



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

# **Brecon Beacons National Park Authority**

## **Appointment of Members (4)**

**Closing date: 10 October 2022 at 4pm**



**The Commissioner for  
Public Appointments**

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## **Making an application**

Thank you for your interest in the appointment of four new members to the **Brecon Beacons National Park Authority**

The role of a member appointed by the Welsh Ministers to the National Park Authority is to bring a national perspective to its effective leadership, to help develop its strategic plans, and to ensure that its business is handled efficiently and effectively. The attached Annexes provide details on the role of the member and the person specification, the role and responsibilities of **Brecon Beacons National Park Authority** and the selection process.

To make an application please visit the Welsh Government public appointments website here: <https://gov.wales/public-appointments>

To apply for this role, click on <https://gov.wales/publicappointments> and then click on the Appointment of four Members to Brecon Beacons National Park Authority. When the appointment is displayed, click on 'Apply' at the bottom left-hand corner. The first time you apply for a post you will need to complete a registration form for the Welsh Government's online application system. You will only need to register once, and you will be able to keep yourself updated on the progress of your application, and any other applications you make, via your registered account.

Once you've registered, you will be able to access the application form. To apply you will need to upload a personal statement and a CV to the 'Reasons for applying' section of the online application form.

### **Personal Statement**

The personal statement is your opportunity to demonstrate how you meet the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide detailed examples that demonstrate how your knowledge and experience matches the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

**Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.**

### **CV**

Please ensure your CV includes brief details of your current (if applicable) and/or most recent post/s and the relevant dates. Please identify any past or present Ministerial appointments.

### **Guaranteed Interview Scheme - Positive about Disabled People**

The Welsh Government operates a Positive about Disabled People scheme and welcome applications from people with disabilities. The scheme guarantees an interview to disabled people if they meet the minimum criteria for the post. The application form also enables you to detail any specific needs or equipment that you may need if invited to attend an interview.

## Brecon Beacons National Park Authority

### **Diversity Statement**

The Welsh Government believes that public bodies should have members who reflect Welsh society - people from all walks of life - to help them understand people's needs and make better decisions. This is why the Welsh Government is encouraging a wide and diverse range of individuals to apply for appointments to public bodies. Applications are particularly welcome from all under-represented groups including women, people under 30 years of age, black, Asian and minority ethnic people, disabled people, lesbian, gay, bisexual and transgender people.

### **Indicative timetable**

Closing date: 10 October 2022  
Shortlisting complete: 19 October 2022  
Interviews held: 7 and 8 November 2022

### **Contacts:**

For further information regarding the selection process, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

For further information regarding the role of the Brecon Beacons National Park Authority and the role of Members please contact:

Geraint Evans, Landscapes, Nature and Forestry Division, Welsh Government  
Tel: 0300 062 2097  
E-mail: [geraint.evans@gov.wales](mailto:geraint.evans@gov.wales)

Or

Stephanie Davies, Democratic Services Manager  
Brecon Beacons National Park Authority  
Plas y Ffynnon,  
Cambrian Way,  
Brecon,  
Powys LD3 7HP  
Tel: 01874 620477 or 07976 812832 / E-mail: [stephanie.davies@beacons-mpa.gov.uk](mailto:stephanie.davies@beacons-mpa.gov.uk)

If you need any further assistance in applying for this role, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

For further information about Public Appointments in Wales, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments).

### **Outreach events**

Brecon Beacons National Park Authority will be conducting outreach events during which prospective applicants will be able to meet either virtually or in person with an existing Member of the Authority to discuss what the role entails. For further details please visit their website: [Can you help safeguard and nurture one of Wales's most cherished landscapes? | Brecon Beacons National Park Authority \(beacons-mpa.gov.uk\)](https://www.beacons-mpa.gov.uk/can-you-help-safeguard-and-nurture-one-of-wales-s-most-cherished-landscapes/).

