

# NOTICE OF MEETING



*Snowdonia National Park Authority*

*Emyr Williams*

*Chief Executive*

*Snowdonia National Park Authority*

*Penrhyndeudraeth*

*Gwynedd LL48 6LF*

*Phone: (01766) 770274*

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

- Meeting:** Standards Committee
- Date:** Friday 26 April 2024
- Time:** 2.00 p.m.
- Location:** Snowdonia National Park Authority Office,  
Penrhyndeudraeth and via Zoom

*Joining instructions will be sent to Members separately*

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

**Councillors :**

*Dilwyn Roberts, Elfed Roberts;*

*Mrs Sarah Hattle.*

**Independent Members**

*Mr. Martin James Hughes, Mr. Mark Jones,*

*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 1<sup>st</sup> September 2023 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. **Report by Internal Audit on Support Provided to the Authority's Members**  
To submit a report by the Director of Corporate Services. (Copy herewith)
  
6. **Declarations of Members' Interests**  
To submit a report by the Director of Corporate Services. (Copy herewith)
  
7. **National Standards Forum Committee – Monday 29<sup>th</sup> January 2024**  
To receive minutes of the meeting, for information (copy herewith) together with an oral report from the Chair.

**STANDARDS COMMITTEE  
FRIDAY 1<sup>st</sup> SEPTEMBER 2023**

**PRESENT:**

**Member appointed by Gwynedd Council**

Councillor Elfed P. Roberts;

**Member appointed by Conwy County Borough Council**

Councillor Dilwyn Owain Roberts;

**Independent Members**

Mrs. Sharon Warnes (Chair), Mr. Martin J. Hughes, Mr. Mark Jones;

**Officers**

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

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

1. **Apology**

Mrs. Sarah Hattle. The apology will not be recorded as an absence in the Members' Attendance Annual Report as it arose from a request that Mrs. Hattle did not attend so as to ensure a quorum due to the expected absence of one of the Independent Members.

2. **Declaration of Interest**

Cllr. Dilwyn Roberts and Cllr. Elfed Roberts declared a personal interest in item 7 on the Agenda, under paragraph 10 (2) (a) (ix) (aa) of the Code of Conduct for Members.

3. **Minutes**

The minutes of the Standards Committee meeting held on 28<sup>th</sup> April 2023 were accepted and the Chair signed them as a true record.

Arising thereon,

**7. Consultation on the Recommendations of the Independent Review of the Ethical Standards Framework (Richard Penn Report)**

In response to an observation from a Member in relation to question 13, the Director of Corporate Services advised that he had listened to the recording of the meeting and could confirm the conclusion of the Committee was to increase flexibility by making use of community newspapers, without removing the option for advertising in the local press, if that were felt to be necessary.

**8. National Standards Forum Committee**

The Chair advised that officers would circulate a letter with links to a set of videos on ethical standards and the code of conduct as developed by the Welsh Government, Local Government Policy Division, for information.

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 and Members discussed future membership of the Panel.

**RESOLVED**

1. to note the report.
2. to appoint Mr. Mark Jones, Mrs. Sarah Hattle and Mr. Martin J. Hughes as Members of the Single Status Grading Appeals Panel with Councillor Dilwyn Roberts and Councillor Elfed Roberts appointed as substitute members.

5. **Public Services Ombudsman for Wales**

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

**Reported** – The Director of Corporate Services presented the report and background, and Members noted a report on Bannau Brycheiniog National Park Authority on this occasion. The Chair welcomed the report and the effective management of the Authority by both staff and Members and asked that the Standards Committee's appreciation be recorded in the minutes.

**RESOLVED to note the report and record the Standards Committee's appreciation for the effective management of the Authority by both staff and Members.**

6. **Complaints Monitoring Report**

**Submitted** – A report by the Head of Administration and Customer Care on written complaints received by the Authority in 2022/23.

**Reported** – The Head of Administration and Customer Care presented the report and outlined the main points. Members were advised that numerous complaints are received, but due to the diligence of the Authority's staff who handle the complaints professionally and promptly, they do not continue to become formal complaints. When a service is found to have fallen short, steps are taken to ensure that the Authority does not receive the same complaint in the future.

