

NOTICE OF MEETING



Snowdonia National Park Authority

Emyr Williams

Chief Executive

Snowdonia National Park Authority

Penrhyndeudraeth

Gwynedd LL48 6LF

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Meeting: Standards Committee

Date: Friday 1 April 2022

Time: 2.00 p.m.

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

Councillors :

Alwyn Gruffydd, Philip Capper;

Mrs Sarah Hattle.

Independent Members

Mrs. Rachael Leah Jane Davies, Mr. Martin James Hughes,

Mrs. Sharon Warnes.

A G E N D A

1. **Apologies for absence and Chairman's Announcements**
2. **Declarations of Interest**
To receive any disclosure of interest by members or officers in respect of any item of business.
3. **Minutes**
The Chairman shall propose that the minutes of the Standards Committee held on the 3rd September 2021 be signed as a true record (copy herewith) and receive matters arising, for information.
4. **Annual Report to the Authority's Annual General Meeting**
To submit a report by the Director of Corporate Services. (Copy herewith)
5. **Declarations of Members' Interests**
To submit a report by the Director of Corporate Services. (Copy herewith)

**STANDARDS COMMITTEE
FRIDAY 3rd SEPTEMBER 2021**

PRESENT:

Member appointed by Gwynedd Council

Councillor Alwyn Gruffydd;

Member appointed by Conwy County Borough Council

Councillor Philip Capper;

Member appointed by the Welsh Government

Mrs Sarah Hattle;

Independent Members

Mrs Rachael L.J. Davies, Mr. Martin J. Hughes, Mrs. Sharon Warnes;

Officers

Mr. G. Iwan Jones, Mr Emyr Williams, Mrs. Anwen Gaffey;

Ms. Ceri Jarvis, H.R. Advisor, Gwynedd Council.

The Director of Corporate Services outlined the procedure for electing a Chair for the Standards Committee and advised that the meeting was subject to Covid-19 Regulations on how the Authority conducts its business:-

- the meeting was not open to the general public, and
- that part of the meeting was being recorded to assist in verifying the minutes.

Also, the Director of Corporate Services welcomed Mrs. Sarah Hattle to her first meeting of the Standards Committee.

1. **Appointment of Chairman**

RESOLVED to appoint Mrs. Rachael Davies as Chair of the Standards Committee for the remainder of her period of appointment as an Independent Member.

The Chair thanked Members for their support.

2. **Appointment of Vice Chairman**

RESOLVED to appoint Mrs Sharon Warnes as Vice Chair of the Standards Committee for the remainder of her period of appointment as an Independent Member.

3. **Apologies for absence**

No apologies were tendered.

4. **Declaration of Interest**

Mr. G. Iwan Jones declared an interest in item 6 on the Agenda and left the meeting while the matter was being discussed. Mr. Emyr Williams also declared an interest in item 6 on the Agenda and would remain in the meeting to answer any questions which might arise but would not be present during any part of the decision process.

5. **Appeal Hearing**

Schedule 12A Local Government Act 1972: Exemption from disclosure of documents

Submitted – A report by the Director of Corporate Services requesting Standards Committee approval for the exemption of the subsequent report.

RESOLVED that the subsequent “Appeal Hearing” report be exempt from disclosure for the reasons outlined in the report.

6. **Appeal Hearing**

Submitted – A report by the Personnel Service to provide Members with background papers and further information.

Reported – The Chair asked all present to introduce themselves to the meeting and advised that the Appeal Hearing would be held in accordance with the Authority's Grievance Procedure and would follow the appeal format as outlined in Appendix 2.

Present at the meeting, to respond to questions raised by the Standards Committee were:-

- i) the appellant
- ii) the appellant's representative – Mark Jones, GMB Regional Organiser
- iii) the Authority's representative – Helen Snow, Geldards
- iv) the Human Resource Advisor – Ceri Jarvis
- v) the Chief Executive – Mr. Emyr Williams

Arising thereon, the appellant and the appellants representative consented to proceed with the Chief Executive in attendance, whilst noting that he would not be present or form any part of the decision process.

Following questioning, the Standards Committee deliberated in private.

All parties were called back to the meeting to receive the decision. The Chair advised that the panel's remit had been to re-examine the correctness of the decision made and that the procedure followed was in line with the grounds of appeal. The Chair stated that the appeal hearing decision was final and binding.

The Chair read out a statement on behalf of the Standards Committee affirming that following careful consideration of all representations, the appeal was dismissed on all three grounds.

IT WAS RESOLVED

1. **to dismiss the appeal.**
2. **that the appellant would be advised in writing of the decision of the Appeal Hearing.**
3. **that the Authority should review communication channels with Plas Tan y Bwlch to ensure effective communication in future.**
4. **that any request for a settlement agreement should be raised directly with the Head of Personnel or the Chief Executive.**

The Chair thanked all involved for their conduct and co-operation.

The meeting ended at 13.50

**STANDARDS COMMITTEE
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PRESENT:

Member appointed by Gwynedd Council

Councillor Alwyn Gruffydd;

Member appointed by Conwy County Borough Council

Councillor Philip Capper;

Member appointed by the Welsh Government

Mrs. Sarah Hattle;

Independent Members

Mrs Rachael L.J. Davies (Chair), Mr. Martin J. Hughes, Mrs. Sharon Warnes;

Officers

Mr. G. Iwan Jones, Ms. Bethan Hughes, Mrs. Anwen Gaffey.

The Director of Corporate Services stated that the meeting was subject to the 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.

1. **Chairman's Announcements**

The Chair welcomed Mrs. Sarah Hattle to the meeting.