## **Appointment of a Member of the Brecon Beacons National Park Authority**

### **Role description and person specification**

National Park Authority (NPA) members are responsible, individually and collectively, for promoting effective leadership for the NPA, for setting its policy and for ensuring it meets its objectives within the statutory, policy and financial framework laid down for it. Members have a duty to act at all times within the law, in good faith and in the best interests of the National Park, and to be scrupulous in ensuring their public position is at no time compromised in favour of private interests, or gives rise to suspicion this has been done. You have equal status on the Authority as all other members, whether appointed by Welsh Ministers or by a Local Authority, notwithstanding any specific experience or skills you or other members may bring.

### **Members Role**

Members of NPAs are required to understand and demonstrate a commitment to National Park purposes and be prepared to commit the time necessary for regular attendance at full Authority and committee meetings, as well as member development events, working groups, events, and representing the Authority on outside bodies.

### **Key tasks include:**

- To help lead the National Park Authority in defining and developing its strategic direction and in setting challenging objectives.
- To ensure the National Park Authority's activities are conducted and promoted in as efficient and effective a manner as possible.
- To ensure strategies are developed for meeting the National Park Authority's overall purposes and duty, in accordance with the policies and priorities established by the Welsh Government.
- To monitor the National Park Authority's performance to ensure it fully meets its aims, objectives and performance targets.
- To ensure the National Park Authority's control, regulation and monitoring of its activities, as well as those of any other bodies which it may sponsor or support, provide value for money within a framework of best practice, regularity and propriety and to participate in the corporate planning process.
- To help the National Park Authority to promote the Welsh Government's

sustainable development, equality and social inclusion objectives.

## Person specification

### What skills or knowledge do you need?

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment. We welcome applications from individuals who have no previous experience of working on public sector boards. Individuals are selected on merit, against the essential criteria and not as representatives of particular organisations or groups.

To succeed in this role, it is important you can apply your skills and experience in ways which help deliver the statutory purposes for which the National Parks were designated (see the second paragraph in Annex B).

The Authority will benefit from being able to draw on a wide range of skills and knowledge in its membership. You will need to be able to bring a national perspective to its work, acknowledging its role and contribution to Welsh aspirations (particularly for the well-being of future generations) whilst recognising the Park's contribution to everyday environmental, economic, social and cultural life.

### Essential Criteria

- The ability to make a strong contribution to the Park Authority through participating effectively and constructively on its committees and working groups, working in a collegiate manner at all times;
- The ability to operate effectively in a strategic or national role, providing a direction of travel for the Authority's executive team;
- The ability to communicate clearly with a range of audiences;
- An appreciation of the current policy and practice of National Parks and an understanding of the Welsh legislative and political context in relation to landscapes and the environment;
- A clear understanding and commitment to the ten principles in The Conduct of Members (Principles) (Wales) Order 2001 (see Annex D);
- Knowledge or experience of promoting inclusion and diversity in a relevant context. Examples could include:
  - lived experience of disadvantage or exclusion,
  - proactively promoting equality for people with protected characteristics<sup>1</sup>,
  - and/or individuals with professional experience such as tackling financial and health inequalities, or dismantling barriers to inclusion;
- Skills and experience in one or more of the following areas are also essential:
  - The Climate and Nature emergencies – implementing practical solutions and working with local communities to take forward change.
  - The new context for agricultural support and rural development after exit from the EU
  - Balancing the need to manage tourism sustainably with the needs of local communities

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<sup>1</sup> Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

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- Audit, governance and finance, with an emphasis on public sector requirements
- Town and country planning

### Desirable Skills

Experience of working for a charity, being a trustee, running a business or public administration at a senior level may be advantageous but is by no means essential.

### **Welsh Language**

It is important that the successful candidates have a positive attitude towards the Welsh language and an understanding of the importance of the language to the area and to Wales. Furthermore, the conservation of cultural heritage is an important part of the National Park's remit.

