

# RHYBUDD O GYFARFOD / NOTICE OF MEETING



*Awdurdod Parc Cenedlaethol Eryri*

*Emyr Williams  
Prif Weithredwr  
Awdurdod Parc Cenedlaethol Eryri  
Penrhyndeudraeth  
Gwynedd LL48 6LF  
Ffôn/Phone (01766) 770274  
E.bost/E.mail : [parc@eryri.llyw.cymru](mailto:parc@eryri.llyw.cymru)*

*Snowdonia National Park Authority*

*Emyr Williams  
Chief Executive  
Snowdonia National Park Authority  
Penrhyndeudraeth  
Gwynedd LL48 6LF  
Ffacs/Fax (01766)771211  
Gwefan/Website: [www.eryri.llyw.cymru](http://www.eryri.llyw.cymru)*

## **Cyfarfod:** *Pwyllgor Perfformiad ac Adnoddau*

**Dyddiad:** *Dydd Mercher 14 Gorffennaf 2021*

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

**Amser:** *10.00 a.m.*

***Anfonir cyfarwyddiadau ymuno at yr Aelodau ar wahân***

## **Meeting:** *Performance & Resources Committee*

**Date:** *Wednesday 14 July 2021*

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

**Time:** *10.00 a.m.*

***Joining instructions will be sent to Members separately***

***Aelodau wedi'u penodi gan Gyngor Gwynedd***

***Members appointed by Gwynedd Council***

*Y Cynghorwyr / Councillors :*

*Elwyn Edwards, Alwyn Gruffydd, Annwen Hughes,*

*Judith Mary Humphreys, Edgar Wyn Owen,*

*Elfed Powell Roberts, John Pughe Roberts, Gethin Glyn Williams;*

***Aelodau wedi'u penodi gan Gyngor Bwrdeistref Sirol Conwy***

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

*Y Cynghorwyr / Councillors :*

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

***Aelodau wedi'u penodi gan Llywodraeth Cymru***

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

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

*Mr. Tim Jones, Mr Owain Wyn.*

# A G E N D A

- 1.\* **Chairman**  
To elect a Chairman of the Committee.
- 2.\* **Vice-Chairman**  
To elect a Vice-Chairman of the Committee.
3. **Apologies**  
To receive any apologies from Members.
4. **Declaration of Interest**  
To receive any disclosure of interest by members or officers in respect of any item of business.
5. **Minutes**  
The Chairman shall propose that the minutes of the Performance and Resources Committee held on the 24<sup>th</sup> March 2021 be signed as a true record. (Copy herewith)
6. **Action Log**  
To submit the Action Log for information and decision. (Copy herewith)
7. **Draft Statement of Accounts 2020/21**  
To submit a report by the Chief Finance Officer, for information. (Copy later)
8. **External Grant Funding Update**  
To submit a report by the Chief Executive. (Copy herewith)
9. **Scrutiny Panel - Snowdonia Carbon Account**  
To submit a report by the Director of Planning and Land Management. (Copy herewith)
10. **The Authority's Risk Profile**  
To submit a report by the Director of Corporate Services. (Copy herewith)
11. **Corporate Work Programme 2020/21**  
To submit a report by the Director of Corporate Services. (Copy herewith)
12. **Performance Indicators 2020/21 – Final Results**  
To submit a report by the Director of Corporate Services. (Copy herewith)
13. **Complaints Monitoring Report**  
To submit a report by the Head of Administration and Customer Care. (Copy herewith)
14. **Staff Absences 2020/21**  
To submit a report by the Head of Personnel. (Copy herewith)
15. **Europarc Conference 2021**  
To submit a report by the Chief Executive. (Copy herewith)

16. **Minutes of the Plas Tan y Bwlch Management Board**  
To submit minutes of the meetings of the Plas Tan y Bwlch Management Board held on 24<sup>th</sup> March and 9<sup>th</sup> June 2021. (Copies herewith)
17. **Head of Internal Audit Annual Report 2020/21**  
To submit a report by the Head of Internal Audit. (Copy herewith)
18. **Head of Internal Audit Annual Report**  
**Schedule 12A Local Government Act 1972: Exemption from disclosure of documents**  
To submit a report by the Director of Corporate Services. (Copy herewith)

## **PART II**

19. **Head of Internal Audit Annual Report 2020/21**  
To submit a report by the Head of Internal Audit. (Copy herewith)

\* Your attention is drawn to standing order 5.8, which states "No Member shall serve as Chairman or Vice-Chairman of more than one Committee".

**PERFORMANCE AND RESOURCES COMMITTEE  
WEDNESDAY 24<sup>th</sup> MARCH 2021**

Councillor Alwyn Gruffydd (Gwynedd) (Chairman)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Freya Bentham, Elwyn Edwards, Annwen Hughes, Edgar Wyn Owen, Elfed Powell Roberts, John Pughe Roberts, Gethin Glyn Williams;

**Members appointed by Conwy County Borough Council**

Councillor Phil Capper, Wyn Ellis Jones, Ifor Glyn Lloyd;

**Members appointed by the Welsh Government**

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

**Officers**

Mr. E. Williams, Mr. G.I. Jones, Mr. J. Cawley, Mr. E. Roberts, Ms. B. Hughes, Mrs. J. Worrall, Mr. E. Jones, Mrs. A. Gruffydd, Mrs. Helen Pye, Mrs. A. Gaffey;

**Apologies**

Councillor Judith Humphreys; Mr. Owain Wyn.

**1. Chairman's Announcements**

- (1) The Chairman advised that the meeting was subject to the new Covid-19 Regulations on how the Authority conducts its business, and that:-
- a Notice of the Meeting had been published and the Agenda and reports were available on the Authority's website.
  - the meeting was not open to the public.
  - the meeting was being recorded to assist in verifying the minutes, but may be made available online at a later date.
- (2) Members and officers observed a minute's silence in remembrance of those who had lost their lives or been affected by the coronavirus pandemic.

**2. Declaration of Interest**

Mr. Emyr Williams, Mr. G. Iwan Jones and Mr. Jonathan Cawley declared an interest in item 13 on the Agenda and left the meeting while the matter was being discussed.

**3. Minutes**

The minutes of the Performance and Resources Committee held on 18<sup>th</sup> November 2020 were accepted and the Chairman signed them as a true record.

**Matters for information arising from the Minutes**

Item 11 – Strategic Scrutiny Update

In response to a question, the Chief Executive stated that the work of the Governance Task and Finish Group was included in the 2021/22 work programme. He informed Members that Audit Wales would be reporting on the governance framework to the Authority's meeting on the 28<sup>th</sup> April 2021. Arising thereon, the Director of Corporate Services stated that Welsh Government were currently preparing a handbook, which would also provide further guidance for the group.

4. **Action Log**

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

Arising thereon:-

Performance and Resources Meeting 24.07.19

Action Item 13 – Corporate Work Programme 2018/19

This action was now complete and could be removed from the Action Log.

Performance and Resources Meeting 20.11.19

Action Item 6 – Welsh Government End of Year Funding Pressures

This action was now complete and could be removed from the Action Log.

**RESOLVED to note the Action Log and remove the actions as outlined.**

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

Submitted – The minutes of the Plas Tan y Bwlch Management Board meeting held on 3<sup>rd</sup> February 2021, for information.

The Chairman of the Plas Tan y Bwlch Management Board presented the minutes which Members considered in detail.

Arising thereon, a Member welcomed the Board's decision to recognise that National Park purposes should be factored into the business model in the medium term.

In response to a question, the Director of Corporate Services confirmed that once Covid regulations allowed, Plas Tan y Bwlch would re-open, with 21 rooms being made available for bed and breakfast guests.

**RESOLVED to note the minutes.**

6. **Well-being Statement and Well-being Objectives 2021-26**

Submitted – A report by the Chief Executive for Members to receive, discuss and formally adopt the draft well-being Statement and draft well-being Objectives as the Authority's Well-being Statement and Well-being Objectives for the period 2021 to 2026.

Reported - The Chief Executive presented the report and background and apologised that following the Members' Working Group meeting on 3<sup>rd</sup> March 2021 officers had been asked to amend the year of the Local Government Measure to 2009. This would now be corrected in para. 2.3 of the report. The Chief Executive confirmed that Audit Wales were satisfied with the way the information was being presented and had highlighted the importance for the Authority to keep in contact with its partners and the public during the 5-year period of the plan, and not to be fearful of making changes if it was felt necessary.

**RESOLVED to approve the draft Well-being Statement and draft Well-being Objectives as the Authority's Well-being Statement and Well-being Objectives for the period 2021 to 2026.**

## 7. **2020/21 Budget Update**

Submitted – A report by the Head of Finance to inform members of significant variations within the current financial year's budget and provide Members with updates on progress against the revenue and capital budgets. The Head of Finance apologised that the report was presented late and not included within the Agenda and papers.

Reported – The Head of Finance presented the report, which summarised the revised revenue and capital budgets for the first eleven months of 2020/21 and provided a projection of the Authority's position at the financial year-end.

Members welcomed the report and discussed the following in detail:-

- Legal – Members were provided with the latest information on the Hillside case, which currently remains unresolved.
- Cultural Heritage – Members discussed the increase in funds for the “buildings at risk” budget and the Director of Planning and Land Management confirmed that once commitments relating to the three properties in this current year were met, there would be no further direct commitments for buildings on the “at risk” register. He advised that future funding would be incorporated within the general “cultural heritage” budget.
- Conservation, Trees and Agriculture – the Director of Planning and Land Management agreed to forward details of the £38,000 estimated overspend to Mr. Tim Jones. He confirmed there was no specific funding to address ash dieback, and that the Authority's priority was to ensure public safety. The Chief Executive stated that the Property Section was currently undertaking an assessment of the Authority's liabilities and once this was complete, the Authority would need to decide whether to commit funds over several years, or to use available capital funding if it appeared to be a large commitment.
- the Director of Planning and Land Management confirmed that funds were in place to employ a landscape architect in the near future.

### **RESOLVED**

1. **to note the report.**
2. **to approve the intended actions including the use of part of the specific risks reserve (estimated at £155,200, which will be revised in the outturn report) as outlined in paragraph 4.2.**

## 8. **Performance Indicators 202-21: 3<sup>rd</sup> Quarter Results**

Submitted – A report by the Director of Corporate Services to present the results for the third quarter of the year. He further advised that where the work had been completed, quarter four updates were also included.

Reported – The Director of Corporate Services presented the report and advised upon the background. Members and Officers made the following observations:-

Our Communities (1ch) – The Chief Executive provided an update on the implementation of the Snowdon Transport and Parking Review and advised that focus work with the communities was now complete. Work was continuing on establishing a pre-booking parking system, and improvements to the structure of the Sherpa bus service, with additional funding secured from Welsh Government to address the challenges. In addition, Welsh Government legal officers were currently looking at

traffic orders to address the problem of campervans etc., the outcome of which was expected in the next few weeks.

Balancing our Resources and Efforts (5b) – Members were advised that a number of staff appraisals had been carried out remotely through Microsoft Teams. However, this was not practicable for all staff, and some appraisals had been deferred until September.

Balancing our Resources and Efforts (5d) – Members discussed new Member Induction in general and were advised that this was an issue raised by Wales Audit and would be included as part of the remit of the newly established Governance Task and Finish Group.

**RESOLVED to note the report.**

9. **Corporate Work Programme 2020/21**

Submitted – A progress report by the Director of Corporate Services for the third quarter of the financial year. He further advised that where the work had been completed, quarter four updates were also included.

Reported – The Director of Corporate Services presented the report and third quarter updates. Members and officers discussed some of the trends shown in red in more detail.

- Members felt that the implementation of the Youth Manifesto should be accelerated. The Director of Corporate Services confirmed that a job description had been prepared, which was awaiting evaluation, and he hoped that an appointment would be made shortly. It was agreed that officers would provide an update report to a Members' Working Group in approximately 6 months' time.
- a Member thanked the Chief Executive and the Chairman for organising the virtual all staff meeting which had included a session with an external specialist to raise staff awareness on how to take care of their mental health.

**RESOLVED to note the report.**

10. **Visitor Centres Business Plan 2021-2025**

Submitted – A report by the Sustainable Tourism Manager outlining the business plan for the National Park Visitor Centres over the next 4 years. The report included recommendations on the restructuring of the centres' budget to better reflect the costs of the service.

Reported – The Sustainable Tourism Manager presented the report and provided further details on the structure of the annual budget and the projected TIC totals.

Members considered the report and discussed the following:-

- there was an expected increase in visitors for 2021.
- figures for 2020 had indicated a new type of visitor to Betws y Coed, which had resulted in a negative effect, and a 30% reduction in income, which has been reflected in the projected income figures going forward. In contrast, Aberdyfi had the highest income figures ever recorded for September 2020 and Beddgelert was also very busy.

- in response to a question, the Sustainable Tourism Manager confirmed there was no defined policy on the type of goods to sell. The Centres sell as many locally produced items as possible, usually bought within a 40-mile radius of the National Park boundary. Products which were not available within the 40-mile radius were sourced firstly from other areas within Wales, followed by the UK and then fair trade/sustainable products from overseas. The Member felt it would be useful to adopt a policy for the future which would reflect commercial reality alongside the ethos of the National Park.
- proposed improvements to Betws y Coed Visitor Centre were discussed. Landscape architects had been engaged to consider how the centre could be made more visible without over-use of signage. A Welsh Government grant had been secured as part of the 2021/22 work programme and the Property Manager advised that the building would be made more sustainable by replacing the windows and improving insulation. The Property Manager stated that although solar panels were not appropriate on this sensitive building, other options were being considered.
- with regard to staffing levels at the Aberdyfi Centre, the Sustainable Tourism Manager stated that a store tally system had recently been purchased which could be rolled out to all the Centres if it proved to be successful. The Sustainable Tourism Manager confirmed that some of the Centres already sell Authority produced goods wholesale to local businesses and agreed to discuss the matter further with Councillor John Pughe Roberts.

## **RESOLVED**

- 1. to approve the increase/decrease in staffing levels at Beddgelert and Betws y Coed for 2021 – 22.**
  - 2. that 25% of the Sustainable Tourism Manager’s salary and on-costs be moved to C20 – Engagement Cost centre.**
  - 3. that 20% of the Centres Administration Assistant salary and on-costs be moved to F22 – Admin. cost centre.**
  - 4. a separate cost centre to be set up and managed by the Property Manager, to budget Building Maintenance costs for the tenanted units. The costs associated with the centres buildings themselves to be transferred via virements to this cost centre as and when works are carried out. This cost centre to be funded by 75% of the rent received from the unit occupiers at the centre’s buildings.**
  - 5. although major building maintenance works on the units is recommended to come from a separate newly created budget managed by the Property Manager, the centres should retain the income from recharges as a reimbursement for costs incurred.**
  - 6. the centres retain 25% of the rental income to reflect the fact that onsite supervisors spend time and resources acting as day-to-day contacts between SNPA and the tenants and should be remunerated accordingly.**
11. **Adoption of the Property Disposal Policy and Property Acquisition Policy**  
Submitted – A report by the Head of Property Services recommending adoption of the revised Disposal Policy and the final version of the new Acquisition Policy.

Reported – The Head of Property Services presented the report and advised that the policies outlined the main topics for high level consideration and did not include any of the minor details.



**RESOLVED**

1. to adopt the revised Property Disposal Policy, as set out in Appendix 1 of the report.
2. to adopt the Property Acquisition Policy as set out in Appendix 2 of the report.

12. **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 risk profile and outlined the 3 main changes to the register.

Arising thereon,

Risk Ref. 9 Aspects of financial risk associated with LIFE Celtic Rainforest Project

The Chief Executive confirmed that the LIFE project's expenditure was in euros and that the Authority had benefitted from a favourable exchange rate. The Management Group had also decided to employ another project officer to reduce the risk of failing to meet its target. The Chief Executive advised that he would refer this specific risk to the Management Group to decide if it was reasonable to reduce the risk from high to medium, and would report back to Members in due course.

Risk Ref. 17- Securing long term future of Plas Tan y Bwlch

Officers would include under Risk Ref. 17, that Plas Tan y Bwlch, as it becomes more commercial, should ensure it operates within National Park purposes.

**RESOLVED to note the report and amend the Risk Register as outlined.**

13. **Pay Policy Statement 2021/22 and Pay Policy Annual Report for 2020/21**

Submitted – A report by the Head of Personnel for Members to approve the Pay Policy Statement for 2021/22 and receive the Pay Policy Report for 2020/21.

Reported – The Head of Personnel presented the report and background and apologised to Members that Appendix 1, which is normally presented with the report and provides standard information, had been omitted.

Arising thereon, and in response to a question from a Member, the Head of Personnel agreed to ascertain the salary levels of the Chief Executive and Directors' of the other two Welsh National Parks and assess how they compare with Snowdonia. Members noted that the Brecon Beacons National Park Authority were currently in the process of appointing a Chief Executive which would be a good indicator of market value.

**RESOLVED**

1. to approve the Pay Policy Statement for 2021/22.
2. to approve the Pay Policy Annual Report for 2020/21.

14. **Freedom of Information**

Submitted – A report by the Head of Administration and Customer Care on information requests received by the Authority under the Freedom of Information Act 2000.

Reported – The Head of Administration and Customer Care presented the report, for information.

**RESOLVED to note the report.**

**The meeting ended at 11.45**



## TAFLEN WEITHREDU – ACTION SHEET

### PERFORMANCE AND RESOURCES COMMITTEE – 20.11.2019

ITEM NO. AND TITLE	DECISIONS / OBSERVATIONS	ACTIONS	RESPONSIBLE OFFICER	UPDATE or COMPLETION DATE	REMOVE FROM ACTION LOG
8. Corporate Work Programme 2019-20	<b>RESOLVED to await a report by the Head of Engagement on the Authority's Volunteering Strategy.</b>	Head of Engagement to present the report.	HP	<p>Draft Volunteering Strategy to be presented to the Management Team in November and to members in due course.</p> <p><u>Update</u> The Draft Volunteering Strategy 2021-2026 was presented to the Authority for formal adoption on 9<sup>th</sup> June 2021.</p> <p style="text-align: right;"><b>COMPLETED</b></p>	<b>YES</b>

<b>MEETING:</b>	Performance and Resources
<b>DATE:</b>	14 <sup>th</sup> July, 2021
<b>TITLE:</b>	<b>EXTERNAL GRANT FUNDING UPDATE REPORT</b>
<b>AUTHOR:</b>	Chief Executive
<b>PURPOSE:</b>	To provide an update on the projects supported by the Authority

## 1. BACKGROUND:

- 1.1 At the Performance & Resource Committee of November 2020 a comprehensive report was presented outlining how the Authority has utilised external grant funding in recent years. This report provides an update on the projects supported by the Authority.
- 1.2 Audit Wales highlighted the pressures that supporting delivery through grant sources places on an organisation. Measures are being put in place to address some of the matters identified. The adopted project tool kit is being utilised by officers to assess the impact of any project on the Authority.
- 1.3 My report to the Members Working group of March 2021 also gave an update on aspects of projects that the Authority manage.
- 1.4 Since the last report some of the listed projects have been completed and new projects considered.

## 2. COMPLETED PROJECTS:

- 2.1 The three Sustainable Management Schemes have been completed (Uwch Gwyrfai, Afon Eden and Peatlands), members received a detailed presentation on two of these projects in their Member Development Day in March 2021. Before the final payment, Welsh Government will conduct an audit of the projects.
- 2.2 The three National Grid Landscape Enhancement Initiative (LEI) projects have been or are near completion. This initiative is a rolling programme and a fourth project is awaiting a start date.
- 2.3 The TAIS Nant Peris and Ogwen projects have been completed.

### 3. CURRENT PROJECTS:

PROJECT	ANTICIPATED END DATE	APPROX VALUE (£)
Carneddau (NLHF)	December 2025	4,170,776
Celtic Rainforest (LIFE)	July 2025	7,604,648
Dolgellau Townscape Heritage (NLHF)	December 2022	1,498,718
North Wales Dark Skies Partnership	January 2022	227,000
Enabling Natural Resources and Well Being (ENRaW) WG, (3 year project) Years 1+2	March 2022	74,000
Snowdonia Local Nature Partnership (SLNP) (3 year project) £21k + £2 x £30k grants in Year 2	March 2022	-
SMS Dinas Mawddwy (new project)	March 2023	<b>550,000</b>
National Grid LEI Carneddau Connectivity (new project part of rolling programme)	2025	<b>200,000</b>
<b>TOTAL</b>		<b>14,325,142</b>

3.1 An update on the above projects is provided in Appendix 1.

3.2 Please note that the Authority has assisted the Tir Ifan SMS project (completion date December 2021) as their officer has left and the project must be formally closed down. The Authority has agreed to utilise existing staff for this purpose, there will be no other liabilities on the Authority.

#### 3.3 **Sustainable Landscapes Sustainable Places (SLSP) Welsh Government capital funding:**

The programme of capital projects approved for 2020/21 (£1,541,600) have been completed. The budget for each National Park for 2021/22 is £900,000 inclusive of a delivery cost (10%). Total budget is £4.24million for all the protected landscapes of Wales. For 2021/22 a budget of £425,000 was reserved from the allocation towards collaborative projects across the landscapes.

3.4 The strategic themes for the 2021/22 SLSP grant are:

- Decarbonisation, (D)
- Nature-based solutions and nature recovery, (NBR)
- Sustainable Tourism, (ST)
- Supporting communities to respond to COVID and promote a Green Recovery (CGR)

### 3.5 Welsh Government SLSP Approved Projects for 2021-22:

SNPA Lead Officer	Project + WG conditions (if applicable)	Focus	Funding £
ETJ (Ho Property)	<b>Electric Vehicle Charging Units</b>	D. ST	<b>23k</b>
ETJ (HoP)	<b>Improving heat efficiency &amp; internal insulation</b>	D.	<b>121k</b>
ETJ (HoP)	<b>Visitor Infrastructure</b>	ST	<b>82.5k</b>
AD (Ho Warden Services)	<b>Capel Curig Community Connection to Trefriw &amp; Llanrwst</b>	ST	<b>132k</b>
JJ (Interim Ho Planning)	<b>Conservation Areas Fit for the 21st Century</b>	D. NBR. ST. CGR	<b>66k</b>
HP (Ho Engagement)	<b>Eryri Community Fund</b> <b>Conditions:</b> SNPA to provide evidence of eligibility criteria to ensure community bodies were main recipients of scheme	D. T. CGR	<b>220k</b>
NR (Ho IT)	<b>Upgrade Network Infrastructure</b>	D. CGR.	<b>96k</b>
RhO (Ho Coservation, Woods & Agri.)	<b>Trees and Ancient Woodlands (AWS)</b>	NBR. D.	<b>110k</b>
AD (HoWS)	<b>Feasibility Study</b>	ST.	<b>16k</b>
AD (HoWS)	<b>Cycle Track Feasibility Study</b>	ST.	<b>33k</b>
			<b>900,000</b>
<b>D. Decarbonisation ST. Tourism</b>	<b>ST. Sustainable Tourism NBR Nature Based Recovery</b>	<b>CGR. Responding to Covid and Green Recovery</b>	

#### 4. FUTURE PROJECTS:

4.1 Members in the Performance and Resource committee of November 2020 and again in the Working Group of March 2021 gave a strategic steer as to which themes/projects should be develop if funding opportunities arise. List of priority areas is identified in Appendix 2.

#### 5. RECOMMENDATIONS:

5.1 To note that 3 SMS projects have been completed.

5.2 To note that the Dinas Mawddwy SMS project has been approved and has commenced.

5.3 To note the assistance has been provide to a farmer led group on closure of Tir Ifan SMS project.

- 5.4 To note that the three National Grid Landscape Enhancement Initiative (LEI) projects have been completed.**
- 5.5 To note that the 2020/21 SLSP projects have been completed.**
- 5.6 To note the approved 2021/22 SLSP projects and collaborative projects.**
- 5.7 To note progress on live projects (Appendix 1).**
- 5.8 To note priority areas for future bids (Appendix 2).**

JO/APCE-SNPA Projects P&R July 2021  
CoveringReport

## OVERVIEW OF SNPA PROJECTS November 2020 - July 2021

## APPENDIX 1.

## 1. COMPLETED PROJECTS

WELSH GOVERNMENT SUSTAINABLE MANAGEMENT SCHEME (SMS) (100% funded) 3 projects - TOTAL funding = **£2,158,410**

\*Members received output/update reports on both the projects during recent Member Development Day presentations

\*AFON EDEN CATCHMENT - Project completed March 2021 Targets/Outputs Achieved

\*UWCH GWYRFAI COMMON AND COMMUNITY LINKS PROJECT - Project completed March 2021 Targets/Outputs Achieved

PEATLANDS - Project completed March 2021 Targets/Outputs Achieved (See below)

PROJECT and Project Details	START / END DATE FUNDING	SUMMARY OF TARGETS/OUTPUTS	ACHIEVEMENTS AGAINST TARGETS/ OUTPUTS
<p><b>PEATLANDS</b></p> <p>The project will help deliver the 2020 Ministerial target to bring peatlands into sustainable management.</p>	<p>Feb. 2018 ↓ March 2020</p> <p>non-funded extension granted</p> <p><b>£924,956</b></p> <p>Partnership project</p>	<p><b>Output 1</b> – Prioritisation Tool to map peatland restoration activity and peatland condition to better identify priority areas for restoration.</p> <p><b>Output 2</b> – Report on learnings from Payment for Ecosystem Services (PES) mechanisms to support peatland management.</p> <p><b>Output 3</b> – Peatland restoration on ‘difficult-to-do’ sites, including lowland and upland peatlands, peat erosion, drainage, and heavily modified peatlands.</p> <p><b>Output 4</b> – Delivery of 10 validated Peatland Code projects</p> <p><b>Output 5</b> – Preparation of funding / co-funding briefs</p>	<p><b>Output 1</b> – largely handed over to National Peat Action Programme project, but data collected and sent in.</p> <p><b>Output 2</b> – Reported on 10 case studies with one in-depth study.</p> <p><b>Output 3</b> – Restored 661ha of peatlands: 189ha afforested, 51ha lowland &amp; 610ha upland.</p> <p><b>Output 4</b> – 5 sites validated / near validation. Also investigated the barriers to the Peatland Code in Wales.</p> <p><b>Output 5</b> – One unsuccessful bid for SMS project on afforested peat. Contributed to other project bids: SMS Dinas Mawddwy, NERC grant for Welsh Peatland Observatory Network.</p>



		<p><b>Output 6</b> – Delivery of an engagement plan for securing private sector investment in peatland restoration in Wales.</p> <p><b>Output 7</b> – Development of training and delivery of a standards charter for peatland restoration in Wales</p> <p><b>Output 8</b> – Public engagement and education.</p> <p><b>Output 9</b> – Development of a comprehensive monitoring and evaluation programme.</p> <p><b>Output 10</b> – Building research capacity to ensure that the sustainable management of Welsh peatlands is underpinned by a robust evidence base.</p>	<p><b>Output 6</b> – Created briefing documents for carbon buyers and landowners and worked directly with the IUCN to develop the Peatland Code.</p> <p><b>Output 7</b> – Created a LANTRA-approved peatland practitioner training course, which was unable to run due to Covid.</p> <p><b>Output 8</b> – Ran several public engagement and school / university events throughout.</p> <p><b>Output 9</b> – Created 2 peatland monitoring protocols and an algorithm for using satellite data for assessing peatland condition.</p> <p><b>Output 10</b> – Multiple collaborations, contributions, workshops and student projects to identify research gaps and build peatland research evidence across Wales.</p>
--	--	--	---

VISIT WALES TOURISM AMENITY INVESTEMENT SUPPORT PROJECTS (TAIS) 2 Projects TOTAL Funding = £186,681				
TAIS NANT PERIS - Project completed June 2021 Targets/Outputs Achieved				
PROJECT	START END DATE	TOTAL FUNDING	<u>SUMMARY</u> OF TARGETS/OUTPUTS	ACHIEVEMENT AGAINST TARGETS/OUTPUTS
<p><b>TAIS NANT PERIS</b></p> <p>Deliver key elements of the Snowdon Partnership Plan by upgrading and modernising essential visitor infrastructure at the main park-and-ride car park for accessing Snowdon</p>	<p>November 2018 ↓ December 2020 ↓ Extension granted June 2021</p>	<p><b>£87,100</b></p> <p>£69,650 Visit Wales £17,450 SNPA and partners</p>	<ul style="list-style-type: none"> <li>➤ Improved existing toilet facilities.</li> <li>➤ Installation of a new solar bus shelter at the Nant Peris Sherpa bus stop, featuring a solar panelled roof.</li> <li>➤ Bench with a solar powered mobile phone charging point within the bus shelter provided</li> <li>➤ 2 trickle charger car charging points at the car park (superfast charging isn't an option at this location) provided</li> </ul>	<p><b>All completed</b></p>