Arising thereon, Members and officers discussed ongoing recruitment problems, in particular the post of Historic Environment Planning Officer. The Director of Corporate Services advised that the plan is to appoint external consultants to undertake the work that was currently outstanding until an appointment is made. Members discussed options for graduate training and the Director of Corporate Services confirmed there was always support for current staff who wish to step up to a higher post. Members also felt there was a need to contact local schools and colleges to advise them of career opportunities and the skills shortages as identified. Arising thereon, the Director of Corporate Services reported that a second skills market was emerging requiring the Authority to buy expertise from external providers which can prove to be expensive.

The Chair thanked the Head of Administration and Customer Care and staff for their work.

**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. The Director of Corporate Services asked Members to note a correction in the Welsh report (penultimate paragraph – page 15) which was applicable “to Members appointed by Gwynedd Council and Conwy County Borough Council” and not to “two Members” as recorded.

**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. When the dispensation is used, the Monitoring Officer makes it clear at the meeting that the dispensation will be applied, and this is recorded in the minutes.

**RESOLVED**

1. **to grant a dispensation for Members appointed by Gwynedd Council (Grounds 2[a] and [d]) enabling them to take a full part in the determination of issues relating to Gwynedd Council up to 31<sup>st</sup> December 2024, unless further extended by resolution of this Committee prior to the 31<sup>st</sup> December 2024.**
2. **to grant a dispensation for Members appointed by Conwy County Borough Council (Ground 2 [d]) enabling them to take a full part in the determination of issues relating to Conwy County Borough Council up to 31<sup>st</sup> December 2024, unless further extended by resolution of this Committee prior to the 31<sup>st</sup> December 2024.**

8. **Committee Evaluation**

Received – An oral report by Mrs. Sharon Warnes, Chair of the Standards Committee, for information.

The Chair advised upon the background and the purpose of attending Authority Committees as an observer. This was an informal arrangement to gain an understanding of committees, how they function and their implementation in relation to legislative standards and how they operate as seen by members of the public. Furthermore, as Vice-Chair, the Chair had attended a recent interview with Audit Wales who had sought her views on the Governance of the National Parks, how the Standards Committee operates and the co-operation between Members of other Committees. The Chair stated it had been a positive experience and took the opportunity to thank the Chairs of the Planning and Access Committee and the Performance and Resources Committee. The Chair had wanted to ascertain how members of the public experience attending such committees and was encouraged that the two committees had functioned well, with firm leadership, members had prepared thoroughly, and the respect shown for fellow members was noted. The declaration of interest procedure had also worked well. The Chair felt there was a slight obstacle when attending the meetings through “Zoom” with a need to slow down the camera to avoid a moving sensation and that the microphones had picked up a private conversation between two members. Another improvement would be to ensure that Members’ names are announced and are also provided on screen to assist the public to follow proceedings.

The Director of Corporate Services thanked the Chair for her work and for her observations and agreed that hybrid meetings were still a work in progress. It was noted that the Chair would present the Chairman's Report to the next Annual General Meeting in June 2024 by which time she will have attended all of the Authority's formal meetings. Attendance by other members could then be considered as part of the Standards Committee's work programme for the future.

Arising thereon, the Director of Corporate Services confirmed that Independent Members of the Standards Committee will be advised when the dispensation was likely to be utilised at a future meeting of the Planning and Access Committee and will be invited to attend the meeting to observe the dispensation being applied in practice.

**RESOLVED to note the report, for information.**

9. **National Standards Committee's Forum – 30<sup>th</sup> June 2023**

Received – A copy of the Agenda and an oral report by Chair of the Standards Committee, for information.

Members were advised that the Chair had attended the remote meeting of the All-Wales Standards Conference, held on 30<sup>th</sup> June 2023. She advised upon a presentation by Professor Mark Philp who had recently published a book titled "Leading in Practice" which was an interesting read. Also, data was provided by the Guest Speaker, Michele Morris the Public Service Ombudsman for Wales, and Members noted that the Ombudsman was reconsidering circulating the Code of Conduct Casebook Report, currently only available electronically on their website. Members were advised that much of the meeting had not been relevant to the National Park Authorities, but it was felt to be worthwhile to remain part of the Forum as some elements could be beneficial in future. The Chair further reported upon a campaign to secure additional resources nationally to support Standards Committees, and also that the Standards Committee's response to the Penn Review had been forwarded, with a further period of consultation ahead, which meant that implementation would be during the next term of government.