The ability to speak Welsh is essential for one post and desirable for the other three. If you wish to be considered for the Welsh Essential post please submit your application via the Welsh Essential link. Applying for the Welsh Essential vacancy will not be a barrier to being considered for the other vacancies for which the ability to speak Welsh is desirable. Therefore, you need not also apply via the Welsh Desirable link.

### **Remuneration**

The post of Member will be paid at £4,738 per annum (the remuneration level is reviewed by the Independent Remuneration Panel and is based on an assumption of a minimum 44 days' work per annum, with additional days regarded as the public service element). Members of Brecon Beacons NPA are regarded as holders of an office for tax and National Insurance purposes. Fees payable will, as a result, be chargeable to tax under Schedule E of the Taxes Act and subject to Class 1 National Insurance contributions. These liabilities will be deducted via the Brecon Beacons NPA payroll system and the net fee paid to the office holder. Fees are not subject to VAT.

Travel and other reasonable expenses that might be incurred in carrying out work on behalf of the Brecon Beacons NPA can be claimed from Brecon Beacons NPA within the recognised limits. You may also be eligible to claim reimbursement for costs in relation to childcare/care of the elderly/assistant carer, whilst carrying out work on behalf of the Brecon Beacons NPA. If you would like further information about whether you would be eligible for care allowances, please contact Brecon Beacons NPA:

Stephanie Davies, Democratic Services Manager, Brecon Beacons NPA, Tel: 01874 620477 or 07976 812832 / E-mail: [stephanie.davies@beacons-npa.gov.uk](mailto:stephanie.davies@beacons-npa.gov.uk).

### **Time commitment**

Members will be expected to be available to work a minimum of 44 days per year as members of the Brecon Beacons NPA, including time needed to prepare for meetings. Meetings are normally held on Fridays.

### **Tenure of office**

The appointments will commence in early 2023 and will last four years. Following this the Minister can consider reappointment without competition for up to a maximum of ten years (subject to a satisfactory performance appraisal).

### **Accountability**

Members are appointed by the Minister for Climate Change and are accountable to the National Park Authority for carrying out their duties and for their performance. They must engage fully in the annual performance appraisal process and commit to continuous improvement by taking part in learning and development opportunities offered by the Authority.

### **Eligibility**

Persons who have previously served on an NPA are eligible to apply. This includes past or current Members who have served, or will have served, a ten-year term.

Applicants should be persons who conduct themselves at all times in a manner which will maintain public confidence.

Potential applicants' attention is drawn to the eligibility requirements in paragraph 7 of [Schedule 7 to the Environment Act 1995](#). Paragraph 7 provides that those holding certain other roles are disqualified from becoming or remaining a member of a National Park Authority.

Applicants should also note that being a member of Brecon Beacons National Park Authority is a disqualifying post for membership of the Senedd under The Senedd Cymru (Disqualification) Order 2020.

<https://www.legislation.gov.uk/uksi/2020/1255/made>

### **Conflict of Interests**

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities of a Member of Brecon Beacons National Park Authority, including any business interests and positions of authority outside of the role in Brecon Beacons National Park Authority.

Any conflicts of interest will be explored at interview. If appointed, you will also be required to declare these interests on appointment which will be entered into a register which is available to the public.

### **Due Diligence**

Welsh Government Public Bodies Unit will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to social media and Internet searches. As a result, you may be asked questions at interview in relation to any due diligence findings.

### **Standards in public life**

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board (in this case Authority) Members of Public Bodies, you can access this document [here](#).

## **The role and responsibilities of Brecon Beacons National Park Authority**

### **What are National Parks?**

National Parks are landscapes of international importance. Although predominantly rural in nature they are close to urban communities and have significant potential to enrich the lives of the people of, and visitors to, Wales and to contribute positively to the Welsh economy. A key task of National Park Authorities is to help ensure that these special areas will in the future, be places with a richer and more diverse landscape, wildlife and heritage than today, enjoyed and cherished by a full cross section of society.

