

Deer Commission for Scotland
296th Open Board Meeting on Monday, 8th March 2010
Atholl Palace Hotel, Pitlochry

Agenda

OPEN SESSION – 11.30

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| 1 | Apologies | |
| 2 | Draft Minutes of Meeting of held 2 nd December 2009 | Paper: 296/1 |
| 3 | Matters Arising from Meeting held on 2 nd December 2009 | Paper: 296/2 |

FOR DECISION

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|---|------------------------------------|--------------|
| 4 | Annual Business Plan for 2010-2011 | Paper: 296/3 |
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FOR DISCUSSION

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| 5 | Scotland's Wild Deer: A National Approach (WDNA) Action Plan Update and Development of Action Plan 2010-2013 | Paper: 296/4 |
| 6 | DCS/SNH Merger: Update on Progress | Paper: 296/5 |

FOR NOTING

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|----|--|--------------|
| 7 | DCS Carbon Reduction Performance | Paper: 296/6 |
| 8 | External Meetings Attended by Chairman and Chief Executive | Paper: 296/7 |
| 9 | Minutes of Meetings | |
| | a) Deer Management Committee
Draft Minutes of Meeting held on 8 th February 2010 | Paper: 296/8 |
| | b) Resources and Audit Committee
Draft Minutes of Meeting held on 8 th February 2010 | Paper: 296/9 |
| 10 | Any Other Business | |
| 11 | Date of Next Meeting (29 th June - Inverness) | |

**Deer Commission for Scotland
Draft Minutes of the 295th Open Board Meeting
held on Wednesday, 2nd December 2009
Great Glen House, Inverness**

OPEN SESSION

Present: Prof J Milne (Chairman)
Dr A Barbour
Dr C Shedden
Dr P Mayhew
Mr A Hamilton
Mr S Pepper
Mr N Rowantree
Earl of Dalhousie
Dr S Walker

Mr N Halfhide (Chief Executive)
Mr A MacGugan (Director of Stakeholder Relations)
Ms M Wall (Head of Administration)
Mr R Kernahan (Director of Deer Management)
Ms K McNeil (Director of Policy, Projects and Research)
Ms J Findlay (Policy Officer)
Ms F Newcombe (Research and Data Manager)

Mr A Laing (Scottish Natural Heritage)
Mr M Liddle (Scottish Government)

1 OPENING REMARKS

- 1.1 The Chairman welcomed all present, including members of the public, Melissa Wall and Angus Laing, SNH who were attending their first Board meeting.
- 1.2 There were apologies from Sir M Strang Steel, Prof J Pemberton, Sir P Hunter Blair and Mr W Boyd Wallis.
- 1.3 There were two members of the public present.

2 DRAFT MINUTES OF THE MEETING HELD ON 28TH SEPTEMBER 2009

Paper: 295/1

- 2.1 The minutes were **approved** subject to the following amendments:
 - Note in the apologies that Dr S Walker was unable to attend due to her attendance at a meeting of SNH.
 - Typographical errors in paragraphs 4.2, 5.2, and 7.2 and the addition of the year to the heading of the Minute.

Action: Melissa Wall

3 MATTERS ARISING FROM MEETING HELD ON 2^{8TH} SEPTEMBER 2009

Paper: 295/2

3.1 Members **noted** the contents of paper 295/2.

4 REVISION TO ANNUAL BUSINESS PLAN FOR 2009-2010

Paper: 295/3

4.1 Nick Halfhide introduced the paper which sought Members approval for proposed revisions to the Annual Business Plan for 2009-2010. He explained that the Resources and Audit Committee had previously agreed the revision of a number of items in the Annual Business Plan.

4.2 Members considered the proposed revisions as follows (numbers refer to activities in the Annual Business Plan):

1.9 To include a new activity to carry out research into the measurement of bare peat;

4.3 Members viewed this as essential work and **agreed** the revision.

4.2 To replace existing 'wildlife watching' activities with 'acquire an understanding of the challenges and opportunities relating to deer watching activities in Scotland and wider dissemination of information by Q3; and implementation of events to provide guidance, advice and feedback, and to facilitate professional networks between landowners, deer managers and activity providers by Q4';

4.4 Stressing that it was important to avoid duplication of work which other organisations were undertaking, Members **agreed** the revision.

8.2 In relation to developing the Code agreed by the Board in September, to replace the final activity with 'agree the scope of a code of sustainable deer management by the end of Q4';

4.5 Members **agreed** this revision

4.6 Noting that there had been some confusion following a presentation at the recent Deer Management Round Table, the Chairman clarified that a draft Code had **not** yet been produced and development was still at an early stage. Stakeholders would be involved in its development.

9.3 To include the following new activity 'contribute funding to a research project by Strathclyde University into analysing human DNA samples from poached deer'.

4.7 Members agreed this new activity as it had the potential to deter and prosecute those involved in wildlife crime. It was noted that the Partnership for Action Against Wildlife Crime, the British Association for Shooting and Conservation, and the British Deer Society were also contributing to the funding of this activity.

4.8 Members **agreed** that the revised Annual Business Plan should be submitted to the Scottish Government for approval.

Action: Nick Halfhide

5 REVISED BUDGET FOR 2009-2010

Paper: 295/4

- 5.1 Nick Halfhide introduced the paper which sought Members' agreement to a revised annual budget for 2009-2010. He explained that the Resources and Audit Committee had discussed and agreed the proposed revised budget at their last meeting.
- 5.2 In addition to the information in the paper, he reported that DCS were expecting a substantial rates rebate (c £46k) from the occupancy of GGH as SNH had recently been awarded Charitable Status. He noted that it was unlikely that DCS would be able to spend this sum at this stage in the financial year and would need to consider returning it to the Scottish Government.
- 5.3 During the discussion, Members raised questions about any conditions on the use of the thermal imaging camera (an item of Capital) that may be imposed through the import licence. Staff did not believe that this was an issue but agreed to investigate further and report to the Board.

Action: Alastair MacGugan

- 5.4 Members **agreed** to submit the revised budget to the Scottish Government for their approval.

Action: Nick Halfhide

6 PROGRESS ON JOINT WORKING SITES (PRESENTATION)

- 6.1 Robbie Kernahan gave a presentation on the joint working sites programme. He commented on the DCS contribution to the 2010 SG favourable condition targets and provided an overview of the sites which were being worked on by DCS officers and partner agencies. He commented that there had been significant progress towards the 2010 target in the last six months however there were some challenging issues remaining towards achieving the 2010 target.
- 6.2 During discussion, Members **noted** the following points:
- It was important to obtain the correct management prescription for each site.
 - Information from FCS on progress on woodland sites affected by grazing should be obtained.
 - It was important to consider how DCS efforts towards achievement of the 2010 target would be communicated now and in the future following the proposed merger with SNH. It was noted that there were plans to use the successful outcome to the Glenfeshie Section 7 agreement to showcase how success had been achieved.

- The Scottish Government would take a national lead in explaining progress against the target in March 2010.
- Post 2010 it was likely that the 95% target would remain pending decisions to be taken later in the year.

6.3 Members thanked the staff involved in helping to achieve the target.

7 EMBEDDING CARBON ACCOUNTING INTO PLANNING AND DECISION-MAKING FRAMEWORKS

Paper: 295/5

7.1 Jessica Findlay introduced the paper which outlined a process for embedding carbon accounting and accountability into DCS planning and decision making. DCS' carbon targets sits within the context of the Scottish Government target of a reduction of greenhouse gases by 42% by 2020. She commented that the paper placed a focus on travel and deer counts as areas for carbon reduction and this would be built into DCS planning.

7.2 In discussing the Carbon Decision Support Framework, Members made the following comments:

- The Carbon Decision Support Framework tool should help guide decisions and was not a definitive list of questions, and new questions may arise as it is put into practice;
- Deer counting is central to DCS' business. It is currently carried out in various ways – dung counts, open hill ground counts, open hill helicopter counts, and thermal imaging counts – depending on the circumstances. It is important to have access to all these methods whilst considering ways to reduce the carbon generated; and
- DCS needed to continue to investigate more carbon-efficient ways of carrying out deer counts.

7.3 Members **noted** that they were encouraged by the commitment of DCS staff towards changing practices in order to meet carbon reduction targets.

8 SCOTTISH LAND USE STUDY AND STRATEGY

Paper: 295/6

8.1 Fiona Newcombe presented this paper which provided an update on the Scottish Land Use Study and Strategy and which set out the next steps for DCS' engagement in the process. The Scottish Government announced its intention to develop a new approach to land use in 2008 in order to better understand the links between land uses and how to make the best use of land in Scotland. She commented that full reports of the three Research projects launched at the recent Land Use Summit would be published shortly.

8.2 Members **noted** DCS' opportunity to influence the strategy as a result of their early engagement in its development.

8.3 Members **agreed** that it was important to contribute to the Strategy to integrate nature conservation and game management more closely for the benefit of rural communities.

8.4 Members **noted** that workshops would be held in Spring 2010.

9 DCS/SNH PROPOSED MERGER: UPDATE ON PROGRESS Paper: 295/7

9.1 Nick Halfhide introduced the paper which provided Members with an update on the proposed DCS/SNH merger. He commented that, although the Stage 1 debate had been delayed to 7th January, it was anticipated that the Stage 2 and Stage 3 debates would still take place before the Easter Recess. He reported the following:

- Existing staff had been assigned to the posts that they would occupy post merger and recruitment exercise would take place for any new posts;
- The future of DCS Crown Exemption status was still being explored with Scottish Government;
- Options for co-locating the Stirling office were being examined;
- Meetings had taken place in relation to defining the scope of the new Wildlife Management Programme and it was important to ensure a continued focus on deer management within the Programme;
- DCS staff were working on a data cleansing exercise to ensure that databases were ready for transfer to the new SNH electronic filing system;
- Staff were preparing to move to their new positions within their new teams in the GGH building;
- The proposal for the new Deer Advisory Panel was being explored and would be progressed by Katy McNeil, it was expected that an update would be provided at the next meeting.

9.2 Members **noted** the progress and requested that a copy of the new staff structure chart be circulated to them.

Action: Nick Halfhide

10 EXTERNAL MEETINGS ATTENDED/TO BE ATTENDED BY CHAIRMAN AND CHIEF EXECUTIVE

Paper: 295/8

10.1 Members noted the meetings attended by the Chairman and Chief Executive since the last Board meeting.

11 MINUTES OF MEETINGS

a) Deer Management Committee Draft Minutes of Meeting held 2ND November 2009

Paper: 295/9

- 11.1 Members **noted** the draft Minutes of the Deer Management Committee meeting held on 2nd November 2009
- 11.2 The Chairman drew Members' attention to the Monadhliath SAC item and confirmed that he, Andrew Barbour, Robbie Kernahan and Iain Hope had already met to discuss how best to proceed on the site. In relation to Breadalbane SAC, he confirmed that he and Nick Halfhide had raised the issue of the involvement of Scottish Government's Estates with the Sponsor Team.

b) Strategy Committee Draft Minutes of Meeting held 2nd November 2009

Paper: 295/10

- 11.3 Members **noted** the draft Minutes of the Strategy Committee meeting held on 2nd November 2009.
- 11.4 Members **noted** that the item on Damage by Deer to Forestry included the wider Impacts of deer on the economics of forestry as it was important to recognise that what was being measured was the costs to the forestry industry of putting in place measures to minimise deer damage and not only the actual value of the damage caused.
- 11.5 Members **agreed** that staff should prepare a briefing note comparing the costs of deer damage and its prevention in the four main areas of DCS' remit - forestry, agriculture, the natural heritage and public safety (especially road traffic accidents).

Action: Katy McNeil

- 11.6 Members **noted** that, in relation to Item 4: 'Deer Watching Project', it was important to stress that DCS' remit was to complement the work of the private sector and not duplicate it. Katy McNeil reported that a report on the issues identified by a survey on deer watching activities was now available and would be circulated to members.

Action: Katy McNeil

c) Resources & Audit Committee Draft Minutes of Meeting held 2nd November 2009

Paper: 295/11

- 11.7 Members **noted** the draft Minutes of the Resources and Audit Committee meeting held on 2nd November 2009.

12 ANY OTHER BUSINESS

- 12.1 There was no other business.

13 DATE OF NEXT MEETING

- 13.1 The next meeting of the Board will be held on 8th March 2010 in Pitlochry.

Matters Arising from Open Meeting of the Board of the Deer Commission for Scotland held on Wednesday 2nd December 2009,

Prepared by: Nick Halfhide, Melissa Wall, Katy McNeil and Alistair MacGugan

1. Purpose

The purpose of this paper is to update members on matters arising from the meeting of the Board held on Wednesday 2nd December 2009.

2. Action

To note the following actions.

