

# NOTICE OF MEETING



*Snowdonia National Park Authority*

*Emyr Williams*

*Chief Executive*

*Snowdonia National Park Authority*

*Penrhyndeudraeth*

*Gwynedd LL48 6LF*

*Phone: (01766) 770274*

*E.mail: [parc@eryri.llyw.cymru](mailto:parc@eryri.llyw.cymru)*

**Meeting:** Snowdonia National Park Authority

**Date:** Wednesday 16 November 2022

**Time:** 10.00 a.m.

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

***Members appointed by Gwynedd Council***

*Councillor: Elwyn Edwards, Annwen Hughes, Louise Hughes, June Jones, Kim Jones, Edgar Wyn Owen, Elfed Powell Roberts, John Pughe Roberts, Meryl Roberts;*

***Members appointed by Conwy County Borough Council***

*Councillor: Ifor Glyn Lloyd, Jo Nuttall, Dilwyn Owain Roberts;*

***Members appointed by The Welsh Government***

*Mr. Brian Angell, Ms. Tracey Evans, Mrs. Sarah Hattle, Mr. Tim Jones, Ms. Naomi Luhde – Thompson, Ms. Delyth Lloyd.*

***\*This Agenda is also available in Welsh***

# AGENDA

Page No's

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** 4 - 7  
The Chairman shall propose that the minutes of the Authority meeting held on the 12<sup>th</sup> October 2022 be signed as a true record. (Copy herewith)
6. **Matters for Information arising from the minutes**
7. **Action Log** 8 - 13  
To submit the Action Log for information and decision. (Copy herewith)
8. **Treasury Management – Interim Report 2022/23**  
To submit an oral report by the Chief Finance Officer.
9. **Base Revenue Budget 2023/24** 14 - 17  
To submit a report by the Chief Finance Officer. (Copy herewith)
10. **2022/23 Budget Update** 18- 25  
To submit a report by the Chief Finance Officer. (Copy herewith)
11. **Standing Orders relating to Contracts** 26 - 43  
To submit a report by the Director of Corporate Services. (Copy herewith)
12. **Draft Annual Report of the Independent Remuneration Panel For Wales** 44 - 66  
To submit a report by the Director of Corporate Services. (Copy herewith)
13. **The Authority's Risk Profile** 67 - 78  
To submit a report by the Director of Corporate Services. (Copy herewith)
14. **Snowdonia National Park Place Names** 79 - 93  
To submit a report by the Head of Cultural Heritage. (Copy herewith)

15. **Working Group Report** **94 - 96**  
To submit the report of the Members' Working Group meeting held on the 7<sup>th</sup> September 2022. (Copies herewith)
16. **Meetings of other Organisations**  
To receive oral reports from Members on any recent meetings which they have attended as representatives of the Authority.
17. **To submit the following minutes for information** **97- 103**  
(1) Minutes of National Parks Wales Executive Meeting held on 25<sup>th</sup> April 2022. **104 - 109**  
(Copy herewith)  
(2) Minutes of the Performance and Resources Committee held on 13<sup>th</sup> July 2022. **104 - 109**  
(Copy herewith)
18. **Europarc Conference 2022**  
To receive a presentation on the Europarc 2022 Conference.

**SNOWDONIA NATIONAL PARK AUTHORITY**  
**WEDNESDAY 12<sup>th</sup> OCTOBER 2022**

Councillor Annwen Hughes (Gwynedd) (Chairman)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Elwyn Edwards, Kim Jones, Edgar Wyn Owen, Meryl Roberts;

**Members appointed by Conwy County Borough Council**

Councillors Ifor Glyn Lloyd, Jo Nuttall, Dilwyn Owain Roberts;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Ms. Tracey Evans, Mr. Tim Jones, Ms. Naomi Luhde-Thompson, Ms. Delyth Lloyd;

**Officers**

Mr. E. Williams, Mr. G.I. Jones, Mr. D. Edwards, Ms. S. Owen, Ms. Nia Roberts, Mrs. A. Gaffey.

**In attendance**

Mr. Nick Selwyn, Mr. Euros Lake, Ms. Rachel Freitag - Audit Wales.

**Apologies**

Councillors June Jones, Elfed Powell Roberts;  
Mr. J. Cawley, Director of Planning and Land Management.

As the meeting was being held remotely, the Director of Corporate Services stated that the meeting was being recorded to assist in verifying the minutes and would be made available online at a later date.

**1. Chair's Announcements**

- (1) The Chair welcomed Members to the meeting. The meeting had been postponed in September following the death of Her Majesty Queen Elizabeth II and was being reconvened today. The Chair also welcomed Ms. Delyth Lloyd to her first Authority meeting.
- (2) Members were advised upon events recently attended by the Chair and Members:-
  - the Chair met the President of the Royal Welsh Show and had presented the 'Student of the Year' award on behalf of the Welsh National Parks.
  - a meeting with Leslie Griffiths MS at Yr Ysgwrn.
  - the Chief Executive and the Vice-Chair recently attended a Seminar in Portmeirion on the Tourism Levy.
  - the Chair, Councillor Elfed Roberts, Mr. Tim Jones and the Chief Executive had attended the recent UK National Parks' Conference 2022 in Exmoor.
  - Mr. Brian Angell and Mr. Tim Jones had represented the Authority at the Europarc Conference in Argelès-sur-Mer, France.
- (3) Members were then advised upon future meetings:-
  - Member Development Day at Yr Ysgwrn on Friday 14<sup>th</sup> October 2022.
  - Annual Community & Town Councils' meetings (online via Zoom) on the 25<sup>th</sup> and 27<sup>th</sup> October 2022.

- New Member Induction session with the Management Team for Members who had been unable to attend the first meeting.

## 2. **Corporate Update**

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

- (1) In accordance with the Term of Government Remit Letter, the three strategic officers had now been appointed, one in each National Park. The Snowdonia National Park strategic officer will be responsible for nature restoration and carbon management.
- (2) The Chief Executive outlined a change in Ministerial responsibilities for Landscapes in Wales. AONB's, Access to the Countryside and the designation of a new National Park have been transferred to Lesley Griffiths MS with the responsibility for National Parks remaining with Julie James MS.
- (3) Arrangements for the Chairs and Chief Executives to meet with the Minister to discuss the effects of inflation on the Welsh National Park Authorities were underway.
- (4) Work to underground overhead lines over the Dwyryd had commenced and will take up to 5 years to complete.
- (5) The Authority was required to appoint a Member to sit on the Planning sub-committee of the Corporate Joint Committee, and in accordance with the regulations the Member should either be Chair or Vice-chair of the Authority or Chair of the Planning Committee.

**RESOLVED that Councillor Edgar Wyn Owen should represent the Authority on the Planning Sub-Committee.**

## 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**

The minutes of the Authority meeting held on 15<sup>th</sup> June 2022 were accepted and the Chair signed them as a true record.

## 6. **Matters for information arising from the minutes**

### Item No. 10 – Sustainable Tourism Snowdonia National Park Authority

In response to a question, Mr. Nick Selwyn, Audit Wales, agreed to provide further information and analysis on why tourism businesses feel that the Authority does not have the right balance between its two purposes. Also, the Chief Executive confirmed that a summary of the outcome of the Bangor University research into litter in the National Park would be presented to a meeting of the Members' Working Group, once the work was completed.

## 7. **Action Log**

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

### Authority Meeting 25.09.19

#### Action Item 8 – Budget Update

The Director of Corporate Services confirmed that officers will arrange a date for the Assets Subgroup to meet as soon as possible.

Authority Meeting 09.12.20

Action Item 7 – Action Log

The Director of Corporate Services agreed to stress the need to progress this action as a priority with the Head of Warden and Access Service on his return from sickness absence.

Authority Meeting 09.02.22

Action Item 13 – Authority Resilience: Staff Terms and Conditions

The Chief Executive advised that a meeting will be convened, and Members will be supported by the Chief Executive and the Head of Human Resources.

Authority Meeting 27.04.22

Action Item 9 – Governance Task and Finish Group

The Director of Corporate Services confirmed that a report to revise ‘Standing Orders relating to Contracts’ will be presented to the next meeting of the Authority and staff will be provided with the appropriate training.

**RESOLVED to note the Action Log as submitted.**

8. **Introduction to the Auditor General for Wales and Audit Wales**

Received – A presentation from Audit Wales.

Reported – The Chair welcomed Mr. Nick Selwyn, Mr. Euros Lake, and Ms. Rachel Freitag of Audit Wales to the meeting. Members received a PowerPoint presentation on the role of the Auditor General and the work of Audit Wales and were provided with an overview of the financial and performance audit work undertaken, and the timing of key reports which are presented annually.

The Section 151 Officer thanked Audit Wales for their assistance, especially with the time constraints experienced this year, and the Chief Executive also expressed his appreciation to Audit Wales for their work.

The Chairman, on behalf of Members, thanked Mr. Nick Selwyn, Mr. Euros Lake, and Ms. Rachel Freitag of Audit Wales for the presentation.

**RESOLVED to welcome the presentation, a copy of which will be provided to Members, for information.**

9. **Draft Statement of Accounts 2021/22**

Submitted – The Chief Finance Officer’s information 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 in detail and advised that the audited (and adjusted) Statement of Accounts will need to be presented to Members on the 30th November 2022, for approval.

Arising thereon, the Director of Corporate Services asked Members to consider whether to call an extraordinary meeting of the Authority, or to delegate authority to the Performance and Resources Committee to approve the Statement of Accounts.

**RESOLVED**

1. to note the contents of the draft Statement of Accounts 2021/22.
2. to delegate authority to the Performance and Resources Committee to approve the Statement of Accounts on behalf of the Authority.

10. **Annual Report 2021-22**

Submitted – A report by the Director of Corporate Services to recommend the adoption of the Annual Report 2021-22 and to approve its publication by 31<sup>st</sup> October 2022.

Reported – The Director of Corporate Services presented the Annual Report 2021-22 which reports on Year 1 progress in achieving the Authority's Well-being objectives, as adopted in the Authority's Well-being Statement 2021-26.

**RESOLVED**

1. **to note the report.**
2. **to adopt the Annual Report 2021-22 and approve its publication by 31<sup>st</sup> October 2022.**

11. **Authority Hybrid Meetings**

Submitted – A report by the Head of Information Systems and Communication to formally approve a recommendation that the Authority and the Planning and Access Committees be convened as live hybrid meetings.

Reported – The Head of Information Systems and Communication presented the report and background. The Director of Corporate Services asked Members to note that the Performance and Resources Committee would be held as a live hybrid meeting for this first trial session only.

**RESOLVED**

1. **that the Performance and Resources Committee on the 30<sup>th</sup> November 2022 be held as an experimental live hybrid meeting.**
2. **if the above meeting is successful, to move forward with the live hybrid system for the Planning and Access Committee meeting on the 7<sup>th</sup> December and the Authority meeting on the 8<sup>th</sup> February 2023.**

12. **Members' Working Group Report**

Submitted – Report of the Members' Working Group held on 29<sup>th</sup> June 2022.

Arising thereon, the Chief Executive confirmed that the Authority had received both the Aquaterra report and the Small World Consulting report which will be scrutinised, and a strategy produced for adoption by the Authority.

**RESOLVED to note the report.**

13. **Meetings of other Organisations**

Submitted – Oral updates on recent meetings of organisations which Members have attended as representatives of the Authority.

Members were advised upon a recent event held at Portmeirion where the Finance Minister, Rebecca Evans, launched the consultation on a Tourism Levy for Wales.

The Chief Executive and the Vice Chair of the Authority had attended, alongside community and tourism industry representatives. The Chief Executive advised that a steer was provided by delegates at the seminar, in that if the tourism levy is supported, it should be applied consistently across Wales with agreement on the need to clearly demonstrate the benefits of a levy.

**RESOLVED to note the report.**

**The meeting ended at 11.30**



## 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	<p>- a report on the budgetary pressures faced by the Property Section to be presented to a future Working Group.</p> <p>- a report by Yr Ysgwrn Project Group to be presented to Members in the New Year.</p> <p>- to provide Members with a copy of the Aberdyfi judgement once it becomes available.</p>	<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 Subgroup 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 &amp; Resources committee. 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. The Assets Sub-Group was convened on 15th January 2021. An update report will be presented to Members prior to April 2022 and an appointment has been made to the newly created Property Officer post. A detailed update has been circulated to the Members of the Assets Subgroup with the aim of convening a further meeting in the Autumn. <b>UPDATE: The Asset Subgroup will be meeting on the 30.11.22</b></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 style="text-align: right;"><b>COMPLETED</b></p> <p>Members were provided with a copy of the judgement on 28.11.19</p> <p style="text-align: right;"><b>COMPLETED</b></p>	NO





# 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	<b>Authority Meeting 10.04.19 Action Item 12 – Europarc Youth Manifesto</b>	To progress this action as a matter of urgency.	AD	<p>UPDATE: Appointment made, and officer will be in post shortly.</p> <p>UPDATE: Officer started in post on 4<sup>th</sup> April 2022. The officer has started discussions with the Outdoor Partnership regarding the Young Rangers Scheme and has visited Pembrokeshire NP to learn about their work.</p> <p>After the election and once the Authority members are in post, a meeting of the 'Youth Manifesto task and finish group' will be arranged. A progress report can be presented to the AGM in June if required.</p> <p><b>UPDATE: The Young People's Officer has prepared a presentation and an example 'youth manifesto'. A meeting of the Task and Finish Group will be convened before Christmas, if possible.</b></p>	<b>NO</b>



# 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	<p><b>RESOLVED</b></p> <ol style="list-style-type: none"> <li>1. <b>to await further advice on the options available on how to address place names that have more than one name in common use.</b></li> <li>2. <b>to await a report by the Panel on the best way for place names in Snowdonia to be used and promoted.</b></li> <li>3. <b>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.</b></li> </ol>	To present a further report in due course.	JC	<p>The Steering Group considered a report by Dr Dylan Foster-Evans, Head of School of Welsh, University of Cardiff on 8<sup>th</sup> March. This will form the basis for officers to prepare a further guidance on dealing with places with more than one place name. Based upon this, an initial guidance note will be prepared by officers and submitted for discussion to the September Working Group. If Members are satisfied with this, it will then be presented to a subsequent Authority meeting.</p> <p>This report will also include ways that place names can be celebrated and promoted.</p> <p><b>UPDATE: A report is being presented to the Authority today. (16.11.22)</b></p>	<b>NO</b>



## TAFLEN WEITHREDU – ACTION SHEET

### AUTHORITY MEETING – 09.02.2022

ITEM NO. AND TITLE	DECISIONS / OBSERVATIONS	ACTIONS	RESPONSIBLE OFFICER	UPDATE or COMPLETION DATE	REMOVE FROM ACTION LOG
13. Authority Resilience: Staff Terms and Conditions.	<b>RESOLVED: the Authority Chair to convene a meeting of Members to consider the capacity/role of the Management Team. The following Members were nominated:- Councillors Annwen Hughes, Alwyn Gruffydd, Elwyn Edwards; Mr. Owain Wyn, Mr. Tim Jones and Ms Sarah Hattle.</b>	Chair to convene a meeting.	Chair	<p>Initial meeting held on 30<sup>th</sup> March 2022 with a further meeting being arranged for the beginning of May 2022. Unfortunately, the meeting scheduled in May was not held. A further meeting of the group will be arranged as soon as (new) Members have been briefed.</p> <p>Update - The Authority in June 2022 confirmed that the Chair and Vice Chair of the Authority, Chair of both Planning and Performance and Resources Committee and Mr. Tim Jones and Ms Sarah Hattle will undertake the review and for a meeting to be convened after the summer break. It was reported that this will be a two-stage process firstly the terms and conditions/capacity of Directors would be considered and thereafter the panel to consider if a review is required to the terms and conditions/capacity of the Chief Executive. <b>UPDATE: a date for the meeting was being sought and Members will be supported, in the first instance, by the Chief Executive and the Head of Human Resources.</b></p>	<b>NO</b>



## TAFLEN WEITHREDU – ACTION SHEET

### AUTHORITY MEETING – 27.04.2022

ITEM NO. AND TITLE	DECISIONS / OBSERVATIONS	ACTIONS	RESPONSIBLE OFFICER	UPDATE or COMPLETION DATE	REMOVE FROM ACTION LOG
9. Governance Task and Finish Group	<p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>- <b>the Authority to consider an amendment to the Authority's Scheme of Delegation to give the Performance and Resources Committee the right to make final decisions on financial and other reports (unless Authority approval is specifically required).</b></li> <li>- <b>the Authority to revise Standing Orders relating to contracts with appropriate training for staff as set out in the report.</b></li> </ul>	To present a further report in due course.	GIJ	<p>To be progressed in the Autumn once new Authority established, and new members have familiarised themselves with the working of the Authority.</p> <p><b>UPDATE: Report to revise Standing Orders on Contracts being presented to the Authority today. (16.11.22)</b></p>	<b>NO</b>
11. Yr Ysgwrn Annual Report	<p><b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>- <b>following the change to the Authority's membership, to arrange a visit to Yr Ysgwrn on a date to be arranged in 2022.</b></li> </ul>	To arrange a future meeting for all Members.	NJ	<p>To be progressed once new Authority established, and new members have been briefed.</p> <p><b>Update – A visit to Yr Ysgwrn was included as part of the Member Development Day on 14<sup>th</sup> October 2022.</b></p> <p style="text-align: right;"><b>COMPLETED</b></p>	<b>YES</b>



## TAFLEN WEITHREDU – ACTION SHEET

### AUTHORITY MEETING – 15.06.2022

ITEM NO. AND TITLE	DECISIONS / OBSERVATIONS	ACTIONS	RESPONSIBLE OFFICER	UPDATE or COMPLETION DATE	REMOVE FROM ACTION LOG
10. Sustainable Tourism Snowdonia National Park Authority	<b>RESOLVED:</b> - <b>to await a summary of the outcome of the research by Bangor University into litter in the National Park to a future meeting of the Members' Working Group.</b>	To present the report as requested.	AJ	Report will be presented to the Members' Working Group meeting on the 19 <sup>th</sup> October 2022. <b>UPDATE: A summary report will be presented to a meeting of the Members' Working Group in January 2023 when the work is completed.</b>	<b>NO</b>
22. Meetings of other Organisations	<b>RESOLVED</b> - <b>to extend an invitation to Cwmni Egnio to a future meeting of the Members' Working Group when definite proposals are available.</b>	To invite Cwmni Egnio in due course.	JC	Invite sent on 4 <sup>th</sup> September 2022. Officers will report back when there is progress.	<b>NO</b>

<b>MEETING</b>	Snowdonia National Park Authority
<b>DATE</b>	16 November 2022
<b>TITLE</b>	<b>BASE REVENUE BUDGET 2023/24</b>
<b>AUTHOR</b>	Chief Finance Officer
<b>PURPOSE</b>	To note the Base Budget as estimated for 2023/24 and projected funding position

**1. BACKGROUND**

1.1 This report :

- Provides details of the 2023/24 draft budget showing the estimated cost of continuing current services, and meeting costs approved for the future.

**2 BUDGET SUMMARY 2023/24**

2.1 The table shown in Appendix 1 contains an analysis of the movements in the base budget from 2022/23 final prices to the expected final prices in 2023/24. A summary is shown below:

<b>SUMMARY OF SNPA BUDGET 2023/24</b>					
				(£)	(£)
<b>SNPA Base Budget 2022/23</b>					<b>6,393,279</b>
Changes					
	Change in staff costs			345,524	
	Change in expenditure			126,220	
	Change in income			- 20,000	
	Total change				451,744
					<b>6,845,023</b>
Provision for general inflation					30,000
<b>Base budget 2023/24</b>					<b>6,875,023</b>
Grant & Levy 2023/24				-	5,493,051
Net contributions from reserves				-	572,474
Deficit					<b>809,498</b>
<i>See appendix 1 for further detail</i>					

- 2.2 I have included a contingency for a 5% pay-award in 2023/24, however given the current economic climate it is very difficult to estimate the inflation rates for the year.

The general inflation provision has also been increased to £30,000 due to the current inflationary trend.

The intention in the short term is to fund the deficit from the reserves, a summary of which is shown below

- 2.3 **Welsh Government Grant (estimated £5,493,051)** Welsh Government have stated that their draft budget will be available on 13<sup>th</sup> December 2022 and the final Welsh Government budget and settlement figures are set to be provided on 28<sup>th</sup> February 2023. At the time of writing this report, the Welsh Government have stated that there will be no increase in indicative settlements for future years. Therefore, I have made an assumption that the 2023/24 settlement to be a “flat” settlement, which represents a cut in “real” terms

- 2.4 The full effect of additional expenditure fully funded from grants is not included here but will be included in the report to the February Authority.

- 2.5 **Change in staff costs (£604,991)** : The main changes will be:

- Inflation provision (£283,281)
- Effect of the 2022/23 pay award (£321,710)

2.6 **Change in expenditure (156,220)** : This current figure comprises :

Increase in utility costs      £126,220  
General inflation provision   £30,000

2.7 **Net contribution from reserves (-£572,474)** : These contributions relate to expenditures on specific schemes where the finance has already been earmarked from historic Authority underspends or grants received in advance. As noted above this will be revised further for the February Authority. There is no net effect on the Authority base budget.

2.8 Paragraph 3.3 of the Financial Regulations notes that the Authority's approval is required for any permanent virements worth more than £10,000 each in the draft budget. There are no such virements here.

