

RHYBUDD O GYFARFOD / NOTICE OF MEETING



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Snowdonia National Park Authority

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Cyfarfod: Awdurdod Parc Cenedlaethol Eryri

Dyddiad: Dydd Mercher 8 Rhagfyr 2021

Gofynnir i'r Aelodau ymuno â'r cyfarfod 15 munud cyn yr amser cychwyn dynodedig

Amser: 10.00 y.b.

Anfonir cyfarwyddiadau ymuno at yr Aelodau ar wahân

Meeting: Snowdonia National Park Authority

Date: Wednesday 8 December 2021

Members are asked to join the meeting 15 minutes before the designated start time

Time: 10.00 a.m.

Joining instructions will be sent to Members separately

Aelodau wedi'u penodi gan Gyngor Gwynedd

Members appointed by Gwynedd Council

Y Cynghorydd / Councillor :

Elwyn Edwards, Alwyn Gruffydd, Annwen Hughes,
Judith Mary Humphreys, Edgar Wyn Owen, Elfed Powell Roberts,
John Pughe Roberts, Mike Stevens, Gethin Glyn Williams;

Aelodau wedi'u penodi gan Gyngor Bwrdeistref Sirol Conwy

Members appointed by Conwy County Borough Council

Y Cynghorydd / Councillor :

Philip Capper, Wyn Ellis-Jones, Ifor Glyn Lloyd;

Aelodau wedi'u penodi gan Llywodraeth Cymru

Members appointed by The Welsh Government

Mr. Brian Angell, Ms. Tracey Evans, Mrs. Sarah Hattle,

Mr. Tim Jones, Mr. Owain Wyn.

A G E N D A

		Page Nos.
1.	Apologies for absence and Chairman's Announcements To receive any apologies for absence and Chairman's announcements.	
2.	Corporate Update To receive an oral update from the Chief Executive.	
3.	Public Question Time The Authority has allocated up to 20 minutes at the start of its meeting to allow members of the public the opportunity to ask specific questions that relate to the work of the Authority (apart from planning applications) that is relevant to the Park's duties and purposes. Questions must be submitted in writing (by post or e-mail) to the Head of Legal and Corporate Services at least 7 days prior to the meeting.	
4.	Declaration of Interest To receive any disclosure of interest by members or officers in respect of any item of business.	
5.	Minutes The Chairman shall propose that the minutes of the Authority meeting held on the 13 th October 2021 be signed as a true record. (Copy herewith)	4 - 11
6.	Matters for Information arising from the minutes	
7.	Action Log To submit the Action Log for information and decision. (Copy herewith)	12 - 16
8.	Audit of Snowdonia National Park Authority's assessment of 2020-21 performance To receive a report by Audit Wales. (Copy herewith)	17- 18
9.	Treasury Management – Interim Report 2021/22 To submit an oral report by the Chief Finance Officer.	
10.	Base Revenue Budget 2022/23 To submit a report by the Chief Finance Officer. (Copy later)	
11.	2021/22 Budget Update To submit a report by the Chief Finance Officer. (Copy herewith)	19 - 27
12.	Authority Resilience: Staff Terms and Conditions To submit a report by the Chief Executive. (Copy herewith)	28 - 30
13.	Corporate Joint Committees (CJCs) To submit a report by the Chief Executive. (Copy herewith)	31 - 33

14.	National Park Partnership To submit a report by the Chief Executive. (Copy herewith)	34 - 53
15.	The Authority's Risk Profile To submit a report by the Director of Corporate Services. (Copy herewith)	54 - 63
16.	Working Group Reports To submit the reports of the Members' Working Group meetings held on the 8 th September and the 20 th October 2021. (Copies herewith)	64 - 70
17.	Meetings of other Organisations To receive oral reports from Members on any recent meetings which they have attended as representatives of the Authority.	
18.	To submit the following minutes for information Minutes of National Parks Wales Executive Meeting held on 19 th March 2021. (Copy herewith)	71- 80
19.	Extending Insurance Agreement Schedule 12A Local Government Act 1972: Exemption from disclosure of documents To submit a report by the Director of Corporate Services. (Copy herewith)	81

PART II

20.	Extending Insurance Agreement To submit a report by the Chief Finance Officer. (Copy herewith)	82 - 83
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**SNOWDONIA NATIONAL PARK AUTHORITY
WEDNESDAY 13th OCTOBER 2021**

Councillor Wyn Ellis Jones (Conwy) (Chairman)

PRESENT:

Members appointed by Gwynedd Council

Councillors Elwyn Edwards, Alwyn Gruffydd, Annwen Hughes, Judith Humphreys, Edgar Wyn Owen, Mike Stevens;

Members appointed by Conwy County Borough Council

Councillors Philip Capper, Ifor Glyn Lloyd;

Members appointed by the Welsh Government

Mr. Brian Angell, Ms. Tracey Evans, Mr. Tim Jones, Mr. Owain Wyn;

Officers

Mr. E. Williams, Mr. G.I. Jones, Mr. J. Cawley, Mr. D. Edwards, Mr. E. Roberts, Ms. Elen Hughes, Mrs. A. Gaffey.

Apologies

Councillors Elfed Powell Roberts, John Pughe Roberts, Gethin Glyn Williams; Mrs. Sarah Hattle.

The Director of Corporate Services advised that the meeting was subject to Covid-19 Regulations on how the Authority conducts its business, and that:

- a Notice of the Meeting had been published and the Agenda and reports were available on the Authority's website.
- the meeting was not open to the public.
- the meeting was being recorded to assist in verifying the minutes and would be available online at a later date.

1. Chairman's Announcements

- (1) the Chairman welcomed Councillor Mike Stevens to his first Authority meeting.
- (2) the Chairman reported on the launch of the 70th Anniversary Arts Project at Pontio, Bangor on the 1st October. The National Poet of Wales, Ifor Ap Glyn, was commissioned to write a poem especially for this celebration and various artists have responded to the poem and Snowdonia National Parks' special qualities. The Chairman proposed that all Members should be given the opportunity to listen to the poem, possibly at a future meeting of the Members' Working Group.
- (3) the Chairman provided an outline of the events leading up to the anniversary and advised that a special journey was being arranged from the north of the Park to the south, with staff, volunteers, Members, and partners all taking part. The journey will finish in Aberdyfi, where there will be a small celebratory gathering to mark the anniversary.
- (4) the Chairman reminded Members that a short television series 'Pobl y Parc', following the stories of National Park residents and staff, would air on S4C starting on the 19th October 2021.
- (5) the Chairman advised that the Welsh Government has asked for annual Member assessments in future, rather than the customary two years. The process has now started for Welsh Government appointed Members. In addition, the Welsh Government has asked for this to be extended to Local

Authority Members. This matter will be further discussed by the Governance Task and Finish Group being convened mid-November 2021.

- (6) the Chairman confirmed that both City of Culture bids (City of Bangor and Conwy County) had been unsuccessful and took the opportunity to thank officers for their support.
- (7) the Chairman reported on the joint working between the Snowdonia National Park Authority and Gwynedd Council on sustainable tourism challenges. The meetings have been very beneficial and hopefully will achieve a good outcome for the future.

2. **Corporate Update**

The Chief Executive provided an oral update on operational issues:-

- (1) an update report on the Parking and Transport Strategy was being presented to the Members' Working Group on the 20th October 2021.
- (2) the Chief Executive welcomed Councillor Mike Stevens to the meeting and confirmed that the Welsh Government were currently advertising for two new Members for the Authority - the closing date being the 28th October 2021. To assist the appointment process and encourage a greater diversity of candidates, Councillor Judith Humphreys and Mrs. Sarah Hattle have prepared short video presentations which are extremely useful.
- (3) Mr. Emrys Roberts, Head of Finance, will soon be starting a period of flexible retirement. Ms. Sian Owens has been appointed as the new Head of Finance and will be starting in post on the 1st November 2021.
- (4) also, Mr. Dafydd Edwards will be retiring from his role with Gwynedd Council but will remain as the Section 151 Officer for the National Park, which will provide the Authority with stability until June 2023. Mr. Edwards will remain responsible for the Gwynedd pension fund and will also be involved in establishing the North Wales Corporate Joint Committees.
- (5) Audit Wales, as part of their scrutiny of performance, will be undertaking a review of sustainable tourism with relevant Authority officers and Members.
- (6) Members were given advance notice that the Snowdon Mountain Railway Company will be undertaking substantial maintenance work on the railway track next year with the possibility that Hafod Eryri will remain closed for another year. Members will be provided with further details on the matter when available.

3. **Public Question Time**

Members were informed that no public questions had been received.

4. **Declarations of Interest**

No declarations of personal interest were made in respect of any item.

5. **Minutes**

Subject to correcting the minutes of the 9th June 2021 as follows:-

Item No. 10 – Appointment of Members to serve on Committees, Panels, Working Groups and External Representation

Para. 5 (iii) to read Councillor Alwyn "Gruffydd", and

Item No. 20 – Members' Working Group Report

To correct the Welsh minute to read "Cyflwynwyd – Adroddiad Gweithgor a gynhaliwyd ar 14 Ebrill 2021",

the minutes of the Authority meetings held on the 9th June and 30th June 2021 were accepted and the Chairman signed them as true records.

6. Matters for Information arising from the minutes dated 9th June 2021

Item No. 14 – Arrangements for Authority and Committee Meetings

In response to a question, the Director of Corporate Services updated Members that the Information Systems Manager was looking at the rapidly changing technology to support hybrid meetings, but as Covid levels remain uncertain and both the software and hardware market was ever-changing, it may be of benefit to delay investing in the new technology for the time being. Arising thereon, a Member stated that he had attended a recent ‘hybrid’ meeting and that all the delegates had attended in person, which was something to bear in mind when investing in this new technology.

Item No. 22 – Minutes of National Parks Wales Executive Meeting

The Chief Executive, in response to a question, advised that the National Parks were not being invited to attend the Climate Change Conference COP26. The Chair of National Park Partnership with support from the Palladium Group, would represent the interests of UK’s National Parks at the Conference through site meetings. The three Welsh National Parks were currently in discussion with Palladium with regard to issues specific to Wales. The Chief Executive noted concerns that companies were buying up woodland/areas in order to manage their carbon footprint. Also, the Chief Executive was waiting on the outcome of a recent meeting with Welsh Government officers on this matter.

7. Action Log

Submitted – A log of strategic actions arising from decisions taken during meetings of the Authority, for information and action.

Authority Meeting 10.04.19

Action Item 12 – Europarc Youth Manifesto and

Authority Meeting 09.12.20

Action Item 7 – Action Log

The Director of Corporate Services confirmed that the Youth Officer job description had been finalised and was awaiting evaluation by the Job Evaluation Panel prior to advertising the vacancy.

Authority Meeting 25.09.19

Action Item 8 – Budget Update

Assets Sub-Group

The Director of Corporate Services agreed to ensure that an update report is presented to Members in April 2022. Members were also advised that an appointment had now been made to the newly created Property Officer post.

Authority Meeting 09.12.20

Action Item 10 – Base Revenue Budget 2021/22

The Director of Planning and Land Management confirmed that an update report on Affordable Housing Commuted Sums Expenditure will be presented to the next meeting of the Planning and Access Committee on 1st December 2021.

Authority Meeting 03.02.21

Action Item 2 – Corporate Update

The Chief Executive advised that a report on staff terms and conditions was being presented to the next meeting of the Members’ Working Group on 20th October 2021. This will be an opportunity for Members to consider whether to establish a day’s leave on St. David’s Day on a permanent basis.

RESOLVED to note the updates to the Action Log.

8. 2021-22 Budget Update

Submitted – A report by the Chief Finance Officer to inform members of significant virements. The report also provided Members with an update on progress against the revenue and capital budgets and projected final position for the financial year.

Reported - The Head of Finance presented the report and provided members with further information on the detailed figures.

The Chairman took the opportunity, on behalf of Members, to thank both the Chief Finance Officer and the Head of Finance for their work over the years.

RESOLVED

- 1. to note the report.**
- 2. subject to increasing the estimated Authority underspend from £60k to £85k, to include the net saving on lines within the Corporate Management budget arising mainly from the vacant Administrative Assistant post.**
- 3. to confirm the transfers to/from reserves as outlined in paragraph 1.2 and the “Vired” column of the table in paragraph 3.1.**

9. Draft Statement of Accounts 2020/21

Submitted – The Chief Finance Officer's report for Members to note the contents of the draft Statement of Accounts and the arrangements for the period of inspection by members of the public.

Reported – The Chief Finance Officer presented the report and advised that the audited (and adjusted) Statement of Accounts will be presented to a Special Meeting of the Authority on the 24th November 2021, for approval.

Arising thereon, Members and officers discussed the following:-

- Members were reassured that the Welsh Government would not use the level of balances as a reason to reduce the budget as most Local Authorities had seen their balances rise due to both Covid 19, and receiving their grants late from the Welsh Government.
- arising thereon, the Chief Executive felt the main risk was for projects such as the sustainable landscapes schemes, due to lack of staff capacity, goods not being available and lack of contractors for hire. Projects financed by means of capital funds year on year do not allow the Authority to work in a strategic way as expected by the Welsh Government. He advised that Landscapes Wales were meeting with officers from the Welsh Government tomorrow to discuss funding issues and associated problems.
- the Chief Finance Officer further advised that a report on the review of Authority reserves would be presented to the Members' Working Group meeting on the 20th October 2021, although Members will not be required to make any decisions on the reserves until the Authority has received notice of its grant settlement in December 2021.

RESOLVED to note the contents of the draft Statement of Accounts 2020/21.

10. Annual Report and Improvement Plan 2020-21

Submitted – A report by the Director of Corporate Services to adopt the Annual Report and Improvement Plan and approve its publication by 31st October 2021. The Chairman's report was also presented as a separate document for Members.

Reported – The Director of Corporate Services presented the report and the Annual Report and Improvement Plan. He advised that following the adoption of the Well-being Statement 2021 - 2026, the process had now changed, and this was the final time the Annual Report would be submitted in this format under the Local Government Measure.

Arising thereon, a Member asked that the Chairman's report, in future, refers to 'restoring nature' under the heading "Helping the battle against climate change".

RESOLVED subject to noting the above, to adopt the Annual Report and Improvement Plan for 2020-21 and approve its publication by the 31st October 2021.

11. **Scrutiny Panel Progress Report – Place Names**

Submitted – A report by the Director of Planning and Land Management summarising the Scrutiny Process on the protection and promotion of Snowdonia's Place Names.

Reported – The Director of Planning and Land Management presented his report and welcomed the process which had followed clear methodology, as outlined in the report.

Arising thereon, Members and officers discussed the following:-

- the Chair of the Task and Finish Group took the opportunity to thank officers for their work and thanked Dr. Dylan Evans, Head of the School of Welsh at the University of Cardiff, and Dr. Eleri James, Development Officer with the Welsh Language Commissioner for their guidance.
- a Member of the Task and Finish Group reported that further work should include the use of information panels with maps showing the Welsh names.
- in response to a concern raised by a Member who had been unable to attend the Authority meeting, the Director of Planning and Land Management advised that as the methodology did not provide answers for dealing with place names that have more than one name in use, for example "Yr Wyddfa / Snowdon", officers were awaiting further advice on the matter from Dr. Evans and Dr. James, possibly in December.
- a Member agreed that Welsh place names should take preeminence, but felt that some English names, that have been in use for a very long time, should be factored in and felt that the Authority had a role to play in the way it communicates this information.
- a Member noted that Welsh place names were centuries old and that English influence on Welsh place names only started around 170 years ago.
- in response to a question, the Chief Executive felt that due to the ongoing nature of the work it should be transferred from the Scrutiny Panel to function as a Steering Group, meeting every few months, which would allow the work to continue and also be available to advise the Authority as necessary. The Governance Task and Finish Group will further consider the principle of transferring the role of a Task and Finish Group to a Steering Group.
- the Director of Planning and Land Management confirmed that Mei Macintyre Huws, Gwynedd Council's Welsh Place Names Officer had worked with the Scrutiny Panel and will continue to work with the Steering Group. Members agreed to extend the same invitation to Conwy County Borough Council to attend the Steering Group as required.