**RESOLVED to thank the Chair and note the report, for information.**

9. **Date of next meeting: 26<sup>th</sup> April 2024.**

**The meeting ended at 15.45**

## ITEM NO. 4

<b>MEETING</b>	Standards Committee
<b>DATE</b>	26 April 2024
<b>TITLE</b>	<b>ANNUAL REPORT TO THE AUTHORITY'S ANNUAL GENERAL MEETING</b>
<b>REPORT BY</b>	Director of Corporate Services
<b>PURPOSE</b>	To agree the contents of the Annual Report

### BACKGROUND

1. From May 2022 the remit of the Standards Committee has included 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. Previously, it was agreed that the Independent Chair of the Standards Committee in consultation with the Director of Corporate Services would prepare this report, but discuss the proposed content with 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. 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."*

## **ANNUAL REPORT**

4. If one considers the draft guidance and the matters that must be reported it is proposed to report as follows:
- 4.1. That the committee has met twice during the year, considered member training on both occasions.
  - 4.2. The Chair of the Standards Committee presented an oral report to the committee on work undertaken by her in attending Authority committee meetings. The Chair had wanted to ascertain how members of the public experience attending such committee meetings and was encouraged that the two committees had functioned well, with firm leadership, that members had prepared thoroughly, and the respect shown for fellow members was noted. The Chair did feel that zooming occasionally felt uncomfortable and that there had been an issue with one instance where a private conversation had been picked up by the mike. It would also be useful if members' names were announced to help members follow proceedings.
  - 4.3. 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.
  - 4.4. That there have been no instances during the year where the Authority's Local Resolution procedure has been invoked.

- 4.5. The Standards Committee also considered a Complaints Monitoring Report that gave an insight into the nature of complaints received and whether there were any established patterns emerging.
- 4.6. The Standards Committee granted dispensations to Gwynedd Council members and Conwy County Borough Council members allowing them to take part in the determination of issues in certain limited circumstances.
- 4.7. The Standards Committee considered a report prepared by Internal Audit on support provided to Authority Members and will continue to monitor progress on training during the year.
- 4.8. The Standards Committee also considered a report monitoring declarations of interests made by members as part of its remit in monitoring the operation of the code of conduct.

## **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 4 above subject to any additions/amendments that the Standards Committee may wish to make thereto.**

## **BACKGROUND PAPERS**

## ITEM NO. 5

<b>MEETING</b>	Standards Committee
<b>DATE</b>	26 April 2024
<b>TITLE</b>	<b>REPORT BY INTERNAL AUDIT ON SUPPORT PROVIDED TO THE AUTHORITY'S MEMBERS</b>
<b>REPORT BY</b>	Director of Corporate Services
<b>PURPOSE</b>	To note and discuss

### BACKGROUND

1. As part of its annual work programme Internal Audit conducted a review of the support provided to members so as to ensure that they are in a position to undertake their duties effectively.

### THE REPORT

2. Appended to this report is a full copy of the Report prepared by Internal Audit.
3. As a part of the audit process a questionnaire was circulated to all members. The number of responses was in general low but of those that did respond no real issues were raised and members were in general happy with the level of support received.
4. The report also indicated that the Authority employed support officers including the Members' Services Officer who provided Internal Audit with details of the variety of development opportunities including the Members Development Day which are held twice annually.
5. One member did indicate that support was not to the same standard after COVID whilst the other members who had responded indicated that there was no real difference. In this context every effort is made to foster networking between members but it is a fact of life that the way that the Authority operates since COVID has changed as there is now a right and expectation that meetings are conducted in a hybrid fashion. The Authority continues to invest in such matters and has recently undertaken a refurbishment of its meeting rooms at Headquarters that will better facilitate hybrid meetings in future.

## **CONCLUSION OF THE REPORT**

6. Internal Audit concluded that there was a high level of certainty that the internal mechanisms in place by the Authority provided sufficient support to the members.