2. **Declaration of Interest**

Cllr. Philip Capper declared a personal interest in item 7 on the Agenda, under paragraph 10 (2) (a) (ix) (aa) of the Code of Conduct for Members. Councillor Alwyn Gruffydd was not present for item 7 and did not take part in any decision.

3. **Minutes**

The minutes of the Standards Committee meeting held on 16th October 2020 were accepted and the Chairman signed them as a true record.

4. **Nomination of members for the Single Status Grading Appeals Panel**

Submitted – A report by the Director of Corporate Services to appoint three Members and two substitute members to the Single Status Grading Appeals Panel.

Reported – The Director of Corporate Services presented the report and background.

RESOLVED

1. **to note the report.**

2. **to appoint Councillor Philip Capper, Mrs. Sharon Warnes and Mr. Martin J. Hughes as Members of the Single Status Grading Appeals Panel with Councillor Alwyn Gruffydd and Mrs. Rachael L.J. Davies appointed as substitute members.**

5. **Public Services Ombudsman for Wales**

Submitted – A report by the Director of Corporate Services to advise the Committee on the developments applicable to this Authority.

Reported – The Director of Corporate Services presented the report and advised that full details of the two complaints, which the Ombudsman had declined to investigate, were provided in the Complaints Monitoring Report (Agenda Item No. 6).

RESOLVED to note the report.

6. **Complaints Monitoring Report**

Submitted – A report by the Head of Administration and Customer Care on written complaints received by the Authority in 2020/21.

Reported – The Head of Administration and Customer Care presented the report and confirmed that following the advice of the Public Service Ombudsman, the applicants had referred their complaint regarding a data breach by the planning service to the Information Commissioner. The Information Commissioner had resolved not to take any further action against the Authority due to the prompt action taken, and because the data breach was very limited. Members were further reassured that following this personal data breach, all staff were now required to undertake online data security training on an annual basis. The Chair commended officers for the prompt way in which the complaints had been dealt with.

RESOLVED to note the report.

7. **Grant of Dispensations**

Submitted – A report by the Director of Corporate Services recommending that the Standards Committee grant a general dispensation to the Members of Gwynedd Council and Conwy County Borough Council. Members were also asked to note that any references to paragraph (d) in the Welsh report should be corrected to read paragraph (ch).

Reported – The Director of Corporate Services presented the report and confirmed that dispensations previously granted by the Standards Committee had worked well. Members considered the report and agreed to approve the general dispensation, in accordance with the terms outlined in the report, in order to ensure that the Authority could conduct its business effectively.

RESOLVED

1. **to grant a dispensation for Members appointed by Gwynedd Council enabling them to take a full part in the determination of issues relating to Gwynedd Council up to 31st December 2022, unless further extended by resolution of this Committee prior to the 31st December 2022.**
2. **to grant a dispensation for Members appointed by Conwy County Borough Council enabling able them to take a full part in the determination of issues relating to Conwy County Borough Council up to 31st December 2022, unless further extended by resolution of this Committee prior to the 31st December 2022.**

8. **The Ethical Framework and Revised Guidance issued by the Public Services Ombudsman for Wales on the Code of Conduct**

Submitted – A report by the Director of Corporate Services for Members to consider the revised guidance, whether any actions arise thereon and the further matters contained in the report.

Reported – The Director of Corporate Services presented the report and Members and officers discussed the following matters in detail:-

- the Director of Corporate Services advised that refresher training on the Code of Conduct was usually provided alongside Planning Training for Members.
- the Director of Corporate Services confirmed that flow charts, to assist Members in declaring Personal and Prejudicial Interests (similar to Appendix 2 and 3 of the Ombudsman's Guidance), were previously circulated at the meeting when meetings were held in person. Members felt that in future, this information could be issued electronically for remote and hybrid committee meetings.
- the Director of Corporate Services stated that once the expected new Code of Conduct was published, the Authority would ensure that all Members are provided with training on the new code and that all the relevant changes will be highlighted. The training would be provided after the Local Government elections in May 2022, which will have an effect on the Authority's membership. For those Members who are provided with Code of Conduct training by Gwynedd and Conwy County Borough Councils, the training will focus on any differences between the Unitary Authorities and the National Park Authority.
- the Director of Corporate Services advised that training providers, such as Trevor Roberts and Associates, had in the past provided very good training for Members which included role play etc., and undoubtedly will be able to provide tailor-made online / hybrid training for the Authority in the future, if requested.
- in response to a question, the Director of Corporate Services stated that training on the Code was not part of the Ombudsman's remit and that the WLGA, whilst providing training modules, they focussed mainly on the Unitary Authorities with minimal focus on the National Parks.
- Members felt it was difficult for the Standards Committee to monitor the operation of the code of conduct, e.g., declarations of Members' Interests etc., and officers agreed to provide a short report detailing Members' declarations of interest to the Standards Committee annually.
- arising thereon, the Director of Corporate Services confirmed that from May 2022, the Standards Committee's remit will include an additional statutory duty to prepare an annual report to the Authority on how the committee's functions have been discharged and provide an overview of conduct matters generally within the Authority. It was agreed that a meeting of the Standards Committee should be arranged early in April 2022 (the date to be confirmed) when Members could consider the framework and contents of the report. The Chair of the Standards Committee and the Director of Corporate Services would then prepare the report in accordance with section "56B Annual reports by the Standards Committees: paragraphs (1) to (8)" of the Local Government and Elections Wales Act (2021), which are relevant to the National Park. The report to be circulated to all Members of the Standards Committee to agree its contents, prior to its presentation by the Chair of the Standards Committee to the Authority's AGM in June.