- the Director of Land Management stated that Dr. Eleri James hoped that in future, this methodology can be used by other Authorities throughout Wales.

RESOLVED

- 1. to support the use of the methodology proposed by Dr Evans in arriving at a standardised list of place names to be used by the Authority in any official communication.**
- 2. the database of place names to be sent to the Commissioner's Place-names Standardisation Panel (starting with the 200 lakes that have already been assessed, but over time to include the full database).**
- 3. the Panel to receive further advice from Dr Evans and Dr James on the possible options that may be open to the Authority on how to address place names that have more than 1 name in common use – and relay this back to the Authority for approval.**
- 4. the Panel should discuss the best way for the place names in Snowdonia to be used and promoted, and report this back to the Authority for approval.**
- 5. given the continuous nature of this work stream, that the Scrutiny Panel be replaced by a Steering Group (with the same Membership) that can address these and any other issues relating to place names that are raised in the future, as and when requested.**
- 6. to extend an invitation to Conwy County Borough Council to attend the Steering Group as required.**

12. The Placemaking Charter

Submitted – A report by the Planning Policy Officer for the Snowdonia National Park Authority to formally sign up to the Placemaking Charter.

Reported – The Planning Policy Officer presented the report and advised that the principles of the charter were already being implemented through the Eryri Local Development Plan and Cynllun Eryri and were adopted within Planning Policy Wales. Members were also advised that Brecon Beacons National Park Authority were in favour of the charter and that Pembrokeshire Coast National Park Authority have already signed up to the charter.

Arising thereon, Members and Officers discussed the following:-

- a Member noted that officers should be aware of how they implement the charter to ensure it does not create any additional obligations for applicants/agents. The Planning Policy Officer confirmed that the charter did not create any additional obligations, as outlined in Appendix A of the report.
- in relation to Development Policy 18: The Welsh language and the Social and Cultural fabric of communities, the Planning Policy Officer advised that it was not possible to make amendments to the charter at this time, although it would be possible to look at extending the principles of the charter when the Local Development Plan review takes place in 2-3 years' time.

RESOLVED

- 1. to grant approval for the Snowdonia National Park Authority to sign the charter.**
- 2. to formally recognise the approach to implementing the charter to complement National and Local Planning Policies.**

13. Members' Working Group Report

Submitted – Reports of the Members' Working Groups held on 19th May and 30th June 2021.

Arising thereon,

Members' Working Group held on 30th June 2021

The Chief Executive confirmed that he had made initial contact with the Chief Executives of the two Scottish National Park Authorities regarding their 3rd and 4th purposes and will hold further discussions prior to presenting a report to Members in due course.

RESOLVED to note the reports.

14. Meetings of other Organisations

Submitted – An oral update on recent meetings of organisations which Members have attended as representatives of the Authority.

Europarc (Virtual) Conference

- Ms Tracey Evans: was disappointed not to have benefitted from attending the Conference as there had been a number of technical issues.
- Councillor Judith Humphreys: did not suffer any technical problems and was grateful for the opportunity to attend the Conference. Cllr. Humphreys attended the “Spotlight on Youth” Workshop where discussions had focused on how to connect with young persons. All the National Parks, whilst acknowledging the same challenges in capacity, funding, and the pandemic, received an interesting presentation on a project from The Netherlands, where it was suggested that contact should start with primary school children. Another suggestion was that young people should be invited to meet face to face with Authority Members as part of the board, or possibly to establish a separate Youth Board. A buddy scheme could be established for young people who have been involved with the National Park and were about to leave, so that they could transfer their knowledge to a new young person. Also, the importance of connecting with youths from urban areas was discussed as was establishing an Europarc interns scheme. Cllr. Humphreys noted that Snowdonia was twinned with Triglav National Park in Slovenia, who were very keen on working with their young people and could provide opportunities for youth partnership work.
- Councillor Wyn Ellis Jones: suffered some technical issues coupled with the time difference which had created some problems. The presentations were very good, and it was interesting to note that countries throughout Europe had suffered from the same tourism problems as experienced in Snowdonia.

Councillor Annwen Hughes - Cambrian Coast Railway Liaison Conference

- had recently attended a virtual meeting on the 1st October 2021 where the Liaison Group Chair and Vice-Chair were appointed.
- Network Rail confirmed that 85%-90% of the railway service was now operational.
- maintenance work on the Barmouth bridge was continuing with a rail replacement bus service between Pwllheli and Machynlleth.
- the bridge was due to re-open on the 12th December 2021 and all the train stations closed due to covid will also be re- opened at that time.

Mr. Owain Wyn - Dyfi Biosphere Partnership

- although he had been unable to attend the meeting, Members were advised that an application had been submitted for Government support to establish a

team to operate the partnership over a period of 3 years. If possible, a copy of the Ecodyfi Partnership bid would be circulated in due course.

RESOLVED to thank the Members and note the reports.

15. Minutes

The following minutes were submitted for information:-

- (1) Minutes of National Parks Wales Executive Meeting held on 19th March 2021.
- (2) Minutes of the Performance and Resources Committee held on 14th July 2021.
- (3) Minutes of the Standards Committee meetings held on 3rd September 2021.

The meeting ended at 11.35



TAFLEN WEITHREDU – ACTION SHEET

AUTHORITY MEETING – 10.04.2019

ITEM NO. AND TITLE	DECISIONS / OBSERVATIONS	ACTIONS	RESPONSIBLE OFFICER	UPDATE or COMPLETION DATE	REMOVE FROM ACTION LOG
12. Europarc Youth Manifesto	RESOLVED to establish a Task and Finish Group to further the work and report to Authority in December 2019.	Officers to convene a meeting of the Youth Manifesto Task and Finish Group.	HP/AD	<p>Initial Task and Finish Group has been convened, further Task and Finish Group to be held in March 2020.</p> <p>Job description for Youth Officer being prepared as joint role between Head of Wardens and Head of Engagement. Officer will lead on developing local Youth Manifesto.</p> <p>Youth Officer Job description finalised and evaluated. The post is currently being advertised, closing date 10.12.21.</p>	YES



TAFLEN WEITHREDU – ACTION SHEET

AUTHORITY MEETING – 25.09.2019

ITEM NO. AND TITLE	DECISIONS / OBSERVATIONS	ACTIONS	RESPONSIBLE OFFICER	UPDATE or COMPLETION DATE	REMOVE FROM ACTION LOG
8. Budget Update	<ul style="list-style-type: none"> - a report on the budgetary pressures faced by the Property Section to be presented to a future Working Group. - a report by Yr Ysgwrn Project Group to be presented to Members in the New Year. - to provide Members with a copy of the Aberdyfi judgement once it becomes available. 	<p>To present the reports.</p> <p>To email Members with the judgement.</p>	<p>EJ</p> <p>NJ</p> <p>GIJ</p>	<p>Update - The Assets Sub Group met on 4 March 2020 and considered a report, which outlined budget pressures and recommendations to reinvest income from income generating sites in future maintenance budgets from 2021/22 onwards. A subsequent report to be prepared for Autumn Performance &Resources committee.</p> <p>Covid 19 was identified as a potential risk and has resulted in the report being postponed owing to wider financial pressures arising from the pandemic.</p> <p>The Assets Sub-Group was convened on 15th January 2021.</p> <p>An update report will be presented to Members in April 2022 and an appointment has been made to the newly created Property Officer post.</p> <p>Update – at the end of the 2021 season a report will be presented to Yr Ysgwrn Board before being presented to the Authority meeting by the Head of Cultural Heritage in late 2021 / early 2022.</p> <p>Members were provided with a copy of the judgement on 28.11.19</p>	<p>NO</p> <p>COMPLETED</p>



TAFLEN WEITHREDU – ACTION SHEET

AUTHORITY MEETING – 09.12.2020

ITEM NO. AND TITLE	DECISIONS / OBSERVATIONS	ACTIONS	RESPONSIBLE OFFICER	UPDATE or COMPLETION DATE	REMOVE FROM ACTION LOG
7 Action Log	Authority Meeting 10.04.19 Action Item 12 – Europarc Youth Manifesto	To progress this action as a matter of urgency.	HP/AD	(See update above Authority 10.04.19 – Item No. 12) Youth Officer Job description finalised and awaiting evaluation.	NO
10. Base Revenue Budget 2021/22	The Director of Land Management agreed to provide Members with an update on Affordable Housing Commuted Sums Expenditure.	To present the update report.	JC	To be reported to Members during Planning and Access Committee meeting in March or April 2021. An update report will be presented to the next meeting of the Planning and Access Committee on the 1 st December 2021.	YES COMPLETED



TAFLEN WEITHREDU – ACTION SHEET

AUTHORITY MEETING – 03.02.2021

ITEM NO. AND TITLE	DECISIONS / OBSERVATIONS	ACTIONS	RESPONSIBLE OFFICER	UPDATE or COMPLETION DATE	REMOVE FROM ACTION LOG
2. Corporate Update	RESOLVED to present a further report for Members to consider whether to establish the day's leave on St. David's Day on a permanent basis in future.	To present a further report.	CX / Chair	To be considered when staff terms and conditions are to be presented to the Authority. Update - The Members Working Group will be asked to consider this matter at their meeting on the 1 st December 2021.	NO



TAFLEN WEITHREDU – ACTION SHEET

AUTHORITY MEETING – 13.10.2021

ITEM NO. AND TITLE	DECISIONS / OBSERVATIONS	ACTIONS	RESPONSIBLE OFFICER	UPDATE or COMPLETION DATE	REMOVE FROM ACTION LOG
11. Scrutiny Panel Progress Report – Place Names	RESOLVED 1. to await further advice on the options available on how to address place names that have more than 1 name in common use. 2. to await a report by the Panel on the best way for place names in Snowdonia to be used and promoted. 3. that the Scrutiny Panel be replaced by a Steering Group (with the same membership) to address future issues and to invite a representative from Conwy County Borough Council to attend the Steering Group as and when required.	To present a further report in due course.	JC	The next meeting of the Place Names Scrutiny Panel will take place early February and not in December as previously anticipated due to the heavy workload of Dr Foster-Evans, Cardiff University.	NO



Reference: 2716A2021-22

Date issued: November 2021

Audit of Snowdonia National Park Authority's Assessment of 2020-21 Performance

Certificate

I certify that I have audited Snowdonia National Park Authority's (the Authority) assessment of its performance in 2020-21 in accordance with section 17 of the Local Government (Wales) Measure 2009 (the Measure) and my Code of Audit Practice.

As a result of my audit, I believe that the Authority has discharged its duties under sections 15(2), (3), (8) and (9) of the Measure and has acted in accordance with Welsh Government guidance sufficiently to discharge its duties.

Respective responsibilities of the Authority and the Auditor General

Under the Measure, the Authority is required to annually publish an assessment which describes its performance:

- in discharging its duty to make arrangements to secure continuous improvement in the exercise of its functions;
- in meeting the improvement objectives it has set itself;
- by reference to performance indicators specified by Welsh Ministers, and self-imposed performance indicators; and
- in meeting any performance standards specified by Welsh Ministers, and self-imposed performance standards.

The Measure requires the Authority to publish its assessment before 31 October in the financial year following that to which the information relates, or by any other such date as Welsh Ministers may specify by order.

The Measure requires that the Authority has regard to guidance issued by Welsh Ministers in publishing its assessment.

As the Authority's auditor, I am required under sections 17 and 19 of the Measure to carry out an audit to determine whether the Authority has discharged its duty to publish an assessment of performance, to certify that I have done so, and to report whether I believe that the Authority has discharged its duties in accordance with statutory requirements set out in section 15 and statutory guidance.

Scope of the audit

For the purposes of my audit work I will accept that, provided an authority meets its statutory requirements, it will also have complied with Welsh Government statutory guidance sufficiently to discharge its duties.

For this audit I am not required to form a view on the completeness or accuracy of information. My audit of the Authority's assessment of performance, therefore, comprised a review of the Authority's publication to ascertain whether it included elements prescribed in legislation. I also assessed whether the arrangements for publishing the assessment complied with the requirements of the legislation, and that the Authority had regard to statutory guidance in preparing and publishing it.

The work I have carried out in order to report and make recommendations in accordance with sections 17 and 19 of the Measure cannot solely be relied upon to identify all weaknesses or opportunities for improvement.



Adrian Crompton

Auditor General for Wales

CC: Rebecca Evans MS – Minister for Finance and Local Government

 Nick Selwyn – Audit Manager

ITEM NO. 11

MEETING	Snowdonia National Park Authority
DATE	8 December 2021
TITLE	2021/22 BUDGET UPDATE
REPORT BY	Chief Finance Officer
PURPOSE	To inform Members – <ul style="list-style-type: none">• of significant movements,• of the progress against the revenue and capital budget,• and projected final position for the financial year.

1. BACKGROUND

- 1.1 The budget report provides a summary of the revised revenue and capital budgets for 2021-22 for the first seven months of the financial year i.e. 1 April 2021 to 31 October 2021.
- 1.2 Slippage and underspend from the financial years 2019-20 and 2020-21 have been added to the budget and £120,193 relating to the Wardens and Plas Tan y Bwlch service has been transferred to the Projects reserve.
- 1.3 Part 4 of the report indicates the progress made to date against the net revenue budget and a projection of the position as at the year end.
- 1.4 The budgets relating to the Warden and Access Services have been moved from the Planning and Land Management directorate to the Corporate directorate.
- 1.5 The Authority has received financial support for the impact of Covid19 including:
 - Welsh Government Support Grant for the first quarter of 2021/22 worth £102,730, with a further application for the second quarter worth £105,283 submitted in mid October.
 - Rates Relief.
 - Rebate through the Job Retention (Furlough) Scheme of £24,857

- 1.6 Following an increase in the National Park grant of 10% for 2021/22, the Authority still has a surplus of £476,251 waiting to be earmarked for specific purposes, including increasing the Authority's capacity, de-carbonisation agenda and capital commitments.
- 1.7 The £314,530 capital grant received in 2020/21 has been allocated to a number of projects in 2021/22.
- 1.8 Some of the 2020/21 'Sustainable Landscape, Sustainable Places' (SLSP) grant schemes have been carried over to 2021/22 for completion. A further SLSP grant of £900,000 has been approved for the Authority for 2021/22 which includes an administration fee of £ 81,818.

2. 2021/22 REVISED REVENUE BUDGET

- 2.1 The Original Net Budget was approved by the Authority on 3 February 2021.

Allocations of funds are shown in the 'Transfers' columns in the table below :-

Service Areas	Original Net Budget	Virements (previous)	Virements (new)	Revised Net Budget
	(£)	(£)	(£)	(£)
Planning and Land Management	1,545,500	11,186	5,980	1,562,666
Corporate	5,064,911	242,973	10,000	5,317,884
Balances, reserves and provisions	10,000	0	-10,000	0
Total Expenditure to Services	6,620,411	254,159	5,980	6,880,550
Interest Earned on Surplus Funds	-8,000	0	0	-8,000
Revenue Financing of Capital				
Expenditure	1,636,048	-70,772	198,316	1,763,592
Capital Charges Adjustment	-591,050	0	0	-591,050
Net Budget	7,657,409	183,387	204,296	8,045,092
FUNDED FROM				
National Park Grant	4,119,789			4,119,789
Constituent Authority Levy	1,373,262			1,373,262
	5,493,051			5,493,051
Contributions from reserve	2,164,358	183,387	204,296	2,552,041
Revised Net Budget	7,657,409			8,045,092

- 2.2 A detailed breakdown showing the revised net budget per service as at 31 October 2021 can be seen in Appendix 1.

