

Report of the Chief Executive

Subject: Proposed Changes to the Sustainable Development Fund Committee Terms of Reference

Purpose of Report

To change the Sustainable Development Fund Committee's name and terms of reference.

Introduction/Background

The National Park Authority has managed the Sustainable Development Fund (SDF) for over 20 years, with money being allocated by the Sustainable Development Fund Committee. Until 2022 the Committee focused solely on allocating the SDF. However, in 2022 the Authority extended the remit of the committee to agree the award of grants under the Greening Agriculture Scheme. During 2023 the Committee's remit was further extended to allocate money as part of the Wild Coast Scheme.

In view of this it is proposed that the Terms of Reference for the SDF Committee are changed to allow it to allocate any funding awarded by the Authority in the form of grants.

To reflect this change, it is proposed to change the name of the Committee to the Grants Committee.

No changes are proposed to how the Sustainable Development Fund is managed.

A copy of the amended Terms of Reference is included as Annex A.

This change was discussed with Members of the SDF Committee who supported the changes.

Risk considerations

These changes will ensure that the good practice implemented when awarding SDF grants is applied other grant schemes. A key element of this is that the award process is open and transparent.

Biodiversity implications/Sustainability appraisal

The Authority will ensure that all grants awarded contribute to deliver the main aims of the Authority.

Welsh Language considerations

All decision-making processes will operate in accordance with the Authority's Welsh Language Standards.

Conclusion

The paper recommends a change to the Sustainable Development Fund Committee's Terms of Reference to enable it to consider applications for funding under other schemes.

RECOMMENDATION:

Members are asked to agree to adopt the revised Terms of Reference for the SDF Committee along with changing the name of the committee to the Grants Committee.

(For further information, please contact Tegryn Jones)

Author: Tegryn Jones

Consulted/engaged with (internal and/or external stakeholders): Caroline Llewellyn

PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY

TERMS OF REFERENCE

SUSTAINABLE DEVELOPMENT FUND GRANTS COMMITTEE

The Sustainable Development Fund (SDF) Grants Committee is responsible for considering all applications for financial assistance/support in connection with the Sustainable Development Fund (SDF) and Greening Agriculture any other Grants Awarded by the Authority which require the agreement of Members. The Committee will monitor and review all schemes. and for monitoring and reviewing both schemes.

The Sustainable Development Fund and Greening Agriculture pilot 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 Members (4 PCC and 2 WG), and may appoint up to 2 Advisory Members if they so wish. 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 also co-opt individuals with specialist knowledge for additional advice on an *ad hoc* basis.

Quorum

The quorum of the SDF Grants Committee shall be not less than two 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 documents and Greening Agriculture guidelines.

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, or they may suggest amendments to the proposal and invite re-submission of an amended application.

Meetings

Meetings will be held on a quarterly basis or as and when required.

Appeals procedure

An aggrieved applicant may lodge an appeal by writing to the National Park Authority's Monitoring Officer. The appeal must be on the grounds of incorrect procedure only.