## **RESOURCE IMPLICATIONS**

None

## **RECOMMENDATION**

1. To discuss the contents of the report.

## **BACKGROUND PAPERS**

# INTERNAL AUDIT REPORT



## SUPPORT FOR MEMBERS

SNPA

2023/24



## SUPPORT FOR SNPA MEMBERS

### 1. Background

1.1 The Authority has 18 Members, 9 appointed by Gwynedd Council, 3 appointed by Conwy County Borough Council, and 6 members appointed by the Welsh Government. The members are responsible for providing effective guidance for the National Park Authority, on establishing its policies and to ensure that it delivers its objectives within the statutory framework, the policy statutory and the financial framework established in relation to it.

### 2. The Purpose and Scope of the Audit

2.1 The purpose of the audit was to provide assurance that the support available to Members from the Authority enables them to fulfill their responsibilities effectively. To achieve this, the audit involved checking the Authority's arrangements for offering support with their work, together with well-being support, and circulating a questionnaire to find out the Members' opinion based on the support, and how it can be improved.

### 3. The Audit's Assurance Level

3.1 The controls for mitigating risks were checked. The auditor's assessment concludes that the level of assurance of the audit is as follows:

Level of	Description
<b>HIGH</b>	<b>Assurance of appropriateness can be stated as the internal controls in place can be relied upon to achieve objectives.</b>

### 4. Main Findings

4.1 As part of the audit, the support arrangements for the Authority's Members were checked, along with finding out the Members' opinion about these arrangements. A short questionnaire was distributed to 17 of the 18 Members, as one seat was vacant at the time of the audit. Unfortunately, only 4 responses were received. It is difficult to interpret the significance of the low number of responses, but possibly reflects the fact that there are no strong feelings in relation to this matter.

4.2 The responses received were generally positive, as all 4 responses indicated that they knew how to get information from officers, and from their experience that the process was either easy, or very easy.

4.3 From the responses, everyone's opinion noted that there was a sufficient network of support among their fellow Members. The Authority has already asked the Members' opinion about establishing mentoring for all new Members, but the level of responses was low (3 out of 18) and therefore the demand for mentoring was low. It is important that there is a network of support, as there is concern that the move towards virtual working has reduced the opportunities for Members to meet informally and promote supportive and productive relationships, amongst themselves and with officers. One Member expressed that this was a concern, stating that the support available is not as good when compared to the period pre-COVID and virtual working. There is no difference according to the other responses. The Authority is aware of the risks associated with virtual working, and it is one of the reasons for including this audit in the annual plan. However, it is the Members' choice to attend meetings virtually or face to face. The attendance figures for the main meetings show consistency compared to previous years.

- 4.4 All responses expressed that they were aware of how to get support from the Authority in relation to their well-being. It was confirmed that the Authority had been trialing the 360-Wellbeing service package with the Authority's staff with the intention of extending the service to Members if the service proved suitable. Mental health support, counselling etc., is offered as part of the package. In February 2024, the Management Team approved to offer the *360-Wellbeing* package to Members, and it will be available to them soon.
- 4.5 It was noted that the Authority has various officers on hand to offer support to Members, including a Member Services Officer, and a list of all the training opportunities available to them was received. The Auditor attended a 'member development day' as part of work being undertaken on a different audit, which is a day every six months for Members to learn and visit the Authority's work, which is seen as a valuable opportunity for Members and officers to mingle with each other. It was confirmed that the Members are evaluated by the Chairman annually and any comments or needs are fed to the Management Team. A Governance Review Task and Finish Group was established to strengthen governance arrangements, and as part of the Group's work, a questionnaire was distributed in order to, as well other reasons, enquire about the need for mentoring and any training requirements.
- 4.6 Following the responses received, despite the low numbers, because no contrary evidence has come to light, we can provide a statement of assurance regarding appropriateness in relation to the support available. Unanimously, the respondents recommended that others apply to become a Member of the Authority.
- 4.7 The questionnaire asked a supplementary question, beyond the scope of this audit, namely, to ask if the Members have been offered a gift or hospitality of material value by an individual or external organization in the last three years, and if they are aware of the Authority's arrangements in terms of its disclosure. It was expressed in the 4 responses that they were aware of the procedure but only one indicated that he had been offered a gift or hospitality.