TAIS OGWEN - - Project completed March 2021 Targets/Outputs Achieved				
PROJECT	START END DATE	TOTAL FUNDING	SUMMARY OF TARGETS/OUTPUTS	ACHIEVEMENT AGAINST TARGETS/OUTPUTS
<p><b>TAIS OGWEN</b>                      Improve the experience of visitors to Cwm Idwal by bringing features of the upland landscape to life for all visitors to the Centre, including those who cannot experience the mountain environment for themselves</p>	2018 ↓ June 2020  Visit Wales has given blanket extensions to all projects	<p><b>£99,581</b></p> £82,664 VW £16,916 SNPA and partners	<ul style="list-style-type: none"> <li>➤ External signage around the Centre interpreting the NNR and providing general information.</li> <li>➤ Providing additional seating, including 5 accessible picnic tables, 5 benches outside and 5 within Centre.</li> <li>➤ Providing a viewpoint of other peaks in the Carneddau to improve understanding of the landscape and enhancing the sense of place.</li> <li>➤ Installing new interpretation within the Centre.</li> <li>➤ Developing a new information guide to enable visitors to better prepare themselves for their day at Cwm Idwal.</li> <li>➤ Upgrading current weather loggers</li> <li>➤ Providing 2 trickle charger car charging points at the Centre's car park (superfast charging not an option).</li> <li>➤ Providing a bicycle charging point as part of the electric bicycle network, facilitating access to Lon Las Ogwen National Cycle Network and links with the public transport network</li> </ul>	<p><b>All completed</b></p> <p><b>CENTRE RE-OPENED</b>                      Tactile elements of interpretation room will remain in storage until risk of Covid is reduced</p>
NATIONAL GRID LANDSCAPE ENHANCEMENT INITIATIVE - Rolling Project.				
<p><b>NATIONAL GRID (LEI)</b>                      1. Maentwrog West                      2. Maentwrog East                      3. Eryri Traditional Boundaries</p>	3 years from start of project	<p><b>£598,529.00</b></p> 75% NG funded 25% SNPA + partners	<p><b>Project 1 and 2</b> based on improving the conservation value of Maentwrog Valley are split into three categories: Ancient Woodland, Connectivity and Invasive Species control.</p> <p><b>Project 3</b>, Traditional Boundaries based on improving the connectivity, biodiversity and historic landscape, predominantly across the Carneddau and Rhyd Uchaf areas of the Park.</p> <p>All three projects have to be within 3km of the National Grid Power line infrastructure, as per grant requirements.</p>	<p><b>Project 1 &amp; 2 are being drawn to a close during 2021.</b></p> <p><b>Project 3 was completed 2020.</b></p>

## 2. ON-GOING PROJECTS

PROJECT Details	START / END DATE & FUNDING	(MAIN) POTENTIAL RISKS (with MITIGATING ACTIONS IDENTIFIED and in place) Unless noted otherwise below	<u>SUMMARY</u> OF TARGETS/ OUTPUTS	ACHIEVEMENTS AGAINST TARGETS/OUTPUTS
<p><b>CARNEDDAU LANDSCAPE PARTNERSHIP</b></p> <p>Helping conserve the threatened heritage of the Carneddau</p> <p>See also the Carneddau Landscape Partnership Scheme Update Report January – March 2021 Appendix 1.1</p>	<p>January 2020 ↓ 30.09.2024 ↓ A 15 month extension has been approved by Heritage Fund to December 2025</p> <p><b>£4,170,776</b></p> <p>SNPA lead with partners</p>	<p>❖ <b>Impact of Covid-19:</b> The project timetable is under constant review Officers are working to deliver projects against the original timetable, as is possible and very good progress is being made. Inevitably, Covid-19 is having a continuing impact on the Partnership’s ability to deliver some projects.</p> <p>❖ <b>Match funding pull-back with consequent funding gap</b> The Head of Service and Project Manager will continue to work closely with funders to ensure that all funding requirements and approved purposes are met.</p> <p>An Evaluator has been appointed to implement a framework for evaluating the impact of the scheme</p> <p>Working Groups have been established to assess and evaluate progress against the Approved Purposes.</p>	<p><b>Cylchdaith y Carneddau:</b> Creation of 63km low level walking route + signage, gates etc</p> <p><b>Schools/Volunteer Activity Prog. Advocacy for the Uplands: Engagement:</b></p> <p><b>Carneddau Voices:</b></p> <p><b>Cons. of Natural Resources:</b></p> <ul style="list-style-type: none"> <li>➤ Vegetation clearance</li> <li>➤ Chough recording/ tracking</li> <li>➤ Creation of new meadows</li> <li>➤ Meadows for Twite</li> <li>➤ Water cycle: Peat and Rivers, Trees and woodlands</li> <li>➤ Invasive rhododendron removal</li> <li>➤ Montane Heath</li> </ul>	<p>Full spec. carried out. Ongoing liaison with farm tenants, landowners and stakeholders</p> <p>Engagement Strategy developed for 2021 Discussion and support needs with e.g. Carneddau Pony Association on-going. Summer programme of volunteer events organised and project apprentice appointed, several consultations held and social media pages launched. 6 people from Carneddau area to start accredited oral history training</p> <p>Vegetation clearance and Cultural Heritage and Historic Environment fieldwork programme delayed due to Covid-19;</p> <p>Other outputs are progressing well. E.g. Chough GPS tags fitted early June; Key Meadow group established to carry out site feasibility assessments; Timetable created for closed off periods for each of the 9 meadows in the Nant Ffrancon/Nant y Benglog valley for Twites. Planting of approx. 500 trees to begin autumn 2021; Snowdonia Society awarded contract to co-ordinate removal of Himalayan Balsalm project; First phase of peatland restoration completed; sites recruited for hedgerow planting. Lidar data processed to produce initial set of visualisations; community archaeological group is being established; First place names mapping warm up session taken place online.</p>

PROJECT Details	START / END DATE FUNDING	(MAIN) POTENTIAL RISKS (with MITIGATING ACTIONS IDENTIFIED and in place) Unless noted otherwise below	SUMMARY OF TARGETS/ OUTPUTS	ACHIEVEMENTS AGAINST TARGETS/OUTPUTS
<p><b>CELTIC RAINFOREST WALES LIFE PROJECT</b></p> <p>The product of a decade of effort to acquire funding via the European Commissions LIFE Nature and Biodiversity programme to tackle the threat of <i>Rhododendron ponticum</i> (Rp) on the native oak woodlands of the Welsh Atlantic sea border</p>	<p>August 2018 ↓ July 2025</p> <p><b>£7,604,648</b> Expenditure to date: end of May 2021 £2.35m</p> <p>SNPA lead with partners</p>	<ul style="list-style-type: none"> <li>❖ Failure to sign up to 20 year agreements</li> <li>❖ Staffing levels and Turnover</li> <li>❖ Targets more ambitions and challenging than originally envisaged. Targets not being met</li> </ul> <p>The project remains on target to achieve the stated targets and milestones with the exception of 100% sign-up to 20-year conventions (and knock-on impacts on achieving 100% eradication), as discussed in section 5 of full update report.</p>	<ul style="list-style-type: none"> <li>➤ Cultural Heritage and Historic Environment:</li> <li>➤ Mapping place names</li> </ul> <ol style="list-style-type: none"> <li>1. Eradicate <i>Rhododendron ponticum</i> from within 5 SAC's and surrounding risk-based buffer area</li> <li>2. Undertake other woodland management including restoration of 180ha of PAWS woodland and introduction of conservation grazing to woodland sites.</li> <li>3. Create Rp Management Toolkit which endorses the 3-phase approach to Rp eradication, and host minimum of 20 demonstration and networking events and 12 case studies linked to project objectives.</li> <li>4. Engage with a minimum of 2,000 members of the public based in target communities in Wales, including a minimum of 800 school pupils.</li> </ol>	<p>Over 5,019ha of land under management agreements for Rp eradication as of end of March 2021 (against KPI of 7,961.20ha)</p> <p>Approximately 99.96ha of PAWS restoration work completed, or underway (against KI of 180ha)</p> <p>Conservation grazing introduced to 157.2ha of woodland (against KPI of 227ha) 161ha of 'other' woodland management completed (against KPI target of 130ha)</p> <ul style="list-style-type: none"> <li>➤ 7 school sessions completed (against target of 80)</li> <li>➤ Over 6,250 persons engaged with / influenced against target of 2,000</li> <li>➤ 2 × case studies produced</li> <li>➤ 4 × demonstration events held</li> <li>➤ Rp Toolkit published (but not yet complete – June 2021)</li> </ul>

PROJECT Details	START / END DATE FUNDING	(MAIN) POTENTIAL RISKS (with MITIGATING ACTIONS IDENTIFIED and in place) Unless noted otherwise below	<u>SUMMARY</u> OF TARGETS/ OUTPUTS	ACHIEVEMENTS AGAINST TARGETS/OUTPUTS
<p><b>DOLGELLAU TOWNSCAPE HERITAGE NHLF PROJECT</b></p> <p>Combines the protection and enhancement of the town's unique townscape with making full use of it to reconnect the residents and visitors of today with the community's history</p>	<p>2016                      ↓                      December 21                      ↓                      31.12.2022</p> <p><b>£1,498,718</b></p> <p>Quarterly draw down of NHL funding. All external funding secured</p> <p>SNPA lead with partners</p>	<ul style="list-style-type: none"> <li>❖ Impact of Covid-19</li> <li>❖ Loss of Project Manager or support staff before project end</li> <li>❖ Cost of projects higher than anticipated</li> </ul>	<p>To improve the condition of historic buildings in the central commercial area of the Dolgellau Conservation Area, through historic building repairs, restoration of architectural features, reuse of redundant floor space and public realm works within the central commercial area of Dolgellau Conservation Area with priority given to listed commercial buildings. The project follows the principles and best practice in conserving historic buildings and improving their energy efficiency.</p>	<ul style="list-style-type: none"> <li>➤ The National Lottery Heritage Fund has approved an extension of time for the project due to the Covid-19 impact on the project. The new project completion date is the 31<sup>st</sup> December 2022.</li> <li>➤ Restoration work has been completed at Y Sospan along with the re-paving to its perimeter. The contractors restoring the traditional roofing details on the building won a national award in the 'best use of a roofing tile on a heritage building' category.</li> <li>➤ The work to Bod Arran (The Old Stationery shop) has been completed.</li> <li>➤ Internal work to make the first floor accessible to all and improvements to the toilet facilities at Y Ddarllenfa Rhydd is progressing well.</li> <li>➤ Tenders have been returned in connection to Victoria Buildings. Awaiting to hear if the owners will be participating or not.</li> <li>➤ Awaiting the completion of the sale of the former Wilkins Newsagents. Issues with probate have delayed the purchase.</li> <li>➤ The appointed Architect for 4 &amp; 5 Eldon Row is currently working on the drawings to progress with a grant application.</li> </ul>

PROJECT Details	START / END DATE FUNDING	(MAIN) POTENTIAL RISKS (with MITIGATING ACTIONS IDENTIFIED and in place) Unless noted otherwise below	<u>SUMMARY</u> OF TARGETS/ OUTPUTS	ACHIEVEMENTS AGAINST TARGETS/OUTPUTS
<p><b>NIGHT PROJECT NORTH WALES DARK SKIES PARTNERSHIP</b></p> <p><b>Following a successful SNPA accredited Dark Sky Reserve status in late 2015 a 3 further year programme to protect, enhance and promote the reserve</b></p> <p>The project aims to reduce the harmful impacts of light pollution on human health, biodiversity and the nightscape through education, community outreach and through implementing lighting retrofits.</p> <p><b>See Also Appendix 1.2</b></p>	<p>January 2019 ↓ 2022</p> <p><u>Partners:</u> 3 x AONBs : Pen Llŷn, Ynys Môn, Clwydian Range and Dee Valley</p> <p><b>£227,000</b></p> <p>SNPA: £40k Partners: £87k Additional WG funding: £100k</p>	<ul style="list-style-type: none"> <li>➤ Officer leaving the post: an annual programme of monitoring is required to maintain the Dark Skies status.</li> <li>➤ Ring fenced additional funding for retrofitting, van and path work will not be completed in a timely manner due to Covid disrupting production lines and ability for works to go ahead within government guidelines.</li> <li>➤ Work is currently underway on a HLF bid which hopes to extend the project by 3 years.</li> <li>➤ The EOI had been accepted and full bid requested prior to Covid shutdown.</li> <li>➤ Partners have secured and agreed to extend the officer contract to 2022, this will be rolled forward if the HLF funds are received.</li> <li>➤ As the project continues to grow it may become too big for one project officer to manage.</li> <li>➤ Funding may not be found to enable the project to continue post Jan 2022.</li> <li>➤ Monitoring of light pollution needs to be ongoing with events evidence and annual reports submitted to IDA. The designation can be taken away if this is not met.</li> <li>➤ PO could go on long term sick</li> </ul>	<p>To train a core group of volunteers to conduct dark sky monitoring around the Park.</p> <p>Hold one event a month online</p> <p>Programme of events for Oct-Mar</p> <p>Complete 3 dark sky bids for AONB's</p> <p>Conduct retrofitting at key sites of National Park such as Betws Y Coed TIC.</p>	<p>A volunteering programme is being organised for this autumn with the aim to recruit a core team of volunteers to conduct the ongoing monitoring of the National Park if the PO role is lost</p> <p>Monthly events held</p> <p>Work on-going</p> <p>The PO is working on a development bid for HLF funding and looking for other funding streams</p> <p>Work on-going</p>

PROJECT	START / END DATE FUNDING	MAIN POTENTIAL RISKS with MITIGATING ACTIONS IDENTIFIED Unless noted otherwise below	DELIVERY OF PRINCIPLE STRATEGIC TARGETS See full reports	ACHIEVEMENT AGAINST TARGETS/OUTPUTS
<p><b>WELSH GOVERNMENT'S ENABLING NATURAL RESOURCES AND WELLBEING (ENRaW)</b></p> <p><b>SNOWDONIA LOCAL NATURE PARTNERSHIP (SLNP)</b></p> <p>The SLNP has been established as part of a pan-Wales project to create a collaborative approach to safeguarding, enhancing and restoring biodiversity in the wake of the biodiversity crisis</p>	<p>April 2019 ↓ March 2022</p> <p>Collaboration between SNPA and various Environmental NGOs</p> <p>£7k each year x 3 years</p> <p>2 x £30k grants in year 2</p>	<ul style="list-style-type: none"> <li>❖ Staff changeover: Project co-ordinator has recently left the post. Currently recruiting</li> <li>❖ Capacity of delivery partners</li> </ul> <p><b>Many risks arisen due to the Covid-19 crisis:</b></p> <ul style="list-style-type: none"> <li>❖ Funding not being spent</li> <li>❖ Projects behind profile</li> <li>❖ Failure to achieve 20% income generation by the end of the three years. LNP Cymru are looking to revise this target as the consensus as a whole across the network is that this is impossible to achieve and that the project cannot continue without Welsh Government funding.</li> </ul>	<p>The Snowdonia LNP have already collaborated on several projects to date:</p> <p>Coed Felin-rhyd and Llennyrch access improvement with the Woodland Trust;</p> <p>Harlech leisure centre biodiversity improvement project with Harlech and Ardudwy community group;</p> <p>Snowdonia Living Churchyards project with the NWWT;</p> <p>Gwaith Powdwr nature reserve bat habitat improvements also with NWWT.</p>	<p>The project remains on target to achieve the individual accumulative targets designated by the end of the three years.</p> <p>Targets for the second year may fall short, particularly targets such as community outreach activities due to the restrictions presented by Covid-19. It is hoped that these targets will be achieved by the end of the project by increasing the amount of activities and outreach events held in the third year.</p>

**3. NEW PROJECTS:** (Excluding Welsh Government Sustainable Landscapes Sustainable Places funded projects)

PROJECT	START END DATE And FUNDING	MAIN POTENTIAL RISKS with MITIGATING ACTIONS IDENTIFIED Unless noted otherwise below	DELIVERY OF PRINCIPLE STRATEGIC TARGETS See full reports	ACHIEVEMENT AGAINST TARGETS/OUTPUTS
<p><b>SMS Funded Project</b></p> <p><b>CYNEFINOEDD CYNALIADWY AMAETHWYR MAWDDWY</b></p> <p><b>(Mawddwy Farmers’ Sustainable Habitats)</b></p> <p>A group of farmers around Dinas Mawddwy will work with Snowdonia National Park Authority, to maximise natural resources, improve visitor experiences and community benefits.</p> <p>The project aims to restore uplands and manage them for biodiversity, climate change resilience, water regulation and recreational benefits.</p>	<p><b>01 April 2021</b> ↓ 31 March 2023</p> <p>100% funded through WG Rural Development Programme as a Sustainable Management Scheme</p> <p><b>£499,641.00</b></p>	<p><b>The ongoing Covid-19 pandemic still poses a risk to projects: Less community engagement:</b> To mitigate this the project can arrange for online sessions. The project seeks to work with local colleges to develop QR codes to better promote paths and the area. Any further closures of colleges could impact this project. Private external companies can be used who can continue to work during any lockdowns but with considerably higher costs.</p> <p><b>Brexit aftermath could hinder supply chains of materials:</b> including fencing posts and culvert pipes. Supply issues could slow down building of these features or cause additional costs.</p> <p><b>Not obtaining planning permission for access routes to complete peatland works.</b> If planning is rejected, there’s potential for some of the peatland works to be unable to start with missing success indicators and underspends being the result. If planning is not obtained other routes must be made, with additional costs and again risks of failing planning permission.</p> <p><b>Staffing:</b> Project Officer leaving post before project completion. Should this occur, the most feasible option would be that the organisations which sit on the Project Steering Board use in-house staffing, expertise and time in order to complete the project and its proposed outputs.</p>	<p>No. of jobs created: Final target = 1</p> <p>No. of training days: Final target = 2</p> <p>No. of stakeholders engaged: Final target = 10</p> <p>Managed access to countryside or coast: Final target = 1000m</p> <p>No. of actions to utilise natural resources for health benefit: Final target = 4</p> <p>Area of peatland habitat re-wetted: Final target = 69ha</p> <p>0.17 No. of cooperation operations supported: Final target = 1</p>	<p>Achieved.</p>



PROJECT	START END DATE And FUNDING	MAIN POTENTIAL RISKS with MITIGATING ACTIONS IDENTIFIED Unless noted otherwise below	DELIVERY OF PRINCIPLE STRATEGIC TARGETS See full reports	ACHIEVEMENT AGAINST TARGETS/OUTPUTS
<p>(Rolling Programme)</p> <p><b>National Grid Landscape Enhancement Initiative Project No. 4</b></p> <p><b>CARNEDDAU CONNECTIVITY</b></p>	<p>2021 – 2025</p> <p>£200k</p>	<p><b>Start date delayed - Awaiting funding from National Grid</b></p>	<p>9,000m Hedgerow Restoration</p> <p>5,927 Tree Planting (Ffridd &amp; Streamside Corridors)</p> <p>2ha Woodland Creation</p> <p>26ha Rhododendron Removal</p> <p>3.5ha Meadows Creation</p>	



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP

**Scheme Update**

**January-March 2021**



# Working groups

ACCESS

ADVOCACY FOR  
THE UPLANDS

CONSERVATION &  
NATURAL RESOURCES

CULTURAL HERITAGE &  
HISTORIC ENVIRONMENT



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP

# ACCESS

## Cylchdaith y Carneddau

Improving physical and intellectual access to the landscape for local communities and health/wellbeing initiatives



Section of Cylchdaith y Carneddau at Llyn Cowlyd ©SNPA



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP





Dewi Roberts of National Trust displaying need for route improvements at section 1 (Moel Faban) of the Cylchdaith ©SNPA

# 1A Cylchdaith y Carneddau

Creation of 63km low-level walking route, installation of signage, gates, boundary furniture

## Update:

- Full specifications carried out by SNPA and NT for various footpath sections
- Some on-the-ground improvements at Community link C6 (Rowen), and lower portion of Section 14 (Tal y Braich).
- Ongoing liaison with farm tenants, landowners and other stakeholders, in particular regarding Section 14 (Cwm Tal y Braich)



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP





Trefriw community link ©SNPA

# 1B Carneddau Actif!

Schools/ volunteer activity programme, route map and guide

## Update:

- Engagement Strategy developed for 2021
- Learning resources and community packages in development to improve access for target audiences, and link project themes
- Footfall counters to be installed ASAP for baseline data



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



# ADVOCACY FOR THE UPLANDS



Carneddau ponies © SNPA

Conservation, management  
and awareness of  
important species/habitats  
and archaeology within the  
uplands



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



CRONFA  
**DREFTADAETH**  
**HERITAGE**  
FUND

## 2C Advocacy for the Uplands

Building relationships between organisations/individuals involved in upland management

Establish shepherding stakeholder group and Carneddau Ponies Advocacy group

### Update:

- Identifying and responding to needs/concerns of farmers, commoners, land owners and tenants, through engagement and collaboration with other partners, e.g.:
  - supporting traditional boundary management on or next to SACs (worth £20k through SMS N2K project) – See WS3A
  - funding to repair sections of commons boundary
  - supporting graziers on Conwy Mountain and Aber and Llanfairfechan Common
  - Identifying concerns about the effect of increased tourism post-C19, and exploring ideas on how to support
  - development of new Section 16 agreements to increase the conservation value of targeted sites.



Carneddau ponies © John G Roberts

- Discussions with Carneddau Pony Association ongoing, including supports needs e.g. signage. Ongoing management of herd outside of Common Land.
- Proposed shepherding management agreement deemed unworkable, following extensive discussions. Alternative approaches / areas being explored.



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP





# CONSERVATION & NATURAL RESOURCES

Grazed Uplands

Meadows

The Water Cycle: Peat and Rivers

Trees & Woodland

Montane Heath



Gledrffordd peatlands © SNPA



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



**CRONFA  
DREFTADAETH**  
**HERITAGE  
FUND**

# Grazed Uplands



Conservation, management and awareness of important species/habitats and archaeology within the uplands

Chough with identification tags © Vivian & Gethin Jones



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



## 2A Vegetation Clearance

Removal of gorse, bracken and trees permeating archaeological remains and Chough feeding grounds

### Update:

- Award of contractor-led vegetation clearance contract delayed by impact of Covid-19 lockdown which has run into bird nesting season; clearance work will not be able to start until Autum 2021.
- Gorse clearance: 6 volunteer days cancelled due to covid lockdown. Volunteer days have been postponed until Sept and Dec 2021.



A 'Before' picture of Foel Dduarth – one of the gorse clearance areas © National Trust



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP

## 2B Chough

Recording/tracking of Chough feeding grounds, population and nesting using Geographical Positioning System (GPS) and Field observation

### Update:

- Chough GPS tags ordered; next opportunity to fit GPS tags will be in early June 2021
- Chough monitoring invitation to bid sent out; contractor to be appointed by mid-April
- 3 volunteer events proposed for Summer 2021



Choughs above Penmaenmawr © RSPB



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



**CRONFA  
DREFTADAETH  
HERITAGE  
FUND**

# Meadows

Creation of meadowlands  
from unimproved grassland to  
enhance biodiversity

Improving awareness of  
habitat and Twite

Supporting landowners in  
meadow creation



Twite © Kelvin Jones



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



## 5A New Meadows

Creation of demonstration Meadows, training for landowners and bioblitz days

### Update:

- Establishment of core key meadow group individuals to carry out site feasibility assessments.
- Two Bioblitzes proposed for 2021 summer in collaboration with Cofnod.
- Discussions on buying equipment has started.

## 5B Upland Meadows for Twite

Management of existing Twite feeding areas

### Update:

- New Tal y Braich Meadow agreed with tenant and contractor secured.
- Timetable created for closed off periods for each of the 9 meadows in the Nant Ffrancon/Nant y Benglog valley.
- Twite population and habitat recording contract brief and methodology re-drafted; consulting local bird ringer to contribute towards monitoring

# The Water Cycle: Peat and Rivers

Activities that reduce the risk of flooding and improve ecological conditions of habitats

People will learn about climate change, extreme weather events and habitats



Llwytmor Peatlands © SNPA



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



Trees waiting to be planted ©  
National Trust

## 6A Riparian planting

10,000 trees along water courses to increase connectivity, stabilise river/stream banks

### Update:

- Approx 500 trees purchased and stored until ready for planting in Ogwen with volunteers.
- 8 local people have already expressed interest in taking part in volunteer tree planting.
- Planting expected to begin autumn 2021 (postponed due to Covid-19 restrictions and delayed release of Third Party funding)



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP







## Cymdeithas Eryri Snowdonia Society



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP

## 6B Himalayan Balsam removal

### Himalayan Balsam removal

#### Update:

- Cymdeithas Eryri / Snowdonia Society have been awarded the contract to coordinate this project. Started March 2021.
- Caffi Carneddau planned for April 2021 - this will be the first volunteer engagement / recruitment event in 2021



Peatland restoration at Gledrffordd. February 2021. (SNPA)

## 6C Peatland restoration

Programme of works to repair areas of upland peatland

Update:

- First phase of restoration completed at Gledrffordd, led by Welsh Peatlands project

## 6C Peat Science

Schools/volunteers identify microfossils in peat and learn about past climate and vegetation

Update:

- Programme to be developed further over coming months



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



# Trees & Woodland

Growth of local provenance trees, improving connectivity between habitats, restoration of existing woodlands and re-establishing small orchards



Young trees in a raised bed © National Trust



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



# 7A Tree micro-nurseries

Establishment of 2 micro-nurseries at Henfaes research centre (Bangor University) and Pengarreg National Trust (NT); increase capacity at Plas Tan y Bwlch



Tree micro-nursery at Henfaes Research Centre (Bangor University) © SNPA

## Update:

- Polytunnel erected and completed at Henfaes.
- Initial discussions with Gorddinog woodlands landowner continuing.
- Location of National Trust tree nursery location moved to Pentre, Nant Ffrancon.
- Section of field fenced off in Henfaes and one seed bed planted with acorns.



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP





Trees ready to be planted © National Trust

## 7B Planting for Connectivity & Biodiversity

Hedgerow recording, planting and restoration to link woodland areas

### Update:

- Approx 500 trees have been ordered for low density tree planting on ffridd.
- Most sites recruited for hedgerow planting.
- Project implementation is largely dependent on release of funds via Third-Party grants (delayed) and Section 16 Management Agreements.



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP





Veteran trees, Crymlyn © John G Roberts

## 7C Veteran and orchard trees

Veteran tree identification/recording, re-establish small orchards

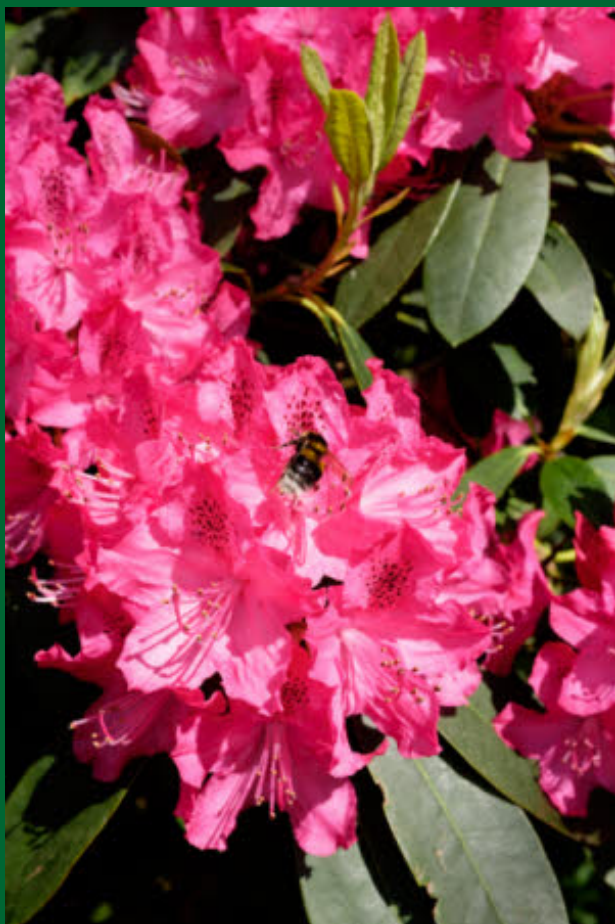
### Update:

- Identifying existing and new sites ongoing within the Carneddau area.



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP





Rhododendron ©National Trust  
Images/Mark Wigmore



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP

## 7D Invasive Rhododendron removal

### Update:

- Working on Section 16 agreement to secure funding for work at Plan Pendyffryn site.
- Initial discussions ongoing with Gorddinog woodlands landowner.

