



Integrated Land Management Plan Rules and Procedures

1 Introduction

An Integrated Land Management Plan (ILMP) is your pathway to a sustainable and profitable future. Setting out your vision for your farm or croft, it provides a clear, achievable, step by step action plan that will take you there.

The importance of having an ILMP and the range of benefits it brings to you and your business are considerable. For that reason, the Scottish Government, through the Farm Advisory Service, is offering funding to help you access expert consultancy support to develop a professional ILMP for your farm or croft.

The ILMP will identify opportunities and cost savings for your business, based on an independent and confidential assessment of your business by an experienced farm business adviser of your choosing.

The core components of the ILMP are:

- a statement of the vision and objectives for the plan;
- an action plan setting out practical measures to improve the business's financial and environmental performance;
- a farm map;
- an overview of the whole business, including looking at business structure, enterprise information, soil and nutrient management, a basic habitats, biodiversity and conservation review, and financial analysis;
- a cross compliance assessment to highlight where there may be risk areas for the business; and
- an assessment of strengths, weakness, opportunities and threats as they relate to your vision for your business.

New Entrant ILMP

Take advantage of a free New Entrant's to farming ILMP to ensure your business gets off on the right foot. The New Entrant's ILMP provides up to £2,000 of government funding to enable you to bring in a professional consultant to help you through the set-up stages of your business.

Why is a New Entrant ILMP important?

- Provides support tailored to your business
- Identifies areas for improvement and build on strengths
- Provides professional advice to support decision making
- Signposts you to further sources of information and support

What are the benefits of a New Entrant ILMP?

- Independent and confidential assessment of your business
- Identifies opportunities and cost savings for your business
- You can select an experienced farm business adviser – one best suited to your situation and ambition

The ILMP is a flexible tool, enabling you and your adviser to concentrate on the most important issues facing your business. However, to ensure that it provides a sound basis for consideration of the options available to the business, it must address all the elements outlined above.

Although you are not obliged to act on the recommendations contained within the ILMP, it is hoped that plan, will identify opportunities and cost savings and that it will provide a firm basis for you to consider the future development of your business.

PLEASE TAKE TIME TO READ THIS DOCUMENT BEFORE REACHING A DECISION ON WHETHER OR NOT YOU WISH TO PARTICIPATE IN THE SCHEME.

2 Scheme Rules and Conditions

Eligibility

Any farmer, crofter or crofting township/grazing committee who is registered in Scotland with the Integrated Administration and Control System (IACS) can apply for a grant. (Holds a Business Reference Number (BRN)).

To qualify for the New Entrant ILMP support you must be a new entrant to farming, farmers or crofters who have been head of an agricultural business for up to five years.

Please note, a farm business which receives an ILMP/Specialist Advice may not claim funding for a Farm Environment Assessment under the Agri-Environment Climate Scheme.

The role of the adviser and your responsibility

The review must be completed by an adviser accredited under the Farm Business Adviser Accreditation Scheme for Scotland (FBAASS) who has no direct connections to the business under review, either as a partner, a director or shareholder of a limited company, a close family member of a sole trader or any of the foregoing, or with any involvement in the management of the business.

The adviser will carry out the ILMP, not later than 4 months from the date of the offer letter. It is up to you to select an accredited FBAASS adviser and agree a price for delivering the service. The register of accredited advisers is maintained by Lantra, the Sector Skills Council for the environmental and land-based industries in Scotland. Details of accredited advisers are available from the online register at <https://www.scotland.lantra.co.uk/fbaass-search> for assistance please telephone: 0300 323 0161 or email advice@fas.scot.

Your adviser may, with your agreement, engage another adviser or advisers to help with aspects of the service (e.g. to provide specialist knowledge of environmental issues). It is not a requirement of the scheme for any additional adviser, brought in by your main adviser, to be FBAASS registered, however they must be appropriately qualified. Your contract will be with your main accredited adviser, who must bear overall responsibility for delivering the service as a whole.

It is up to you and your adviser to agree on how best to work together but, to get the most out of the service, it is essential that you are fully involved in the process and that you provide all the information needed to give a full picture of your business. This will allow your adviser to develop a clear understanding of your business, opportunities and constraints and to formulate practical options for improving your performance and achieving your objectives.

For most businesses, this service is estimated to involve around 3 days' advisory support, depending on the size and complexity of the business, plus the time and effort that you put in to provide information and discuss issues and options with the adviser. The Integrated Land Management Rules and procedures set out the areas and issues that must be considered. This guidance must form the core of your contract with the adviser.

It is a mandatory requirement that the participating business and the appointed adviser **formally agree a fixed quote** for the proposed work **prior to any work commencing**. The adviser shall be fully responsible for notifying the client **in advance** of any proposed variation to the originally agreed quote.

Under no circumstances shall increased rates or additional charges be applied to the business **without prior written notification and agreement**.