3. Matters Arising

2 Draft Minutes of Meeting held on 28th September 2009

2.1 The draft Minutes were amended.

4 Revision to Annual Business Plan for 2009-2010

4.8 The Sponsor Team at the Scottish Government confirmed their approval of revisions to the Annual Business Plan for 2009-10 on 4th February 2010.

5 Revised Budget for 2009-2010

5.3 The export licence specifies that the camera is to be used for observation and surveillance of deer and wildlife population within Scotland by the Deer Commission for Scotland. It places conditions on the re-export, re-sale, disposal, loss, theft and unauthorised use of the camera.

5.4 The Sponsor Team at the Scottish Government confirmed their approval of revisions to the budget for 2009-10 on 4th February 2010.

9 DCS/SNH Proposed Merger: Update on Progress

9.2 The Organisational Merger Project Board approved some revisions to the staff structure for the merged organisation on 16th February 2010. This is contained as an annex to Paper 296/5 at agenda item 6.

11 Minutes of Meetings

b Strategy Committee – Draft Minutes of Meeting held on 2nd November 2009

11.5 The briefing note on the cost of deer damage is scheduled for completion by the end of April and will be circulated to members of the Strategy Committee in early May 2010.

11.6 The report on the issues identified by the survey on deer watching activities was circulated to Board Members in December 2009.

DCS Annual Business Plan for 2010-2011

Prepared by: Nick Halfhide (Chief Executive)

1. Purpose

To present a draft Annual Business Plan for 2010-2011.

2. Action

- Discuss and agree the draft Annual Business Plan for 2010-2011 at Annex 1;
- Recommend to Scottish Ministers for approval

3. Background

10-11 is the final year of DCS' Corporate Plan for 2008-2011. The Board reviewed progress in delivering the Corporate Plan in June 2009, noting that during the first two years of the Corporate Plan, DCS made significant progress against all nine targets within the Plan, and agreeing a new target on local sustainable deer management.

4. Summary of Progress in Delivering the Corporate Plan 2008-2011

- DCS is on course to secure 93% of features on designated sites affected by wild deer into favourable or unfavourable recovering condition by March 2010;
- The Scottish Government published 'Scotland's Wild Deer – A National Approach' (WDNA) in November 2008;
- Ministers have consulted on DCS' advice on strengthening legislation to safeguard the welfare of wild deer and strengthen local sustainable deer management, and are planning to introduce a Wildlife and Natural Environment Bill to the Scottish Parliament this year;
- Projects are being implemented to increase the amount of wild Scottish venison processed and consumed in Scotland, engage with all local authorities with significant peri-urban roe deer populations, and raise public awareness of the threat posed by wild deer to road safety.
- DCS has measures in place to reduce its carbon footprint by 10% by 2011; and
- DCS has generated efficiency savings in excess of the 2% annual target.

5. Overview of Annual Business Plan for 2010-2011

The Plan for 2010-2011 builds on this progress. Whilst continuing to put significant resources into these on-going areas of work, it also makes provision for the development of a Code of Practice for Deer Management, and new activities to implement the WDNA in particular on economic development and social wellbeing.

It is based on a number of key assumptions:

- The merger with SNH will take place on 1st July 2010.
- DCS funds for 2010-2011 will continue to pay for the activities detailed in DCS Annual Plan for 2010-2011 once the merger has taken place. This includes existing DCS staff and new posts in SNH created as a result of the merger;
- The budget includes whole year costs for accommodation and other administrative costs associated with these posts.
- DCS money will pay for the DCS Board until the end of June 2010 and for the Deer Advisory Panel thereafter;
- The Scottish Government Sponsor Team has indicated that savings arising from the merger should be redirected within the budget for 2010-2011.

6. Budget

The Annual Plan is based on a budget from the Scottish Government of £1.862m including £0.039m capital and assuming an income of £0.001m.

As the table below highlights, resources will continue to be focused principally on 'Contributing to a High Quality Environment', particularly designated sites, though there is also a noticeable increase in resources contributing to sustainable economic development and social wellbeing.

	Proposed Budget for 2010/2011	Budgeted Spend for 2009/2010
Contributing to a High Quality Environment	341,200	382,819
Contributing to Sustainable Economic Development	69,000	26,721
Contributing to Social Wellbeing	64,000	27,222
Cross Cutting	167,525	132,153
Board Functions	56,313	105,260
Administration	134,251	199,200
Staff Costs	1,029,711	962,444
Total	1,862,000	1,835,819

Staff costs are estimated to increase by 7% over 2009-2010. Overall this will pay for 2.75 fte additional staff to help maintain business continuity during the merger when productivity is likely to decrease as staff adjust to new staff structures, internal processes and relationships.

In particular, this will add capacity to the technical team to deal with issues in the south of the country and to promote collaborative management at a local level; and to the policy and projects team to assist the passage of the Wildlife and Natural Environment Bill and implement projects arising from the implementation of 'Scotland's Wild Deer – A National Approach'.

I would expect this overall staff increase to be for 2010-2011 only as two of the new posts are fixed term appointments for one year; and staff efficiencies as a result of the merger should begin to be realised by 2011-2012 as DCS' corporate functions are wound up and assimilated into SNH's.

7. Efficiency Savings

DCS is required to identify a further 2% efficiency savings against a 2007/2008 baseline over and above that identified and secured in 2008/2009 and 09/10; and redirect them towards front line delivery. This makes a cumulative total of £102,000 for 2010/2011.

Staff submitted three-year proposals in March 2008 for savings in running costs during 2008-2011 to be redirected towards front line work.

Efficiency savings in 2010-2011 will be made up of the cumulative savings secured in 2008-2009 and 2009-2010 on building running costs at Great Glen House, plus reduced Board costs.

8. Carbon Estimates

At its meeting in September 2009, the Board discussed how best to include a form of carbon budgeting into the development of the Annual Business Plan for 2010-2011.

As a result, staff have estimated carbon produced for activities in 09-10 and 2010-2011. This is not yet accurate enough to use for formal carbon budgeting but does indicate those activities on which future reductions will need to focus.

9. Consultation

I circulated an early draft to colleagues in the Sponsor Unit of the Scottish Government and within SNH; and I have incorporated their comments into this version.

10. Next Steps

Following consideration by the Board, staff will further adjust the draft Annual Business Plan to take account of comments and the issues raised; and then submit to the Scottish Government for Minister's approval.

		Activities, Targets and Milestones	Notes	Revised Profile for 2009-10	Profiled Expenditure for 2010-11	DCS Management Team responsibility (pre merger)	SNH Unit responsibility (post merger)	Estimated Carbon Dioxide per activity (kg) for 09-10	Estimated Carbon Dioxide per activity (kg) for 10-11
				1,831,000	1,862,000				
Contributing to a High Quality Environment									
1	Achieve the favourable condition of Scotland's most important nature conservation sites	1.1 Participate in the Steering Group overseeing the Government target for the condition of features on designated sites;			0	NH	Managed Sites Unit	50	50
		1.2 Agree Joint Working Priorities and review resource requirements on all sites in 10/11 work programme in Q1. Ensure lead responsibility for sites are agreed at a local level and project plans are in place in Q2. Chair 4 meetings of the Joint Working Programme Management Team through the year.		204	0	RK	WOU - RK	4,642	4,642
		1.3 Habitat Impact Assessments - Carry out annual habitat monitoring on 5 section 7 sites by end of Q2.		51,745	32,000	RK	WOU - RK	1,275	1,275
		1.4 Deer census - Carry out summer census programme by end of Q2 and winter programme by end of Q4		180,000	180,000	RK	WOU - RK	41,000	70,000
		1.5 Promote the Joint Working Process - ensure relevant site specific Joint working information on DCS/SNH website is reviewed and updated at least quarterly.		1,337	0	RK	Managed Sites Unit	0	0
		1.6 Develop further understanding of Natura case law in EU states through advising on the development of a new EU research project		11,500	0	KM	RRMU - AM	88	88
		1.7 Maintain field readiness - carry out annual audit of field equipment and DCS/SNH operational and firearms procedures, and ensure that staff undergo field training (including cull training, mountain awareness and disease recognition).		45,000	50,000	RK	WOU - RK	446	446
		1.8 Purchase capital items to support field readiness		44,900	30,900	RK	WOU - RK	360	360
		1.9 RP82 - Complete research to assess the extent of peat loss in the Monadhliath SAC. Contract completed and report received in Q1.		10,000	16,000	RK	WOU - RK	50	100
TOTAL				344,686	308,900				
2	Conserve and enhance biodiversity in the wider countryside	2.1 1) Conduct thermal imaging counts in prioritised areas in central Scotland to approximate densities of roe deer in and around urban areas by Q1 & Q4: 2) Use the thermal camera survey work to engage with managers/rangers in 3 local authorities in Q1&Q4: 3) Publish Best Practice Guidance on the management of roe deer in and around towns by Q4. 4) Facilitate the trialling on two sites of the Decision Making Framework developed by Forest Research to encourage the management of roe deer in and around towns by Q3 5) Publish guidance to Local Authorities on the management of roe deer in and around towns including PR/ educational strategies by Q4 6) Develop guidance and criteria as to when agencies should take regulatory action in and around towns by Q2.		3,000	3,000	AM	WOU - RK	1,225	1,225
		2.2 Non Native Species - Support the Scottish Government in the promotion of changes to the Destructive Imported Animals Act 1932 and extension of 1999 Sika Order under the Wildlife and Countryside Act 1981 to cover Scarba, the Garvellachs and Lunga		24,000	0	RK	RRMU - AM	97	97
		2.3 Monitor and investigate any reports of muntjac in the wild on an on-going basis			0	RK	WOU - RK	0	0
		2.4 Carry out analysis to improve our understanding of the costs associated with preventing the establishment of non-native species vs the ongoing costs of management in Q2.			10,000	RK	WOU - RK	0	100
		2.5 Explore changes to legislation to licence the movement of wild deer into and within Scotland			0	RK	RRMU - AM	0	0
		2.6 Ensure deer-specific input into the upland and woodland ecosystems groups within the new structures for the delivery of biodiversity action in Scotland			0	KM	Terrestrial Ecosystems	46	46
		2.6 SRDP - Attend Regional Proposal Assessment Committees as required. Provide prompt response and advice to all consultations on SRDP applications with a deer element, particularly in relation to woodlands.			0	RK	WOU - RK	50	50
		2.7 Promote the inclusion of relevant and appropriate prescriptions within the SRDP for funding deer management activities, including the development of funding options for complex grazing plans and collaborative applications			0	RK	RRMU	20	20
		2.8 Develop understanding of how deer contribute to ecosystem services and scope guidance by Q3 for promoting to land managers using accessible language			0	KM	WOU - RK	0	0
TOTAL				27,000	13,000				
3	Contribute to climate change mitigation and adaptation	3.1 Develop and promote further explanatory material aimed at deer managers following from work on carbon impact of venison by Q3		5,000	3,000	KM	RRMU - AM	42	42
		3.2 Contribute to national work on the links between deer and climate change with particular focus on peatland and heather moorland.		6,133	3,300	KM	RRMU - AM	100	100
		3.3 Monitor and review progress on DCS' carbon output in Q1; Collect and collate carbon data associated with annual plan activities. Ensure transition to SNH carbon reporting and targets			0	KM	SNH Corporate Services	82	82
		3.4 Explore overall green house gas impacts of deer in collaboration with other agencies including exploring comparative wild deer/farmed deer and compare with imported venison, producing a report by Q3.			5,000	KM	RRMU - AM	0	70
		3.5 Examine existing long term data sets and historic records (for example from FCS and estates) to explore long term trends which could be related to environment or climate change by Q3 (in conjunction with project at 10.6)			8,000	KM	RRMU - AM	0	70
TOTAL				11,133	19,300				
Contributing to Sustainable Economic Development									

