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<td>Board Members to ensure profile of AONB and CCB within local authorities</td>
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<td>Build evidence and ‘return’, make strong case for support to DEFRA and local authorities</td>
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<td>Develop and nurture relationships with key funders eg National Lottery Heritage Fund</td>
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<td>3b</td>
<td>Financial</td>
<td>Insufficient resources to cover cashflow needs, emergencies and to invest in development</td>
<td>2 4 8</td>
<td>Effective management of reserves, including maintenance of minimum operational and contingency reserve</td>
<td>Chief Executive Officer &amp; Finance Officer</td>
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<td>Clear business cases for investments</td>
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<td>3c</td>
<td>Financial</td>
<td>Poor planning, control and monitoring</td>
<td>2 3 6</td>
<td>Preparation of medium-term financial plan &amp; scenarios</td>
<td>Executive Committee Chief Executive Officer</td>
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<td>Scrutiny of annual budget to match costs with resources</td>
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3. **FINANCIAL:** Weaknesses of planning, control and monitoring, lack of resources
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<td>3d</td>
<td>Financial</td>
<td>Failure to pay salaries and allowances to staff and members</td>
<td>2</td>
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<td>Adequate resources for the repair and renewal of assets</td>
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<td>Failure to maintain pension scheme effectively</td>
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<td>Review budget monitoring reports on a regular basis</td>
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<td>Both Finance Officer and Administration Officer conversant with procedures</td>
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<td>Finance Officer monitors actuarial valuations and makes recommendations as necessary.</td>
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<td>3e</td>
<td>Financial</td>
<td>Failure to manage cash flow effectively</td>
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<td>Treasury Management Policy in place</td>
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<td>Production of cash flow forecasts</td>
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<td>Expenditure controls</td>
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4. GOVERNANCE: Failure to operate as an effective and efficient body; failure to act legally

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<tr>
<td>4a</td>
<td>Governance</td>
<td>Failure to comply with corporate governance requirements and legal obligations, including employment law, H &amp; S law etc</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>Updated governance document &amp; Code of Conduct in place</td>
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<td>Appointment of Monitoring &amp; Deputy Monitoring Officer</td>
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<td>Appointment of Section 151 Officer</td>
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<td>Appointment of Monitoring Officer</td>
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<td>4b</td>
<td>Governance</td>
<td>Insufficient engagement &amp; oversight by board</td>
<td>3</td>
<td>3</td>
<td>9</td>
<td>Effective involvement of Executive Committee &amp; Planning Committee, use of working groups as appropriate Functional reviews by Exec Comm. Effective recruitment processes for new board members</td>
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<tr>
<td>4c</td>
<td>Governance</td>
<td>Insufficient quantity and capability of externally appointed Board members</td>
<td>3 3 9</td>
<td>Regular learning sessions/visits for board members</td>
<td>Chairman</td>
<td>3 2 6</td>
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<td>Lack of diversity amongst Board members</td>
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<td>Implement new guidance and policies from Government</td>
<td>Board Members</td>
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<td>Deputy Monitoring Officer</td>
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<td>4d</td>
<td>Governance</td>
<td>Failure to combat financial mismanagement, fraud, theft</td>
<td>2 4 8</td>
<td>Appointment of internal audit service</td>
<td>Finance Officer</td>
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<td>Appointment of Section 151 Officer</td>
<td>Chief Executive Officer</td>
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<td>Effective internal governance policies and procedures</td>
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<td>4e</td>
<td>Governance</td>
<td>Failure to ensure public and staff safety at external events</td>
<td>3 4 12</td>
<td>Risk assessment undertaken for all events</td>
<td>Chief Executive Officer</td>
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<td>Public liability insurance in place</td>
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<td>Safeguarding Policy in place</td>
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<td>Governance</td>
<td>Failure to comply with data protection law</td>
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<td>DP Officer appointed</td>
<td>Chief Executive Officer</td>
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<td>Staff training &amp; new procedures</td>
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