It is a requirement of the grant that you:

- follow the instructions set out in this document and in the offer letter;
- complete the feedback form and declaration and forward it to the Farm Advisory Service as soon as the Integrated Land Management Plan is completed.



Information handling

The Farm Advisory Service will review the quality of your report prior to issuing it to you. We will always respect your personal privacy and the requirements of the law, in particular the Data Protection Act (DPA), and be in agreement with the Scottish Government's privacy policy.

Further information on how information is managed can be found at

<https://www.ruralpayments.org/publicsite/futures/privacy-policy/> or a hard copy can be obtained from your local Scottish Government Area Office.

3 Applying for the grant

You can apply online at <https://www.fas.scot/integrated-land-management-plans-ilmps/> or an application can be downloaded from the website. To request a hard copy please telephone 0300 323 0161 or send an email advice@fas.scot. Application forms may be completed electronically or by hand (we can accept electronic signatures). Please complete the application form and either email it to: advice@fas.scot or send it to Scottish Farm Advisory Service, WSP, 110 Queen Street, Glasgow, G1 3BX. If you do not receive an acknowledgement within 15 working days of posting the application form, you should inform the service by telephone: 0300 323 0161 or email.

If your application is successful, you will receive a formal offer letter and an acceptance of offer form. When you receive the offer, you must promptly engage an accredited adviser to carry out the review. Details of accredited advisers are available from the Accreditation Authority (Lantra). Once you confirm the appointment of the adviser, complete the relevant information on the declaration, and then sign and return one copy to the Farm Advisory Service. This has to be done **within 28 days** of the date of the offer letter, otherwise the offer may be withdrawn. If your application is unsuccessful, you will be notified by letter. If your application is unsuccessful, you will be notified by letter.

4 Grant payments

Grant assistance towards the cost of the ILMP will be paid by the Farm Advisory Service direct to your adviser's company. Once the final copy of your report has been issued by the Farm Advisory Service an automatic request for the grant payment will be made. A Feedback and Declaration form (one document) will be issued alongside the report. You must complete and return it directly to the Scottish Farm Advisory Service (see address details in Section 4) as evidence that you will undertake to pay the adviser's company the balance of the service and the total VAT cost. The duplicate invoice you receive from the adviser will detail the cost breakdown and what you will be required to pay.

The Farm Advisory Service will pay the adviser business 80% of the cost* of carrying out the ILMP up to a maximum of £2,000 per plan. As the grant does not cover the full cost of the service, you will be required to pay the balance of the cost and the total VAT. (You are required to pay the total VAT as it is your business which is receiving the service). The duplicate invoice you receive from the adviser will detail the cost breakdown and what you will be required to pay.

**Excluding VAT, except for businesses which are not registered for VAT and will not reclaim the VAT from HM Revenue & Customs, in which case grant will be based on the total cost inclusive of VAT.*

5 Additional assistance

In addition to an ILMP, businesses may also receive up to two specialist advice plans through the Farm Advisory Service. Specialist plans are fully funded up to a maximum of £1,600 per plan (the business must pay the VAT in full).



Specialist advice topics

1. Animal welfare
2. Archaeological and historic advice
3. Biodiversity, habitat and landscape management
4. Business efficiency
5. Carbon audit action plan
6. Climate change adaptation and mitigation
7. Crofter's plan
8. Organics
9. Resilience planning
10. Soil and nutrient management
11. Succession planning
12. Water management
13. Woodland

Specialist Advice can be applied for on-line at <https://www.fas.scot/specialist-advice> or an application form can be downloaded from the website. To request a hard copy please telephone 0300 323 0161 or send an email to advice@fas.scot.

6 Adviser claims process

Once the Farm Advisory Service issues the final report to the farmer or crofter, adviser payment will be triggered automatically and will be included in the next 4-weekly pay run. New advisers or those updating bank details will be required to complete and submit a bank details form.

7 Complaints and appeals

If you have a complaint, please contact the Farm Advisory Service and your complaint will be referred to Caroline Wood, the Programme Manager for the One-to-One Service.

Address: Scottish Farm Advisory Service, WSP, 110 Queen Street, Glasgow, G1 3BX

Telephone: 0300 323 0161 or

Email: advice@fas.scot

The Farm Advisory Service will make every effort to resolve a complaint quickly and will make at least an initial response within 5 working days. It may be necessary that other relevant parties are contacted to give an account of the matters that are subject to the complaint.

An issues log is maintained to ensure that all complaints and action taken to resolve an issue is tracked this will be reviewed by the Service Director at monthly meetings to identify if additional action should be taken.

If you feel that the Farm Advisory Service did not reach the correct decision in your case, or you do not fully understand the decision, you should contact the Farm Advisory Service for a fuller explanation. If you are not satisfied with the explanation given and wish the decision to be reviewed, you should ask for a review of the decision. A review of the decision will be carried out by a Scottish Government official not involved in the original decision. A request for such a review must be received within 30 calendar days from the date of the original decision letter.