- 2.3 The net increase of £204,296 in the "new transfers" column represents the balance on 'Sustainable Landscape, Sustainable Places' (SLSP) grants from 2020/21 added to the 2021/22 base budget.

Revenue	13,395
Capital	<u>190,901</u>
	<u><u>£ 204,296</u></u>

3. REVISED CAPITAL BUDGET

- 3.1 A summary of the revised net budget for capital expenditure for 2021/22 is shown in the following table, with the detail in Appendix 2:

<u>Capital Budget 2021/22</u>						
Service Areas	Gross Original Budget	Grant Incwm	Net Original Budget	Virements (previous)	Virements (new)	Revised Net Budget
	(£)	(£)	(£)	(£)	(£)	(£)
Planning and Land Management	1,096,650	- 508,670	587,980	96,969	113,018	797,967
Corporate	1,048,068	0	1,048,068	- 167,741	77,883	958,210
Total	2,144,718	-508,670	1,636,048	-70,772	190,901	1,756,177

- 3.2 The increase in the new transfers column represents the capital element of the SLSP grants already noted.

4. FORECASTED POSITION FOR 2021/22

- 4.1 The Management Team aims to keep this year's net expenditure within available resources, with the option of contribution from reserves as required. The table below provides a summary of progress to 31 October 2021 against budget, and a projection of the position at the end of the financial year (as discussed with the relevant Heads of Service and Directors). It is emphasised that this projection of the figures may change by the end of the year.

These figures do not include any cost estimate relevant to the current review of the Authority's staff salaries.

Service Areas	Revised Net Budget (£)	Expenditure to date (£)	Projected year end (£)	Projected variance (£)
Planning and Land Management	1,562,666	341,390	1,552,666	10,000
Corporate	5,317,884	2,085,279	5,250,884	67,000
Balances, reserves and provisions	0	0	0	0
Total Service Expenditure	6,880,550	2,426,669	6,803,550	77,000
Interest Earned on Surplus Funds	-8,000	-2,980	-8,000	0
Revenue Contribution Towards Capital	1,763,592	522,390	1,763,592	0
Capital Charges adjustment	-591,050	-344,779	-591,050	0
Net Revenue Budget	8,045,092	2,601,300	7,968,092	77,000
Projected Net balance (+) / deficit (-) for 2021/22				77,000
FUNDED FROM				
National Park Grant	4,119,789			
Constituent Authority Levy	1,373,262			
Contributions from reserve	2,164,358			
Original Net Budget	7,657,409			
Contributions from reserve	387,683			
Revised Net Budget	8,045,092			

- 4.2 In summary, the year-end forecast at this time is an underspend of £77,000. There is a caveat to this in terms of any deterioration in the Covid19 situation, and the support from the Welsh Government to offset the financial cost of the pandemic.

Explanations of the main variances anticipated by year end, and consequent adjustments, mainly focusing on amounts of £10,000 and over, are set out below.

- 4.3 **Corporate:** A forecast surplus of approximately £67,000. The main variations are as follows:

Plas Tan y Bwlch - an estimated £42,000 overspend. Income from bed and breakfast, courses and meeting room letting is forecast to exceed target, but electricity feed in tariff income lower than the budget target, although a significant improvement is forecast on last year. In terms of the expenditure budget, the main overspends are on employment, energy costs and booking.com commission. As this is the first year of implementing a new business model we can include the necessary adjustments in the 2022/23 budget to better reflect the financial profile of the service, as well as any developments regarding new income streams.

Car Parks and Visitor Facilities - The Head of Property, with the support of the Management team, intends to keep any surplus for capital costs under consideration including costs arising from the property survey.

Translation - an underspend of approximately £20,000 is forecast as a result of using external translators rather than employing a translator.

Legal - the Hillside case in Aberdyfi has yet to be heard and therefore the financial implications are still unclear. For this report the net cost of the service is taken as balanced against budget.

Corporate Management - estimated underspend of approximately £14,000. The post of assistant is vacant and there is also a surplus line of £476,251 outstanding to date, but earmarked for specific purposes as set out in paragraph 1.6.

Personnel - approximate £15,000 underspend arising from employment and training budget lines.

Administration and Customer Care - an estimated £16,000 underspend on a combination of employment, transport and postage budget lines.

Management Plan and Partnerships - at this stage an underspend is foreseen on the Commissioning Fund budget line of approximately £23,000.

Wardens - there are savings from vacant posts. The Head of Service is utilising these savings for other purposes within the service including restructuring and purchase of two welfare units.

- 4.4 **Planning and Land Management**: On the whole, the forecast budget variances amount to a surplus of £10,000 against budget.

Cultural Heritage – the underspend projected is to be earmarked as additional budget for the Harlech and Arduwry project and additional employment costs in Planning as required.

Planning - The increase in planning fee income is consistent with meeting the budget target. Savings in the employment budget and the "bought in service" line have been used by the Director to temporarily expand the service capacity.

Conservation, Trees and Agriculture – an underspend of around £10,000 is forecast on employment and transport budget lines.

- 4.5 **Balances, Reserves and Provisions**: The original baseline balance of £10,000 for inflation has been fully allocated.

- 4.6 **Salary costs**: The 2021/22 inflationary increase has yet to be agreed. There is a provision of £72,240 in the revised budget.

- 4.7 **Interest**: Interest rates are still very low and meeting the budget target (as reduced for this year) will be challenging.

4.8 **Capital**: The main net spends to the end of October are on:

Website	£71,796
Ysgwrn (SLSP 2020/21)	£52,506
Dolgellau Heritage Lottery Fund Scheme	£47,608

5. Virements Between Budgets Worth Over £30,000 For the Attention Of The Authority.

5.1 Part 3 of the Authority's Financial Regulations state the need to report to the Authority or the Performance & Resources Committee with regard to virements worth between £30,000 and £100,000 between budgets, where they have not been previously approved by the Authority. In addition the Authority's approval is required for any virement worth £100,000 or more.

There are no such virements relating to the first seven months of this financial year.

6. RECOMMENDATION

- Note the contents of the report.
- Confirm the transfers to / from reserves in paragraph 1.2 and the 'New Transfers' column in the table under paragraph 2.1

7. BACKGROUND PAPERS

None

Appendix 1

**Snowdonia National Park Authority
Revised Budget for 2021-22 on 31 October 2021**

	Original Budget £	Virements (previous) £	Virements (new) £	Revised Net Budget £
PLANNING AND LAND MANAGEMENT				
Foresters (S.L.S.P.)	0	0	17,395	17,395
Conservation, Trees and Agriculture	418,210	-15,820	-7,415	394,975
Dark Skies	47,800	0	0	47,800
Welsh Peatlands (W.G. grant)	45,190	10	0	45,200
National Grid - Maentwrog (East)	91,160	0	0	91,160
Celtic Rainforests (LIFE)	74,860	0	0	74,860
Carneddau Partnership	25,000	0	0	25,000
Archaeology	60,340	2,746	0	63,086
Cultural Heritage	70,480	0	-4,000	66,480
Dolgellau Townscape Heritage	22,510	0	0	22,510
Harlech and Arduwy scheme	61,110	0	0	61,110
Ysgwrn	94,190	0	0	94,190
Planning	534,650	24,250	0	558,900
Sub-total carried forward	1,545,500	11,186	5,980	1,562,666
CORPORATE				
Members Costs	103,510	0	4,000	107,510
Authority Support	84,810	0	0	84,810
Corporate Management	1,104,401	60,578	-13,000	1,151,979
Property	259,330	0	0	259,330
Legal	52,290	0	0	52,290
Administration and Customer Care	219,170	-10,000	0	209,170
Translation	110,780	0	0	110,780
Personnel and Training	108,250	0	0	108,250
Head Office	222,410	0	0	222,410
Information Technology	318,780	0	0	318,780
Finance	167,570	10,000	14,000	191,570
Plas Tan y Bwlch Study Centre	286,450	-5,240	5,000	286,210
Engagement	456,200	79,365	0	535,565
New Website	42,760	26,690	0	69,450
Sub-total carried forward	3,536,711	161,393	10,000	3,708,104

Appendix 1 (continued)

**Snowdonia National Park Authority
2021/22 Revised Budget as at 31 October 2021**

	Original Budget £	Virements (previous) £	Virements (new) £	Revised Net Budget £
Subtotals Brought Forward				
PLANNING & LAND MANAGEMENT	1,545,500	11,186	5,980	1,562,666
CORPORATE	3,536,711	161,393	10,000	3,708,104
Engagement with Young People (W.G. grant)	20,010	0	0	20,010
Well-being Paths (W.G. grant)	40,000	0	0	40,000
Management Plan and Partnerships	280,330	91,746	0	372,076
Information Centres	143,380	-10,170	0	133,210
Llyn Tegid	-19,940	0	0	-19,940
Car Parks	-423,580	0	0	-423,580
Litter Clearance	19,510	0	0	19,510
Traffic and Transport	5,000	0	0	5,000
Visitor Facilities	280,720	0	0	280,720
Public Access	111,730	0	0	111,730
Snowdon Team	305,120	0	0	305,120
Wardens - General	267,660	4	0	267,664
Wardens - North	258,400	0	0	258,400
Wardens - South	239,860	0	0	239,860
	5,064,911	242,973	10,000	5,317,884
BALANCES	10,000	0	-10,000	0
TOTAL	6,620,411	254,159	5,980	6,880,550
Interest Earned	-8,000	0	0	-8,000
Revenue Financing of Capital Expenditure	1,636,048	-70,772	198,316	1,763,592
Capital Charges Adjustment	-591,050	0	0	-591,050
	7,657,409	183,387	204,296	8,045,092
FUNDED FROM				
National Park Grant	4,119,789			4,119,789
Constituent Authority Levy	1,373,262			1,373,262
Tfrs from reserves	2,164,358	183,387	204,296	2,552,041
Net Budget	7,657,409			8,045,092

Appendix 2

Capital Budget 2021/22						
Service Areas	Gross Original Budget (£)	Grant Incwm (£)	Net Original Budget (£)	Virements (previous) (£)	Virements (new) (£)	Revised Net Budget (£)
Planning and Land Management						
Cultural Heritage Schemes	113,080	0	113,080	69,046	0	182,126
Dolgellau Townscape Heritage scheme	685,480	-508,670	176,810	0	0	176,810
Harlech and Ardudwy Scheme	40,000	0	40,000	0	0	40,000
Carneddau - Data LiDAR (W.G. grant)	17,590	0	17,590	0	0	17,590
Carneddau - Paths (W.G. grant)	32,500	0	32,500	0	0	32,500
Mobile Observatory (W.G. grant)	25,000	0	25,000	0	0	25,000
Ash Die Back (W.G. grant)	50,000	0	50,000	0	0	50,000
Biodiversity (W.G. grant)	75,000	0	75,000	0	0	75,000
Gas Analyser (Peatlands scheme)	0	0	0	27,923	0	27,923
Gorseddau (W.G. grant)	50,000	0	50,000	0	0	50,000
Completing various grant schemes (W.G. grant)	8,000	0	8,000	0	0	8,000
Woodlands (S.L.S.P.)	0	0	0	0	11,085	11,085
Tree Nursery (S.L.S.P.)	0	0	0	0	3,084	3,084
Ysgwrn (S.L.S.P.)	0	0	0	0	98,849	98,849
Sub-total	1,096,650	-508,670	587,980	96,969	113,018	797,967
Corporate						
Information Systems - Replacement Prog.	72,340	0	72,340	0	0	72,340
Inf. Technology for Planning	60,000	0	60,000	32,539	0	92,539
Website (W.G. grant)	10,000	0	10,000	0	0	10,000
70 years Celebration (W.G. grant)	30,000	0	30,000	0	0	30,000
Snowdon Partnership Scheme (W. G. grant)	62,780	0	62,780	-317	0	62,463
Snowdon Interpretation (W. G. grant)	50,000	0	50,000	0	0	50,000
Electric charging points for cars (W. G. Grant)	13,040	0	13,040	-751	0	12,289
Resurfacing works at car parks and Plas Tan y Bwlch (W.G. grant)	40,000	0	40,000	0	0	40,000
Ogwen Centre (TAIS scheme)	0	0	0	2,000	0	2,000
Betws Y Coed (W.G. grant)	77,780	0	77,780	-635	0	77,145
Water Refill Stations (W.G. grant)	12,040	0	12,040	0	0	12,040
Hafod Eryri (W.G. grant 18/19)	66,210	0	66,210	-66,210	0	0
Hafod Eryri (W.G. grant 19/20)	160,020	0	160,020	-160,020	0	0
Public Access	79,530	0	79,530	0	0	79,530
Wardens - Vehicles	14,000	0	14,000	68,802	0	82,802
Penmaen Britt (W.G. grant)	25,000	0	25,000	0	0	25,000
Llyn Cynwch (W.G. grant)	30,000	0	30,000	0	0	30,000
Bwlch Mawr - Brithdir (W.G. grant)	50,328	0	50,328	-43,149	0	7,179
Brithdir - Pen Ceunant (W.G. grant)	40,000	0	40,000	0	0	40,000
Nant Gwynant (W.G. grant)	45,000	0	45,000	0	0	45,000
Cadair Idris (W.G. grant)	50,000	0	50,000	0	0	50,000
Llyn Llywelyn (W.G. grant)	30,000	0	30,000	-6,250	0	23,750
Gwyrfai Route (W.G. grant)	30,000	0	30,000	0	0	30,000
Ffridd Uchaf (W.G. grant)	0		0	6,250	0	6,250
Morfa Dyffryn (S.L.S.P.)	0	0	0	0	22,250	22,250
Llyn Nantlle (S.L.S.P.)	0	0	0	0	7,562	7,562
Main Offices Heating (S.L.S.P.)	0	0	0	0	20,485	20,485
Solar Panels (S.L.S.P.)	0	0	0	0	7,586	7,586
Ogwen Visitor Centre (S.L.S.P.)	0	0	0	0	20,000	20,000
Sub-total	1,048,068	0	1,048,068	-167,741	77,883	958,210
Total	2,144,718	-508,670	1,636,048	-70,772	190,901	1,756,177

MEETING:	Snowdonia National Park Authority
DATE:	8 th December, 2021
TITLE:	AUTHORITY RESILIENCE: STAFF TERMS AND CONDITIONS
AUTHOR:	Chief Executive
PURPOSE:	Members to discuss and agree staff terms and conditions and to authorise the Chief Executive to formally consult on the review of the pay bands/spine and report back to members

1. BACKGROUND

1.1 Following a review and subsequent Audit Wales report on the resilience of the Authority in the provision of its services, specific workforce matters were highlighted which required addressing. Reports were prepared highlighting the issues and Members had the opportunity to thoroughly discuss and consider the various matters during Member Working group meetings in June, October, and December of 2021.

The reports allowed members to consider specific elements:

- Delivery areas which need further support,
- Staff recruitment and retention,
- Development of staff,
- Staff working conditions.

1.2 Members were able to consider the Authority's capacity to meet current and emerging challenges and matters in retention and recruitment of staff. Following consideration, the working group resolved to formally recommend certain matters to the Authority for adoption. The main issues addressed in this paper relate to changes in staff terms and conditions which require formal consultation with staff and the trade unions. If approved for consultation I will report back to members on the findings of the consultation, then the Authority can formally consider changes to staff terms and conditions.