		Activities, Targets and Milestones	Notes	Revised Profile for 2009-10	Profiled Expenditure for 2010-11	DCS Management Team responsibility (pre merger)	SNH Unit responsibility (post merger)	Estimated Carbon Dioxide per activity (kg) for 09-10	Estimated Carbon Dioxide per activity (kg) for 10-11
4	Enhance the economic benefits derived from wild deer	4.1 Increase the economic value and consumption of venison: 1) Work with the Venison Working Group to develop a funding case for the projects identified by the Group in Q1 .2) Initiate 3 further events in schools in new areas to enable stand alone initiatives in Q3. 3) Develop educational material for use on the web that is suitable for use through the Curriculum for Excellence in Q3. 4) Use a case study approach to make recommendations for changes to government policy in Q4 5) Facilitate the inclusion of venison on the canteen menus of 2 further local authorities in Q4		11,721	33,000	AM	RRMU - AM	1,263	1,263
		4.2 Continue to advise on the development of deer watching activities in Scotland, including the dissemination of information produced under project 6.1		5,000	0	KM	RRMU - AM	335	335
		4.3 Undertake research to better understand the national economic value of the deer sector, through fieldwork building on methodology developed in 09/10 by Q4		10,000	15,000	KM	RRMU - AM	70	70
		4.4 Carry out analysis and review of support available to deer managers for business improvement and estate infrastructure and consider promoting information by Q3			7,000	KM	RRMU - AM	0	70
TOTAL				26,721	55,000				
5	Minimise costs to land-use objectives and rural development	5.1 Maintain the Fit & Competent Register. Ensure controller details are accurate and updated within 10 days of receipt. Ensure renewal requests are generated 3 months in advance and evidence provided for renewal is current, relevant and authentic in line with DCS authorisation procedures			0	RK	WOU - RK	52	52
		5.2 Process 95% of requests for authorisations within 10 days			0	RK	WOU - RK	1,053	1,053
		5.3 Contribute to the National Access Forum to reduce the negative impact of public access on the cost of deer management. Provide advice to the Stalking subgroup and support the development of the new web-based access service for users in Q1.			12,000	RK	Quality of Life	50	50
		5.4 Where damage to crops is reported, provide advice to owners/occupiers within 5 working days. Investigate sites where required, assess the evidence and take appropriate and proportionate action to resolve			0	RK	WOU - RK	300	300
		5.5 Support the Partnership for Action Against Wildlife Crime Scotland (PAWS) in tackling wildlife crime on both a local and national level. Hold bi-annual meetings with the National Wildlife Crime Unit to co-ordinate action and share intelligence.			0	RK	WOU - RK	0	70
		5.6 Support research to develop appropriate forensic DNA applications to help tackle wildlife crime and prosecute deer poaching incidents in Scotland.			2,000	KM	RRMU - AM	0	70
TOTAL				0	14,000				
Contributing to Social Wellbeing									
6	Increase opportunities and quality of experience for observing and enjoying wild deer	6.1 Building on the recommendations of the scoping report in 09/10, research, design and produce educational material on wild deer and deer management throughout Scotland by Q4 that is suitable for a number of different audiences, giving priority to material that would support the Curriculum for Excellence		2,000	15,000	AM	RRMU - AM	97	97
		6.2 Consider the most appropriate mechanisms for engaging with local communities about local deer management activities in Q1 and improve the existing links between Deer Management Groups and community councils.			0	RK	AREAS	0	60
TOTAL				2,000	15,000				
7	Safeguard health and safety	7.1 Implement and monitor mitigation on existing road traffic accident priority sites		4,000	4,000	RK	WOU - RK	60	60
		7.2 Carry out a strategic analysis of the Deer Collisions UK (DCUK) database in Scotland and identify areas for further investigation by the end of Q2. Monitor progress of the DCUK contract and liaise with partners including the Deer Initiative, Transport Scotland and local authorities as appropriate.		14,222	10,000	RK	WOU - RK	0	0
		7.3 Research the 'national' costs of deer vehicle collisions by the end of Q4, using scenario testing in different parts of Scotland using transport economists, eg cost relating to roe deer on the Edinburgh bypass in terms of traffic congestion			8,000	RK	WOU - RK	0	0
		7.4 1) Implement a road awareness campaign for the spring dispersal of deer followed up by a reminder for the autumn clock change combined with targeted promotional material in 1 hot spot area by Q3. 2) Review the effectiveness of campaign by Q4.		2,000	4,000	AM	Communication Services and Campaigns/WoU	161	161
		7.5 Implement DCS procedures on receiving expressions of concern in relation to public safety			0	RK	WOU - RK	0	0
		7.6 Keep under review approaches to deer vehicle collisions in other parts of UK and abroad			0	RK	WOU - RK	0	0
		7.7 Review understanding of the risk around existing and new diseases (e.g. Chronic Wasting Disease) in Q1. Contribute to national efforts to reduce the spread of disease which may affect wild deer and domestic stock. Ensure a regular and updated information flow on disease surveillance to practitioners.			5,000	RK	RRMU - AM	68	68
		7.8 Continue to undertake research to investigate the effectiveness of non lead ammunition in safeguarding the welfare of wild deer by Q3. Promote alternatives at relevant opportunities throughout the year		5,000	8,000	KM	RRMU - AM	0	50
		7.9 Review the role of staff in case of a major disease/wildlife control scenario by the end of Q3.			0	RK	WOU - RK	0	0
		7.10 Improve understanding of the impacts of wildlife diseases on the economy and deer welfare [compare avian flu, TB, Lyme disease] by the end of Q3.			10,000	RK	RRMU - AM	0	0
TOTAL				25,222	49,000				

		Activities, Targets and Milestones	Notes	Revised Profile for 2009-10	Profiled Expenditure for 2010-11	DCS Management Team responsibility (pre merger)	SNH Unit responsibility (post merger)	Estimated Carbon Dioxide per activity (kg) for 09-10	Estimated Carbon Dioxide per activity (kg) for 10-11
Cross cutting									
8	Develop effective frameworks for sustainable deer management	8.1 Ensure representation is provided at all Deer Management Group (DMGs) meetings as invited and that staff provide DMGs with an update on key deer-specific issues.			0	RK	WOU - RK	5,975	5,975
		8.2 Work with ADMG and its members to prepare for new legislation. Identify a specific group of DMGs in Q1 and work with them to aid understanding and articulation of tailored, local public benefits. Work with emerging low ground collaborative groups to identify and agree benefits of participation by the end of Q4.			0	RK	WOU - RK	0	1,000
		8.3 Publicise the results of the Case Studies project in Q1. Develop guidance for DMGs by the end of Q3 on constitution, monitoring and performance taking into account the relevant work from the Case Studies project		25,000	0	RK	WOU - RK	3,487	1,000
		8.4 Contribute to the development of the Scottish Government's Land Use Strategy. Work with the Scottish Government and other staff to ensure consideration of deer and wider wildlife management including fiscal drivers other than the SRDP.			0	KM	Strategic Direction & Context/RRMU - Land Use team	50	100
		8.5 Develop a code of practice for sustainable deer management in support of the Wildlife & Natural Environment Bill, meeting deadlines set to fit Parliamentary process with an outline of the code complete in Q1. Run stakeholder workshops and a large seminar at relevant stages. Complete a Strategic Environmental Assessment as required.			8,000	KM	RRMU - AM	50	500
		8.6 Consider how other European countries manage deer/large mammals and disseminate any key lessons			5,000	RK	WOU - RK	0	0
TOTAL				25,000	13,000				
9	Safeguard the welfare of wild deer	9.1 Provide advice on mechanisms to assess competence depending on the progress of the Wildlife & Natural Environment Bill. Promote and facilitate with the deer sector assessment schemes in Q4 depending on the progress and content of the Bill		124	3,000	AM	RRMU - AM	0	0
		9.2 Contribute to research into deer health and welfare methodologies: explore long-term funding options and oversee a review of the project.			30,000	KM	RRMU - AM	211	211
		9.3 Improve understanding of the evidence base of welfare issues by establishing a baseline for competence (survey of accuracy, range and shot placement) by Q3.			6,000	KM	RRMU - AM	0	50
		9.4 Review current research by Q2 and, depending on the outcome of the review, assess (by monitoring) the implications of disturbance by recreational users on the welfare of wild deer			15,000	KM	RRMU - AM	0	50
TOTAL				124	54,000				
10	Use sound science to underpin management decisions	10.1 Carry out an options appraisal (what we would use the information for at national & local level) involving stakeholder input and make recommendations on implementing a unified data system subject to the outcome of the Wildlife & Natural Environment Bill.		9,300	2,000	AM	RRMU - AM	0	50
		10.2 Co-ordinate deer-related research across the public sector - hold 1 co-ordination meetings per year			500	KM	RRMU - AM	83	83
		10.3 Collect, collate and analysis cull and venison returns, and post on web in Q2		748	0	AM	WOU -RK	0	0
		10.4 Summarise outputs from research projects in an easily digested and engaging form, and publish through the web on an on-going basis			0	AM	RRMU - AM	0	0
		10.5 Develop a methodology for measuring national and regional deer populations by refining and implementing previous research		2,188	10,000	KM	RRMU - AM	28	28
		10.6 Review the long-term data sets held by agencies and private estates to assess whether changes in population dynamics can be associated with key factors such as cull management, forestry management, and weather patterns by Q3 (in conjunction with project at 3.5)			10,000	KM	RRMU -AM	0	50
		10.7 Contribute to a baseline survey of public perceptions in relation to wildlife management services in Q1			5,000	KM	Business and Customer Performance	0	0
TOTAL				12,236	27,500				
11	Raise awareness and understanding of wild deer and their management	11.1 Best Practice Partnership: 1) Administer the partnership including a formal review of 74 guides and update/develop 6 guides and rerun of complete sets by the end of Q4. 2) Run 1 Best Practice Demonstration Event in Q3. 3) Run 2 in-depth workshops in Q4. 4) Develop 2 workshops targeted at DMGs/estates on habitat assessment/cull planning in Q3.		30,903	33,625	AM	RRMU - AM	1,994	1,994
		11.2 Facilitate industry skills uplift: 1) Through LANTRA guide keep under review the relevant National Occupational Standards. 2) Provide technical guidance to new and existing training and assessment activities in particular the development of modern apprenticeship schemes. 3) Undertake the industry labour skills intelligence survey in Q2			5,000	AM	RRMU - AM	224	224
		11.3 Promote the work of DCS/SNH to practitioners in the deer sector at the Royal Highland Show in Q1, and Game Fairs at Scone and Moy in Q2		15,000	10,000	AM	Communications Services and Campaigns	2,130	2,130
		11.4 Use a wide range of channels to communicate the work of DCS to key audiences; issue at least one press release per month; review contents of website weekly		17,000	4,400	AM	Communications Services and Campaigns/External Relations Unit (PPR team)/RRMU (AM)	398	300
		11.5 Develop and implement proposals to transfer DCS' web material onto SNH website as part of the merger preparations			0	AM	Communications Services and Campaigns	0	0
		11.6 Hold regular meetings with agencies and stakeholders organisations to facilitate and co-ordinate implementation, and hold meetings of the Deer Management Round Table in Q1 and		4,000	4,000	AM	RRMU - AM	1,779	1,779

		Activities, Targets and Milestones	Notes	Revised Profile for 2009-10	Profiled Expenditure for 2010-11	DCS Management Team responsibility (pre merger)	SNH Unit responsibility (post merger)	Estimated Carbon Dioxide per activity (kg) for 09-10	Estimated Carbon Dioxide per activity (kg) for 10-11
		11.7 Hold an annual conference with open hill practitioners in Q1		6,840	5,000	AM	RRMU - AM	500	500
		11.8 2010 Year of Biodiversity: Hold two events with FCS recreational rangers and Local Authority rangers celebrating deer as a keystone species Q2 & Q3; Promote through placed articles the role of deer managers in maintaining and enhancing biodiversity in Q3; In partnership with ADMG facilitate 4 DMGs to promote the work of local deer managers in enhancing biodiversity by Q3			5,000	AM	RRMU - AM	0	500
		11.9 Highlight the importance of deer to Scotland's cultural identity through work with cultural partners, including a programme of events with the Blas Festival in Q2			5,000	AM	Communications Services and Campaigns	0	100
		11.10 Raise awareness among SNH staff of the Deer (Scotland) Act 1996, 'Scotland's Wild Deer - A National Approach', DCS Annual Business Plan 10-11, and DCS ways of working			0	RK	WOU-RK	0	50
		11.11 Raise awareness of 'Scotland's Wild Deer - A National Approach' (WNDA) and deer management issues with Historic Scotland and SEPA by end of Q2, offering advice as required			0	KM	RRMU - AM	0	0
TOTAL				73,743	72,025				
12	Implement and monitor the impact of the 'Scotland's Wild Deer - A National Approach' (WDNA)	12.1 Co-ordinate the delivery of the 2010/11 actions in the WDNA action plan 1) hold regular meetings with partners on progress 2) develop and maintain the collaborative portal sharepoint site 3) integrate 2011/12 planning with agency annual planning process in Q3.4) Report on delivery of 2009/10 Actions in Q1		2,050	1,000	KM	RRMU - AM	190	190
		12.2 Monitor implementation of the WDNA: Publish baseline data alongside the report on 2009/10 Action Plan in Q1. Scrutinise baseline data and indicators to test their effectiveness in showing progress towards the vision in Q2.		1,000	0	KM	RRMU - AM	846	846
TOTAL				3,050	1,000				
13	Wildlife and Natural Environment Bill	13.1 Provide briefing and advice in the development and Parliamentary progress of the Wildlife & Natural Environment Bill as required throughout the year			0	KM	RRMU - AM	100	100
TOTAL					0				
14	Board Functions	14.1 Provide efficient and effective support to the DCS Board and Committees in Q1; produce high quality papers and provide support for DCS Board and Committee meetings in Q1, and for the Deer Advisory Panel in Q2-Q4	Board and Deer Advisory Panel salaries	77,200	36,638	MW	Senior Management Group	4,710	2,000
		14.2 Make the open DCS Board meeting in June as accessible as possible to the public	Board and Deer Advisory Panel Meetings	9,500	7,925	MW	Senior Management Group	0	0
		T&S for DCS Board in Q1; T&S for Deer Advisory Panel in Q2-Q4		10,260	11,750	MW	Senior Management Group	0	0
TOTAL				96,960	56,313				
15	Administration	15.1 Pursue co-location with SNH in Stirling in Q1	Stirling Accommodation	134,000	42,331	AM	Business Support Services	5,218	3,334
			GGH Accommodation		31,420	MW	Business Support Services	22,514	20,000
		15.2 Manage DCS' resources effectively, efficiently and economically in Q1; transfer DCS' assets to SNH on merger	IT	60,200	57,000	MW	Information Systems Services	1,253	1,000
		15.3 Reduce running costs to deliver 2% efficiency in addition to 2% efficiency in 08-09 and 09-10; explain DCS efficiency plan to SNH in Q1	capital for equipment		0	MW	Finance Services	0	0
		15.4 Respond to 95% of Freedom of Information enquiries within 20 days; review procedures in Q2			0	AM	Information Management Unit	0	0
		15.5 Produce Annual Report for 09-10 in Q1		5,000	3,500	AM	Communications and Information	39	39
TOTAL				199,200	134,251				
	Staff Costs	16.1 Provide staff with high quality training and developmental opportunities relevant to their work and their professional aspiration; take part in a programme of training to prepare staff for working in SNH	staff salaries	855,500	940,711	MW	Human Resource Services	1,500	1,500
		Overtime		23,000	24,000	MW	Human Resource Services	0	0
		T&S		67,000	60,000	MW	Human Resource Services	0	0
		Training		16,944	5,000		Training Section	0	0
		16.2 Ensure that DCS provides a safe working environment; report any accidents and near misses to the DCS Board in Q1 and implement any resultant steps to reduce risk within 4 weeks; provide training for DCS staff in Q1 on SNH's health and safety processes and procedures			0	MW	Business Support Services	0	0
		16.3 Manage staff to maintain a top quality team with high morale and clear understanding of the Annual Business Plan for 10-11; complete all staff appraisals for 09-10 in Q1	recruitment		0	NH	Human Resource Services	642	642
		16.4 Review staff resources in Q1 to deliver the Annual Business Plan			0	NH	Unit Heads	106	106
		16.5 Facilitate internal staff communication through regular meetings and web-based intranet			0	AM	Communications and Information	676	676
TOTAL				962,444	1,029,711				