### 3. RESERVES

3.1 The reserves that are available to meet the projected deficit in 2023/24 are as follows:

RESERVE	BALANCE
General balances fund	719,740
Specific Risk Reserve	424,160
Commercial Risk Reserve	120,000
Staff Resilience Reserve	100,000
<b>Total</b>	<b>1,363,900</b>

### 4. RECOMMENDATION

4.1 To note the planned base budget for 2023/24 as outlined.



		(£)	Appendix 1 (£)
1	<b>Baseline budget 2022/23</b>		<b>6,393,279</b>
2	<b>Changes in staff costs</b>		
	2022/23 pay agreement (£1925 on each salary pay point)	321,710	
	5% Salary provision	283,281	
			<b>604,991</b>
	Reverse 2022/23 salary provision	- 259,467	
			<b>-259,467</b>
3	<b>Change in expenditure</b>		
	Increase in utility costs	126,220	
			<b>126,220</b>
4	<b>Changes in income</b>		
	<b>Cynnydd</b>		
	Interest income	-20,000	
			<b>-20,000</b>
5	<b>General inflation provision</b>		30,000
7	<b>Baseline budget 2023/24</b>		6,875,023
8	<b>National Park grant and Levy 2023/24</b>		-5,493,051
9	<b>Contributions from reserves</b>		
	Cyfraniadau Net	- 572,474	
			- 572,474
10	<b>Deficit</b>		<b>809,498</b>

## ITEM NO. 10

<b>MEETING</b>	Snowdonia National Park Authority
<b>DATE</b>	16 November 2022
<b>TITLE</b>	<b>2022/23 BUDGET UPDATE</b>
<b>REPORT BY</b>	Head of Finance
<b>PURPOSE</b>	To inform Members of – <ul style="list-style-type: none"><li>• significant virements,</li><li>• the progress against the revenue and capital budget, and</li><li>• the projected final position for the financial year.</li></ul>

### 1. BACKGROUND

- 1.1 The budget report provides a summary of the revised revenue and capital budgets for 2022-23 for the first seven months of the financial year i.e. 1 April 2022 to 31 October 2022.
- 1.2 Slippage and underspend from the financial year 2021-22 has been added to the budget
- 1.3 Part 4 of the report indicates the progress made to date against the net revenue budget and a projection of the position at the year end.
- 1.4 Some of the 2021/22 'Sustainable Landscape, Sustainable Places' (SLSP) grant schemes have been carried over to 2022/23 for completion. A further 3 year SLSP grant worth £2.5million has been approved for the Authority from 2022-2025, which includes an administration fee of 10%

### 2. 2021/22 REVISED REVENUE BUDGET

- 2.1 The Original Net Budget was approved by the Authority on 9 February 2022.

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

Service Areas	Original Budget £	Virements (new) £	Revised Net Budget £
Planning & Land Management	1,595,967	123,719	1,719,686
Corporate	4,738,275	121,170	4,859,445
Balances, reserves and provisions	259,467	- 61,740	197,727
<b>Total Expenditure to Services</b>	<b>6,593,709</b>	<b>183,149</b>	<b>6,776,858</b>
Interest Earned on Surplus Funds	- 8,000		- 8,000
Revenue Financing of Capital Expenditure	398,620		398,620
Capital Charges Adjustment	- 591,050		- 591,050
<b>Net Budget</b>	<b>6,393,279</b>	<b>183,149</b>	<b>6,576,428</b>
<b>FUNDED FROM</b>			
National Park Grant	4,119,789		4,119,789
Constituent Authority Levy	1,373,262		1,373,262
	<b>5,493,051</b>		<b>5,493,051</b>
Contributions from reserve	900,228	183,149	1,083,377
<b>Revised Net Budget</b>	<b>6,393,279</b>		<b>6,576,428</b>

2.2 A detailed breakdown showing the revised net budget per service as at 31 October 2022 can be seen in Appendix 1.

2.3 The net increase of £183,149 in the "new transfers" column represents slippage from the 2021/22 budget added to the 2022/23 base budget, as well as transferring the provision for the 1.75% increase in salaries agreed in March 2022 to the relevant service lines.

### 3. REVISED CAPITAL BUDGET

3.1 A summary of the net budget for capital expenditure for 2022/23 is shown in the following table, with the detail in Appendix 2:

<b>Capital Budget 2021/22</b>					
Service Areas	Gross Original Budget (£)	Grant Incwm (£)	Net Original Budget (£)	Virements (new) (£)	Revised Net Budget (£)
Planning and Land Management	352,280	-	352,280	189,000	541,280
Corporate	46,340	0	46,340	663,511	709,851
<b>Total</b>	<b>398,620</b>	<b>0</b>	<b>398,620</b>	<b>852,511</b>	<b>1,251,131</b>

3.2 The increase in the new transfers column mainly represent the capital element of the S.L.S.P grants for 2022/23.

#### 4. FORECASTED POSITION FOR 2022/23

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 2022 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.

Service Area	Revised Net Budget (£)	Expenditure to date (£)	Projected year end (£)	Projected variance (£)
Planning and Land Management	1,595,967	813,483	1,681,970	- 86,003
Corporate	5,013,915	1,359,112	5,221,515	- 207,600
Balances, reserves, and provisions	197,727	-	-	197,727
<b>Total Services Expenditure</b>	<b>6,807,609</b>	<b>2,172,595</b>	<b>6,903,485</b>	<b>- 95,876</b>
Interest Earned on Surplus Funds	- 8,000	- 11,989	- 20,500	12,500
Revenue Contribution Towards Capital	398,620		398,620	-
Capital Charges adjustment	- 591,050	- 482,832	- 827,700	
<b>Net Revenue Budget</b>	<b>6,607,179</b>	<b>1,677,774</b>	<b>6,453,905</b>	<b>- 83,376</b>
<b>Projected Net balance (+)/ deficit (-) for 2022/23</b>				<b>- 83,376</b>
<b>FUNDED FROM</b>				
National Park Grant	4,119,789			
Constituent Authority Levy	1,373,262			
Contributions from reserve	900,228			
<b>Original Net Budget</b>	<b>6,393,279</b>			
Contributions from reserve	213,900			
<b>Revised Net Budget</b>	<b>6,607,179</b>			

4.2 In summary, the year-end forecast at this time is a deficit of £83,376.

The main reason for this deficit is the recent Local Government Pay Award agreement of an increase of £1,925 on each salary pay point, which was confirmed on 1<sup>st</sup> November 2022 (and therefore not reflected in the expenditure figures). For the authority, this worked out at roughly a 6% increase, and we had already provided for a 4% increase.

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 deficit of approximately £207,600, which includes the increase in salaried not yet provided for. The additional variations are as follows:

Plas Tan y Bwlch - an estimated £20,000 overspend. Income from bed and breakfast, courses and meeting room letting is forecast to meet target, however the main overspends are on supplies and services mainly due to the current inflationary pressures.

Translation - an underspend of approximately £10,000 is forecast as a result of using external translators rather than employing a translator.

Legal - the Authority was successful in the outcome of the Hillside case in Aberdyfi and therefore there will be no further financial obligation in relation to this case, and the Authority will also attempt to recover some of its costs.

Corporate Management - estimated underspend of approximately £30,000 due to the post of assistant being vacant

4.4 **Planning and Land Management:** On the whole, the forecast budget variances amount to a deficit of £86,000 which includes salary increases as well as other minor variances against budget.

4.7 **Interest:** Interest rates have increased recently, and as a result we are expecting to exceed the budget by an estimated £12,000.

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

Cadair Idris (Welsh Government grant)	£37,351
Public facilities upgrades (S.L.S.P)	£20,792
Dolgellau Heritage Lottery Fund Scheme	£133,987

## 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**

				<b>Appendix 1</b>
<b>Snowdonia National Park Authority</b>				
<b>Revised Budget for 2022-23 on 31st October 2022</b>				
	<b>Original Budget £</b>	<b>Virements (previous) £</b>	<b>Virements (new) £</b>	<b>Revised Net Budget £</b>
<b>PLANNING AND LAND MANAGEMENT</b>				
Foresters (S.L.S.P.)			0	
Conservation, Trees and Agriculture	407,680		23,790	431,470
Dark Skies			0	0
Welsh Peatlands (W.G. grant)			0	0
National Grid - Maentwrog (East)	110,000		0	110,000
Celtic Rainforests (LIFE)	93,677		3,650	97,327
Carneddau Partnership	32,200		-4,300	27,900
Archaeology	62,710		16,836	79,546
Cultural Heritage	73,560		7,950	81,510
Dolgellau Townscape Heritage	22,930		630	23,560
Harlech and Arduwy scheme	51,560		710	52,270
Ysgwrn	90,280		5,560	95,840
Planning	651,370		68,893	720,263
<b>Sub-total carried forward</b>	<b>1,595,967</b>	<b>0</b>	<b>123,719</b>	<b>1,719,686</b>
<b>CORPORATE</b>				
Members Costs	112,510		0	112,510
Authority Support	87,710		830	88,540
Corporate Management	607,280		700	607,980
Property	238,731		1,880	240,611
Legal	54,510		780	55,290
Administration and Customer Care	207,010		620	207,630
Translation	103,740		840	104,580
Human Resources	110,200		1,320	111,520
Head Office	221,310		70	221,380
Information Technology	342,280		2,940	345,220
Finance	209,780		3,060	212,840
Plas Tan y Bwlch Study Centre	382,230		-14,100	368,130
Engagement	464,890		56,840	521,730
New Website	46,880		860	47,740
<b>Sub-total carried forward</b>	<b>3,189,061</b>	<b>0</b>	<b>56,640</b>	<b>3,245,701</b>

## Appendix 1 (continued)

**Snowdonia National Park Authority**  
**2022/23 Revised Budget as at 31 October 2022**

	Original Budget   £	Virements (previous) £	Virements (new) £	Revised Net Budget £
<b>Subtotals Brought Forward</b>				
<b>PLANNING &amp; LAND MANAGEMENT</b>	<b>1,595,967</b>	<b>0</b>	<b>123,719</b>	<b>1,719,686</b>
<b>CORPORATE</b>	<b>3,189,061</b>	<b>0</b>	<b>56,640</b>	<b>3,245,701</b>
Engagement with Young People (W.G. grant)	21,520		400	21,920
Well-being Paths (W.G. grant)	40,000		0	40,000
Management Plan and Partnerships	258,020		49,900	307,920
Information Centres	120,140		10,770	130,910
Llyn Tegid	-28,280		0	-28,280
Car Parks	-460,510		-130	-460,640
Litter Clearance	19,510		0	19,510
Traffic and Transport	5,000		0	5,000
Visitor Facilities	292,720		0	292,720
Public Access	160,410		430	160,840
Wardens, Estate Workers & Volunteers	1,120,684		3,160	1,123,844
	<b>4,738,275</b>	<b>0</b>	<b>121,170</b>	<b>4,859,445</b>
<b>BALANCES</b>				
General Inflation Provision	15,000			15,000
Payroll Inflation provision	244,467		-61,740	182,727
	<b>259,467</b>	<b>0</b>	<b>-61,740</b>	<b>197,727</b>
<b>TOTAL</b>	<b>6,593,709</b>	<b>0</b>	<b>183,149</b>	<b>6,776,858</b>
Interest Earned	-8,000			-8,000
Revenue Financing of Capital Expenditure	398,620			398,620
Capital Charges Adjustment	-591,050	0		-591,050
	<b>6,393,279</b>	<b>0</b>	<b>183,149</b>	<b>6,576,428</b>
<b>FUNDED FROM</b>				
National Park Grant	4,119,789			4,119,789
Constituent Authority Levy	1,373,262			1,373,262
Tfrs from reserves	900,228		183,149	1,083,377
<b>Net Budget</b>	<b>6,393,279</b>			<b>6,576,428</b>



**Capital Budget 2021/22**

<b>Service Areas</b>	<b>Gross Original Budget (£)</b>	<b>Grant Incwm (£)</b>	<b>Net Original Budget (£)</b>	<b>Virements (new) (£)</b>	<b>Revised Net Budget (£)</b>
<b>Planning and Land Management</b>					
Cultural Heritage Schemes	149,490	0	149,490	0	149,490
Dolgellau Townscape Heritage scheme	98,073	0	98,073	0	98,073
Harlech and Ardudwy Scheme	24,014	0	24,014	0	24,014
Carneddau - Data LiDAR (W.G. grant)	15,630	0	15,630	0	15,630
Carneddau - Paths (W.G. grant)	65,073	0	65,073	0	65,073
Natur Eryri (S.L.S.P)	0	0	0	189,000	189,000
<b>Sub-total</b>	<b>352,280</b>	<b>0</b>	<b>352,280</b>	<b>189,000</b>	<b>541,280</b>
<b>Corporate</b>					
Information Systems - Replacement Prog.	22,340	0	22,340	0	22,340
Inf. Technology for Planning	0	0	0	50,000	50,000
Public Access	10,000	0	10,000	0	10,000
Wardens - Vehicles	14,000	0	14,000	41,719	55,719
Upgrading public facilities	0	0	0	20,792	20,792
Eryri Community Fund (S.L.S.P)	0	0	0	20,000	20,000
Eryri Cymunedol (S.L.S.P)	0	0	0	112,500	112,500
Eryri - Carbon a Ni (S.L.S.P)	0	0	0	184,500	184,500
Sustainable Tourism (S.L.S.P)				234,000	234,000
<b>Sub-total</b>	<b>46,340</b>	<b>0</b>	<b>46,340</b>	<b>663,511</b>	<b>709,851</b>
<b>Total</b>	<b>398,620</b>	<b>0</b>	<b>398,620</b>	<b>852,511</b>	<b>1,251,131</b>

<b>A MEETING</b>	Snowdonia National Park Authority
<b>DATE</b>	16 November 2022
<b>TITLE</b>	<b>STANDING ORDERS RELATING TO CONTRACTS</b>
<b>REPORT BY</b>	Director of Corporate Services
<b>PURPOSE</b>	To adopt a revised version of the Authority's Standing Orders Regarding Contracts

## 1 Background

- 1.1 As Members will recall, a Task and Finish Group was established to consider Governance in general. One of the issues discussed was the system regarding our Standing Orders regarding Contracts.
- 1.2 There was recognition that the system needs to be reformed due to the major changes that have occurred upon leaving the European Union and the fact that the purchasing rules have now changed as a result. The Task and Finish Group also felt that a training package was needed for the Authority's officers, especially considering that a number of officers are relatively new to their posts.
- 1.3 It was decided at the Authority's meeting on 27 April that the Standing Orders relating to contracts would be reviewed and approved by the Authority in due course.
- 1.4 Following the adoption of the Standing Orders it was also decided that guidelines need to be developed and to ensure that officers are aware of them - including appropriate use of social media when informing about opportunities.
- 1.5 Since these decisions were made, we have been working with experts from Geldards to ensure that the Standing Orders regarding revised Contracts are in line with the changes that have taken place across Great Britain as well as the changes that only apply to Wales.

## 2 The Standing Orders Regarding Contacts

- 2.1 I have attached a draft version of the Standing Orders Regarding Contracts with this report.

- 2.2 There are quite a few changes in the revised Standing Orders compared to the current ones including expanding on the definition of what provides the best economic value to the Authority.
- 2.3 We have also included General Principles which explains a bit about the mindset and the reasons why we go through the process, namely to ensure fairness for everyone and that we are transparent regarding how we set contracts as well as ensuring that we get the best value for the Authority.
- 2.4 For any contract that is below the national threshold (the vast majority of our contracts) there are three tiers namely:
  - 2.4.1 Contracts under £5,000 where asking for prices is at the discretion of the Director.
  - 2.4.2 When the contract is expected to be between £5,000 and £25,000 three quotes are required.
  - 2.4.3 For contracts over £25,000 Sell2Wales must be used unless a list of contractors has been prepared for such work in accordance with Standing Order 6.
- 2.5 The Standing Orders now formalize that we can accept tenders electronically. This reflects the major changes that have taken place in this field of work since we last amended the Standing Orders.
- 2.6 We have also updated the exceptions to the Standing Orders in order to make it clear hopefully when there are valid reasons why the Standing Orders cannot be followed that an exception is possible under the circumstances listed.
- 2.7 I have discussed these Standing Orders with the Heads of Service as well as the Management Team.
- 2.8 If the Authority is happy to adopt the Standing Orders regarding Contracts it is then intended to organize training on the amended Standing Orders with the relevant officers who deal with this type of work on a day to day basis.

## **RESOURCE IMPLICATIONS**

**None**

## **RECOMMENDATION**

**That the Authority adopts the Standing Orders Regarding Contracts which is enclosed as Schedule 1 with this report.**

## **BACKGROUND PAPERS**



# **STANDING ORDERS**

**relating to**

## **CONTRACTS**

**LOCAL GOVERNMENT ACT 1972  
- SECTION 135**

**Adopted June 2013 and revised on [DATE] 2022**

# CONTENTS

<b>Standing Order No.</b>		<b>Page No.</b>
1.	Application and Interpretation of Standing Orders	3
2.	General Principles Applying to Procurement Activity	4
3.	Contracts not exceeding £25,000	5
4.	Contracts exceeding £25,000	5
5.	Selective Tendering - Ad Hoc List for Below Threshold Contracts	6
6.	Selective Tendering - Standing List for Below Threshold Contracts	7
7.	Invitations to Tender	8
8.	Open Tendering	8
9.	Submission of Tenders	9
10.	Opening and Acceptance of Tenders	9
11.	Clarification of Tenders	10
12.	Form and Content of Contracts	11
13.	Indemnity and Insurance	12
14.	Contractor Selection	12
15.	Conflicts of Interest	13
16.	Exceptions to these Standing Orders	13
17.	Modification of Contracts After Award	15
18.	Disclosure of Related Party Contracts	16

**STANDING ORDER NO. 1**  
**Application and Interpretation of Standing Orders**

**Application**

- (1) The objective of these Standing Orders is to ensure that the Authority enters into contracts for the purchase and / or disposal of goods, materials or services or for the execution of works on the Most Economically Advantageous terms through the application of ethical, consistent and transparent practices and procedures. The entry into those contracts shall at all times be subject to these Standing Orders and the Financial Regulations.
- (2) These Standing Orders must be observed on every occasion the Authority enters into a contract for the purchase and / or disposal of goods, materials or services or for the execution of works.
- (3) The Local Government Act 1988 and all other relevant enactments Acts must be observed.

**Interpretation**

- (4) For the purpose of these Standing Orders:

“Authorised Officer” means an officer of the Authority duly authorised to enter into contracts on behalf of the Authority up to a value permitted in accordance with the Authority’s Financial Regulations;

the term “contract” shall apply to all agreements by or with the Authority and one or more parties for the purchase or disposal of goods, materials or services or for the execution of works but shall exclude contracts of employment or contracts for the sale and purchase or leasing of any interest in land;

“Chief Financial Officer” means the officer appointed by the Authority under Section 151 of the Local Government Act 1972;

“Most Economically Advantageous” means that tender or offer which, when taking into account the criteria specified by the Authority, which may include but are not limited to price, quality, delivery, technical merit, compatibility, functionality, social value, environmental characteristics and overall cost effectiveness, will bring the greatest benefit to the Authority;

“Public Procurement Legislation” means the Public Contracts Regulations 2015, the Concession Contracts Regulations 2016 and the Utilities Contracts Regulations 2016, or any replacement legislation in force from time to time in relation to the procurement and award of public contracts, concession contracts, service contracts, supply contracts and works contracts;

a “Quotation” means a written offer made by a supplier in response to a request received from the appropriate officer of the Authority in respect of the supply and / or disposal of goods, materials or services or for the execution of works;

a “tender” means a bid to supply goods, materials or services or to carry out works;

“Threshold” means the relevant threshold for the estimated value of a contract (inclusive of VAT) which applies from time to time for the purpose of determining whether the contract must be awarded in accordance with the Public Procurement Legislation; and

the “value” of a contract shall be the total value over the entire term of the contract, and this will be the value exclusive of VAT, save where these Standing Orders specify that the value is inclusive of VAT.

<p style="text-align: center;"><b>STANDING ORDER NO. 2.</b> <b>General Principles Applying to Procurement Activity</b></p>
--

- (1) Every contract made by the Authority or by a Committee or officer acting on the Authority’s behalf shall be awarded in accordance with these Standing Orders unless an exemption has been given in accordance with paragraph (5) of this Order.
- (2) Authorised Officers must ensure that they treat all potential contractors equally and without discrimination and that procurement exercises are run in a transparent and proportionate manner.
- (3) The legislation in force from time to time in the United Kingdom in relation to the award of public contracts and concession contracts (the Public Procurement Legislation) must be complied with. This legislation prescribes procedures for advertising contracts, selecting contractors and awarding public contracts and concession contracts and, where such legislation contains any provision which is inconsistent with the requirements of these Standing Orders, the terms of the legislation must be complied with. All proposed contracts which fall within the Public Procurement Legislation must be reported to the Director of Corporate Services prior to any action being taken.
- (4) It shall be a condition of any contract between the Authority and any person (not being an officer of the Authority) who is required to supervise a contract on the Authority’s behalf, that in relation to such contract, he/she shall comply with all applicable requirements of these Standing Orders as if he/she were an Authorised Officer of the Authority.
- (5) Exemption from any of the provisions of these Standing Orders may only be made by direction of the Authority or a Committee duly authorised in that behalf, where they are satisfied that the exemption is justified in special circumstances.
- (6) Every exemption made by the direction of a Committee to which the power of making contracts has been delegated shall be reported to the Authority.
- (7) A record of any exemption made in accordance with paragraph (5) of this Order shall be kept in the minutes of the Authority or, as the case may be, in the minutes of the Committee making it.
- (8) In the case of a tender exercise for a contract with an estimated value of more than £50,000, all tenderers will have their financial viability assessed by the Head of Finance (on behalf of the Chief Financial Officer) and their technical competence assessed by the Chief Executive or appropriate

Director. Where the estimated value of the contract (inclusive of VAT) is above Threshold, the evaluation must be carried out in accordance with the Public Procurement Legislation.