- in view of the above, Members considered that any discussion as to the merits or otherwise of establishing a joint Standards Committee with the North Wales Fire and Rescue Authority should be deferred for approximately 18 months. This would allow time for the Standards Committee to focus on the adoption of the new Ethical Framework.

RESOLVED

- 1. that the Authority's Local Resolution Process was aligned to what was being recommended in the guidance and there was therefore no need to review the same.**
 - 2. that the value threshold of £25 for disclosure of Gifts and Hospitality should continue when the new protocol is considered for adoption by the Authority in due course.**
 - 3. as part of its new duty, the Chair of the Standards Committee will prepare and present an annual report to the Authority's Annual General Meeting in accordance with the provisions of the Local Government and Elections (Wales) Act 2021.**
 - 4. that the Standards Committee meets early in April 2022 to consider the contents and framework for the annual report.**
 - 5. to thank the North Wales Fire and Rescue Authority for their interest in establishing a joint Standards Committee, but to decline their invitation at this time as Members were currently working on the adoption of the new Ethical Framework.**
9. **North Wales Standards Committees Forum**
Received – An oral report by the former Chair of the Standards Committee, for information.

The former Chair advised that she had attended a remote meeting of the North Wales Standards Committee Forum, held on 24th June 2021, and that a note outlining the discussion and feedback had been circulated to Members prior to today's meeting. Members noted that a large proportion of the discussion had focussed on providing feedback on the Ethical Framework and guidance by the Public Services Ombudsman. Also, much of the discussion and feedback had focussed on the link with community and town councils with an emphasis on training and the merits of having a consistent framework to provide training packages etc.

RESOLVED to note the report for information and to thank the former Chair for the report.

The Chair thanked Members for their contribution and thanked officers for their work.

The meeting ended at 15.40

MEETING	Standards Committee
DATE	01 April 2022
TITLE	ANNUAL REPORT TO THE AUTHORITY'S ANNUAL GENERAL MEETING
REPORT BY	Director of Corporate Services
PURPOSE	To agree the contents of the Annual Report

BACKGROUND

1. At the last meeting of the Standards on 03 September 2021 it was confirmed that from May 2022 the remit of the Standards Committee will include an additional statutory duty to prepare an annual report to the Authority on how the committee's functions have been discharged and provide an overview of conduct matters generally within the Authority.
2. It was further agreed that the Chair of the Standards Committee and the Director of Corporate Services would prepare this report, circulate a draft to all members of the Standards Committee before submitting the finalised report to the Authority, with the Chair of the Standards Committee to present the report to the Authority at the Annual General Meeting of the Authority.

STATUTORY DUTY AND DRAFT GUIDANCE

3. Since the Standards Committee last met further draft guidance has been prepared on the subject which reads as follows:
 - 3.1. *"Section 63 of the 2021 Act inserts a new section 56B into the 2000 Act which places a requirement on standards committees in each "relevant authority" to make an annual report to the authority concerned. In the case of a principal council, the requirement to report to "the authority" in this context includes any community councils in its area.*
 - 3.2. *As a minimum, the report must:*
 - 3.2.1. *describe how the committee has discharged its functions during the preceding financial year;*
 - 3.2.2. *include a summary of reports and recommendations made or referred to the committee by the Public Services Ombudsman for Wales relating to the investigation of alleged breaches of the member code of conduct, and any subsequent action taken by the committee;*

- 3.2.3. *include a summary of notices given to the committee by the Adjudication Panel for Wales, relating to the Panel's decisions on possible breaches of the member code of conduct;*
 - 3.2.4. *describe the advice it has provided on training for all members and how that has been implemented, and*
 - 3.2.5. *in the case of a principal council, include the committee's assessment of how political group leaders have complied with the new duty under section 52A(1) of the 2000 Act (inserted by section 62 of the 2021 Act) to promote high standards of conduct, including the advice the standards committee has provided and the training it has suggested.*
- 3.3. *The committee may also wish to report on the number of cases considered under local resolution processes. This would help to capture data on an "all Wales" basis, on matters which do not reach the Public Services Ombudsman for Wales.*
- 3.4. *The requirement to make an annual report is intended to ensure there is a regular and consistent approach to the reporting and consideration of standards of conduct by members of relevant authorities in Wales. This is intended to promote local ownership and collective responsibility by members for ensuring high standards of conduct within their authority. To this end, section 56B places an obligation on a relevant authority to consider the report and any recommendations made by its standards committee within three months of its receipt. The authority's consideration of a report will be a matter of public record through the published minutes of the meeting.*
- 3.5. *It would be good practice for Standards Committees to share their Annual Reports with the Public Services Ombudsman for Wales."*

TASK AND FINISH WORKING GROUP ON GOVERNANCE

4. As part of a deep dive scrutinising governance a Members Task and Finish Group was set up to consider governance and whether changes were necessary. As part of its remit, it considered many aspects that also included the strategic role of members. The Task and Finish Group identified key challenges ahead in particular the likely change of membership to the Authority following the Local Government Elections. A report on the findings of the Task and Finish Group is due to be considered by members at its Working Group in April and thereafter for formal consideration by the Authority in May. These are the key findings of the Task and Finish Group in relation to the strategic role of members:
- 4.1. There is a need to review and update role descriptions in accordance with the matters minuted. Updated roles have been prepared and are due to be considered by the Working Group. Drafts of the updated role descriptions are attached to this report as Appendix 1.
 - 4.2. Recommend developing a Member Development Strategy, and to start with:
 - 4.2.1. That a collective Skills Assessment is conducted through the form of a questionnaire to all Members in May 2022. For all new Members at this time, completing the assessment would be mandatory.
 - 4.2.2. Review and improve the content of the internal induction sessions given to new Members in time for new Members in May 2022.
 - 4.2.3. Investigate whether the WLGA could develop a training package for the 3 Parks.