		Activities, Targets and Milestones	Notes	Revised Profile for 2009-10	Profiled Expenditure for 2010-11	DCS Management Team responsibility (pre merger)	SNH Unit responsibility (post merger)	Estimated Carbon Dioxide per activity (kg) for 09-10	Estimated Carbon Dioxide per activity (kg) for 10-11
Efficient Government	17.1	Contribute to the on-going SEARs initiative;			0	NH	Senior Management Group	164	164
	17.2	Work with the Scottish Government and SNH in Q1 to implement the proposed merger with SNH planned for 1st July 2010 (subject to Parliamentary agreement); and in Q2-Q4 to maintain business continuity and realise the benefits of the merger		562	0	NH	WOU - RK and RRMU - Unit Head and others	2,045	1,000
TOTAL				562	0				
Grand Total					1,862,000			109,994	130,963

Scotland's Wild Deer: A National Approach (WDNA) Action Plan Update and Development of Action Plan 2010-13

Prepared by: Jessica Findlay (Policy Officer)

1 Purpose

To note progress in Quarter 3 on Scotland's Wild Deer: A National Approach (WDNA) Action Plan and the process for refreshing the Action Plan to cover the period 2010-2013; to discuss whether the current approach is in line with the strategic objectives and collective approach of WDNA; and to highlight any additional priorities.

2 Action

- To note Quarter 3 progress on delivering the WDNA Action Plan;
- To note the process and timetable for developing the 2010-13 WDNA Action Plan;
- To discuss whether the current WDNA Action Plan process is the most effective way to deliver the WDNA; and
- To discuss what the future priorities for delivery should be.

3 Background:

Scotland's Wild Deer: A National Approach (WDNA) is being delivered through a series of Action Plans. The current (and first) delivery phase will reach completion at the end of March 2010. A refreshed Action Plan is being developed to cover the period 2010/13, with specific actions for 2010/11 and outline actions for 2011-13.

The actions identified in the WDNA plan are being delivered through a collective effort from agencies and stakeholders. A progress report on Quarter 3 is set out in Annex 1. In brief this progress report shows that 32% of actions have been achieved and 68% of actions are on track.

An annual progress report on delivery of these actions throughout 2009/10 will be incorporated into the refreshed plan and will be based on the quarterly reports produced by each of the Action Leads during the course of the year. A set of indicators is being developed alongside this delivery report to monitor the impact of the WDNA.

4 Progress Update: Q3 Report

The Quarter 3 report at Annex 1 shows continued good progress with 32% achieved and 68% on track. There are no actions which are not on track. Those achieved include the consultation on the Wildlife and Natural Environment Bill, wildlife tourism events in the Cairngorms National Park and

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National Forest Estate, and BASC's stalking scheme on Arran. These events were well received demonstrating the demand for people to be involved in wildlife watching, stalking and other related wildlife tourism events. There has also been further progress with work on urban deer including increasing understanding of impacts of roe deer on specific sites such as Mugdock Country Park, SWT Loch Ardinning, & Beecraigs Country Park; and promotion and delivery of deer-related training events has continued.

The successful delivery of these actions is the result of both private and public sector contributions and demonstrates the success of the collective approach underpinning the WDNA.

5 Developing the Plan for 2010-13

The Action Plan for 2010-13 will incorporate an annual report on the delivery of the actions in the plan. This report will provide both a quantitative and a qualitative analysis. The quantitative analysis will show, at a glance, the number of actions that have been achieved and highlight those which have not. The quantitative analysis will provide further detail on the scale of the actions, the context and the level of impact, as well as an explanation of any unexpected issues which have developed through the course of the plan. Both analyses together will provide a full explanation of the progress made during the course of 2009/10.

5.1 Process

The WDNA sets the framework for achieving the 20 year vision of sustainable deer management. The WDNA Action Group, comprising representative of contributing agencies and stakeholders, meets to discuss ideas for actions to deliver the WDNA. This group last met on 23rd October 2009. From this meeting a number of ideas for actions emerged which are currently being developed. These ideas draw on the objectives and actions within the WDNA as well as taking into account the priorities and initiatives for the coming years, e.g. the International Year of Biodiversity. The WDNA Action Plan aims to recognise the core work which private and public sector carries out as well as innovative activities and projects which contribute to the delivery of the WDNA. This is an iterative approach, as ideas need to be confirmed through respective planning processes. Below are set out key dates:

- 23rd October: Meeting of WDNA Action Group
- November – March: refining of draft actions into SMART actions for delivery
- Mid March: SMART actions agreed by Action Leads
- April: Draft Action Plan produced, input from WDNA Group sought
- Mid to end April: Final Plan, including annual report on 2009/10 published on website

5.2 DCS Annual Plan Links

The DCS Annual Plan is one of the delivery mechanisms of the WDNA Action Plan and it is important to understand the links between these two plans. All activities within the DCS Annual Plan, except those relating to corporate

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governance, are reflected in the WDNA Plan. They have all been brigaded under the 7 themes and have been cross referenced against both the actions and objectives in the WDNA. This shows clearly how the WDNA has been used to influence the DCS Annual Plan and also how the work of DCS is clearly and significantly contributing to the Scottish Government's collective vision for sustainable deer management. The DCS Annual Plan is framed around the high level Action headings within the WDNA. Further integration between the plans would help ensure simplicity of reporting and clarity of purpose.

5.3 Monitoring and Indicators

DCS has developed a set of indicators to help assess the impact of the WDNA on the environment, the economy and on social well-being. These indicators will help to assess whether we are doing the 'right' things and to pick up on any unintended consequences, both positive and negative. Progress against the indicators will be reported in the Action Plan. These indicators will also form the basis of a rolling 5 year review of the WDNA.

5.4 Collaborative Approach

A collaborative approach including agencies and stakeholder organisations underpins the delivery of the WDNA. DCS is facilitating this through a Sharepoint collaborative portal. This collaborative working environment allows people to share ideas, to report on progress and to view agendas and minutes. It will also be used to develop the actions for delivery and the overall plan for next year.

5.5 Merger

Subject to parliamentary approval of the merger, the WDNA Action Plan will be integrated into the work programme of SNH from 1st July 2010, and will become the co-ordinator of the Plan. SNH are currently one of the Action Leads and are involved through the WDNA Action Group. Awareness of the WDNA is a key part of the awareness raising programme on deer issues which is being developed for key staff within SNH as part of the preparation for merger.

This change of 'ownership' of the Action Plan in July will affect the way in which the new Action Plan is presented. The principle message is that nothing has changed, other than that the responsibility for co-ordinating the Action Plans has shifted over to SNH. Mechanisms to effectively integrate the WDNA action planning with the SNH business planning processes are being explored.

5.6 Promotion

There is further scope to raise awareness of the WDNA as a framework to stimulate and recognise public sector and private sector activities; its role in influencing the business planning processes of partners; and in drawing links with other key government strategies, policies and initiatives. Opportunities to promote the WDNA will be taken wherever possible, including at Game Fairs.

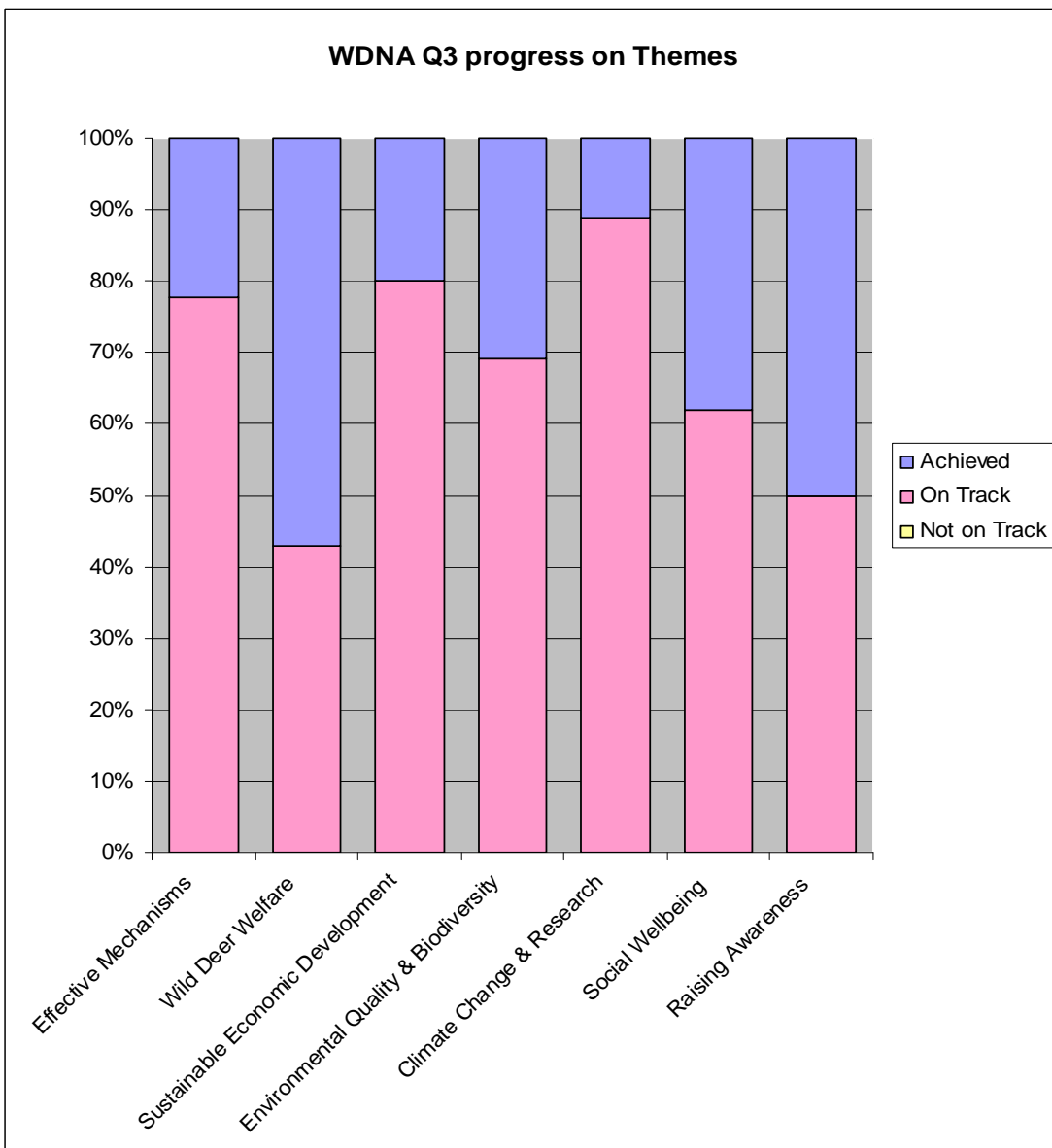
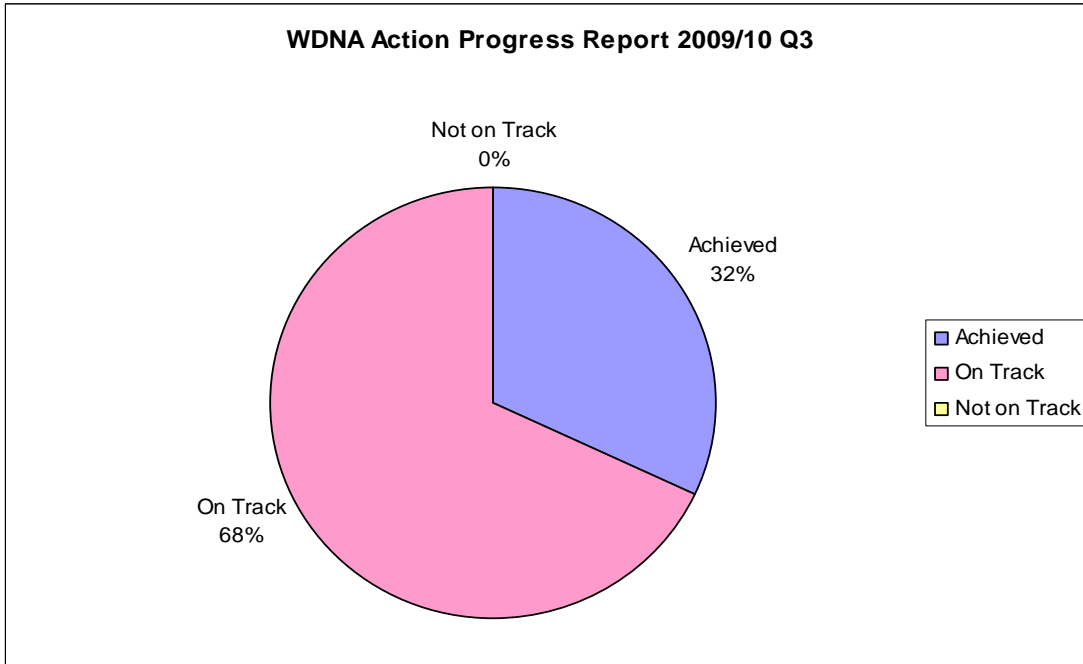
6 Discussion Points