# Montane Heath

Activities to conserve  
Montane Heath located on the  
summit ridge and mountain  
tops from further degradation  
and raising awareness



Mynydd Ddu from Foel Ganol (©Ben Porter)



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



**CRONFA  
DREFTADAETH  
HERITAGE  
FUND**



## 8C Montane Heath

Practical action to inhibit overgrazing on Montane Heath

'Uplands and the Carneddau' Mountain Leader training offered through the BMC



Montane heath © NRW

### Update:

- Discussions ongoing with graziers, landowners, farmers, NRW, and Bangor University with regards enclosure cage locations, fencing, and survey methods.
- Opportunities identified for volunteer involvement in monitoring.



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



# CULTURAL HERITAGE & HISTORIC ENVIRONMENT

Landscape of Neolithic Axes

Lidar Citizen Science

Skylines

Carneddau Voices and Place Names



Ffridd Henfaes, Garreg Fawr © John G Roberts



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



# Landscape of Neolithic Axes



Supporting local people to investigate the landscape and uncover knowledge of existing Axe sites

Polished Graiglwyd neolithic axe © David Longley



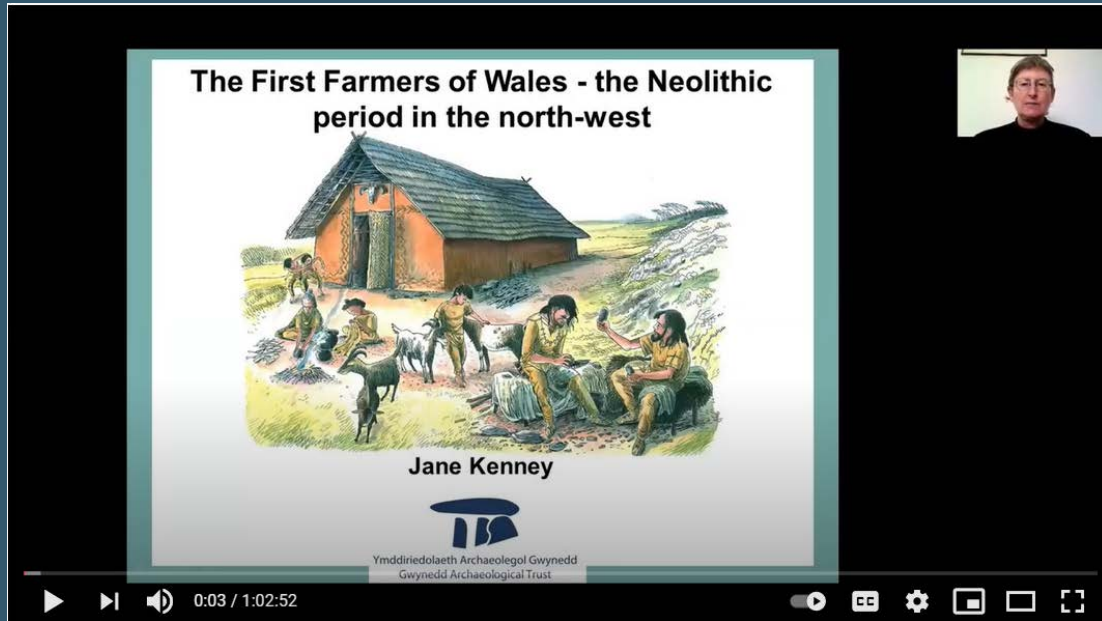
PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



CRONFA  
**DREFTADAETH**  
**HERITAGE**  
FUND

### 3 Landscape of Neolithic Axes

Small-scale archaeological excavation, and recording / sampling quarrying sites  
Exhibition panels, cartoon booklet and School resource 'box'  
Academic publication & sharing findings at conference



A lecture on the neolithic period by Gwynedd Archaeological Trust. Watch [HERE](#)

#### Update:

- Fieldwork programme and accompanying outreach postponed due to Covid-19 restrictions. Main activity due to commence in autumn 2021
- Jane Kenney (GAT) presented public Zoom talk on the Landscape of Neolithic Axes project, hosted by Penmaenmawr Museum
- Extensive resource pack in development which will be used as the foundation for outreach materials during the scheme. Due for completion by June 2021.

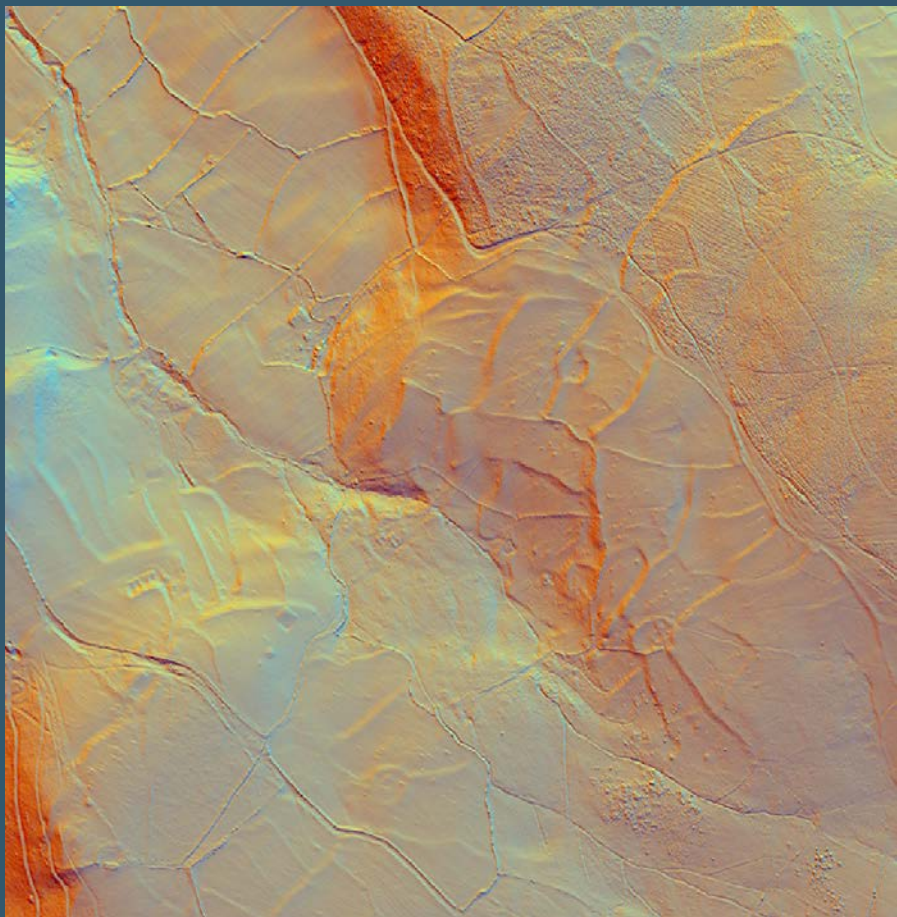


PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP

## Lidar Citizen Science

Identifying and mapping new information from LiDAR data

Opportunities for people to learn about archaeology, work with specialists and receive accredited training



Ancient features near Garreg Fawr, Llanfairfechan -  
Lidar Data Trial © SNPA



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



CRONFA  
**DREFTADAETH**  
**HERITAGE**  
FUND

## 4A Lidar Mapping

LiDAR mapping to identify archaeological / geomorphological features, invasive non-native species (INNS), vegetation cover and erosion

### Update:

- Lidar data processed to produce initial set of visualisations
- Community lidar-archaeology online seminar held (Feb 2021).
- Community archaeology group (including SNPA, Cadw, NT and GAT) is being established, together with a wider all-Wales network, drawing on the experiences of the Carneddau Scheme and enabling cross-project support
- Filming for TV programmes / features (ITV Wales Coast & Country; S4C Cynefin; National Park 70<sup>th</sup> Anniversary feature)



Filming for ITV Wales Coast & Country



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP

## 4B Digital Field Recording

LiDAR workshops to provide advanced training for volunteers on mapped archaeological features

### Update:

- Volunteer recruitment activity will begin early 2022 (following completion of Lidar portal (4A))

## 4C Surveying Landscapes

Surveying archaeological landscapes

### Update:

- Fieldwork postponed to September 2021 due to Covid-19



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



CRONFA  
**DREFTADAETH**  
**HERITAGE**  
FUND

# Skylines



Prehistoric cairn, Moel Faban © SNPA

Activities to conserve historic features located on summit ridges and mountain tops from further degradation and raising awareness



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



## 8A Prehistoric Cairns

Improving the condition of prehistoric cairns and recording them via aerial drone photography

### Update:

- Caffi Carneddau on prehistoric cairns to be held in May 2021.
- Project commencement delayed by Covid-19 impact. Postponed until summer 2021.

## 8B Cefn Coch Landscape Improvements

Enhancing the setting of prehistoric monuments in Penmaenmawr by removal of pylon and repairing features

### Update:

- Initial discussion with Scottish Power Energy Networks (SPEN) regarding removal of pylon and undergrounding of cable. Site meetings delayed until June/July due to Covid-19 impacts.



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



CRONFA  
**DREFTADAETH**  
**HERITAGE**  
FUND

# Carneddau Voices

Celebrating people and places within the Carneddau



Wyn Griffiths being interviewed for oral history recording pilot project during the development phase © Lois Jones



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP

# 9A Oral history

30 people from the Carneddau will give oral testimonies of living/working the landscape

## Update:

- Short film on Caradog Prichard (author of Un Nos Ola Leuad), to be shown as part of Bethesda Bicentenary celebrations.
- 6 people recruited to start accredited oral history training.
- An Oral History education resource has been created between the Oral History Society and People's Collection



Local poet Caryl Bryn interviewing for short film on Caradog Prichard (author of Un Nos Ola Leuad) © SNPA




PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP

What is heritage and why is it important?

features belonging to the culture of a particular society, such as traditions, languages, or buildings, that were created in the past and still have historical importance: *Cambridge Dictionary*

Trefnadaeth, trefnadaeth  
[tref tad+-(i)laeth]  
eb. ll. trefnadaethau.  
Etifeddiaeth, yr hyn a etifeddir oddi wrth dad neu ragflaenydd, genedigaeth-fraint, ystad (diriog), cynhygaeth, hefyd yn ffig. am yr hyn a drosglwyddir o un genhedlaeth i'r llall (e.e celfyddyd, iaith, gwybodaeth &c.):  
Geiriadur Prifysgol Cymru

'Ar her i gadw i'r oesoedd a ddêl, y gledid a fu.'



March 2021 Caffi Carneddau session on the Carneddau Voices project.

## 9B Mapping place names

Gathering/mapping place names

New interpretation produced

Update:

- First place names mapping warm up session taken place online.
- Films celebrating place names and their connection to the landscape will be commissioned over the coming months.



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP





Helpa siocled Bethesda © Partneriaeth Ogwen



Helpa Pasg Trefriw © Leila Hamilton-Hunter



Helpa Pasg Trefriw © Leila Hamilton-Hunter



Helpa Siocled Bethesda © Partneriaeth Ogwen

# WS1 Engagement

Engagement activities to comprise a youth and community engagement programme, volunteering programme, schools' programme and apprenticeships programme.

Activities will be delivered by organisations who already work with or have experience of working with these target audiences, through a tendering process for the work packages.

## Update:

- Supplier Network created and populated
- Summer programme of volunteer events being organised. These include Bioblitzing days, archeological test-pitting, and vegetation clearance days.
- Community Packages Awarded, released or in development:
- KS2 'Our Area' resource pack, Welsh Bac Challenges, Train the Trainer programme, Walk and Learn programme, Lowland Leader award for teachers, Short film-making Youth project.
- Apprentice role open for applications, with a deadline of May 3rd

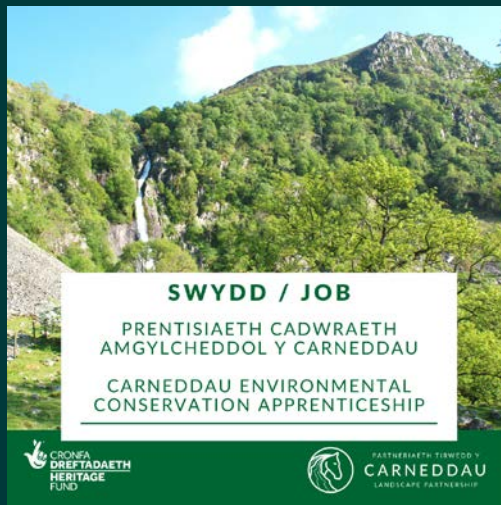


PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP





Front page spread on Llais Ogwan March 2021 © Llais Ogwan



Graphic for Apprenticeship advertisement © SNPA



Twitter graphic for February Caffi Carneddau © SNPA



# WS2 Communication and Interpretation

Website for the Carneddau Landscape Partnership; Social media strategy; Digital and non-digital interpretation activities, and events. Non-digital interpretation will include health and wellbeing leaflets, a Cylchdaith y Carneddau short guide, interpretation panels and oral history booklets; Events programme around the project strands

## Update:

- Website Procurement Consultant hired. Website procurement to be advertised on 20 April 2021
- Pre-specification consultation held with local people and organisations
- 6 Caffi Carneddau events held between January – March 2021
- Social media pages launched and active, including various campaigns to support engagement activities (grants, apprentice, International Women's Day, Supplier's Network)
- Press release for Carneddau Community grants launch

# WS3A Third Party Grants

For capital and activity costs for conservation options across the partnership area



Repairing drystone walls using third party grants © SNPA

## Update:

- Funds for the third-party grants are dependent on a successful 'Carneddau Connectivity' grant application to the National Grid Landscape Enhancement Initiative, which was approved in Jan 2021.
- We expect the release of these funds by end of May 2021.



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



# WS3B Community Grants

For local communities of the Carneddau for small projects such as events, equipment purchase, printing and publication costs for activities aligned with the aims of the Carneddau Landscape Partnership scheme

## Update:

- Grants Panel has been formed which includes 5 Partners and 3 Community representatives.
- Cronfa Gymunedol y Carneddau launched March 1<sup>st</sup>. Guidelines for applicants available on the SNPA website
- First deadline is May 10th for grants over £1k.



Grants guidelines document



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP

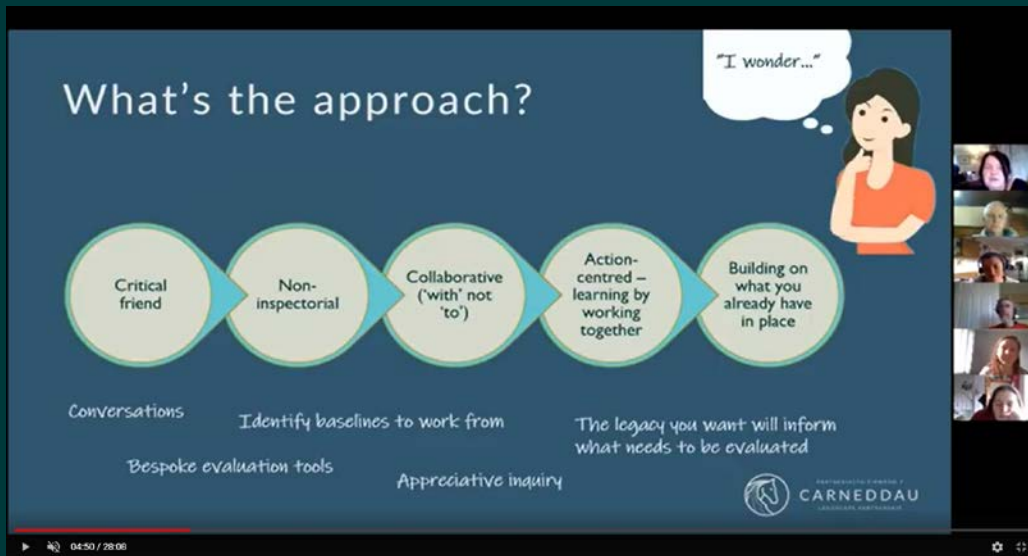




# WS4 Project Evaluation

## Update:

- Contract for evaluation of Scheme delivery phase awarded to NCompass Consultants (Suryiah Evans) in Feb 2021. Introductory online session held for project partners.
- Practical feedback and support for core team ongoing, with initial focus on processes and audience engagement.
- Discussions with individual partners in progress, to understand how they monitor and evaluate their work currently, and how they can be supported further to develop tools & techniques.
- Review of project documentation and Approved Purposes under way, to identify which activities need monitoring, and which need evaluating in more depth.



Partnership introduction to evaluation consultant, March 2021



PARTNERIAETH TIRWEDD Y  
**CARNEDDAU**  
LANDSCAPE PARTNERSHIP



<b>MEETING:</b>	<b>SNPA PERFORMANCE AND RESOURCES COMMITTEE</b>
<b>DATE:</b>	14 July, 2021
<b>PROJECT TITLE:</b>	<b>NIGHT PROJECT – NORTH WALES DARK SKIES PARTNERSHIP PROSIECT NOS – PARTNERIAETH AWYR DYWYLL GOGLEDD CYMRU</b>
<b>PROJECT OFFICER:</b>	Dani Robertson
<b>PURPOSE:</b>	To inform Members of project progress to date and provide an opportunity for Members to discuss and scrutinise

<b>1. BRIEF RATIONALE / BACKGROUND:</b>
<ul style="list-style-type: none"> <li>The project aims to reduce the harmful impacts of light pollution on human health, biodiversity and the nightscape through education, community outreach and through implementing lighting retrofits.</li> <li>Completing 3 bids for dark sky status for three AONBs in north Wales</li> </ul>
<b>2. PROJECT COLLABORATION AND PARTNERS:</b>
<ul style="list-style-type: none"> <li>The 'North Wales Dark Skies Partnership' (Prosiect Nos) consists of Snowdonia National park Authority and the AONB's (Areas of Outstanding Natural Beauty) of Ynys Môn, Pen Llŷn and the Clwydian Range &amp; Dee Valley.</li> <li>We are also working closely with the other designated landscapes in Wales to collaborate on combating light pollution across Wales.</li> </ul>
<b>3. FUNDING PACKAGE and TIMESCALE:</b>
<ul style="list-style-type: none"> <li>Funding comes from a number of places, including NRW, Cadwyn Clwyd and Welsh Gov. The project officer is funded up to Jan 2022 with conversations ongoing with HLF.</li> </ul>
<b>4. STRATEGIC FIT and OUTCOMES:</b>
<p><b>Describe how the project links and delivers against key strategic documents e.g. NPMP, Corporate Plan, WG Policies:</b></p> <ul style="list-style-type: none"> <li>The project strengthens Cynllun Eryri with Dark Skies being one of the 'special qualities' of the Park as a key indicator of tranquility.</li> <li>The project is closely linked to the National Park's core purposes of; Environment, Health and Well-being and the Communities and Economy of Eryri.</li> <li>It achieves this by offering outreach and community engagement to help educate the community, businesses and third sector/Local Authorities on the importance of dark skies, why they should be valued and how to access them. It also helps businesses utilise the Dark Sky Reserve status to prolong their tourism season into winter, helping promote a more sustainable tourism model.</li> </ul>

- The project achieves 6 of the 7 principles of the Welsh Government’s Wellbeing of Future Generations Act (2015); Prosperity, Welsh language and Culture, Resilience, Equality, Healthier and globally responsible Wales. It also works within the ‘5 ways of Working’ set out by the Act; The project has long term goals and its effects will be long term, ensuring dark skies for the future. The project integrates into WG and SNPA priorities to reduce carbon, improve biodiversity/habitat and to improve the health and wellbeing of communities and visitors. Involvement of communities is key to the project, with nearly 8000 people attending events. The project has also adapted due to the pandemic and has run 14 online events in the last year, attended by just over 600 people. This has made the project more accessible for those who have no transport, live remotely and for those with disabilities, enabling a more diverse audience to attend events and to engage with the Authority. It has also meant a more diverse range of speakers, including those with disabilities and representatives of the BAME community.
- Prevention and collaboration – The project holds quarterly meetings with the 8 designated landscapes in Wales to discuss areas for joint working and to problem solve. Many of us have faced the same issues so this is preventing issues arising in each area and repetition of work. We are also working with the All Political Party Group for Dark Skies in Westminster, feeding into a major consultation in Dec 2020. The findings can be found here; <https://appgdarkskies.co.uk/policy-plan>
- We are creating a healthier and more prosperous Wales by limiting light pollution locally. Light pollution is harmful to human health and accounts to 20% of electricity used worldwide costing £1bn in the UK alone. By installing better, more efficient lights we are contributing to the Authority’s Carbon Emissions target and removing lots of harmful fluorescent and Metal Halide lamps in the process. These older lights contain harmful chemicals such as mercury. We have worked with the National outdoor Centre at Plas Y Brenin who were a major source of light pollution in one of our core darkness areas to complete extensive retrofitting of lights. This will halve their electricity costs and dramatically reduce their carbon emissions. The site, which is visited from people across the UK, will be an exemplar site of Dark Sky lighting.
- Wales is currently the global leader in dark skies – we have the highest percentage of protected dark skies of anywhere in the world. We will be adding to this with 3 more designated areas soon. The International Dark Sky Association is incredibly impressed with the progress Wales has made and has invited the Dark Sky Officer to be an IDA Advocate. We are frequently used as an example of how dark sky projects and reserves should be managed.
- We fed into a major piece of mapping work by NRW. Jill Bullen led on the project and used our data and area expertise to create the first Dark Sky Map of Wales. This will be an incredibly useful tool for planners when considering effects of light pollution from developments and is also guiding the work of the project, giving insight not available to use previously, enabling targeted action. The map shows that 99% of the National Park is within the top two tiers of darkness, with 94% achieving the highest possible rating. The map can be found here; <https://luc.maps.arcgis.com/apps/opstdashboard/index.html#/1cd6ba8a1d7d4a62aff635cfcba4aec>

<b>5. POTENTIAL RISKS AND MITIGATING MEASURES:</b>	
<ul style="list-style-type: none"> <li>As the project continues to grow it may become too big for one project officer to manage.</li> <li>Funding may not be found to enable the project to continue post Jan 2022.</li> <li>Monitoring of light pollution needs to be ongoing with events evidence and annual reports submitted to IDA. The designation can be taken away if this is not met.</li> <li>PO could go on long term sick</li> </ul>	
<b>6. ENGAGEMENT, CONSULTATION etc.:</b>	
<ul style="list-style-type: none"> <li>Engagement was looking tricky during the pandemic but the project adapted by moving events online and utilising the extra time to engage more with social media and other media, including BBC Sky At Night Magazine, BBC Weather Man Walking, Forbes magazine and a competition series on S4C.  <a href="https://www.skyatnightmagazine.com/space-science/prosiect-nos-protect-wales-dark-skies/">https://www.skyatnightmagazine.com/space-science/prosiect-nos-protect-wales-dark-skies/</a>  <a href="https://www.forbes.com/sites/jamiecartereurope/2021/05/30/why-millions-of-us-looked-up-in-lockdown-and-got-hooked-on-the-night-sky/">https://www.forbes.com/sites/jamiecartereurope/2021/05/30/why-millions-of-us-looked-up-in-lockdown-and-got-hooked-on-the-night-sky/</a> </li> <li>Funding was granted for the creation of a mobile observatory. A van was purchased and has been fitted out to contain everything needed for community engagement. This includes telescopes, binoculars, astrophotography equipment, wildlife monitoring equipment and everything needed for 'pop up' events. The van was designed to be able to drive to most remote locations and be able to fit in all authority car parks, even those fitted with height barriers. The observatory will make the project much more agile, with less reliance on 'buying in' services which were previously a big project cost. The vehicle also is a great advertisement for the project. (Please see images attached in report).</li> <li>We have been identifying various lighting retrofitting projects in the National Park, these include working with ADRA housing on a new estate, Plas Y Brenin National Outdoors Centre, various properties around the Park and the Wardens Office at Pen Y Pass.</li> </ul>	
<b>7. DELIVERY TO DATE:</b>	
<b>Funding:</b>	Project spend to date 2019-2021); Mobile Observatory: £49,000 Lighting Retrofitting: £29,000 Events Equipment: £13668 Events: £7,701 (This is much less than predicted due to Covid-19)
<b>Strategic Targets:</b>	<ul style="list-style-type: none"> <li>To train a core group of volunteers to conduct dark sky monitoring around the Park.</li> <li>Hold one event a month online</li> <li>Programme of events for Oct-Mar</li> <li>Complete 3 dark sky bids for AONB's</li> <li>Conduct retrofitting at key sites of National Park such as Bewts Y Coed TIC.</li> </ul>
<b>Timescale:</b>	Up to Jan 2022

**8. EXIT STRATEGY:**

A volunteering programme is being organised for this autumn with the aim to recruit a core team of volunteers to conduct the ongoing monitoring of the National Park if the PO role is lost

The PO is working on a development bid for HLF funding and looking for other funding streams

**9. ANY OTHER RELEVANT ISSUE:**

Project is developing quickly with a lot of public interest, the more it grows, the larger the workload for the PO.

**SNPA PRIORITIES FOR CAPITAL AND REVENUE BIDS:**

Members have previously provided the following guidance in terms of priorities:

1. Visitor management strategy
2. Impact of tourism
3. Youth manifesto
4. Cycling infrastructure and possible development of former railway tracks
5. Working in partnership with other bodies
6. Consider how different projects can relate with each other and make a difference at a relatively low cost e.g. water refill points, potentially reducing the amount of plastic waste
7. Steps to mitigate pressures in the north of the National Park
8. To extend an invitation to both Gwynedd and Conwy Youth Councils to suggest potential funding areas so that the Authority can benefit from the views of our young people
9. To select elements which can be easily delivered from the recent Traffic Management Scheme

<b>MEETING</b>	Performance & Resource Committee
<b>DATE</b>	14 July 2021
<b>TITLE</b>	<b>SCRUTINY PANEL – SNOWDONIA’S CARBON ACCOUNT</b>
<b>REPORT BY</b>	Director of Planning & Land Management
<b>PURPOSE</b>	To summarise the Scrutiny Process followed regarding Snowdonia’s Carbon Account and highlight any subsequent proposed stages to the process

## 1. Introduction

- 1.1 In late 2020, the Authority commenced a series of Scrutiny Panel sessions, to scrutinise particular topic areas. One of these ‘deep dives’ was to assess Snowdonia’s Carbon Account.
- 1.2 The report appended in Appendix 1, provides a summary of the process followed. More detailed supplementary documents are available with regard to this process including Excel spreadsheets summarising how the LDP, Cynllun Eryri and the Corporate Work Programme contribute to carbon reduction strategies, along with power point presentations to the group and the minutes of each meeting. These can be provided upon request.

## 2. Process Followed

- 2.1 The specific issues under scrutiny evolved significantly during the scrutiny discussions. It commenced with a more specific assessment of the Authority’s peatland strategy and how this contributes to carbon reduction – right through to a more holistic assessment of carbon reduction strategies and actions across a range of sectors (including power, buildings, transport, land use etc). It was considered that a wide ranging holistic approach was a more sensible place to start such a process, before thinking about drilling down into specific areas such as peatland management. The attached paper explains this process further.
- 2.2 I would also like to thank Mr Brian Angell for Chairing this Scrutiny Panel, which was not an easy task given the scope of the work and the wide ranging views on the topic.

## 3. Conclusions

- 3.1 Again, the attached paper highlights the conclusions. These are primarily:
- The Authority is already doing a great deal on carbon reduction strategies across several sectors;

- However, the above work is slightly dis-jointed and does not always come under a coherent 'carbon reduction' banner;
- Several recent studies are also about to commence on carbon reduction – including Net Zero by 2030 (across the designated landscapes) and an audit of the Authority's carbon account specific to its estate and buildings;
- The above strongly signposts the Authority towards the need to produce a Snowdonia Low Carbon Strategy, which will bring all these strands together into one coherent document. This could commence later in the year once some of the other recently commenced carbon related studies develop further;
- Whilst this brings this Scrutiny process to a close, it is considered that for completeness the same Scrutiny Panel could be used to assess early drafts of any emerging Carbon Strategy in late 2021 / early 2022.

## **Recommendation**

- (i) To note the Scrutiny process followed and the contents of the report which highlight the process followed and issues discussed;**
- (ii) To support bringing the issues discussed into a single Snowdonia Low Carbon Strategy**
- (iii) To re-present an early draft of the Snowdonia Low Carbon Strategy to the Scrutiny Panel later in 2021 / early 2022.**



**Eryri's Carbon Account**

**Overview of the Scrutiny Process**

**June 2021**

**1. Context**

2. The Scrutiny Group was established to explore Eryri's Carbon Account, in which 4 meetings were held. The Group was made up 3 Members – including Mr Brian Angell (Chair), Mr Owain Wyn and Cllr John P Roberts.
3. Officer support was provided by Jonathan Cawley (Director of Planning & Land Management), Rhys Owen (Head of Conservation, Woodland & Agriculture), Dr Rachel Harvey (SNPA Peatlands Officer) for the 1<sup>st</sup> 2 meetings, Dr Peter Jones (NRW's Lead Specialist Advisor on Peatlands) for the 1<sup>st</sup> 2 meetings, Angela Jones (Partnerships Manager) for the last 2 meetings, and Sion Roberts (Planning Policy officer) for the last 2 meetings.
4. The key objectives of the Scrutiny Group as set out in the Performance & Resources Committee are to gain a:
  - Better the understanding of how the issue affects National Park Purposes,
  - Better the understanding to formulate policy and priorities work.
  - Improve effectiveness of the organisation and its partners' delivery.