**STANDING ORDER NO. 3**  
**Contracts not exceeding £25,000**

- (1) Where the estimated value of a proposed contract is more than £5,000 but does not exceed £25,000, a minimum of three written quotations should be sought. The Chief Executive or appropriate Director may enter into the contract with the contractor who offers the most competitive quote.
- (2) Where quotations are sought pursuant to this Standing Order, all quotations shall be opened at the same time.
- (3) Where there is a Standing List of Contractors for Below Threshold Contracts established under Standing Order 6, where relevant to the subject matter of the contract the competitive quotations shall be invited from contractors on that list.
- (4) Where the estimated value of a proposed contract does not exceed £5,000, the invitation of quotations shall be at the discretion of the appropriate Director.
- (5) Alternatively, a contract with an estimated value not exceeding £25,000 may be called off under a framework agreement which has been set up by the Authority or by a central purchasing body (such as the National Procurement Service frameworks).

**STANDING ORDER NO. 4**  
**Contracts exceeding £25,000**

- (1) Where the estimated value of a proposed contract is more than £25,000, the contract opportunity must be advertised on the Sell2Wales website, unless it is tendered using the Standing List for Below Threshold Contracts.
- (2) Where the estimated value of a proposed contract exceeds £25,000 and in any other case where the Authority or appropriate Committee determine, the contract shall be awarded by the appropriate Director using one of the following methods:
  - (a) in the case of a below Threshold contract, ad-hoc selective tendering under Standing Order 5;
  - (b) in the case of a below Threshold contract, selective tendering from approved contractors under Standing Order 6;
  - (c) open competitive tendering by advertisement under Standing Order 8; or
  - (d) by calling off a contract under a framework agreement which has been set up by the Authority or by a central purchasing body (such as the National Procurement Service frameworks). Provided the framework concerned was awarded in accordance with the Public Procurement Legislation, any call off contract awarded by the Authority in accordance with the terms of the framework agreement and the Public Procurement Legislation will be deemed to comply with these Standing Orders.



- (3) In any instance when a contract award is to be based on criteria other than price alone, i.e. the Most Economically Advantageous for the Authority, the criteria for selection and the relative weighting given to each criterion shall be determined before the invitation to tender is issued and prospective bidders will be advised of the criteria.
- (4) Below Threshold contracts can be reserved for small and medium enterprises (SMEs) and/or voluntary, community and social enterprises (VCSEs) provided that an SME/VCSE would be a suitable contractor to deliver the contract. Any decision to reserve a below Threshold contract in this way must be taken in accordance with the Welsh Procurement Policy Note 05/21 (Guidance on reserving below threshold procurements for Welsh public sector contracting authorities) or any replacement policy from time to time.

<p><b>STANDING ORDER NO. 5</b> <b>Selective Tendering - Ad Hoc List for Below Threshold Contracts</b></p>
---

- (1) This Standing Order shall apply where the Authority or a Committee duly authorised in that behalf, the Chief Executive or appropriate Director, having regard to the subject matter, purpose and value of the contract, have decided that invitations to tender for a below Threshold contract are to be made to some or all of those persons or bodies who have replied to a public notice.
- (2) For the purposes of this Standing Order, public notice shall be given:
  - (a) on the Authority's website;
  - (b) on Sell2Wales and, if considered suitable by the Chief Executive or the appropriate Director, in one or more newspapers or journals circulating among such persons or bodies who undertake such contracts; and
  - (c) at the discretion of the Authority or appropriate Committee or the Chief Executive or appropriate Director, to all or a selected number of persons or bodies named in the list maintained under Standing Order 6.
- (3) The public notice shall:
  - (a) invite expressions of interest from persons or bodies wishing to be invited to tender;
  - (b) specify a time limit, being not less than 10 working days from the date of the first publication of the notice, within which such applications are to be submitted to the Authority and the instructions for making such application via the Sell2Wales portal; and
  - (c) specify the following information:
    - 1. the nature and purpose of the contract;
    - 2. the information which persons must supply as part of their expression of interest, for example:
      - (a) details of their technical ability and experience;
      - (b) details of their financial standing;
      - (c) any other specific requirements relating to the contract or the Authority's requirements

or provide particulars of where an Information Memorandum and/or Pre-Qualification Questionnaire specifying the same may be obtained.

- (4) After the expiry of the period specified in the public notice, invitations to tender for the contract shall be sent to:
  - (a) not less than 3 of the persons or bodies who applied for selection to tender, who are considered suitable having regard to the information provided in accordance with paragraph 3(c) above;
  - (b) where fewer than 3 persons or bodies have applied or are considered suitable, those persons or bodies which are considered suitable. Alternatively, a further publication of the notice may be considered in order to attract further interest.

<p><b>Standing Order No. 6</b> <b>Selective Tendering - Standing List for Below Threshold Contracts</b></p>
---

- (1) This Standing Order shall apply where the Authority or a Committee duly authorised in that behalf or the Chief Executive or appropriate Director, having regard to the subject matter, purpose and value of the contract, decides that invitations to tender for a below Threshold contract are to be limited to those persons or bodies whose names shall be included in a Standing List compiled and maintained for that purpose.
- (2) The Standing List shall:
  - (a) be compiled and maintained by the Director of Corporate Services;
  - (b) indicate in respect of any person or body whose name is included, the categories of contract and the values of contracts for which they have been approved; and
  - (c) be subject to ongoing monitoring by officers so as to ensure that the financial standing and the professional and technical capability of the persons and bodies on the Standing List is kept under review and can be assessed at any time in relation to a particular contract opportunity.
- (3) The Chief Executive may suspend a contractor from the Standing List either altogether or in relation to specified categories of contract if the contractor proves unsatisfactory or defaults on the delivery of a contract with the Authority. Any suspension, and the reason for and duration of the suspension, must be recorded in the Standing List.
- (4) Every two years, there shall be a wholesale review and update of the Standing List. At least 4 weeks before the review takes place, a notice shall be published on the Authority's website inviting applications from new contractors to be included on the Standing List and the Authority shall contact those contractors already on the Standing List to ask them to confirm whether or not they wish to remain on the Standing List. The notice on the website shall provide details of the criteria for admission to the Standing List, the process for applying to be included on the Standing List and details of the procedure for selecting contractors from the Standing List to be invited to tender for a particular contract.

- (5) Notwithstanding the two yearly review cycle, new contractors may apply in writing at any time to be considered for inclusion on the Standing List.
- (6) Where a decision is made in accordance with Standing Order 4(2)(b) to tender a contract to contractors selected from the Standing List, Officers shall arrange for invitations to tender for the contract to be sent to:
  - (a) not less than three contractors included on the Standing List in relation to the category and of contract concerned; or
  - (b) where fewer than three firms are approved for a contract of the relevant category and amount, all those firms.

<b>STANDING ORDER NO. 7</b> <b>Invitations to Tender</b>
---

- (1) Invitations to Tender must include the following information:
  - (a) a description of (specification) of the works, goods or services to be carried out / supplied together with a required delivery date;
  - (b) appropriate terms and conditions (including Certificates as to Canvassing and Collusive Tendering);
  - (c) the form of tender to be completed by tenderers;
  - (d) the award criteria to be used when evaluating tenders;
  - (d) the requirements for submitting a valid tender; and
  - (e) the time and date by which Tenders must be received.

<b>STANDING ORDER NO. 8</b> <b>Open Tendering</b>
--

- (1) This Standing Order shall apply where the Authority or a Committee duly authorised in that behalf or the Chief Executive or appropriate Director, having regard to the subject matter, purpose and value of the contract, have decided that tenders for a contract are to be obtained by open competition. In all instances where no specific prior decision has been made, the Chief Executive or Director may decide to utilise this method of tendering.
- (2) Notice of the tender exercise shall be given on the Authority's website and also, if the estimated value of the contract exceeds £25,000, on Sell2Wales and, if considered suitable by the Chief Executive or appropriate Director, in one or more newspapers or journals circulating among such persons or bodies as undertake such contracts. The time period for submission of tenders must not be less than the minimum period prescribed by the Public Procurement Legislation in the case of an above Threshold contract. In the case of a below Threshold contract, the time period for submission of tenders must not be less than 30 calendar days unless the Authorised Officer considers that a shorter period is required due to the urgency of the requirement.

- (3) The public notice shall:
- (a) outline the nature and purpose of the contract and state where further details may be obtained;
  - (b) invite tenders and state the last date and time by which tenders must be received;
  - (c) specify the requirements for submission of a tender;
  - (d) specify the award criteria; and
  - (e) specify what the information required from the tenderer in terms of:
    - (i) its technical ability and experience;
    - (ii) its financial standing; and
    - (iii) its proposal for delivering the contract.
- (4) Where a contract is particularly large and/or multi-disciplinary in nature, the contract can be divided into lots, and this can be helpful in making the contract more accessible for smaller contractors. In the case of an above Threshold contract, where the use of lots is deemed inappropriate, the reasons for this must be outlined in the invitation to tender and/or in the record which is kept of the procurement exercise in accordance with the Public Procurement Legislation.
- (5) The Authority can carve out a small lot or lots from a larger, above Threshold procurement and procure that lot or lots without having to comply with the Public Procurement Legislation provided that:
- (a) The estimated value (inclusive of VAT) of each such lot is less than £70,788 (for supplies or services) or £884,720 (for works); AND
  - (b) the aggregate value (inclusive of VAT) of all the lots carved out in this way does not exceed 20% of the value (inclusive of VAT) of the entire procurement.

<p><b>STANDING ORDER NO. 9</b> <b>Submission of Tenders</b></p>
---

- (1) The Authority will run any competitive tender exercise via Sell2Wales.
- (2) Tenders will not be opened until the tender deadline has passed. Any tender received after the time and date specified in the invitation will not be considered, save on the authority of the Chief Executive in exceptional circumstances where the late submission was late for reasons beyond the control of the tenderer concerned.

**STANDING ORDER NO. 10**  
**Opening and Acceptance of Tenders**

- (1) Where a tender process is run in accordance with Standing Order 5, 6 or 8, all tenders received before the tender deadline shall be opened following the tender deadline by the officer who ran the tender process (or his or her duly authorised representative) in the presence of one of the following: the Director of Corporate Services, the Director of Planning and Land Management, the Head of Finance, the Chief Executive or a duly authorised representative of any of them.
- (2) All tenders received shall be recorded.
- (3) In the case of a tender exercise for an above Threshold contract, all tenders must be evaluated in accordance with the selection and award criteria which were specified in the invitation to tender and other procurement documents and in accordance with the Public Procurement Legislation.
- (4) In the case of a tender exercise for a below Threshold contract, all tenders will be evaluated in accordance with the selection and award criteria which were specified in the invitation to tender and other procurement documents. If no such criteria were specified and the decision about which contractor to award the contract to is being made by the Authorised Officer, unless the appropriate Director directs otherwise, the Authorised Officer must accept the lowest tender if payment is to be made by the Authority and the highest tender if payment is to be received by the Authority.
- (5) In the case of a tender exercise for a below Threshold contract, the appropriate Director may accept a tender other than the lowest tender (if payment is to be made by the Authority) or the highest tender (if payment is to be received by the Authority) in either of the following circumstances:
  - (a) The Chief Executive or appropriate Director is of the opinion that, by virtue of criteria other than price, the tender is the Most Economically Advantageous for the Authority; or
  - (b) The tenderer which submitted the lowest/highest tender cannot deliver the goods, materials or services within the timescale required by the Authority and, in the opinion of the Chief Executive or appropriate Director, for that reason the preferred tender can reasonably be regarded as the Most Economically Advantageous tender.
- (6) A register of all contracts over £25,000 in value awarded by the Authority shall be kept and maintained by the Director of Corporate Services. Such register shall, for each contract, specify the name of the contractor, the works to be executed or the goods or services to be supplied and the contract value. The register shall be open to inspection by any member of the Authority.
- (7) The Authorised Officer must prepare a Tender Evaluation Report for every above Threshold contract awarded, in accordance with the Public Procurement Legislation. The Tender Evaluation Report must document all key decisions throughout the tendering process.

**STANDING ORDER NO. 11**  
**Clarification of Tenders**

- (1) All the tenders submitted will be arithmetically checked and the tender price determined in accordance with the evaluation criteria set out in the invitation to tender.

- (2) If the Authority considers that a tender reveals an error or discrepancy in the rates which affects the tender price to be evaluated, the tenderer is to be given details of the error or discrepancy and afforded an opportunity of confirming his/her rates or withdrawing his/her tender.
- (3) In exceptional circumstances where, despite an error or discrepancy, it is clear from the tender what the correct figures were intended to be, the Chief Executive or appropriate Director may decide that an approach may be made to the tenderer to clarify and correct the figures. However, on no account should a tenderer be permitted at this stage to submit new figures.
- (4) Where the Authority considers that a tender for an above Threshold contract appears to be abnormally low in value, the Authorised Officer must, in accordance with the Public Procurement Legislation, request the tenderer to explain the price or costs proposed in its tender.
- (5) After the successful Tenderer has been identified and notified, the Chief Executive or appropriate Director may approve changes to the terms of the contract provided these changes are initiated by the Authority, are entirely for the benefit of the Authority and, in the case of an above Threshold contract, any changes are not substantial and are made in compliance with the Public Procurement Legislation. A record of any such alteration must be kept in the register.

<p><b>STANDING ORDER NO. 12</b>  <b>Form and Content of Contracts</b></p>
---

- (1) Every contract shall:
  - (a) be in writing and signed by an officer of the Authority duly authorised in that behalf;
  - (b) specify:
    - (i) the goods, materials or services to be supplied and/or the work to be executed;
    - (ii) the price to be paid together with a statement as to the amount of any discount(s) or other deduction(s);
    - (iii) the period(s) within which the contract is to be performed;
    - (iv) any ascertained / liquidated damages payable by the contractor if such provision is required pursuant to paragraph (1) (c) below;
    - (v) the specifications and standards to be applied to the contract;
    - (vi) the processes for monitoring delivery of the contract, together with controls over sub-contractors; and
    - (vii) such other conditions and terms as are appropriate for the contract in question;
  - (c) contain a provision for ascertained / liquidated damages or other sufficient security for due performance where, after consultation with the Director of Corporate Services and the Chief Financial Officer, the Chief Executive or appropriate Director considers it to be appropriate; and

- (d) comply with all legislative requirements including all Health and Safety at Work regulations and provisions in force from time to time.
- (2) There shall be inserted in every written contract, in addition to provisions covering the matters specified in paragraph (1) above, a clause empowering the Authority to terminate the contract and to recover from the contractor the amount of any loss resulting from such termination, if:
- (a) the contractor shall have offered, or given, or agreed to give to any person, any gift or consideration of any kind as an inducement or reward for doing, or not doing, or for having done, or not done any action in relation to the award or execution of the contract, or any other contract with the Authority, or, for showing or forbearing to show favour, or disfavour, to any person in relation to the contract, or any other contract with the Authority; or
  - (b) any of the matters referred to in sub-paragraph (a) shall have been done by any person employed by the contractor, or acting on the contractor's behalf (whether with or without the knowledge of the contractor); or
  - (c) in relation to any contract with the Authority, the contractor or any person employed by him/her, or acting on his/her behalf, shall have committed any offence under the Bribery Act 2010, or shall have given any fee or reward, the receipt of which is an offence under Section 117(2) of the Local Government Act 1972.

**STANDING ORDER NO. 13**  
**Indemnity and Insurance**

In any contract for the execution of any work or for the supply of goods, materials or services, the contractor shall be required to indemnify the Authority against:

- (a) any claim which may be made against the Authority or the contractor by any person employed by the contractor, any sub-contractor, any person employed by a sub-contractor or any other person whatsoever in connection with anything done or not done by the contractor in connection with its performance of the contract;
- (b) any claim in respect of bodily injury or damage to property of a third party arising out of anything done or not done by the contractor in connection with its performance of the contract;

and the contract must also contain a provision requiring the contractor to obtain and maintain in place insurance at a level to be agreed to cover its potential liabilities under the indemnity. The contractor must be required, before the commencement of the contract, to produce to the appropriate Director satisfactory evidence of insurance against such claims.

**STANDING ORDER NO. 14**  
**Contractor Selection**

- (1) The Authority shall, having regard to the subject matter and value of the contract, require a contractor to give sufficient security and demonstrate suitability for the performance of a contract and compliance with contract conditions. This may include, as appropriate, asking the contractor to provide:

- (a) details of their background and competence to carry out the contract;
- (b) appropriate financial checks, bankers' references, statements of account, referees etc. to the satisfaction of the Chief Financial Officer;
- (c) details of previous work record;
- (d) evidence of satisfactory employer's and public liability insurance;
- (e) performance bond or parent company guarantee if so requested;
- (f) evidence of commitment and arrangements to secure satisfactory standards of health, safety and welfare;
- (g) details of any registration with a nationally recognised regulating body or European equivalent appropriate to the work and any recognised guarantee schemes which the contractor is a member of;
- (h) evidence of the qualifications of the workforce and status of supervisors in relation to their suitability and competence to carry out the contract.

**Standing Order No. 15**

**Conflicts of Interest**

- (1) The Authorised Officer must take appropriate steps to prevent, identify and remedy conflicts of interest to avoid any distortion of competition or unequal treatment of tenderers. This includes taking appropriate steps where any officers who are involved in the tender process on behalf of the Authority have, directly or indirectly, any financial or personal interest which might be perceived to compromise their impartiality.
- (2) All officers involved in the preparations for a tender exercise, or sitting on a Tender Evaluation Panel, must complete a Conflict of Interests Declaration Form.

**Standing Order No. 16**

**Exceptions to these Standing Orders**

- (1) A contract with an estimated value (inclusive of VAT) below the Threshold may, with the approval of the Chief Executive or appropriate Director, be awarded directly to a contractor without seeking quotations or tenders in the following cases:
  - (a) where the purchase is made by way of direct award under a framework agreement set up by the Authority, or is otherwise made under a framework agreement set up by another public body (such as the National Procurement Service frameworks) in accordance with the terms of that framework;
  - (b) the goods or materials are proprietary articles or are sold only at a fixed price and no reasonably satisfactory alternative is available;
  - (c) the prices of the goods or materials are wholly controlled by trade organisations or government order and no reasonably satisfactory alternative is available;



- (d) there is only one contractor capable of fulfilling the Authority's requirements, whether because of the need for the works, goods or services to be compatible with other works, goods or services belonging to, or procured by, the Authority or for any other reason;
- (e) where the Chief Executive or Appropriate Director, the Chief Financial Officer and the Director of Corporate Services are satisfied that there are proper service reasons for not tendering for the supply of the goods, materials, services or works and where they are satisfied that there will be no economic disadvantage to the Authority as a result of not so tendering;
- (f) for the services of Counsel;
- (g) the services or goods to be provided or supplied are of a creative nature where the primary basis for award is the artistic or creative vision of an individual;
- (h) the contract is for the supply of used or second hand goods or materials and the appropriate Director is satisfied that the market for such goods or materials is such that it would be unreasonable to tender or where the time required to complete the tender process is likely to lead to the loss of opportunity to purchase a used or second hand item;
- (i) where the works, goods or services are urgently required for any of the following purposes and there is no time to seek quotations or to invite tenders:
  - (i) to prevent danger or injury to Authority staff or members of the public;
  - (ii) to prevent damage or serious deterioration to land, buildings or plant;
  - (iii) to maintain essential services;
  - (iv) to avoid enforcement action against the Authority for non-compliance with a statutory provision;
  - (v) to make land or property secure against unauthorised access or use; or
  - (vi) for any other purpose where the Authority or the public will be seriously prejudiced if such purchases works, goods or services are not procured urgently.

(2) A contract with an estimated value (inclusive of VAT) above the Threshold may, with the approval of the Chief Executive or appropriate Director, be awarded directly to a contractor without a competitive tender exercise in the circumstances permitted by the Public Procurement Legislation, including where:

- (a) a contract is called off by way of direct award in accordance with the terms of a framework agreement which has been set up by the Authority or by a central purchasing body (such as the National Procurement Service frameworks);
- (b) no tenders, no suitable tenders, no requests to participate or no suitable requests to participate have been submitted in response to an open procedure or a restricted procedure, provided no substantial alternations are made to the contract as it was advertised;
- (c) where the works, supplies or services can be provided only by a particular economic operator for any of the following reasons:
  - (i) the aim of the procurement is the creation or acquisition of a unique work of art or artistic performance;
  - (ii) competition is absent for technical reasons;
  - (iii) the protection of exclusive rights, including intellectual property rights;

but only, in the case of paragraphs (ii) and (iii) where no reasonable alternative or

substitute exists, and the absence of competition is not the result of an artificial narrowing down of the parameters of the procurement;

- (d) insofar as is strictly necessary where, for reasons of extreme urgency brought about by events unforeseeable by the Authority, the time limits for the open or restricted procedures or competitive procedures with negotiation cannot be complied with;
- (e) where the Authority requires additional supplies from the original contractor as a partial replacement for, or an extension to, existing supplies or installations and a change of supplier would result in the Authority having to acquire supplies with different technical characteristics which would result in incompatibility or disproportionate technical difficulties in operation and maintenance. Any contract awarded for this reason must not exceed 3 years without approval from the Chief Executive or appropriate Director.

(3) Any direct award of a contract in accordance with paragraph (2) must be reported to the Chief Financial Officer and the next meeting of the Authority or a duly authorised Committee.