- Will the current WDNA annual action planning process achieve the long term strategic vision and objectives of the WDNA?
- How well does the current WDNA planning process facilitate collaborative planning across the public and private sector?
- How should the WDNA adapt and react to the impact of reduced public sector funding - what should the primary focus be in a period of financial restraints?

7 Next Steps

Staff will present a draft of the WDNA Action Plan for consideration by the Board in June 2010.

WDNA Actions Progress Report 2009/2010 Q3



Actions Achieved in Q3: -

1 - Effective Mechanisms	6.4.1.8.2	Consult on proposed legislation to support voluntary frameworks for SDM	Consultation on proposed WNE Bill closed in September 2009, consultation analysis published on 16 Feb 2010. Introduction to SP expected in Spring this year.
2 - Wild Deer Welfare	6.4.2.4.2	Consult on changes to legislation re welfare	Consultation on proposed WNE Bill closed in September 2009, consultation analysis published on 16 Feb 2010. Introduction to SP expected in Spring this year.
2 - Wild Deer Welfare	6.4.2.3.1	Provide training to safeguard welfare	Autumn and winter Society activities and training planning underway BASC Level 1 courses both delivered or planned, including Trochry and Islay.
3 - Sustainable Economic Development	6.2.1.1.3	CNPA wildlife tourism	Event held on Alvie and Dalraddy Estate well attended and well received by many estates in and around the Cairngorms National Park. Demonstrated the potential for deer and other wildlife to be valued as a tourism resource
4 - Environmental Quality & Biodiversity	6.1.2.1.1	Review progress on 5 Section 7 sites	
5 - Climate Change and Research	6.1.3.1.1	Climate Change Seminar	
6 - Social Well-being	6.3.1.1.1	Deer watching on forest estate/NNRs	Galloway Deer Park and Loch Katrine events went ahead as planned and were well received. Intention is to repeat them in 2010/11.
6 - Social Well-being	6.3.1.1.3	Provide stalking opportunities through the deer stalking scheme on the Isle of Arran	Although cull has been reduced, resulting in reduced opportunity, all stalking opportunities fully booked.
6 - Social Well-being	6.3.2.2.4	Road awareness campaign	
6 - Social Well-being	6.4.4.3.2	Roe management on 2 sites	Mugdock Country Park, SWT Loch Ardinning, & Beecraigs Country Park
7 - Raising Awareness	6.4.4.5.1	BPDE for colleges	BPDE was held and had record numbers of participants.

Update on Actions reported in Q2 as Not on Track:

1 - Effective Mechanisms	6.4.1.6.1	SRDP support for DMPs	New planning option has been submitted for inclusion in the modification
4 - Environmental Quality & Biodiversity	6.1.2.1.6	SRDP - favourable condition	DCS has been consulted on 30 SRDP applications in Q3. A new option for funding grazing management plans has been submitted to Europe
6 - Social Well-being	6.3.1.1.2	School events in ranger services in CNPA	Discussion on deer related opportunities are included in the Ranger Service next get together in March.

Actions Not on Track in Q3:

There were no actions reported as Not on Track in Q3

DCS/SNH Merger: Update on Progress

Prepared by: Nick Halfhide, (Chief Executive)

1. Purpose

To provide Members with an update on the proposed DCS/SNH merger.

2. Action

To discuss progress on the proposed merger.

3. Public Sector Reform (Scotland) Bill

The Bill continues its passage through the Scottish Parliament. At the Stage 2 hearing, no amendments were introduced in relation to the merger, and the Government's undertaking to lay a report before Parliament on progress and evaluating the success of the merger in due course was accepted. The Stage 3 debate is scheduled for 25th March 2010.

4. Merger Programme

The merger programme continues to make good progress in preparing for the proposed merger. Principle activities in recent months include:

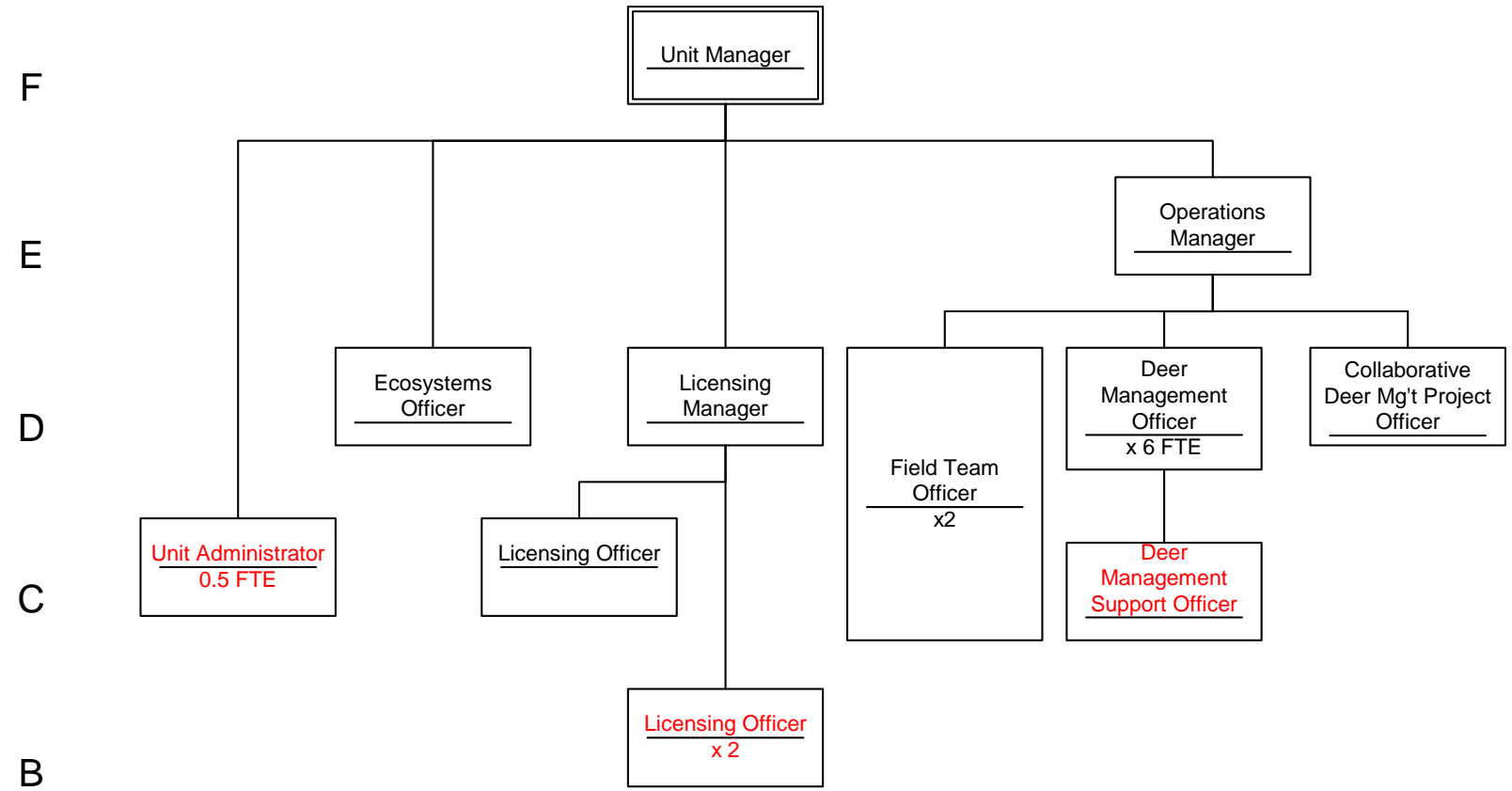
- The Organisation Merger Project Board approved changes to the new staff structure to reflect DCS' draft Annual Business Plan for 2010-2011 and further consideration on how best to administer authorisations, cull returns and the fit and competent register. A revised staff structure is outlined at Annex 1.
- Eileen Stuart has been appointed as the Unit Manager of Rural Resource Management and Donald Fraser as the Operations Manager within the Wildlife Operations Unit.
- DCS and SNH staff in Great Glen House have co-located into their new units; and SNH have submitted a case to the Cabinet Secretary for Finance to co-locate DCS and SNH offices in Stirling.
- DCS staff have made good progress on cleansing DCS' data and preparing to transfer to SNH's systems.
- The Strategic Integration Board and SNH Board have agreed the terms of new Deer Advisory Panel.
- A training and awareness-raising plan for DCS and SNH staff is well advanced.
- Work is progressing on an external communications plan.
- SNH and DCS staff continue to explore options around Crown Exemption issues.