2. DELIVERY AREAS:

2.1 In preparation for the June working group, I gained the views of both Members and Service Heads as to the delivery areas which required further support or need to be developed. Following the June working group the following areas were agreed by members:

- Planning service
- Economy – understanding of rural, land based and environmental economies
- Grant management
- Sustainable tourism

- Decarbonisation
 - Nature recovery and climate change
 - Working with young people
 - Heritage.
- 2.2. In the working group it was outlined that some of these posts could be supported by the baseline budget and others through different grant mechanisms. The resource to support such posts from baseline budget can be confirmed on adoption of the budget for 2022/23.

3. STAFF RECRUITMENT AND RETENTION:

- 3.1 Audit Wales referenced recruitment and retention in their report. I reported to members on recent staff losses and problems in recruitment. Most staff exit interviews and applicants for vacancies cited the salary level as one of the reasons for accepting other posts or turning down an offer of employment.
- 3.2 Members commissioned a review of the Authority's pay spine (Green Book) which was conducted by Gwynedd Personnel Services. That report concluded that the Authority's pay structure was not competitive, compared to other public sector employees in Northwest Wales.
- 3.3. The advice was to adjust the Authority's pay bands by two pay points. Since the introduction of the living wage, which the Authority has adopted, compression of pay differentials has occurred therefore this adjustment needs to be based on the original banding as adopted when single status was implemented to avoid further compression.

4. FIXED TERM CONTRACTS:

- 4.1 Members agreed that there were recruitment advantages for both the Authority and prospective employees by offering full time employment contracts even when funding was only available for the immediate medium term. In the working group of December I asked members to provide the Management Team with the discretion to offer permanent positions even if a full funding was not available at the time of recruitment, which should be considered on a case by case basis.

5. BILINGUALISM:

- 5.1 Members had recommended that acknowledging such skill should be included within the review of the Authority's pay structure. The exact mechanism will be reported verbally at the Authority following consideration by members in the working group of 1st December 2021, the conclusion of which cannot be incorporated into this paper due to time constraints. A recommendation on such will be provided in the Authority.

6. STAFF DEVELOPMENT:

- 6.1 Audit Wales also made a recommendation to support staff across the Authority. Audit Wales recommendation was "To support greater resilience the Authority should consider how and when to expose officers to new experiences in wider services and teams to build skills, knowledge and capacity". Our internal Auditors are conducting an audit on the Authority's progress on this, which will be reported to members in due course.

7. WIDER TERMS AND CONDITIONS:

- 7.1 Consideration of wider terms and conditions such as Flexi, TOIL, working from home etc. were considered. They were considered competitive and appropriate for the organisation. An Authority resolution from February 2021 requested that consideration should be given for an extra discretionary day leave for staff for Saint David's day. The Management Team are of the opinion that this would not prove an issue in the delivery of its services. Members considered this in its working group of 1st December 2021.

8. RESOURCE IMPLICATIONS:

- 8.1 An allowance for the costs of adjustments in the Authority pay spine have been costed (circa £213,000) and has been factored into the provisional baseline for 2022/23 onwards.

9. RECOMMENDATIONS:

- 9.1 **To note the delivery areas that are identified for further support and/or development, and to identify resource for this purpose within the budget for 2022/23**
- 9.2 **To support the option of full-time posts wherever possible in project delivery and for the management team to consider on a case-by-case basis**
- 9.3 **To authorise the Chief Executive to formally consult on the review of the pay bands/spine and report back to members**
- 9.4 **If the pay bands are adjusted and members support the acknowledgement of being bilingual within the pay band, to retain the last pay point in any pay band to meet an agreed standard in Welsh and English for new posts and new recruits.**
- 9.5 **To support an additional discretion day leave for staff for St David's day from 2022 onwards.**

MEETING:	SNOWDONIA NATIONAL PARK AUTHORITY
DATE:	08 th December, 2021
TITLE:	CORPORATE JOINT COMMITTEES (CJCs)
AUTHOR:	Chief Executive
PURPOSE:	To consider the report and nominate a representative and reserve representative from the Authority to sit on the CJC board.

1. BACKGROUND

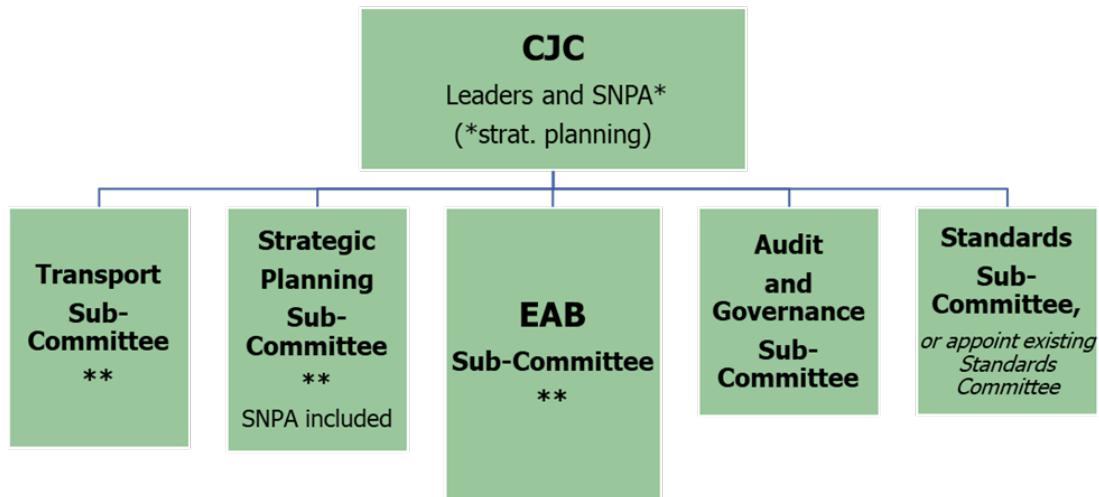
- 1.1. Welsh Government has legislated to establish Corporate Joint Committees (CJC) across four regions in Wales. The CJCs will discharge functions in relation to:
 - Strategic Development Plan (Planning function): preparing, monitoring, reviewing and revising.
 - Policies for transport: developing a Regional Transport Plan and
 - Regional economic well-being function.
- 1.2. The Authority as a Local Planning Authority will formally be part of the Planning function of a CJC.
- 1.3. There has been substantial unease about the establishment of CJCs mostly due to the perception of introducing an extra tier of governance in Wales, that they could weaken democratic decision-making process and local accountability and the potential costs involved.
- 1.4. All four CJCs are established as corporate bodies which can employ staff and hold assets.

2. NORTH WALES REGION:

- 2.1. Regulations were made by Welsh Government on 17th March 2021 which on 1st April 2021 established CJCs. The functions of the corporate body for North Wales will become live on the 30th of June 2022 and the six Local Authorities of North Wales have already established an independent corporate body.
- 2.2. The six North Wales local Authorities have existing arrangements in place for some of the functions. They are currently addressing how arrangements will allow current established partnership arrangements e.g. through the Economic Ambitions Board

(EAB) can be continued and not duplicated. The six Authorities are addressing specific technical matters on operational requirements in relation to the corporate body.

The proposed structure is outlined below:



** Delegation to statutory sub-committees, which are also subject to the transparency requirements which apply to executive function bodies.

- 2.3 All CJs have a statutory obligation and in its first meeting there is a requirement to:
 1. Prepare a 12-month business plan setting out activities to be undertaken and the budget requirements.
 2. Agree the CJC's budget requirements (and levy allocation) for its first financial year at a meeting of the CJC by 31 January 2022.
 3. Appoint the chairperson and vice-chairperson at its first meeting; and
 4. Establish a Governance and Audit Sub-Committee.
- 2.4 For the North Wales CJC the first formal meeting will need to be held before the end of January 2022 to agree a budget and decide on the levy on all local Authorities. Other matters that will need consideration will be membership of the CJC, governance and scrutiny arrangements, appointment of statutory officers and voting rights.
- 2.5 The procedure for funding the CJC is set out in the Establishment Regulations which is a decision requiring unanimous approval. The Welsh Government regulations do not prescribe any formula basis for funding of CJs. It will be for each CJC to decide how the budget requirement will be met by the constituent Councils, and the National Park Authority in the case of the strategic planning functions. In the absence of unanimous agreement on the amounts payable, the regulations provide for the amounts payable by the constituent Councils and National Park to be directed by Welsh Ministers.
- 2.6 This Authority will be a member of the CJC board but voting rights will be restricted to matters in relation to the planning function and the levy. All three areas of responsibility are of significant relevance to the delivery of sustainable outcomes within the boundaries of Snowdonia. Decision at a board level have the potential to be significant for the area itself but also in terms of the governance, finance and functions

of the Authority. Confirmation has been provided by the Minister, which have been incorporated into guidance, that all members of the CJC will need to take account of National Park purposes (section 62(2) duty) when executing their functions.

- 2.7 The Authority needs to formally consider who should represent the Authority on the CJC board. The Authority will also be formally represented on the sub-committee for the planning function of the CJC and representation (with voting rights) is limited and stipulated in the regulation to either the Authority's Chair, Vice-chair or Chair of Planning Committee; this can be agreed at a later date.

3. RECOMMENDATION:

- 3.1 To nominate a representative and reserve representative from the Authority to sit on the CJC board.**

JO/SNPA/08 12 21/CJCs

MEETING:	Snowdonia National Park Authority
DATE:	08 th December, 2021
TITLE:	NATIONAL PARK PARTNERSHIP
AUTHOR:	Chief Executive
PURPOSE:	Members to confirm that the Authority continues as a member of National Park Partnership and the Communications unit, which is to be funded from existing baseline commitment and any balance from reserves.

1. BACKGROUND:

- 1.1. The fifteen National Park Authorities of England, Scotland and Wales have always worked together. During the last 5 to 6 years the collaborative nature of working has changed. National Parks UK has now been formally dissolved and alternative arrangements have been established which include:
 1. Chairs Forum,
 2. National Park Partnership.
 3. National Park Foundation and
 4. National Park Communications function.
- 1.2. The main reason for restructuring was the inability of NPUK structure to deliver outcomes in a timely manner and NPUK didn't possess the correct skills to assist the 15 National Park Authorities.
- 1.3. The current National Park Partnership funding model needs to be reviewed and agreed for a further three years, this paper seeks approval of this Authority to continue as a member.

2. CURRENT STRUCTURE:

2.1 Chairs Forum:

This is a forum whereby the Chairs, periodical are able to address more strategic matters compared with their previous role within NPUK (mostly operational) and also provide advice to the Chief Executive Officers on matters which are of common interest to the family of National Parks, which require further co-operation on.

2.2. National Park Foundation:

In 2019 the fifteen National Park Authorities were invited to be members of a National Park Foundation to extend the ability of the family of National Parks to benefit from donations (corporate and private).

The foundation is registered as a charity and its charitable objectives are for the:

- Conservation and enhancement of natural and cultural heritage;
- Promotion of the sustainable use of the natural resources of the national parks;
- Promotion of understanding and enjoyment, including recreation, of the special qualities of the national parks by the public;
- Promotion of the sustainable development of the communities within the national parks; and
- Promoting knowledge transfer and sharing best practice in the delivery of sustainable rural development projects

2.3 National Parks Communications unit:

All fifteen National Parks have entered into a two-year service level agreement to deliver a common communications function. The Comms. unit is hosted by the Broads Authority. Work is progressing well and is a good resource for the National Parks. The benefit of joint communications was evident as the lockdown was eased last year.

The Authority has a baseline budget for this function.

Increasing cooperation between and National Park Partnership has emerged as being a vital partnership.

3. NATIONAL PARK PARTNERSHIP:

3.1 National Park Partnership was established as a Limited Liability Partnership (LLP) in 2016, a Development Director was also appointed in 2016. The focus for NPP was to provide opportunities in engaging and gaining support from mainly corporate and private supporters. The current operating plan runs up to end of this financial year. The next business plan will be for a further three years. The main rationale for NPP is that the UK's National Park Authorities require central strategic services in the areas of commercial partnerships and communications.

3.2 The next business plan is commercially sensitive and is not available for circulation. I outline here the main areas of business involved in next business plan, five main areas:

1. Deliver funding for environmental impact at scale: Net Zero With Nature/Revere,
2. National Parks Protectors to deliver income and environmental impact,
3. National Parks Futures to deliver income and support learning/outreach work,
4. Outdoor clothing partnership, licensing & other strategic cross-park partnerships to deliver income and in-kind support,
5. Diversity & Inclusion in the outdoors partnership to deliver income and support Diversity & Inclusion work.

3.3 A key part of the revised business plan for both NPP and the communication units is in bringing their functions together. This has gained the support of all 15 National Parks on an executive level.

The advantages for this are:

- Advisory work, e.g. bid writing/co-ordination for working groups
- Exploring further opportunities to drive income specifically to the UK National Parks Foundation (apart from large-scale corporate funders)
- Planning, managing or seeking sponsorship for an externally facing conference
- Collating data on the impact of initiatives to support future marketing/sponsorship opportunities
- Proactive media engagement, apart from as part of funded campaigns
- Running additional to plan, ad-hoc communications campaigns (unless these are funded in addition to core work)
- Hosting more than one annual CEO collaborative planning session
- Frequent liaison with working groups on 'big ideas'
- Convening Fundraising/income generation working group/forum.

3.4 The communications unit will also have their own work plan for three years, which will be signed off by the CEOs with input from the Chairs Forum.

3.5 During the five years since operation the most significant partnership was with Columbia in the provision of clothing for the 15 National Park Authorities. This was mainly an in-kind arrangement with some capital allocation.

3.5.1 During this period NPP has:

- Demonstrated UK level multi-year commercial partnerships are possible
- Driven collaborative thinking and developed major new UK proposition (Net Zero With Nature)
- Generated total of £2.78m value
- Cash-only Return on Investments (ROI) of 2.1: 1
- Cash & In kind ROI of 4.3: 1

3.5.2 The lessons learnt during this period were:

1. Restricted income easier to secure than unrestricted,
2. Partners like: conservation; wellbeing; education; credibility; national presence; volunteering; climate & biodiversity action,
3. Weaknesses: delivering commercial return (minimal content, campaigns, direct reach to audiences); 'National Park' is not our exclusive IP
4. Separate strategies for NPP and Comms. constrains benefits to NPAs
5. Focussing purely on the commercial does not play to the National Parks' strength.

Last year's annual report is enclosed as **Appendix 1**.

3.6 The costs of running NPP over the coming period are outlined in the following table:

Operational Expenditure budget	2022/3	2023/4	2024/5
Salaries (inc pay awards)	194,300	198,186	202,150
Fully funded project staff	87,400	52,200	
Travel & subsistence	14,000	15,400	17,000
Partnership costs/contingency	10,000	11,000	12,000
Legal	6,000	6,600	7,300
Admin/equipment/IT subs	3,000	3,300	3,600
TOTAL	314,700	286,686	242,050
Funded by NPP via unrestricted/external fund	-157,900	-116,700	-115,000
Funding required via NPA subscriptions	156,800	169,986	127,050
3 year total NPP operational expenditure	843,436		

3.7 The rate of ROI is identified as 5.2:1 for the next business period, inclusive of the further funds. The next business period has identified value of £91,148 for this Authority (Range £83K to £155K).