**5. The Need for More Strategic Carbon Scrutiny**

6. Officers focused the initial Scrutiny Session on ongoing work that the Authority are undertaking on peatland restoration, primarily through the work that is being led by Dr Rachel Harvey as part of the Welsh Peatland SMS. This raised many direct and relevant issues including:
  - Peat soils contain 30% of the GLOBAL soil carbon resource despite occupying only 3% of the land surface.
  - The UK holds 9-15% of Europe's peatlands, and peatlands cover 21% of Wales, storing 196 million tonnes of carbon
  - 75% of Welsh peatlands are classed as modified or degraded, emitting 510kt CO<sub>2</sub>e each year.
  - Snowdonia holds 30% of Wales' deep peat - 12% of the land area or 52% of the carbon in all the soils within the park.
  - Examples of project work was included e.g. changing forest to bog, re-profiling hags, improving bogs
  - Snowdonia Peatland Strategy (2015) modelled peat depth across the park. These figures are currently being updated by NRW.

7. However, as this was one discrete, albeit very important, topic in relation to the National Park's carbon account it was agreed there was a need to look further than peatland management alone as a starting point.
  8. The Group's discussion shifted towards a more holistic and strategic approach towards understanding Snowdonia's carbon account and how best to respond to this with policies and specific actions.
  9. The Chair introduced the concept of assessing all sectors of society that may impact upon the area's carbon account – and this aligns with the UK Climate Change Committee's recognition that "achieving the Net Zero target requires all sectors of the economy to contribute". These sectors were presented to officers who subsequently assessed them against the Authority's existing and future work streams. The sectors included (these sectors are also replicated in the Welsh Government's publication 'Prosperity for All – A Low Carbon Strategy'):
    - Power
    - Buildings
    - Transport
    - Industry (manufacturing etc)
    - Land Use & Forestry
    - Agriculture
    - Waste
  10. Therefore the 2 subsequent Scrutiny Panel meetings focused on developing an understanding of the Authority (and its partners) actions in addressing the carbon agenda through the above sectors. If deemed successful these could then be incorporated into a wider Authority strategy on carbon.
  11. This work will be closely linked to other work streams commenced by both the Authority and the Welsh Government, including:
    - Welsh Government Net Zero Public Sector target by 2030
    - Overall Welsh Government national net zero target by 2050
    - Partnership of Wales's designated landscapes to deliver Net Zero by 2030 (work yet to commence, Pembrokeshire Coast National Park Authority leading on this)
    - Auditing the Authority's estate carbon budget (work yet to commence but Tyndall Centre, University of Manchester have been commissioned)
  12. Therefore, ultimately the aim of the Scrutiny was to try and pull together all of the work that the Authority is doing to address the carbon agenda (including what could realistically be done), along with an understanding of the national policy context – with a view to potentially recommending this to form part of a Snowdonia Carbon Strategy. It should be emphasised here that this is focused on the entire National park area and not just the Authority's land and buildings.
- 13. Assessment of Sectors:**
14. The tables below reflect the discussion that took place in relation to the 7 sectors (agriculture and land use were merged). The column on the left lists what is currently being done or committed to be done, and the column on the right assessing future work or issues for inclusion in any future Carbon Strategy.

<b>POWER</b>	
<b>Current Contribution:</b>	<b>What more can be done? Issues for Authority's Carbon Strategy</b>
<p>Install electric vehicle charging points at strategic locations within the National Park (See also policy B4.2)</p> <p>Continue to support appropriately scaled and located community owned green energy schemes - in line with the LDP</p> <p>LDP policies encourage appropriately scales renewable and sustainable energy</p> <p>LDP policies that encourage good sustainable design / low carbon homes?</p>	<p>Measuring carbon from power installations – what difference do EV charging points and low carbon homes actually make?</p> <p>Should planning policies go further in terms of encouraging low or even zero carbon homes?</p>

<b>BUILDINGS</b>	
<b>Current Contribution:</b>	<b>What more can be done? Issues for Authority's Carbon Strategy</b>
<p>Encouragement of sustainable buildings in LDP policies</p> <p>General LDP Strategy of focusing new buildings / development into existing settlements in order to reduce car trips. However, rural nature of the area will still mean reliance on private car. This may particularly be the case when sites such as Snowdonia Enterprise Zone (Llanbedr and Trawsfynydd) are developed.</p> <p>Management Plan encourages energy efficiency in buildings</p> <p>Corporate Work Programme recognises that funding has been secured to assess Conservation Areas, which will include an element which assesses the scope of making them more energy efficient</p> <p>Corporate Work Programme project to continue with Decarbonisation projects in main SNPA buildings to reduce heat losses and energy wastage</p>	<p>Can / should LDP and Cynllun Eryri policies go further and include a much stronger commitment to low and zero carbon buildings? Is zero carbon an economically realistic policy aspiration in Eryri?</p> <p>In the shorter term, is there a potential for a design guide to improve carbon reduction standards in new buildings?</p> <p>Can LDP Spatial Strategy and Cynllun Eryri go further to prevent reliance on private car? Martin Higgitt Transport Study could inform this?</p> <p>Linked to the above it was raised whether the current Sustainable Assessment framework which is a statutory requirement of LDP and Cynllun Eryri production was fit for purpose and SMART – and whether this could be amended to better reflect current Welsh Government priorities;</p> <p>Opportunities for upskilling / training builders in sustainable building materials? (this is partly linked to the proposed project on Conservation Areas)?</p>

	<p>Can the Authority do any demonstration projects? This could be linked to training on upskilling / building</p> <p>Work with key partners e.g. Gwynedd Council Energy Conservation Officer</p>
--	--

<b>TRANSPORT</b>	
<b>Current Contribution / Commitments:</b>	<b>What more can be done? Issues for Authority's Carbon Strategy</b>

<p>LDP aim to focus new development in existing settlements, which should normally be closer to existing public transport facilities (this is backed up by proximity of new developments to bus stops).</p> <p>New car parking in open countryside is strictly controlled by existing policies.</p> <p>New large scale developments generally must be accessible by different modes of transport;</p> <p>Public transport and parking strategy in the Yr Wyddfa and Ogwen areas to provide and implement recommendations.</p> <p>Establish and agree terms of reference for a transport and parking working group for Snowdonia.</p> <p>Improve information on sustainable transport options for visitors.</p> <p>Install electric vehicle charging points at strategic locations within the National Park Implement greener transport and travel measures to reduce carbon emissions.</p> <p>Encourage community-based solutions.</p> <p>Authority developing a fleet of electric vehicles</p> <p>Ensure that public transport routes are clearly linked with promoted trails and routes.</p> <p>Improve information and marketing in relation to how people get to the park and travel around, ensuring that the most sustainable options are promoted and highlighted.</p>	<p>Further develop the principles established by martin Higgitt, and potentially apply these to other parts of the NP;</p> <p>Is it possible to quantify carbon impacts of transportation use in the NP. This would enable better informed planning decisions to be made – currently car dependent development are still getting approved</p> <p>Need for strategy to manage transport use from the Snowdonia Enterprise Zone</p> <p>Develop cycle network that services local communities, education and employment – and not just tourism / recreation</p> <p>Authority’s contribution through continuing to develop fleet of EV, but also working from home etc</p>
---	--

<b>INDUSTRY SECTOR</b>	
<b>Current Contribution / Commitments:</b>	<b>What more can be done? Issues for Authority’s Carbon Strategy</b>

<p>Cynllun Eryri seeks to support and promote training, employment and business opportunities relating or complementing the National Park’s second purpose and Special Qualities, and the health and well-being theme.</p> <p>The LDP seeks to promote reasonably sized employment opportunities, including an Enterprise Zone, in the NP.</p>	<p>There are certainly opportunities for the Authority to promote the Green and Circular economy within the NP – this will help encourage and develop low carbon industry.</p>
--	--

LAND USE / AGRICULTURE	
<b>Current Contribution / Commitments:</b>	<b>What more can be done? Issues for Authority’s Carbon Strategy</b>

<p>LDP policies seek to protect the natural resources, biodiversity, geodiversity, cultural heritage and special qualities of the National Park. Woodlands are also protected in this regard and developments are pushed towards existing settlements. However, there is no specific target regarding this policy with regard to carbon emission or carbon sequestration.</p> <p>Co-ordinate the production of a Nature Recovery Action Plan (NRAP) for Eryri to include the most recent data and specific biodiversity targets.</p> <p>Reconnect fragmented areas of woodland. Expand native tree cover on National Park owned land. Encourage optimal management of existing woodland to safeguard its ecological condition. E.g. LIFE Celtic Rainforest</p> <p>Continue to utilise and enhance natural carbon sinks within the National Park. Reduce, and where possible reverse, the erosion and degradation of peatlands, including by grip blocking in the uplands and restoration of lowland agricultural peats.</p> <p>Explore carbon offsetting and opportunities for financial support for carbon offsetting.</p> <p>Encourage the maintenance of permanent grassland and avoid soil disturbance.</p> <p>Research land-use and patterns of change in order to better improve decision making</p> <p>Create and refine a public goods scheme</p>	<p>Build upon these existing projects – pulling these together into a coherent carbon strategy will make the pathway to low carbon land use much easier to understand.</p> <p>The Authority’s role as a partner with Welsh Government in any future land management scheme must be developed further, with an emphasis on sustainable grazing schemes.</p> <p>Further develop Peatland Code / Carbon Code projects, along with other actions in the Authority’s Peatland Strategy.</p> <p>Explore the potential for carbon credits and trading scheme</p> <p>Nature Recovery will be an important objective for Welsh Government – and Authority will need to include this in any impending low carbon strategy. This is closely linked to NRW’s SoNaR report.</p> <p>There are 2 large unexplored topics that the Authority must further develop – the National Forest and its associated woodland planting targets and the new support scheme for Agriculture in Wales. Further work is therefore needed on these.</p> <p>Research on planting of trees v natural regeneration (rhododendron and bracken considered problematic) requires better understanding with positives and negatives exposed</p> <p>Carbon Broker: Work progressing with WG officers to formulate a grant bid and Palladium company regarding the joint Wales National Parks Net Zero with Nature portfolio exercise</p>
---	---

<b>WASTE MANAGEMENT</b>	
<b>Current Contribution / Commitments:</b>	<b>What more can be done? Issues for Authority’s Carbon Strategy</b>

<p>Cynllun Eryri has many actions in relation to waste management including – although not all of these will necessarily impact upon the National Park’s carbon account;</p> <p>Research a move towards use of more sustainable packaging in our retail outlets</p> <p>Research a move to ‘plastic free zones’ in Snowdonia and identify feasible alternatives</p> <p>Explore the possibility of developing the first free water-refill village/ region in the National Park</p> <p>Work with existing litter reduction campaigns and implement messages on a local scale</p> <p>Work with relevant partners to ensure a co-ordinated approach for sustainable management of organised events</p> <p>Work within national partnerships to share good practice</p> <p>Maintain and implement a Recreation Strategy to sustainably manage any potential conflict between users</p> <p>With regard to the LDP, larger waste management facilities will generally be located outside the National Park.</p>	<p>Many of these are positive schemes that should be further developed – although possibly many linked to wider behaviour change strategies rather than directly to reducing carbon impacts.</p>
---	--

**15. Conclusions:**

16. The above broadly reflects the discussions held at the Scrutiny sessions. One clear issue which emerged from the above, is that the Authority is already doing much work in this field – although it is not always coordinated under the ‘carbon’ heading, and may therefore appear disjointed.

17. The Scrutiny process has been extremely useful in pulling all of these strands together – including:

- existing actions and policies in the LDP, Cynllun Eryri and the Corporate Work Programme;
- potential and future actions that build on the above
- incorporation of objectives from Welsh Government strategies



18. In order to build on this process, it is now considered important to develop this document stage further through producing an “Eryri Carbon Strategy”. The timescale for this work will be partly dictated by some of the other work streams on carbon issues – including the carbon audit of the Authority’s estate and the Net Zero by 2030 work for the 8 designated landscapes. It is therefore anticipated that this be treated as a ‘live’ document that will evolve further.
19. The timetable of the production of the Strategy document will be partly dictated by other carbon related work that the Authority are currently involved in – some of these are referenced in para 11. An update can be provided to a P&R Committee in either late 2021 or early 2022. For continuity, it may be useful for the Scrutiny Panel to form an initial assessment and response to any emerging work on this.
20. Therefore, the existing Scrutiny process on Snowdonia’s Carbon Account is formally closed. However, this may be resurrected once the Draft Carbon Strategy is developed later in the year (or early 2021) – with the timescale dependent on other related reports that are being undertaken.

**ITEM NO. 10**

<b>MEETING</b>	Performance and Resources Committee
<b>DATE</b>	14 July 2021
<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 considering the effect of COVID-19.

**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. This report provides an update in relation to the said Risk Profile previously presented to the Performance and Resources Committee on the 24 March 2021.
- 1.2 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 March 2021 (details in Appendix 1).
- 1.3 Here is a summary of the risks:

<b>High Risk</b>	<b>Change</b>
Income Generation Target (Car Parks).	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
Effect of the Coronavirus (COVID-19) on the work of the Authority.	None
Risk (publicity) from Traffic Plan / Snowdonia Green Key Policy.	None

<b>Medium Risk</b>	<b>Change</b>
Lack of adequate funding.	None
Income Generation Target (Plas Tan y Bwlch).	None
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
Yr Ysgwrn fails to generate sufficient income to meet the budget.	None
Income Generating Target (Information Centres).	None
Income Generation (Planning).	None
Securing the long term future of Plas Tan y Bwlch.	None

### **RESOURCE IMPLICATIONS**



None arising from this Report.




### **RECOMMENDATION**



**To note the contents of this report.**




### **BACKGROUND PAPERS**



None

SNOWDONIA NATIONAL PARK AUTHORITY RISK REGISTER											July 2021	
Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Remaining Risk			Risk direction	Proximity (N, I, F)	Owner
			Effect	Likely	Result		Effect	Likely	Result			
1	Insufficient core budget funding.	Cut in Services.	4	3	12	<p>NPAs received a 10% increase in the core revenue budget from Welsh Government for 2021/22, which makes the grant settlement for SNPA £4,119,789. As a result of this heartening news for 2021/22, following several grant settlements which have been in real terms cuts, the risk was lowered from high to medium in the 24th of March Committee.</p> <p>The uncertainty remains due to Westminster's Comprehensive Spending Review in the summer of 2021, along with possible implications due to the new Government's priorities (although there are early indications in favour of some environmental aspects). To prepare for this continuing uncertainty, SNPA have kept an element of flexibility in the setting of the budget for 2021/22, and have also kept a prudent level of reserves.</p> <p>The Covid-19 emergency and the lockdown periods has meant that SNPA has faced significant loss of income. Although Welsh Government have compensated for part of the income lost in 2020/21 and for the first 6 months of 2021/22, the effect on some of the income streams could extend for several years to come.</p>	3	2	6		N  (Reviewed P&R 24.03.21)	Chief Finance Officer
2	Income Generating Target (Plas Tan y Bwlch).	Failure to keep within the Authority's budget.	4	5	20	<p>At the Authority meeting on 23rd October 2020 the decision was taken to continue operating Plas Tan y Bwlch as a B&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, until the situation with the Covid-19 pandemic becomes clearer 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 now re-opened. We hope to be in a position to report on any progress to the next Board meeting. As with the rest of the sector, we are suffering from staff shortages in places and are finding it hard to recruit.</p>	3	4	12		N  (Reviewed P&R 24.03.21)	Dir. of Corporate Services



Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Inherent Risk			Risk direction	Proximity (N, I, F)	Owner
			Effect	Likely	Result		Effect	Likely	Result			
3	Income Generating Target (Car Parks).	Failure to keep within the Authority's budget.	4	5	20	It is too early to predict trends during the first quarter of the present financial year, as the risk of further Covid restrictions continues. With lockdown in place over Easter 2021 along with the uncertainty of a third wave of Covid-19, the recommendation is to not lower the risk at present.	4	5	20		N (Reviewed P&R 24.03.21)	Head of Property / Dir. of Corporate Services
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	Yr Ysgwrn site was successfully developed, and the final claim has been submitted to the Heritage Lottery Fund at the end of February. Due to the effect of the Covid-19 pandemic, the site continuous to be closed to the public – the intention is to open in July 2021.  Due to successful grant applications, Yr Ysgwrn has been able to run a programme of virtual activities, and infrastructure improvements are also underway. The Ysgwrn Board meets twice a year, and an annual report is presented to the Authority, to enable Members to scrutinise activities and the financial situation.	3	3	9		N (Reviewed P&R 24.03.21)	Chief Executive / 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	Development of the Snowdon Plan has established a better relationship between the individual elements relating to management on Snowdon, including the Sherpa service.  A sub-group to the Snowdon Plan has been formed to review the Sherpa service and transport / parking issues in the area. A traffic management study for Snowdon and Ogwen has been commissioned and received. The partners are now considering the report's recommendations with Welsh Government and reflecting on the lessons learned over the busy summer 2020 period. A public consultation with the communities has taken place in February / March 2021 on the report.  Unprecedented numbers of UK day visitors are expected again this summer as lockdown eases, which will cause problems for local communities. Although a partnership approach is taken, the public perception of responsibility will fall on the Authority. A number of mitigation measures have been put in place with partners for the 2021 season.	4	4	16		N (Reviewed P&R 24.03.21)	Chief Executive / Partnerships Manager



Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Inherent Risk			Risk direction	Proximity (N, I, F)	Owner
			Effect	Likely	Result		Effect	Likely	Result			
6	Failure to fulfil the "Future Generations Well-Being" Act requirements.	Critical audit report / negative publicity.	3	3	9	<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>During 2020/21 a resilience study was undertaken on the Authority. For 2021/22, Wales Audit will look at how effective the Authority is in influencing the development of Sustainable Tourism.</p>	3	3	9		I  (Reviewed P&R 24.03.21)	Chief Executive
7	Risks to the Carneddau Landscape Partnership Project by failing to fulfil the project. This could be by failing to meet National Lottery Heritage Fund approved purposes, delayed appointment of staff team and commencement of the scheme, delayed settlement of Heritage Fund grant claims, the collapse of the partnership, or not securing the "unsecured" funding anticipated through further grant applications and "in kind" contributions during the project lifetime.	The results will vary widely depending on the scale of the failings. It could be that certain elements of the project may fail, right through to significant risks to the entire project, which obviously comes with adverse publicity and reputational damage.	3	4	12	<p>The Head of Service and Project Manager will continue to work with partners to ensure that "in-kind" contributions are honoured and that effective grant claims are submitted. The core staff of the scheme were appointed in the spring and the team has been in place since June 2020.</p> <p>The plan's delivery phase was launched in October 2020 through a virtual event. A system of keeping Partners informed of progress occurs through regular updates. The Core Group meets on a regular basis and the full partnership annual meeting was held in October 2020, and in May 2021. All partners have signed a Memorandum of Understanding (no legal force) to ensure commitment to the partnership. The core partners, who have promised the most in terms of finance and in-kind contributions, are part of a Partnership Agreement (legally enforced).</p> <p>The Head of Service and Project Manager will continue to work closely with funders to ensure that all funding requirements and approved purposes are met. An Evaluator has been appointed to implement a framework for evaluating the impact of the scheme, and to work closely with the staff and partners to 'learn by doing' throughout the duration of the scheme. Working Groups have been established to assess and evaluate progress against the Approved Purposes.</p> <p>An extension of 15 months has been approved by the Heritage Fund (from 30/09/2024 to 31/12/2025) following the impacts of the Covid-19 pandemic on the scheme timetable. The full impact of Covid-19 on the scheme will become clearer over the coming year and officials are continually reviewing the situation.</p>	3	2	6		N  (Reviewed P&R 24.03.21)	Head of Cultural Heritage / 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	16/06/2021 - Only 4 members have completed the training with 12 not even started the course. 51 members of staff have not completed the course. A report was given to the management team on the 21/06 asking for support to disable access to e-mails and the network, as they were supposed to complete the course by the end of February. A grace period was given due to Covid-19 but this has to come to an end.	3	2	6		N (Reviewed P&R 24.03.21)	Head of IT / Dir. of Corporate Services
9	Aspects of financial risk associated with LIFE Celtic Rainforest project including non-compliance with procurement rules or spending on ineligible costs resulting in the grant not being awarded, or fluctuation in the Euro / pound exchange rate.	SNPA and other partners required to self-finance aspects of project expenditure to date.	5	3	15	A second payment was received from the European Commission in February 2021. The value was approximately £75k more than the profile estimate, due to favourable exchange rates.  We continue to await official feedback from the Commission to the first mid-term report. Also, the last report was presented to Welsh Government in April 2021 for the period October 2020 to March 2021.  The project successfully reached the spending threshold required to enable the £2m from Welsh Government to be claimed. Welsh Government's financial contribution has now come to an end.	4	4	16		N (Reviewed P&R 24.03.21)	Chief Executive / Project Manager
10	Reputational risk to Authority associated with the unsatisfactory delivery of LIFE Celtic Rainforests project.	That the Authority suffers adverse reputational damage amongst those organisations which are named partners in the project, other project partners including private landowners, contractors and other organisations, and the wider public.	4	3	12	Further staff losses (Engagement Officer, May 2021) continues to cause concern, and which means that the project is still not operating with a full complement of staff.  The regular turnover of staff means that several elements of the work is now behind, although the high standard of work continues despite the disruption.  The disruption caused by the staff turnover, side by side with the effects of the Covid-19 pandemic, means that the project will be looking for a year extension at least, possibly 2 years.	4	3	12		I (Reviewed P&R 24.03.21)	Chief Executive / Project Manager




Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Inherent Risk			Risk direction	Proximity (N, I, F)	Owner
			Effect	Likely	Result		Effect	Likely	Result			
11	Poor and ineffectual management of projects by the Authority.	Risk of not accomplishing projects and Authority objectives. Risk to the Authority's reputation. Financial opportunities being missed.	3	3	9	<p>Officers have to follow standard guidelines which have been adopted for project management - including creating a 'Project Initiation Document' and obtaining management team approval for this document. This creates a basis for managing and communication (internal and external) on projects consistently throughout the Authority.</p> <p>The Covid-19 pandemic and related restrictions require consideration and agreement with project partners and funders on re-profiling and how to progress.</p> <p>Consideration been given to preparing more central support for projects to ensure that consistency and compliance are being managed.</p>	2	4	8		N (Reviewed P&R 24.03.21)	Management Team
12	Diminished staff resilience (due to increasing demands) as a result of austerity.	Impact on staff retention, wellbeing of staff in the workplace and performance capability.	3	3	9	<p>A suite of measures to address resilience which include:</p> <ol style="list-style-type: none"> <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>Additional measures to keep in contact with staff operating during the Covid-19 restrictions are being implemented.</p> <p>The recruitment and retention of staff during a period of competition for officers needs noting. The Authority will be able during 2021 to appoint to some key areas to improve resilience.</p>	3	3	9		N (Reviewed P&R 24.03.21)	Management Team



Ref	Risk Description	Result	Inherent Risk			Measures / Actions to Manage	Inherent Risk			Risk direction	Proximity (N, I, F)	Owner
			Effect	Likely	Result		Effect	Likely	Result			
13	The effect of the Coronavirus (Covid-19) on the National Park and on the Authority's work.	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,</li> <li>Support the wellbeing of its staff.</li> </ul>	4	5	20	There is a need to ensure that measures are in place for the Authority's main systems and to enable key staff to accomplish their duties. The Management Team and Heads of Service are discussing specific measures in this respect.  Alternative working arrangements have been developed and these will need to be reviewed as the Government's guidance on working during Covid-19 are revised.	4	5	20		N  (Reviewed P&R 24.03.21)	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	The Head of Cultural Heritage is reviewing the staffing structure and running costs of the site, in order to reduce costs and create a culture of income generation. Initial work has been completed to this end, e.g. by commissioning a new Audience Development Plan and submitting a successful grant application to improve Yr Ysgwrn's infrastructure. This will increase the potential to generate income and reduce costs through a LPG heating system which will be operational throughout the winter and will also aid business continuity throughout the winter.  The Ysgwrn Board approved the proposed staffing structure, and this structure was presented to the Authority in February 2021. It is not currently possible to move forward with appointing every role until there is clarity on the situation with the pandemic with a clear timetable for re-opening and planning the recovery in place. In the meantime, the emphasis will be on virtual engagement and cost cutting where possible, although it must be recognised that the majority of the Ysgwrn costs, apart from staff and stock purchases are stable.	4	3	12		N  (Reviewed P&R 24.03.21)	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).	<p>Tourist Information Centres fail to operate within budget due to Covid-19 restrictions.</p> <ul style="list-style-type: none"> <li>Local Lockdown Restrictions (not just in Wales but throughout the UK) mean a drop in visitor numbers.</li> <li>Health and Safety measures allow maximum number of visitors to be in the centre/s immediately resulting in a drop in visitor numbers.</li> <li>Health and safety measures mean that Beddgelert and Betws y Coed Centres cannot operate safely with one member of staff on duty. Need one member of staff working from an extra desk to control door entry.</li> </ul>	4	4	16	<p>Beddgelert will face additional staffing costs in Q1 and Q2 of 2021/22 due to the need to staff the door to control the numbers in the centre at any one time. A new technological system has been installed in Aberdyfi. It has been fairly successful, in that it assists staff to control numbers, but Aberdyfi isn't the best place as the numbers inside (2) are so low and the door in is restricted. Monitoring will continue.</p> <ul style="list-style-type: none"> <li>So far, the centres have had a fairly quiet start to the season. This has changed in Beddgelert and Betws y Coed since the half term holidays, with an increase in numbers and spend.</li> <li>The uncertainty over the Delta variant in the Conwy area means that we are likely to have the restrictions in place for the rest of the season and into 2022. The uncertainty over developments regarding local restrictions continues.</li> </ul>	3	3	9		N (Reviewed P&R 24.03.21)	Information Centres Manager
16	Income Generation (Planning).	<p>The main risk would be insufficient income for the effective running of the planning service. Whilst this is a risk, the fluctuations in fee income have historically been relatively low. This may now change with Covid-19 which will significantly impact fees, and therefore the ability of the service to perform its duties without having to use reserves.</p>	3	3	9	<p>The budgeted Planning Fee income of £140,000 makes up an important part of the running costs of the Development Management part of the service (about 35% of total costs or 24% when policy team included). Short term drops in budgeted fees can normally be absorbed through service underspends or Authority reserves if necessary. However, longer term reduction would be more problematic.</p> <p>Covid-19 has increased the likelihood of this risk along with its potential impact for the foreseeable future. This has partly been offset by the Welsh Government's 20% increase in planning fees in August 2020 (after several years without an increase) which will mitigate this to an extent.</p> <p>Currently, planning fees continue to reach their financial target, therefore the concerns from the start of the pandemic have reduced somewhat. We will continue to monitor the situation.</p>	3	3	9		N (Reviewed P&R 24.03.21)	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	See Risk 2 above. Ensuring the future for Plas will firstly require the successful implementation of the new business model. Currently, Plas has only just re-opened after another lockdown.  It is too early to tell if the new business model is a success in terms of running costs; it is hoped we will have more information by the next meeting of the Board. A decision can then be made on if and how to invest further in the Plas with the money already o hand.	3	4	12		N  (Review- ed P&R 24.03.21)	Dir. of Corporate Services

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

<b>MEETING</b>	Performance and Resources Committee
<b>DATE</b>	14 July 2021
<b>TITLE</b>	<b>CORPORATE WORK PROGRAMME 2020/21</b>
<b>REPORT BY</b>	Director of Corporate Services
<b>PURPOSE</b>	Fourth and Final Quarter Progress Report for 2020/21

## **1. BACKGROUND**

- 1.1. Enclosed is a report on the Corporate Work Programme containing details of the progress made by the Authority in undertaking the various agreed projects / improvement actions for the 4<sup>th</sup> quarter of the year (1<sup>st</sup> of January to the 31<sup>st</sup> of March 2021).
- 1.2. The report shows a summary of the progress made on projects / initiatives relating to the Authority's Improvement Objectives.
- 1.3. Officers will be in attendance at the meeting to give further detailed information if required.

## **2. RECOMMENDATION**

- 2.1. **To examine and discuss the attached Corporate Work Programme.**

## **3. BACKGROUND PAPERS**

- 3.1. Corporate Work Programme 2020/21: 4<sup>th</sup> Quarter and final progress report, 2020/21.



