

## REPORT OF SUSTAINABLE DEVELOPMENT FUND ADMINISTRATOR

---

**SUBJECT:**  
**EXTENSION TO THE TERM OF APPOINTMENT FOR SUSTAINABLE  
DEVELOPMENT FUND COMMITTEE ADVISORY MEMBERS**

### Purpose of Report

To ask Members to agree to a twelve month extension to the term of appointment for current Advisory Members of the Sustainable Development Fund (SDF) Committee, who were appointed in August 2012 for a period of four years. The four year appointment term therefore ends in August 2016. An extension is requested to allow a comprehensive review of the SDF Policy and Guidance to take place before selecting new, or reappointing, the Advisory Members, for a period of appointment to be determined by the Authority following the review.

### Introduction/Background

The SDF is a Welsh Government initiative that aims: “through partnership, to develop and test ways of achieving sustainable development in a countryside of great natural beauty and diversity, in which the local characteristics of culture, wildlife, landscape, land use and community are conserved and enhanced”. Pembrokeshire Coast National Park Authority administers the SDF, with the SDF Committee responsible for considering all applications for financial assistance/support and monitoring and reviewing the scheme.

SDF Committee membership is comprised of six Pembrokeshire Coast National Park Authority (“Authority”) Members and six Advisory Members, drawn equally from the Public, Business/Private and Voluntary/Community sectors.

Advisory Members currently serve for a period of four years and by virtue of their knowledge and experience contribute to the decision making process. It is the Authority Members, however, who make the final decision on whether an application should be awarded a grant, the level of grant to be awarded and any conditions to which a grant is to be subject.

### Options

- Option 1: To approve the request, for a twelve month extension to the term of appointment for current Advisory Members of the SDF Committee, who were appointed in August 2012 for a period of four years. This will permit a full review and update, if required, of SDF Policy and Guidance, before making any changes to Advisory membership of the SDF Committee.
- Option 2: To refuse the request, thus necessitating a formal recruitment process involving the advertising of vacancies and the selection of new, or re-appointing existing, representatives to the SDF Committee to serve for a

fixed four year period i.e. to August 2020. This would need to take place before the next SDF Committee meeting in January 2017 and new Members would be appointed under the existing terms which might not be consistent with a reviewed and potentially updated SDF Policy.

#### Financial considerations

There will be no significant financial implication to the Authority other than delaying any costs associated with advertising and recruiting new Advisory Members. These costs are considered minimal.

#### Risk considerations

Existing Advisory members whose term of appointment is ending have indicated that they would be prepared to extend their membership for a further 12 months, hence there is no risk of lack of representation if the request is granted.

#### Compliance

By supporting projects that are delivering sustainable development the fund is contributing to the Authority's corporate targets and objectives and towards achievement of the Welsh Government's Well-being goals set out in the Well-being of Future Generations (Wales) Act 2015.

#### Human Rights/Equality issues

There are no issues. Any recruitment would be undertaken in accordance with the Authority's Equal Opportunities Policy.

#### Biodiversity implications/Sustainability appraisal

None.

#### Welsh Language statement

Any future recruitment process will be undertaken bilingually.

#### Conclusion

A 12 month extension to the existing four year term of appointment for SDF Committee Advisory Members would allow a full review, and if deemed necessary by the review an update of the SDF Policy and Guidance, to take place before appointing or, as the case may be, re-appointing representatives for a new term. This is advantageous as new appointments would then be made according to terms consistent with any revisions to the policy. For this reason Members are being asked to approve the requested extension.

### **RECOMMENDATION**

**Members are recommended to approve the request to extend the current four year term of appointment of Advisory Members of the SDF Committee for a further 12 months, pending review of the SDF Policy.**

#### Background Documents

SDF Policy

*(For further information, please contact Emma Taylor, SDF Administrator ext. 4874)*

*Author: Emma Taylor in consultation with Richard Griffiths and Janet Evans*