- 4.2.4. Everyone appointed as Chair/Vice-Chair to be offered training on chairing meetings.
 - 4.2.5. There is a formal annual review procedure in place for independent Members, but this should be applicable to all Members. Past efforts to introduce this has not been successful.
 - 4.2.6. In addition to annual reviews, additional opportunities to support new Members is required. Consider having a Member Mentor for each new Member which would enable discussions on what to expect and the dynamics of committees. This would give an opportunity for new Members to raise any concerns regarding bullying and intimidation, as well as to receive advice from experienced Members on a range of issues which would assist an individual to successfully navigate the new role.
5. It would be beneficial if the Standards Committee discuss these recommendations, the revised/updated role descriptions and whether the committee supports the package of measures proposed. The committee's input can be shared with members at the Working Group.
 6. There is also an opportunity for the committee to make a recommendation to the Authority via a report. The Authority must then consider the report and any recommendation within three months. Whilst there is certainly work in progress on governance and training at present it is considered that there is no need for a formal recommendation, but the Standards Committee should certainly monitor progress on the same.

ANNUAL REPORT

7. If one considers the draft guidance and the matters that must be reported it is proposed to report as follows:
 - 7.1. That the committee has met twice during the year and considered member training on both occasions.
 - 7.2. It has had input into the report of the Task and Finish Group's work on Governance and that (hopefully) it concurs that training for members following the Local Government elections is a priority.
 - 7.3. That there have been no matters referred to the Public Services Ombudsman or to the Adjudication Panel for Wales relating to the investigation of alleged breaches of the member code of conduct as members of this Authority.
 - 7.4. That there have been no instances during the year where the Authority's Local Resolution procedure has been invoked.
 - 7.5. That the Standards Committee will continue to monitor progress on training particularly with new members' induction during the year.

RESOURCE IMPLICATIONS

None

RECOMMENDATION

- 1. To discuss the contents of the report.**
- 2. To agree the contents of the Annual Report to be presented to the Authority as set out in Section 6 above subject to any additions/amendments that the Standards Committee may wish to make thereto.**

Snowdonia National Park Authority

Chair / Vice-Chair Role Description and Person Specification

Background

National Park Purposes

Snowdonia National Park exists to conserve and enhance the Special Qualities of Snowdonia – its natural beauty, wildlife, and cultural heritage; to promote wide public understanding and enjoyment of them and, with others, to foster the social and economic well-being of communities within the Park.

The Authority has responsibility for planning, conservation, land-management, cultural heritage, access and recreation, but not for elderly care, schools, highways, and other local authority duties.

Role of the Authority and its Members

The role of the Authority Members is to agree long term objectives for the National Park through the National Park's strategic plans (see below) and to set the priorities and monitor and review the work of the National Park Authority.

Members have a key role in ensuring that both the natural environment and the local communities in our Park are cared for and sustained for current and future generations to enjoy.

The main role of an Authority Member is to ensure the efficient, effective and accountable governance of the Authority; to provide leadership and direction for the organisation as a whole; and act as an 'ambassador/advocate' for the National Park and the work of the Authority.

Members are collectively & individually responsible for good governance and use of public money.

Each Member works with the Chairman, Chief Executive (National Park Officer) and other Members to discharge the functions of the Authority and to steer and champion the performance and management of the Authority so that it delivers benefits to the nation and local communities in accordance with National Park purposes.

Strategic Policies

Cynllun Eryri

[Cynllun Eryri](#) is the Authority's statutory National Park Management Plan. The Plan covers the whole of the National Park area and is not just a Plan for the National Park Authority:

- It is a Plan for all those working in the National Park area who have an impact on the National Park purposes.
- The Plan is for all the relevant organisations that have statutory duties in relation to Snowdonia.
- The Plan provides the strategic policy framework for relevant organisations. It will enable them to fully comply with their statutory responsibility to have regard for National Park purposes in carrying out their duties and responsibilities under Section 62 (2) of the Environment Act 1995.
- It is also a Plan for relevant organisations from the voluntary and private sector, as well as land-managers, communities and businesses.

The National Park Authority has developed this Plan with the help and input of all of our partners through the National Park forum – [Fforwm Eryri](#). All of these organisations have an integral part to play in looking after Snowdonia National Park for our future generations. We will continue to closely work together to successfully deliver on the Plan.

The Local Development Plan

The [Local Development Plan](#) is a material consideration in the determination of planning applications. The Eryri Local Development Plan consists of a Written Statement and the Proposals and Inset Maps and together with National Planning Policy will guide decisions on planning applications on all future development and land use planning within the National Park.

Well-being Statement

The Well-being of Future Generations (Wales) Act 2015 is about improving the economic, social, cultural and environmental well-being of Wales. Public bodies in Wales must work to achieve a shared vision, expressed in the Act as the seven national well-being goals.

Public bodies subject to the Act have a legal duty to adopt the sustainable development principle when setting well-being objectives and in taking steps to achieve those objectives. The National Park Well-being Statement sets out the Authority's well-being objectives, and how we will achieve the seven well-being goals including the rationale and steps we will take.

Underpinning our well-being objectives, are our Sustainable Development principles, Vision, Service Priorities and Corporate Work Program.