# WELLBEING & IMPROVEMENT OBJECTIVES 2020-21 : WORK PROGRAMME

Fourth Quarter (Final) Update : January – March, 2021


## 1. OUR COMMUNITIES


**WORKING WITH OUT COMMUNITIES TO DEVELOP THE ECONOMIC, CULTURAL AND SOCIAL WELL-BEING OF SNOWDONIA**

<b>We will achieve this by:</b>	<b>Ensuring that the Local Development Plan continues to provide affordable housing</b>
---------------------------------	---

Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
  Qtrs. 1 - 3    Qtr. 4	<p style="color: red; margin: 0;"><b>To ensure the LDP Annual Monitoring Report provides an assessment of the Authority's performance with regard to affordable housing – including where appropriate any actions to address missed targets</b></p> <p style="margin: 0;">The Welsh Government has delayed the submission of the LDP Annual Monitoring Report until October 2021. Despite this an Interim Annual Monitoring Report is being prepared which will be presented to a Members Working Group in early 2021.</p> <p style="margin: 0;"><b>The Interim Annual Monitoring Report was presented to the Planning &amp; Access Committee in January 2021, where Members noted the Report.</b></p>	Throughout 2020/21+	Planning Manager


**Status:**  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer

We will achieve this by:	Supporting sustainable economic development within our communities which utilise the qualities and opportunities that Snowdonia provide
--------------------------	---


Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
  <b>Qtrs 1- 4</b>	<p><b>Collaborate with economic development agencies, including local authorities to work towards local economic resilience and economic opportunities, including:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Supporting initiatives within the regional growth strategies that improve digital connectivity, whilst protecting the landscape:</b> Currently working in Partnership with NRW, NT and Arloesi Gwynedd Wledig to establish and improve digital connectivity in the Ogwen Vall aney area through the Ogwen Cottage. As members of Gwynedd and Conwy LAG we are actively feeding into improvement initiatives throughout the NP area.</li> <li>➤ <b>Work with the economic development departments within local councils to develop shared opportunities related to National Park purposes:</b> Both local councils are members of Fforwm Eryri and are aware of the all actions on Cynllun Eryri, some discussions outside of Fforwm Eryri have taken place, but no clear opportunities have yet arisen. Area wide Ambassador Scheme has been implemented with local businesses in partnership with all local authorities across north Wales – Conwy County borough Council are launching theirs in May, Cyngor Gwynedd yet to set a launch date.</li> <li>➤ <b>Work with partners to diversify the economy including developing a campaign to encourage businesses that are able to work remotely (e.g. tech and IT businesses) to establish in the area:</b> Not begun as yet, part of Cynllun Eryri policy C2.3.  <b>Technical specification report being developed as part of the Parking and Transport Strategy for Yr Wyddfa and Ogwen to feed into this work. Early scoping meetings held with BT to ascertain their interest and potential involvement in a Visitor Comms package.</b></li> </ul>	<p>On-going Throughout 2020-21 and beyond</p>	<p>*Partnerships Manager &amp; Partnerships Officer</p>

**Status:**  Progressed and within timetable


 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)

\* Lead Officer


	<ul style="list-style-type: none"> <li>➤ <b>Support opportunities in the tourism sector that are high value, high quality and considerate of protecting the National Park's Special Qualities:</b> This is a core part of the Parking and Transport Strategy for Yr Wyddfa and Ogwen area, with community consultation currently working with residents and businesses to develop a Sustainable Tourism model within the four gateway communities, also see actions relating to Cynllun Eryri policy C2.3</li> <li>➤ <b>Ensure Sustainable Tourism principles are embedded across the National Park:</b> Is a core part of the reopening strategy in 2020/2021, Communication Plan for the National Park is grounded in Sustainable Tourism Principles, Parking and Transport Strategy for Yr Wyddfa and Ogwen area is based on a Sustainable Tourism model, Partnerships Manager and Sustainable Tourism Officer are working closely with Gwynedd Council to develop and confirm Sustainable Tourism principles which will apply across the county, and in close collaboration with major and small tourism businesses in the region. See also actions on Cynllun Eryri Outcome A1 and policies A1.1-A1.5 for ongoing progress in this area.</li> </ul> <p>On-going work with key partners continues</p>		
<p></p> <p>Qtrs. 1+2</p> <p>Qtr. 3</p> <p>Qtr. 4</p>	<p><b>Ensure that Fforwm Eryri meets to provide updates on progress in implementing the Authority's Park Management Plan</b></p> <p>On-going – Fforwm Eryri meets quarterly and has continued to do so throughout the lock-down period, now that Cynllun Eryri has been officially adopted, the Fforwm will begin to prioritise projects for completion.</p> <p>On-going – the Fforwm has begun to consider how it will deliver on the action plan as a Partnership, and has begun to prioritise projects for completion.</p> <p><b>On-going – Progress meetings with individual partners have begun. Partner presentations have been reintroduced at all meetings to update on progress. An online version is available of the Action Plan, via Share Point and Basecamp for Partners to update remotely. First annual report on progress on Cynllun Eryri will be prepared for the Authority meeting in autumn 2021.</b></p>	<p>On-going</p>	<p>Partnerships Manager</p>

**Status:**  Progressed and within timetable


 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)

\* Lead Officer

Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1+2  Qtr. 3 + 4	<p><b>Continue the implementation of the adopted Snowdon Partnership Action Plan with partners</b></p> <p>Ongoing – all projects are being progressed and within timescales set.</p> <p><b>All the following ongoing projects are included in Cynllun Yr Wyddfa as action points for the first five years of the Plan:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Yr Wyddfa and Ogwen Parking and Transport Review and various projects supported by Welsh Government through Transport for Wales: <u>Review completed and work begun to further consult with communities and implement initial recommendations.</u></b></li> <li>➤ <b>Exploring connectivity solutions around the Yr Wyddfa area in partnership with Arloesi Gwynedd Wledig: <u>Work on-going.</u></b></li> <li>➤ <b>Yr Wyddfa Walks App: <u>Completed but will be updated annually.</u></b></li> <li>➤ <b>Development and implementation of the Llysgennad Eryri programme: <u>Programme launched and will evolve as scheme develops.</u></b></li> <li>➤ <b>Yr Wyddfa plastic free zone: <u>Team commissioned and work due to be completed by June, 2021.</u></b></li> <li>➤ <b>Outside display solution system installed in Nant Peris with funding from the TAIS.</b></li> </ul>	On-going	*Partnerships Mgr. Snowdon Partnership Officer




**Status:**  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer



We will achieve this by:	Effectively communicating the benefits of the designation of Snowdonia as a National Park to the well-being of our communities		
Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
<p>Qtrs. 1+2</p>   <p>Qtr. 3 + 4</p> 	<p><b>Review and implement the Authority's Communications/Engagement Strategy including:</b></p> <ul style="list-style-type: none"> <li>➤ Assess our means of engagement with stakeholders through a complete channel review (assessment of the different methods we use for communicating) of the Authority's activities. <b>COMPLETED</b> including all staff survey. Results presented to Management Team in November.</li> <li>➤ Use the results to feed into the new Communications//Engagement Strategy. Realign the focus to communicate with our most important stakeholders on our key messages. Being Drafted.</li> <li>➤ Develop and implement a communication grid (a calendared plan on line and traditional communication activities) for 2020-21 that is inspired by the Special Qualities as set out in Cynllun Eryri and celebrates the Parks 70<sup>th</sup> Anniversary. <b>COMPLETED</b> and being implemented. Will be reviewed once new Comms. Strategy in place. Paper on 70<sup>th</sup> Anniversary plans will be discussed with Members before end of year.</li> </ul> <p><b>Communications/Engagement Strategy: Draft strategy has been discussed with Communication Task and Finish Group. Due to be presented to members at working group in April. Currently also developing and implementing Comms. Strategy for the 2021 season.</b></p>	<p>Sept. 2020</p> <p>March 2021</p> <p>May 2020 then revise following adoption of Comms.. Strategy</p>	<p>Ho Engagement</p> <p>Ho Engagement</p> <p>Ho Engagement</p>




Status:  Progressed and within timetable


 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer

We will achieve this by:	Further develop our work in understanding, promoting and managing our cultural heritage
--------------------------	---


Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtr. 1+2  Qtr. 3  Qtr. 4.	<p><b>To manage and continuously develop Yr Ysgwrn as a cultural centre and one of the most significant cultural heritage sites within the National Park area for implementation <u>post Covid-19</u></b></p> <p>The Coronavirus pandemic led to the closure of Yr Ysgwrn throughout Quarter 1 and the first half of Quarter 2. The site was successfully reopened in mid-August 2020. Successful funding applications have been made to the Welsh Government's Sustainable Landscapes Sustainable Places fund for infrastructure improvements, to Artfund to fund a virtual Carol event and to the Welsh Federation of Museums and Galleries to reimburse the cost of reopening.</p> <p>£30,000 of Culture Recovery Fund funding has been received to assist with operational costs in 2021/22, to produce a marketing plan, to revise Yr Ysgwrn's Conservation Management Plan and to deliver community heritage projects. Various online events have been held during this quarter, including Christmas activities for families and cultural events. These have been externally funded and held free of charge. At least 35 households have joined each event.</p> <p><b>SLSP Grant work is continuing in various parts of the site – with new new LPG boiler and tanks as a back up to the existing biomass boiler. Work will also be starting on enhancements to the shop and servery later in the Year. Angharad Prys has been commissioned to complete the freelance marketing work at Yr Ysgwrn from 2021-23 (2 year contract), and she will complete 36 days p.a. It is expected that Yr Ysgwrn will re-open in early Summer.</b></p>	March 2021	Yr Ysgwrn Site Manager
 Qtrs. 1-2   Qtr. 3+ 4	<p><b>Prepare and implement a strategy for the Authority to protect, enhance and further the understanding of the cultural heritage of Snowdonia</b></p> <p>The Cultural Heritage Action Plan is being developed as a sub-document of Cynllun Eryri. Partners are being engaged and a draft will be presented to Members in early 2021.</p> <p><b>The draft Plan is progressing but the timetable has been delayed due to the impact of Covid 19 on the Head of Cultural Heritage's work programme and impending maternity leave. The draft will be presented to members in 2022.</b></p>	March 2021	Ho Cultural Heritage


**Status:**  Progressed and within timetable


 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)

\* Lead Officer




Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1+2   Qtr. 3   Qtr. 4	<p><b>Continue to manage and develop the THI Dolgellau Project understanding that the project will require an extension of time due to the impact of Covid-19</b></p> <p>All community and raising awareness projects that directly involve community participation have been postponed for the time being due to Covid-19. Background work relating the House Histories project and Art / Interpretation board project is ongoing. The first high priority building under the project, Y Sosban, has nearly been completed, with only the re-paving works to the building's perimeter outstanding. The second high priority building, Wilkins Newsagents, has recently been sold, and the new owner has appointed an Architect to progress with work in advance of submitting a grant application. The work to Bod Arran (The Old Stationery shop) has nearly been completed, A grant application in connection with Y Ddarllenfa Rhydd has recently been approved. Anticipating grant applications in the future relating to Wilkins Newsagents, Victoria Buildings, Tafarn y Gader and 4 &amp; 5 Eldon Row. It is anticipated that a 6 month extension to the project will be required which the National Heritage Lottery has approved in principle.</p> <p>Bearing in mind the impact of the pandemic on industry and communities, the scheme has continued to make very good progress. The activity element hasn't continued due to social restrictions however there will be an opportunity to make up for lost time once restrictions allow. Work has commenced on Y Ddarllenfa Rydd and an application has been received for Wilkins Newsagents, which was the highest priority building within the scheme.</p> <ul style="list-style-type: none"> <li>➤ <b>The National Lottery Heritage Fund has approved an extension of time for the project due to the Covid-19 impact on the project. The new project completion date is the 31<sup>st</sup> December 2022.</b></li> <li>➤ <b>Restoration work has been completed at Y Sospan along with the re-paving to its perimeter. The contractors restoring the traditional roofing details on the building won a national award in the 'best use of a roofing tile on a heritage building' category.</b></li> <li>➤ <b>The work to Bod Arran (The Old Stationery shop) has been completed.</b></li> <li>➤ <b>Internal work to make the first floor accessible to all and improvements to the toilet facilities at Y Ddarllenfa Rhydd is progressing well.</b></li> <li>➤ <b>Tenders have been returned in connection to Victoria Buildings. Awaiting to hear if the owners will be participating or not.</b></li> <li>➤ <b>Awaiting the completion of the sale of the former Wilkins Newsagents. Issues with probate have delayed the purchase.</b></li> <li>➤ <b>The appointed Architect for 4 &amp; 5 Eldon Row is currently working on the drawings to progress with a grant application.</b></li> </ul>	March 2021 and beyond	THI Project Officer


Status:  Progressed and within timetable


 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)

\* Lead Officer

Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1+2  Qtr.3 + 4	<p><b>Identify archaeological sites for conservation, access and interpretation works and plan those projects for implementation post Covid-19</b></p> <p>Further works planned to improve infrastructure at Caergai when Covid-19 restrictions allow for the work to be undertaken. Further community consultation and liaison has taken place in regards to proposed works at Ynyspandy, Gorseddau and Treforys, Cwmystadllyn and a positive response has been received. Works will require due consideration to local infrastructure and services.</p> <p><b>Completion of works at Caergai will take place in 2021/22. Work has been delayed due to the impact of Covid 19.</b></p>	March 2021	Cultural Heritage Officer + Archaeologist
 Qtrs. 1+2 Qtr. 3 Qtr. 4	<p><b>Establish the Ardudwy's Lost Farmstead project with partners and the community of Ardudwy</b></p> <p>Management Team and Member approval has been given to establish the project. Internal applications are currently being invited for the role of Cultural Heritage Project Officer.</p> <p>The Cultural Heritage Project Officer has been in post since November 2020 and the project is making good progress. An external consultant has been appointed to lead the historic data element of the scheme and consultation with stakeholder organisations is underway. The activity element of the project is restricted to online activity due to the impact of the pandemic however a good response has been received by community groups to date.</p> <p><b>Work has continued on various themes of what is considered to be largely intangible heritage as part of the project, including 'farmstead mapping', place names and their etymology, historical rural communities, local dialect, political and literary landscapes, oral history, local characters. This has been done with several partners organisations and the local community. Discussions have also been held with the National Lottery Heritage Fund about the development of these themes.</b></p>	March 2021	Project Officer

Status:  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021




 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)

\* Lead Officer


## 2. PLANS AND POLICIES


**REVIEW AND IMPLEMENT BOTH THE LOCAL DEVELOPMENT PLAN AND THE NATIONAL PARK MANAGEMENT PLAN (CYNLLUN ERYRI) AND ENSURE THAT THE PRINCIPLES OF THE WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015 AND THE ENVIRONMENT (WALES) ACT 2016 ARE FULLY INTEGRATED INTO THE WORK OF THE AUTHORITY**

<b>We will achieve this by:</b>	<b>Working with partners to achieve the sustainable use of Snowdonia's natural resources through integrating our work programme with NRW's Area Statements</b>
---------------------------------	--

Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 <b>Qtrs. 1- 4</b>	<p><b>Ensure that Cynllun Eryri and NRW Area Statement for NW Wales are in alignment Partnerships Manager to co-ordinate SNPAs response to draft Area Statements and feed in understanding from across various Partnerships co-ordinated by Authority officers</b></p> <p>Completed and ongoing work as Area Statements developed. The outcomes of the area statements have been reflected in the adopted Cynllun Eryri (National Park Management Plan). The Area statements have informed or underpinned some of the Sustainable Landscape, Sustainable Place (SLSP) and Sustainable Management Schemes (SMS) projects. Projects sponsored by NRW within Snowdonia also address issues identified within Area Statements.</p>	March 2021	Partnerships Manager
 <b>Qtrs. 1+2</b>  <b>Qtr. 3 + 4</b>	<p><b>Work with relevant officers to integrate work programmes and progress implementation of Area Plans</b></p> <p>COVID situation has had to receive priority. Also, once Senior Wardens have been appointed we can progress.</p> <p><b>Senior Wardens appointed in 3<sup>rd</sup> Quarter. Senior Wardens will review and update current plans during evaluation interviews and complete by the start of April.</b></p>	March 2021	Ho Warden Service



**Status:**  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)

\* Lead Officer


We will achieve this by:	<b>Implementing and continuously monitoring both the Local Development Plan and the National Park Management Plan (Cynllun Eryri)</b>
--------------------------	---


Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1 - 4	<b>Present an annual monitoring report to the Authority which outlines how the Plans are performing against the monitoring framework</b>  First report on Cynllun Eryri will be presented on anniversary of adoption of plan (September 2021).	On-going	* Planning Mgr. Ho Engag. Partnerships Mgr.
 Qtrs. 1- 4	<b>Ensure that the policies of the Local Development Plan are implemented effectively and ensuring a consistent approach by officers</b>  Ongoing process.	On-going	Planning Mgr.

We will achieve this by:	<b>Develop, consult on and agree new strategic objectives for the Authority's Corporate Plan for the period 2021- 2026</b>
--------------------------	--

 Qtrs. 1+2	<b>Adopt new objectives in readiness for 2021 onwards including evidence of in-depth consultation and policy development exercises completed for the new statutory National Park Management Plan, Cynllun Eryri, 2020-2025</b> Members approved draft objectives for progressing to an informal consultation. Informal consultation has been completed with key stakeholders and partners. Feedback will be reported to Members for further discussion.	March 2021	CEO
Qtr. 3 + 4	<b>A formal consultation with stakeholders and partners will take place during December 2020/January 2021. Feedback and responses from formal consultation were reviewed, draft objectives developed further and exercise completed to cross reference against the actions in Cynllun Eryri. A report was presented to members Working Group in March and approval granted for officers to progress the work for final approval of new objectives by members. COMPLETED</b>		


**Status:**  Progressed and within timetable


 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer

Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
------------------------	--	------------	-------------------------

We will achieve this by:	Develop and adopt relevant Supplementary Planning Guidances (SPGs)		
  Qtrs. 1+2  Qtr. 3 + 4	<p><b>Assess the areas that require an SPG and thereafter prioritise and produce a programme for their production, consultation and adoption</b></p> <p>This programme is ongoing and work is well underway with the SPGs in Planning and the Welsh Language, Planning Obligations and Telecoms. Initial work is taking place on SPGs on the Historic Environment and Advertisements.</p> <p><b>Progress continues to be made with the production of SPGs. The SPG on Planning Obligations has now been formally adopted. The SPG on Planning and the Welsh Language has gone out to public consultation, with the SPG in Telecommunications and Masts due to go out to consultation imminently. Work continues to progress with the Historic Environment and Advertisements SPGs.</b></p>	On-going	Planning Manager

**Status:**  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021

 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)

\* Lead Officer


### 3. HEALTH AND WELL-BEING


**SNOWDONIA NATIONAL PARK IS RECOGNISED AS AN AREA, WHICH CONTRIBUTES TO THE NATION'S PHYSICAL AND MENTAL WELL-BEING**

<b>We will achieve this by:</b>	<b>Promoting the health benefits of Snowdonia</b>
---------------------------------	---

Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1+2 Qtr. 3 <b>Qtr 4.</b>	<p><b>Through the Communication/Engagement Strategy, highlight the health and well-being benefits of the natural environment and develop Snowdonia related key messages around these, specifically by producing a web page with key information</b></p> <p>Content and Brand Manager has been reviewing and improving content on the existing website.</p> <p>Additional materials and content also being developed for the 2021 season.</p> <p><b>Additional information will be developed as part of the new website due to be launched in September</b></p>	Nov. 2020	* Ho Engagement Ho Warden Svc.
 Qtrs. 1+2 <b>Qtr. 3 + 4</b>	<p><b>The dissemination of key messages to the public via digital media, the “Eryri” magazine and the National Park newsletter</b></p> <p>National Park digital newsletter proving very popular with exponential increase in take up. Eryri Magazine will go digital next year (as a one off) in order to mitigate against the risks of Covid – paper copies etc. Also looking at enhancing the community focused element of this.</p> <p><b>Digital newsletter now sent to a mailing list of around 4000 recipients.</b></p>	On-going	Ho Engagement







**Status:**  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer



Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1+2  Qtr. 3  <b>Qtr. 4</b>	<p><b>Pilot the development of online content promoting paths and trails and opportunities to improve health and wellbeing in the National Park. The work features heavily in the brief for the preparation of the new website and role of the Brand and Content Manager. Subject to Covid-19 restrictions being applied during this period</b></p> <p>On-going. Website is out to tender and awarding of tender due to take place in January. Regular messages shared via social media relating to Health and Well-being. Volunteer and Well-being Officer also blogging</p> <p>Tender has been awarded and now in development phase with appointed company. Brand and Content Manager in process of also organising next Website Task and Finish Group</p> <p><b>New website due to be launched in September 2021</b></p>	May 2021 (Delayed due to Covid-19 implications)	* Ho Engage. Brand & Content Mgr. Ho Warden Svc.
 Qtrs. 1+2  Qtr. 3  <b>Qtr. 4</b>	<p><b>Review the Recreation Strategy to ensure that residents and visitors can access a variety of routes aimed to improve physical and mental health. Ensuring it supports the strategic objectives outlined in the PMP, Cynllun Eryri</b></p> <p>First draft of review due to be presented to management team in November/December.</p> <p>First draft being finalised to ensure alignment with Cynllun Eryri</p> <p><b>Delay in submitting first draft to Management Team, due to be submitted in June 2021.</b></p>	May 2021	* Ho Engage. Access & Well-being Mgr.






**Status:**  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer

We will achieve this by:	<b>Working with key partners to provide opportunities (including volunteering) that contribute to health and wellbeing</b>
--------------------------	--




Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1+2  Qtr. 3  <b>Qtr. 4</b>	<p><b>Review and refresh the Volunteering Strategy with a renewed focus on Well-being</b></p> <p>First draft of new strategy will be presented to management team in November.</p> <p>Management Team have had input and given feedback on strategy. Strategy due to be presented to members Working group in March/early April.</p> <p><b>Strategy discussed at Member Working Group and due to be submitted to the Authority for final approval in June</b></p>	July 2020 (Delayed due to Covid-19 implications)	Ho Engage. * Volunteer & Well-being Officer
 Qtrs. 1+2  <b>Qtr. 3 + 4</b>	<p><b>Adopt criteria to measure the health and well-being benefits of volunteering the Authority provides. Develop a Volunteer Portal as a central point for recording and measuring progress, co-ordinate volunteer activity across the authority, and promoting opportunities for ourselves and partners, in collaboration with other Welsh National Parks</b></p> <p>Activities on-going and now well established with new officer. Criteria will be presented as part of the new Volunteering strategy – discussed with management team in November.</p> <p><b>Strategy due to be presented to members Working group in March/April and final approval by Authority in June</b></p>	April 2021 (Delayed due to Covid-19 implications)	* Ho Engagement Volunteer & Well-being Officer


**Status:**  Progressed and within timetable


 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)

\* Lead Officer

Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1- 4	<b>The provision and promotion of opportunities to volunteer at Yr Ysgwrn through social media (subject to Covid-19 restrictions)</b>  The site remained closed throughout Quarter 1 and the first half of Quarter 2 and closed over the winter season. Officer's have kept regular contact with volunteers and an invitation has been extended to all volunteers to return to Yr Ysgwrn when they feel safe and confident to do so. We hope to see volunteers return in 2021 and will be attempting to recruit new volunteers for the new season.	March 2021	Yr Ysgwrn Site Manager
Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1- 4	<b>Continue to play an active part in "Getting North Wales Moving" and develop further links in order to engage local people, including "Link Workers" and direct links with health services and charities</b>  Ongoing and working well. Further links and partnerships being developed. Health and Well-being officer continues to attend regular meeting and update the Ho Warden Service.	On-going	Ho Warden Svc. * Ho Engage. Volunteer & Well-being Officer
 Qtrs. 1- 4	<b>Prepare a draft Youth Manifesto for discussion and approval by Members</b>  No progress to report on. Recruitment of Youth Officer delayed. Recruitment will start April onwards.	March 2021	* Ho Warden Svc. Ho Engage.

Status:  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer

<b>We will achieve this by:</b>	<b>Working with key partners to manage the area in relation to any regulations relevant to the Authority in dealing with the Covid-19 pandemic</b>
---------------------------------	--

	<b>Continue to work with representatives from Designated Landscapes across Wales, Visit Wales and Welsh Government to share good practice and develop policy regarding Sustainable Tourism principles</b>	March 2021	CEO Ho Engage.
Qtrs. 1+2	This has been considered by National Parks Wales and has been raised with the Deputy Minister and Welsh Government Officials. The Green Recovery Task and Finish Group Chaired by NRW Chair will shortly report and will make recommendations on such matters.		
Qtr. 3 + 4	<b>A joint seminar of Gwynedd Council and this Authority's members will be held in the fourth quarter to consider Gwynedd Council policy on tourism. Visit Wales will also consider sustainable tourism principles on a Wales level. Officers are looking at metrics, which could support outcomes of a sustainable tourism sector as opposed to the current STEAM model for tourism.</b>		
<b>Qtrly. Progress Status</b>	<b>Description of Project / Initiative including specific actions</b>	<b>Time-table</b>	<b>Officer (s) Responsible</b>
	<b>Continue to work with the North Wales Communication cell group to agree and disseminate key messages</b>	Ongoing – as required	* Ho Engagement
Qtrs. 1- 4	<b>Ongoing and proving very beneficial. Head of Engagement meets weekly with North Wales Comms Cell, with discussions and implementation of shared messaging.</b>		

**Status:**  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021

 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)

\* Lead Officer


## 4. PEOPLE, PLACES AND PARTNERS


**OVER THE NEXT FIVE YEARS WE AIM TO FURTHER THE OPPORTUNITIES TO WORK WITH PEOPLE, VOLUNTEERS AND PARTNERS IN A COLLABORATIVE MANNER. THIS WILL ENABLE US TO CONTINUE TO CONTRIBUTE TO THE APPRECIATION AND MANAGEMENT OF WHAT MAKES SNOWDONIA VALUED AND SPECIAL**

We will achieve this by:	Investing in volunteers to add value to the delivery of the Authority's vision
--------------------------	--


Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1+2  Qtr. 3  Qtr. 4	<p><b>Continue to monitor to assess how volunteering opportunities contributes to our vision and statutory purposes</b></p> <p>Volunteering work developing well. New measures will be developed as part of the volunteer strategy.</p> <p>Working in partnership with Snowdonia Society and Outdoor Partnership to launch Welcome Volunteers for 2021 season.</p> <p><b>Caru Eryri volunteer scheme launched for 2021 season with over 100 volunteers already signed up</b></p>	On-going	Ho Engagement



**Status:**  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer

Qtrly. Progress Status	Description of Project / Initiative including specific actions		
 Qtrs. 1+2  Qtr. 3  <b>Qtr. 4</b>	<p><b>To meaningfully engage volunteers in the management of Yr Ysgwrn through regular consultation via e-mail, phone calls and when Covid-19 restrictions ease, through and team meetings</b></p> <p>Regular contact has been kept with volunteers throughout Quarters 1 and 2 and team meetings will be re-established as soon as restrictions allow.</p> <p>A Christmas event was held for volunteers while restrictions allowed and this was attended by 18 volunteers and members of seasonal staff. Monthly volunteer coffee mornings are planned for 2021 and regular email updates are issued to volunteers.</p> <p><b>The continued closure of Yr Ysgwrn due to Covid, will mean new opportunities for engagement with volunteers will be limited for the time being. Once an opening date has been secured, plans can be redeveloped with a view to creating new opportunities for the volunteers.</b></p>	March 2021	Yr Ysgwrn Site Manager
<b>We will achieve this by:</b>	<b>Assessing the effectiveness of the Authority's framework for volunteering</b>		

Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1-3   <b>Qtr. 4</b>	<p><b>Present an Annual report monitoring the implementation of the framework for volunteering to Members</b></p> <p>To be progressed once volunteering strategy has been adopted.</p> <p><b>As above – final strategy being submitted to Authority <u>for approval in June</u></b></p>	March 2021	Ho Engagement

**Status:**  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer

We will achieve this by:	Supporting the development of “Place Plans” within Snowdonia
--------------------------	--