3.8 The current governance arrangements and structure of NPP LPP will continue to meet the needs of providing the services of the Service Level Agreement and accountability to the LLP Members. This includes:

- Members approve all NPP Board appointments
- The Board must always have a majority of NPA representatives over independent representatives
- Annual NPP LLP AGM meeting including Annual Report and Accounts approval
- Consultation around the 3 year Business/Operational Plan before approval by NPP Board, with annual workplan and budget updates shared to all NPAs
- Due diligence undertaken and shared for all major partnerships
- Consultation (and side-letters/contracts where required) with affected NPAs for commercial partnerships
- Annual Report and Accounts approval

3.9 The next business period plan requires the following support by the 15 National Park Authorities:

	2022/23	2023/24	2024/25
NPP Requirement	150,000	150,000	150,000
Comms Requirement	121,000	123,420	125,888
Total Funding Requirement	271,000	273,420	275,888
Per NPA per annum	18,067	18,228	18,393

4. RESOURCE IMPLICATION:

- 4.1 As can be seen from the table above the financial commitment for each Authority for each of the next three years is just over £18,000 per annum. The Authority has an existing baseline which currently supports the work of the Communications unit. It is suggested that the required balance is to be funded from reserves as this is a three year commitment.

5. RECOMMENDATION:

- 5.1 **To confirm the Authority continues as member of National Park Partnership and the Communications unit, which is to be funded from existing baseline commitment and any balance from reserves.**

APPENDIX 1.

2019/20 National Park Partnership Annual Report



JO/SNPA 08 12 21 NPP

Annual Report to Members

April 2020-March 2021

Confidential - internal use only

Introduction from the Chair

National Parks Partnerships (NPP) operates on behalf of the UK's 15 National Parks who are Members of the LLP.

NPP's vision is to make a significant, sustainable and discernible contribution to the improved quality of the UK National Parks and the benefits they offer today and in the future. We deliver this by establishing and managing partnerships between companies and the National Parks.

This report provides an update on our progress in this area and covers the financial year April 2020 – March 2021.

When reading back over last year's report and the impact that Covid was having on us all, I didn't think that we would still be in its throes. It has been a testing time for us all but I am

proud of the resilience shown by the NPP team as well as across the National Parks family and of what we have all achieved despite these very challenging circumstances. The last 12 months have seen even more people engage with National Parks whether in person or online and that is evidenced in the conversations we have been having with our Partners and prospects who see us as a way to underpin their health & well-being and sustainability agendas.

Despite the continued challenging circumstances, I'm pleased to report that we have been able to secure additional partners over the last 12 months (more details later in this report). Our targeted prospecting around Net Zero With Nature continues to bear fruit and the pro bono Partnership we have established with Palladium sees us preparing to launch an exciting new chapter for NPP and the National Parks family later

this year.

We have continued to communicate frequently with CEOs, Chairs and Members adapting our operating model to take consideration of the impacts of the pandemic. With member Park Authority approval we extended our Business Plan for a 6th year offering a reduction in subscription to Parks for fy 21/22. The NPP board, with expert support and facilitation from James Stuart, Covener of Loch Lomond & The Trossachs NPA, kicked off 2021 with three workshop sessions to start considering how NPP should improve its operating model to offer the greatest benefit to National Parks as a whole. We look forward to continuing those discussions with you all over the coming months.

Another highlight from the year saw our Forest Holidays/Give Nature a Break Campaign (Special

Introduction from the Chair

Award for Effective Use of a Smaller Budget and 2020 Vision Award – Celebration of Craft & Creativity) short-listed at the UK Sponsorship Awards with the latter being awarded a Highly Commended.

In January 2021, following the departure of John Kennedy, Tim Barclay and Liam McAleese at the end of 2020, NPP welcomed Sue Albion, Director of Regulatory at Flutter Entertainment plc; Justin Keeble, Managing Director of Accenture's European Sustainability Services and Briony Fox, Director of Conservation at North York Moors National Park Authority as new Board members, with a remit to help drive strategy and deepen and develop the range of income-generating partnerships between the private sector and National Parks. In March, we bid farewell to Julian Atkins, CEO of Brecon

Beacons National Park and were delighted to have Emry Williams, CEO of Snowdonia NPA join.

After 2 years in the role, in March 2021 Cat Hawkins stepped down as Chair of the Board (although remains on the Board) with me taking up the position on a temporary basis whilst we focus on our operating model and business plan. I really cannot overstate how much Cat achieved during her time as Chair and I would like to thank her personally and on behalf of the rest of the Board and National Parks for all the time and effort that she has and continues to put into NPP.

We have some really exciting leads in our pipeline at the moment, and we hope to be able to share news of these partnerships with you in the next few months along with updates on our proposed operating model.

We recognise the vital role that NPP could perform in supporting the UK National Parks over the coming years and are working hard to connect and identify new potential partners and revenue streams to this effect.

With kind regards

Gordon Watson
Chair, National Parks Partnerships LLP



2020-21 achievements

On behalf of the UK's National Parks NPP have:

- Signed a 3-year licensing deal with Harper Collins to publish walking guides and pocket maps with an initial fee of £12,000
- Launched a range of National Parks stamps with Royal Mail
- Delivered 2nd year of CLIF's support of National Parks Protectors; distributing £75,000 of grants to Parks
- Launched Net Zero With Nature proposal and secured significant pro bono support from Palladium
- Directed funds of £1,348 to UK National Parks Foundation through sales of Adventures Pins and Outdoor Scratch Maps

New business

NPP undertook a significant programme of new business prospecting during 2020-21 with the continued use of the prospecting service 'SoPro'. As we reported last year, this email-based strategic prospecting system enables far greater volumes of first contacts with prospects than our two-person team can manage alone.

Our prospecting sessions during August 2020 and March 2021 focussed on Net Zero With Nature and given this issue is high on the agenda for businesses, interest in our offer was high. To date we have had interaction with 301 companies, significant conversations with over 80 businesses with 8 of these looking extremely positive.



Palladium

A major focus for NPP over the past year has been refining our Net Zero with Nature portfolio and prospecting for supporters. With net zero being at the forefront of business and government strategy our timing could not have been better and we are ready to take advantage of this.

What started as a call to support mass landscape restoration projects on the ground has moved on to us piloting projects that will enable us to release carbon credits. This has been enabled by the significant pro bono support of Palladium whom we approached via our SoPro prospecting in August 2020.

Palladium have vast experience in designing sustainable business models in the Amazon and around the world and offered to support us in looking at innovative ways of securing much-needed private and public finance for repairing damaged peatlands and grasslands, woodland planting and management, and habitat creation.

In the run-up to COP26 in November, this collaboration aims to unlock one of the UK's biggest environmental challenges – creating a sustainable funding model for nature restoration at scale with an aim of securing almost £240 million for vital nature restoration by 2030.



Forest Holidays

The hospitality sector was severely affected by the pandemic and as such our partnership with Forest Holidays was paused from 1 April 2020 for the year. Forest Holidays have though agreed to a one-year extension of our five year contract to make up for lost funding and activity. The #Givenatureabreak campaign that we ran with Forest Holidays in November 2019 was Highly Commended at the UK Sponsorship Awards 2020/2021.

CLIF

Launching a 2nd year of National Parks Protectors in partnership with CLIF which included a social media campaign to highlight projects and regional press engagement. Grants were distributed to all Parks with major conservation projects in five NPAs (Brecon Beacons, Cairngorms, Dartmoor, Loch Lomond & The Trossachs, North York Moors).



Sykes Cottages

Our partnership with Sykes Cottages also paused for this financial year although the individual NPAs who added links to their websites to generate additional income continued to benefit from this (generating £3,050 Aug 19-March 21). The pause in Partnership gave us the opportunity to review how we were working and from April 2021 Sykes' support will be directed towards National Parks Protectors.

Columbia

Overseeing the logistics of two seasonal clothes deliveries of 10,000+ items worth £125k (wholesale value). Ongoing comms and marketing activity including supply of competition prizes.



Harper Collins

Our first major licensing partnership, for an initial 3 year term, sees Harper Collins publish a series of official Pocket Maps and accompanying Park Rangers Favourite Walks books, each designed to offer handy guidance to favourite UK National Parks.

The range of small-format maps include detailed mapping and visitor information while the Favourite Walks guides contain 20 of the best walking routes, as chosen by National Park rangers.

Pocket Maps for the South Downs, Peak District, Snowdonia, North York Moors, Yorkshire Dales, Norfolk Broads, Pembrokeshire Coast, Cairngorms and Dartmoor National Parks together with Favourite Walks guides to the South Downs, Yorkshire Dales and Snowdonia launched in Spring 2021.



Royal Mail

Following liaison with National Parks and NPUK communications teams, our licenced stamps range launched through Royal Mail channels in January 2021. The stamps and associated merchandise showcased 10 of our National Parks and highlighted the importance and history of all 15.



Carousel

The National Parks calendar continues to sell well with the 2021 version, produced and marketed by Carousel, generating £595 of income.



Affiliates

In October 2021 NPP set up affiliation partnerships with Adventure Pins and Outdoor Scratch Maps with £1 from the sales of their items going to the UK National Parks Foundation. By end of March 2021 these affiliations had generated over £1,500.



Pro bono

In addition to Palladium's significant pro bono support NPP also continued to benefit from room services from Linklaters LLP for Board Meetings and pro-bono accountancy, payroll, and taxation services from David Allen. This has significantly reduced our expenditure as part of NPP's aim to maximise returns to NPAs.

NPP also benefited greatly from the time given pro bono by Board Members.



Finances

The following page shows the P&L and Balance Sheet for the year ended 31 March 2021.

Turnover for the year was £455k (2020: £430k) comprising income from sponsors (cash and in-kind) of £315k and subscriptions from NPAs of £140k.

Expenditure was £416k (2020: £448k), including operating costs and in-kind and cash grant distributions made to NPAs; cash grants made in 2021 totalled £120k (2020: £157k; this sum included a distribution of £52k from surplus funds).

The overall result for the year was a profit of £37k (2020: a loss of £18k), which is in line with expectations at the start of the year.

These results do not include any payments and benefits in kind received directly by NPAs through sponsorship deals.

The Balance Sheet shows net current assets of £169k as at 31 March 2021 (2020: £129k), of which the main component was cash held in NPP's bank account.

This sum met the Business Plan objective of retaining sufficient cash at the end of each financial year to cover at least half of the following year's operational costs.

Measures are in place to monitor cash flow to ensure that sufficient working capital is available and that the going concern status is maintained.

The Company's statutory accounts are in the process of being submitted to Companies House and copies will be made available to all Members.

There is no requirement for the Annual Accounts to be audited. However, they have been reviewed by the LLP's three Designated Members and signed as true and accurate.

The company banks with Svenska Handelsbanken AB, and operates appropriate financial controls, including those concerning the authorisation of payments.

Accounts for 1 April 2020 - 31 March 2021

NATIONAL PARKS PARTNERSHIPS LLP
BALANCE SHEET AS AT 31 MARCH 2021

	2021	2020
	£	£
Fixed Assets	0	47
Current Assets	174,065	276,900
Creditors: Amounts falling due within one year	-5,040	-147,611
Net Current Assets	<u>169,025</u>	<u>129,289</u>
Net assets attributable to members	<u>169,025</u>	<u>129,336</u>
 Represented by:		
Members other interests	<u>169,025</u>	<u>129,336</u>
 Total members' interests		
Equity	<u>169,025</u>	<u>129,336</u>

NATIONAL PARKS PARTNERSHIPS LLP
PROFIT AND LOSS ACCOUNT AS AT 31 MARCH 2021

	2021	2020
	£	£
Turnover	455,292	430,008
Other Income	210	475
Staff Costs	-107,051	-104,250
Depreciation and other amounts written off assets	-47	-186
Other charges	<u>-308,715</u>	<u>-344,037</u>
Profit (loss) for the year before members' remuneration and profit shares	<u>39,689</u>	<u>-17,990</u>
Profit (loss) for the year available for discretionary division among members	<u>39,689</u>	<u>-17,990</u>

Management board and executives

The NPP Board met 11 times between April 2020 and March 2021 and held its 2020 AGM on 30 September 2020.

Sue Albion (joined 1 January 2021)
Director of Regulatory, Flutter Entertainment plc

John Kennedy (left 31 December 2020)
CEO, Adlens

Julian Atkins (left 31 March 2021)
CEO, Brecon Beacons NPA

Liam McAleese (left 1 October 2020)
Lake District NPA

Tim Barclay (left 31 December 2020)
CEO, Appello

Kristine Olson Chapman
Executive Vice President, Head of EMEA at GLG

Richard Burnett
Director of Corporate Services, Yorkshire Dales NPA

Gordon Watson (Chair from 1 March 2021)
CEO, Loch Lomond & The Trossachs NPA

Dr Briony Fox (joined 9 November 2020)
Director of Conservation, North York Moors NPA

Emyr Williams (joined 1 April 2021)
CEO, Snowdonia NPA

Peter Harper
Dartmoor NPA

Executives

Cat Hawkins (stepped down as Chair 1.3.21)A
Founder, Think!Sponsorship

Naomi Conway
Development Director

Justin Keeble (joined 1 January 2021)
Managing Director of Accenture's European Sustainability Services

Lisa Sensier
Development Manager

Supporters

NPP would like to thank our partners for their support

Grateful thanks to Accenture, Adlens, Appello, Flutter Entertainment plc, GLG and Think!Sponsorship for the Senior Executive time of NPP's Non Executive Directors

National Partners

Columbia Sportswear
CLIF
Forest Holidays
Sykes Holiday Cottages

Pro Bono

Palladium
David Allen
Linklaters

Licensing

Harper Collins
Royal Mail
Carousel

Affiliates

Adventure Pins
Dicky Bags
Outdoor Scratch Maps

National Parks Partnerships LLP
www.nationalparks.co.uk
Registered Company OC 412230



ITEM NO. 15

MEETING	Snowdonia National Park Authority
DATE	8 December 2021
TITLE	THE AUTHORITY'S RISK PROFILE
REPORT BY	Director of Corporate Services
PURPOSE	Annual summary of the Authority's Risk Profile.

BACKGROUND

- 1.1 The Authority has a Risk Profile where risks facing the Authority are placed into three categories, namely High Priorities, Medium Priorities and Low Priorities.
- 1.2 It is a requirement that the Risk Profile is presented to the full National Park Authority at least once a year to review changes to the Profile over the last 12 months and to seek approval for any risks which require permanent removal from the Register.
- 1.3 Currently, there are 17 identified risks on the Profile. Of these 3 are classed as High risks, 13 are classed as Medium risks and 1 is classed as Low risk.
- 1.4 During the last 12 months, 4 new risks have been identified and added on to the Risk Profile. Three of these risks involved the potential failure to reach income generation targets for three specific areas of business – Yr Ysgwrn, Information Centres and Planning Fees. These risks were added due to the uncertainty over the effect of Covid-19 and the various associated restrictions in place over this time. All available mitigation measures were put in place and costs have been reduced where appropriate, and accordingly the 3 risks have currently been classed as Medium.
- 1.5 The other new risk identified was the need to ‘Secure a long-term future for Plas Tan y Bwlch’. The new Business Model has been implemented over the last year, however it is too early to assess whether this will be a sustainable basis for the future of the Centre. The risk is currently classed as Medium.
- 1.6 The other risk on the Profile for Plas Tan y Bwlch was the failure to reach the income generation target. This was lowered from High risk to Medium risk in November 2020, once the new Business Model was approved for implementation.
- 1.7 The income generation target for the Car Parks was lowered from High risk to Low risk in November 2021, as the target income for the year had been realised.

- 1.8 All other risks remained the same.
- 1.9 No risks were removed from the Profile during the year.

RESOURCE IMPLICATIONS

None arising from this Report.

RECOMMENDATION

To note the contents of this report.