Role Description

1. Accountabilities

- To the full National Park Authority.
- To the relevant Minister through half-yearly meetings with the Welsh Government.
- To the public.

2. Role Purpose and Activity

(a) Acting as a symbol of the Authority's democratic role

- To champion the purposes of the National Park and provide dynamic and effective strategic leadership in partnership with members and the Chief Executive in the achievement of the Authority's statutory purposes, aims and vision, and relevant targets.
- To monitor performance and offer guidance and support to members to ensure that the good public standing of the Authority is upheld.
- To represent the Authority in its relations with key stakeholders and communities, and on regional partnerships and groups.

- To represent the Authority's views as necessary to the press and media, and play an ambassadorial role in promoting positive relationships with external parties and organisations.
- To foster the working relationship with all other UK National Parks and promote the interests of National Park Authorities through NPW, UKNP and Europarc.

(b) Chairing Authority meetings

- To chair meetings of the Authority, ensure that standing orders and good practice is complied with at all meetings, and promote and support open and transparent government.
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.
- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements.
- To delegate actions to committees and/or sub committees as appropriate.

(c) Participating in the collective decision making of the Authority

- To work closely with other Authority members to ensure the development of effective policies and the budgetary framework for the Authority, and the delivery of high-quality services.
- To accept collective responsibility and support decisions made by the Authority once they have been made.

(d) Upholding and promoting the Authority's Terms of Reference and Scheme of Delegation

- To work with members and the Chief Executive to ensure that the Authority's actions, decisions and use of resources are consistent with the purposes of designation and the legal responsibilities of the Authority.

(e) Working with officers to lead the organisation

- To liaise with the Chief Executive, and other appropriate officers, on a regular basis.
- To develop and maintain an effective working relationship with the Chief Executive, providing support and guidance as necessary and facilitating communication and joint working between members and officers.
- To work with employees of the National Park Authority in relation to the strategic vision and direction of the Authority, the management roles of officers and the development of policy issues.
- To monitor the welfare and performance of the Chief Executive and ensure that there is an effective appraisal and development process in place.

(f) Internal governance, ethical standards and relationships

- To promote and support good governance of the National Park Authority and its affairs.

- To promote the professional and personal development of members to enable them to carry out their role effectively, working within the Authority's Performance Management Framework to assess members' performance as appropriate and report to the appointing authorities as required.
- To adhere to the Members' Code of Conduct and promote the highest standards of behaviour in public office.
- To support, and adhere to respectful, appropriate and effective relationships with employees of the National Park Authority.
- To act as a link between the Authority, the relevant Minister of the Welsh Government and National Park Authorities; to present reports to the Minister on behalf of the Authority and work with other National Park Authorities to influence national and regional policy.

(g) Work Programming

- To ensure that processes are in place to comply with internal and external governance and audit requirements, and to confirm this by signing the annual Statement for Internal Control.

3. Values and Code of Conduct

- To be committed to the aims and values of the National Park Authority and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Bilingualism
- To adhere to the code of conduct of public office:
 - Selflessness
 - Honesty
 - Integrity and propriety
 - Duty to uphold the law
 - Stewardship
 - Objectivity in decision-making
 - Equality and respect
 - Openness
 - Accountability
 - Leadership
 - Bilingualism

For more information on the code see the [WLGA Ethical Framework](#)

Role of Vice/Deputy Chair

- To fulfil the duties of the Chair in his or her absence.
- To support the Chair in specific duties as required.

Person Specification

To fulfil the role as laid out in the role description, an effective Chair requires:

Fulfilling National Park Purposes

- The ability to champion and represent the Authority as an effective mechanism for promoting conservation and enhancement of the Park's natural beauty, wildlife and cultural heritage, increasing public understanding and enjoyment of its special qualities and fostering the social and economic wellbeing of local communities.

Providing leadership and direction to the Authority

- An understanding of the Authority's role, and ensuring that stakeholders are aware of that role
- Knowledge of the National Park's strengths, weaknesses and key issues.
- An understanding of the relationship between national and local policies.
- A good strategic awareness of issues facing the Authority.
- A good understanding of the Authority's strategies, policies and operations.
- A good understanding of the Code of Conduct for Members.
- An ability to provide strong leadership to the Authority.
- The ability to appraise, guide and mentor Authority Members.

Representing and acting as ambassador for the Authority

- High level communication skills to communicate to the media, local community and wider audience.

Managing and leading the work of the Authority and Chairing meetings of the Authority

- Skills to Chair meetings, including encouraging participation from all Members.
- Knowledge and understanding of national policy objectives.
- An overview of the work being carried out by Officers.
- The ability to facilitate balanced debate and to promote consensus.

Working with Officers to lead the Authority

- An understanding of the roles and responsibilities of the Chief Executive and other Officers.

Appropriate training will be offered to enable a Member to fulfil their role as Chair of the National Park Authority effectively.

Snowdonia National Park Authority

Member Role Description and Person Specification

Background

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Each Member works with the Chairman, Chief Executive (National Park Officer) and other Members to discharge the functions of the Authority and to steer and champion the performance and management of the Authority so that it delivers benefits to the nation and local communities in accordance with National Park purposes.

Strategic Policies

Cynllun Eryri

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The National Park Authority has developed this Plan with the help and input of all of our partners through the National Parks forum – [Fforwm Eryri](#). All of these organisations have an integral part to play in looking after Snowdonia National Park for our future generations. We will continue to closely work together to successfully deliver on the Plan.