### **Standing Order No. 17**

#### **Modification of Contracts After Award**

- (1) Provided the Chief Executive or appropriate Director has given approval, it is permitted to make changes to an existing contract, or to extend the term or scope of an existing contract, in any of the following circumstances:
  - (a) where the original tender document or contract contained a clear, precise and unequivocal clause allowing for the change and setting out the circumstances in which the change may be made, provided the change does not alter the overall nature of the contract;
  - (b) where additional works, services or supplies have become necessary and the following three conditions are satisfied:
    - (i) a change of contractor cannot be made for economic or technical reasons, such as for reasons of interchangeability or interoperability with existing equipment, services or installations supplied under the contract as originally awarded; and
    - (ii) a change of contractor would cause significant inconvenience or substantial duplication of costs for the Authority; and
    - (iii) any increase in price does not exceed 50% of the original contract value;
  - (c) where the modification is required as a result of circumstances which a diligent contracting authority could not have foreseen, provided the modification does not alter the overall nature of the contract and any increase in price does not exceed 50% of the original contract value;
  - (d) where the value of the modification (inclusive of VAT) is below the relevant Threshold for the contract, and also less than 10% of the original contract value (inclusive of VAT, in the case of a contract for services or supplies) or less than 15% of the original contract value (inclusive of VAT, in the case of a contract for works), provided that the modification does not alter the overall nature of the contract;

- (e) where the proposed modifications are not substantial, meaning that they do not do any of the following:
    - (i) render the contract materially different in character;
    - (ii) introduce changes which, had they been included in the original procurement, would have allowed for the admission of other candidates, the acceptance of a different tender or attracted additional participants;
    - (iii) change the economic balance of the contract in favour of the contractor;
    - (iv) extend the scope of the contract considerably; or
    - (v) replace the existing contractor (save as permitted by paragraph (f));
  - (f) where the original contractor is replaced by a new contractor and either:
    - (i) this is in accordance with paragraph (a); or
    - (ii) the new contractor steps into the position of the old contractor as a result of a corporate restructuring, acquisition or insolvency, provided the new contractor meets the selection criteria set out in the original procurement exercise and provided there are no other substantial modifications to the contract.
- (2) Provided the original value of the contract (inclusive of VAT) was below the relevant Threshold and the Chief Executive or appropriate Director has given approval, an extension to the term of an existing contract is permitted where necessary because the procurement exercise to award a replacement contract will not be completed when the existing contract is otherwise due to expire.

**Standing Order No. 18**

**Disclosure of Related Party Contracts**

- (1) Officers and Members of the Authority are required to notify the Authority in writing without delay if it comes to their attention that the Authority proposes to enter into, or has entered into, a contract with a Related Party of that Officer or Member. The notification must identify the contract concerned and the Related Party and explain the nature of the relationship between the Related Party and the Officer or Member.
- (2) For these purposes, Related Party means any person who has any of the following relationships with the Officer or Member:
  - (i) spouse or civil partner;
  - (ii) child, grandchild or great grandchild (including any adopted child, grandchild or great grandchild);
  - (iii) sibling;
  - (iv) parent or grandparent;
  - (v) business partner;
  - (vi) a business in which the Officer or Member owns at least a 10% ownership stake or holds or controls at least 10% of the voting rights.
- (3) The Authority will keep a register of Related Party Contracts.

## ITEM NO. 12

<b>MEETING</b>	Snowdonia National Park Authority
<b>DATE</b>	16 <sup>th</sup> November 2022
<b>TITLE</b>	<b>DRAFT ANNUAL REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES</b>
<b>REPORT BY</b>	Director of Corporate Services
<b>PURPOSE</b>	To discuss the draft Annual Report and accompanying questionnaire and determine what response is required

### 1 BACKGROUND

- 1.1 Appended to this report is a copy of the covering letter received from the Independent Remuneration Panel for Wales together with a copy of the draft Report itself which has been much shortened when compared to previous years
- 1.2 As previously reported to the Authority the remit of the Panel includes National Park Authorities and so this Authority must abide by any decision of the Panel.
- 1.3 Members will no doubt note from the draft report that on this occasion it is proposed to increase the current remuneration of members of National Park Authorities and qualifying roles in accordance with the 2021 Annual Survey of Hours and Earnings.

### 2 PROPOSED CHANGES

- 2.1 The Panel in relation to National Park Authorities have determined that there should be increases to salaries. As a result it is proposed that the basic salaries for members should increase by 4.76% but that there should be a smaller increase to the role element of the Chair, deputy chair and the chairs of the Authority's committees as these remain linked to Band 5.
- 2.2 The proposed revised salaries are therefore as follows:
  - 2.2.1 The basic salary for NPA ordinary members should be increased from £4,738 to £4,964
  - 2.2.2 The senior salary of the chair of an NPA should be increased from £13,531 to £13,764

- 2.2.3 The senior salary of a deputy chair and chairs of NPA committees should be increased from £8,478 to £8,704
  - 2.2.4 Members must not receive more than one NPA senior salary
  - 2.2.5 An NPA senior salary is paid inclusive of the NPA basic salary
  - 2.2.6 Members of principal local authorities in receipt of a Band 1 or Bands 2 senior salary cannot receive a salary from any NPA to which they have been appointed.
- 
- 2.3 There are no changes to travel costs. Payment of subsistence rates continue to be in line with Welsh Government rates.
  - 2.4 The rates payable to Independent Members of the Authority's Standards Committee are unchanged and are as follows:
    - 2.4.1 Chair of Standards Committee - £268 (4 hours and over) or £134 (up to 4 hours)
    - 2.4.2 Ordinary members of Standards Committee - £210 (4hours and over) or £105 (up to 4 hours)
  - 2.5 As is clear from the letter accompanying the report the time period for considering any representations draws to a close on 1<sup>st</sup> December and so this report gives the Authority an opportunity to make representations if it so wishes on the draft report. New to the process for this year is a short questionnaire and the views of the Authority would be welcomed prior to submitting a response. The questionnaire forms part of the draft report itself at this stage.

## **RESOURCE IMPLICATIONS**

The report if published without changes will have minor resource implications which will necessitate an increase to existing budgets.

## **RECOMMENDATION**

**To discuss the draft Annual Report and determine the Authority's response.**

## **BACKGROUND PAPERS**

**Draft Report of the Independent Remuneration Panel for Wales with covering letter.**

**Sarah Roberts**

---

**From:** Leighton.Jones@gov.wales on behalf of IRPMailbox@gov.wales  
**Sent:** 06 October 2022 14:11  
**To:** IRPMailbox@gov.wales  
**Subject:** Adroddiad Blynyddol Drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol - Chwefror 2023 | Independent Remuneration Panel for Wales Draft Annual Report - February 2023  
**Attachments:** Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol - Adroddiad Blynyddol Drafft 2023.pdf; Independent Remuneration Panel for Wales – Draft Annual Report 2023.pdf; Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol – Adroddiad Blynyddol Drafft 2023 – cwestiynau'r ymgynghoriad.docx; Independent Remuneration Panel for Wales – Draft Annual Report 2023 – consultation questions.docx

Your attachments have been security checked by Mimecast Attachment Protection. Files where no threat or malware was detected are attached.

---

Prynhawn da

Good afternoon

Rwy'n amgáu'r canlynol yn unol â gofynion Adran 147 o Fesur Llywodraeth Leol (Cymru) 2011:

I attach in accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011:

- Adroddiad Blynyddol drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol, Chwefror 2023.
- Adroddiad Blynyddol Drafft – cwestiynau ymgynghori

- The Independent Remuneration Panel for Wales draft Annual Report February 2023.
- Draft Annual Report - consultation questions

Anfonwyd hwn hefyd at y Gweinidog Cyllid a Llywodraeth Leol a phartïon eraill a chanddynt fuddiant.

This has also been sent to the Minister for Finance and Local Government and other interested parties.

Mae'r adroddiad ar gael drwy'r ddolen a ganlyn:

You can find the report by using the following link:

[Adroddiad Blynyddol Drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol - Chwefror 2023](#)

[Independent Remuneration Panel for Wales Draft Annual Report - February 2023](#)

**Penderfyniadau drafft ar gyfer 2023 - 2024:**

**Draft determinations for 2023 to 2024:**

- Cynnydd yn lwfans sylfaenol Aelodau Awdurdodau Parciau Cenedlaethol, gan fynd â'r cyflog sylfaenol i £4,964.

- An increase in the basic allowance for Members of National Park Authorities, taking the basic salary to £4,964.

Mae taliadau uwch-gyflogau fel a ganlyn:

Senior salary payments as follows:

- Cadeirydd Awdurdod Parc Cenedlaethol – cynnydd i £13,764.

- Chair of a National Park Authority – an increase to £13,764.

- Deputy Chair of a National Park Authority – an increase to £8,704.

- Dirprwy Gadeirydd Awdurdod Parc Cenedlaethol – cynnydd i £8,704.
- Cadeirydd Pwyllgor Awdurdod Parc Cenedlaethol – cynnydd i £8,704.

Byddai'r Panel yn croesawu adborth am yr Adroddiad drafft hwn ac mae wedi cynnwys cwestiynau ychwanegol y byddem yn gwerthfawrogi eich barn yn eu cylch.

Mae'r cwestiynau hyn i'w gweld yn y ddogfen Word sydd wedi'i hamgáu.

Gellir llenwi'r ddogfen a'i dychwelyd drwy [e-bost](#) neu, fel arall, gallwch lenwi'r ffurflen ar ein gwefan [YMA](#)

Daw'r cyfnod ymgynghori i ben ar **1 Rhagfyr 2022**.

Byddai'r Panel yn ddiolchgar pe gallech roi gwybod i'ch aelodau am gynnwys yr adroddiad ac anfon unrhyw sylwadau sydd gennych am y drafft i:

[IRPMailbox@llyw.cymru](mailto:IRPMailbox@llyw.cymru)

Cofion gorau  
Leighton

Leighton Jones

Ysgrifenyddiaeth Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol - Secretariat to the Independent Remuneration Panel for Wales

Democratiaeth, Amrywiaeth, a Chydnabyddiaeth Ariannol - Democracy, Diversity and Remuneration

Y Grŵp Adfer wedi Covid a Llywodraeth Leol - Covid Recovery & Local Government Group

Llywodraeth Cymru - Welsh Government

Ffon – Tel :03000 253038

E-bost – Email : [leighton.jones@gov.wales](mailto:leighton.jones@gov.wales)

[Rheoliad Cyffredinol ar Reoli Data](#)

Dan y Rheoliad Cyffredinol, mae gennym ddyletswydd gyfreithiol i ddiogelu unrhyw wybodaeth bersonol a gasglwn gennych chi. Rydym yn defnyddio technolegau newydd a meddalwedd amgryptio i ddiogelu eich data, ac yn cadw safonau diogelwch llym er mwyn rhwystro unrhyw fynediad heb ei awdurdodi atynt.

Nid ydym yn trosglwyddo eich manylion i unrhyw drydydd parti nag unrhyw adran arall o'r Llywodraeth.

[GDPR](#)

Under GDPR, we have a legal duty to protect any personal information we collect from you. We use leading technologies and encryption software to safeguard your data, and keep strict security standards to prevent any unauthorised access to it.

We do not pass on your details to any third party or other government department.

Sganiwyd y neges hon am bob feirws hysbys wrth iddi adael Llywodraeth Cymru. Mae Llywodraeth Cymru yn cymryd o ddifrif yr angen i ddiogelu eich data. Os cysylltwch â Llywodraeth Cymru, mae ein [hysbysiad preifatrwydd](#) yn

- Committee Chair of a National Park Authority – an increase to £8,704.

The Panel would welcome feedback on this draft Report and have included some additional questions where we would appreciate your views.

These questions can be found in the attached word document.

This can be completed and returned by [email](#) or alternatively you can complete the form on our website [HERE](#)

The consultation period will end on the **1 December 2022**.

The Panel would be grateful if you could make your members aware of the contents of the report and make any comments you may have on the draft to:

[IRPMailbox@gov.wales](mailto:IRPMailbox@gov.wales)

Kind regards  
Leighton

esbonio sut rydym yn defnyddio eich gwybodaeth a sut rydym yn diogelu eich preifatrwydd. Rydym yn croesawu gohebiaeth yn Gymraeg. Byddwn yn anfon ateb yn Gymraeg i ohebiaeth a dderbynnir yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi. On leaving the Welsh Government this email was scanned for all known viruses. The Welsh Government takes the protection of your data seriously. If you contact the Welsh Government then our [Privacy Notice](#) explains how we use your information and the ways in which we protect your privacy. We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.





# Independent Remuneration Panel for Wales

## Annual Report

DRAFT

February 2023

## Annual Report 2023 to 2024

Section	Page number
1. Introduction	2
2. Role and Responsibilities of the Panel	4
3. Deliberations and Determinations	5
4. Consultation and Summary of Determinations	13

## Section 1: Introduction

Welcome to the draft Report of the Independent Remuneration Panel for Wales, setting the Decisions and Determinations on pay, expenses and benefits for elected members of principal councils, community and town councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2023.

This is my first Report as Chair of the Panel, having been appointed in June this year. I would like to take this opportunity to thank John Bader, the outgoing Chair, for his service over many years and who led the Panel through two significant pieces of work last year – the [Independent 10 Year Review of the Panel](#) and restoring the link between elected members salaries and average earnings in Wales. I also thank Joe Stockley for his service and I am pleased to announce the appointment of Bev Smith in June this year. Saz Willey, Vice Chair, and Ruth Glazzard have continued to lead the work of the Panel during this period of change and I thank them for the support they have given both Bev and I, as new members.

This year the Panel has continued to focus on and take forward the recommendations from the [Ten-Year Review](#). There are four key strands to this work – review the way we work, set out a three year strategy for the Panel, improve how we communicate and engage with stakeholders and build a robust evidence base to inform decisions.

We have embarked on the recommended Effectiveness Review of the way we work and have started developing our longer-term strategy with a Panel Development Day in August. We have agreed that our mission should be to deliver a fair and accountable reward framework for Wales' communities to have their voices heard within our democracy. We will use our expertise and professionalism to build trusting, sustainable partnerships to inform our work and deliver the changes Wales needs.

We aim to improve the way we communicate and engage both with our immediate stakeholders and the general public. As a first step we now publish a summary of our monthly meetings on our [website](#), but recognise there is much more to do. We aim to improve the accessibility and ease of use of our website and develop it into a more useful resource tool for people. We intend it to be an easy-to-use store of information on our Determinations, and, building on our current [Frequently Asked Questions](#) page, develop our Guidance on how all decisions should be applied.

Whilst we are an independent body, we will continue to work collaboratively with key stakeholders engaged in promoting participation in local democracy. We look forward to participating in the forthcoming events hosted by the Welsh Government and Minister for Finance and Local Government, to share knowledge, experience, and best practice across a range of subjects related to the role of a councillor to develop a shared understanding of how we can take collective action to increase diversity in local democracy.

The Welsh Government will soon be publishing research which explores the barriers to standing for elected office and the changing role of the councillor and is

developing a programme of work around the role of the community and town Councils.

The Panel has decided that this year will be a year of consolidation. Major changes were put in place last year, and a significant uplift in salary levels was agreed. We wish to allow time for last year's Determinations to bed in and to allow the Panel to continue its development of a research and evidence base to inform future decisions and move to a longer term planning cycle. This report reflects that decision.

During the past few years, we have been considering the structure of our reports and how we can make them more accessible to all. We have concluded that much of the information published replicates previous years, often without significant change. For this report we decided to focus on the changes made as a result of the proposals. We have therefore decided that the majority of the content set out in previous reports will be removed from the report and placed on the Panel's website. We will make arrangements for those who are unable to access the website.

This change has significantly reduced the size of the report and made it more manageable to navigate. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.

This is a work in progress, and we would be interested in your views about this approach and so have specifically asked for some feedback as part of our [Consultation questions](#) at the end of the Report.

### **Panel Membership**

Frances Duffy, Chair  
Saz Willey, Vice Chair  
Ruth Glazzard  
Bev Smith

Detailed information about the members can be found on the website: [Panel website](#)

## Section 2: Role and responsibilities of the Panel

### **Role of the Panel**

The Panel is responsible for setting the levels and arrangements for the remuneration of members of the following organisations.

- Principal Councils – county and county borough councils
- Community and Town Councils
- National Park Authorities
- Fire and Rescue Authorities
- Corporate Joint Committees

The Panel is an independent body and is able to make decisions about:

- The salary structure within which members are remunerated
- The type and nature of allowances to be paid to members
- Whether payments are mandatory or allow a level of local flexibility
- Arrangements in respect of family absence
- Arrangements for monitoring compliance with the Panel's decisions

The Panel is an independent organisation and the organisations listed above are required, by law, to implement the decisions it makes.

The Panel is also consultee for proposed changes to the pay of principal council Chief Executives.

### **Principles**

The work of the Panel is underpinned by a set of principles which guides its approach, methodology and decision making. They are:

- **Upholding trust and confidence** – Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service.
- **Simplicity** – The Framework is clear and understandable.
- **Remuneration** – The Framework provides for payment to members of authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in the post.
- **Diversity** – Democracy is strengthened when the membership of authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve.
- **Accountability** - Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest.
- **Fairness** - The Framework will be capable of being applied consistently to members of all authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

- **Quality** - The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement.
- **Transparency** - Transparency of members' remuneration is in the public interest.

### Section 3: Summary of Deliberations and Determinations

#### **Methodology**

Each year the Panel engages with members of the bodies for which it sets remuneration levels, officers within those organisations, clerks, Welsh Local Government Association, One Voice Wales and the Society for Local Council Clerks. It does this through a range of meetings which, at the moment, remain mostly online. The Panel will continue with these discussions. They provide an opportunity for the Panel to explore views about existing arrangements, the impact decisions are having on individuals, how the arrangements are operating in practice and any issues or concerns individuals wish to raise. It also provides an opportunity for discussion about emerging situations which the Panel may need to consider in respect of its decision making.

The draft report is published widely and members of the public are encouraged to and have provided valuable feedback and we welcome this.

The Panel also considers feedback from the publishing of the Annual Report in the previous year. The changes made in last year's Report, in particular the uplift in the basic salary, seem to have been well received by stakeholders. The issues raised with the Panel have all been centred around the detail of the Determinations, asking for guidance on how they should be applied or asking for points of clarification where the text of the Report was unclear.

The Panel has therefore agreed to review the format and structure of the main Report and make better use of the Panel website to provide information and guidance.

The Panel has a duty to set payments that are fair and that encourage and enable democratic participation. It must also take account of affordability and acceptability.

In making its determinations for this Draft Report, the Panel considered a range of benchmarks, including past, current and projected indices and actual figures and the known and forecast extent and impact of multiple economic and social factors. These included post Brexit and COVID work environments and the cost of living, energy and climate crises.

The Panels proposals are consulted on and following consideration of the views received in response to its consultation the Panel makes its final determinations which are published each year in its Annual Report.

## Panel's Determinations for 2023 to 2024

### Basic salary for elected members of principal councils - Determination 1

The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of three days a week. The Panel regularly reviews this time commitment and no changes are proposed for 2023 to 2024.

Last year the Panel reset the basic salary to align with the [2020 Annual Survey of Hours and Earnings \(ASHE\)](#) published by the Office of National Statistics. This reduced the imbalance that had arisen between the basic salary of members of principal councils and the average salaries of their constituents. The change took effect from the May 2022 local elections. The rationale for this significant step can be found in last year's Annual Report and a detailed explanatory paper setting out the historical context and analysis is available on the Panel's website.

Building on this decision the Panel has determined that for the financial year 1 April 2023 to 31 March 2024 it is right to retain a link between the basic salary of councillors and the average salaries of their constituents. **The basic salary will be aligned with three fifths of the all Wales [2021 ASHE](#), the latest figure available at drafting. This will be £17,600. This will represent a 4.76% increase in the basic salary.**

### Salaries paid to Senior, Civic and Presiding members of principal councils: Determination 2

The limit on the number of senior salaries payable ("the cap") will remain in place. At the 2022 local elections boundary reviews changed the number of members for some councils. The Panel adjusted the senior salary cap for these councils in its 2022 to 2023 Annual Report. As there are no further changes for 2023 to 2024, the maximum number of senior salaries payable within each council remains as set out in the 2022 to 2023 [Report](#).

All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. The framework was revised last year after a review of differentials and market comparators. No changes to banding are proposed this year. Early next year the Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed.

The [ASHE 2021](#) increase applies to the role element of Band 1 and Band 2 salaries – leader, deputy leader and executive members.

To complete the last year's realignment of the framework, Band 3 and Band 4 salary holders will receive a small increase to the role element of their pay and the role element of Band 5 pay will remain frozen. The increase in basic salary will apply. The salary of a leader of the largest (Group A) council will therefore be £66,000. All other payments have been decided in reference to this and are set out in Table 1.

**Table 1 – Salaries payable to Basic, Senior, Civic and Presiding Members of Principal Councils**

Description	Remuneration		
<b>Elected Members of Principal Councils</b>			
Basic salary (payable to all elected members)	<b>£17,600</b>		
Senior salaries (inclusive of basic salary)	<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
<b>Band 1:</b>			
Leader	£66,000	£59,400	£56,100
Deputy Leader	£46,200	£41,580	£39,270
<b>Band 2:</b>			
Executive Members	£39,600	£35,640	£33,660
<b>Band 3:</b>			
Committee Chairs (if remunerated): Civic Head Presiding Officer	£26,400		
<b>Band 4:</b>			
Leader of Largest Opposition Group	£26,400		
<b>Band 5:</b>			
Leader of Other Political Groups Deputy Civic Head	£21,340		
Deputy Presiding Member – no role payment	£17,600		

**Group A:** Cardiff, Rhondda Cynon Taf, Swansea

**Group B:** Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham

**Group C:** Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Travel and subsistence;
- Care and Personal Assistance;
- Sickness Absence;
- Corporate Joint Committees,
- Assistants to the Executive,
- Additional salaries and Job sharing arrangements and
- Co-opted Members



### **Salaries for Joint Overview and Scrutiny Committees: Determination 3**

The salary of a chair of a Joint Overview and Scrutiny Committee will be £8,800.