## ACKNOWLEDGMENT

The auditor and author of this report:

Bleddyn Rhys  
Audit Leader  
[BleddynRhys@gwynedd.llyw.cymru](mailto:BleddynRhys@gwynedd.llyw.cymru)

The report was reviewed by:

Luned Fon Jones  
Audit Manager  
[LunedFonJones@gwynedd.llyw.cymru](mailto:LunedFonJones@gwynedd.llyw.cymru)

The auditor would like to thank the relevant officers for their cooperation in preparing this audit report.

*Luned Fôn Jones*

**LUNED FÔN JONES**  
**Audit Manager**  
March 2024

**Classification:**  
**Draft and Final**  
Corporate Director  
Head of Finance

**Final only**  
Chief Executive  
Section 151 Officer

<b>MEETING</b>	Standards Committee
<b>DATE</b>	26 April 2024
<b>TITLE</b>	<b>DECLARATION OF MEMBERS' INTERESTS</b>
<b>REPORT BY</b>	Director of Corporate Services
<b>PURPOSE</b>	To monitor the operation of the code of conduct

## BACKGROUND

On the 3<sup>rd</sup> 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 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.

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

[Publications - Park Authority \(gov.wales\)](#)

## RESOURCE IMPLICATIONS

None

## RECOMMENDATION

To note the report, for information.

**Anwen Gaffey**

**From:** Elwyn Edwards <bodaeron@powysfadog.cymru>  
**Sent:** 08 May 2023 10:51  
**To:** Anwen Gaffey  
**Subject:** Re: Fw: Datgan Diddordeb - Pwyllgor Cynllunio a Mynediad - 19.04.2023  
**Attachments:** We sent you safe versions of your files; Ffurflen Datgan Diddordeb - Declaration of Interest Form.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

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**From:** Anwen Gaffey <Anwen.Gaffey@eryri.llyw.cymru>  
**Sent:** 04 May 2023 16:29  
**To:** Elwyn Edwards <Cyngorydd.ElwynEdwards@eryri.llyw.cymru>  
**Subject:** Datgan Diddordeb - Pwyllgor Cynllunio a Mynediad - 19.04.2023

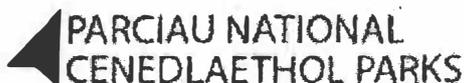
Prynhawn da Elwyn,  
 Byddwn yn ddiolchgar i chi gwblhau'r ffurflen datgan diddordeb sydd ynghlwm, a'i dychwelyd i mi.  
 Gyda diolch,  
 Anwen.

**Anwen Gaffey**

**Swyddog Gwasanaethau Aelodau/Members Services Officer**  
**Parc Cenedlaethol Eryri/Snowdonia National Park**  
**Ffon/Tel:** 01766 772226  
**Ffacs/Fax:** 01766 771211  
**Ebost/Email:** [anwen.gaffey@eryri.llyw.cymru](mailto:anwen.gaffey@eryri.llyw.cymru)  
[www.eryri.llyw.cymru](http://www.eryri.llyw.cymru)



Ysgrifennwch ataf yn Gymraeg neu Saesneg  
 Please write to me in Welsh or English



Rydym yn croesawu gohebiaeth yn Gymraeg a Saesneg. Cewch ateb Cymraeg i bob gohebiaeth Gymraeg ac ateb Saesneg i bob gohebiaeth Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi. Mae'r e-bost hwn ac unrhyw atodiad iddo yn gyfrinachol ac fe'i bwriedir ar gyfer y sawl a enwir arno yn unig. Gall gynnwys gwybodaeth freintiedig. Os yw wedi eich cyrraedd trwy gamgymeriad ni ellwch ei gopio, ei ddsbarthu na'i ddangos i unrhyw un arall a dylech gysylltu â'r anfonwr ar unwaith. Mae unrhyw gynnwys nad yw'n ymwneud â busnes swyddogol y corff sy'n anfon yr e-bost yn bersonol i'r awdur. Arbedwch bapur, ynni ac arian - Peidiwch argraffu'r neges yma oni bai ei bod yn hollol angenrheidiol. ----- We welcome correspondence



# 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 Ebrill 2023 .....

**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:-** Cais NP5/53/576 – Estyniad arfaethedig i reilffordd trac cul  
Llyn Tegid

**Eitem Rhif/Item No...** 4 .....

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

Rwyf yn yn byw ym Modaeron, Heol Pen Sarn, Y Bala sydd oddeutu can llath i safle'r orsaf arfaethedig ac felly  
bydd yna effaith posibl ar fy eiddo.

