

**REPORT OF THE SUSTAINABLE DEVELOPMENT FUND COMMITTEE AND  
FUNDING AND GRANTS OFFICER**

---

**SUBJECT: UPDATE THE SUSTAINABLE DEVELOPMENT FUND COMMITTEE  
TERMS OF REFERENCE**

Purpose of Report

To present the Sustainable Development Fund Committee updated terms of reference.

Introduction/Background

The In July 2020 the National Park Authority Committee took the decision to change the focus of the Sustainable Development Fund. The Fund will support community projects that contribute towards a reduction in carbon and help respond to the climate emergency.

The NPA also approved the reduction in committee membership from 12 members (6 NPA members and 6 advisory members) to 6 NPA members plus 1 or 2 advisory members with skills and experience specifically in carbon reduction.

At its recent meeting, the SDF committee has taken into account these changes and revised the terms of reference to reflect them, in addition to suggesting additional minor changes.

Risk considerations

None

Compliance

The revised Terms of Reference for the SDF committee reflect the changes agreed by NPA July 2020

Human Rights/Equality issues

None

Biodiversity implications/Sustainability appraisal

None

## Welsh Language considerations

None

## Conclusion

The SDF committee is requesting endorsement of the revised terms of reference.

### **RECOMMENDATION:**

**Members endorse the changes to the Sustainable Development Fund Committee Terms of Reference recommended by the Sustainable Development Fund Committee, with immediate effect.**

## Background Documents

Report 35/20 Repurpose and Delivery of the Sustainable Development Fund,  
National Park Authority 29 July 2020

*(For further information, please contact Jessica Morgan)*

*Author: Jessica Morgan*

*Consulted/engaged with (internal and/or external stakeholders): Sustainable Development Fund Committee*

# PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY

## TERMS OF REFERENCE

### SUSTAINABLE DEVELOPMENT FUND COMMITTEE

The Sustainable Development Fund (SDF) Committee is responsible for considering all applications for financial assistance/support in connection with the SDF and to monitor and review the scheme.

The Sustainable Development Fund aims:

To help reduce local carbon emissions in our environment and to respond to the climate emergency.

#### **Committee Composition**

Committee membership will be comprised of six Pembrokeshire Coast National Park Authority (“Authority”) Members who may appoint up to 2 Advisory Members. Advisory Members will be individuals with expertise or experience in areas of importance to the Committee, and will be appointed by the Committee. The Committee may co-opt individuals with specialist knowledge for additional advice on an *ad hoc* basis.

Both the Chair and Deputy Chair will be elected from the six National Park Authority Members on the Committee. If the Chair is unable to be present, the Deputy Chair will preside. If neither the Chair nor the Deputy Chair is present, a Chair for that meeting shall be elected from the Authority Members present.

The SDF Administrator and other PCNPA Officers will advise and service the Committee as appropriate.

#### **Quorum**

The quorum of the SDF Committee shall be not less than three Authority Members, with at least one County Council-appointed and one Welsh Government-appointed Member being present.

#### **Application Assessment**

The Committee will consider all applications against criteria based on the scheme’s objectives as set out in the Authority’s SDF Grant Application Guidelines document.

In considering applications, the Authority Members on the Committee shall have regard to any recommendation made to it by the Advisory Members/*ad hoc* Advisors, drawing on their specific areas of knowledge and expertise.

#### **Decision Process**

Advisory Members will contribute to the decision making process however it is solely the Authority Members of the Committee who are empowered to decide in each case:

- (a) whether an application should be awarded grant

- (b) the level of grant to be awarded
- (c) any conditions to which a grant is to be subject

In relation to applications not awarded a grant the Committee will indicate why an application is not deemed suitable for support under the Fund, they may suggest amendments to the proposal and invite re-submission of an amended application, ~~or may place an application on a "reserve" list.~~

### **Meetings**

Meetings will be held as and when required.

### **Appeals procedure**

An aggrieved applicant may lodge an appeal by writing to the National Park monitoring officer. The appeal may be on the grounds of **incorrect procedure only**.

- ~~i) a claim of incorrect procedure, or~~
- ~~ii) a claim of incorrect decision~~