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Well-being Statement

The Well-being of Future Generations (Wales) Act 2015 is about improving the economic, social, cultural and environmental well-being of Wales. Public bodies in Wales must work to achieve a shared vision, expressed in the Act as the seven national well-being goals.

Public bodies subject to the Act have a legal duty to adopt the sustainable development principle when setting well-being objectives and in taking steps to achieve those objectives. The National Parks Well-being Statement sets out the Authorities well-being objectives, and how we will achieve the seven well-being goals including the rationale and steps we will take.

Underpinning our well-being objectives, are our Sustainable Development principles, Vision, Service Priorities and Corporate Work Program.

Role Description

1. Accountabilities

- To the full National Park Authority.
- To the public.

2. Role Purpose and Activity

(a) Representing the national interest

- To apply the principles and purposes of National Parks to all decision making.
- To bring the national context to bear in decision making.
- To be an advocate for the National Park Authority and its purpose of conserving and enhancing the natural beauty, wildlife and cultural heritage of the area.

(b) Representing and supporting communities

- To represent the interests of the population and users of the whole area of the National Park Authority, and to serve all interests fairly and equally.
- To be an advocate for the National Park Authority.
- To liaise with other members, principal authorities, officers and partner organisations to ensure that the needs of communities are identified, understood and supported.
- To be a channel of communication to the community on National Park Authority strategies, policies, services and procedures, promoting wide public understanding and enjoyment of the Park and with others to foster the economic and social well being of communities in the Park in the pursuit of its statutory purposes.
- To promote tolerance and cohesion in local communities.

(c) Making decisions and overseeing National Park Authority performance

- To participate in National Park Authority meetings, reaching and making informed and balanced decisions on strategic matters, and overseeing performance.
- To primarily focus on strategic and policy areas*.
- To acknowledge and support the need to allow officers their delegated authority to ensure smooth and effective operational delivery, whilst overseeing and monitoring performance.
- To participate in informed and balanced decision making when appointed to National Park Authority committees and panels.
- To adhere to the principles of democracy and collective responsibility in decision-making.
- To promote and ensure efficiency and effectiveness in the provision of National Park Authority services.

** In general, strategic matters will be those which affect how the Authority fulfils its intended statutory purpose (its functions in regards to the set of powers and duties that it uses to perform its remit) over a significant period of time and will not include routine 'day-to-day' decisions. These strategic decisions is the process of charting a course based on the Authority's adopted vision and well-being objectives.*

(d) Representing the National Park Authority (subject to appointment)

- To represent the National Park Authority on outside bodies.
- To represent the National Park Authority on local partnership bodies, promoting common interest and co-operation for mutual gain.
- To represent and be an advocate for the National Park Authority on national bodies and at national events.

(e) Internal governance, ethical standards and relationships

- To promote and support good governance of the National Park Authority and its affairs.
- To provide community leadership and promote active citizenship.
- To promote and support open and transparent National Park Authority services.

- To support, and adhere to respectful, appropriate and effective relationships with employees, the public and other members of the National Park Authority.
- To adhere to the Members' Code of Conduct and the highest standards of behaviour in representing the National Park Authority.
- To promote equality and diversity.

(f) Personal and role development

- To actively identify needs and participate in opportunities for continuous professional and personal development provided for members by the National Park Authority.

3. Values and Code of Conduct

- To be committed to the aims and values of the National Park Authority and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Bilingualism

- To adhere to the code of conduct of public office:
 - Selflessness
 - Honesty
 - Integrity and propriety
 - Duty to uphold the law
 - Stewardship
 - Objectivity in decision-making
 - Equality and respect
 - Openness
 - Accountability
 - Leadership
 - Bilingualism

For more information on the code see the [WLGA Ethical Framework](#)

Person Specification

To fulfil the role as set out in the role description, an effective Member requires:

Fulfilling National Park Purposes

- The ability to champion and represent the Authority as an effective mechanism for promoting conservation and enhancement of the Park's natural beauty, wildlife and cultural heritage, increasing public understanding and enjoyment of its special qualities and fostering the social and economic wellbeing of local communities.

Fulfilling the role

- Involvement for typically three or four days per month.
- Attendance and contribution to meetings of the Authority, its committees and the working groups, and raising issues of concern through the established procedures and mechanisms adopted by the Authority.
- Reading and understanding, and the responsibility to seek clarification where necessary from Lead Officers, of briefing material provided for meetings so that you will be properly prepared for any debate on issues across the full range of the Authority's responsibilities.

Internal governance, ethical standards and relationships

- A commitment to working in the best interests of the National Park and the Authority itself.
- Compliance with Standing Orders and respect for the democratically determined decisions of the Authority.
- Adherence to the Standards of Conduct, Accountability and Openness of the National Park Authority.

Personal and role development

- Attendance at appropriate training courses, briefing sessions and events arranged or sponsored by the Authority and partner organisations.

MEETING	Standards Committee
DATE	01 April 2022
TITLE	DECLARATION OF MEMBERS' INTERESTS
REPORT BY	Director of Corporate Services
PURPOSE	To monitor the operation of the code of conduct

BACKGROUND

On the 3rd September 2021 the Standards Committee considered a report on The Ethical Framework and Revised Guidance issued by the Public Services Ombudsman for Wales on the Code of Conduct. As part of the actions Members expressed a desire for the Standards Committee to monitor the operation of the code of conduct and arising thereon, officers agreed to provide details of Members' declarations of interests to the Standards Committee annually.

Attached (Appendix 1) are copies of the Member Declaration of Interest forms from 1st April 2021 to 31st March 2022.