.....  
**A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi  
Does the Personal Interest constitute a prejudicial interest?**

**Arwyddwyd/Signed:** .....Elwyn Edwards.....

**Dyddiad/Date:** .....Mai yr 8fed 2023.....

## Anwen Gaffey

---

**From:** john roberts <cerddin@hotmail.com>  
**Sent:** 01 June 2023 10:50  
**To:** Anwen Gaffey  
**Subject:** Emailing Ffurflen Datgan Diddordeb - Declaration of Interest Form.pdf  
**Attachments:** Ffurflen Datgan Diddordeb - Declaration of Interest Form.pdf

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# Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority

## FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / Meeting ... SPEONAU .....

Dyddiad y Cyfarfod / Date of Meeting ... 1-9-23 .....

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:- CANIATAU GODDEFIADAU .....

Eitem Rhif/Item No ... 7 .....

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

Cyng Sir CONWY ← Aelod wedi'i benodi gan  
.....  
.....  
.....

A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi / Yes   
Does the Personal Interest constitute a prejudicial interest?

Nac ydi / No

Arwyddwyd/Signed: Deborah O. Roberts .....

Dyddiad/Date: 1-9-23 .....



## Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority

### FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / Meeting ..... Pwyllgor Safonau.....

Dyddiad y Cyfarfod / Date of Meeting..... 1af o Fedi 2023.....

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:- .....Caniatau Goddefebau .....

Eitem Rhif/Item No.....7.....

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

.....

.....Aelod o Gyngor Gwynedd .....

.....

.....

.....

A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi / Yes  
Does the Personal Interest constitute a prejudicial interest?

Nac ydi / No

Arwyddwyd/Signed: *Elfed Roberts*

Dyddiad/Date: *1 / Fedi / 2003*

# Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority

## FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / Meeting ..... Planning and Access .....

Dyddiad y Cyfarfod / Date of Meeting ..... 6<sup>th</sup> December  
2023 .....

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:- ..... Installation of  
Monopole .....

Eitem Rhif/Item

No ..... NP2/11/52L .....

Disgrifiwch natur y Diddordeb Personol/Describe nature of the Personal Interest:-  
My Partner works for BT and holds more than the suggested amount in shares for this not to be a  
personal and prejudicial interest.

A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfamu? Ydi / Yes  
Does the Personal Interest constitute a prejudicial interest?

Arwyddwyd/Signed ..... J Nuttall

Dyddiad/Date

24/1/24



## Awdurdod Parc Cenedlaethol Eryri Snowdonia National Park Authority

### FFURFLEN DATGAN DIDDORDEB DECLARATION OF INTEREST FORM

Cyfarfod / Meeting ..... *Awdurdod* .....

Dyddiad y Cyfarfod / Date of Meeting ..... *07-02-2024* .....

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:- .....

Eitem Rhif/Item No ..... *12* .....

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

*Mae y gur, Cynan Jones, yn  
guethio gyda'r grŵp yn Mherwado i  
doddyddu tai a'r gwasol.*

A yw'r diddordeb personol gyfystyr â diddordeb sy'n rhagfarnu? Ydi / Yes  
Does the Personal Interest constitute a prejudicial interest?

Nac ydi / No

Arwyddwyd/Signed: ..... *Leue Jones* .....

Dyddiad/Date: ..... *7-2-24* .....

**Standards Committees Chairs Forum - Wales**  
**Monday, 29<sup>th</sup> of January 2024 @ 2pm, via Teams**  
**Notes**

**1. Chairs Announcements**

- a) Welcome new Panel Advisor, Justine Cass, Deputy Monitoring Officer and Solicitor, Legal Services, Torfaen County Borough Council.

**2. Notes from the previous meeting – 30<sup>th</sup> of June 2023.**

- Notes shared with Standards Committees would be in the public domain, and must be published as they are received, to ensure that any issues raised on individual ongoing cases or potential cases to assist with the process/problem solving/best practise were anonymised to ensure individual members and councils could not be identified.

