

BRECON BEACONS NATIONAL PARK AUTHORITY ANNUAL MEETING – 28 JULY 2019

Information on Committees, Working Groups and External Representation

NB. Full details of all the committees, working groups, Member Champions and external representation can be found in the [Terms of Reference and Scheme of Delegation](#). Please note amendments are recommended to these, which will be discussed at the AGM (item 12 on the agenda)

I. Main Committees (Item 6 on AGM agenda)

Note: The information below is a brief summary of the functions of committees and does not, for example, include decisions delegated to officers. Members are asked to refer to the full Terms of Reference and Scheme of Delegation in the Modern.gov library on the Authority's website.

National Park Authority

Number of Members/Composition	All Members
Frequency of Meetings	Every two months, to fit in with the financial and business cycle. Extraordinary General Meetings scheduled if required. Currently meets on the same day as PAROW
Location of Meetings	Plas y Ffynnon – Main Conference Room
Terms of Reference	Main areas: <ol style="list-style-type: none"> 1. To make and review Standing Orders and Financial Regulations. 2. To determine, approve and review the decision making structure 3. To approve policies and strategic and development plans 4. To be responsible for the Authority's financial resources and assets 5. To determine and approve the terms and conditions of employment of all employees 6. To make any changes to the permanent establishment
Delegated decision making powers	Yes – see full Terms of Reference for details
Training/Requirements of membership	Attending the induction and continuing development programme

Planning, Access and Rights of Way Committee

Number of Members/Composition	21 Members
Frequency of Meetings	Every 8 weeks, plus any agreed site visits
Location of Meetings	Plas y Ffynnon – Main Conference Room

Terms of Reference	<p>1. Planning: To exercise the Authority's powers and duties for the control of development, enforcement of planning control and other related matters.</p> <p>2. Access/Rights of Way: To consider and make recommendations to the Authority on the terms of delegation agreements and rights of way improvement plans on general policy on access and rights of way matters.</p>
Delegated decision making powers	Yes – see full Terms of Reference for details
Training/Requirements of membership	Mandatory one day planning training course delivered by principal planning officers before members can participate in PAROW meetings. Other training provided in house or externally as required or requested. Half day Rights of Way training provided in house. Some planning experience is very helpful, but additional training can be provided on request for those members with limited or no experience

Audit and Scrutiny Committee

Number of Members/Composition	9 members (6 Local Authority and 3 Government appointed members) – excluding the Chair and Deputy Chair of the Authority and of PAROW
Frequency of Meetings	4 meetings pa - quarterly to meet reporting deadlines on budget and performance monitoring
Location of Meetings	Plas y Ffynnon – Conference Room
Terms of Reference	To support the Authority and CEO in their responsibilities for risk control and governance; review internal and external control assurances; Scrutiny – examine the work of the Authority, its structures, procedures and systems; check progress against objectives and ensure that value for money is delivered, health and safety standards met, keeping the citizen at the centre.
Delegated decision making powers	<p>Yes – see full Terms of Reference for details.</p> <p>Main areas:</p> <p>To receive reports and make recommendations on the Annual Governance Statement, health and safety performance, risk, financial systems, internal and external audit programme, scrutiny</p>
Training/Requirements of membership	Specific training provided on finance, performance and scrutiny, but some experience of budget monitoring and performance would

	be useful
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Standards Committee

Number of Members/Composition	3 National Park Authority members (2 Local Authority and 1 Government appointed members), plus 3 independent members recruited through external advertisement (consideration must be given to maintaining a gender balance)
Frequency of Meetings	As needed, but at least once a year
Location of Meetings	Plas y Ffynnon - usually VCR
Terms of Reference	<ol style="list-style-type: none"> 1. Exercising the functions conferred on the Committee by or under statute. 2. Considering applications from members on dispensation to speak on issues in which they have an interest 3. Advising the National Park Authority on procedural arrangements for dealing with complaints made to a Local Commissioner for Wales. 4. Reviewing the Authority's involvement on outside bodies. 5. Advising on how to secure and promote high standards of conduct in the Authority's business. 6. Advising on the implementation of and monitoring the Authority's Whistle blowing policy 7. Receiving reports from the Monitoring Officer on the exercise of his functions.
Delegated decision making powers	Yes – see full Terms of Reference for details
Training/Requirements of membership	Code of conduct training provided as part of basic member induction and as part of the planning training. Monitoring Officer provides in house training and guidance as needed. Members need to be aware of the high ethical standards required in public office.