5. Next Steps

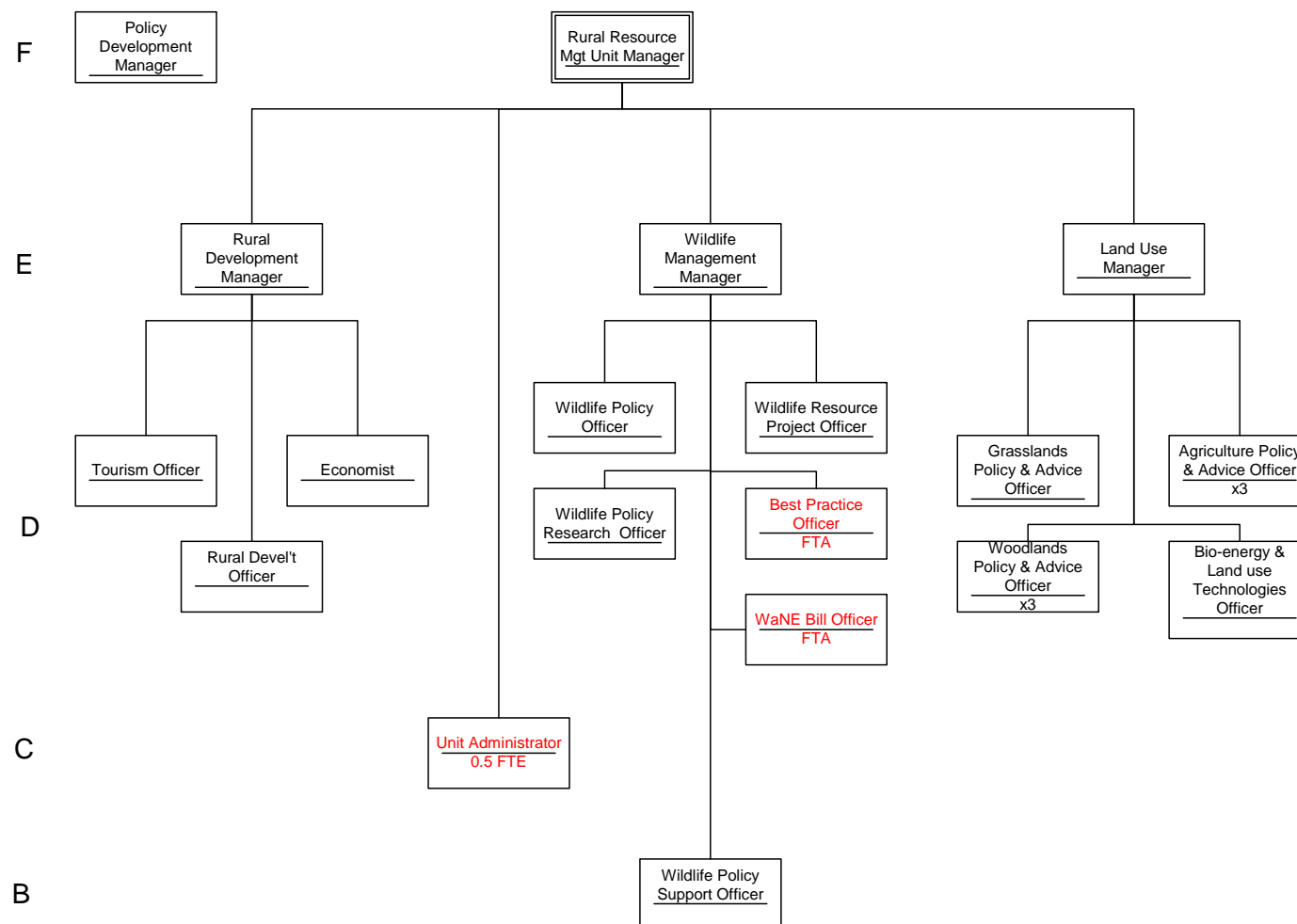
All the work streams within the Programme are on course to deliver the merger on 1st July 2010. Key dates for DCS staff are as follows:

25 March	Scottish Parliament gives approval to the merger
31 March	End of financial year
31 March thereafter	Transfer to Sharepoint complete. Limited access to DCS system
March/April	SNH recruitment of vacant posts begins – all SNH and DCS members of staff are eligible to apply.
May	Co-location of DCS and SNH staff in Stirling (tbc)
May-June	Main training of DCS staff in SNH systems; and awareness raising among SNH staff and Board of deer functions
June- July	SNH Deer Advisory Panel set up
29 June	Farewell dinner in Inverness for all DCS Board and staff
1 st July	DCS ceases to exist. All DCS staff, functions and powers transfer to SNH. DCS staff transfer to their new Units within SNH.
2 July	Merged organisation launched at the Scone Game Fair (tbc)
July/Aug	Publication of statement by SNH on how they intend to integrate the deer function with their other work

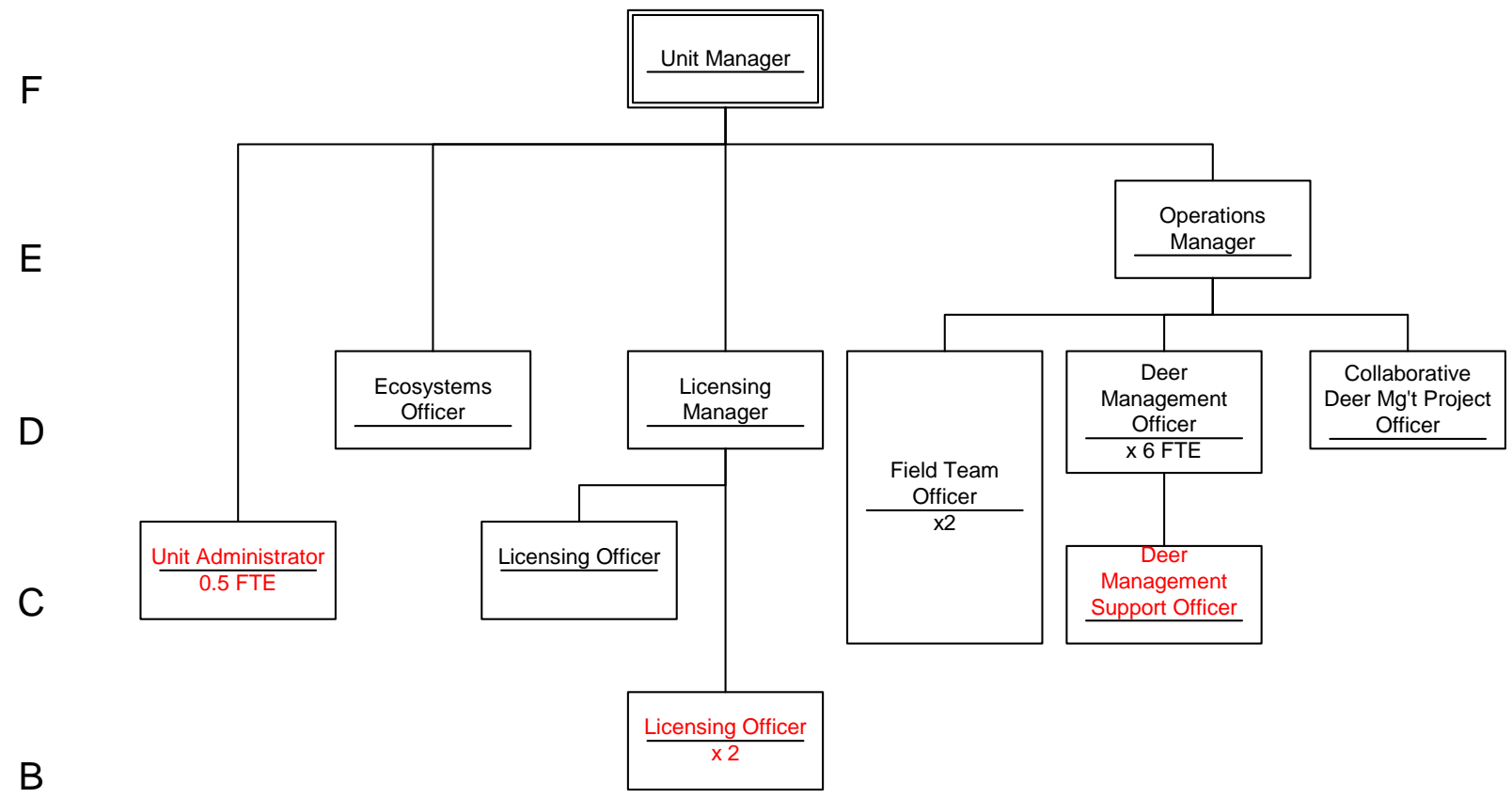
Revised Structure of SNH's New Wildlife Operations Unit



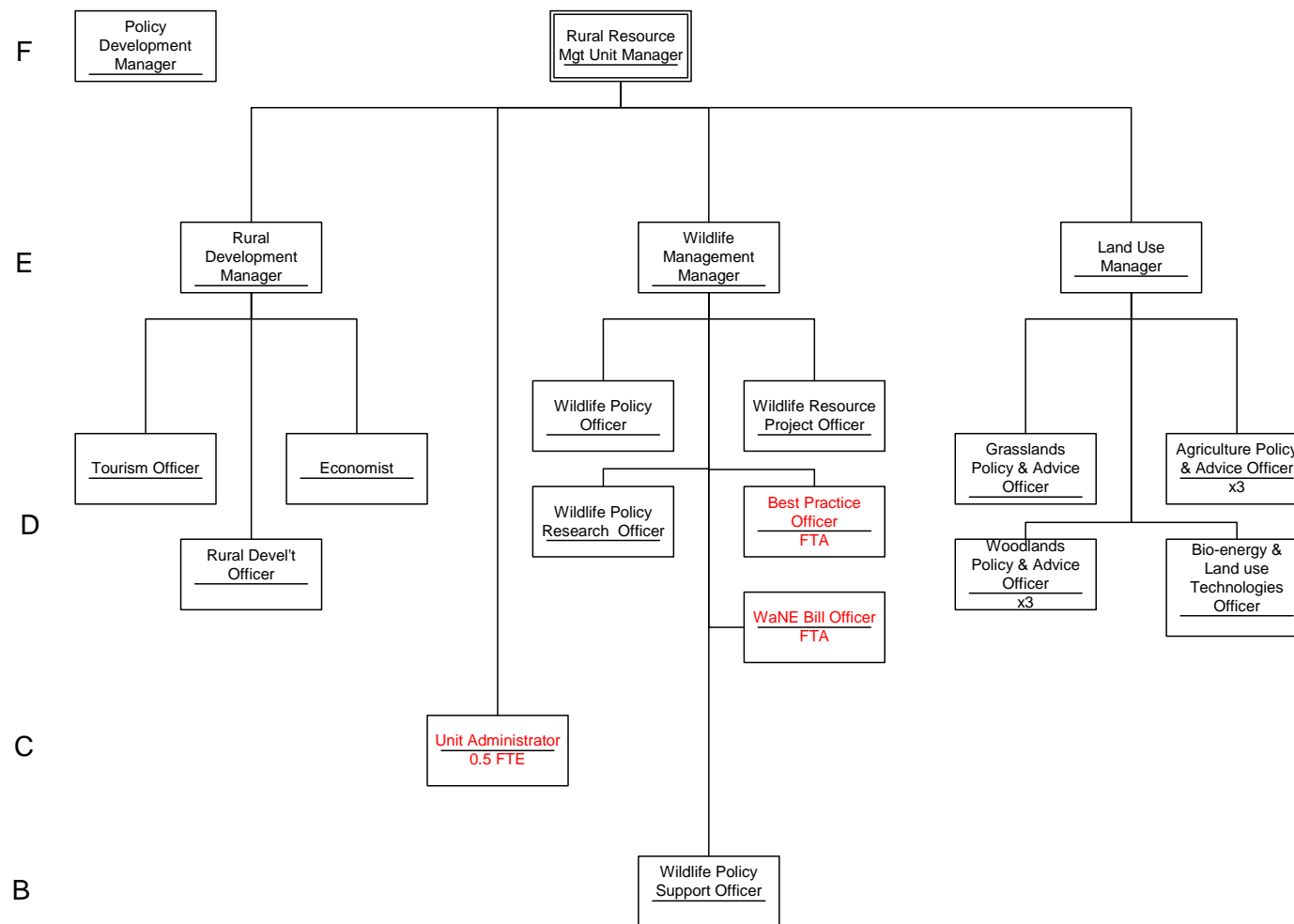
Revised Structure of SNH's New Rural Resources Management Unit



Revised structure of SNH's new Wildlife Operations Unit



Revised structure of SNH's new Rural Resources Management Unit



DCS Carbon Reduction Performance

Prepared by: Jessica Findlay (Policy Officer)

1 Purpose

To note progress against the DCS 10% carbon reduction target.

2 Action

- To note progress to date against the 10% carbon reduction target; and
- To note the projections for performance in Q4 2009/2010 and for 2010/2011

3 Background

In 2008 DCS set a target to reduce its corporate carbon footprint by 10% by 2011 from a 2007/2008 baseline. Progress to date has fluctuated with an increase in emissions in 2008/2009 (contributed to by an increase in the staff compliment and a travel intensive period of the Case Studies Project) followed by a reduction in emissions in the first nine months of 2009/2010.

4 Overview

The recent improvement in performance indicates that DCS will have exceeded its annual 'target' by the end of this reporting year. Furthermore, based on an analysis of performance to date, the indications are that DCS is on track to achieve the overall 10% reduction target by March 2011. Further explanation is provided below, with more detail in the Annexes.

5 Performance to Date

Performance to date shows a net reduction in carbon emissions since the 2007/2008 baseline. These reductions have been primarily achieved in the areas of two of the biggest carbon emitters:

- Energy use in Great Glen House (predicted to be approx 15% reduction from 2008/2009)
- Helicopter use for counts (predicted to be approx 50% reduction from 2008/2009)

These are largely down to the following:

- The DCS proportion of energy from GGH has reduced due to a reduction in desk occupancy
- Helicopters have been used less due to the prolonged period of snow (leading to more efficient counting) and the use of a ground counting for Scarba and Garvellachs

Furthermore there has been a continual decrease in the amount of CO₂ per DCS staff member (calculated on an FTE basis). This reduction has been sustained over the two reporting years, with approximately 7,300 Kg CO₂ per person in 2007/08 predicted to reduce to 6,300 by the end of 2009/2010. This continual decrease has been maintained even during 2008/2009 when the corporate total increased.