The salary of vice-chair will be £4,400.

There are no other changes.

## **Payments towards costs and expenses of members of Community and Town Councils; Determination 4**

Last year the Panel carried out a major review of the remuneration framework for community and town councils and undertook a comprehensive consultation exercise with the sector. The Framework was updated then and this year the Panel has decided to make limited but important changes.

The Panel recognise that all members of community and town councils necessarily spend time working from home on council business. This was the case before and during COVID and is continuing. As a result, members have extra domestic costs and also need office consumables.

The Panel considers members should not be out of pocket for carrying out their duties. It therefore proposes the following.

### **Basic payment for extra costs of working from home**

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

### **Set payment for consumables**

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables. It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

The level of payments is set out in Table 2.

**Table 2 – Payments to Community and Town Councils**

<b>Type of payment</b>	<b>Requirement</b>
<b>Group 1</b>	<b>Electorate over 14,000</b>
Extra Costs Payment	Mandatory for all Members
Senior Role	Mandatory for 1 member; optional for up to 7
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Costs of Care or Personal Assistance	Mandatory

Type of payment	Requirement
<b>Group 2</b>	<b>Electorate 10,000 to 13,999</b>
Extra Costs Payment	Mandatory for all members
Senior Role	Mandatory for 1 member; optional up to 5
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
<b>Group 3</b>	<b>Electorate 5,000 to 9,999</b>
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
<b>Group 4</b>	<b>Electorate 1,000 to 4,999</b>
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
<b>Group 5</b>	<b>Electorate less than 1,000</b>
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory

<b>Group number</b>	<b>Size of Electorate</b>
Group 1	Electorate over 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Payments for undertaking senior roles;
- Contributions towards costs of care and personal assistance;
- Reimbursement of Travel and subsistence costs;
- Compensation for financial loss:
- Attendance allowance and
- Co-opted Members

### **Payments to National Parks Authorities and Fire and Rescue Authorities: Determination 5**

The three national parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a National Park Authority (NPA) for each park.

National Park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

The three fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

Payments will increase as a result of the uplift proposed for elected members of principal councils. Therefore, there will also be an uplift of 4.76% in the basic salary element.

The remuneration for Chairs will remain linked to a Band 3 senior salary of principal councils. Therefore there will be a small increase to the role element of their pay. Deputy Chairs, Committee Chairs and other senior roles will remain linked to Band 5. Therefore their role element of pay will remain frozen. The increase in basic salary will apply. Full details of the levels of remuneration for members of National Park Authorities and Fire and Rescue Authorities, is set out in Table 3.

**Table 3 – Payments to National Parks Authorities and Fire and Rescue Authorities**

<b>National Parks Authorities</b>	
Basic salary for ordinary member	£4,964
Chair	£13,764
Deputy Chair (where appointed)	£8,704
Committee Chair or other senior post	£8,704
<b>Fire and Rescue Authorities</b>	
Basic salary for ordinary member	£2,482
Chair	£11,282
Deputy Chair (where appointed)	£6,222
Committee Chair or other senior post	£6,222

All other Determinations for 2022 to 2023 will still stand and should be applied in 2023 to 2024, including those covering;

- Contributions towards costs of care and personal assistance;
- Reimbursement of Travel and subsistence costs;
- Compensation for financial loss;
- Co-opted Members and
- Restrictions on receiving double remuneration where a member holds more than one post.

## Section 4: Consultation on Draft – Questions

We welcome feedback on this draft Report and have included some additional questions where we would appreciate your views. The consultation period will end on the 1 December 2022 and you can either email us your comments or complete the form on our website [HERE](#).

### **Question 1**

The Panel has continued to use the Annual Survey of Hours and Earnings (ASHE) published by the Office for National Statistics as the benchmark for setting the basic salary of elected members of principal councils. There is a corresponding proportionate increase proposed for the members of National Park and Fire and Rescue Authorities. The Panel has continued to refer to the last published ASHE which was 2021. Do you agree that the basic salary element should be referenced to the [ASHE 2021](#) data.

Yes

No

No Opinion

Any additional comments

### **Question 2**

The Panel has made changes to the payment of costs and expenses of members of community and town councils. Do you agree with the addition of the “consumables” element?

Yes

No

No Opinion

Any additional comments

**Question 3**

The Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed to inform future Determinations. Are you content that the Panel should build this review into its future work plan and build the evidence base to support decisions?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
No Opinion	<input type="checkbox"/>

Any additional comments

**Question 4**

We have significantly reduced the size of the report this year to concentrate on key decisions made and intend to make more use of the website to provide easy to use guidance to users. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.

How would you would like to access information and guidance from the Panel?  
(choose all that apply)

Summary report with links to detailed guidance	<input type="checkbox"/>
Easy to use guidance notes	<input type="checkbox"/>
Frequently asked questions	<input type="checkbox"/>
Website	<input type="checkbox"/>
Social media	<input type="checkbox"/>
Information events	<input type="checkbox"/>
Other	<input type="checkbox"/>

If other, please specify:

Have you experienced any challenges accessing or understanding our guidance and information through our website? Please let us know how we can make it easier for you?

**Question 5**

The Panel intend to undertake a series of engagements with all relevant stakeholders over the next year as part of the development of its forward planning and building of its evidence and research strategy.

Have you any comments that would help the Panel shape this engagement?

For example, a preference for online polls, the holding of engagement events, virtual or face to face, which groups should be involved, how do we engage with prospective candidates etc.

Would you like to be involved in any future engagement events?

Yes

No

<input type="checkbox"/>
<input type="checkbox"/>

Contact details



## **Summary of Determinations:**

### Determination 1:

The basic level of salary for elected members of principal councils will set at £17,600.

### Determination 2:

The salary of a leader of the largest (Group A) council will be £66,000. All other payments have been decided in reference to this.

### Determination 3:

The salary of a chair of a Joint Overview and Scrutiny Committee will be £8,800.

The salary of vice-chair will be £4,400.

### Determination 4:

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. And Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

### Determination 5:

The basic pay of members of National Park Authorities and Fire and Rescue Authorities has been increased by 4.76%. All payments are set out in Table 3.

### Determination 6:

All other Determinations set out in the 2022 to 2023 [Annual Report](#) of the Panel remain valid and should be applied.

Independent Remuneration Panel for Wales  
Room N.03  
First Floor  
Crown Buildings  
Cathays Park  
Cardiff  
CF10 3NQ

Telephone: 0300 0253038  
E-mail [irpmailbox@gov.wales](mailto:irpmailbox@gov.wales)

The Report and other information about the Panel and its work are available on our website at:

[Independent Remuneration Panel for Wales](#)

## ITEM NO. 13

<b>MEETING</b>	Snowdonia National Park Authority
<b>DATE</b>	16 November 2022
<b>TITLE</b>	<b>THE AUTHORITY'S RISK PROFILE</b>
<b>REPORT BY</b>	Director of Corporate Services
<b>PURPOSE</b>	To update on the Authority's Risk Profile and provide an Annual Summary

### 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 This report provides an annual summary as well as an update in relation to the said Risk Profile previously presented to the Performance and Resources Committee on the 13 July 2022.
- 1.4 Risks are primarily identified through the relevant Heads of Service and the Management Team. The Risk Register is reviewed as a standing item on the quarterly Heads of Service and Management Team meetings. Identified risks as noted in the Risk Register are allocated to the responsible officers, and target dates are set for mitigation. A summary of the risks is set out below and a note stating whether there have been any changes since the report in July 2022 (details in Appendix 1).
- 1.5 Currently, there are 18 identified risks on the Profile. Of these 6 are classed as High risks, 12 are classed as Medium risks and 1 is classed as Low risk.
- 1.6 During the last 12 months, 1 new risk has been identified and added on to the Risk Register, namely the risk of a cyber attack. All available mitigation measures have been put in place and are continually reviewed and updated. The risk is currently classed as Medium.

1.7 No risks were removed from the Risk Register over the last 12 months.

1.8 Here is a summary of the risks:

<b>High Risk</b>	<b>Change</b>
Income Generation Target (Plas Tan y Bwlch).	None
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.	None
Risk (publicity) from Traffic Plan / Snowdonia Green Key Policy.	None
<b>Insufficient core budget funding.</b>	<b>Increased to High Risk</b>
<b>Yr Ysgwrn fails to generate sufficient income to meet the budget.</b>	<b>Increased to High Risk</b>

<b>Medium Risk</b>	<b>Change</b>
Reputational risk re. the Authority's management of Yr Ysgwrn.	None
Failure to fulfil the "Future Generations Well-Being" Bill requirements.	None
Risks to the HLF Landscape Partnership project on the Carneddau through not securing the "unsecured" funding (either capital or "in kind" contributions) during the project lifetime.	None
Non-compliance with the General Data Protection Regulation 2018.	None
Reputational risk to Authority associated with the unsatisfactory delivery of LIFE Celtic Rainforest project.	None
Poor and ineffectual management of projects by the Authority.	None
Diminished staff resilience (due to increasing demands) as a result of austerity.	None
Effect of the Coronavirus (COVID-19) on the work of the Authority.	None
Income Generating Target (Information Centres).	None
Income Generation (Planning).	None
Securing the long term future of Plas Tan y Bwlch.	None
The risk of a Cyber attack	None

<b>Low Risk</b>	<b>Change</b>
Income Generation Target (Car Parks).	None

**RESOURCE IMPLICATIONS**


None arising from this Report.



**RECOMMENDATION**



To note the contents of this report.

**BACKGROUND PAPERS**



Risk Register: Updated November 2022.




SNOWDONIA NATIONAL PARK AUTHORITY RISK REGISTER											November 2022	
Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Remaining Risk			Risk direction	Proxim-ity (N, I, F)	Owner
			Effect	Likely	Result		Effect	Likely	Result			
1	Insufficient core budget funding.	Cut in Services.	4	4	16	<p>Following a 10% increase in the Welsh Government's (WG) core revenue funding for SNPA in 2021/22, there was no increase in the level of Welsh Government funding of the National Park Grant for 2022/23, despite subsequent inflation hikes not seen since the 1980s.</p> <p>The original WG projections suggested no change to the Grant by 2023/24 and 2024/25, although that could change in the developing context of inflation and consequential funding for WG. There are indications that the WG has environmental priorities, and the Authority's officers and Members will seek to influence the WG to fund our unavoidable costs of inflation, through contributions from some specific grants, if not in the core budget.</p> <p>Also, SNPA has retained a little flexibility in setting the 2022/23 budget, while also maintaining a prudent level of reserves. Hence, while the forecasted financial challenge is by now obvious, we remain confident that we'll be able to limit the impact on the Authority's services this year, but there will be a significant detrimental in 2023/24 unless the Government increases the grant.</p>	4	4	16		N  (Review - ed P&R 13.07.22)	Chief Finance Officer



Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Remaining Risk			Risk direction	Proxim-ity (N, I, F)	Owner
			Effect	Likely	Result		Effect	Likely	Result			
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&amp;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 with group bookings and courses returning to Plas as well as operating B&amp;B during the peak season. We report the position regularly to the Plas Board. As with the rest of the sector, we have suffered from staff shortages in key areas but have been able to continue operating in general. The year's income to date year has been calculated and is the subject of a discussion item at the next Plas Board. The figures are broadly favourable, and it is estimated that income generation will achieve its target by year end. However, with the cost of living crisis and increasing inflation, we are aware that there have been cost overruns on staff in particular, as well as fuel costs for running and heating Plas. In addition, keeping the cost on food purchases down remains a challenge. These additional costs will not be offset by income generation and have the potential to have a minor impact on the Authority's accounts.</p>	3	5	15		N  (Review - ed P&R 13.07.22)	Dir. of Corporate Services
3	Income Generating Target (Car Parks).	Failure to keep within the Authority's budget.	4	5	20	Income flow has remained consistent with pre-Covid years over the summer months, therefore it is anticipated that the income target will be achieved in full at this time, with a possible surplus to finance the security costs of the pre-booking system at Pen y Pass.	4	1	4		N  (Review - ed P&R 13.07 .22)	Head of Property



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			
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>Whilst drawing towards the end of the season, Yr Ysgwrn sees the same pattern as many heritage sites throughout Wales, namely that visitor numbers are very variable. By now, we are seeing an unstable pattern, where periods reach 2019 numbers and other periods well below the pre-Covid 19 norm. The group audience in particular has been greatly affected by Covid 19 and visitor numbers from this audience have not recovered this year. School visits are looking very convincing. There was success with Haf o Hwyl grant applications and a full program of standard activities and events was held throughout the Summer and Autumn with a favorable response from local families.</p> <p>A series of new education resources have been completed, which respond to the needs of the Curriculum for Wales and a grant has been received to produce more before the end of 2022/23. The position of Education and Volunteering Officer will be advertised soon in order to re-engage with group audiences and volunteers.</p> <p>The Lost Words project is underway to bring this extraordinary exhibition to Yr Ysgwrn in 2023. The project is a partnership with Amgueddfa Cymru and the Pembrokeshire Coast National Park Authority.</p>	3	4	12		N (Review - ed P&R 13.07.22)	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 Cynllun Yr Wyddfa (Snowdon Plan) has established a better relationship between the individual elements relating to management on Yr Wyddfa (Snowdon), including the Sherpa service.</p> <p>A sub-group to Cynllun Yr Wyddfa has been formed to review the Sherpa service and transport / parking issues in the area. Unprecedented numbers of UK day visitors are expected again this summer, which will cause problems for local communities. Several mitigation measures were put in place with partners for the 2021 season and will be continued for the 2022 season.</p> <p>The recommendations of the traffic management study for Yr Wyddfa (Snowdon) and Ogwen has been considered by partners and Welsh Government. Transport for Wales are adopting a regional approach for such matters, and Terms of Reference for a Snowdonia Transport Group has been agreed and meetings have commenced. Corporate Joint Committees which have specific responsibility for transport may provide further opportunities. The Authority is due to provide evidence to the North Wales Transport Commission.</p>	4	4	16		N (Review - ed P&R 13.07.22)	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	<p>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.</p> <p>The report on sustainable tourism was presented to the Authority in June 2022. The Audit Wales study for 2022/23 will consider income diversification, and the Authority is gathering evidence to support the audit.</p>	3	3	9		I  (Review - ed P&R 13.07.22)	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	<p><b>Timetable:</b> Formal approval of a no-cost extension to practical completion date from 30/09/2024 to 31/12/2025. 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. Re-profiling exercise for entire Scheme is under way, to monitor accurate progress against realistic targets and up-to-date plans.</p> <p><b>Approved Purposes:</b> The rate of spending and reaching the targets of the plan has increased with recovery from the Covid-19 pandemic. The Scheme has delivered a successful program of events, activities, practical work, and grants since its launch in October 2020. Access, conservation, and heritage working groups established, a Core Group meeting quarterly, and a monthly e-bulletin public has been established. A successful partnership meeting was held in May 2022. The plan's evaluation framework has been drafted, and regular meetings are held with the appointed evaluator to identify the successes/challenges in responding appropriately.</p> <p><b>Funding:</b> The risk of unsecured matching funding has now been significantly reduced, following two successful grant applications to the National Grid Landscape Improvement Initiative worth £400k, with legally binding agreements on work with core partners to ensure that the majority of partner contributions are maintained. Quarterly Heritage Fund grant claims are ongoing, and payments are received without delay. The rate of inflation impact on our capital projects is significant, and inflation budget in place for this.</p> <p><b>Staff:</b> Since May 2022, we have seen 5 roles within the partnership change staff, with 2 of these roles within the Carneddau's core team. Concerted work taking place to address the lack of capacity within the partnership to achieve the objectives of the plan.</p>	3	2	6		N  (Review - ed P&R 13.07.22)	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	<p>Majority of staff now completed the required courses.</p> <p>The course has now been translated into Welsh. The system has been developed to remind everyone when it's time to re-sit the test. It is hoped more Members and staff will complete the course this year.</p> <p>Continue to review training and ensure staff and members take it as required.</p>	3	2	6		N  (Review - ed P&R 13.07.22)	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	4	20	<p>Second mid-term report to EC (and associated grant claim) sent in September 2022, slightly later than anticipated due to some back and forth with the Commission. All being well, payment expected before Christmas 2022. A request for 2-year project extension now submitted and awaiting feedback to see if anything further is needed from us – the Commission are aware of anticipated request and have shown their support in principle. Need for extension stems from delays in some deliverables as a result of staffing issues and Covid-19, but overall cost of the project will not be affected.</p> <p>Official feedback from the Commission to all reporting thus far positive on the whole, with only minor concerns and amendments which need addressing. Project Monitor visited in March 2022 with very positive feedback, and a further monitoring mission in scheduled for 8<sup>th</sup> and 9<sup>th</sup> November 2022.</p> <p>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.</p>	4	4	16		N  (Review - ed P&R 13.07.22)	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	<p>No further staff loses since spring 2022 means that the project will soon be operating at full capacity (upon return of primary Engagement Officer from maternity leave in December 2022).</p> <p>Nevertheless, the disruption caused by the staff turnover (loss of momentum, not operating at full capacity for significant periods), side by side with the effects of the Covid-19 pandemic, means that the project has sought a 2 year extension. This process has commenced, and final confirmation expected before Christmas 2022.</p>	4	3	12		I  (Review - ed P&R 13.07.22)	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>Consideration has been given to preparing more central support for projects to ensure that consistency and compliance are being managed. Welsh Government has confirmed a multi-year approach to projects/programs. The Performance and Resource Committee in March 2022 considered and approved the protocols on developing and accepting grant offers.</p>	2	4	8		N (Review - ed P&R 13.07.22)	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"> <li>1. Annual individual staff appraisals,</li> <li>2. Development of a staff workplace wellbeing plan,</li> <li>3. Establishment of a staff resilience reserve,</li> <li>4. Staff retention and sickness rates.</li> </ol> <p>The recruitment and retention of staff due to competition for officers has been considered by the Authority, and as a result staff terms and conditions have been amended. The Authority has identified key areas to improve resilience and delivery in meeting future challenges. The Authority will need to monitor the impact of inflation on staff resilience and ability to retain and recruit.</p>	3	3	9		N (Review - ed P&R 13.07.22)	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.	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. The Authority fails to: <ul style="list-style-type: none"> <li>Undertake its statutory duties;</li> <li>To deliver against its corporate work programme;</li> <li>To pay its staff and suppliers;</li> <li>To generate income against agreed targets;</li> <li>Support the socio and economic wellbeing of the area; and</li> <li>Support the wellbeing of its staff.</li> </ul>	4	5	20	<p>The Authority had introduced measures for the provision of the Authority's main systems to enable key staff to accomplish their duties. The Management Team and Heads of Service continually review measures in this respect.</p> <p>Alternative working arrangements have been developed and these are reviewed as the Government's guidance on working during Covid-19 are revised.</p> <p>The Authority has not returned to previous operational modes of working and is unlikely to do so. The Management Team will continue to monitor any operational pressures due to Covid, however the legacy of such a period will involve different ways of working for the Authority.</p>	4	3	12		N (Review - ed P&R 13.07.22)	Management Team
14	Yr Ysgwrn fails to generate sufficient income to meet the budget.	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.	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. The next step will be to appoint a Visitor Experience Manager in 2022 (second advertisement).</p> <p>School visit numbers are increasing again and we are confident that the numbers will return to pre-Covid 19 levels by 2023. However, group visits are much lower than before the pandemic and that is a concern. Officers will focus on redeveloping this audience over the winter in order to lay the foundations for the 2023/24 season.</p> <p>Substantial grant support was received in 2022/23 in order to support activity and education work and that helped to maintain a standard and appealing program for families and schools.</p>	4	4	16		N (Review - ed P&R 13.07.22)	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.  Tourist Information Centers fail to reach income generating goals due to staffing shortages leading to closures.	4	4	16	Income generation at Betws y Coed has improved markedly. Both Beddgelert and Aberdyfi continue on the trajectory set during the pandemic.  The centers continued with staffing shortages through the season, exacerbated by staff sickness and absence. We failed to recruit a floating member of staff to cover all three centers. The shortages have affected our income potential, losing days of trading through the season, however income levels are up on projections. Staffing has had a much more negative affect on service standards with centers opening while understaffed.	4	3	12		N  (Review - ed P&R 13.07.22)	Information Centres Manager
16	Income Generation (Planning).	The main risk would be insufficient income for the effective running of the planning service.	3	3	9	Despite the concerns about the potential decline in planning fee income following Covid-19 and other changes to the rural economy – application numbers have in fact remained high, and planning fee income has been higher than ever during the pandemic. For budgetary purposes the planning fee income line in the budget book will increase to £205,000.  We will continue to monitor the situation.	3	3	9		N  (Review - ed P&R 13.07.22)	Dir. of Planning and Land Mgt.

Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Inherent Risk			Risk direction	Proxim-ity (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	<p>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.</p> <p>It is too early to tell if the new business model is a success in terms of running costs but we do now have more information on this aspect as we look back over the financial year. 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.</p> <p>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 we now have a draft Condition Survey of the building. This report has been discussed in a recent meeting of the Board and we have asked for details on what requires urgent work, with a view to researching the possibility of submitting an application for grant funding for the remainder of the work. A decision can then be made on if and how to invest further in the Plas with the money already to hand.</p>	3	4	12		N (Review - ed P&R 13.07.22)	Dir. of Corporate Services
18	The risk of a Cyber attack	Loose data and access to the network	4	3	12	<p>Steps in place to secure data. There is a need for further penetration and phishing tests to identify where there are weaknesses.</p> <p>Servers have recently been upgraded and we are waiting to upgrade the communication links before organizing phishing and penetration tests.</p>	3	2	6		A (New 13.07.22)	Head of IT / Dir. of Corporate Services

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

<b>MEETING</b>	Snowdonia National Park Authority
<b>DATE</b>	November 16 <sup>th</sup> , 2022
<b>TITLE</b>	<b>SNOWDONIA NATIONAL PARK PLACE NAMES</b>
<b>AUTHOR</b>	Head of Cultural Heritage
<b>PURPOSE</b>	To update Members on the progress of the Place Names Steering Group and present draft principles for topographical place names in the Snowdonia National Park

## 1. BACKGROUND

- 1.1. In Autumn 2020, the Head of Cultural Heritage presented a report to the Members Working Group on place names as a characteristic of the National Park's cultural heritage and some of the difficult questions surrounding the effort to safeguard them.
- 1.2. In November 2020, the Place Names Task and Finish Group was established by the Authority's Performance and Resources Committee with the following terms of reference:
  - To develop a policy framework to enable SNPA to protect and standardize the use of place names in Eryri / Snowdonia National Park by the Authority, its partners and stakeholders; by considering the unique position of Eryri / Snowdonia and Wales and identifying good practice from other fields / countries when developing a framework
  - Raise awareness among different audiences including monolingual, multilingual, multi-ethnic and international audiences of the importance of place names in Eryri / Snowdonia; and as a source that strengthens links with the environment, history and heritage of the area.
  - To define success, a work programme and which partners can collaborate.
- 1.3. The role of the Task and Finish Group has now evolved into more long-term elements of work as a Place Names Scrutiny Panel, and there is recognition that the work involved is not short-term. Addressing, recording, standardising, protecting and promoting the thousands of landscape names in Eryri / Snowdonia National Park to raise awareness and educate people about their existence and significance to our heritage and identity is ongoing work to which the Authority is committed.

- 1.4 In September 2022, a new Place Names report was submitted to the Members Working Group. Officers were asked to present formal recommendations on names relating to Yr Wyddfa / Snowdon and Eryri / Snowdonia, leading to this report.

## **2. THE WORK OF THE TASK AND FINISH GROUP**

- 2.1. The Task and Finish Group first met in January 2021 and work was started by collecting the names of over 200 Eryri / Snowdonia lakes for analysis by Professor Dylan Ffoster Evans of Cardiff University and standardisation by the Welsh Language Commissioner's Place Names Panel. The list was presented to the Panel in Summer 2022 and it is intended that this productive area of work continues.
- 2.2. From the outset, the group saw an opportunity to collaborate with Cyngor Gwynedd's place names work and the project officer is now a member of the Working Group.
- 2.3. As part of the group's work, Professor Evans was commissioned to produce principles for the approach to place names in Eryri / Snowdonia National Park in cases where more than one name exists for the same feature.

## **3. THE PRINCIPLES**

- 3.1. See draft principles in Appendix 1. They clearly set out the significance of place names to the heritage, identity and linguistic landscape of Eryri/Snowdonia. The aim of the principles is to reinforce this significance in an inclusive way that celebrates our diverse heritage and culture, also enabling officers to know which name are appropriate to be used and when.
- 3.2. The principles provide guidance for the Authority, rather than make decisions on which names to use.
- 3.3. The Eryri/Snowdonia National Park is here for all to enjoy and learn about and in this spirit, its place names are also for all.
- 3.4. The influence of Ordnance Survey in building awareness of landscape names must be highlighted here. If the name of a town or village are misnamed on a map, it is unlikely that the name would change verbally, but that is exactly what happens when mis-naming landscape features on a map. The community of Beddgelert was recently enraged by a case of misnaming of features on an Ordnance Survey map. Both the Authority and Welsh Language Commissioner officers are confident that gradual improvement is taking place, as the Ordnance Survey better understands the importance of accuracy and listening to local communities.
- 3.5. According to the 2011 census, 58% of the National Park's residents speak Welsh, compared to 19% throughout Wales and we have two official languages, Welsh and English. Both languages contribute to our rich cultural heritage. Here in Eryri / Snowdonia, the heartland of the Welsh language, the language is an integral part of our heritage and identity and choosing to use Welsh place names is one way the Authority can nurture and normalise the Welsh language. The principles, though, do not suggest sweeping historic English place names onto landscape features of the area, but rather,



encourages us to consider what message the Authority wants to convey about place names and their role in our contemporary cultural heritage.

#### **4. YR WYDDFA AND ERYRI**

##### **4.1. YR WYDDFA**

- 4.1.1. There are two standard names for the peak, Yr Wyddfa in Welsh and Snowdon in English. In this respect, Yr Wyddfa (Snowdon) is unique in the respect that the peak has a different name in both languages, each deriving from different origins. two names. The Welsh name is older of both, but the name, Snowdon has also existed for centuries – since the C11 according to some sources – and the name is widely used, even in the C18 poetry of Dafydd Ddu Eryri.
- 4.1.2. The name used by the National Park Authority for its highest summit is significant. The Authority doesn't have statutory powers in the field of place names, but as one of the main organisations caring for the mountain, the Authority has influence behaviours in regards to the mountain. In 2020, and occasionally since then, the name of the mountain has been raised as a point of discussion on social media, in the Welsh and British media.
- 4.1.3. In June, 2021, a petition of over five thousand names was presented to the Authority, calling for the Authority to use the Welsh language names, Yr Wyddfa and Snowdon only, in both languages.
- 4.1.4. For some time, the Authority's publications, including social media, the new website and Yr Wyddfa Partnership all use the name, Yr Wyddfa in both languages, followed by (Snowdon) when required in English. Googling Yr Wyddfa (Snowdon) reveals that a new approach has been established by several national organisations, including Visit Wales, to use the Welsh name for our highest summit, recognising the English name in brackets.
- 4.1.5. Also listed will be articles by publications such as *The Telegraph*, *The Times*, *The Guardian* and *The Daily Post*, which also refer to the summit as *Yr Wyddfa (Snowdon)*. Googling the names, *Yr Wyddfa* also reveals several popular English language websites that use the Welsh language name and in the same spirit, the Countryfile programme featuring the area in February 2022, celebrated the language and placenames to such an extent that vast parts of the programme were subtitled. By October 2022, Countryfile exclusively used the Welsh name, Yr Wyddfa to refer to the mountain.
- 4.1.6. This change has happened, the name, *Yr Wyddfa* is mainstreamed and the Welsh language name is regularly used in both languages, in a broad and popular context.
- 4.1.7. Using the form, *Wyddfa (Snowdon)* will be insufficient for some, who will be eager to see the Welsh language name, *Wyddfa* alone being used in all languages by the Authority, in order to protect the original name, to prioritise the Welsh language and to emphasise its significance as both a community language of the area and a special quality of the Eryri / Snowdonia National Park.

- 4.1.8. Place names also have an essential role in communication and engagement. Google data demonstrates that thousands of users search for the terms Snowdon and Snowdonia on a monthly basis. In order to continue to reach this audience, a way must be found to ensure that information about the summit and area can be found when using search engines.
- 4.1.9. It is imperative that we draw people in, include them in our heritage and enable them to understand and appreciate it for themselves. Unless they understand, they won't engage.
- 4.1.10. As revealed above, with increased use of *Yr Wyddfa* or *Yr Wyddfa (Snowdon)* in English by a range of organisations and publications, awareness of the name, *Yr Wyddfa* has increased, This awareness will continue to increase over time.
- 4.2. ERYRI
- 4.2.1. The name, *Eryri* is given to the National Park, but historically, it refers to various definitions of the area, eg. the mountain range to the north of the National Park. The name for the area is less specific and therefore lends itself well to the custom of using only the Welsh name, *Eryri*, in both Welsh and English.
- 4.2.2. As above, in the context of *Yr Wyddfa*, a significant number of people search for the term *Snowdonia* online on a monthly basis and it is crucial that we continue to reach this audience.

## 5. THE WORK PROGRAMME OF THE STEERING GROUP

- 5.1. In 2022-23, the Steering Group will focus on the following projects:
- Educating audiences on the significance of indigenous place names and promoting them, eg. through the Carneddau Voices and Place Names project (Carneddau Landscape Partnership Scheme).
  - Standardising another cluster of place names (to be confirmed).
  - A collaboration with Pontio, Bangor to collect and record place names in the Carneddau and Beddgelert and interpreting them through visual art.
  - Working with the Art Committee of the Llŷn and Eifionydd National Eisteddfod to deliver the committee's place names project in the catchment of the Eisteddfod (including parts of the National Park).

### Recommendation:

1. That Members adopt the Place Names Principles in Appendix 1 as a guide for the Authority's use of place names.
2. That Members approve the use of the names *Yr Wyddfa* and *Eryri* in the Welsh and English languages, giving officers the discretion to use the terms, *Yr Wyddfa (Snowdon)* and *Eryri (Snowdonia)* in English, should the context require this for education and engagement purposes. It is foreseen that *Yr Wyddfa* and *Eryri* will be the usual and common forms and that over time, as awareness increases, that these would be the only forms used by the Authority. The change would occur over time, as Authority publications and interpretation are updated.

## ITEM NO. 14 - Appendix 1

### English landscape names in Snowdonia National Park: some initial principles

#### Summary

- English names can be found on many of the landscape features of Snowdonia National Park. Sometimes, they exist together with Welsh names, but not always. Like all other names, they are part of the cultural heritage of the Park.
- Research suggests that giving more prominence to Welsh place names in the local landscape (and on maps, websites, etc.) could have a positive effect on the confidence of the local community in the Welsh language.
- A significant number of the English names for the Park's landscape features are 'secondary' names and are quite recent coinages. That is, they are the product of processes such as the translation of Welsh names; adaptations that have been made by taking elements of the Welsh names and coupling them with English elements; or the transferal of names from outside Wales. These processes – which are quite normal – have taken place over a considerable period of time and are still taking place today. They are not part of a deliberate effort to replace Welsh names, but - obviously - the examples are increasing. In the context of such names, it could be argued in favour of a decision to use only the Welsh forms of the names. Of course, the case for each individual name is different in terms of history, context and contemporary usage.
- Not every English name is a 'secondary' name. *Snowdon* and *Snowdonia* are the most obvious examples. Any decision regarding the use of these names would be a significant one and using only the Welsh forms would be a powerful statement that would elicit strong responses. It is fair to note that these names are extremely familiar in Wales and beyond and it is impossible to imagine a situation where a decision by the Park to use *Yr Wyddfa* and *Eryri* only (say for example) would lead to the disappearance of the names *Snowdon* and *Snowdonia*.
- The use of Welsh names can help create a unique experience for visitors from outside Wales. Work should be undertaken to ensure that very experience is positive one and inclusive which deepens the understanding of the Park and its culture.
- In its interpretation and promotion work, the Park can refer to the heritage of place names in every language. The fact that a specific English name - or a specific Welsh name for that matter - is not used for formal purposes today does not mean that that name and its history should not be presented when that is appropriate. For example, when discussing the history of tourism or any other industry the Park could introduce the English names coined in that context and acknowledge their importance and any contemporary use of them.

- Using creative editorial policy for social media, websites, billboards, leaflets, etc. can be a way to promote Welsh names without ignoring the existence of English names.
- There are some landscape features (especially climbs and other features associated with outdoor activities in the mountains) that do not have Welsh names, as far as can be seen. Some of these contain Welsh elements, but others are entirely in English. Coining Welsh names could be considered for the most obvious examples (eg those that can be seen on maps used by the public) and examples of coining of that type can already be seen. But it would be more difficult to use coinages like that instead of the English names, or to coin names for every example of an English name in every context.
- Adopting a creative and inclusive place name policy could be an obvious way to meet some of the aims and objectives of Eryri National Park.

## Introduction

- 1 Welsh is the language of most of the place names in Eryri / Snowdonia National Park. But some locations have more than one name - one in Welsh and one in English. And there are a small number who only have English names. Furthermore, there is a strong perception that there is a growing tendency to coin new English names for features that already have Welsh names. The aim of this paper is to consider these English names in the context of the Park's intention to draw up a place names policy. Such a policy could consider the use of names in several contexts, eg signs, websites, social media, information boards, educational material, etc. Please also note that landscape features are considered here. Work on standardizing settlement names (eg villages and towns) has already been done by the Language Commissioner's Place Name Standardization Panel and published in the [List of Standard Welsh Place Names / Rhestr o Enwau Lleoedd Safonol Cymru](#).
- 2 This paper does not offer a complete analysis and does not take into account all relevant names. Its aim is to offer a starting point and highlight some key factors that should be considered when dealing with place names.

## Background – why place names and their visibility are important

- 3 A name is not just a label on a location. The act of naming a site gives meaning to that site, and changes it from being part of a vague 'space' to being a specific 'place' (Azaryahu 2020). Every name, in whatever language, is part of the heritage of the area to which it belongs and can be an important part of local, regional and national.
- 4 Place names, when they appear on signs, become part of *the linguistic landscape*. In an influential 1997 study, Landry and Bourhis defined linguistic

landscape in terms of visibility and the prominence of different languages in a specific area: "[t]he language of public road signs, advertising billboards, street names, place names, commercial shop signs, and public signs on government buildings combines to form the linguistic landscape of a given territory, region, or urban agglomeration' (1997, t. 25). The linguistic landscape plays an important role in the identity of an area and its inhabitants. The idea of a linguistic landscape can be extended to include other spaces, including the web. In other words, the linguistic landscape is a relevant concept to virtual space as well (Ivkovic and Lotherington 2009).

- 5 Place names are by no means the only elements that contribute to the linguistic landscape. There are many other elements to be found, of course. But place names are very important as they will, as a rule, be the only Welsh words that appear on English signs, or on English parts of bilingual signs. Many of these names will be names of towns and villages, but a proportion of them will be names of landscape features. In that respect they are a significant part of the experience of non-Welsh English speakers who live in the Park or who visit them.
- 6 A linguistic landscape can fulfill two basic roles: an *informative role* (that is, conveying factual information about the relevant languages) and a *symbolic role* (Landry and Bourhis 1997, p. 25).
- 7 On an *informational level*, it is clear that the linguistic landscape of Eryri National Park conveys the information that there are two official languages: Welsh and English. But although official bodies usually erect bilingual signs with Welsh first, English is the dominant language on signs in many other areas (eg trade and tourism). There are few monolingual Welsh signs compared to monolingual English signs. Therefore, on an *informational level*, the linguistic landscape of the Park conveys the information that there are two main languages, and - considering the linguistic landscape in its entirety – that the English has the strongest position. In fact, English is the dominant language in the linguistic landscape in all parts of Wales.
- 8 There is also a *symbolic role* for a linguistic landscape which relates to its effect on different factions in the community. As Landry and Bourhis say, '[i]t is reasonable to propose that the absence or presence of one's own language on public signs has an effect on how one feels as a member of a language group within a bilingual or multilingual setting' ( 1997, p. 27). Likewise, when discussing the Sámi languages in northern Sweden, Daniel Andersson says that the symbolic role of the linguistic landscape includes 'the signals that the linguistic landscape sends to groups of people; for example, the presence of one's own language in the linguistic landscape positively influences that group's language and identity' (2020, p. 105). As they are an important part of the linguistic landscape, place names (in whatever language) contribute to this symbolic role.
- 9 So as stated above, the linguistic landscape is an obvious part of the tourists' experience when they visit the Park. The linguistic landscape can create an alternative experience for visitors from beyond Wales. Richard Coates has noted that visual use of the Welsh language 'alters' the linguistic landscape

for visitors to Wales, creating a different experience to what they are familiar with in their own areas. He suggests that this 'othering' could contribute to the economic benefits brought by tourism: '[Othering] the linguistic language for visitors to Wales [...] is presumably calculated to have a positive effect on receipt of tourist income' (2020, p. 40). The suggestion that this is not bound to happen without careful consideration of the nature of the visitors' linguistic experience should be noted.

- 10 Clearly, place name policy can contribute to shaping the linguistic landscape, especially when the names in question are ones that are important to the local community and to visitors. In Coates' view, the impact of a naming policy can be considered in more than one way: 'Naming policy therefore potentially faces two ways: normalising a particular aspect of identity internally (especially one which is threatened or contested) and presenting an Othered identity externally' (2020, p. 40). Names policy can therefore contribute to normalizing the use of a minority language such as Welsh, as well as creating an alternative experience for visitors.
- 11 We can summarise, therefore, by saying that the linguistic landscape of Eryri National Park (like all linguistic landscapes in Wales) conveys the fact that English is the dominant language. But on a symbolic level, increasing the visibility of Welsh place names in that linguistic landscape (eg by using only Welsh names on landscape features) could have a positive effect on users of that language, and create an alternative experience for visitors. As Puzey says, 'it is clear that the linguistic landscape plays an important role in the promotion of minority or indigenous languages, and especially with regard to toponyms belonging to these languages' (2009, p. 825).
- 12 In noting that, it is also important to ensure that any 'otherness' does not have a negative impact. But a policy that affects a relatively small number of names in itself would not come close to changing the status of English as the dominant language of the linguistic landscape. And it should not be assumed that support for using Welsh forms would be limited to Welsh speakers. It is already true that it is not uncommon to see 'Yr Wyddfa' or 'Llyn Tegid', say, in English texts. There was recently an opinion column in favour of only using the name 'Yr Wyddfa' in *The Daily Telegraph* (Davies 2021) and from a house style point of view, *The Sunday Times* was also seen prioritizing the Welsh name when referring to 'Yr Wyddfa' (Mount Snowdon)' (Collins 2022).

### **The wider context – what is happening in other countries?**

- 13 Place names, including place names in minority languages, have been the subject of meaningful discussion at an international level for decades. That often happens in the context of standardizing names. The United Nations, for example, through a series of conferences on the standardization of geographical names, has stated the following: 'the preservation of minority and indigenous group culture is recognized as being an important aspect of the work of the standardization of geographical names' (United Nations 2012, p. 37).

Furthermore, when considering 'the recording and use of indigenous, minority and regional language group geographical names', it is noted that 'the promotion of the recording and use of such names is a valuable aid to the recognition, retention and revitalization of indigenous, minority and regional language group heritage' (United Nations 2012, p. 39). Therefore there is international recognition of the fact that place names have a prominent place in the context of language policy and planning.

- 14 Internationally, there are a large number of very obvious examples of changing naming policy in order to recognise minority or indigenous languages. One of the most famous is the use of *Uluru* rather than *Ayres Rock* (Australia). The [official record](#) about this name on the North Territory Place Names Register states the following: 'On 15 December 1993 the feature was officially dual named Ayers Rock / Uluru (where both names are equally as important and can be used either together or individually). Following a request from the regional Tourism Association, on the 6 November 2002 the order of the dual names was officially changed to Uluru / Ayers Rock.' Although both forms are still official, therefore, it seems that *Uluru* is now the norm in less formal English-medium contexts (eg *Uluru* is just the name of the entry on [Wikipedia](#) English).
- 15 As Andersson says, '[i]n the wake of strengthened minority policy globally, many Western countries today are striving to mend some of the damage that colonial place-naming practices have done, by acknowledging precolonial names and helping to revitalize their usage' (2020, p. 104). As a result, comparisons are sometimes made between names such as *Uluru* (and similar cases in countries such as New Zealand and Canada) and Welsh place names. But it should be emphasized that there are completely fundamental differences between these contexts and Wales' relationship with colonization and that such comparisons can be misleading if not harmful. Even so, and despite the basic discrimination, this again emphasizes that efforts to give new prominence to place names in minority languages is a global phenomenon.
- 16 More relevant to Wales, perhaps, is the situation in the Gaeltacht in Ireland. On the basis of [clause 32](#) of the Official Languages Act 2003 only Irish names are used on official road signs and on Irish Ordnance Survey maps. (This led to extended discussions and a change of policy in the case of the town of An Daingean / Dingle. But as already stated, town names are not under consideration in this paper. See further Puzey 2009, p. 825; and Moriarty 2012.)

## Place names and 'special qualities' of Eryri National Park

- 17 In its Local Development Plan, Eryri National Park refers to the 'responsibility to protect and enhance natural beauty, wildlife and cultural heritage'. And in addition, it is 'that complex combination between people, life

wild and the environment which gives us, over time, the "Special Qualities" of Eryri which are so valuable to us today, and which contribute greatly to the quality of life of the Park's residents and the many people who visit the area' (Eryri National Park, p. 44).

- 18 When referring to the 'special qualities' of the Park, the Development Plan states 'The continued viability of the Welsh language as the main language of many social and professional circles. This aspect is evident in local place names which reflect the cultural heritage of the area' (p. 17). It can therefore be seen that the Park has already declared that place names are part of what makes up Eryri'r 'special qualities'. Therefore, working proactively to protect and promote the place names is already a core part of the Park's mission.