Appointment Committee

Number of members/composition	Chair and Deputy of the Authority, Chair and Deputy of PAROW, Chair and Deputy of Audit and Scrutiny (Note. Membership should as far
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	as possible observe the local authority/WAG member balance)
Frequency of Meetings	As needed
Location of meetings	Plas y Ffynnon – Members Room or SMR
Terms of Reference	To carry out recruitment and interview of Chief Officers and recommend a final selection to the Authority

Sustainable Development Committee (inc Grants Advisory Panel)

Number of Members/Composition	<p>This committee oversees the allocation of funds under the Sustainable Development Fund (funded by the Government Government). The NPA appoints one member to chair it. The Panel comprises up to 21 external members from local communities and organisations.</p> <p>Up to 6 members (4 Local Authority and 2 Government appointed members) of the Authority including the Chair of the Grants Advisory Panel.</p>
Frequency of Meetings	Approximately every two months
Location of Meetings	Plas y Ffynnon – Main Conference Room
Terms of Reference	To promote sustainable development and the aims of the Authority by the award of grants from the Sustainable Development Fund.
Delegated decision making powers	<p>To award grants from the Sustainable Development Fund to individuals and organisations up to a maximum of £30,000 per organisation per annum. Anything above this goes to NPA for decision</p> <p>To make regular reports to the National Park Authority on progress and issues relating to the Sustainable Development Fund.</p>
Training/Requirements of membership	Internal training given

2. Advisory and Working Groups (item 9 on AGM agenda)

Policy Forum

Number of Members/Composition	All members of the Authority
Frequency of Meetings	Every 8 weeks
Location of Meetings	Plas y Ffynnon
Terms of Reference	<p>Key role:</p> <p>1) To provide opportunity to debate the impact of environmental, cultural, economic and social policy and legislative changes on the Authority's future business and work</p>

	<p>with the Chief Executive and Management Team to make any recommendations to the Authority;</p> <p>2) To review, refresh and revise policies, taking account of evidence and outcomes on the ground and input from the four key work area working groups;</p> <p>3) To provide guidance and feedback to officers for the creation of the National Park Management Plan, Local Development Plan, State of the Park Report and other key strategy documents to be recommended to the Authority;</p>
Delegated decision making powers	No – acts as a discussion forum will formulate recommendations to the Authority
Training/Requirements of membership	All member skills will be utilised on this Forum

Meithrin Mynydd Advisory Group

Number of Members/Composition	Three members: Carmarthenshire appointed members and the relevant Champion. Chaired by a member of the Authority. Representatives of the commoners associations in the west of the Park
Frequency of Meetings	Twice a year, in May and November
Location of Meetings	Craig-y-nos Country Park (7.30pm)
Terms of Reference	The group was set up initially to oversee the EU funded Meithrin Mynydd project, but was continued as a useful way of communicating with the commoners associations in the west of the Park and providing a forum for discussion and recommendations to the National Park Authority.
Delegated decision making powers	No – acts as a forum but could lead to recommendations to the Authority
Training/Requirements of membership	An understanding of rural and cultural issues in the west of the Park. No specific training given.

Governance and Member Development Working Group (includes Communications)

Number of Members/Composition	6 members – Local Authority and 2 Welsh Government appointed members (plus officers: CEO or representative, Democratic Services Manager, ICT Manager, other officers as appropriate)
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Frequency of Meetings	Quarterly or as needed to progress the work programme or respond to a request from the NPA
Location of Meetings	Plas y Ffynnon
Terms of Reference	Review regulatory documents, track best practice in governance, review committee accountability, operational governance through technology, funding opportunities, webcasting and social media, member support and development issues, training needs analysis
Delegated decision making powers	To make recommendations to the Authority
Training/Requirements of membership	An interest in governance best practice, member development and communications

Affordable Housing Working Group

Number of Members/Composition	6 members (2 Powys, 1 Monmouthshire, 1 Carmarthenshire and 2 Welsh Government appointed)
Frequency of Meetings	Quarterly or as needed
Location of Meetings	Plas y Ffynnon
Terms of Reference	Implementation of current Park policy on affordable housing, delivery issues and future policy direction
Delegated decision making powers	To make recommendations to the Authority
Training/Requirements of membership	An interest in and knowledge of affordable housing

Member Champions (Item 11 on the agenda)

Role descriptions are on the AGM agenda to approve amendments.