 Qtrs. 1-3  Qtr. 4	<p><b>The Snowdon Partnership Plan is the first adopted Place Plan in Snowdonia. Assess whether a similar approach could benefit other areas of the Park</b></p> <p>Llyn Tegid has been identified as a possible area. No progress to date due to the Covid situation.</p> <p><b>Senior Warden South has been appointed and will lead on the work April onwards.</b></p>	March 2021	Ho Warden Svc.
Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1- 4	<p><b>Ensure indicators within the Snowdon Partnership Plan are monitored and reported on to the Authority on an annual basis and that the following projects are prioritised:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Review of parking and transport in the Yr Wyddfa and Ogwen areas:</b> Moving into implementation phase. <b>Review implemented with support from WG through Transport for Wales</b></li> <li>➤ <b>Production of a Communication Plan for the Snowdon Partnership</b> COMPLETED and in implementation phase.</li> <li>➤ <b>Establishment of an ambassador scheme for local businesses</b>            Qtr.1-2: Scheme in development phase for extension to the entire National Park.  <b>Qtr. 3-4: Ambassador scheme has been launched and is very successful with over 500 Ambassadors signed up.</b></li> <li>➤ <b>Production of an App for Snowdon (to be piloted for the expansion to the entire National Park</b> <b>App COMPLETED and in monitoring phase, good practise shared with Ogwen area.</b></li> </ul>	Annual Report  March 2021  March 2021  Re profiled	* Partnerships Manager +  Snowdon Partnership Officer

**Status:**  Progressed and within timetable




 To be progressed in next quarter(s) for completion by end of March 2021

 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer


	<p>➤ <b>Completion of Tais Nant Peris bus stop project will be re-profiled. (Delayed due to Covid-19 implications)</b>  Qtr. 1: In implementation phase and due to be completed by March 2021.  Qtr. 2: Tais Nant Peris bus stop project has been re-profiled and is due to be completed by end of June 2021.  <b>Qtr. 3 - 4: Tais Nant Peris project has been COMPLETED</b></p> <p>➤ <b>Performance Indicators of the Plan have been revised and were presented to the March P&amp;R Committee.</b></p>	Summer 21
--	--	-----------

<b>We will achieve this by:</b>	<b>Enhance the awareness and use of the Welsh language</b>
---------------------------------	--

Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
	<p><b>Assess the adopted well-being plans that are applicable to the Authority's area to identify appropriate actions to be undertaken by the Authority in partnership with others in enhancing both the awareness and the use of the Welsh language</b></p>	March 2021	CEO
Qtrs. 1+2 	The Gwynedd/ Mon Public Service Board (PSB) has a work stream on this, however the group charged with developing has not met in 2020 and there is no lead officer/organisation. This will be considered by the full board in December. A SNPA member Working Group meeting will be held in the third quarter to discuss.		
Qtr. 3 	Gwynedd /Mon have appointed a lead official for the Welsh language, which will concentrate mostly on the use of the Welsh language within the workplace of PSB members. Members have agreed to establish a task and finish group for scrutiny of such.		
<b>Qtr. 4</b>	<b>PSB partners to discuss how to enable and resource the daily use and normalisation of the Welsh Language in the workplace.</b>		




**Status:**  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer






 Qtrs. 1- 2	<p><b>Continue to prioritise the use of Welsh as the working language of the Authority and that all staff who are likely to have dealings with the public can respond to queries in both Welsh and English. Produce an Annual Report</b></p> <p>The annual report on the authority’s performance in relation to the standards is required to be approved and published by the 30<sup>th</sup> of June each year. Due to the disruption to the committee schedule caused by the Covid-19 lockdown, it was not possible to present the report until the 15<sup>th</sup> of July 2020 this year. The Performance and Resources Committee duly approved the report on this date, enabling it to be published immediately afterwards.</p> <p><b>COMPLETED</b></p>	On-going	Director Corporate Services
<b>Qtrly. Progress Status</b>	<b>Description of Project / Initiative including specific actions</b>	<b>Time-table</b>	<b>Officer (s) Responsible</b>
 Qtrs. 1-2   Qtr. 3 - 4	<p><b>To work with local colleges and the university to ensure active participation in any online content and information sites regarding work placements, volunteering and career opportunities, which would include work on promoting the importance of Welsh Language skills in gaining employment with the Authority. Participate in any online/remote careers and job fairs, events, discussions and webchats, if they are set up as an alternative to the traditional face-to-face opportunities</b></p> <p>Due to Covid-19 no progress has been made with this action. Colleges and Universities are currently prioritising safe classroom and teaching environments for their students, and are not in a position to advance this work. Freshers Fairs were not held this year and no alternative on-line opportunities were offered for the Authority to participate in. The Authority under an Umbrella proposal by 14 of UK’s National Parks propose to provide five opportunities for young people under the “Kick start” initiative.</p> <p><b>No further progress made with this work. However, plans are underway to hold the annual Bangor University Welsh Language Jobs Fair virtually in March/April 2021</b></p>	2020/21 Academic year	Ho Admin. & Customer Care


**Status:**  Progressed and within timetable


 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)

\* Lead Officer

 <b>Qtrs. 1- 4</b>	<p><b>To ensure that all communication material is available bilingually</b></p> <p><b>On-going and being adhered to</b></p>	On-going	Ho Engagement
<b>Qtrly. Progress Status</b>	<b>Description of Project / Initiative including specific actions</b>	<b>Time-table</b>	<b>Officer (s) Responsible</b>
 <b>Qtrs. 1-2</b>  <b>Qtr. 3 + 4</b>	<p><b>To provide opportunities for Welsh learners to participate in activities, including volunteering at Yr Ysgwrn</b></p> <p>The Coronavirus pandemic hasn't allowed for the provision of activities but new digital resources released during the lockdown, such as digital stories and short films, are suitable for Welsh learners and have been a means of engaging new audiences during this challenging period.</p> <p><b>'Iaith ar Daith' visited Yr Ysgwrn to film in December and it is hoped that the programme will be an excellent marketing tool to appeal to Welsh learners when it is aired in spring 2021.</b></p>	March 2021	Ho Cultural Heritage
 <b>Qtrs. 1- 2</b>  <b>Qtr. 3</b>  <b>Qtr. 4</b>	<p><b>To promote Yr Ysgwrn as a cultural centre and as a centre to enhance awareness of Welsh language and culture</b></p> <p>Digital content developed during the lockdown has provided a media to promote awareness of Welsh language and culture whilst the site remained closed. Content included new short films on artefacts in the collection and stories from the archive.</p> <p>Iaith ar Daith filming at Yr Ysgwrn and a host of online events held during this quarter foster an awareness of the significance of Welsh language and culture at Yr Ysgwrn.</p> <p><b>Angharad Prys has been commissioned to complete the freelance marketing work at Yr Ysgwrn from 2021-23 (2 year contract), and she will complete 36 days p.a. It is expected that Yr Ysgwrn will re-open in early Summer, where it is hoped that a programme of various activities will be developed.</b></p>	March 2021	Ho Cultural Heritage





**Status:**  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer

We will achieve this by:	<b>Work with our local, national and regional partners to address the challenges and manage the area once regulations controlling movement post Covid-19 are relaxed</b>
--------------------------	--

Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1- 4	<p style="color: red;"><b>Continue to work with the Tourism sector through the North Wales Tourism Forum</b></p> <p><b>Ongoing – attending meetings on a quarterly basis (weekly during Covid lockdown).</b></p>	On-going	Ho Engage.
 Qtrs. 1-2  Qtr. 3.  Qtr. 4	<p style="color: red;"><b>Undertake a risk register exercise cross-referencing with Policy A3.3 ensuring preparedness and mitigation measures are anticipated</b>  <i>(Policy A3.3. Explore the feasibility of implementing a Climate Vulnerability Index (CVI) approach to natural and cultural heritage assets of the National Park)</i></p> <p style="color: red;"><b>With input from key partners consider learnings from the Covid-19 pandemic</b></p> <p>Feasibility of the CVI Index is currently being established in Partnership with NRW            Key learnings from the pandemic are being shared with Cyngor Gwynedd, Conwy council, Visit Wales, other National Parks and Designated Landscapes and NRW.</p> <p><b>As above. Work on-going, Risk Register not yet begun.</b></p>	March 2021	Partnerships Manager

**Status:**  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021




 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)

\* Lead Officer


## 5. BALANCING OUR RESOURCES AND EFFORTS


**THE AUTHORITY TARGETS ITS RESOURCES TO DELIVER ITS PRIORITIES WITHIN THE REDUCED RESOURCES AVAILABLE**

We will achieve this by:	Engaging with our staff at all levels including formal annual appraisals to assist performance management and ensure that we support the wellbeing of our staff in such a difficult period
--------------------------	--








Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1+2  Qtr. 3 + 4	<p><b>All staff meetings held at least annually and as required</b></p> <p>It has not been possible to hold an all staff meeting during the last quarter due to Covid-19 implications. A virtual all staff meeting is being considered.</p> <p><b>An all staff virtual meeting with the Chair and Chief Executive was held on 9<sup>th</sup> March. A session with an external specialist on taking care of mental health was included in the meeting.</b></p>	2020/21	CEO
 Qtrs. 1- 4	<p><b>Quarterly service updates issued to all staff and members</b></p> <p><b>Regular and frequent staff update bulletins have been issued throughout the Covid-19 period which included updates from the services and current information relevant to staff on the pandemic and working practices.</b></p>	2020/21	CEO

**Status:**  Progressed and within timetable


 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)

\* Lead Officer



Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
<p> Qtrs. 1+2</p> <p> Qtr. 3</p> <p> Qtr. 4</p>	<p><b>All Authority staff to have been appraised in the past 12 months</b></p> <p>Due to the number of staff working remotely during the lock-down period the appraisal process is later commencing this year. To date, no appraisals have been completed.</p> <p>By the end of this quarter, 25% of staff had completed the appraisal process. A number of staff have been placed on the Coronavirus Job Retention Scheme (Furlough) during the year.</p> <p><b>By the end of Quarter 4, 32% of appraisal forms had been forwarded to the Personnel service.</b></p>	Dec. 2020	Ho Personnel
<p> Qtrs. 1+2</p> <p> Qtr. 3</p> <p> Qtr. 4</p>	<p><b>Assessment of training needs undertaken</b></p> <p>Training needs are identified as part of the appraisal process. To date, no appraisals have been undertaken.</p> <p>Training needs are identified as part of the appraisal process. To date, 25% of appraisals have been undertaken. The needs identified are being progressed.</p> <p><b>As above for 32% of appraisals.</b></p>	March 2021	Ho Personnel
<p> Qtrs. 1 - 4</p>	<p><b>Ensure that Heads of Service undertake regular team meetings with their staff to keep staff informed of development and to assist performance management</b></p> <p><b>Heads of Service have held regular virtual team meetings with their staff throughout the past 12 months. Engaging with staff has been particularly important over the past year to ensure and check on the wellbeing of staff members and allow the flow of information both up and down within the Authority.</b></p>	2020/21	Directors Ho Service

Status:  Progressed and within timetable



 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer


 Qtrs. 1+2  Qtr. 3 - 4	<b>Facilitate meetings of the Staff &amp; Management Forum</b>	2 x 2020/21	Ho Personnel
	Arrangements will be put in place for these meetings to be held 'virtually' over the coming months. To date, no meetings have been held. <b>No meetings were held during past 12 months.</b>		

**We will achieve this by: Developing and supporting Members to effectively manage the Authority during this period of change**


Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1+2  Qtr. 3 + 4	<b>100% of new members to the Authority in any 12 month period have attended induction for new members</b> National Induction Course deferred until at the earliest March 2021 due to Covid-19. New Members will be asked to attend at that time. <b>A virtual New Member induction course took place 15 - 17 March 2021. Two of the most recently appointed SNPA Members attended.</b>	Ongoing	Member Services Officer

**Status:**  Progressed and within timetable


 To be progressed in next quarter(s) for completion by end of March 2021

 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer


	<b>Members have undertaken a Personal Development Review meeting on their development and support needs</b>	Sept. 2020 onwards	Ho Personnel
Qtrs. 1+2	None completed. This process usually commences following the AGM in June. This year the AGM was not held until September which has caused a delay to the process. It should be noted that 2 year assessments have been undertaken with 2 of the Welsh Government Appointed Members this year.		
Qtr. 3	No further update.		
<b>Qtr. 4</b>	<b>No further update.</b>		

<b>We will achieve this by:</b>	<b>Attracting external funding to further the work of the Authority in delivery of its statutory purposes</b>
---------------------------------	---



Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1- 4	<b>Work within Partnership to deliver National Park purposes and develop further opportunities for external funding</b>  External funding opportunities are continually being investigated and progressed. The Authority has been successful in attracting significant additional funding from Welsh Government via the Sustainable Landscapes Sustainable Places (SLSP) programme and other initiatives.	On-going	Ho Service

**Status:**  Progressed and within timetable


 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)

\* Lead Officer

We will achieve this by:	Reviewing existing spending commitments in order to protect the Authority against the loss of income streams in this period		
 Qtrs. 1+2  Qtr. 3 + 4	<p><b>Assess and re-purpose where possible un-spent Welsh Government spending pressures funding</b></p> <p>This has been considered and in discussion with Welsh Government on the scope to do so, however Welsh Government at this stage prefer the National Park Authorities to continue with the agreed programme.</p> <p><b>In agreement with Welsh Government, programmes have been reviewed and adjusted; quarterly meetings have been established to monitor progress.</b></p>	March 2021	CEO
Qtrl. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1+2  Qtr. 3  Qtr. 4	<p><b>Assess options re. the Commissioning Fund:</b></p> <p>Options assessed:</p> <ul style="list-style-type: none"> <li>➤ Ear marked funding for a comprehensive NP residents and visitor survey (45k) can be released as it will not be possible for the scope of this work to be completed in 2020. We would aim to re-tender at the beginning of 2021 for the work to be completed by the end of 2021.</li> <li>➤ Further funding earmarked for projects under Cynllun Eryri (15k) can also be released as it will not be possible to begin these projects until after the recovery of the National Park area after COVID-19.</li> <li>➤ For the financial year 2020-21 Cronfa Comisynu Eryri could be used to ensure that infrastructure within the National Park is resilient in order to begin implementation of the projects outlined in the new National Park Management Plan, to be adopted in 2020.</li> </ul> <p>Re-tendering has been completed and Beaufort Research have been commissioned to carry out a comprehensive visitor and residents' survey in 2021.</p> <p><b>Work will commence in May 2021 (visitor survey) and June (residents' survey) and will continue for the remainder of the year. A further 15K has been earmarked for piloting a new methodology for measuring Tranquillity in partnership with Winchester University. This is expected to take place in the Autumn of 2021.</b></p>	March 2021	Partnerships Manager



Status:  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer





Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1+2  Qtr. 3  <b>Qtr. 4</b>	<p><b>Realise cost savings from reduced operations in car parks and public toilets to reduce the income deficit from car parks during Covid-19 lockdown.</b></p> <p>Operating cost savings realized during the national lock-down period and offset against the loss of income for Quarter 1. Public toilet cleaning costs increased in Quarter 2 due to increased cleaning frequency in line with guidance issued by the Welsh Government.</p> <p>Cost savings continued with move to card only payments in car parks prior to further lockdown periods.</p> <p><b>Further national and local (Conwy) lockdowns had a severe impact on income for Quarter 4. Savings within service moved to cover some losses.</b></p>	March 2021	Ho Property
 Qtrs. 1+2  Qtr. 3  <b>Qtr. 4</b>	<p><b>Review maintenance works and postpone non urgent works to 2021/22 to reduce budget pressures</b></p> <p>Urgent works prioritised so that planning and programming of work can progress in accordance with the budget in Quarters 3 and 4.</p> <p>All non urgent work halted due to financial pressures arising from further lockdowns and loss of car park income during Quarter 3 and likely for the most of Quarter 4.</p> <p><b>Non urgent work not progressed due to loss of car park income. Will need to be re-prioritised in 21/22 along other existing maintenance requirements.</b></p>	March 2021	Ho Property

**Status:**  Progressed and within timetable


 To be progressed in next quarter(s) for completion by end of March 2021

 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer


 Qtrs. 1 - 2	<b>Revise Asset Management Plan and defer adoption of new Plan for 12 months</b>  No progress made due to other work pressures as a result of Covid-19. Work will progress for adopting and actioning a new Asset Management Plan as from 1 <sup>st</sup> April 2022 onwards	For adoption prior to March 2022	Ho Property	
 Qtr. 3				Works on SLSP Decarbonisation projects which will feed into the new Asset Management Plan have been progressed and further bids for SLSP 2021/22 F/Y to include facilities improvements submitted. Work on revising Asset Management Plan ongoing
<b>Qtr. 4</b>				<b>Revised Asset Acquisition and Disposal Policy adopted by the Authority with work ongoing to revise Asset Management Plan. Recruiting for a supporting Property Officer to assist with the work of completing site condition surveys.</b>

<b>We will achieve this by:</b>	<b>Re-profile all projects and programmes with our key partners and funders to ensure that all are deliverable following the restrictions on ability to deliver due to Covid-19 pandemic</b>
---------------------------------	--



Qtrly. Progress Status	Description of Project / Initiative including specific actions	Time-table	Officer (s) Responsible
 Qtrs. 1+2  Qtr. 3.  <b>Qtr. 4</b>	<b>TAIS Nant Peris will require an extension period beyond January 2021</b>  Extension applied and granted until March 2021.  Project has been re-profiled as COVID restrictions ensured that the original timeline was unachievable – reprofiling has been accepted to ‘Visitor experience improvements including improving existing toilet facilities, providing 2 trickle charger electric car charging points and an outdoor information display system to offer live public transport and parking information, at Nant Peris, Caernarfon, Gwynedd, LL44 4UG’ to be completed by 30/06/21.  <b>The project has been completed.</b>	March 2021	Partnerships Manager


**Status:**  Progressed and within timetable


 To be progressed in next quarter(s) for completion by end of March 2021


 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)

\* Lead Officer

 <b>Qtrs. 1- 2</b>	<p><b>Adjust all field work accordingly by an estimated 3 month delay in WG grant spend profile accordingly</b></p> <p>All field work assessed and time adjustments applied for accordingly. Following assessments of Covid-19 regulations SNPA protocols were put in place and subject to a risk assessment being undertaken field work re-commenced in mid May by planning staff initially and extended to project work staff early in June and continued throughout Quarters 3 and 4.</p>	Summer 2022	Directors Ho Service Project Officers
<b>Qtrly. Progress Status</b>	<b>Description of Project / Initiative including specific actions</b>	<b>Time-table</b>	<b>Officer (s) Responsible</b>
 <b>Qtrs. 1+2</b>  <b>Qtr. 3 + 4</b>	<p><b>Review all partnership based projects. Review expenditure profiles, which projects will be/are likely to be delayed, anticipated slippage and subsequent consequences:</b></p> <ul style="list-style-type: none"> <li>➤ All SMS projects</li> <li>➤ LIFE Celtic Rainforest Project</li> <li>➤ Dolgellau Townscape Heritage Project</li> <li>➤ Yr Ysgwrn</li> <li>➤ Carneddau Landscape Partnership</li> <li>➤ TAIS projects</li> <li>➤ WG capital funding projects</li> <li>➤ SLSP projects</li> <li>➤ NRW joint project – Peatlands</li> <li>➤ National Grid projects</li> </ul> <p>All SNPA projects have been reviewed, extensions to time and/or funding profiles applied for and subsequent consequences addressed. A full update on projects will be submitted to the Performance and Resources Committee in November.</p> <p><b>An update on all current SNPA projects was presented to P&amp;R Committee in November. All time extensions and/or funding profiles addressed.</b></p>	March 2021	Directors Ho Service Project Officers

**Status:**  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021

 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)


\* Lead Officer


Draft 1 Reviewed and amended by HoS (22.04.20) and MT (07.05.20) to take account of Covid-19 implications

Draft 2 Approved by MT 19.05.20.

Presented to and Approved by SNPA 15.07.20

**Status:**  Progressed and within timetable

 To be progressed in next quarter(s) for completion by end of March 2021

 Not progressed and/or will not be completed by end of Qtr. 4 (March 2021)

\* Lead Officer

<b>MEETING</b>	Performance and Resources Committee
<b>DATE</b>	14 <sup>th</sup> July, 2021
<b>TITLE</b>	<b>PERFORMANCE INDICATORS 2020/21: FINAL RESULTS</b>
<b>REPORT BY</b>	Director of Corporate Services
<b>PURPOSE</b>	To present the results of the Performance Indicators for 2020/21 for discussion by Members

## 1. BACKGROUND:

- 1.1. The Authority's quarterly performance indicators for the year 2020/21 are listed on the following pages.
- 1.2. The performance indicators have been grouped under three main headings
  - Welsh Government Planning Directorate Indicators
  - Core National Performance Indicators as required by the Welsh Government
  - Local Performance Indicators to measure progress on SNPA's wellbeing objectives
- 1.3 For the Local Performance Indicators updates have been coloured in accordance with the trend or progress as follows:



Work not completed / Target not reached by end of Qtr 4. (March 2021)



Work/Target delayed in 2020 due to Covid-19. May progress in Qtrs. 3/4



Work/Target achieved within programme/timetable

## 2.0. RECOMMENDATION: To examine and discuss the attached indicators.

## 3.0. BACKGROUND PAPERS: Performance Indicators 2020/21: Fourth Quarter and Annual Results, 2020/21.



# PERFORMANCE INDICATORS AND SERVICE DATA FOR 2020-21

## WG PLANNING DIRECTORATE (To be reported to P&R)


MEASURE	Performance Status			WALES AVERAGE 2019-20	SNPA LPA 2019-20	SNPA Qtr.1 April - June 2020-21	SNPA Qtr. 2 July – Sept. 2020-21	SNPA Qtr. 3 Oct. - Dec. 2020-21	SNPA 4 <sup>th</sup> Qtr. Jan. – Mar. 2020-21
	GOOD	FAIR	IMPROVE						
<b>Plan making</b>									
Is there a current Development Plan in place that is within the plan period?	Yes		No	Yes	Yes	YES		YES	YES
Annual Monitoring Reports produced following LDP adoption	Yes		No	Yes	Yes	Due 2021 – interim Monitoring Report to be reported to member Working Group in Jan. 2021.		Interim Monitoring Report noted by Members at the Planning & Access Committee January 2021	
The local planning authority's current housing land supply in years	>5		<5	6 of 25	3.0	End of Year Result		End of year result	Replaced by the Housing Trajectory
<b>Efficiency</b>									
Percentage of "major" applications determined within time periods required	>60	50.1-59.9	<50	68	0	N/A (No majors determined)	N/A (No majors determined)	N/A (No majors determined)	N/A (No majors determined)
Average time taken to determine "major" applications in days	Not set	Not set	Not set	232	370	N/A (No majors determined)	N/A (No majors determined)	N/A (No majors determined)	N/A (No majors determined)
Percentage of all applications determined within time periods required	>80	70.1-79.9	<70	88	76	55.5%	48%	62%	64%
Average time taken to determine all applications in days	<67	67-111	112+	77	67	67	109	92	91
Percentage of Listed Building Consent applications determined within time periods required	>80	70.1-79.9	<70	75	7%	0%	10%	44%	14%


MEASURE	GOOD	FAIR	IMPROVE
<b>Quality</b>			
Percentage of Member made decisions against officer advice	<5	5-9	9+
Percentage of appeals dismissed	>66	55.1-65.9	<55
Applications for costs at Section 78 appeal upheld in the reporting period	0	1	2+
<b>Engagement</b>			
Does the local PA allow members of the public to address the Planning Committee?	Yes		No
Does the local PA have an officer on duty to provide advice to members of the public?	Yes		No
Does the local PA web site have an online register of planning applications, which members of the public can access, track their progress (and view their content)?	Yes	Partial	No
<b>Enforcement</b>			
% of enforcement cases investigated (determined whether a breach of planning control has occurred and, if so, resolved whether or not enforcement action is expedient) within 84 days	>80	70.1-79.9	<70
Average time taken to take positive enforcement action	<100	101-200	200+

WALES AVERAGE 2019-20	SNPA LPA 2019-20	SNPA Qtr.1 April - June 2020-21	SNPA Qtr. 2 July – Sept. 2020-21	SNPA Qtr. 3 Oct. – Dec. 2020-21	SNPA 4 <sup>th</sup> Qtr. Jan. – Mar. 2020-21
9	5	0	0	0	0
68	60	No Appeal Decisions	100% (3/3)	No Appeal Decisions	67%
0	0	0	0	0	0
Yes	Yes	Yes	Yes	YES	YES
Yes	Yes	Yes	Yes	YES	YES
Yes	Yes	Yes	Yes	YES	YES
77	68	100%	100%	79%	100%
167	198	No cases closed	411 days	124	201

## NATIONAL CORE PERFORMANCE INDICATORS (To be reported to P&R Committee) CORPORATE

No.	Performance Indicator Target for 2020-21	Annual Result 2019/20	Annual Target for 20/21	Annual Result 2020/21	Comments (if required)	Resp. Officer
CHR/001	The percentage of employees who leave the employment of the authority, whether on a voluntary or involuntary basis.	7.4% (9)	7%	12.5% (16)	A change in the business model for Plas Tan y Bwlch resulted in 5 of the 16 leavers. Another was due to the end of a period of maternity leave cover, another due to the completion of a placement period and a further due to the completion of an SMS project.	Ho Personnel
CHR/002	The number of working days/shifts per full time equivalent (FTE) authority employees lost due to sickness absence.	11.5 days	6 days	3 days	-	Ho Personnel
CHR/006	The percentage of undisputed invoices which were paid within 30 days of such invoices being received by the authority.	98.95%	98%	99.28%	-	Senior Finance Officer

 Achieved against set target for 2020-21

 Slightly higher/lower than set target for 2020-21


 Higher/Lower than set target for 2020-21





# LOCAL PERFORMANCE INDICATORS TO MEASURE PROGRESS ON THE WELLBEING OBJECTIVES (To be reported to P&R Committee)

## OUR COMMUNITIES

No.	Performance Indicator Target for 2020-21	Qtr 1 2020-21 Results	Qtr 2 2020-21 Results	Qtr 3 2020-21 Results	Qtr 4 2020-21 Results	2020-21 Annual Results	Responsible Officer(s)	
1a	We have granted planning permission for the number of affordable housing identified annually in the Local Development Plan	<b>Annual Result:</b> <b>During 2020-21 the Authority has granted planning permission for 14 affordable housing units, which is a sizeable increase from 2 units in 2019-20. This increase is attributable to the granting of planning permission for 9 units on an allocated site in Y Bala.</b>						Planning Manager
1b	% of all interested parties that have had an opportunity to provide input through Forum Eryri to the Authority's Park Management Plan	<b>Annual Result: 100%</b>						Partnerships Manager
1c	Establish baseline data and methodology on the benefit to the local economy resulting from the work of the Authority	To be progressed now that the NPMP has been adopted		Work has started as part of the review of STEAM measures. We have no outputs to date	<b>Park wide Visitor and Residents Survey by Beaufort Research (2021) has begun - funded by Cronfa Eryri and through Fforwm Eryri – will continue for remainder of 2021. Baseline data not established.</b>		Partnerships Manager	
1ch	Complete the Snowdon Transport and Parking Review	<b>COMPLETED – moving into implementation phase</b>						Partnerships Manager
1d	Review the Communication/Engagement Strategy to ensure that the same contains strong reference to the benefit of the National Park designation to our communities and subsequently monitor its effectiveness	Staff survey on communication complete. Touch-point review complete. Result of both being fed into Comms strategy		Draft of Comms. Plan has been discussed at Comms. Task and Finish Group. Due to be presented to working group in March/April	<b>Working Group has discussed and provided feedback on the Strategy, amendments have been made and due to be presented for <u>approval to Authority in June.</u></b>		Ho Engagement	

 Work/Target within programme/timetable


 Work/Target delayed in 2020 due to Covid-19. May be progress in Quarters 3/4


 Work not completed / Target not reached by end Qtr.4 (March 2021)


No.	Performance Indicator Target for 2020-21	Qtr 1 2020-21 Results	Qtr 2 2020-21 Results	Qtr 3 2020-21 Results	Qtr 4 2020-21 Results	2020-21 Annual Results	Responsible Officer(s)
1dd	Prepare and implement a strategy for the Authority to protect, enhance and further the understanding of the cultural heritage of Snowdonia and subsequently monitor its effectiveness	The Head of Cultural Heritage has undertaken initial research and is formulating the 5 year plan. Consultation with partners will continue in the autumn and an initial paper will be presented to Members on place names, with a view to presenting the draft plan to the Members Working Group in early 2021		The draft Plan is progressing but the timetable has been delayed due to the impact of Covid 19 on the Head of Cultural Heritage's work programme and impending maternity leave.  The draft will be presented to members in 2022.			Ho Cultural Heritage

## PLANS AND POLICIES


No.	Performance Indicator Target for 2020-21	Qtr 1 2020/21 Results	Qtr 2 2020/21 Results	Qtr 3 2020/21 Results	Qtr 4 2020/21 Results	2020/21 Annual Results	Responsible Officer(s)
2a	Our projects will be addressing the themes raised in the North West Wales Area Statement	The outcomes of the area statements have been reflected in the adopted Cynllun Eryri (National Park Management Plan). The Area statements have informed or underpinned some of the Sustainable Landscape, Sustainable Place (SLSP) and Sustainable Management Schemes (SMS) projects. Projects sponsored by NRW within Snowdonia also address that identified within Area Statements.					HoService
2b	Produce Annual Reports: ➤ Local Development Plan ➤ Park Management Plan	Annual result Cynllun Eryri was officially adopted on 23 September 2020. Annual reports will be produced on first anniversary of Plans.					Ho Planning Partnerships Manager