## Language and place names in the Park

- 19 Welsh is the language of the vast majority of place names within the boundaries of Eryri National Park. That is true in the case of settlement names (eg towns and villages) and in the case of the main landscape names (eg mountains, hills, valleys, cliffs, rocks, rivers, and lakes). Certain types of names derived from the context of the leisure and outdoor industries are the most obvious exceptions in this regard. For example, there is a tendency for names on climbs or paths in the highlands to be in English only as they are often coined by non-Welsh speaking individuals or groups. Very often, these are names for small features that would only be relevant to a specific group of users (eg climbers). But others appear on Ordnance Survey maps. There is sometimes a tendency to believe that names like this replace Welsh names. But often, there seems to be no record of any Welsh names on these features as they are climbs that did not exist as such before they were climbed for the first time. It is the act of naming it that creates them as 'places' (see §3 above).
- 20 It should also be noted that it is not usual for official bodies such as the Park to use every possible form of name. For example, although names such as *Pesda* (Bethesda) and *Llanbêr* (Llanberis) are familiar by word of mouth, it would not be normal for public bodies to use those names in most contexts. That does not mean that those forms should be devalued as their use is entirely suitable in certain contexts. So there is an important difference between choosing not to use a name or form of a name, and condemning that name. (There may be a few exceptions, such as the name *Nameless Cwm* [Cwm Cneifion], which evokes strong feelings as the name *Nameless Cwm* seems to make an erroneous statement - and offensive in some people's opinion - for the lack of a Welsh name. But such names are extremely rare.)
- 21 Although Welsh is the usual language for the names of the Park's main landscape features, there are also some English names. Very few of those go back to the Middle Ages, as do *Snowdon* (Yr Wyddfa) and *Pemblemere* (name of Llyn Tegid which is no longer used; Owen and Morgan 2007, p.



- 300). Several more were derived in the eighteenth century and especially from the nineteenth century, which is the period when tourism became an increasingly prominent part of life in the Park area. Other names come from more recent periods.
- 22 The Park's English names are also part of its heritage. When considering that, it also becomes clear that a great many of the English names are 'secondary' names. That is, they are not original coinages but instead they draw on Welsh names that already exist, or they are names that have been transposed from places others.
- 23 Names that are direct translations from Welsh are the simplest category. Here belong names such as *Swallow Falls* (< Rhaeadr y Wennol) and *Bearded Lake* (< Llyn Barfog). These, in their current forms, go back to the 19th century. (on *Swallow Falls*, see Owen and Morgan 2006, pp. 447–8). These English translations do not contain information or traditions that are not found in the Welsh names, although they sometimes favour one form or one specific interpretation of those Welsh names. *Swallow Falls* is a translation of Rhaeadr y Wennol , although there is a long-standing assumption (but difficult to justify) that Rhaeadr Ewynnol is the original Welsh form (Owen and Morgan 2006, p. 447). In the case of Llyn Barfog, it is probably growth on the edges of the lake that accounts for the word *barfog* , but note that John Rhys has proposed that *Barfog can be the name of an individual* in this case (Rhys 1901, p. 142).
- 24 There is another class of English names which are not translations, but rather coinages which name one landscape feature based on another prominent feature. In these names the usual pattern is a Welsh 'proper' name + an English common name. Examples of this are *Bala Lake* (Llyn Tegid), *Idwal Beach* (Y Ro), *Ogwen Falls* (Rhaeadr y Benglog), *Aber Falls* (Rhaeadr Fawr), *Vale of Ffestiniog* (Maentwrog Valley). Again, these are 'secondary' names formed on the basis of existing Welsh names.
- 25 Names transposed from other places or contexts are the last category of 'secondary' names. An example of that is *Happy Valley* (Cwm Maethlon), a name taken from Samuel Johnson's novel, *Rasselas* (1759) and which can be seen in several locations around the world, including one near Llandudno. In the case of *Happy Valley* (Cwm Maethlon), the name is also a semi-translation of the Welsh name Dyffryn Gwyn. Another example is *Fairy Glen* for Ffos Anoddun. There are several *Fairy Glens* in Scotland and in other countries too. *Devil's Kitchen* (Twill Du, Cwm Idwal) may also be in this category. The first record of it can be found in the work of Thomas Pennant (1726–98). It is a name found in many places in England and North America, including one near Offa's Dyke in St Briavel's, Co. Gloucester.
- 26 There are few English names for features of substance that are not derived from the Welsh names. But there are some to be found, such as *Shell Island* for Ynys Fochras. This name conveys something about the site that is different from the Welsh name. But it could be argued that *Shell Island* is to a large extent a business name, which is the very large holiday field on the site. If so, differences could be made between the landscape feature (Fochras Island) and the holiday attraction on it (*Shell Island*).

## Yr Wyddfa ac Eryri / Snowdon and Snowdonia

- 27 These names are, of course, the Park's most distinctive names and recently the use of them has been a hot topic. The history of these forms has been discussed in many places, and Michael Freeman's website ( '[Early Tourists in Wales: 18th and 19th century tourists' comments about Wales.](#)' ) notes a wealth of historical forms. Essentially, the earliest example of *Snowdon* (or an equivalent form) can be found in 1095 and the example earliest of *Yr Wyddfa* (or an equivalent form) comes from 1284 (Owen and Morgan 2006, p. 443). That doesn't mean the English name is older, just that the first record is earlier. It is also interesting to note that the poet Llygad Gŵr called Llywelyn ap Gruffudd the 'eagle of Snawdwn' in a poem composed around the year 1258. The Latin form *Snowdonia* was used in the Middle Ages but was rarely used after that before Thomas Pennant popularizing the form in English in the eighteenth century. A form of *Eryri* is found in a Latin text compiled in the ninth century. It is therefore clear that these names have a long history, although it could be argued that ancient recovery is at the heart of the contemporary use of *Snowdonia*.
- 28 Accepting therefore that *Snowdon* is a significant and important name, would a decision by the National Park to use *Yr Wyddfa* alone endanger its existence? It would be very difficult to argue that as the existence of the name *Snowdon* is not dependent on the use of the Park. As Nick Livesey says (when stating his opposition to using only Welsh forms), 'I can't imagine that Yr Wyddfa will ever be adopted by the masses that climb it. The name Snowdon is etched into the British psyche as is Snowdonia, they are iconic terms' (Bailey 2021). There is truth in that and it is hard to imagine that name being 'lost' or 'disappearing' in any way.

## Names that are in English only or originally

- 29 Few settlements have English names only. An obvious one is *Fairbourne*, which does not have a recognized Welsh name (Owen and Morgan 2006, p. 145).
- 30 However, there are a number of names associated with mountaineering and climbing that do not have specific Welsh names, or for which Welsh names had to be coined in response to the English names. Not all cases can be identified here (they are very numerous), but attention is drawn to some relevant examples. Ieuan Wyn notes that 'the Clogwyn y Geifr cliff in Cwm Idwal is called the "Devil's Appendix"' (2020). That could be converted into the formal name 'Crognant Clogwyn y Geifr', but it seems that would be a (partial) new name, rather than an existing name. The name *Mushroom Garden* is indicated on Ordnance Survey maps for a slope below Gerrig Gleision (Cwm Idwal). It is not clear if there is a Welsh name that corresponds *exactly*, although Coed Cerrig y Frân and Rhiwiau are in the same area. *Cenotaph Corner* is a climb on Ddinas y Gromlech (Nant Peris); it seems to have no Welsh name. The name Creigiau Cwm Graeanog has

been offered as a Welsh name on *Atlantic Slabs* (Wyn 2020). But the [Llechen Cytrolar](#) and [Creigiau'r Rowlar](#) can also be found locally. *Pillar of Elidir* is a name which on Ordnance Survey maps refers to part of Craig Cwrwgl (Elidir Fawr). Again, there does not seem to be a specific Welsh name.

- 31 There are a large number of names of these types to be found. Unless a process of translation or purposeful coining is developed, it is likely that many features such as these will only be in English forms. If there was a desire to have Welsh names, it could be argued that coining original names in Welsh would be the sensible step, rather than translating word for word from English.

## Collections

- 32 When considering the importance of the visibility of Welsh names in the linguistic landscape (and in other visible areas, such as maps and the internet), there is a strong argument in favour of making more opportunities to use only Welsh names, eg on signs and in English-language texts. The place name policy could also encourage creative use of 'house styles' in order to prioritize the use of Welsh names eg on an English web page any English name could be entered in brackets the first time it is named, but only use the Welsh name after that. It should also be noted the importance of ensuring that the emergency services have complete lists of names of all types in order to ensure public safety.
- 33 It was observed that many of the English names used in the Park are 'secondary' (translations such as *Swallow Falls*; based on other Welsh names such as *Bala Lake*; or names transposed from other places, such as *Happy Valley*). It could be argued that using only the Welsh names in these cases would be a proportionate step and compatible with the Park's commitment to protecting cultural heritage. It could be argued in the same way for using a name such as Ynys Fochras (for example) as the name of a landscape feature, as the English name *Shell Island* has taken deep roots as a tourist site and is in no danger of being lost.
- 34 The most important case is *Snowdon* and *Snowdonia*. *Snowdonia* appears to be an eighteenth-century restoration, but it is as familiar throughout Britain as *Snowdon*. If the Park chose to always use the Welsh names, there would be no danger of these names - which are certainly an important part of the Park's heritage - being lost. Of course, careful discussion would be necessary before reaching a decision on such an important name and full consideration would need to be given to wider implications in terms of the image of the Park, tourism etc. But the research noted above shows that using Welsh names alone could have a positive effect on the perception of the language and also contribute to creating an alternative experience for visitors.
- 35 The English names (which have no equivalent Welsh names) which are often associated with mountaineering and climbing are a different category again. Some of these will, no doubt, be limited to climbing books or websites and so they won't be in visible to the vast majority of the population. But others appear on maps and signs and contribute to the sense that the linguistic landscape is gradually Anglicized. It would be possible to consider creating Welsh names for

the most prominent, but it is unlikely that such new names would replace the existing English names. Coining new names is not easy by a longshot, and the implications of that would need to be considered carefully.

DYLAN FOSTER EVANS

March 2022

## Bibliography

- Andersson, Daniel. 2020. Indigenous Place-Names in (Post)colonial Contexts: The Case of Ubmeje in Northern Sweden. *Scandinavian Studies* 92(1), pp. 104–126.
- Azaryahu, Maoz. 2020. Name-Making as Place-Making. In: Caiazzo, Coates and Azaryahu, pp. 11–27
- Bailey, Dan. 2021. Call for Snowdon to be known by Welsh name Yr Wyddfa. UKClimbing.  
[https://www.ukclimbing.com/news/2021/04/call\\_for\\_snowdon\\_to\\_be\\_known\\_oly\\_by\\_welsh\\_name\\_yr\\_wyddfa-72764](https://www.ukclimbing.com/news/2021/04/call_for_snowdon_to_be_known_oly_by_welsh_name_yr_wyddfa-72764). Seen 2 February 2022.
- Caiazzo, Louis; Coates, Richard and Azaryahu, Maoz. ed. 2020. *Naming, Identity and Tourism*. Newcastle upon Tyne: Cambridge Scholars Publishing.
- Cenoz, Jasone and Gorter, Durk. 2006. Linguistic Landscape and Minority Languages. *International Journal of Multilingualism* 3(1), pp. 67–80.
- Coates, Richard. 2020. Naming, Packaging and the Management of Expectations. In: Caiazzo, Coates and Azaryahu, pp. 29–43.
- Collins, David. 2022. Mountain panic over Instagram hikers in high heels. *The Sunday Times*, 30 January. Online.  
<https://www.thetimes.co.uk/article/mountain-panic-over-instagram-hikers-in-high-heels-mwbrxd2d>. Seen 2 February 2022.
- Davies, Elwyn. ed. 1967. *A Gazetteer of Welsh Place-Names*, third edition. Cardiff: University of Wales Press.
- Davies, Gareth. 2021. It's high time that Snowdon was reclaimed from the English and referred to only as Yr Wyddfa. *The Daily Telegraph*, 29 April. Online.  
<https://www.telegraph.co.uk/news/2021/04/29/high-time-snowdon-reclaimed-english-referred-yr-wyddfa/>. Seen 2 February 2022.
- Freeman, Michael. dd Snowdon Place Names. In: Early Tourists in Wales: 18th and 19th century tourists' comments about Wales. Online.  
<https://sublimewales.wordpress.com/attractions/snowdon/snowdon-the-nature-of-the-evidence/snowdon-place-names/>. Seen 2 February 2022.

- Ivkovic, Dejan, and Lotherington, Heather. 2009. Multilingualism in cyberspace: conceptualising the virtual linguistic landscape. *International Journal of Multilingualism* , 6(1), pp. 17–36.
- Landry, Rodrigue, and Bourhis, Richard Y. 1997. Linguistic Landscape and Ethnolinguistic Vitality: An Empirical Study. *Journal of Language and Social Psychology* 16(1), pp. 23–49.
- Moriarty, Máiréad. 2012. Language Ideological Debates in the Linguistic Landscape of an Irish Tourist Town. In: Gorter D., Marten HF, and Van Mensel L. eds. *Minority Languages in the Linguistic Landscape* . Palgrave Studies in Minority Languages and Communities. London: Palgrave Macmillan, pp. 74–88
- Owen, Hywel Wyn and Morgan, Richard. 2006. *Dictionary of the Place-Names of Wales* . Llandysul: Gomer Press
- Parc Cenedlaethol Eryri. d.d. [Cynllun Datblygu Lleol Eryri 2016–31: Datganiad Ysgrifenedig](#). Parc Cenedlaethol Eryri.
- Snowdonia National Park. dd [Eryri Local Development Plan 2016–31: Statement Written](#) . Snowdonia National Park.
- Puzey, Guy. 2009. ['Opportunity or Threat? The Role of Minority Toponyms in the Linguistic Landscape](#) . *Proceedings of the 23rd International Congress of Onomastic Sciences (ICOS XXIII)* , pp. 821–827.
- Rhys, John. 1901. *Celtic Folklore, Welsh and Manx* , vol. 1. Oxford: Clarendon Press
- United Nations (prepared by Natural Resources Canada). 2012. [Resolutions adopted at the ten United Nations conferences on the standardization of geographical names, 1967, 1972, 1977, 1982, 1987, 1992, 1998, 2002, 2007, 2012](#) .
- Wyn, Ieuan. 2020. [Place Names Must Be Protected](#) . *Llais Ogwen* , 511 (July), p. 6

## REPORT OF THE MEMBERS' WORKING GROUP HELD ON 7<sup>th</sup> SEPTEMBER 2022

### **PRESENT:**

#### **Members appointed by Gwynedd Council**

Councillors Elwyn Edwards, Annwen Hughes, Louise Hughes, June Jones, Edgar Owen (Chair), Elfed Roberts, John Pughe Roberts, Meryl Roberts;

#### **Members appointed by Conwy County Borough Council**

Councillors Jo Nuttall, Dilwyn Owain Roberts;

#### **Members appointed by the Welsh Government**

Ms. Tracey Evans, Mrs. Sarah Hattle, Ms. Naomi Luhde-Thompson, Ms. Delyth Lloyd;

#### **Officers**

Emyr Williams, G. Iwan Jones, Jonathan Cawley, Helen Pye, Angela Jones, Naomi Jones, Dana Williams, Anwen Gaffey;

The Director of Corporate Services advised the meeting was being recorded to assist in verifying the minutes.

#### **1. Apologies**

Councillors Ifor Glyn Lloyd, Kim Jones; Mr. Brian Angell, Mr. Tim Jones; Mr. Dafydd Edwards.

#### **2. Declaration of Interest**

No declarations of Personal Interests were made in respect of any item.

#### **3. Minutes**

The minutes of the Members' Working Group meeting held on 29<sup>th</sup> June 2022 were accepted and the Chair signed them as a true record.

#### **4. Snowdonia National Park Place Names**

Submitted – A report by the Head of Cultural Heritage to provide Members with an update on the progress of the Place Names Steering Group and introducing draft principles for landscape names in Snowdonia National Park.

Reported – The Head of Cultural Heritage presented the report and background. Members were also presented with a report by Professor Dylan Foster Evans of Cardiff University who was commissioned to formulate a set of principles on how to deal with landscape names in Eryri / Snowdonia National Park (Appendix 1).

The Head of Cultural Heritage asked Members to discuss and consider the draft principles and provide guidance for the Steering Group and officers to prepare a policy to be presented to a future meeting of the Authority.

The Chair referred Members to correspondence received from Mr. Brian Angel and Mr. Dafydd Thomas outlining their observations to the Agenda items. Also, Members were advised of the membership of the Place Names Steering Group - Councillor Elwyn Edwards, Councillor June Jones and Councillor Dilwyn Roberts.

Members and officers discussed the report in detail:-

- Officers advised that representation from Conwy County Borough Council to be partners on the steering group had been sought, but without success. A further invitation would be extended, and the Director of Planning and Land Management would seek to contact the Language Officer and advise Councillor Dilwyn Roberts on progress.
- Members welcomed the detailed report which also highlighted issues which need further scrutiny such as the use of words that are direct translations such as 'Swallow Falls' and words that are secondary names such as Bala Lake for Llyn Tegid.
- Members discussed the importance of how the names appear on Ordnance Survey maps. The Head of Cultural Heritage advised that the O.S. and the Authority had a good working relationship which will continue to strengthen.
- the Head of Cultural Heritage confirmed that all the Authority's publications refer to Yr Wyddfa in both Welsh and English and welcomed that some newspapers, such as the Daily Telegraph and the Sunday Times, now use the Welsh name 'Yr Wyddfa' with (Snowdon) in brackets.
- Members were advised that the Authority was the appropriate forum for recommendations to refer to Yr Wyddfa and Eryri only.
- Members and officers discussed the successful change in use of the name Ayers Rock / Uluru which had started with both names being equally important and has now progressed to Uluru / Ayers Rock which gives more status to the Indigenous language.
- Members thanked the Head of Cultural Heritage for her excellent report.

## **RESOLVED**

**1. to note the report.**

**2. to approve the draft principles to provide guidance for officers to prepare a detailed report to be submitted to the Authority's meeting in November 2022.**

### **5. Discussion Paper on a Local Tourism Levy**

Submitted – A joint report by the Head of Engagement and the Sustainable Tourism Officer to present a discussion paper on visitor levies in light of the Welsh Government's forthcoming consultation on a possible Local Tourism Levy; and to seek Members' strategic guidance on the matter.

Reported – The Head of Engagement presented the report and referred Members to National Park purposes to provide context to the report, and where there are conflicts with other purposes and duties, the Sandford Principle ensures that conservation is given priority over economic interests. The Sustainable Tourism Officer provided an overview of the impact of tourism on the Snowdonia National Park. Whilst it is important to the area's economy, it also places significant pressure on the environment, communities, and its infrastructure. The Sustainable Tourism Officer provided further data on the seasonality of employment in Eryri which was 38% in Eryri in 2019, 19% in North Wales and only 13% for the rest of Wales.

Members welcomed the report and made the following observations:-

- Members supported the principle of a Tourism Levy.
- the Sustainable Tourism Officer agreed to forward the STEAM report with annual tourism data to Councillor Elwyn Edwards.
- a visitor levy of £1-00 per person per night was acceptable subject to the charge visibly benefitting communities and not being used to create more jobs.

- to note that tourists visit Snowdonia from all over the world and not just from England. There was a need to change visitor behaviour, especially with regard to litter, and that the tourism levy should be applied sensitively.
- Gwynedd Council have a surcharge of 10% on car parking fees which is then used by the community councils to maintain toilets and make improvements such as providing information boards etc. Harlech Community Council received approximately £10,500 in 2021/22.
- Members noted concerns that motorhome owners, who were determined to stay overnight without paying, would remain a problem.
- that prior agreement on how the levy will be spent would help to promote the levy.
- as £1-00 per person per night could bring £9 million into Gwynedd, therefore, use of the levy should be clear and agreed beforehand.
- the administrative burden on local businesses of collecting the levies and the risk that Welsh Government reducing the Authority's baseline budget as a result of this levy was raised.
- a Member felt that businesses who operate on an annual basis should be supported rather than seasonal facilities, such as Airbnb, as they do not contribute as much to the local economy.
- in response to a question, the Head of Engagement confirmed that the Unitary Authorities would be responsible for setting the levy and a mechanism for the National Park to benefit from the levy would ideally be agreed.

Members confirmed their support for paras. 7.3.1 to 7.3.4 of the report and asked the Chief Executive to prepare a response to para. 7.3.5. Managing litter was one priority under paras. 7.3.6 – 7.3.7 although Members agreed this was an area to be further considered once the levy was set. Arising thereon, the Chief Executive recommended that para. 7.3.8 should include areas beyond the boundary of the National Park and that a definite boundary line should not be imposed.

#### **RESOLVED**

- 1. to note the report and Member response to para. 7.3 as outlined above.**
- 2. to agree that the three Welsh National Park Authorities provide a brief joint response to the consultation to be followed up with issues that are local to each National Park.**

**The meeting ended at 13.10**





# Parciau National Cenedlaethol Parks

## NATIONAL PARKS WALES EXECUTIVE MEETING MONDAY 25 APRIL 2022 VIRTUAL MEETING, 10.00am – 11.00am FINAL MINUTES

### PRESENT:

(PH)	Cllr. Paul Harries	Chair, National Parks Wales (NPW) + Pembrokeshire Coast NPA (PCNPA)
(DC)	Cllr. Di Clements	Deputy Chair, PCNPA
(TJ)	Tegryn Jones	CEO, PCNPA (Secretariat NPW)
(WEJ)	Cllr. Wyn Ellis-Jones	Chair, Snowdonia NPA (SNPA) (joined the meeting prior to the item News from around the Parks [Item 11 below])
(AH)	Cllr. Annwen Hughes	Vice Chair, SNPA
(EW)	Emyr Williams	CEO, SNPA
(GR)	Cllr. Gareth Ratcliffe	Chair, Brecon Beacons NPA (BBNPA)
(AE)	Rev. Aled Edwards	Vice Chair, BBNPA (tendered his apologies and left the meeting during consideration of the NPW Budget 2022-23 [Item 4 below])
(CMJ)	Catherine Mealing-Jones	CEO, BBNPA

### In attendance:

Caroline Llewellyn PCNPA

### I. CHAIR'S WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. He updated everyone on meetings and/or events he had attended since the last meeting, most of which were attended remotely. These included:

- Two meetings of the Partnership Council for Wales
- A meeting with the Minister in November 2021
- Two meetings of the NPUK Chairs Forum, at the first of which he was appointed Chair
- An interesting seminar on Marine National Parks



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 **97** 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

e-bost / e-mail:

gwasanaethauaelodau@arfordirpenfro.org.uk  
memberservices@pembrokeshirecoast.org.uk



## Parciau National Cenedlaethol Parks

- Four Corporate Joint Committee (CJC) meetings
- WLGA Rural Forum meeting in February 2022

## 2. MINUTES OF LAST MEETING, 19 NOVEMBER 2021

The minutes were noted as a true record.

