

# Integrated Land Management Plans

## 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 Integrated Land Management Plan 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 Integrated Land Management Plan for your farm or croft.

The Integrated Land Management Plan 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.

The Integrated Land Management Plan 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 Integrated Land Management Plan, 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 BOOKLET 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 IACS. Grants will be offered on a first-come first-served basis to eligible businesses that apply, up to the limit of the available budget.

A farm/crofting business is eligible to apply for specialist advice in conjunction or following the completion of an Integrated Land Management Plan. Resilience planning and woodland management & conservation specialist advice is the only exemption to this rule. A business can go straight to resilience planning and woodland management & conservation specialist advice without the need for an ILMP.

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 Integrated Land Management Plan, not later than 4 months from the date of the offer letter. It is up to you to select a FBAASS accredited 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](mailto: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. Your main adviser will be responsible for incorporating advice from other sources such as specialist advisers into the Integrated Land Management Plan and for ensuring the quality of that advice.

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 review 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 requirement of the grant that you undertake the following:

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

### 3 Information handling

The Farm Advisory Service will review the quality of your report prior to it being issued to you. We will always respect your personal privacy and the requirements of the law, in particular the Data Protection Act (DPA) and in agreement with the Scottish Government's privacy policy. Further information on how we look after our information can be found at <https://www.ruralpayments.org/publicsite/futures/privacy-policy/> or in hardcopy from your local Scottish Government Area Office

### 4 The Application Process

An application form can be downloaded from the website (<https://www.fas.scot/integrated-land-management-plans-ilmps/>). To request a hard copy please telephone 0300 323 0161 or send an email ([advice@fas.scot](mailto: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](mailto:advice@fas.scot) or send to Scottish Farm Advisory Service, Ricardo Energy & Environment, 2<sup>nd</sup> Floor, 18 Blythswood Square, Glasgow G2 4BG. If you do not receive an acknowledgement response within 15 working days from posting the application form, you should inform the service by telephone: 0300 323 0161 or email: [advice@fas.scot](mailto:advice@fas.scot)

If your application is successful, you will receive a formal offer letter and a "Declaration and Acceptance of Offer". Once 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, sign and return one copy to the Farm Advisory Service 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.

### 5 The Grant Process

Grant assistance towards the cost of the specialist advice service will be paid by the Farm Advisory Service direct to your adviser's company on evidence that the work has been completed. Therefore, on the **immediate** receipt of the adviser's final report, you must complete the Feedback and Declaration form (one document) 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.

### 6 Payment rates

The Farm Advisory Service will pay the adviser business 80% of the cost\* of carrying out the ILMP up to a maximum of £1,200 per Integrated Land Management 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.)

*\*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.*



## 7 Additional assistance

In addition to an Integrated Land Management Plan, businesses may also receive up to two specialist advice plans during the period 2016-2020. Specialist plans in the topics listed as 2-9 in the table below are fully funded up to a maximum of £1,000 per plan (the business must pay the VAT in full). Farm efficiency and business succession plans may receive funding for up to 80% of the costs, up to a maximum of £800 funding per plan (again, VAT must be paid by the business)

### Specialist advice topics

- 1 Improved farm efficiency
- 2 Climate change adaptation and mitigation
- 3 Soil and nutrient management
- 4 Biodiversity, habitat and landscape management
- 5 Woodland management and conservation
- 6 Water pollution, prevention and control
- 7 Organics
- 8 Archaeological & historical site advice
- 9 Animal welfare
- 10 Resilience Planning
- 11 Succession planning

An application form and is available for download through the website: <https://www.fas.scot/integrated-land-management-plans-ilmps/> to request a hard copy please telephone: 0300 323 0161 or email: [advice@fas.scot](mailto:advice@fas.scot). Please complete the application form and either email it to: [advice@fas.scot](mailto:advice@fas.scot) or send to Farm Advisory Service, Ricardo Energy & Environment, 2<sup>nd</sup> Floor, 18 Blythswood Square, Glasgow G2 4BG. If you do not receive an acknowledgement response within 15 working days from posting the application form, you should inform the service by telephone: 0300 323 0161 or email: [advice@fas.scot](mailto:advice@fas.scot)

## 8 Required action by the scheme participant

Immediately following the completion of the ILMP or specialist advice, the participant must complete the Feedback form and declaration (which will be sent with the report), and email it to [advice@fas.scot](mailto:advice@fas.scot) or send it to Farm Advisory Service, Ricardo Energy & Environment, 2<sup>nd</sup> Floor, 18 Blythswood Square, Glasgow G2 4BG.

## 9 Required action for the adviser claiming the payment

Payment of the grant to the adviser's company will be based on the Farm Advisory Service receiving confirmation that the ILMP has been completed (receipt of the Feedback and Declaration form) and that the non-grant element of the costs plus the total VAT has or will be paid by the participant. When issuing an invoice to the participant, the adviser should simultaneously complete the claim form, attaching a duplicate of the invoice issued to your client and send it direct to the Farm Advisory Service, Ricardo Energy & Environment, 2<sup>nd</sup> Floor, 18 Blythswood Square, Glasgow G2 4BG or email ([advice@fas.scot](mailto:advice@fas.scot)). Your business will, on confirmation from the participant that the service has been completed, receive the grant payable under this Scheme.



## 10 Complaints and Appeals Procedure

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: Farm Advisory Service, Ricardo Energy & Environment, 2<sup>nd</sup> Floor, 18 Blythswood Square, Glasgow G2 4BG.

Telephone: 0300 323 0161 or

Email: [advice@fas.scot](mailto: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.