Also, please follow the link to view the General Register of Members' Interests on the Authority's website.

[Eryri - Snowdonia \(gov.wales\)](http://eryri-snowdonia.gov.wales)

RESOURCE IMPLICATIONS

None

RECOMMENDATION

To note the report, for information.



Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority

FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / Meeting Cynllunio a Mynediad

Dyddiad y Cyfarfod / Date of Meeting 14 Ebrill 2021.....

Rwyf drwy hyn yn datgan bod gennyf Ddiddordeb Personol yn yr eitem ganlynol /
I hereby declare that I have a Personal Interest in the following item:-

Pennawd yr eitem / Title of item:- ...Hen Ysgol Glanwnion, Pont yr Aran, Dolgellau..

Eitem Rhif/Item No..... 6.2.....

Disgrifiwch natur y Diddordeb Personol/Describe nature of the Personal Interest:-

Datgan fel Aelod o Gyngor Gwynedd sydd wedi cyflwyno'r cais.

A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi / Nac ydi
Does the Personal Interest constitute a prejudicial interest? Yes / No

Aelod o Gyngor Gwynedd – gollyngiad gan y Pwyllgor Safonau ar 16/10/20
Gwynedd Council Member – dispensation from the Standards Committee on 16/10/20

Arwyddwyd/Signed:Elwyn
Edwards.....

Dyddiad/Date:
...27'04'21.....

17 MAY 2021

NATIONAL PARK OFFICE

REF: ACK

Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority



FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / Meeting Cynllunio a Mynediad

Dyddiad y Cyfarfod / Date of Meeting..... 14 Ebrill 2021.....

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Eitem Rhif/Item No..... 6.2.....

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A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi / Nac ydi
Does the Personal Interest constitute a prejudicial interest? Yes / No

Aelod o Gyngor Gwynedd – gollyngiad gan y Pwyllgor Safonau ar 16/10/20
Gwynedd Council Member – dispensation from the Standards Committee on 16/10/20

Arwyddwyd/Signed: *Ann Gwynn*

Dyddiad/Date: *Seul Mai 2021*



Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority

FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / Meeting Cynllunio a Mynediad

Dyddiad y Cyfarfod / Date of Meeting 14 Ebrill 2021.....

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Eitem Rhif/Item No 6.2.....

Disgrifiwch natur y Diddordeb Personol/Describe nature of the Personal Interest:-

.....
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.....
.....
.....

A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi / Nac ydi
Does the Personal Interest constitute a prejudicial interest? Yes / No

Aelod o Gyngor Gwynedd – gollyngiad gan y Pwyllgor Safonau ar 16/10/20
Gwynedd Council Member – dispensation from the Standards Committee on 16/10/20
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.....

Arwyddwyd/Signed: Annwen Hughes
.....

Dyddiad/Date:

..... 26.4.21.....



Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority

FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / MeetingCynllunio a Mynediad

Dyddiad y Cyfarfod / Date of Meeting..... 14 Ebrill 2021.....

Rwyf drwy hyn yn datgan bod gennyf Ddiddordeb Personol yn yr eitem ganlynol /
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A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi / Nac ydi
Does the Personal Interest constitute a prejudicial interest? Yes / No

Aelod o Gyngor Gwynedd – gollyngiad gan y Pwyllgor Safonau ar 16/10/20
Gwynedd Council Member – dispensation from the Standards Committee on 16/10/20

Arwyddwyd/Signed:*Judith Humphreys*

Dyddiad/Date: .26/04/21.....



Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority

FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / MeetingCynllunio a Mynediad

Dyddiad y Cyfarfod / Date of Meeting..... 14 Ebrill 2021.....

Rwyf drwy hyn yn datgan bod gennyf Ddiddordeb Personol yn yr eitem ganlynol /
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Eitem Rhif/Item No.....6.2.....

Disgrifiwch natur y Diddordeb Personol/Describe nature of the Personal Interest:-

.....
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A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi / Nac ydi
Does the Personal Interest constitute a prejudicial interest? Yes / No

Aelod o Gyngor Gwynedd – gollyngiad gan y Pwyllgor Safonau ar 16/10/20
Gwynedd Council Member – dispensation from the Standards Committee on 16/10/20
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.....

Arwyddwyd/Signed:Edgar Wyn Owen
.....

Dyddiad/Date:

..01/05/21.....



Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority

FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / Meeting Cynllunio a Mynediad

Dyddiad y Cyfarfod / Date of Meeting 14 Ebrill 2021.....

Rwyf drwy hyn yn datgan bod gennyf Diddordeb Personol yn yr eitem ganlynol /
I hereby declare that I have a Personal Interest in the following item:-

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Eitem Rhif/Item No..... 6.2.....

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Datgan fel Aelod o Gyngor Gwynedd sydd wedi cyflwyno'r cais.

A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi / Nac ydi
Does the Personal Interest constitute a prejudicial interest? Yes / No

Aelod o Gyngor Gwynedd – gollyngiad gan y Pwyllgor Safonau ar 16/10/20
Gwynedd Council Member – dispensation from the Standards Committee on 16/10/20

Arwyddwyd/Signed:

Dyddiad/Date:

..... 14/04/2021.....



Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority

FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / Meeting Cynllunio a Mynediad

Dyddiad y Cyfarfod / Date of Meeting 14 Ebrill 2021

Rwyf drwy hyn yn datgan bod gennyf Ddiddordeb Personol yn yr eitem ganlynol /
I hereby declare that I have a Personal Interest in the following item:-

Pennawd yr eitem / Title of item:- ...Hen Ysgol Glanwnion, Pont yr Aran, Dolgellau..