BACKGROUND PAPERS

Risk Profile: Updated November 2021 (previously presented to the Performance and Resources Committee on 24 November 2021).

SNOWDONIA NATIONAL PARK AUTHORITY RISK REGISTER												November 2021	
Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Remaining Risk			Risk direction	Proximity (N, I, F)	Owner	
			Effect	Likely	Result		Effect	Likely	Result				
1	Insufficient core budget funding.	Cut in Services.	4	3	12	<p>NPAs received a 10% increase in the core revenue budget from Welsh Government for 2021/22, which makes the grant settlement for SNPA £4,119,789. As a result of this heartening news for 2021/22, following several grant settlements which have been in real terms cuts, the risk was lowered from high to medium at the 24th of March Committee.</p> <p>The uncertainty remains due to Westminster's Comprehensive Spending Review which is to conclude on the 27th of October 2021, along with possible implications due to the new Government's priorities (although there are early indications in favour of some environmental aspects). To prepare for this continuing uncertainty, SNPA have kept an element of flexibility in the setting of the budget for 2021/22, and have also kept a prudent level of reserves.</p> <p>The Covid-19 emergency and the lockdown periods has means that SNPA has faced significant loss of income. Although Welsh Government have compensated for part of the income lost in 2020/21 and for the first 6 months of 2021/22, the effect on some of the income streams could extended for several years to come.</p>	3	2	6		N (Review - ed P&R 14.07.21)	Chief Finance Officer	
2	Income Generating Target (Plas Tan y Bwlch).	Failure to keep within the Authority's budget.	4	5	20	<p>At the Authority meeting on 23rd October 2020 the decision was taken to continue operating Plas Tan y Bwlch as a B&B type business in the short to medium term and to proceed with staff restructuring as outlined in the report. This decision means that the risk to the Authority has reduced somewhat. However, there is still risk to the Authority, although both the likely effect and impact have reduced somewhat.</p> <p>Following the process of re-opening the economy, Plas has had a busy season operating as outlined above. We recently reported to the Plas Board. As with the rest of the sector, we have suffered from staff shortages in places and whilst we are hopeful that we will attain the income generation target there have been cost overruns on staff as well as fuel costs for running and heating Plas. At present the additional costs will not have a significant impact on the Authority.</p>	3	4	12		N (Review - ed P&R 14.07.21)	Dir. of Corporate Services	

Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Inherent Risk			Risk direction	Proximity (N, I, F)	Owner
			Effect	Likely	Result		Effect	Likely	Result			
3	Income Generating Target (Car Parks).	Failure to keep within the Authority's budget.	4	5	20	During the tremendously busy summer of 2021 as a result of restrictions to overseas travel due to Covid-19 and more machines able to take card payments in Llyn Tegid, the car parks income target has been realized.	4	1	4		N (Review - ed P&R 14.07.21)	Head of Property
4	Reputational risk re the Authority's management of the Ysgwrn.	Mismanagement leading to lack of credibility in the Authority's ability to fulfil its duties.	5	3	15	<p>Yr Ysgwrn site was successfully developed, and the final claim has been submitted to the Heritage Lottery Fund at the end of February. Due to the effect of the Covid-19 as well as the improvement works on site through the use of a grant from 'Sustainable Landscapes, Sustainable Places', Yr Ysgwrn remained closed until July 2021. The summer period has been relatively successful since re-opening.</p> <p>The current staffing structure (as well as the furlough scheme) has saved on costs, but more support will be required for the on-site team for next year (a lack of site manager and the Head of Service on maternity leave is not a sustainable structure, especially as we hope for a busier year next year). These additional 2 positions will reduce any risks to the site and to the good name of the Authority.</p>	3	3	9		N (Review - ed P&R 14.07.21)	Dir. of Planning and Land Mgt. / Head of Cultural Heritage
5	Risk (publicity) as a result of the Traffic Scheme / Snowdonia Green Key Policy.	Mismanagement leading to lack of credibility in the Authority and its partners.	4	3	12	<p>Development of the Snowdon Plan has established a better relationship between the individual elements relating to management on Snowdon, including the Sherpa service.</p> <p>A sub-group to the Snowdon Plan has been formed to review the Sherpa service and transport / parking issues in the area. A traffic management study for Snowdon and Ogwen has been commissioned and received. The partners are now considering the report's recommendations with Welsh Government and reflecting on the lessons learned over the busy summer 2020 period. A public consultation with the communities has taken place in February / March 2021 on the report.</p> <p>Unprecedented numbers of UK day visitors are expected again this summer as lockdown eases, which will cause problems for local communities. Although a partnership approach is taken, the public perception of responsibility will fall on the Authority. A number of mitigation measures have been put in place with partners for the 2021 season.</p>	4	4	16		N (Review - ed P&R 14.07.21)	Chief Executive / Partnerships Manager

Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Inherent Risk			Risk direction	Proximity (N, I, F)	Owner
			Effect	Likely	Result		Effect	Likely	Result			
6	Failure to fulfil the "Future Generations Well-Being" Act requirements.	Critical audit report / negative publicity.	3	3	9	The Authority continues to work together with Audit Wales on a pilot scheme to develop its effectiveness, so as to implement the requirements of the Well-Being Act. During 2020/21 a resilience study was undertaken on the Authority. For 2021/22, Wales Audit will look at how effective the Authority is in influencing the development of Sustainable Tourism.	3	3	9		I (Review - ed P&R 14.07.21)	Chief Executive
7	Risks to the Carneddau Landscape Partnership Project by failing to fulfil the project. This could be by failing to meet National Lottery Heritage Fund approved purposes, delayed appointment of staff team and commencement of the scheme, delayed settlement of Heritage Fund grant claims, the collapse of the partnership, or not securing the "unsecured" funding anticipated through further grant applications and "in kind" contributions during the project lifetime.	The results will vary widely depending on the scale of the failings. It could be that certain elements of the project may fail, right through to significant risks to the entire project, which obviously comes with adverse publicity and reputational damage.	3	4	12	Timetable: The Heritage Fund have formally approved our proposal for a no-cost extension of our practical completion date from 30/09/2024 to 31/12/2025. The extension also includes an allowance for 3 months project closure activity (e.g. legacy activity, final payment request and evaluation report) by the Scheme Manager and Scheme Support Officer until 31/03/2026. A re-profiling exercise of all project strand activity timetables and spend profiles is under way, which will enable us to monitor progress against realistic targets and up-to-date plans. Approved Purposes: The scheme is gathering pace now that Covid-19 disruptions have eased; the core team and partners have delivered a successful programme of online and in-person engagement events and activities since launching in October 2020, as well as practical works and small grants. Working Groups are now established, the Core Group meets on a regular basis, and a monthly e-bulletin for partners is now established. The scheme's evaluation framework has been drafted, and regular meetings are held with the appointed evaluator to identify what is/isn't working and taking early action where needed, with an initial focus on core partnership processes. Funding: The risk of unsecured match funding is now significantly reduced, following two successful National Grid Landscape Enhancement Initiative grant applications worth £400k, with legally-binding agreements in place with core partners to ensure the bulk of partner contributions are upheld. Quarterly Heritage Fund grant claims are ongoing and payments are received without delay.	3	2	6		N (Review - ed P&R 14.07.21)	Project Manager

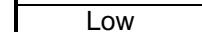
Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Inherent Risk			Risk direction	Proximity (N, I, F)	Owner
			Effect	Likely	Result		Effect	Likely	Result			
8	Non-compliance with "General Data Protection Regulation 2018" (GDPR).	Lack of data management and publishing data that we shouldn't.	4	3	12	Majority of staff now completed the required courses. Some Members and staff not completed because they wanted to do it through the medium of Welsh. Translation of course content is therefore being completed at present, and it is hoped that it will be available by November, once the Welsh version is installed on the module. A lot of work is required to install on the system.	3	2	6		N (Review - ed P&R 14.07.21)	Head of IT / Dir. of Corporate Services
9	Aspects of financial risk associated with LIFE Celtic Rainforest project including non-compliance with procurement rules or spending on ineligible costs resulting in the grant not being awarded, or fluctuation in the Euro / pound exchange rate.	SNPA and other partners required to self-finance aspects of project expenditure to date.	5	3	15	Second mid-term report to EC (and associated grant claim) due end of April 2022. Project on course to reach spend threshold for making this claim in time. Official feedback from the Commission to the first mid-term report largely positive, with no major concerns raised. Minor concerns to be addressed alongside Project monitor in time for next mid-term report. The project successfully reached the spending threshold required to enable the £2m from Welsh Government to be claimed. Welsh Government's financial contribution has now come to an end.	4	4	16		N (Review - ed P&R 14.07.21)	Project Manager
10	Reputational risk to Authority associated with the unsatisfactory delivery of LIFE Celtic Rainforests project.	That the Authority suffers adverse reputational damage amongst those organisations which are named partners in the project, other project partners including private landowners, contractors and other organisations, and the wider public.	4	3	12	Further staff losses (Grazing Officer, October 2021) and delays in re-appointing continues to cause concern, and which means that the project is still not operating with a full complement of staff for significant periods of time. The regular turnover of staff is causing disruption and impacting on delivery. High standard of work continues despite the disruption. The disruption caused by the staff turnover, side by side with the effects of the Covid-19 pandemic, means that the project will be looking for a year extension at least, possibly 2 years.	4	3	12		I (Review - ed P&R 14.07.21)	Project Manager

Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Inherent Risk			Risk direction	Proximity (N, I, F)	Owner
			Effect	Likely	Result		Effect	Likely	Result			
11	Poor and ineffectual management of projects by the Authority.	Risk of not accomplishing projects and Authority objectives. Risk to the Authority's reputation. Financial opportunities being missed.	3	3	9	<p>Officers have to follow standard guidelines which have been adopted for project management - including creating a "Project Initiation Document" and obtaining management team approval for this document. This creates a basis for managing and communication (internal and external) on projects consistently throughout the Authority.</p> <p>The Covid-19 pandemic and related restrictions require consideration and agreement with project partners and funders on re-profiling and how to progress.</p> <p>Consideration been given to preparing more central support for projects to ensure that consistency and compliance are being managed.</p> <p>The Authority is currently reviewing staff terms and conditions to address recruitment and retention matters within the workforce.</p>	2	4	8		N (Review - ed P&R 14.07.21)	Management Team
12	Diminished staff resilience (due to increasing demands) as a result of austerity.	Impact on staff retention, wellbeing of staff in the workplace and performance capability.	3	3	9	<p>A suite of measures to address resilience which include:</p> <ol style="list-style-type: none"> 1. Annual individual staff appraisals, 2. Development of a staff workplace wellbeing plan, 3. Establishment of a staff resilience reserve 4. Staff retention and sickness rates. <p>Additional measures to keep in contact with staff operating during the Covid-19 restrictions are being implemented.</p> <p>The recruitment and retention of staff during a period of competition for officers needs noting. The Authority will be able during 2021 to appoint to some key areas to improve resilience.</p> <p>Current guidelines by Welsh Government are to work from home wherever possible, and the Authority continues to support staff in the provision of its service within these guidelines.</p>	3	3	9		N (Review - ed P&R 14.07.21)	Management Team

Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Inherent Risk			Risk direction	Proximity (N, I, F)	Owner
			Effect	Likely	Result		Effect	Likely	Result			
13	The effect of the Coronavirus (Covid-19) on the National Park and on the Authority's work.	<p>The Authority fails to operate in terms of accomplishing its daily and statutory duties. Financial losses, failing to pay suppliers, and a general failure to maintain usual systems.</p> <p>The Authority fails to:</p> <ul style="list-style-type: none"> • Undertake its statutory duties, • To deliver against its corporate work programme, • To pay its staff and suppliers, • To generate income against agreed targets, • Support the socio and economic wellbeing of the area, • Support the wellbeing of its staff. 	4	5	20	<p>There is a need to ensure that measures are in place for the Authority's main systems and to enable key staff to accomplish their duties. The Management Team and Heads of Service are discussing specific measures in this respect.</p> <p>Alternative working arrangements have been developed and these will need to be reviewed as the Government's guidance on working during Covid-19 are revised.</p>	4	5	20		N (Review - ed P&R 24.03.21)	Management Team
14	Yr Ysgwrn fails to generate sufficient income to meet the budget.	<p>Yr Ysgwrn relies on a higher subsidy from the Authority and/or uses financial reserves which have been saved following previous prosperous years. In the end, this will mean Yr Ysgwrn will not be sustainable.</p>	4	4	16	<p>The staffing structure and the site running costs were reviewed in order to reduce costs and to create a culture of concentrating on income generation. The initial work to this end has commenced, e.g., by commissioning a new Audience Development Plan and presenting a successful grant application to improve the site's infrastructure.</p> <p>Yr Ysgwrn Board approved the proposed staffing structure and this structure was submitted to the Authority in February 2021. Not all posts were appointed in 2021 due to the pandemic situation. At this time the emphasis has been on virtual engagement and cutting costs where possible, although it must be acknowledged that most of the costs of Yr Ysgwrn, other than staffing and buying stock, are fixed. Although the pandemic would have created a significant shortfall in income, the cost line savings would have brought the position evenly against the year end budget.</p> <p>The current intention is to add to the vacant posts by 2022 – however we will have to keep an eye on how the pandemic develops before making any final decisions.</p>	4	3	12		N (Review - ed P&R 14.07.21)	Dir. Of Planning and Land Mgt. / Head of Cultural Heritage

Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Inherent Risk			Risk direction	Proximity (N, I, F)	Owner
			Effect	Likely	Result		Effect	Likely	Result			
15	Income Generating Target (Information Centres).	Tourist Information Centres fail to operate within budget due to Covid-19 restrictions. <ul style="list-style-type: none"> • Local Lockdown Restrictions (not just in Wales but throughout the UK) mean a drop in visitor numbers. • Health and Safety measures allow maximum number of visitors to be in the centre/s immediately resulting in a drop in visitor numbers. • Health and safety measures mean that Beddgelert and Betws y Coed Centres cannot operate safely with one member of staff on duty. Need one member of staff working from an extra desk to control door entry. 	4	4	16	<p>Visitor Centers are currently forecast to be within budget for this financial year. Although the risk persists of restrictions over the winter affecting Betws y Coed's ability to generate the income usually seen over this time. This is especially true as Betws has failed to reach pre-pandemic income generation levels. To date this has been offset by the marked increase in income at Beddgelert which in Q2 outperformed all previous years turnover by a significant margin.</p> <p>To alleviate costs, we hope to implement a blended approach to staffing over the winter. Using the technology installed in Aberdyfi during the week (excluding Fridays when we will be closed) and doubling staff over busier days on the weekend.</p> <p>Cap on visitor numbers marginally raised in Q2 and being constantly monitored.</p>	3	3	9		N (Review - ed P&R 14.07.21)	Information Centres Manager
16	Income Generation (Planning).	The main risk would be insufficient income for the effective running of the planning service. Whilst this is a risk, the fluctuations in fee income have historically been relatively low. This may now change with Covid-19 which will significantly impact fees, and therefore the ability of the service to perform its duties without having to use reserves.	3	3	9	<p>The budgeted Planning Fee income of £140,000 makes up an important part of the running costs of the Development Management part of the service (about 35% of total costs or 24% when policy team included). Short term drops in budgeted fees can normally be absorbed through service underspends or Authority reserves if necessary. However, longer term reduction would be more problematic.</p> <p>Covid-19 has increased the likelihood of this risk along with its potential impact for the foreseeable future. This has partly been offset by the Welsh Government's 20% increase in planning fees in August 2020 (after several years without an increase) which will mitigate this to an extent.</p> <p>Despite the effects of last year's pandemic, our planning fee targets were met. The outlook so far looks promising too. The planning fee target for the year is £140K, with £96K received up to mid October this financial year. The concerns at the start of the pandemic have been somewhat alleviated. We will continue to monitor the situation.</p>	3	3	9		N (Review - ed P&R 14.07.21)	Dir. of Planning and Land Mgt.

Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Inherent Risk			Risk direction	Proximity (N, I, F)	Owner
			Effect	Likely	Result		Effect	Likely	Result			
17	Securing the long-term future of Plas Tan y Bwlch.	The Plas having to close with staff losing their livelihoods. An adverse effect on the local economy with the Authority's good name suffering.	3	4	12	See Risk 2 above. Ensuring the future for Plas will firstly require the successful implementation of the new business model. Currently, Plas has been open for most of the season following repeated lockdowns. It is too early to tell if the new business model is a success in terms of running costs; the period when Plas was open was busy and the level of staffing inadequate. Consequently, a full service could not be provided at all times. It has also become clear that there are a number of issues with the building itself resulting in excessive damp penetration and the loss of letting rooms. We are currently investigating the situation and it is hoped we will have more information by the next meeting of the Board. A decision can then be made on if and how to invest further in the Plas with the money already to hand.	3	4	12		N (Review - ed P&R 14.07.21)	Dir. of Corporate Services

Grade		Score
Low		1 – 4
Medium		5 – 14
High		15 – 25

REPORT OF THE MEMBERS' WORKING GROUP HELD ON 8th SEPTEMBER 2021

PRESENT:

Members appointed by Gwynedd Council

Councillors Elwyn Edwards, Alwyn Gruffydd, Annwen Hughes (Chair), Judith Humphreys, Edgar Owen, Elfed Roberts, John Pughe Roberts, Mike Stevens;

Members appointed by Conwy County Borough Council

Councillors Philip Capper, Ifor Glyn Lloyd;

Members appointed by the Welsh Government

Mr. Brian Angell, Ms. Tracey Evans, Mrs. Sarah Hattle, Mr. Owain Wyn;

Officers

G. Iwan Jones, Jonathan Cawley, Rhys Owen, Dani Robertson, Anwen Gaffey;

Apologies

Councillor Wyn Ellis Jones, Gethin Glyn Williams; Mr. Tim Jones.
Mr. Dafydd Edwards, Section 151 Officer.

1. The Chair advised that the meeting was subject to Covid-19 Regulations on how the Authority conducts its business:-

- the meeting was not open to the general public.
- the meeting was being recorded to assist in verifying the minutes.

2. Declaration of Interest

No declarations of personal interest were made in respect of any item.

3. Minutes

The minutes of the Members' Working Group meeting held on 30th June 2021 were accepted and the Chair signed them as a true record.

4. North Wales Dark Skies Partnership (Prosiet Nos)

Submitted – A report by Dani Robertson to inform Members of project progress to date and provide an opportunity for Members to discuss and scrutinise.

Reported – The Dark Skies Project Officer presented the report and provided Members with a short presentation on the Partnership. Members were advised:-

- on the role of the Project Officer which was to protect the scientific, natural, educational, cultural heritage and public enjoyment of the night skies.
- that only 2% of Britain's population have a truly dark sky which includes Snowdonia.
- while Google maps provided a light pollution map of Europe, a local interactive map had now been produced by NRW who had utilised the partnership's data and area expertise to create the first Dark Skies Map of Wales. The map was now being used by planning authorities and developers and shows that 99% of the National Park is within the top 2 tiers of darkness.

- progress on the mobile observatory was discussed and it was hoped that once Covid restrictions are lifted and the dark skies season begins, it will be a welcome facility throughout the Park.
- examples of light pollution issues at Plas y Brenin were discussed, and Members were provided with 'before and after' slides. Plas y Brenin was now an exemplar site on how to use light correctly and in moderation, which will save nearly 2 tons of carbon in 12 months.
- 80 sites were being monitored around the National Park and 46 volunteers had been recruited for monitoring and collecting data of the night skies. Monitoring will include communities both within and outside the boundary of the National Park and training sessions will be arranged for the volunteers.
- 20 online events were held during lockdown and over 700 people had taken part, covering a large geographical spread. A lot of countries look to learn from the Partnership and as the events were online, they were more accessible and attracted a varied representation.

Members thanked the Dark Skies Project Officer for the report and presentation.

Members and officers discussed the following:-

- Members welcomed the potential availability of funds for local projects and noted that both of the Local Unitary Authorities were switching to LED streetlights. Work was continuing on a bid for HLF funding, and if successful an element of this would be used to improve lighting. Work was also continuing to seek other funding streams as there was an increasing demand for assistance and expertise.
- Members noted that Welsh Government funding was used to purchase the mobile observatory and that the Welsh Government supports the work which reduces carbon and benefits biodiversity. A programme outlining the location of the mobile observatory will be available by following Prosiect Nos on social media. This will be published once Covid restrictions are lifted.
- work to develop all-night cameras has started for the whole of the National Park and the National Trust have agreed to allow fixed observation points on their land which will provide future webcasting opportunities.
- Members welcomed the pro-active work being carried out and noted that, although an SPG for lighting had been prepared in 2015, the technology had now moved on and Bryniau Clwyd were in the process of preparing community guidelines and an easy to access SPG which would be adopted by all 4 areas in the very near future.
- officers agreed that Community Council involvement was important and that resources to educate both developers and Councils outside the National Park boundary were needed.
- a Member would welcome an observation point at Bwlch y Groes.
- a Member reminded officers that schools were about to embark on the Donaldson Curriculum Wales which would tie in well with this work.

.RESOLVED to note the report and welcome the presentation.

The meeting ended at 13.00

REPORT OF THE MEMBERS' WORKING GROUP HELD ON 20th OCTOBER 2021

PRESENT:

Members appointed by Gwynedd Council

Councillors Elwyn Edwards, Alwyn Gruffydd, Annwen Hughes (Chair), Judith Humphreys, Edgar Owen, John Pughe Roberts, Mike Stevens;

Members appointed by Conwy County Borough Council

Councillors Philip Capper, Wyn Ellis Jones, Ifor Glyn Lloyd;

Members appointed by the Welsh Government

Mr. Brian Angell, Ms. Tracey Evans, Mrs. Sarah Hattle, Mr. Tim Jones, Mr. Owain Wyn;

Officers

Emyr Williams, G. Iwan Jones, Jonathan Cawley, Dafydd Edwards, Emyr Roberts, Angela Jones, Catrin Glyn, Anwen Gaffey;

In attendance

Eurig Williams, Cyngor Gwynedd;

Apologies

Councillors Elfed Roberts, Gethin Glyn Williams.

1. The Director of Corporate Services advised that the meeting was subject to Covid-19 Regulations on how the Authority conducts its business:-
 - the meeting was not open to the general public.
 - the meeting was being recorded to assist in verifying the minutes.
2. **Declaration of Interest**
Mr. Emyr Roberts declared an interest in Item 6 on the Agenda and left the meeting while the matter was being discussed. Mrs. Anwen Gaffey and Ms. Catrin Williams also declared an interest in Item 6 on the Agenda but remained in the meeting.
3. **Minutes**
The minutes of the Members' Working Group meeting held on 8th September 2021 were accepted and the Chair signed them as a true record.
4. **Review of Reserves**
Submitted – A report by the Chief Finance Officer to consult Members on the adequacy of the Authority's various specific reserves, to inform Members of project progress to date and provide an opportunity for Members to discuss and scrutinise.

Reported – The Chief Finance Officer presented the report and background, including details of the general principles and the current policy for reserves.

Members and Officers discussed the report in detail and made the following observations:-
 - the Chief Finance Officer recommended that as the base grant settlement for 2022/23 was still awaited, Members should not commit sums from the reserves at this time.

- the Chief Finance Officer reported that the Minister for Finance and Local Government had confirmed there would be no Welsh Government hardship fund from April 2022, unless circumstances changed, and the ongoing effect of the Covid pandemic will be the Authority's responsibility going forward.
- the Chief Executive advised that the Welsh Government, following discussions with the three National Parks in Wales, were aware of the difficulties of annual settlements in managing both the revenue and capital budgets. To date, there had been no confirmation from the Welsh Government that the National Park Authorities will be funded on a 3-yearly basis from now on and officers were due to meet again next week to discuss the matter, prior to a meeting between the Chairman and the Minister in November. The Chief Executive agreed that when the Authority receives assurance on the grant settlement, Members will be in a better position to make changes at that time.
- following discussions on the level of the Authority's Asset Management Reserves and how this relates to the annual budget, Members noted that the Head of Property has raised the need for further discussions on the level of funds when the Asset Group next meets.

RESOLVED to note the report and to await a further report in January / February 2022 when the 2022/23 grant settlement has been confirmed.

5. Update on the Yr Wyddfa and Ogwen Parking and Transport Strategy

Submitted – A joint report by the Partnerships Manager and the Snowdon Partnership Officer to update Members on the progress to date.

Reported – The Snowdon Partnership Officer presented the report and background and advised upon a recent Workshop, held to keep the Snowdon Partnership updated on progress, and to ensure they agreed with the direction of the strategy going forward. Members were then provided with a power point presentation updating progress on Yr Wyddfa and Ogwen Parking and Transport Strategy.

Members welcomed the report and presentation and made the following observations:-

- Members discussed the minority who were opposed to the principles of the sustainable tourism approach and the need to understand what exactly they were opposing. Officers agreed to discuss the matter further when they go back to consult with the communities.
- as regards Governance, a Member suggested that in order to establish an independent body to manage the Parking and Transport Strategy within the National Park area, it may necessitate external assistance to help broker this.
- a Member asked for a cautious approach to parking scenarios at Betws y Coed and Beddgelert, whilst proposals in Bethesda would be welcomed by the local residents. With regard to Llanberis, the Member advised that Glyn Rhonwy was reserved for employment purposes and was not an option to increase the parking provision.
- the Partnerships Manager confirmed that meetings to review the visitor season comprised officers and external partners. A member asked officers to consider amending the pricing structure as many visitors who purchase day passes leave by early afternoon and changing the pricing structure may be a way to increase revenue. Also, as the report refers to cycle lanes and off-road walking, there was a need to include better information for cyclists who are road users.
- in response to a question, the Partnerships Manager confirmed that officers were working alongside Mott Macdonald and Transport for Wales to develop schemes with Gwynedd and Conwy County Borough Councils which correspond with the Active Travel agenda.

- the Partnerships Manager confirmed that the funding referred to in para. 2.3, whilst committed to delivering this strategy, was managed by Transport for Wales.
- the Partnerships Manager confirmed that work was underway to improve the Sherpa network, especially the capacity problems, by the beginning of next season.
- the Authority Chairman thanked the Partnerships Manager and the Snowdon Partnership Officer for their work with the communities who all have different aspirations. He asserted that officers should now move on to provide definite options, whilst making it clear that no decisions have been made, and that the Authority wants the best solution for its communities and is open to any new ideas.

RESOLVED to note the report and welcome the presentation on the progress to date in implementing the strategy.

6. **SNPA Salary Levels**

Submitted – A report by the Chief Executive to consider, discuss and provide guidance on the way forward.

Reported – The Chief Executive presented the report and background. He introduced Mr. Eurig Williams from the Personnel Department of Gwynedd Council who had been commissioned to provide guidance to the Authority, as outlined in para. 1.5 of the report.

Mr. Eurig Williams presented his report and findings and outlined options for Members to consider. (Appendix 1)

The Chief Executive asked Members for clear guidance on the points outlined in para. 7 of the report and stressed that all staff should be treated equally. He advised that further work was necessary before a detailed report could be presented, and that if Members were to agree to the adjustment of two salary points across the Authority's pay spine, the cost of approx. £156,000, referred to in paragraph 1.4 of the report, had already been set aside in the budget for this purpose.

Members and officers discussed the report in detail and made the following observations:-

- Members supported the principle of adjusting the two salary points across the Authority's pay spine.
- the Chief Executive provided further details on options for amending the pay structure to recognise the level of linguistic competence.
- Members further discussed the advantages /disadvantages of providing permanent contracts, and whether this principle should apply to every post. Members considered the benefits of issuing permanent contracts for staff who were on temporary contracts and were unable to secure mortgages. Also, the Authority had many different projects. Staff who have environmental project skills should, if possible, be retained and transferred from a project which was finishing onto a new project. The Chief Executive reminded Members that when the funding was no longer available the Authority's redundancy policy would eventually need to be applied.
- a Member felt that pay was not always the reason why staff decide to leave the Authority, as job satisfaction, working as part of a team etc., were all factors. The Chief Executive stated that at exit interviews almost all staff mentioned the salary level, the desire for more pay and fewer hours in order to achieve a better work / life balance. The Chief Executive

- advised that although the annual staff satisfaction survey has in the past been very satisfactory, he will be holding a formal consultation with the trade unions on this matter.
- a Member supported the incentive for learning Welsh by withholding a pay point, but felt there was a need to clarify the different skill levels, e.g., understanding, speaking, writing, presenting etc. Also, the Member felt that the Authority should have a more comprehensive strategy in place to retain and develop its own workforce and should revisit sponsorship opportunities. The Chief Executive confirmed that the Authority does provide apprenticeships through local colleges and was looking to do more of this work.
 - a Member felt the Authority would be criticised regardless of how it proceeds although he agreed that the Welsh language, as a qualification to work for the Authority, should be properly recognised. The Member also felt that staff shortages in Wales were exacerbated by its young people being subsidised to attend Universities in England and, after graduating, remaining there to find employment.
 - Members agreed that officers should undertake more work on recognising bilingualism in the workplace. A member felt the way in which staff are remunerated should be considered very carefully, as there were posts where it would be hard to justify this policy on discriminatory grounds. A Member referred to the work of Joshua Fishman, an expert on minority languages, as a consideration to assist in this.
 - Members agreed to wait and see how the adjustment in the pay spine affects the Authority's ability to recruit into the professional graded posts. The matter could then be revisited after a period of time.
 - Members views on the wider terms and conditions of staff focused on the changing marketplace and home working, especially for new staff who may feel isolated working from home, and the changing marketplace.

The Chair, on behalf of Members, thanked Mr. Eurig Williams for attending the meeting to present his findings.

RESOLVED

1. **to note the report.**
2. **to support the adjustment of two salary points across the Authority's pay spine.**
3. **the Chief Executive and Management Team should monitor recruitment to professional graded posts following the adjustment to the pay spine. If the Authority's ability to recruit into these posts continues to be affected, a further report to be submitted at that time.**
4. **the Chief Executive and Management Team to further consider the option of offering permanent contracts in situations where finance is available for a fixed period.**
5. **the Chief Executive and Management Team to carry out further work on the incentives for employees to be fully bilingual with considerations on language needs and creating a fully bilingual workplace.**
6. **Members should forward any further views on staff terms and conditions to the Chief Executive for consideration.**
7. **if necessary, to convene a further meeting of the Members' Working Group in December, to further discuss permanent contracts, recognising bilingualism and creating a bilingual workforce.**

7. Governance Task & Finish Group – Update

Received – An oral report from the Director of Corporate Services.

Reported – The Director of Corporate Services apologised that he had previously caused confusion regarding the date of the meeting. He confirmed that the Governance Task and Finish Group was being convened on the 17th November 2021 and that Terms of Reference for the Group would be agreed at the meeting. He also confirmed that the work of the Task and Finish Group will be carried out over the next 6 months, prior to the next Local Government Elections in May 2022.

RESOLVED to note the oral report, for information.