**3. Michelle Morris, Public Services Ombudsman for Wales – Update**

**Code of Conduct Cases 2023/24.**

- Increase in the number of cases since last year – 18% Increase – 116 Open Cases
- Increase in Closed Cases
  - Pre-Assessment +18%
  - Assessment +2%
  - Investigation +32%

- Challenge of “Aged Cases” (over 12 months)
  - Quarter (15 cases) of investigations at end of December ‘23
  - Target to halve by end of the financial year.

### **Referrals & Hearings**

- 11 concluded to end of December '23
- 9 pending, 2 Adjudication Panel for Wales (APW) including 1 Appeal.
- Anticipate further referrals before end of the financial year.

Points of Interest – APW granted Interim Suspension (July 2023) – final report will be with Panel next month.

### **Questions and comments**

- The dynamics of the situation – “aged cases” and increase in number of current cases, balancing with an increase in health board cases, challenge in terms of staffing resources. Is that likely to slow down progress?
  - It was a challenge, and the increase of maladministration cases was 5% - a smaller figure but in the context of a much larger case load. It was a challenge to look at the best use of resources. Finance Committee in the Senedd had agreed to recommend an increase in budget for two extra members of staff, which will be hopefully agreed in the draft budget. Must focus on the most serious cases, there is an impact and a judgement call to be made.
- Is there anything more that Standards Committees can do in terms of helping with the PSOW workload?
  - Local resolution is important, particularly if there are patterns emerging locally where perhaps things can be “nipped in the bud” – Group Leaders have a role in this with having conversations about appropriate behaviours.

- If a hearing is conducted and a decision made with a sanction given on a LA councillor, if the complainant doesn't agree – what is the process for the Standards Committee?
  - The issue with this case is that the PSOW has not investigated it before going to the Standards Committee. The normal process would be for the PSOW to investigate and refer to the Standards Committee to conduct the hearing. PSOW will confirm the process to the LA with this case.
- The recently circulated PSOW newsletter for Q3 was very useful, particularly the links.
- There was positive feedback from a Local Authority in terms of their engagement with PSOW who had been most helpful and supportive with two recent hearings.
- In a recent case there was a hearing concerning a community councillor, and the outcome was a decision to suspend him. After this, the councillor said he was a community councillor at a neighbouring community council– the decision was to just suspend him for the community councillor that the complaint had been raised. Was this the wrong decision?
  - The circumstances mentioned previously in a different case would have been different, and if the Standards Committee had sought advice from the PSOW team, their advice would be correct.

#### **4. Corporate Joint Committees (CJCs) and Joint Standards Committees – Iwan Gwilym Evans**

- See attached presentation.



CJC\_Overview-Biling  
ual - Fforwm Forum.p

### **Questions and comments**

- Powys and Ceredigion are one CJC – there seems to be a duplication of effort and cost. What are your thoughts on two separate Standards Committees?
  - The regulations mean that a Standards Committee must be established going forward, reflects the approach Welsh Government are taking of CJCs as a developing body who may have more influence.
- Members are allocated to the National Park Authorities, the formation of the CJCs had the thoughts about the powers that the CJC Standards Committee has. Some of their members are allocated to the Authorities and Standards Committees do not have the same powers of sanction.
  - Will have the same powers as a local authority Standards Committee but will only deal with issues relevant to the member CJC.

**ACTION: PowerPoint slides to be circulated to the Chairs. IE, CT**

**ACTION: Consider how the Forum engages with the emerging CJC Standards protocols and groups before the next meeting. CW, JC, CT.**

## **5. Resourcing of Standards Committees**

- Resourcing issues to ensure they are fit for purpose to undertake the work that is required.
- Missed the opportunity to respond to this year's IRPW report but want to look at how we engage going forward. Standards committee co-opted members not consulted as part of IRPW stakeholder engagement. Payments to co-opted members did not seem to be a focus for the IRPW.
- The determination around the interpretation of remuneration is different across Councils as well as different levels of support e.g., provision of IT equipment and an email address. Do we want to map out the differences between councils?
- Do we want to engage with the issue, if we do, do we ask someone from IRPW to come along, mapping to feed into a future report?