Eitem Rhif/Item No 6.2

Disgrifiwch natur y Diddordeb Personol/Describe nature of the Personal Interest:-

.....
Datgan fel Aelod o Gyngor Gwynedd sydd wedi cyflwyno'r cais.
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.....

A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi / Nac ydi
Does the Personal Interest constitute a prejudicial interest? Yes / No

Aelod o Gyngor Gwynedd – gollyngiad gan y Pwyllgor Safonau ar 16/10/20
Gwynedd Council Member – dispensation from the Standards Committee on 16/10/20
.....
.....
.....

Arwyddwyd/Signed:

Dyddiad/Date:

..... 14/04/2021



Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority

FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / MeetingCynllunio a Mynediad

Dyddiad y Cyfarfod / Date of Meeting..... 14 Ebrill 2021.....

Rwyf drwy hyn yn datgan bod gennyf Ddiddordeb Personol yn yr eitem ganlynol /
I hereby declare that I have a Personal Interest in the following item:-

Pennawd yr eitem / Title of item:- ...Hen Ysgol Glanwnion, Pont yr Aran, Dolgellau..

Eitem Rhif/Item No.....6.2.....

Disgrifiwch natur y Diddordeb Personol/Describe nature of the Personal Interest:-

Datgan fel Aelod o Gyngor Gwynedd sydd wedi cyflwyno'r cais.
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A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi / Nac ydi
Does the Personal Interest constitute a prejudicial interest? Yes / No

Aelod o Gyngor Gwynedd – gollyngiad gan y Pwyllgor Safonau ar 16/10/20
Gwynedd Council Member – dispensation from the Standards Committee on 16/10/20
.....
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.....

Arwyddwyd/Signed: Gethin

Williams.....

Dyddiad/Date:

5/5/21.....



Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority

FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / Meeting Standards Committee

Dyddiad y Cyfarfod / Date of Meeting 3 September 2021

Rwyf drwy hyn yn datgan bod gennyf Ddiddordeb Personol yn yr eitem ganlynol /
I hereby declare that I have a Personal Interest in the following item:-

Pennawd yr eitem / Title of item:- Grant of Dispensations

Eitem Rhif/Item No ... 7

Disgrifiwch natur y Diddordeb Personol/Describe nature of the Personal Interest:-

Member of Conwy County Borough Council
.....
.....
.....
.....
.....

A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi / Nac ydi
Does the Personal Interest constitute a prejudicial interest? No

Arwyddwyd/Signed: 

Dyddiad/Date: 30th Sep
2021



Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority

FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / Meeting Cynllunio a Mynediad

Dyddiad y Cyfarfod / Date of Meeting 8 Medi 2021...

Rwyf drwy hyn yn datgan bod gennyf Ddiddordeb Personol yn yr eitem ganlynol /
I hereby declare that I have a Personal Interest in the following item:-

Pennawd yr eitem / Title of item:- Tir ger Castell Mawr,
Llanegryn.....

Eitem Rhif/Item No..... 6 (3).....

Disgrifiwch natur y Diddordeb Personol/Describe nature of the Personal Interest:-

.....
..... Perthyn I'r ymgeisydd
.....
.....
.....

A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi /
Does the Personal Interest constitute a prejudicial interest? Yes / No

Aelod o Gyngor Gwynedd – gollyngiad gan y Pwyllgor Safonau ar 03/09/21
Gwynedd Council Member – dispensation from the Standards Committee on 03/09/21

Arwyddwyd/Signed: Annwen Hughes

Dyddiad/Date: 29.09.2021



Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority

FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / Meeting Cynllunio a Mynediad

Dyddiad y Cyfarfod / Date of Meeting 20 Hydref 2021...

Rwyf drwy hyn yn datgan bod gennyf Ddiddordeb Personol yn yr eitem ganlynol /
I hereby declare that I have a Personal Interest in the following item:-

Pennawd yr eitem / Title of item:- Codi adeilad amaethyddol, Bwthyn Jerusalem
NP5/69/ENF16C – Tir ger Castell Mawr, Llanegryn
Trawsfynydd.

Eitem Rhif/Item No. 4 (1).....

Disgrifiwch natur y Diddordeb Personol/Describe nature of the Personal Interest:-

Bwthyn Jerusalem, Trawsfynydd – Perthyn I wraig yr ymgeisydd

Tir ger Castell Mawr, Llanegryn – Perthyn I'r ymgeisydd

A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi
Does the Personal Interest constitute a prejudicial interest? Yes / No

Arwyddwyd/Signed: Annwen Hughes

Dyddiad/Date: 27.10.2021.....



Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority

FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / Meeting Pwyllgor Cynllunio a Mynediad

Dyddiad y Cyfarfod / Date of Meeting 19.01.2022

Rwyf drwy hyn yn datgan bod gennyf Ddiddordeb Personol yn yr eitem ganlynol /
I hereby declare that I have a Personal Interest in the following item:-

Pennawd yr eitem / Title of item:- NP5/69/16J

Eitem Rhif/Item No 4 (2) - Tir ger Castell Mawr, Llanegryn

Disgrifiwch natur y Diddordeb Personol/Describe nature of the Personal Interest:-

.....
.....

..... Perthyn I'r Ymgeisydd

.....
.....

A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi
Does the Personal Interest constitute a prejudicial interest? Yes / No

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.....

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.....

Arwyddwyd/Signed: Annwen Hughes

.....

Dyddiad/Date:

..... 26.01.2022