### **What is their role?**

The National Park Authorities have two statutory purposes under the Environment Act 1995:

- to conserve and enhance the natural beauty, wildlife and cultural heritage of the National Parks;
- to promote opportunities for the understanding and enjoyment of the special qualities [of the Park] by the public.

As well as seeking to fulfil their two statutory purposes the National Park Authorities have a duty to foster the economic and social well-being of their local communities.

If it appears that there is a conflict between these purposes, greater weight shall be attached to the purpose of conserving and enhancing the natural beauty, wildlife and cultural heritage of the area within the National Park.

### **National Park Authorities' strategic context**

In the current climate, National Park Authorities' contribution to key strategic national policy priorities has seldom been greater; in terms of nature recovery and halting biodiversity loss; mitigating climate change; decarbonisation; the green recovery; and sustainable tourism, among others.

### **Ways of working**

Each Authority is required to prepare a **National Park Management Plan**. The Plan sets out policies for the management of the Park and for the organisation and provision of services and facilities by the National Park Authority to achieve National Park purposes. It includes policies for the management of the land in the National Park and forms the basis for collaboration, not only with statutory and voluntary conservation organisations, but also with other public and private landowners. Consultation during the preparation of the Plan allows people to contribute to achieving workable policies and is essential for sympathetic co-operation with residents and other interests in the Park.

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The National Park Authority will involve key stakeholders such as Natural Resources Wales, the Welsh Local Government Association and Town and Community Councils in the preparation of National Park Management Plans and will play a key role in the development of the Local Development Plan. The National Park Authorities are also the planning authority for their area and are responsible for producing development plans and for development control.

Brecon Beacons National Park Authority is the local planning authority for the Brecon Beacons National Park. The Authority has to balance the demands of sustaining a prosperous economy and vibrant communities with the needs of this spectacular landscape. The **Brecon Beacons National Park Local Development Plan** provides a basis for meeting the Authority's statutory purposes as well as promoting the social and economic well-being of its communities.

### **What is their Structure and Membership?**

Under the Environment Act 1995 and the Local Government (Wales) Act 1994 the three Welsh NPAs are special purpose Local Authorities. They are corporate bodies with executive powers. The purposes of the Parks are the same in England and Wales but the membership of the NPAs in each country differs.

In Wales two thirds of the seats are filled by councillors of constituent Local Authorities to reflect local interests and one third by appointments made by the Welsh Ministers to represent the national interest. When appointing members to sit on NPAs, Local Authorities are encouraged to use councillors representing wards either wholly or partly within the Park boundary. All Members have equal status irrespective of who appoints them to the Authority.

### **Where do National Park Authorities get their money?**

The Welsh Ministers provide NPAs with the majority of their funding in the form of the National Park Grant (NPG). Two thirds of the NPG comes from the Welsh Ministers directly with the remaining one third levied by the NPAs from their constituent Local Authorities. Additional grant is available from the Welsh Ministers for prescribed capital expenditure. NPAs also have income from, for example, trading activities, car parking fees and planning application fees. The Minister for Climate Change has recently issued a term of government letter setting out agreed priorities and objectives for the NPAs. In addition, the NPAs attract substantial grant income from other external funding sources.

### **Key facts about the post**

Location:	The Authority's meetings are usually held at the National Park Authority Headquarters; Plas y Ffynnon, Cambrian Way, Brecon, or virtually via MS Teams
Remuneration:	£4,738 per annum
Time Commitment:	<u>Minimum</u> of 44 days per year

The Authority currently conducts much of its business electronically and members are expected to be sufficiently proficient in IT to manage calendars, email and all agendas and papers via an electronic committee management system.

## **The selection process**

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and statement to assess whether you have the skills and experience required. Please ensure you provide evidence to support how you meet all of the essential criteria.

The selection panel will be chaired by Ceri Witchard, Deputy Director of Landscapes, Nature and Forestry Division, Welsh Government and will also comprise Rev Canon Aled Edwards OBE, Chair of Brecon Beacons NPA; Dr Rosie Plummer, Board Member of Natural Resources Wales and Independent Panel Member.