### Matters Arising

#### a) **Light Touch Review of Valued and Resilient (Minute 2a)**

TJ reported that rather than review the above mentioned document Welsh Government would instead be providing the Authorities with a term of government remit letter, however a final version had not yet been received.

**NOTED.**

#### b) **Procurement – meeting new requirements – opportunities for joint working (Minute 2e)**

EW reported that SNP was progressing with its procurement project and would share the advice framework with BBNPA and PCNPA so that they could use it as a template if they wished.

**NOTED.**

#### c) **National Park Partnership (Minute 2f)**

EW reported that the three-year business plan had been approved and was supported by the majority of NPAs in England. There was potential for funding from DEFRA (Department for Environment, Food and Rural Affairs) to support its implementation, however this could result in an England centred work programme and officers would be monitoring the situation and keeping Welsh Government updated.

**NOTED.**

#### d) **Welsh Government Consultation on Second Homes (Minute 4)**

It was noted that an informal meeting of the Executive to agree the National Parks Wales' response had taken place on 5 January 2022.



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 **98** 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

e-bost / e-mail:

gwasanaethauaelodau@arfordirpenfro.org.uk  
memberservices@pembrokeshirecoast.org.uk



# Parciau National Cenedlaethol Parks

## NOTED.

### 3. NPW BUDGET 2021/22

The end of year budget position for 2021/22 was presented. It was noted that although contributions had been made to various pieces of work, very little money had been spent and approximately £9,000 would be carried forward.

## NOTED.

### 4. NPW BUDGET 2022/23

TJ presented the budget for the forthcoming year, noting that it included a commitment of £10,000 to support a Welsh Third and Public Sector project working with BAME communities, together with sponsorship for the Royal Welsh Show. As it was the beginning of a new political cycle, £1000 had been budgeted for work with the National Assembly for Wales Cross Party Rural Affairs Group. As a result of these commitments, it was suggested that a contribution of £10,000 be made by each NPA, noting that no contributions had been sought for a number of years.

With regard to the BAME project, AE reported that he had recently attended a meeting with the Muslim Council for Wales, and believed that they would be supportive of participating. TJ asked for details of those involved so that contact could be made, both in respect of the Welsh project and a UK wide piece of work on a similar subject, details of which would be provided at a future meeting.

The NPW Budget 2022/23 was **AGREED**.

### 5. FEEDBACK FROM MEETING WITH MINISTER FOR CLIMATE CHANGE

It was disappointing to report that a number of meetings with the Minister had been cancelled in recent months, and it was anticipated that another meeting would not be sought until after the Local Government elections and subsequent appointment of new Chairs. The Chair noted that it was hoped she would visit Pembrokeshire on 23<sup>rd</sup> May, however EW noted that a similar visit to Snowdonia NPA had been cancelled at short notice last November.



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 **99** 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

e-bost / e-mail:

gwasanaethauaelodau@arfordirpenfro.org.uk  
memberservices@pembrokeshirecoast.org.uk



# Parciau National Cenedlaethol Parks

## NOTED.

### 6. NPW BUSINESS PLAN 2022 - 2025

TJ reported that a plan had been drafted, however in the absence of an agreed remit letter from Welsh Government it was quite flexible and could be made more specific in due course. There was a clear drive from Welsh Government for the Authorities to work together and National Parks Wales was a good example of such joint working.

The Business Plan 2022-25 was **AGREED**.

### 7. MEMBER SUPPORT

Given that all Authorities were expecting a change in Membership following the forthcoming Local Government election, and that Brecon Beacons and Snowdonia NPAs would also be receiving new Welsh Government appointed Members in due course, it was agreed that it was important for new Members to be clear about what was expected of them from the outset, or even before they joined. Clear guidance and support was essential. It was anticipated that the Minister would include this matter in the Remit letter and it was therefore suggested that a meeting be arranged specifically to discuss Member support, to which relevant Officers could also be invited. It was also hoped that the Members' Seminar would take place this year, as this was considered to be an important opportunity to learn from one another.

It was **AGREED** that an informal meeting to discuss Member Support be arranged.

### 8. CARBON REPORTS

Members were reminded that two carbon reports had been commissioned with funding from Welsh Government's Sustainable Landscapes Sustainable Places Fund. The first was a project to look at how each Authority could reach net zero by 2030, while the second involved commissioning a Carbon Baseline Study for each of the eight Designated Landscapes. These would include a routemap to becoming net zero landscapes at some future date. These latter reports, while interesting, were likely to be controversial as they would challenge the agricultural, tourism and economic sectors, and views were sought on how they could best be used as a tool for external engagement. CMJ agreed that some of the information she had seen would be challenging if not presented in the right way and advised that BBNPA would be taking their report forward alongside their Management Plan. EW, who had read the draft report for SNPA believed that it needed to be considered as an issues report to advise the Authority, rather than a delivery



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 may 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

e-bost / e-mail:

gwasanaethauaelodau@arfordirpenfro.org.uk  
memberservices@pembrokeshirecoast.org.uk



## Parciau National Cenedlaethol Parks

document and was also intending for it to feed into the Authority's Management Plan and for it to be used in discussions with various sectors on the way forward. He also suggested that the reports could be used to create a delivery plan to manage their implementation. TJ added that he not yet seen the report for PCNPA.

**NOTED.**

### 9. LEADERSHIP OF NPW 2022-24

It was noted that the Secretariat for National Parks Wales should have moved to Brecon Beacons NPA on 1<sup>st</sup> April as part of its normal cycle. CMJ thanked those who had assisted while Brecon completed appointment of a number of key Management roles, and advised that they were keen to take on the responsibility as soon as possible. She would speak to TJ to agree a handover.

**NOTED.**

### 10. NATIONAL PARKS WALES MEMBERS' SEMINAR 2022

CMJ advised that although no details had yet been agreed, BBNPA would be arranging a face to face Seminar for the Autumn.

**NOTED.**

### 11. NEWS FROM AROUND THE PARKS

#### Snowdonia NPA

- Welsh Government had appointed two Members, one to start on 1<sup>st</sup> May and the other on 1<sup>st</sup> August. Three Councillors, including the current Chair had decided not to stand in the forthcoming elections.
- Due to an issue with recruitment/retention of staff, the Authority had completed a review of its pay structure and had produced a revised pay spine.
- The Procurement project referred to earlier was ongoing.
- A review of governance had been undertaken, instigated as a result of a letter from the Minister.



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 will 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

e-bost / e-mail:

gwasanaethauaelodau@arfordirpenfro.org.uk  
memberservices@pembrokeshirecoast.org.uk



## Parciau National Cenedlaethol Parks

### Pembrokeshire Coast NPA

- Official notification had been received that the Authority had achieved the Advanced Charter for Member Support and Development. It was hoped that an official presentation of the award would be made in the next couple of weeks.
- The Authority had undertaken a re-prioritisation exercise and was in the process of revising its structure. Consultation with staff was currently taking place.
- The Minister was due to open the Electric Vehicle Charging network on 23 May.
- A meeting had been arranged with those who were developing the Marine National Park in Plymouth.
- A minimum of 5 new Members were expected following the forthcoming elections, and the Chair would be stepping down.
- A number of significant wildfires had taken place in recent weeks, most of which were outside the National Park. Although the Authority had worked to establish proper processes, these had not been followed in all cases.
- A 10 year review of the Wales Coast Path had been undertaken, and Huw Irranca-Davies had chaired a group which was planning for the next 10 years and would make recommendations to the Deputy Minister Lee Waters. This was anticipated to call for better alignment between long distance trails and for more attention and funding to maximise their benefits going forward.

### Brecon Beacons NPA

- Responding to the recent Audit Wales report had been all consuming. The Authority had accepted the recommendation to seek the assistance of Welsh Government ministers, and a member of the Welsh Government team would liaise. Due to issues with Members, there were serious capacity issues that would need to be addressed.
- A new Senior Management Team was now in place with the appointment of a Programme and Portfolio Manager, Director of Planning and Place and Director of Nature Recovery and Climate Change. Thanks were given to TJ for his help with recruitment.
- Consultation had closed on the National Park Management Plan. It would focus on implementation of a number of flagship projects going forward.
- The UNESCO Global Geoparks Council had awarded Fforest Fawr Geopark a green card, their highest revalidation honour. This would be used as a way of deepening engagement in the south of the National Park.



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 does 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

e-bost / e-mail:

gwasanaethauaelodau@arfordirpenfro.org.uk  
memberservices@pembrokeshirecoast.org.uk



## Parciau National Cenedlaethol Parks

- There had been some pretty significant fires across the National Park which had caused damage to peat areas. There was also a rising problem with off-roading.
- As a result of pressure from the three Parks, funding had been received for meet and greet operational support which had been invaluable over Easter. A busy summer was expected, particularly day visitors.
- Some public toilets had been closed as a cost saving measure, and discussions were ongoing with Visit Wales to re-open some of these before this became a problem.

### 12. ANY OTHER BUSINESS

#### Audit Wales Sustainable Tourism Reports

Audit Wales had undertaken Sustainable Tourism Reports for each of the National Parks and EW said that he believed BBNPA and PCNPA would be presenting these to their Members in May, while the SNPA report would not be presented until June. While these were individual reports, they contained cross-cutting issues, and EW was concerned as to how they would be received by the media and asked that this be managed.

#### Audit Wales National Study on Governance

It had been suggested that this study might focus on National Parks and CMJ noted that it would need to be careful that it didn't rake over old ground. TJ advised that a meeting between the three Chief Executives and Audit Wales was due to take place in the coming weeks and the matter would be discussed

#### Thanks

All three Chairs advised that they were stepping down from that role and PH and WJ were not seeking re-election as Councillors. They thanked the Chief Executives and Members for their support, enthusiasm and friendship and wished NPW well for the future.

#### **NOTED.**

### 13. DATE AND LOCATION OF NEXT MEETING:

It was noted that the Autumn meeting usually took place on the first morning of the Members' Seminar. Details would be circulated in due course.



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 may 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

e-bost / e-mail:

gwasanaethauaelodau@arfordirpenfro.org.uk  
memberservices@pembrokeshirecoast.org.uk

**PERFORMANCE AND RESOURCES COMMITTEE  
WEDNESDAY 13<sup>th</sup> JULY 2022**

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Elwyn Edwards, Annwen Hughes, Louise Hughes, June Jones, Kim Jones, Edgar Wyn Owen, Elfed Powell Roberts, John Pughe Roberts, Meryl Roberts;

**Members appointed by Conwy County Borough Council**

Councillor Ifor Glyn Lloyd, Jo Nuttall, Dilwyn Owain Roberts;

**Members appointed by the Welsh Government**

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

**Officers**

Mr. G.I. Jones, Mr. J. Cawley, Mr. D. Edwards, Ms. S. Owen, Ms. Nia Murray, Ms. B. Hughes, Mrs. S. Roberts;

**In attendance**

Luned Fon Jones – Internal Audit Service

The Director of Corporate Services advised that:--

- the meeting was not open to the public.
- the meeting was being recorded to assist in verifying the minutes but may be made available online at a later date.

1. **Election of Chairman**

**RESOLVED to elect Councillor Elfed P. Roberts as Chairman of the Performance and Resources Committee.**

The Chairman thanked Members for their support.

2. **Vice-Chair**

The Director of Corporate Services advised Members that in accordance with Standing Orders 5.2 and 5.3, he had received nominations proposing two Members for Vice-Chair, Councillor John Pughe Roberts and Councillor June Jones. The Members were invited to address the meeting and Councillors John Pughe Roberts and June Jones took up the invitation.

**Councillor June Jones was elected Vice-Chair of the Performance and Resources Committee.**

The Vice-Chair thanked Members for their support.

3. **Apologies**

Mr. E. Williams, Ms. Naomi Luhde-Thompson.

4. **Declaration of Interest**

No declarations of Personal Interests were made in respect of any item.

5. **Minutes**

The minutes of the Performance and Resources Committee held on the 23<sup>rd</sup> March 2022 were accepted and the Chairman signed them as a true record.



6. **Action Log**

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

**RESOLVED to note the Action Log as submitted.**

7. **Head of Internal Audit Annual Report 2021/22**

Submitted – The Head of Internal Audit’s Annual Report outlining the Internal Audit Services’ opinion on internal controls within the Authority.

Reported – The Head of Internal Audit presented the report and confirmed that she was satisfied that the Authority had a sound framework of control in place to manage risks in the areas investigated in the 2021/22 Audit Plan.

Members considered the report and discussed the following matters: -

- A member noted that there were two areas which were limited in terms of not deteriorating or improving over the next few years and asked what arrangements were in place for revisiting those areas in the future. The Head of Internal Audit advised that provision was in place in this year’s plan for revisiting those areas to ensure the risks were alleviated to an acceptable level and they would be reported on at a future Performance and Resources Committee.
- The Director of Corporate Services advised that the Standing Orders for Contracts were currently being reviewed and would be presented to Members in due course. In response to a question, The Director of Corporate Services advised that there was no specific date on when the work on tendering would be dealt with but confirmed that the Management Team would be discussing the matter in September, the Heads of Service would also be given an opportunity to provide input and would be presented to Members in due course and following adoption of the revised Standing Orders on Contracts all relevant staff would be provided with the appropriate training.
- The Chief Finance Officer advised that the action point on Tendering Arrangements would remain as things were developing all the time but would be updated where possible. He took the opportunity to thank the Head of Internal Audit for her report and professionalism in leading the audit work, as his tenure as Chief Finance Officer for Snowdonia National Park Authority is scheduled to end in June 2023, hence he won’t have another opportunity to show appreciation for her work at a Park Authority meeting.

**RESOLVED**

1. **to accept the report as the “Head of Internal Audit’s Annual Report” in accordance with the requirements of the Public Sector Internal Audit Standards for the financial year 2021/22.**
2. **to accept the Operational Audit Plan for the 2022/23 accounting period, subject to amendment in consultation with the Head of Internal Audit, the Chief Executive, the Chief Finance Officer, the Corporate Director and/or Head of Finance.**

**8. Revenue and Capital Outturn Report 2021/22**

Submitted – A report by the Chief Finance Officer comparing, at service area level, the Authority's budgeted revenue and capital spending plans for 2021/2022 and the actual outturn expenditure for the year.

Reported – The Chief Finance Officer presented the report detailing the virements, transfers and carry-forwards of revenue and capital budgets, for formal approval. The Chief Finance Officer reported that the intention to spend any surplus on the Authority's Assets had not taken place and advised new Members on the usual cycles of reporting on the Authority's reserves.

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

- Members discussed the additional income from the Authority's Car Parks. In response to a question, the Head of Finance confirmed that 80% of the reserve money had already been allocated. The Director of Corporate Services confirmed that money had previously been allocated to improve the footpaths at Pen y Pass but advised that the additional income from parking was a one-off situation rather than a permanent one and a significant amount of the additional money would be used to improve security at Pen y Pass.
- In response to a question, the Chief Finance Officer advised that there was no specific recommended sum or percentage for reserves for a typical year. He advised that the Welsh Government had given an indication that the Authority would be receiving the main grant without inflation and officers were discussing the matter with them to establish why the Authority was in this position. He also confirmed that it was likely that the Authority, like most organisations, would require the additional reserves in 2022/23, due to the increase in fuel costs, etc, and advised that the impact of this could be significant.
- In response to a question, the Director of Corporate Services confirmed that the Authority would continue to raise the issues regarding the access to the car park at Pen Y Pass with the Baron Hill Estate and hoped it would be solved in due course, but if not then it would be necessary to consider an alternative solution.
- In response to a question, the Director of Corporate Services confirmed that although car parks had been generally quieter this year the Head of Property was keen to reach the income targets, but on the basis that there will be fewer users.

**RESOLVED**

- 1. to note the contents of the outturn report and approve the virements in the revenue and capital budgets outlined in part 4 (as detailed in Appendix 1).**
- 2. to approve the transfers to and from earmarked reserves as outlined in the table under paragraph 4.2 and Appendix 3.**
- 3. to note the final position of directorates and services with regard to budgetary control (paragraphs 4.3 to 4.7 and Appendix 2).**
- 4. to approve the allocation of slippage and commitments (£274,833) in Appendix 4.**
- 5. to approve the transfer of the £480,000 additional car park income to the Asset Management Reserve.**

6. to note that the surplus for 2021/22 financial year increases the Authority's General Balances (paragraph 6.3).
7. to approve the Capital Financing Statement (part 5 and Appendix 5).

9. **The Authority's Risk Profile**

Submitted – A report by the Director of Corporate Services to update Members on the Authority's Risk Profile.

Reported – The Director of Corporate Services presented the report and the risk register in detail.

Members discussed the following:-

- a Member was happy to note that the risk of a Cyber attack had now been included in the Risk Register as he was aware of the damage that could be caused. The Director of Corporate Services advised that the Authority was mindful of the Risks posed by a potential Cyber Attack and advised that it had been upgraded so that Members were aware of the steps taken by the Authority.
- In response to a question, the Director of Corporate Services advised that the risk had increased largely due to Covid as most of the Authority's work was now completed online and advised that the war between Russian and the Ukraine had not helped this risk profile as it had increased the opportunity for Cyber-attacks on Public Bodies.
- Members discussed the recent cyber attack on the Brecon Beacon National Park and asked whether there were lessons to be learnt from the incident. The Director of Corporate Services confirmed that the Head of Information Systems and Communication had discussed the matter with Brecon beacons National Park and additional steps had since been taken by the Authority but advised that there was a limit on what could be done and advised it was important that everyone played their part including Officers and Members to avoid any potential risks.

**RESOLVED to note the report and approve the Authority's Risk Profile as submitted.**

10 **Corporate Work Programme 2021/22  
Update on the Wellbeing Objectives**

Submitted – The fourth and final quarter progress report for 2021/22 by the Director of Corporate Services.

Reported – The Director of Corporate Services presented the report on the fourth and final quarter updates and advised that the information provided in the report would be used to prepare the annual report which would be presented to Members in September.

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

- Improving Management and Understanding of Cultural Heritage – a Member asked on progress regarding the 'walk of the month'. The Director of Corporate Services advised that he was not sure on the progress to date
- Addressing the Challenges and Opportunities of Post Brexit Land Management Scenarios – a Member asked how things were progressing following a statement made by the Welsh Government the previous week. The Director of Planning and Land Management advised that little progress had been made to

date but the Chief Executive was in discussion with the Welsh Government on a regular basis and advised that a meeting was due to take place at the Royal Welsh Show and any developments would be presented to Members in due course.

- Addressing the Decline in Nature – a Member asked if any work could be done in the meantime in terms of an SPG on biodiversity. The Director of Planning and Land Management confirmed that the National Planning Guidance was currently being amended and he was in contact regularly with Welsh Government Officers and advised that the new guidelines were due to be published very soon and once they were available it would be possible to move forward.
- Supporting Young People – in response to a question, the Director of Corporate Services advised that the work would be given priority by the newly appointed Youth Officer.

**RESOLVED to note the report.**

**11. Complaints Monitoring Report**

Submitted – A report by the Head of Administration and Customer Care on written complaints received by the Authority.

Reported – The Head of Administration and Customer Care presented the report and outlined the main points.

**RESOLVED to note the report.**

**12. Minutes of the Plas Tan y Bwlch Management Board**

Submitted - Minutes of the Plas Tan y Bwlch Management Board meetings held on the 9<sup>th</sup> February and 18<sup>th</sup> May 2022, for information.

The Chairman of the Plas Tan y Bwlch Management Board presented the minutes. Arising thereon,

Minutes 18<sup>th</sup> May 2022

Item No. 5 – Condition Survey Report

- Members welcomed the decision on developing a partnership with another organisation in the long term. In response to a question, the Director of Corporate Services confirmed that the surveyor had provided the figure of £30,000 to £40,000 as the amount required to spend on the building annually to maintain the upkeep of the building. He advised that some work needed to be prioritised due to Health and Safety concerns and advised that any decisions on significant expenditure would be presented to Members.
- a Member were concerned of the problem of water entering the building and the Director of Corporate Services provided a further explanation on the matter. He advised that a comprehensive report had been circulated to board members on the condition of the building. The Director of Corporate Services agreed to send a copy of the report to the member.
- In response to a question, the Director of Corporate Services advised that the day to day business was changing constantly and the Authority had not looked in detail at the option of installing solar panels as some of the grounds within Plas were very sensitive.

**RESOLVED to note the minutes.**

The Chairman on behalf of Members thanked Mr. Owain Wyn who was attending his final meeting for his valued contribution to the Authority. Mr. Owain Wyn thanked the Authority's Staff and Members and wished them well.

**The meeting ended at 11.40 a.m.**