 Work/Target within programme/timetable


 Work/Target delayed in 2020 due to Covid-19. May be progress in Quarters 3/4

 Work not completed / Target not reached by end Qtr.4 (March 2021)

No.	Performance Indicator Target for 2020-21	Qtr 1 2020/21 Results	Qtr 2 2020/21 Results	Qtr 3 2020/21 Results	Qtr 4 2020/21 Results	2020/21 Annual Results	Responsible Officer(s)
2c	LDP has been adopted and SPG programme produced and well underway. Continue to produce SPGs in accordance with agreed timescale	SPG Planning Obligations has gone out to public consultation and a Members Working Group has been set up to discuss SPG on Planning and the Welsh Language. Work continues on the Advertisements and Historic Environment SPGs		<b>The SPG Planning Obligations has now been formally adopted and the SPG on Planning and the Welsh Language has gone out to public consultation, with the SPG in Tele-communications due to go out to public consultation imminently. Work continues to progress with the Historic Environment and Advertisements SPGs.</b>			Planning Manager
2ch	New Well-being objectives adopted in readiness for 2021 onwards	Members approved objectives for an informal consultation. Responses considered and Members will agree draft service priorities for formal consultation with stakeholders during P&R Committee in November.		<b>A formal consultation with stakeholders and partners took place during December 2020/January 2021.  Feedback and responses from formal consultation were reviewed, draft objectives developed further and exercise completed to cross reference against the actions in Cynllun Eryri. A report was presented to members Working Group in March and approval granted for officers to progress the wor. Members will approve the final objectives in the March meeting of P&amp;R Committee. <b>COMPLETED</b></b>			CEO


 Work/Target within programme/timetable


 Work/Target delayed in 2020 due to Covid-19. May be progress in Quarters 3/4


 Work not completed / Target not reached by end Qtr.4 (March 2021)

## HEALTH AND WELLBEING

No.	Performance Indicator Target for 2020-21	Qtr 1 2020/21 Results	Qtr 2 2020/21 Results	Qtr 3 2020/21 Results	Qtr 4 2020/21 Results	2020/21 Annual Results	Responsible Officer(s)
3a	Undertake an user survey to establish what draws people to an area and the activities that they will undertake	Delayed in 2020/21 due to COVID-19		Visitor and Residents survey was placed on Sell2Wales and Beaufort Research appointed to undertake the work this year. We had an inception meeting with them on 17.03.21. (Visitor survey will begin w/c 10/5/21 Residents survey w/c 1/6/21)			Partnerships Manager
3b	Undertake an analysis of the health benefits of these combined activities	Delayed in 2020/21 due to COVID-19		Progressed once above work is completed			Partnerships Manager
3c	Utilising the results of the survey and subsequent analysis prepare a strategy for promoting opportunities for enjoyment and understanding of the National Park that contributes to both health and well-being and subsequently monitor its effectiveness	Delayed in 2020/21 due to COVID-19		Progressed once above work is completed			Partnerships Manager
3ch	The Authority has dutifully executed its statutory responsibilities as to any regulations in relation to Covid-19 and has effectively communicated its key messages and statutory compliance achieved	The Authority worked with Welsh Government, Local Authorities and Natural Resources Wales in relation to the emergency regulation that enabled National Parks Authorities of Wales to close land, to manage potential spread of the virus through people congregating. The restrictions were reviewed weekly and were lifted in July. The current regulation will cease in the new year. The regulation was extended through to end of March 2021. During the national lockdown from December 2020 onwards the Authority did not close any areas under the regulation but closed car parks in order to assist other public bodies in their efforts to enforce the national lockdown.					CEO


 Work/Target within programme/timetable


 Work/Target delayed in 2020 due to Covid-19. May be progress in Quarters 3/4


 Work not completed / Target not reached by end Qtr.4 (March 2021)

## PEOPLE, PLACES AND PARTNERS

No.	Performance Indicator Target for 2020-21	Qtr 1 2020/21 Results	Qtr 2 2020/21 Results	Qtr 3 2020/21 Results	Qtr 4 2020/21 Results	2020/21 Annual Results	Responsible Officer(s)
3 + 4a	A Volunteering Strategy has been adopted. Monitoring to be undertaken to assess how volunteering opportunities contributes to the individual's health and wellbeing		Strategy being drafted and due to be discussed with management Team in November			<b>Draft strategy to be presented to members working group in March/April for adoption by Authority in June.</b>	Ho Engagement
4b	Produce an Annual report monitoring the implementation of the framework for volunteering to Members					<b>Annual Result: See above – Monitoring will begin once strategy is adopted</b>	Ho Engagement
4c	The Snowdon Partnership Plan is the first adopted Place Plan in Snowdonia. Assess where a similar approach could benefit other areas of the National Park		Ongoing – Warden Service implementing Place Planning arrangements with local communities			<b>Llyn Tegid has been identified as a possible area. No progress to date due to the Covid situation</b>	Partnerships Manager
4ch	Continue to prioritise the use of Welsh as the working language of the Authority and that all staff who are likely to have dealings with the public can respond to queries in both Welsh and English. Produce an annual report					<b>Annual Result: The annual report on the authority's performance in relation to the standards is required to be approved and published by the 30<sup>th</sup> of June each year. Due to the disruption to the committee schedule caused by the Covid-19 lockdown, it was not possible to present the report until the 15<sup>th</sup> of July 2020 this year. The Performance and Resources Committee duly approved the report on this date, enabling it to be published immediately afterwards. COMPLETED</b>	Dir. Corporate Services
4d	That local, regional and national partners co-ordinate efforts in relation to managing people and messages when restrictions to Covid-19 are relaxed					<b>Annual Result: Close collaboration continues. Ho Engagement attends weekly meetings of North Wales Comms. Cell and fortnightly Wales wide Comms. Meeting co-ordinated to Visit Wales as well as fortnightly meeting with Welsh National Parks. 2021 #PlanDiscoverProject Campaign has been launched, supported by Snowdonia Society and wider partners. Has reached over 2 million people so far since March. Input video on Aaddo campaign by Visit Wales input into wider UK National Park campaign on litter and accessing the countryside.</b>	CEO Ho Engagement


 Work/Target within programme/timetable


 Work/Target delayed in 2020 due to Covid-19. May be progress in Quarters 3/4


 Work not completed / Target not reached by end Qtr.4 (March 2021)

## BALANCING OUR RESOURCES AND EFFORTS


No.	Performance Indicator Target for 2020-21	Qtr 1 2020/21 Results	Qtr 2 2020/21 Results	Qtr 3 2020/21 Results	Qtr 4 2020/21 Results	2020/21 Annual Results	Responsible Officer(s)
5a	Both service priorities and financial strategy adopted -but this may need flexibility in these uncertain financial times. Ongoing monitoring and potential review will be required during this period. Continue to monitor	Welsh Government have asked for budget planning assumptions. Once we gain formal confirmation of indicative budget for 2021/22 we can update the financial strategy for the next period.		Business plans for both Plas Tan y Bwlch and Yr Ysgwrn have been amended to address operating environment. Welsh Government financial support provided due to loss of income in the first quarter. The national lockdown from December 2020 onwards has affected our income targets and is being monitored.		<b>Mid-term financial plan has been reviewed and adopted by members. The finances of the Authority were closely monitored by the Management Team and the Authority was able to deliver within its agreed budget.</b>	CEO
5b	% of Authority staff appraised in the past 12 months (Annual Target for 20/21 <b>95%</b> )	1.5%.	There has been a delay to commencing the process due to staff working remotely. There are many instances where remote appraising will not be possible or appropriate.	25%	By the end of the quarter 25% of staff had completed the appraisal process. A number of staff have been placed on the Coronavirus Job Retention Scheme (Furlough) during the year.	<b>32%</b> <b>By the end of the 4<sup>th</sup> Qtr. 32% had forwarded completed appraisal forms to the Personnel Service</b>	Ho Personnel
5c	% of staff moderately or very satisfied with their jobs (Annual Target for 20/21 <b>90%</b> )	<p style="text-align: center;"><b>Annual Result = 98%</b> <b>46% v. satisfied 52% satisfied (52 respondents)</b></p>					Ho Admin. & Customer Care
5ch	% of staff who report that they are satisfied with the level of guidance and support they receive from their immediate line managers (Annual Target for 20/21 <b>87%</b> )	<p style="text-align: center;"><b>Annual Result = 96%</b> <b>50% v. satisfied. 46% satisfied (52 respondents)</b></p>					Ho Admin. & Customer Care


 Work/Target within programme/timetable


 Work/Target delayed in 2020 due to Covid-19. May be progress in Quarters 3/4

 Work not completed / Target not reached by end Qtr.4 (March 2021)

No.	Performance Indicator Target for 2020-21	Qtr 1 2020/21 Results	Qtr 2 2020/21 Results	Qtr 3 2020/21 Results	Qtr 4 2020/21 Results	2020/21 Annual Results	Responsible Officer(s)
5d	% of new members to the Authority in any 12 month period that have attended Induction for new members (Annual Target for 20/21 <b>100%</b> )	0% New Member Induction Course deferred in 2020 due to Covid-19	Virtual New Member Induction Course arranged to take place in March 2021		<b>2 SNPA Members attended virtual induction session 15-17 March, 2021</b>		Members' Services Officer
5dd	% of Members who have undertaken a Personal Development Review meeting on their development and support needs (Annual Target for 20/21 <b>50%</b> )	0 completed. This process usually commences following the AGM in June. This year the AGM was not held until September which has caused a delay to the process. It should be noted that 2 year assessments have been undertaken with 2 of the WG Appointed Members this year.		<b>No further update</b>			Ho Personnel
5e	Assessment undertaken on the likely funding streams available to delivery on our statutory purposes and the capacity for delivery over the next five years.	Several multi-year projects that contribute to our statutory purposes have some time left to run e.g. LIFE Celtic Rainforest 2025, NLHF Carneddau 2025, TH Dolgellau 2022 etc. Therefore, several existing commitments will continue to contribute to statutory purposes in the short-medium term. It has become apparent that some funding streams are likely to become more competitive in the future e.g. National Lottery Heritage Fund grants. This will need to be closely monitored. Despite this, other opportunities still exist – through Welsh Government (e.g. SLSP, SMS) and other funds such as the National Grid LEI Fund (which has been approved for a further 5 years by OFGEM). Covid is likely to change the funding landscape significantly in the future, although it is currently not clear how this will evolve. Partnership working (e.g. NRW, CADW and the Welsh Government) and jointly funded projects are as important as ever now, and the Authority will place an emphasis on these as well. Some Authority departments have important (albeit relatively small) capital funds in the baseline budget, and this must continue to be used as 'seed money' to develop new projects in the future.  <b>Continue to monitor the situation</b>					Director Planning & Land Management


 Work/Target within programme/timetable


 Work/Target delayed in 2020 due to Covid-19. May be progress in Quarters 3/4


 Work not completed / Target not reached by end Qtr.4 (March 2021)

No.	Performance Indicator Target for 2020-21	Qtr 1 2020/21 Results	Qtr 2 2020/21 Results	Qtr 3 2020/21 Results	Qtr 4 2020/21 Results	2020/21 Annual Results	Responsible Officer(s)	
5f	Monitor both spending commitments and income generation in this period	Monitored by all relevant officers		Continue to monitor income. The introduction of the national lockdown at the end of the third quarter will affect some income streams for the remainder of the financial year.	<b>The Authority successfully monitored its spending and income levels and balanced its financial resources by the end of the fourth quarter.</b>		CEO	
5ff	All programmes and projects impacted by Covid-19 identified and suitable mitigation enabled to counter any slippage	<b>All projects and programmes assessed and time adjustments applied for accordingly. Following assessments of Covid-19 regulations SNPA protocols were put in place and subject to a risk assessment being undertaken field work re-commenced in mid May by planning staff initially and extended to project work staff early in June. Field/Project work continued throughout Quarter 3 and 4 .</b>						Directors Relevant HoS Project Managers
5g	Services have reviewed and re-profiled current expenditure commitments so as to reduce the pressure on our reserves	Service expenditure has been reviewed and access to loss of income due to Covid funding has reduced the potential demand on reserves.		Pressure on reserves has been reviewed and reported to members. Loss of income specifically in the fourth quarter may place some demand on reserves.	<b>The Authority reviewed its spending commitments, the demand on reserves was minimal (except for staff exit costs) by the end of the fourth quarter.</b>		CEO Directors HoS	

JO/Perfformiad/PIs 2020/21  
4<sup>th</sup> Qtr. Results Jan. – March 2021

 Work/Target within programme/timetable

 Work/Target delayed in 2020 due to Covid-19. May be progress in Quarters 3/4

 Work not completed / Target not reached by end Qtr.4 (March 2021)



<b>MEETING</b>	Performance and Resources Committee
<b>DATE</b>	14 July 2021
<b>TITLE</b>	<b>COMPLAINTS MONITORING REPORT</b>
<b>REPORT BY</b>	Head of Administration and Customer Care
<b>PURPOSE</b>	To report on the written complaints received by the Authority

## **1.0. BACKGROUND**

- 1.1. All formal complaints are registered and monitored centrally, as part of our ongoing commitment to ensuring excellent customer care in our service provision. The Authority received 7 formal complaints directly relating to the Authority during the 2020/21 financial year.
- 1.2. Of the 7 complaints received, 2 related to the planning service, 1 complaint was received about a Warden, 1 complaint was received about a member of staff employed by the Authority's cleaning company contractor, 1 complaint was received about the wording on the front page of a leaflet, 1 complaint related to the Uwch Gwyrfai Sustainable Management Scheme and 1 complaint related to an internal personal data breach of the General Data Protection Regulation (GDPR).
- 1.3. All complaints were thoroughly investigated, and all received a response within the target of 15 working days.
- 1.4. Of the complaints investigated, 3 were upheld or partially upheld. Two complaints were referred to the Public Service Ombudsman for Wales for investigation.
- 1.5. Where the Authority's standard of service has fallen short, we have duly apologised and taken steps to address the problems immediately.

## **2.0. RECOMMENDATION**

- 2.1. **That the Committee note the content of the report**

## Summary of Complaints Upheld or Partially Upheld

### PLANNING

#### **Publication of a Confidential Report on the Authority's Website (October 2020)**

A complaint was received of a personal data breach made by the Authority by publishing a confidential document which had been submitted as supporting documentation to a planning application. The applicants also complained that a Protected Species Survey had been requested and that there was a delay in confirming registration of the application.

An acknowledgement of the delay in registering the application was given; this was due partly to the Planning Officer being on leave. Although a Protected Species Survey was not found to be required on this occasion, staff had followed the correct protocol in making the request, and this part of the complaint was not upheld.

Regarding the data breach, the applicants submitted a Business Statement which they marked as confidential, to support their planning application to change the use of a domestic curtilage by removing a stable/store and creating a home office to locate the applicants' business. The planning application and supporting documents (including the Business Statement) were uploaded on to the planning portal on Friday, 2<sup>nd</sup> of October, with the Business Statement being removed on Monday, 5<sup>th</sup> of October, as soon as the Authority became aware of the issue.

The Authority's Data Protection Officer completed a self-assessment test to determine whether the data breach was one that required to be reported to the Information Commissioner's Office. The assessment concluded that it did not need to be reported.

The incident was investigated thoroughly. The Business Statement was marked confidential and the e-mail that was sent with the documents also referred to the fact that the Statement was submitted in confidence. The Technician had uploaded the documents as a batch on to the planning portal without having opened the supporting documents, and accordingly the issue of confidentiality was missed.

The Business Statement did not include any sensitive personal information about the applicants or their staff and did not include any financial or sensitive information regarding the business. Due to this, the data breach in this instance was very limited.

An apology was given to the applicants, and procedures were immediately reviewed and changed to ensure that this kind of administrative error would not be able to happen again. The applicants were unsatisfied with the response and submitted a claim for £630 to compensate them for what they state were additional costs incurred by them, due to the Authority's failure in dealing with their application correctly and in a timely manner. The apology was re-iterated, but the financial request for compensation was denied.

The applicants referred the matter to the Public Service Ombudsman for consideration. The Ombudsman declined to investigate the issue and advised the applicants to refer the matter to the Information Commissioner as it involved a data breach. To date, as far as the Authority is aware no complaint has been made to the Information Commissioner.

## INTERNAL PERSONAL DATA BREACH

### **A complaint was received about a personal data breach that had occurred internally involving the dissemination of information in an appraisal/review form (November 2020)**

As part of the process of conducting a personal performance review, an individual documented issues of concern (which were unrelated and outside the scope of the performance review) which required further investigation.

The appraiser forwarded the relevant part of the form to other officers in the Authority to provide them with an opportunity to respond, so as information could be gathered to investigate the matters raised properly. This was done after the appraiser e-mailed the complainant to inform the individual that this was the planned course of action.

The investigation into the complaint found that the complainant did not reply to the e-mail from the appraiser to object or raise concerns that the information would be shared wider at the time. The investigation found that there had been no data breach under GDPR, as the sharing of that specific information was done by implied consent and for a legitimate purpose allowed under the regulation.

Not only did the complainer not object at the time but raised the issues with the specific intention of discussing and furthering those matters during the personal review. To enable those discussions, it was necessary for the appraiser to process the information (that is to share it with other officers) for the performance of a task in the public interest i.e. to gather information to enable the appraiser to respond to the matters raised.

Although, no data breach was found with this aspect of the complaint, the investigation found that a copy of the entire review form had been sent by the appraiser to the Director of Corporate Services, for his information in his role as Monitoring Officer. There was no justification for this.

An apology was given to the complainer. An assessment of the data breach found that it did not pose a high risk to the individual's rights and freedoms and was therefore found not to be reportable to the Information Commissioner's Office.

Following this complaint, changes will be made to the personal review form, which includes a separate section for other matters to be raised, outside that of the individual's personal performance. It will be made clear on the form, that the information provided in that section may be shared with others to enable a satisfactory response.

## CONTRACTED CLEANING COMPANY

### **Complaint regarding staff member from Cleaning Company Contracted to Clean the Authority's Public Toilets (October 2020)**

The complaint was regarding a male toilet cleaner who made comments regarding 'people behaving like idiots during a pandemic and that people should return home', and who the complainant alleged had also sworn at her. The complainant was very upset by the incident.

The cleaning company contracted by the Authority to clean the public toilets were asked to investigate the incident. The member of staff confirmed that the event had taken place but denied swearing. The employee was given a written warning to be placed on his record and the company confirmed that any such future incident would lead to the employee being dismissed. An apology was given to the complainant.

Although this event did not involve staff employed by the Authority; as this has happened at facilities run by the Authority by contracted company staff, an incident like this can cause reputational damage to the Authority.

### **Summary of Complaint not upheld and referred to the Public Services Ombudsman for Wales**

## WARDEN SERVICE

### **Complaint regarding 'Overzealous Approach by a Warden' (May 2020)**

A complaint was made that a "Warden from the Authority was bringing our organisation into disrepute by his overzealous approach".

The complainant had travelled from Oswestry to Ogwen. At that time in the pandemic, travelling to Wales from England to spend time in the countryside or at the coast was not allowed under Welsh law; although the UK Government had announced that citizens of England could drive for 'leisure' purposes.

When the complainant arrived at Ogwen he was approached by a Warden and asked where he was from. The complainant declined to answer, and the Warden advised him that it was not legal for him to drive to exercise. The complainant disputed this and proceeded with his walk-up Pen yr Ole Wen. Upon his return, he found a Police Officer by his car. The complainant assumed that the Warden had called the Police and accused him of wasting police time.

A response was sent to the complainant explaining that the National Park Authority had worked in close co-operation with the Welsh Government and North Wales Police from the outset of the pandemic, to ensure local communities were kept safe by explaining and advising on Covid restrictions during this time. It was confirmed that the Warden had acted within the remit of his role in a polite and professional way, and that there were therefore no grounds to uphold the complaint.

The complainant remained unhappy with the response and demanded a written apology, and later referred the matter to the Public Service Ombudsman for Wales. The Ombudsman declined to investigate the matter further.

<b>MEETING</b>	Performance and Resources Committee
<b>DATE</b>	14 July 2021
<b>TITLE</b>	<b>STAFF ABSENCES 2020/21</b>
<b>REPORT BY</b>	Head of Personnel
<b>PURPOSE</b>	For Information

### 1.0 BACKGROUND

1.1 The Director of Corporate Services has earlier reported that *'The number of working days / shifts per Full Time Equivalent (FTE) authority employees lost to sickness absence'* was 3.3 days.

1.2 The table below provides more information on absences across the Authority:

Reason	Days Absence				
	2020/21	2019/20	2018/19	2017/18	2016/17
Sick Leave (total)	396	1340	1011	876	925
Short term absence (less than 2 weeks)	163	272	385	397	412
Periods of 2 – 4 weeks	24	124	132	65	141
Long term (over 4 weeks)	209	944	494	414	372
Days per FTE	3.3	11.5	8.9	7.2	8.17

1.3 The table below shows some comparison information from the Brecon Beacons and Pembrokeshire Coast National Parks.

National Park	No. of days lost per FTE through sickness absence	% sickness absence per FTE
Brecon Beacons	2.12	0.75%
Pembrokeshire Coast	5	2%
Snowdonia	3.3	1.57%

## **2.0 SICKNESS ABSENCES AND TRENDS**

- 2.1 During the previous discussion of this annual report, Members requested further detail on sickness absences and trends. The report for 2017/18 showed analysis against the Sickness Absence Recording Classification.
- 2.2 Data was analysed for 2017/18 which established a baseline. Information for 2020/21 has been added for comparison and is now shown on a rolling 3 year basis. This can be found at Appendix 1.

## **3.0 RECOMMENDATION**

- 3.1 To note the report for information.

## Appendix 1

Category	2020/21		2019/20		2018/19	
	Number of days	% of total absence	Number of days	% of total absence	Number of days	% of total absence
Anxiety / stress / depression / psychiatric illnesses	48	12.1%	476	35.5%	295	29.2%
Back Problems	89	22.5%	158	11.8%	37.5	3.7%
Other musculoskeletal problems exclude back problems – include neck problems					39	3.8%
Cold / cough, flu, influenza	77	19.4%	129	9.6%	110.5	11%
Asthma			18	1.3%	14	1.4%
Chest and respiratory problems (exclude nose and throat problems, asthma, cold, cough, flu)						
Headache, migraine	2.5	0.6%	20	1.5%	25	2.5%
Benign and malignant tumours, cancers	42	10.6%	10	0.75%		
Blood disorders (e.g. anaemia)						
Heart, cardiac and circulatory problems	12	3.0%	18	1.3%	55	5.5%
Burns, poisoning, frostbite, hypothermia						
Ear, nose, throat			37	2.7%	27.5	2.7%
Dental and oral problems						
Eye problems	43	10.9%	74	5.5%	83	8.2%
Endocrine / glandular problems (diabetes, thyroid, metabolic problems)						
Gastrointestinal problems (abdominal pain, gastroenteritis, vomiting, diarrhoea)	39	9.9%	60	4.4%	123	12.2%
Genitourinary & gynaecological disorders – exclude pregnancy related disorders						
Infectious diseases						
Injury, fracture	17	4.3%	54	4.0%	14.5	1.4%
Nervous system disorders						
Pregnancy related disorders			9	0.7%		
Skin disorders						
Substance abuse						
Other known causes – not elsewhere classified	26.5	6.7%	227	16.9%	114	11.2%
Unknown causes / not specified			50	3.7%	73	7.2%
<b>TOTAL</b>	<b>396</b>		<b>1340</b>		<b>1011</b>	

<b>MEETING:</b>	PERFORMANCE AND RESOURCES COMMITTEE
<b>DATE:</b>	14 <sup>th</sup> July, 2021
<b>TITLE:</b>	<b>EUROPARC FEDERATION VIRTUAL CONFERENCE, 2021</b>  <b>“PARKS IN THE SPOTLIGHT POWERED BY PEOPLE; INSPIRED BY NATURE”</b>  <b>6<sup>th</sup> and 7<sup>th</sup> October, 2021</b>
<b>AUTHOR:</b>	Chief Executive
<b>PURPOSE:</b>	To consider representation at the EUROPARC Conference 2021

## 1. BACKGROUND:

- 1.1. EUROPARC Federation was formed nearly 40 years ago and is the representative body of Europe’s Protected Areas. The Federation has a membership of 378 responsible authorities in over 36 countries and facilitates international co-operation in all aspects of Protected Area Management to improve and conserve our natural inheritance. The Federation is recognised worldwide as a professional network of European Protected Areas providing a forum to share professional experiences, collaborate on technical projects and progress common aims.
- 1.2. Snowdonia National Park Authority has been a member of the EUROPARC Federation for over 25 years and hosted the EUROPARC Conference in Snowdonia in 2006. In 2020 three delegates from Snowdonia joined the first ever virtual EUROPARC conference.

## 2. EUROPARC FEDERATION CONFERENCE 2021:

- 2.1. The 2021 Europarc Conference was due to take place in Leeuwarden, the Netherlands. Unfortunately, due to the uncertainties resulting from the Covid Pandemic it has been decided to postpone the event to 2023.
- 2.2. The 2021 EUROPARC Conference will now take place Online.
- 2.3. Building on the success of the 2020 Virtual Europarc Conference the theme of the 2021 Conference is **“Parks in the Spotlight Powered by People; Inspired by Nature”** and will take place on **6th and 7th October**.



## Extract from Europarc Website:

"In many global and European policy frameworks Parks and Protected Areas have finally been identified as having a significant role. So, at this moment **Parks are in the "Spotlight"** across multiple agendas. This is our chance to "shine" and highlight how things are achieved "on the ground" and to indicate what more is needed to enable Parks and Protected Areas to fulfil their potential and meet the challenges being presented.

Our conference will look at the practical management that turns political and societal topics, such as climate change, biodiversity restoration, health, tourism and economy (especially post Covid-19), capacity building, technology, role of youth and agriculture, into reality.

**Inspired by Nature, it is the People of Parks, the staff, their communities, partners and stakeholders that make the changes needed, happen.**

We invite you to **SAVE THE DATES** and we will announce more programme details and be open for registration in the coming months.

### 3. **ATTENDANCE AT EUROPARC CONFERENCE, 2021:**

- 3.1 Snowdonia National Park has historically nominated two delegates to attend the Conference (one member & one staff). In recent years delegates have been selected on their particular professional discipline or interest and taking regard of the Conference theme.