Your application may be "long-listed", subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware in this situation, your application might not be considered in full by all of the panel.

We anticipate that during October 2022 the panel will have decided who will be invited for interview during November 2022.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the guaranteed interview scheme and you meet the minimum essential criteria for the post, then you will also be invited for interview.

You will receive email communication from the Appoint system to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place via MS Teams. However, should circumstances allow for face-to-face interviews by November we will give you advanced notice.

If invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the post.

Candidates who the panel believe are 'appointable' will be recommended to the Minister for Climate Change who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision. If she does, she will meet all candidates and in the presence of the panel chair or their nominated representative. There will be a time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

If you are successful, you will receive a letter appointing you as a member of the Brecon Beacons NPA, which will confirm the terms on which the appointment is offered.

## Brecon Beacons National Park Authority

If you are unsuccessful at interview, you will be notified by Welsh Government. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish.

### **Queries**

For queries about your application, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

### **If you are not completely satisfied**

Welsh Government will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

**The Conduct of Members (Principles) (Wales) Order 2001**

**1. Selflessness**

Members must act solely in the public interest. They must never use their position as members to improperly confer advantage on themselves or to improperly confer advantage or disadvantage on others.

**2. Honesty**

Members must declare any private interests relevant to their public duties and take steps to resolve any conflict in a way that protects the public interest.

**3. Integrity and Propriety**

Members must not put themselves in a position where their integrity is called into question by any financial or other obligation to individuals or organisations that might seek to influence them in the performance of their duties. Members must on all occasions avoid the appearance of such behaviour.

**4. Duty to Uphold the Law**

Members must act to uphold the law and act on all occasions in accordance with the trust that the public has placed in them.

**5. Stewardship**

In discharging their duties and responsibilities members must ensure that their authority's resources are used both lawfully and prudently.

**6. Objectivity in Decision-making**

In carrying out their responsibilities including making appointments, awarding contracts, or recommending individuals for rewards and benefits, members must make decisions on merit. Whilst members must have regard to the professional advice of officers and may properly take account of the views of others, including their political groups, it is their responsibility to decide what view to take and, if appropriate, how to vote on any issue.

**7. Equality and Respect**

Members must carry out their duties and responsibilities with due regard to the need to promote equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion, and show respect and consideration for others.

**8. Openness**

Members must be as open as possible about all their actions and those of their authority. They must seek to ensure that disclosure of information is restricted only in accordance with the law.

**9. Accountability**

Members are accountable to the electorate and the public generally for their actions and for the way they carry out their responsibilities as a member. They must be prepared to submit themselves to such scrutiny as is appropriate to their responsibilities.

**10. Leadership**

Members must promote and support these principles by leadership and example so as to promote public confidence in their role and in the authority. They must respect the impartiality and integrity of the authority's statutory officers and its other employees.

**Welsh Language Skills Level Guide**

Understanding:

- 0 = No skills
- 1 = Can understand parts of a basic conversation
- 2 = Can understand basic conversations about everyday topics
- 3 = Can understand routine work-related conversations
- 4 = Can understand most work-related conversations
- 5 = Can understand all work-related conversations

Reading:

- 0 = No skills
- 1 = Can read some basic words and phrases with understanding
- 2 = Can read simple material on everyday topics with understanding
- 3 = Can read some routine work-related material with support e.g. dictionary
- 4 = Can read most work-related material
- 5 = Full understanding of all work-related material

Speaking:

- 0 = No skills
- 1 = Can hold a basic conversation in Welsh
- 2 = Can converse in simple work-related conversations
- 3 = Can converse in some work-related conversations
- 4 = Can converse in most work-related conversations
- 5 = Fluent

Writing:

- 0 = No skills
- 1 = Can write basic messages on everyday topics
- 2 = Can write simple work-related correspondence
- 3 = Can prepare routine work-related material with checking
- 4 = Can prepare most written work in Welsh
- 5 = Can prepare written material for all work-related matters