## **Comments**

- Fully support the thoughts in terms of engaging with the IRPW. The way forward is to do some mapping to ensure there is an understanding of issues.
- Consistency with the application of remuneration and support was important to ensure it attracted people to the role. Monitoring vacancies might be an indicator the IRPW would consider as part of their work.
- Monitoring officers interested in changes going forward, in terms of hourly rates etc. ensure that there are different scenarios in the mapping exercise.
- Head of Democratic Services (HoDS) in Swansea was consulted by the IRPW – supported the hourly rate. It would be an additional hour – if it went over the 8 hours day rate, it would allow additional payment over the full day rate. Up to the HoDS to say how long the meeting lasts, if the HoDS said 8 hours but the meeting only lasts 30 minutes, the HoDS is still obliged to pay 8 hours to ensure there was no detriment to the members who might otherwise have cleared their diary resulting in lost opportunity costs or additional costs incurred.

**ACTION: Issue to be highlighted with Monitoring Officers at their national governance group meeting. JC, CT.**

**ACTION: Response to the 2024/25 report from IRPW, what the role ought to be in future consultations and discussions. Need to ensure the forum is a part of the discussion for the future All.**

**ACTION: Issue of the hourly rate – how attendance is regarded and funded – consistency across Wales would be welcomed, need to give this consideration All.**

**ACTION: The broader question, how does the forum engage going forward? The mechanism rather than the practicalities All.**

**ACTION: Invite Chair of the IRPW to the next meeting CT.**

**ACTION: Julia Hughes to share mapping template with the Forum JH.**

**6. Local resolution protocols, how do they operate in your area and are they effective?**

- Feedback from council said that local resolution had not been used often, in situations when it had been used it was a mediation type meeting resulting in an apology or a handshake, and both parties moved forward. Some members did not want to go down the local resolution route and had decided to be civil with each other. Within group Leaders interest to involve themselves in this process to fulfil their duties. It works if both parties want to make it work.
- Recommended to 26 town and community councils in VoG and all but one had adopted the protocol. It seemed to be working well.
- A lot depends on local politics in the area, whether the constitution includes a clear process for a local resolution protocol and the dynamics of local relationships. Issues sometimes increased around elections and it's not always easy to progress matters using a local protocol.
- If it's not possible to resolve matters informally and they eventually result in a hearing, that can be a difficult process to manage involving time and expense. The informal resolution option was preferable where possible.
- Some local resolution schemes did not allow for an appeal.

## **7. Items raised by the Monitoring Officers Group - JC**

- a) Group Leaders duty to promote good standards – potential for perceived conflict of interest, assessing their own performance and the performance of their political opponents if they were to join their Standards Committee.
- A scenario referenced where this was put this forward to the MO. Two examples which are very different, on one standards committee – county councillor on the standards committee, became a group leader and said it was now a conflict of interest for him and stood down. Another standards committee which has a group leader on the committee, not considering standing down.
    - Personal view that it is a conflict of interest. The person of interest in another council, does not turn up to meetings, does not send apologies and does not send a sub. A letter has been sent to the group leader by the chair noting this.

**ACTION: Ongoing, place on agenda of next meeting.**

- b) Progress on adopting the agreed common threshold of £25 for the registration of gifts and hospitality. Not perceived as an issue.
- Two of the committees have agreed £25, constitutional democratic committee decided to stick at £10.
- c) Do authorities have any guidance on the use of social media over and above that published by the WLGA.

**ACTION Circulate the link to WLGA guidance CT.**

<https://www.wlga.wales/social-media-and-online-abuse>

**ACTION WLGA Cyber training details to be made available CT.**

- d) Whether authorities encourage their town & community councils to sign the civility and respect pledge. If they do not whether they would consider doing so.
- Flintshire hold joint Standards Committee meetings once a year with Town and Community Councils. They are beneficial and attendance is encouraged and promoted.

## **8. Training for Standards Committee Chairs**

- Email about two training sessions.
- Generic charring skills session – 12<sup>th</sup> February 2pm-4pm
- Training around how to conduct hearings – external provider who is able to facilitate the training on behalf of the WLGA. Ideally, we would like to deliver this training before the end of this financial year. Alternatively, we may need to arrange it in April.

## **9. AOB**

- Are members of Standards Committees required to be DBS checked?

- The Chairs in attendance are not required to have a DBS check for their role.

**ACTION Update on the rules for DBS checks to be provided at the next meeting JC.**

**10. Date of next meeting**

- Monday, 24<sup>th</sup> of June 2024.