6 Projected Performance for 2010/2011

Provided there is a continuation of the performance in energy use and travel in 2009/2010 and the proposed count programme for 2010/2011 does not exceed the estimated 150 hours, the indications are that DCS is on track to achieve the overall 10% reduction target. The target line on the graph in Annex 1 also shows that the trajectory would be in line with the overall target by the end of Quarter 1 i.e. by the time of merger. In addition it is likely that further savings will be made through the reduction in DCS GGH desk occupancy during 2010/2011.

7 Implications of Performance to Date: Fluctuations in annual performances

Performance to date has been subject to peaks and troughs, as the graph in Annex 1 illustrates. The main factor in these annual fluctuations is the variation in helicopter emissions. The carbon footprint of the DCS use of helicopters for 2009/2010 is predicted to be 40,000kg CO₂. This represents a 50% reduction in emissions since 2008/2009. This was due to the snowy conditions which led to quicker and easier counts as well as replacing one of the helicopter counts with a ground count. This reduction in emissions is equivalent to approximately 25% of the total corporate footprint in 2008/2009.

Emissions from helicopters are estimated to be higher in 2010/2011 than 2009/2010 but will still be within the overall corporate target.

8 Carbon Footprints of DCS Annual Plan Activities

In addition to understanding the global carbon footprint of DCS, an estimate of travel related carbon impacts of individual annual plan activities has been carried out. This provides a useful insight into the carbon impacts of specific business activities. The results, detailed in Annex 2, show that the most intensive travel related carbon journeys are linked to meetings (DMGs, Board and committees etc), followed by operational activities (Habitat assessments, Joint Working etc.). This met with expectations and reflects the fragmented, largely rural geography in which DCS operates. This information has been incorporated into the DCS 2010/2011 Annual Plan and will provide valuable information to assist with managing and understanding the carbon impacts of the deer function within the new merged body.

9 Impacts and Implications of the DCS/SNH Merger

Upon the date of merger (assuming parliamentary approval) the DCS carbon target will be incorporated into that of the merged body. SNH are currently developing a new Environmental Management Database which will incorporate DCS activities. SNH operate a rolling 4% reduction policy which is roughly in line with achieving the Scottish Government target of 42% by 2020 and 80% by 2050. The reduction measures that DCS have adopted will thus be carried forward into the merged body.

The principal addition to the merged body's carbon footprint will be helicopters. SNH are aware of this and their management database is being developed to accommodate helicopters. The SNH Environmental Management Programme (EMP) will be sufficiently adaptable and robust to cope with peaks and troughs between years, and will focus on the overall trend rather than the performance of an individual reporting year. There is recognition that it is important to record any out-of-the-ordinary scenarios and issues associated with emissions alongside the statistical analysis to provide a full explanation.

The assessment of the carbon impact of DCS' activities will also help inform the SNH environmental management systems. Currently SNH analyse their carbon emissions according to business unit. It is the responsibility of each Unit Manager to manage and reduce the impacts of the carbon footprint of their unit's activities. The carbon data on deer activities will provide a valuable insight for the deer-related Unit Managers in the new merged body.

However, moving forward, especially as the 2020 and 2050 Climate Change (Scotland) Act targets bite more and more, it will be important to establish an assessment process which balances the financial, operational and carbon impacts of activities to minimise impact on delivery of overall corporate objectives. It will also be increasingly important, in the example of helicopters, to be aware of the role they have in mitigating carbon loss (i.e. enabling as accurate a count as possible to develop an informed cull target which in some areas will allow trees to regenerate and establish and other areas to protect areas of peatland). The DCS Policy on Deer Counting (revised Nov 2009) clarifies the principles for using helicopters as an efficient counting tool to gain information on sites which have a public interest. The principles outlined in this counting policy therefore need to be considered alongside any approach to carbon budgeting and short term targets need to be weighed against long term gains.

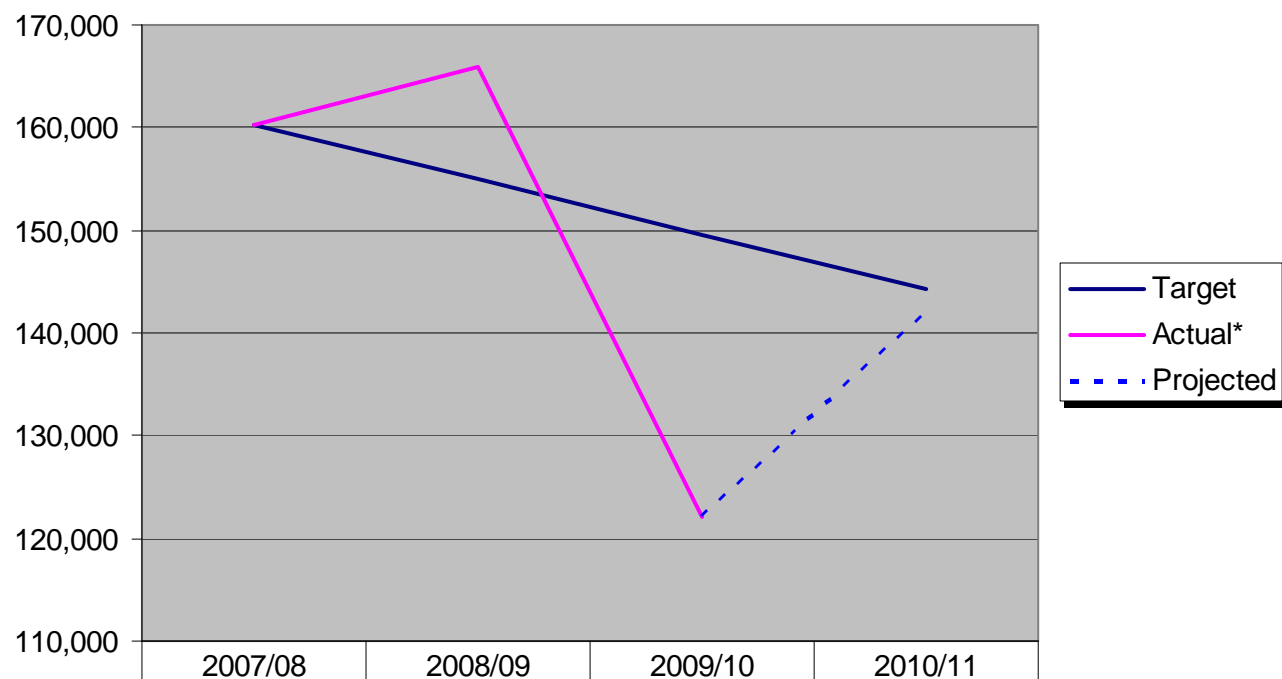
10 Into the Future: Duties on the Public Sector within the Climate Change (Scotland) Act 2009

The Climate Change Act imposes a carbon reduction duty on all public bodies. The detail of this is currently being determined. This will shape the decisions, performance and reporting mechanisms of public bodies moving forward.

11 Next Steps

Staff will present the Board with a performance update on the DCS corporate carbon reduction target at their meeting in June.

Annual Target against Projected/Actual Graph



	2007/08	2008/09	2009/10	2010/11
— Target	160,245	154,909	149,573	144,221
— Actual*	160,245	165,812	122,142	
- - - Projected			122,142	141,863

***Actual for 2009/10 is based on actual data for Q1,2 & 3 and an estimate for Q4**

This Table Provides a Breakdown of DCS CO₂ in 2009-2010 Relating to Travel

ANNUAL PLAN ACTIVITY 2009/10	% of Estimated CO₂ produced by DCS travel in 2009-2010	Kg of CO₂
Deer Management Group Meetings - Ensure DCS representation is provided for all meetings as invited and that DCS provides DMG with an update on key issues.	15%	5,975
Board and Committees - Provide efficient and effective support	11%	4,710
Joint Working - Agree Priorities for 09/10 work programme. Review resource requirements on all sites in 09/10 work programme by June 2009. Ensure lead responsibility for sites are agreed at a local level and project plans are in place by Sept 09. Chair 4 meetings of the Joint Working Programme Management Team by March 09.	11%	4,642
Case Study - Set up a 4 th Case Study to consider current approaches to sustainable deer management at a local level by May 2009. Provide a quantitative analysis of the economic costs/benefits of Deer Management decisions within the case studies. Supported by the Steering Group, and linked to the outcome of legislative review, develop a code of practice to inform local, collaborative deer management based on the analysis of the case studies	8%	3,487
RHS, Scone and Moy - Promote the work of DCS to practitioners in the deer sector	5%	2,130
Merger - Work with SG and SNH to put in place preparatory plans	5%	2,045
Best Practice - Partnership: 1) Administer partnership including review of 74 guides and update/develop 6 guides and NOS/BPG cross mapping exercise. 2) Run 1 BPDE. 3) Run 2 in depth workshops. 4) Develop 2 BPG workshops targeted at DMG/estates on habitat assessment/cull planning	5%	1,994
DMRT and meetings - Hold regular meetings with agency and NGO stakeholders to facilitate and co-ordinate implementation, including DMRT	4%	1,779
Training - Provide staff with high quality training and developmental opportunities relevant to their work and their professional aspirations	4%	1,446
Habitat Impact Assessments - Carry out annual habitat monitoring on 5 S7 sites by August 09. Ensure baseline surveys are revisited at Monadhliaths, Strathglass and Ballochbuie by September 09	3%	1,275
Increase the economic value and consumption of venison	3%	1,263
Manage DCS' resources effectively, efficiently and economically; report progress against budget on a quarterly basis; Spend within 2% of budget by March 2010	3%	1,253
Deer in urban settings - Assess the effectiveness of estimating the productivity of and approximate densities of deer in and around urban areas: 2) Develop understanding of the need for strategic planning with 2 then a further 3 Local Authorities to deal with the impacts of wild deer in and around communities: 3) Produce a critical review of the impact of facilitated roe management on 2 peri urban sites and identify any	3%	1,225

additional training needs 4) Produce guidance on planning to manage deer in and around towns.		
Authorisations - Process 95% of requests within 10 days	3%	1,053

All other activities produced less than 3% of DCS' carbon output from travel.

External Meetings Attended/ To Be Attended by Chairman and Chief Executive

External Meetings Attended			
Date	Staff	Meeting	Location
4-Dec-09	Chief Executive	SEARs Programme Board	VC to Edinburgh
9-Dec-09	Chairman	SNH Board Meeting	Battleby
9-Dec-09	Chairman	RSPB Reception	Edinburgh
10-Dec-09	Chief Executive	Merger Staff User Group and Scrum	Inverness
14-Dec-09	Chief Executive	Organisational Merger Project Board	Inverness
15-Dec-09	Chief Executive	SNH Management Team	Inverness
17-Dec-09	Chairman/Chief Executive	Minister for Environment	Edinburgh
13-Jan-10	Chief Executive	CAMERAS Board Meeting	Edinburgh
16-Jan-10	Chairman	Best Practice Workshop	Mugdock
18-Jan-10	Chairman	PAWS Event	Dunkeld
29-Jan-10	Chairman	SNH/DCS Liaison	Inverness
1-Feb-10	Chairman/Chief Executive	Merger Strategic Integration Project Board	Inverness
15-Feb-10	Chief Executive	Merger Staff User Group	Inverness
16-Feb-10	Chief Executive	Organisation Merger Project Board	Inverness
23-Feb-10	Chairman/Chief Executive	SNH Board Meeting	Edinburgh
26-Feb-10	Chairman	ADMG AGM	Kingussie
3-Mar-10	Chairman	LINK/DCS Meeting	Birnam
3 to 4-Mar-10	Chief Executive	CAMERA Conference	Perth
5-Mar-10	Chief Executive	Designated site steering group	Edinburgh

External Meetings To Be Attended			
Date	Staff	Meeting	Location
17-Mar-10	Chief Executive	SNH Board/Management Team discussion	Edinburgh
29-Mar-10	Chairman/Chief Executive	Deer Research Workshop	Birnam
30-Mar-10	Chief Executive	Organisational Merger Project Board	Inverness
31-Mar-10	Chairman/Chief Executive	Merger Programme Board	Battleby
20-Apr-10	Chairman/Chief Executive	SNH Board	Edinburgh
28-Apr-10	Chief Executive	CAMERAS Board	Edinburgh
18-May-10	Chief Executive	SG Rural and Environment family meeting	Edinburgh
19-May-10	Chairman/Chief Executive	DMRT	Pitlochry
25/26-May-10	Chief Executive	SNH Management Forum	Stirling
1-Jun-10	Chief Executive	Organisational Merger Project Board	Inverness
15-Jun-10	Chairman/Chief Executive	SNH Board Meeting	Inverness

Draft Minutes of Meeting of Deer Management Committee held on 8th February 2010

Attending: Prof J Milne
Dr C Shedden
Dr P Mayhew
Dr A Barbour
Sir Michael Strang Steel

Mr N Halfhide (Chief Executive)
Mr R Kernahan (Director of Deer Management)
Ms K McNeil (Director of Policy, Projects & Research)
Ms M Wall (Head of Administration)
Mr D Fraser (Deer Officer)
Mr R Rose (Collaborative Project Officer)
Mr J Scott (Deer Officer)
Ms F Newcombe (Research & Data Manager)
Dr L Seivwright (Best Practice Officer)
Mr A MacGugan (Director of Stakeholder Relations)

Observers

Sir P Hunter Blair (SNH)
Mr R Burton (SNH)
Ms J Pemberton (Item 6 onwards)
Mr A Hamilton (Item 6 onwards)

1. APOLOGIES

1.1 There were apologies from The Earl of Dalhousie and Niall Rowantree. Prof Milne agreed to chair the meeting.

2. DRAFT MINUTES OF DEER MANAGEMENT COMMITTEE MEETING HELD ON 2ND NOVEMBER 2009

Paper: DMC1/2010

2.1 The draft Minutes were approved.

3. MATTERS ARISING FROM DEER MANAGEMENT COMMITTEE MEETING HELD ON 2ND NOVEMBER 2009

Paper: DMC2/2010

3.1 Members reviewed the contents of the paper.

DEER COUNTING PROTOCOL

3.2 Members agreed that the Protocol should be published on the DCS Website.

Action: Alastair MacGugan

MONADHLIATH SAC

3.3 Robbie Kernahan confirmed that the draft report from MLURI (RP54) was likely to be finalised by June 2010; and that research to quantify changes in

the areas of vegetated and bare peat in the Monadhliath SAC (RP82) had been let to Environmental Systems Ltd.