The meeting ended at 16.00



ITEM NO. 18

Parciau Cenedlaethol Parks

NATIONAL PARKS WALES EXECUTIVE MEETING FRIDAY 19 MARCH 2021 VIRTUAL MEETING, 2.00pm – 3.40pm

PRESENT:

(PH)	Cllr. Paul Harries	Chair, National Parks Wales (NPW) + Pembrokeshire Coast NPA (PCNPA)
(DC)	Cllr. Di Clements	Deputy Chair, PCNPA
(TJ)	Tegryn Jones	Secretariat NPW, CEO, PCNPA
(WE)	Cllr. Wyn Ellis-Jones	Chair Snowdonia NPA (SNPA)
(AH)	Cllr. Annwen Hughes	Vice Chair SNPA
(EW)	Emyr Williams,	CEO, SNPA
(JA)	Julian Atkins	CEO, BBNPA
(SE)	Stephanie Evans	Transition Director, BBNPA

In attendance:

Caroline Llewellyn PCNPA

I. CHAIRMAN'S WELCOME AND APOLOGIES:

The Chairman welcomed everyone to the meeting. He reported that since the last meeting he, alongside the Chairs of Snowdonia and Brecon Beacons NPAs, had met with the Minister for Housing and Local Government, Julie James. He had also attended meetings of the Welsh Local Government Association Rural Forum on behalf of NPW, which had considered a draft rural vision and manifesto document. The Forum had also discussed matters including rural housing with Welsh Government (WG) officials, the Agriculture Bill, replacement EU funding, Brexit trade deals, problems at ports such as Fishguard and the new legislation regarding phosphates. The Chair had also become aware of a Pledge Wall created by WG as part of Wales Climate Week 2020 and he had asked TJ to arrange for a pledge to be made on behalf of NPW.



Parciau Cenedlaethol Bannau Brycheiniog, Arfordir Penfro ac Eryri yn gweithio mewn partneriaeth
Brecon Beacons, Pembrokeshire Coast and Snowdonia National Parks, working in partnership



Parc Cenedlaethol
Arfordir Penfro
Pembrokeshire Coast
National Park



PARC CENEDLAETHOL
ERYRI
SNOWDONIA
NATIONAL PARK



Rydym yn croesawu cael gohebiaeth yn Gymraeg, a byddwn yn ateb gohebiaeth yn Gymraeg.
Ni fydd gohebu yn Gymraeg yn arwain at oedi.
We welcome receiving correspondence in Welsh, and will respond to any correspondence in Welsh.
Corresponding in Welsh **71** not lead to delay.

Parciau Cenedlaethol Cymru National Parks Wales

Parc Llanion, Doc Penfro SA72 6DY
Llanion Park, Pembroke Dock SA72 6DY

Ffôn / Tel: 01646 624800

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memberservices@pembrokeshirecoast.org.uk



Parciau Cenedlaethol National Parks

Apologies for absence were received from Cllr Gareth Ratcliffe, Chair, BBNPA and Liz Davis, Deputy Chair BBNPA.

2. MINUTES OF LAST MEETING, 20.11.20.:

The minutes were noted as a true record.

Matters Arising

a) Royal Welsh Show Winter Fayre (Minute 3)

It was noted that NPW had supported this event and TJ asked whether similar support should be shown for the virtual summer Royal Welsh Show.

It was **AGREED** that similar sponsorship support be provided for the virtual Royal Welsh Show to be held in July 2021.

3. NPW BUDGET 2020/21:

The budget position as at March 2021 was presented. It was noted that expenditure had been low, and as a result no money had been claimed from any of the NPA's.

4. DRAFT BUDGET 2021/22

A budget similar to that for 2020/21 was proposed, however it was anticipated that there would be more expenditure in the coming year. The main item of expenditure related to the Welsh Members Seminar and JA advised that it was still uncertain whether the event would proceed this year; SE added that she would let Authorities know as quickly as she could. It was noted that £1000 had been budgeted in respect of the Senedd Cross Party Group on Rural Affairs and it was hoped that this could be revived following the forthcoming elections.

Further to the discussion on sponsorship of the Royal Welsh Show, the budgeted sum of £4500 was questioned. TJ advised that this should be reduced to £500 or £1000 and asked that the draft budget be approved subject to this amendment. He added that should further amendments be needed these could be agreed by the three Authorities at future meetings.



Parciau Cenedlaethol Bannau Brycheiniog, Arfordir Penfro ac Eryri yn gweithio mewn partneriaeth
Brecon Beacons, Pembrokeshire Coast and Snowdonia National Parks, working in partnership



Rydym yn croesawu cael gohebiaeth yn Gymraeg, a byddwn yn ateb gohebiaeth yn Gymraeg.
Ni fydd gohebu yn Gymraeg yn arwain at oedi.
We welcome receiving correspondence in Welsh, and will respond to any correspondence in Welsh.
Corresponding in Welsh **72** not lead to delay.

Parciau Cenedlaethol Cymru National Parks Wales

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Parciau Cenedlaethol Cenedlaethol Parks

It was **RESOLVED** that the Budget 2021/22 be agreed subject to a reduction in the figure allocated for the Royal Welsh Show.

5. PROGRESS ON NPW BUSINESS PLAN:

A progress report had been provided for the 2020 - 21 Business Plan, however it was noted that activities over the year had not been as planned, due to the Pandemic.

EW noted that under Outcome 2 “Develop proposals to contribute towards any revision of “Valued and Resilient” from 2021 onwards”, SNPA had held a Member Workshop which had identified an absence of reference to culture and heritage in the current document, however there was support for the proposed ‘light touch’ review as it was important that the themes identified within it were deliverable.

J A agreed that there needed to be a greater focus on Welsh Language and culture, and added that he felt something on health and wellbeing should also be included. Members at BBNPA had also suggested that the document should reflect the Climate Change agenda; EW added that it was important that it reflected WGs priorities for Designated Landscapes going forward as this would help with funding.

PH felt that parts of the Business Plan should be more specific, for example with reference to particular policies, however EW noted that those elements had been left deliberately vague so that the Authorities could respond to Welsh Government consultations.

NOTED.

5. CHALLENGES OF COVID-19 EMERGENCY AND RECOVERY

All officers agreed that despite the huge challenges, their Authorities had learned valuable lessons and were more prepared for the coming season, which was expected to be as busy, if not busier, than 2020. This had been helped by improved relationships with constituent Local Authorities, together with a better relationship with Welsh



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Corresponding in Welsh **73** not lead to delay.

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Government and Visit Wales. Nevertheless, each Authority continued to experience challenges relating to visitor pressure.

It was reported that the current focus for the three Authorities was to apply to the Hardship Fund and a meeting would take place with Visit Wales the following week to discuss this.

NOTED.

6. NPA BUDGETS:

It was noted that after many years of standstill budgets, officers and Members had been surprised by the 10% increase for 2021/22, and they acknowledged that it was most welcome. However they agreed that future increases were uncertain due to the impact of COVID-19 and Authorities needed to continue to make a strong case that resources at the current level, if not more, needed to continue.

While recognising the importance of being ready to spend money on appropriate projects, there was some discussion regarding the challenges of receiving grants at the end of the year. It was noted that efforts were being made to develop a more strategic approach through seeking funding for larger, longer term projects, and through the Sustainable Landscapes Sustainable Places programme.

NOTED.

7. LIGHT TOUCH REVIEW OF VALUED AND RESILIENT:

It was noted that the timing of the review was likely to be affected by the outcome of the forthcoming Senedd elections. Recognising the good relationship with the sponsor team at Welsh Government, officers were hopeful that there would be good cooperation going forward.

NOTED.



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8. COP26

Members were reminded that the 26th UN Climate Change Conference of the Parties (COP26) would be hosted in Glasgow in November 2021, and that National Parks UK aspired to have a presence. Officers would continue to work with Welsh Government to ensure that any NPW input was aligned to their priorities.

Speaking as NPW's representative on National Parks Partnership (NPP) JA noted that it was working with Palladium on financing for 'net zero with nature' projects and it was hoped this would be launched in the coming weeks and highlighted again at COP26. However the discussions so far had been focussed on England and work was ongoing to raise the profile of Wales, including encouragement for dialogue with Welsh Government and Natural Resources Wales. He would provide further details on progress made before he finished at the end of the month.

NOTED.

9. MEETING CARBON TARGETS 2030:

TJ highlighted the growing agenda for Designated Landscapes to decarbonise, both organisationally and across the designations, and noted that the Welsh Government Carbon Calculator was due to be published shortly. He believed that this would highlight the scale of the challenge and that while the results would not be comfortable, it was necessary to know so that appropriate action could be taken. There was funding from Sustainable Landscapes Sustainable Places (SLSP) to obtain expert advice to decarbonise organisationally, and it was also hoped that additional funding would be available from Welsh Government to help tackle carbon emissions in sectors such as tourism and agriculture.

There was agreement that while the delays in producing the Carbon Calculator were frustrating, it would be helpful to know the extent of the task.

NOTED.



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10. CREATING CARBON NEUTRAL PARKS 2050- SLSP COMISSION

It was noted that in relation to the previous item funding had been made available as part of collaborative SLSP proposals for expert advice to help the Welsh Designated Landscapes decarbonise.

NOTED.

11. APPRAISALS FOR WELSH GOVERNMENT APPOINTED MEMBERS

PH reported that he had been asked, as Chair of PCNPA, to undertake appraisals of Welsh Government (WG) Members seeking to be appointed for a second term of office. Whilst on this occasion these had been easy conversations as both Members were excellent, he was concerned that there could be difficulties in the future. TJ added that Welsh Government also wanted this system of appraisal to be used for all WG appointed Members each year, and this conflicted with the Personal Development Review process which the Authority had in place for all Members. The views of other Authorities were sought.

WJ accepted WG could require annual appraisal as one of the conditions of appointment for a WG Member, however he shared the concerns of undertaking them if Members were not performing well, although the appraisals he had undertaken so far were both easy and straightforward. He was also not confident that WG would act on any concerns that were raised. JA noted that similar concerns had been expressed by Members at Brecon with the question being raised regarding parity with Local Government appointed Members who were not required to be appraised. Others noted that appraisal of Councillors could become fraught due to the political nature of the appointments.

NOTED.

12. STAFF RESILIENCE

TJ noted that while adaptation to the challenges of COVID-19 had generally been good, the impacts of workload and the new working pattern were issues that were raised regularly. It was acknowledged that in particular this could be an issue for those staff who were also home schooling. He asked whether there was anything that could be shared or learned from the other Authorities.



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EW agreed that there had been challenges and referred to the recent Audit Wales review of resilience, expressing his willingness to share the report produced for SNPA with the other two Authorities in order to learn and to share best practice.

JA agreed and noted that while many initiatives had been undertaken over the years to support staff, each staff member reacted differently and a blanket policy just didn't work. It was necessary for managers to support staff individually. SE advised that she was happy for the BBNPA to be shared once it was received.

NOTED.

13. PROCUREMENT– MEETING NEW REQUIREMENTS – OPPORTUNITIES FOR JOINT WORKING

EW noted that following the UK's departure from the EU, SNPA had realised the need for its procurement process to be reviewed and would be seeking legal advice on its procurement framework. He asked the other Authorities if they wished to be included in such a review and received a positive answer.

It was **AGREED** that EW prepare a brief for reviewing the procurement requirements of all three Authorities and that this be circulated to TJ and SE for comment.

14. NATIONAL PARK PARTNERSHIP:

JA noted that this had been covered under Minute 9. He advised that NPP was in the process of seeking a replacement for him as the Welsh representative on the Partnership due to his imminent departure.

NOTED.



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15. NEWS FROM AROUND NPW:

Pembrokeshire Coast NPA:

- Much time and effort had been put into the response to and recovery from COVID-19.
- The Authority was involved in a large project to install 25-30 Electric Vehicle Charging points around Pembrokeshire using Sustainable Landscapes Sustainable Places funding. Bids for future projects were also being prepared.
- The Authority had started an exercise to review its priorities.
- An initiative to support the Authority's volunteers online was being developed.
- A report would be taken to the forthcoming Authority meeting on the future of meetings once restrictions on meeting in person were removed, and this would consider the challenges posed by hybrid meetings.
- PCNPA was hosting the National Designated Landscapes Partnership officers and the two officers appointed were settling in well.

Snowdonia NPA:

- All car parks were now open, having been closed at the request of the police. Parking at Pen-y-Pass between Easter and October half term would have to be pre-paid and this had been agreed by Transport for Wales.
- It was unlikely that Hafod Eryri would be operating during 2021 as the company which ran the rail service up Snowdon did not believe it was possible for it to operate. As it had not opened in 2020, the building was now beginning to deteriorate and the Authority was faced with a large repair bill.
- Plas Tan y Bwlch had changed its business model due to the government restrictions and as a result there were likely to be redundancies. However it was noted that the Bed and Breakfast model operating as and when regulations allowed had been quite profitable.
- The Authority would be adopting new Well-being objectives for the period 2021-26 at its forthcoming meeting.
- Over 370 ambassadors had been recruited following adoption of the National Park Management Plan. These were local providers from B&B and activity companies who were helping to promote the authority's key messages.
- A Task and Finish Group had been set up to look at modernising governance.
- Recruitment was taking place for a new Welsh Government Member, however due to the Senedd election, no nomination would be made until September.



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Brecon Beacons NPA:

- SE had started recently as Transition Director and was now leading the Authority. JA would finish at the end of March. 71 applications had been received for the position of CEO, with interviews taking place the following week and appointment by the Authority at its meeting on 30th March.
- An extension had been given for submission of applications for the post of Head of Landscape and Nature Recovery. Interviews for the Communications/Media lead would take place shortly.
- The review of the Local Development Plan was likely to be delayed by the recent publication by Natural Resources Wales of new stricter targets for phosphate levels in rivers that are Special Areas of Conservation; these included the Wye and the Usk. There were also impacts on Development Control.
- National Park Management Plan review was progressing and consultation on its objectives had been undertaken.
- Members were currently reviewing what were considered to be the special qualities of the National Park.
- The Authority had 19 Electric Vehicle charging points and was undertaking a programme of solar installations and other renewable technologies at its visitor sites.
- Kevin Booker, the Authority's Fleet Manager, had been named as this year's Eco Superstar in the 2021 Fleet World Great British Fleet Awards for his work with EV charging and renewable energy.

16. ANY OTHER BUSINESS:

There was no further business. However the Chair wished JA the very best for his future endeavours and said it had been a pleasure working with him.



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17. DATE AND LOCATION OF NEXT MEETING:

It was noted that meetings of the Executive normally took place in the Spring and Autumn of each year. The next meeting was likely to take place in October/November, unless there was a need to hold one sooner, and would be linked to the Members Seminar if this was held.



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MEETING	Snowdonia National Park Authority
DATE	08 th December, 2021
TITLE	Exempting the Report on the EXTENSION TO INSURANCE CONTRACT
REPORT BY	Director of Corporate Services
PURPOSE	To request the Authority to approve the exemption of the above report

1. BACKGROUND

- 1.1 I have considered the grounds for exemption of information contained in the report referred to above and make the following recommendations to the Authority:
- 1.2 Exemptions applying to the report:
 - 1.2.1 14. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 1.3 Factors in favour of disclosure: None
- 1.4 Prejudice which would result if the information were disclosed:
 - i. Regardless of how the report is worded the financial affairs of the person, persons or Authority the subject of the report would be revealed.
- 1.5 My view on the public interest test is as follows:
 - i. Public interest is best served if the Authority retains the information in order to ensure the identity of the individual(s) concerned and the financial information is protected.

2. RECOMMENDATION

That the Authority agrees to make the report “Extension to Insurance Contract” exempt from disclosure.