5. Appointment of Members to outside bodies (Item 12 on the AGM Agenda)

Note: All members representing the National Park Authority on external organisations are required to report back via a pro forma, which is reported to members via Modern.gov and at the next available Authority meeting.

- **National Parks UK** comprises the Chairs and Chief Executives of all the UK National Park Authorities. It is currently working towards a different model of meeting and decision making.
- **National Parks Wales:** comprises the Chairs, Deputy Chairs and Chief Executives of the three Welsh National Park Authorities. It meets up to 6 times per annum – often at scheduled events as above. NPW also runs an annual workshop for all members of the Welsh NPAs, hosted in turn by each Park, usually in October/November. The chair and secretariat rotate between the three Parks every two years (currently Pembrokeshire

Coast). Meetings sometimes involve overnight stays of one or more nights but there is an increasing use of video and telephone conferencing.

a) Welsh Local Government Association Council (1 member): Each Welsh National Park Authority is allowed one representative on the WLGA Council. The Council meets quarterly, in locations throughout Wales. The NPAs usually (although not always) appoint a Local Authority member to the Council. The three Parks are represented on the WLGA Co-ordinating Committee by whichever Park holds the secretariat (currently Pembrokeshire Coast).

b) Member Sponsor for Research Programme (1 member): Works with officers on current research projects carried out in partnership with South Wales universities. Useful to have someone who is familiar with academic research and universities.

c) Regional Strategic Planning Groups:

- South East (1 member)
- South West (1 member)

These were set up a number of years ago to bring together representatives of local authorities throughout Wales – to discuss major strategic planning issues. They meet infrequently and need a member who has a good background in and understanding of planning issues.

d) Regional Technical Statement Member Forum: This forum includes an officer group – the Regional Aggregates Working Party, into which this Authority has had an input following its concern at the Government's request for it to include sand and gravel sites within its Local Development Plan. There is member input required.

e) Alliance for National Parks Cymru: Formed by the three National Park Societies in Wales, to represent the views of the voluntary sector in Wales about changes which may affect the position of National Parks. Responds to Welsh Government legislation and policy proposals which could affect the future of National Parks. We have observer status on this body and the role is usually carried out by the Chair of the Authority.

f) Brecknock Access Group: There is a link through planning and community work but despite contacting the group they have not responded about future member involvement.

g) Blaenavon World Heritage Site Partnership Board: The Authority is a member of both partnerships and makes a small financial contribution each year. Meetings are not very frequent, and usually held in Blaenavon. Last year members opted to appoint one member to this forum – and it is usually the representative from Torfaen.

h) Monmouthshire and Brecon Canal Trust: Meetings held several times a year.

i) Wales National Park representative on Dwr Cymru Welsh Water Independent Environmental Advisory Panel (IAEP): Currently very relevant due to the Mega-Catchment Project. Meets several times a year, usually in Cardiff.

- j) Biodiversity Information Service: The member appointed becomes a Director of the Biodiversity Information Service for Powys and the Brecon Beacons National Park Limited, therefore continuity is recommended. Board meeting occur circa 3-4 times per year. The Board represents the interests of the limited company, with each Board member required to fill the appropriate documentation for Companies House. BIS was the first of now four local biological record centres to be established in Wales, which are funded through service level agreements with local stakeholder organisations and which also raise revenue through commercial data supply contracts. BIS manages and supplies biological data on behalf of conservation organisations and naturalists in support of the Wales Biodiversity Action Plan and the Powys and Brecon Beacons National Park local biodiversity action plans.