4 JOINT WORKING: RISK ASSESSMENTS FOR MAR LODGE AND BREADALBANE HILLS CLUSTER

Paper: DMC3/2010

- 4.1 Robbie Kernahan introduced the paper which presented the risks associated with signing Section 7 Control Agreements covering the Breadalbane Hills Cluster and Mar Lodge Estate. The Committee was asked to agree the proposed approach to negotiate and secure the Control Agreements on these sites.
- 4.2 James Scott gave an update on the Breadalbane Hills Cluster and reported that other agencies had been involved in the development of the draft which he aimed to finalise imminently.

BREADALBANE

- 4.3 Members made the following points during the discussion:
- Members sought clarification in relation to the issue of moving to a section 8 agreement if individuals refused to enter into a section 7 Control Agreement.
 - It was important to ensure continuity for the Chairing of the Steering Group following the disbanding of the DCS Board as a result of the merger. It was confirmed that this would be discussed at the next meeting of the Steering Group in April.
 - It was confirmed that the herbivore impact methodology would be one of the specific measures derived for each habitat type. However it was important to ensure that the Steering Group effectively communicated this approach to avoid confusion by estates and landowners. Members accepted that training days for estate staff have taken place and that more are planned in the future to help to address this issue.
- 4.4 Members **agreed** the Risk Assessment and the approach proposed for pursuing Section 7 Control Agreements with owners in Breadalbane.

MAR LODGE

- 4.5 Donald Fraser provided a brief update on Risk Assessment 1 for Mar Lodge Estate. He reported that research and data gathered from the recent deer counts, herbivore assessments and SNH management agreements have shown that grazing impacts from herbivores have indeed inhibited the establishment of tree seedlings
- 4.6 In discussion members made the following points:
- Members **agreed** that they were content that damage had occurred as a result of herbivore grazing.

- It was important that the proposed Risk Assessment 2 recognised the considerable movement of deer into the zone from neighbouring properties in the South.
- 4.7 There was lengthy discussion on the issues surrounding the adoption of a woodland management plan by the National Trust for Scotland. Frustration was expressed by Members at the slow progress being made. At the conclusion of the discussion, Members agreed that it was important that DCS discharged its responsibilities in avoiding damage to the SAC by active management of deer populations by requesting that the Natural Trust for Scotland enter into a Section 7 agreement.
- 4.8 Members **agreed** that the Section 7 Control Agreement for Mar Lodge should be pursued, however it was **noted** that Sir Michael Strang Steel dissented from this decision.

Action: Robbie Kernahan

5 DILG UPDATE

5.1 Robbie Kernahan gave a verbal update on the recent meeting of the DILG Programme Team. He reported the following:

- The RPID/SNH guidance for staff on the use of cross compliance and GAEC on joint working sites to address concerns of domestic stock impacts had been agreed in principle, however it was necessary to ensure that the guidance was communicated to staff.
- There had been various interpretations of the fencing guidance between agencies and this had been reviewed to ensure agreement on the principles and clearer definition of when detailed assessments were required, and this would be communicated to staff.
- In relation to progress on the 2010 features condition target, he confirmed that 93% of features should be in favourable or unfavourable recovering condition by the end of March 2010. However, he expected that many of the outstanding sites would be reliant on SRDP funding and may not have contracts in place until autumn 2010. The agencies were working on the basis that the condition target would roll forward for at least one year.
- In relation to the 2010 work programme, the site audit would be reviewed and priorities agreed by April 2010.
- He expected that DCS staff would bring forward several additional section 7 agreements in the coming months.

5.2 Members **noted** the update.

6 WINTER DEER MORTALITY

6.1 Robbie Kernahan reported concerns raised by deer managers with DCS and reported in the press about the impact of the recent cold weather on deer and likely high mortality this winter as a result. He noted that he had circulated a message to all Deer Management Groups recognising the impact of the severe weather on deer and their management, and encouraging them to

continue with their management cull until the start of the Close Seasons for red deer and roe deer.

- 6.2 Members shared reports they had received on deer mortality in different parts of the country.

7. DEER MOVEMENT AND LICENSING

Paper: DMC4/2010

- 7.1 Robbie Kernahan introduced this paper which gave an update on the issues associated with the movement of deer into and within Scotland. The paper considered some of the work being conducted to explore the potential for the licensing of this activity, and the impact of proposals in the Wildlife and Natural Environment Bill.

- 7.2 Members discussed the benefits of controlling the movement of deer including preventing the spread of disease, maintaining genetic integrity, safeguarding deer welfare, and reducing economic damage. Members **agreed** that this was a complex area and that a paper should be presented to the Board clearly outlining the issues.

Action: James Scott

8 CASE STUDIES ON LOCAL SUSTAINABLE DEER MANAGEMENT: PROGRESS UPDATE FOR OCTOBER 2009 TO JANUARY 2010

Paper: DMC5/2010

- 8.1 Ronnie Rose presented this paper which provided members with an update on the progress of the Case Studies Project, including a summary of the 'Lowlands' case study. He noted that this was the final case study and that he was now drafting the final report for the project.
- 8.2 Members commented that the summary of the final report should be circulated to them for comment prior to finalisation. Members **agreed** that a paper on the implementation of the Sustainable Deer Management project should be discussed at the next Deer Management Committee Meeting.

Action: Robbie Kernahan

9 ANY OTHER BUSINESS

- 9.1 There was no other business

10. DATE OF NEXT MEETING

- 10.1 The next meeting of the Committee will be held in Pitlochry on 17th May 2010.

Draft Minutes of Meeting of Resources and Audit Committee held on 8th February 2010

Attending: Mr A Hamilton (Convenor)
Prof J Milne
Dr P Mayhew
Dr S Walker

Mr N Halfhide (Chief Executive)
Mr R Kernahan (Director of Deer Management)
Ms K McNeil (Director of Policy, Projects & Research)
Mr A MacGugan (Director of Stakeholder Relations)
Ms M Wall (Head of Administration)

Observer

Mr R Burton (SNH)

1 APOLOGIES

1.1 There were apologies from Mr Simon Pepper.

2 MINUTES OF LAST MEETING HELD ON 2ND NOVEMBER 2009

Paper: R 1/2010

2.1 The draft Minutes were approved.

3 MATTERS ARISING FROM MEETING HELD ON 2ND NOVEMBER

Paper: R 2/2010

Quarter 2 Review of Annual Business Plan and Budget

3.1 Nick Halfhide advised Members that the Scottish Government had approved the revised budget.

3.2 Members noted the contents of the paper.

4 CORPORATE PLAN TARGETS – Q3 2009/2010

Paper: R3/2010

4.1 Nick Halfhide presented the paper which provided members with an assessment of the Quarter 3 progress against targets in the Corporate Plan.

4.2 He reported that activity in Quarter 3 had focussed on progressing a number of joint working sites; providing additional support to the Scottish Government on the proposed Wildlife and Natural Environment Bill; liaising with local authorities on peri-urban deer issues and preparing for the January Best Practice event; planning work for 2010-2011 to implement 'Scotland's Wild Deer – A National Approach' and running an autumn road awareness campaign.

- 4.3 The report highlighted ongoing concerns in relation to achieving the 95% target for features on designated sites, despite good progress towards this target, and also the target to reduce DCS' carbon footprint by 10% by 2011. Katy McNeil noted that initial carbon figures for Q1-Q3 suggested an appreciable reduction in carbon output for 09-10, and a full report would be prepared for the Board to consider at its March meeting.
- 4.4 Members **noted** the content of the paper and **agreed** the assessment of the progress for submission to the Scottish Government.

Action: Nick Halfhide

5 QUARTER 3 REVIEW OF ANNUAL BUSINESS PLAN AND BUDGET

Paper: R4/2010

- 5.1 Nick Halfhide introduced the paper which presented a review of DCS' performance in Quarter 3 of the Annual Business Plan for 2009-2010. He reported that a small number of activities were marked as 'amber' with none at 'red'. The main areas of concern were around managing budgets and staffing levels towards the end of the financial year and the impact of the merger. It was noted that the deer census was almost 90% complete due to the large and successful deer count in January which significantly reduced the risk of missing both the count and budget targets.
- 5.2 In relation to the 2009/10 budget update, he reported that the latest forecast predicted a slight overspend, however good progress was being made to achieve spend within 2% of the agreed budget.
- 5.3 Members **noted** the paper and were content with the assessment of the Quarter 3 Review.

6 DCS ANNUAL BUSINESS PLAN FOR 2010- 11

Paper: R5/2010

- 6.1 Nick Halfhide introduced this paper which presented a draft Annual Business Plan for 2010/2011. He reported that it contained activities for the whole year and had been designed to transfer smoothly into the SNH business planning system. The draft plan had been circulated to Scottish Government and SNH colleagues who were broadly content with the approach.
- 6.2 He commented that the draft Plan was ambitious and that as well as including the continuation of some existing activities, it also identified increased resources to deliver economic development and social wellbeing activities.
- 6.3 In relation to the anticipated increase in staff costs, he noted that these were due in part to temporary posts to assist with additional work on the merger and also for new posts within the merged structure.
- 6.4 Members **noted** the paper and approved the approach. They **agreed** that a final draft would be worked up and approved by Andrew Hamilton and John

Milne before being submitted for approval by the Board at its March meeting.

Action: Nick Halfhide

7 DEER COMMISSION FOR SCOTLAND RISK REGISTER: Q3 2009-2010 REPORT

Paper: R6/2010

- 7.1 Nick Halfhide introduced the quarterly review of the Risk Register.
- 7.2 Members considered the risks and **agreed** that a new risk be added under Joint Working - 'the risk that the condition of designated sites decreases in the absence of a clear lead from the Scottish Government' - should be added to the register. The status of the other risks was **approved**.

Action: Nick Halfhide

8 STAFFING UPDATE

- 8.1 Nick Halfhide provided the meeting with an oral update on staffing issues and noted that:
- a) Kelly Matheson, Procurement Officer had returned from maternity leave, Carol Taylor will retire in mid March and a new Admin Support Temp Lisa Shearer had been recruited to replace the two part time SNH secondees, Nicky Dando and Roberta Bradley, who had moved to full time positions within SNH.
 - b) Two temporary IS staff, Fraser Stockall and Craig Johnston had been recruited to assist with file and data management and other IS tasks in the lead up to the merger.

9 DCS ACCIDENT AND NEAR MISS REPORT QUARTER 3 2009/2010

Paper: R7/2010

- 9.1 Melissa Wall introduced the paper providing details of accident and near misses submitted by staff for the period 1st October to 31st December 2009 and a more recent incident reported on 15th January 2010. The incidents included minor cuts to the head caused by a rifle recoil, a moderator becoming detached from a rifle, and a member of staff in a DCS vehicle skidding on ice causing slight damage to the car. No serious injury or damage were reported by the parties involved.
- 9.2 Members **noted** the contents of the report and the action taken to ensure that similar incidents could be avoided in the future.

10 ANY OTHER BUSINESS

- 10.1 There was no other business.

11 DATE OF NEXT MEETING

- 11.1 Members agreed not to hold a further meeting but to deal with the draft accounts for 09-10 by correspondence before submitting to the Board in June. Any other matters arising can be dealt with by correspondence.