### 4. **RECOMMENDATIONS:**

- 4.1 **Members are requested to decide if SNPA should be represented at the 2021 Virtual EUROPARC Conference and if so, approve the number of delegates.**
- 4.2 **Subject to 4.1 above, request nominations (member/staff) from Snowdonia to attend the virtual EUROPARC Conference in 2021 and for the Chair and Chief Executive to approve the delegation.**

### 5. **BACKGROUND PAPERS:**

EUROPARC CONFERENCE 2021 Programme  
<https://www.europarc.org/europarc-conference/>



**PLAS TAN Y BWLCH MANAGEMENT BOARD  
WEDNESDAY 24<sup>th</sup> MARCH 2021**

	<p><b><u>Present:</u></b></p> <p><b>Members:</b> Ms. Tracey Evans Mr. Tim Jones Mr. Emyr Williams Mr. Iwan Jones Ms. Zara Roberts</p> <p><b>In attendance:</b> Cllr. Wyn Jones (ex-officio)</p> <p><b>Officers:</b> Mrs. Sarah Roberts.</p>
1.	<p><b>Apologies</b> Cllr. Judith Humphreys.</p>
2.	<p><b>Declaration of Interest</b> No declarations of Personal Interests were made in respect of any item.</p>
3.	<p><b>Minutes</b> The Minutes of the Plas Tan y Bwlch Management Board meetings held on the 3<sup>rd</sup> February 2021 were accepted, and the Chairman signed them as a true record.</p>
4.	<p><b>House Manager's Report</b> Submitted – A Report by the House Manager updating Members on progress.  Reported – The House Manager presented the report and outlined the main points.  Members considered the report in detail and made the following observations:</p> <ul style="list-style-type: none"> <li>- a Member was interested to see that there was a 'covid market' and felt there would be much demand for accommodation in Snowdonia as people would be taking staycation holidays this year due to the restrictions.</li> <li>- The Director of Corporate Services advised that some local businesses were uncertain regarding increasing prices due to the current situation and asked Members of the Board if they would be happy for prices to remain the same for now and that the Director of Corporate Services and the House Manager assess the situation and increase/decrease prices in line with the market. Members agreed that as marketing and bookings were done digitally this made it much easier to amend than a printed marketing leaflet.</li> </ul>

- a Member felt that although prices needed to be competitive it was important to give some flexibility and to avoid any undercutting.
- The Chief Executive felt that as some of the bedrooms were not large enough to allow guests to eat their breakfast this made the options a little more limited. He asked what the triggers for reopening were and whether it was feasible to offer designated dining for only five rooms. If the restrictions/guidelines then changed to allow indoor dining this would allow Plas to let out for example twenty rooms within the guidelines.
- In response to a question from the Chief Executive, the House Manager confirmed that the current guidelines only allowed Self-contained accommodation. She advised that a Risk Assessment had been carried out and there were no concerns of maintaining a one-way system throughout the building, but felt that the rooms were not currently up to an acceptable standard to serve breakfast in.
- Members discussed whether the option of using only five rooms with designated dining rather than being self-contained would be feasible and robust enough. The House Manager confirmed that it was possible but unsure as to whether it would bring sufficient income. Another option was to offer slots for breakfast but again this would mean additional hours for kitchen staff in terms of cleaning in between guests and setting tables after each guest etc.
- Members and Officers discussed the option of offering an evening meal and whether it would bring in enough income. The House Manager advised that the extension of Furlough had made it possible to offer an evening meal and that Group bookings in the past had indicated there was demand for an evening meal, but she was unsure how much additional income this would generate. Members agreed it was best to follow demand before considering offering an evening meal.
- a Member felt there was potential to sell rooms as a Half Board package as Officers would know how much income it would bring in and due to the restrictions, many customers/guests may be more comfortable dining in separate rooms. The Director of Corporate Services suggested that the family rooms could be used as twin rooms temporarily and each room could be given a designated dining room.
- The House Manager advised that she was uncertain how breakfast could be served under the current guidelines. Members further discussed the option of allocated slots to serve breakfast. The Chief Executive advised that he was due to meet with Visit Wales the following day and asked the House Manager to forward any questions to him. The Director of Corporate Services advised that it would be best to await the response from Visit Wales before making any final decisions. The Board agreed for The Chief Executive and the House Manager to decide on the way forward following guidance received by Visit Wales.
- The Chief Executive advised that all hotels would be able to reopen during May when communal dining would be allowed with social distancing guidelines still in place. The House Manager confirmed that as this had been tried out in September, a Risk Assessment was already in place therefore they were confident this could be done to a good standard.
- The House Manager advised that they needed to be clear before reopening to avoid breaking covid regulations and receiving bad reviews. Members agreed it was best to avoid doing anything if there was any uncertainty with regards to the safety of guests.
- The House Manager advised that bookings due to take place in March/April had now been rebooked for May/June/July when guidelines allow the use of shared facilities etc.

- a Member felt there was potential to attract more bookings for weddings due to the fact it was incredibly difficult to secure a venue and that many weddings had been postponed because of the Pandemic.
- In response to a question from the Chief Executive, the House Manager advised that to alter the perception of Plas, they were in the process of replacing the carpets in the hallway and on the stairs. Also, the Oakley room and Library would now be used as dining areas rather than the canteen to try and create the feeling of a country house rather than an Institution.
- The House Manager advised on money received from the Friends of Plas Tan y Bwlch to improve the gardens and that she had also enquired for funding towards buying some new mattresses.
- In response to a question, The House Manager confirmed that the cost of producing marketing leaflets had now gone.
- The Chief Executive asked whether there was a contingency plan in place should the current staff decide to leave. The House Manager agreed there was a risk that current staff may leave to find more secure posts and advised there was no plan in place at present. The Director of Corporate Services advised that he was not too concerned regarding weddings and similar large events as outside caterers could be used but advised that the Furlough scheme had now been extended and the redundancy offer had been withdrawn which allowed the current kitchen staff to keep their posts and to secure the posts for the future. Also, the extension to the Furlough Scheme allowed time to postpone any changes to the Staff structure and provided flexibility to assess the need etc. but advised there was a further risk once the Furlough scheme came to an end.
- The Director of Corporate Services advised that discussion would be held with staff to see what their intentions were and should many of the staff decide to leave then any posts would need to be advertised as soon as possible. The House Manager and the Director of Corporate Services advised the Board that there was no certainty at present.
- Members further discussed the risk of current staff leaving and the option of a catering contract. Members felt it was best to have a catering contract in place to manage any short-term risks and felt there should be a contingency plan in place for the long term should the present staff decide to resign.
- a Member felt that as many people would be looking for work due to the pandemic, perhaps this was an opportunity to appoint staff with different skills set to go with the business at Plas Tan y Bwlch.
- a Member felt it was important to make use of local catering contractors where possible and the House Manager asked Members to forward any contacts/names of catering contractors to her.
- Members discussed the Marketing Plan for Plas and the House Manager updated the Board on the new booking system and advised that 'Q Book' was the best option as this could be upgraded when necessary and linked into other booking sites e.g., booking.com, trivago etc. The Director of Corporate Services advised that more use would be made of other booking sites to broaden/expand from Airbnb to attract a different clientele. The House Manager was confident that using sites such as booking.com would attract a different market to stay at Plas. Also, guests would still be able to make telephone bookings, and this was something that would be promoted.
- Members discussed the Marketing budget and the House Manager confirmed that the budget was adequate.
- Members further discussed the potential of using Plas as a wedding venue and the House Manager advised that if the necessary renovation work could be done at Plas then she was confident it could be used for weddings in the future.

	<ul style="list-style-type: none"> <li>- a Member asked what the costs were for the proposed renovation works. The Director of Corporate Services confirmed that there was funding available from the Welsh Government but advised that this would not be used for any external work and advised that further discussions would need to take place on ways to invest money in the future.</li> <li>- The Director of Corporate Services advised that there was potential to use the annex as a hostel in the future once work had been completed on the building.</li> <li>- Members asked for an update on costs to renovate the building by the next meeting of the Plas Tan y Bwlch Board.</li> </ul> <p>The Chair on behalf of the Board thanked the House Manager for her comprehensive report.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. to note the report.</li> <li>2. for the Director of Corporate Services and the House Manager to assess the situation and decrease/increase prices in line with demand.</li> <li>3. the Chief Executive and the House Manager to decide the best way forward following further guidance from Visit Wales.</li> <li>4. Officers to review the situation and provide Members of the Board with an update on developments.</li> </ol>
5.	<b>Date of Next Meeting</b>
	To convene the next meeting of the Plas Tan y Bwlch Board on the <b>9<sup>th</sup> June 2021</b> .

**The meeting ended at 15.15**



**PLAS TAN Y BWLCH MANAGEMENT BOARD  
WEDNESDAY 9<sup>th</sup> JUNE 2021**

	<p><b><u>Present:</u></b></p> <p><b>Members:</b> Cllr Judith Humphreys Ms. Tracey Evans</p> <p>Mr. Emyr Williams Mr. Iwan Jones Ms. Zara Roberts</p> <p><b>In attendance:</b> Cllr. Wyn Jones (ex-officio)</p> <p><b>Officers:</b> Mrs. Sarah Roberts.</p>
1.	<p><b>Chairman</b></p> <p>Mr. Tim Jones was elected Chairman of the Plas Tan y Bwlch Board.</p> <p>In the absence of the newly elected chair, the Director of Corporate Services was elected as Chairman for this meeting only.</p>
2.	<p><b>Apologies</b></p> <p>Cllr Annwen Hughes (ex-officio), Mr Tim Jones.</p>
3.	<p><b>Declaration of Interest</b></p> <p>No declarations of Personal Interests were made in respect of any item.</p>
4.	<p><b>Minutes</b></p> <p>The Minutes of the Plas Tan y Bwlch Management Board meeting held on the 24<sup>th</sup> March 2021 were accepted, and the Chairman signed them as a true record.</p> <p>Arising thereon,</p> <p><b><u>5. The House Manager's Report</u></b></p> <p>The Chief Executive advised that following discussions with Visit Wales regarding partially reopening Plas Tan y Bwlch, it was decided to follow general guidelines and follow the market on reopening. The Director of Corporate Services advised that it was important to fully comply with the rules/guidelines.</p> <p>A Member asked for an update on the potential for holding weddings at Plas. The Director of Corporate Services advised that an update would be provided in the meeting on the current situation regarding weddings.</p>

5.	<b>Plas Tan y Bwlch Update</b>
	<p>Submitted – A Report by the House Manager updating Members on progress.</p> <p>Reported – The House Manager presented the report and outlined the main points. Members were advised that Plas had been extremely busy since reopening. Members noted that a cook had not been appointed to date. The House Manager advised that the Head of Personnel had contacted local colleges/Indeed etc to try and fill the posts and that she was awaiting an update on the situation in the next few days.</p> <p>Members discussed the report in detail and made the following observations:</p> <ul style="list-style-type: none"> <li>- In response to a question, the Chief Executive confirmed the Authority was already registered with the Kickstart scheme and advised it would be possible to ask the Head of Personnel to include Plas Tan y Bwlch.</li> <li>- the House Manager advised on the difficulties in appointing staff and was aware that many establishments were facing the same problems.</li> <li>- the Director of Corporate Services advised that there was currently only one cook which limited the offer of breakfast to only five days a week with another cook currently on sick leave. The Board were advised that a questionnaire had been circulated to guests to establish the need/demand for an evening meal which would give Plas a clearer picture on whether to offer an evening meal if resources allow.</li> <li>- the Director of Corporate Services advised that any newly appointed staff would not be eligible for the Furlough Scheme and there was also a risk that the current staff could try for other post once the Scheme comes to an end.</li> <li>- In response to a question, the House Manager advised that the pay rate was competitive with the private sector.</li> <li>- The House Manager advised that only one room was not currently up to the expected standard and advised that the annex was currently not being let out due to the condition of the rooms.</li> <li>- The House Manager advised that Plas Tan y Bwlch had received many positive reviews with only a few negative reviews regarding the showers. The Board were advised that new shower heads and valves had now been purchased which should avoid further negative reviews.</li> <li>- The Director of Corporate Services informed the Board that a significant sum of money had been invested on a new heating system for Plas and expert advice had been sought on the way forward. The Director of Corporate Services advised that it would be best to seek further expert advice from heating specialists and would ask the Head of Property to contact the company.</li> <li>- The House Manager confirmed that there had been much demand in the two weeks since reopening and advised that a more detailed report on income and expenditure would be provided to Members of the Board at the next meeting of the Plas Tan y Bwlch Board.</li> <li>- In response to a question from a Member, the House Manager advised that the posts were advertised on the Authority’s Website, Social media sites and on Indeed. Members noted that due to little response, the post for a new cook had now been extended from sixteen hours to twenty-five hours per week and the job description would be amended to enable candidates with experience to apply for the position. The House Manager advised that the</li> </ul>

closing date would need to be extended to allow time to make necessary amendments to the Job Description and she would discuss the matter with the Head of Personnel.

- The Director of Corporate Services advised that any amendments to the Job Description would need to be presented to the Management Team for approval.
- The House Manager confirmed that the new booking system would be going live in the next week or so. This would allow Plas to have access to a wider market and would link into other booking sites e.g. Booking.com, Trivago, Expedia, Airbnb etc. Guests would also receive a bilingual welcome pack when making a booking. The Director of Corporate Services advised that the booking system had been unable to go live sooner so that last minute amendments could be made to the system due to the current staffing situation.
- The House Manager advised that no breakfast would be available on Sunday 20<sup>th</sup> June due to staff shortages. The Board discussed various options and felt it was best to advise guest that a cooked breakfast would not be available on that day but agreed that serving a continental breakfast with waitress service would be an appropriate alternative.
- a Member asked whether using outside caterers would be an option should staffing issues continue to be a problem. The House Manager confirmed that she had approached many local outside caterers, but they were fully booked for the year, and she had also contacted caterers in the Liverpool/Chester area and was awaiting a response.
- The House Manager was confident that bookings would increase once the new booking system was up and running and advised that Plas was busy up until October.
- a Member asked whether it would be a good idea to prepare a response for the media in the event that the Authority was approached regarding Plas Tan y Bwlch now being used as a B&B facility rather than an Education Centre. The House Manager advised that she had prepared an article for the Authority's newsletter explaining the facilities Plas Tan y Bwlch now has to offer.
- In response to a question from a Member, the House Manager confirmed that the current financial figures for Plas were looking promising but as it had only been two weeks since reopening, more detailed figures were not available. The Board were encouraged that Plas Tan y Bwlch was doing well but recognised that staffing issues were a significant problem.
- The House Manager also advised that it was possible for Tutors to make use of the rooms at Plas to hold lectures but that staff at Plas Tan y Bwlch would not be responsible for any arrangements.

The Chair and Members of the Board congratulated the House Manager on the progress made to date.

**ACTION:**

- 1. to note the report.**
- 2. the Head of Property to seek further expert advice on the new heating system for Plas Tan y Bwlch.**
- 3. the House Manager to provide Members of the Board with income figures at the next meeting of the Plas Tan y Bwlch Board Meeting.**



5.	<b>Date of Next Meeting</b>
	To convene the next meeting of the Plas Tan y Bwlch Board on the <b>13<sup>th</sup> October 2021.</b>

**The meeting ended at 15.00**

<b>MEETING</b>	Performance and Resources Committee
<b>DATE</b>	14 July 2021
<b>TEITL</b>	<b>HEAD OF INTERNAL AUDIT ANNUAL REPORT 2020/21</b>
<b>REPORT BY:</b>	Head of Internal Audit
<b>PURPOSE</b>	Annual Report

## 1. INTRODUCTION AND CONTEXT

- 1.1 The Public Sector Internal Audit Standards define Internal Audit as **“an independent, objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes”**.
- 1.2 There is a statutory requirement for an Internal Audit service in National Park Authorities. This is implied in Section 151 of the Local Government Act 1972, which requires that authorities “make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs”. The Accounts and Audit (Wales) Regulations 2014 place a responsibility on the Authority to maintain an internal audit function.
- 1.3 The Internal Audit service for Snowdonia National Park Authority is provided by Gwynedd Council’s Internal Audit Service. Although the service is undertaken by external providers, it provides a service for the whole Authority as a management tool to inform and improve internal control, and offers the “Section 151 Officer” of the Authority (the Chief Finance Officer) the necessary assurance as required by law.
- 1.4 The appropriate use of those resources available to the Park Authority is essential in order to ensure that the quality of the services provided is of a high standard. The aims of the Internal Audit service is to provide assurance to the Chief Finance Officer, and consequently to the whole Authority, that those resources which are available are managed and used appropriately, with transparency.
- 1.5 This annual report contains
- A description of the context for the preparation of the annual report
  - A summary of the work undertaken by Internal Audit during 2020/21
  - The Internal Audit Plan for 2021/22.

## 2. INTERNAL AUDIT WORK 2020/21

2.1 This part of the report summarises the opinion of the Internal Audit service on internal controls within Snowdonia National Park Authority, based on the work completed by the service on the 2020/21 audit plan.

2.2 In giving my opinion, it should be noted that assurance can never be absolute. The most that Internal Audit can provide is reasonable advice that there are no major weaknesses in the whole system of internal control.

**2.3 On the basis of Internal Audit work completed during 2020/21, in my opinion Snowdonia National Park Authority has a sound framework of control to manage risks. This assists in providing assurance in the arrangements for ensuring effective and efficient achievement of the Authority's objectives, as the steps taken by the Authority during the accounting period to establish and strengthen internal controls and to ensure that actions are implemented to remedy weaknesses identified by the Internal Audit service have, overall, been good.**

2.4 There were four assignments in the original 2020/21 Internal Audit plan:

- Yr Ysgwrn
- Cybersecurity
- Returning Equipment
- Performance Indicators

2.5 The above was approved as the Internal Audit plan for 2020/21 by the Performance and Resources Committee at its meeting on 15 July 2020. However, during the year, it was agreed not to undertake the Ysgwrn audit in order to free up time for an audit on the Sustainable Management Scheme.

2.6 The general assurance levels of audits fall into one of four categories as shown in the table below.

<b>LEVEL OF ASSURANCE</b>	<b>HIGH</b>	Certainty of propriety can be stated as internal controls can be relied upon to achieve objectives.
	<b>SATISFACTORY</b>	Controls are in place to achieve their objectives but there are aspects of the arrangements that need tightening to further mitigate the risks.
	<b>LIMITED</b>	Although controls are in place, compliance with the controls needs to be improved and / or introduces new controls to reduce the risks to which the service is exposed.
	<b>NO ASSURANCE</b>	Controls in place are considered to be inadequate, with objectives failing to be achieved.

2.7 The full internal audit reports for 2020/21 are included in Appendices 1 to 3.

## **2.8 Cybersecurity**

2.8.1 The results of this audit will be presented to the Committee in a separate report.

## **2.9 Returning Equipment (Appendix 1)**

2.9.1 The purpose of the audit was to ensure that the Authority had suitable arrangements in place to manage equipment so that they could be identified and returned when employment comes to an end. In order to achieve this, the audit involved selecting a sample of staff who have ended their employment with the Authority and reviewing what arrangements are in place to ensure that the Authority's possessions, for example, mobile phones, laptop, ID card, equipment etc. are returned.

2.9.2 **This report was given a “Limited” assurance level, to reflect the auditor's opinion that although controls are in place, compliance with the controls needs to be improved and / or introduce new controls to reduce the risks to which the service is exposed.**

## **2.10 Performance Indicators (Appendix 2)**

2.10.1 The purpose of the audit was to ensure that the performance indicators are appropriate, that they add value and the results are supported by an audit trail. This was done by selecting a sample of indicators and asking relevant officers for evidence to support the results.

2.10.2 **This report was given a “Satisfactory” assurance level, to reflect the auditor's opinion that there are controls in place to achieve objectives but there are aspects where the arrangements can be tightened to further mitigate the risks.**

## **2.11 Sustainable Management Scheme (Appendix 3)**

2.11.1 The purpose of the audit was to certify the Sustainable Management Scheme grant's audit certificate for the 2020/21 financial year, by reviewing the costs claimed, as well as ensuring that the Service had complied with the conditions of the grant offer letter.

2.11.2 **This report was given a “High” assurance level, to reflect the auditor's opinion that internal controls can be relied upon to achieve objectives.**

**3. INTERNAL AUDIT PLAN 2021/22**

3.1 An Internal Audit plan for 2021/22 has been developed on the basis of the Internal Audit Charter that was adopted by the Performance and Resources Committee in July 2013 on behalf of the Authority.

3.2 I have given the following documents and reports particular attention when drawing up the draft plan, in accordance with the Internal Audit Charter:

- Business and Improvement Plan
- Authority Risk Profile
- Authority Budget and Levy on Constituent Authorities

3.3 On the basis of further analysis of risks, discussions with officers of the Authority, and consideration of the most recent audits in some areas, the following is proposed as the internal audit plan for 2021/22:

<b>Audit</b>	<b>Plan (Days)</b>	<b>Reason</b>
Well-being of Future Generations	<b>7</b>	Failure to fulfil the Well-being of Future Generations Act requirements is included in the Authority's risk profile
Tendering arrangements	<b>7</b>	To ensure that the Authority awards tenders in a fair manner, which maximises value for money.
Absence management	<b>7</b>	As a result of the increase in home working, the audit will verify the absence management arrangements for Authority employees, whilst also ensuring that they are properly supported to safeguard their welfare.
Business continuity plans	<b>7</b>	Given the changes and challenges presented by COVID19, it is essential that robust business continuity plans are in place.
<i>Other:</i>		
Management and Committees	<b>2</b>	Time allocated for Internal Audit officers to attend Authority committees and manage work.
<b>Total</b>	<b>30</b>	

3.4 This plan is subject to amendment and finalisation on the basis of meetings between the Head of Internal Audit and the Chief Executive, the Chief Finance Officer, the Corporate Director and/or the Head of Finance. In addition, the above is subject to change due to uncertainties arising from the COVID 19 pandemic.

#### **4. RESOURCE IMPLICATIONS**

- 4.1 There are no additional resource implications in implementing the recommendations of this report.

#### **5. RECOMMENDATIONS**

- 5.1 The Committee is asked to accept this 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 2020/21.
- 5.2 The committee is also requested to consider the Operational Audit Plan for the 2021/22 accounting period, and either provide specific relevant recommendations and/or accept the plan.

## RETURNING EQUIPMENT SNOWDONIA NATIONAL PARK AUTHORITY

### 1. Background

1.1 Many items of equipment are distributed to the Authority's staff, including laptops, IT equipment, specialist equipment and specialised clothing. It is essential that the equipment is returned to the Authority when a member of staff ends their employment in order to mitigate the security risks and potential financial losses.

### 2. Purpose and Scope of Audit

2.1 The purpose of the audit was to ensure that the Authority had suitable arrangements in place to manage equipment so that they could be identified and returned when employment comes to an end. In order to achieve this, the audit involved selecting a sample of staff who have ended their employment with the Authority and reviewing what arrangements are in place to ensure that the Authority's possessions, for example, mobile phones, laptop, ID card, equipment etc. are returned.

### 3. Audit Level of Assurance

3.1 The controls for risk mitigation were examined. The auditor's assessment concludes that the level of assurance of the audit is as follows:

Assurance Level	Description
<b>LIMITED</b>	<b>Although controls are in place, compliance with the controls needs to be improved and / or introduce new controls to reduce the risks to which the service is exposed.</b>

### 4. Current Score Risk

4.1 The audit's risks are as follows:

<u>Risk Level</u>	<u>Number</u>
<b>VERY HIGH</b>	0
<b>HIGH</b>	1
<b>MEDIUM</b>	2
<b>LOW</b>	0

### 5. Main Findings

5.1 There is no policy in place for the return of equipment in SNPA. Registers are kept of much of the Authority's issued equipment and staff are asked to return the relevant equipment when their employment is terminated. However, the lack of robust guidelines to follow during the leaving process increases the risk of the Authority losing equipment whether by theft or mistake.

5.2 The Auditor received current copies of mobile phone registers, identity cards and other equipment such as clothing from the Head of Administration. The clothes etc register was seen to be updated regularly. Items ordered in 08/2020 were entered on the register. The mobile phone register was also up to date as telephones issued to staff in August and September 2020 were recorded. The register's most recent ID card order was 04/08/2020 so it is believed that it is updated regularly. No record is kept of the equipment being returned to the Authority. If the Administration Department becomes aware that equipment has not been returned by a member of staff who has left, the Personnel department will formally contact the former employee.

- 5.3 The Trackit system is used for managing the Authority's IT assets. Each asset is given an "ID" and listed within Trackit with labels indicating the department, location, the responsible officer and what type of asset it is. The register includes machines, monitors, projectors, laptops, docking stations, tablets, routers, UPS and printers. Information on staff who had left since the start of the 2020/21 financial year was reviewed against the data in the Trackit system on 02/09/2020. It was discovered that out of 14 staff who had left, 9 had either not received equipment or had changed jobs within the Authority. Of the remaining staff, 11 assets appear to be associated with the 5 staff who are no longer employed by the Authority. The Information Systems Manager explained that the assets identified in the test as not returned were computers held in Authority buildings. Equipment remains in the name of staff who have let IT staff know that there is specialist software on a machine and who the machine should go to when new staff start. Without a robust record that assets previously owned by staff have been returned to the Authority, there is a risk of assets being stolen or not being returned.
- 5.4 The Network User Account Removal Authorization Form asks for the user's name, department and leaving date. The form states:  
'It is the responsibility of the user and / or the user's section head, to ensure that any data files that may reside in the user's home directory (H: drive) are either deleted or copied to another location for subsequent use, and also to ensure that any e-mail messages that may reside within the user's mailbox are deleted or forwarded to another user's mailbox before he/she leaves the Authority.'  
'This User's network login and email account will be deleted either upon receipt of this completed form by the IS Department or will be deleted on the following date: ...'  
This form fulfils its objectives effectively when completed following the departure of a member of staff.
- 5.5 The Information Systems Manager stated that official checks of assets against the asset register were not undertaken due to the small size of the Authority. Unofficial checks of this kind are carried out when IT staff go around different offices to carry out the support calls as well as when PAT tests are carried out. The PAT testing register is checked against the previous one and staff check the existence / location of any inconsistent assets on the Trackit system. There should be an official record of the checks to confirm completeness and accuracy.

## **6. Actions**

**The Information Systems Manager, Head of Administration and Head of Personnel has committed to implementing the following steps to mitigate the risks highlighted.**

- **Recording equipment returned in the relevant asset registers.**
- **Produce clear guidance to outline the procedure for returning equipment and what equipment needs to be returned when a member of staff leaves.**
- **Undertake checks of the Authority's assets against the IT asset register.**



## PERFORMANCE INDICATORS SNOWDONIA NATIONAL PARK AUTHORITY

### 1. Background

1.1 A number of performance indicators are presented to the Performance and Resources Committee on a quarterly and annual basis.

### 2. Purpose and Scope of Audit

2.1 The purpose of the audit was to ensure that the performance indicators are appropriate, that they add value and the results are supported by an audit trail. This was done by selecting a sample of indicators and asking relevant officers for evidence to support the results.

### 3. Audit Level of Assurance

3.1 The controls for risk mitigation were examined. The auditor's assessment concludes that the level of assurance of the audit is as follows:

Assurance Level	Description
<b>SATISFACTORY</b>	<b>There are controls in place to achieve objectives but there are aspects of the arrangements that need tightening to further mitigate the risks.</b>

### 4. Current Score Risk

4.1 The audit's risks are as follows:

<u>Risk Level</u>	<u>Number</u>
<b>VERY HIGH</b>	0
<b>HIGH</b>	0
<b>MEDIUM</b>	1
<b>LOW</b>	0

### 5. Main Findings

5.1 The Authority reports on a range of performance indicators, including national core indicators (required by Welsh Government) and local indicators to monitor the Authority's objectives. Although there are advantages and disadvantages to using performance indicators, it is a way for the Authority to identify strengths and weaknesses when analysing how they are performing against specific set targets and a way of comparing performance with similar organisations, or its own over time.

5.2 For the indicators to be useful, they must comply with SMART principles (Specific, Measurable, Achievable, Relevant and Time-bound), and the selected sample was found to be in line with this.

5.3 A sample of indicators was selected from reports presented to the Performance and Resources Committee during 2020/21 and relevant officers were asked for evidence to support the results. An audit trail for the selected indicators was received, but the data did not reconcile with what was reported to the Committee in each case. A Service stated that they had used a template sent to them by the Government Data Unit which contained inaccurate data, and the result of the indicator will be corrected in time for the next Committee. It was also stated that they will look again at their indicators to see if other errors had been presented.

5.4 For one indicator, a more accurate method of calculating the result was found. This was discussed with the relevant officer and it was agreed to use the correct method from now on, but there were no significant differences in the outcome and both methods exceeded the target anyway.

6. **Actions**

**The relevant officer has committed to implementing the following steps to mitigate the risks highlighted.**

- **Revisit their performance indicator data to see if other errors have been presented.**

## SUSTAINABLE MANAGEMENT SCHEME SNOWDONIA NATIONAL PARK AUTHORITY

### 1. Background

1.1 The Sustainable Management Scheme – Supporting Natura 2000 restoration grant is funded by the Welsh Government and aims to support landscape-scale capital investment delivering action to improve the condition of Natura 2000 sites. More specifically, actions to improve natural resources in a way that delivers wider benefits to surrounding communities and landscape; improving biodiversity, and improving ecosystem resilience to climate impacts. Up to £580,050 was allocated to the Authority in 2020/21.

### 2. Purpose and Scope of Audit

2.1 The purpose of the audit was to certify the Sustainable Management Scheme grant's audit certificate for the 2020/21 financial year, by reviewing the costs claimed, as well as ensuring that the Service had complied with the conditions of the grant offer letter.

### 3. Audit Level of Assurance

3.1 The controls for risk mitigation were examined. The auditor's assessment concludes that the level of assurance of the audit is as follows:

Assurance Level	Description
<b>HIGH</b>	<b>Certainty of propriety can be stated as internal controls can be relied upon to achieve objectives.</b>

### 4. Main Findings

4.1 Assurance can be given that the Sustainable Management Scheme grant audit certificate for the financial year 2020-21 was appropriate. Based on the tests undertaken, it was found that the figures had an appropriate audit trail and the expenditure has been properly incurred in accordance with the offer of grant.

<b>MEETING</b>	Performance & Resources Committee
<b>DATE</b>	14 <sup>th</sup> July 2021
<b>TITLE</b>	<b>Exempting the Report on HEAD OF INTERNAL AUDIT ANNUAL REPORT 2020-21</b>
<b>REPORT BY</b>	Director of Corporate Services
<b>PURPOSE</b>	To request the Committee to approve the exemption of the above report

## 1. BACKGROUND

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

## 2. RECOMMENDATION

**That the Performance & Resources Committee agree to make the report “Head of Internal Audit Annual Report” exempt from disclosure.**