

APPOINTMENT OF INDEPENDENT MEMBER TO  
BANNAU BRYCHEINIOG (BRECON BEACONS)  
NATIONAL PARK AUTHORITY

**STANDARDS COMMITTEE**

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# Welcome

Thank you for expressing interest in working with Bannau Brycheiniog (Brecon Beacons) National Park Authority.

Our Standards Committee provides valuable independent input into the procedures that members must follow.

Recruiting people with the right skills and outlook is key to a successful Standards Committee, and we hope this opportunity is of interest to you. We look forward to receiving your application.

## The Standards Committee

The Standards Committee plays a central role in the ethical framework that governs the conduct of elected members. Every member of a local authority and of every community and town council has undertaken to abide by the Code of Conduct for Members. The Committee's main role is to promote and maintain high standards of conduct by these members and to assist them to observe the [Members' Code of Conduct](#).

The Committee has certain specific functions including:

- Carrying out legal functions conferred on the Committee by or under statute.
- Advising the National Park Authority on procedural arrangements for dealing with complaints made to the Ombudsman.
- Advising on how to secure and promote high standards of conduct in the Authority's business.
- Advising on the whistle blowing policy.
- Receiving reports from the Monitoring Officer.

The Standards Committee of Brecon Beacons National Park Authority meets as needed, but at least once a year. These meetings are held virtually using a video conferencing capability.

The meetings generally take place at 10am.

The Committee consists of three members of the National Park Authority and three independent members, recruited through advertisement and interview.

The Committee advises the Authority on the Code of Conduct for all members and co-opted members, is responsible for promoting and developing high standards of conduct, providing and organising training, and considering complaints against Members.

The Standards Committee meetings are broadcast live, with the recording staying available online for one year.

Independent members are remunerated in accordance with rates set by the Independent Remuneration Panel for Wales.

# Code of Conduct

Independent Members appointed to the Standards Committee will be required to undertake to comply with the Code of Conduct. A copy of the Code can be found [here](#) and should be carefully considered as its principles guide the Standards Committee in their work. Successful candidates will also be required to complete a Register of Interests at the commencement of their term of office and to continue to disclose interests and act accordingly through that term.

## The Independent Members

The Authority's Standards Committee must consist of not less than 5 nor more than 9 members. Where the number is an even one, at least half the members must be independent members. Where the number is an odd one, a majority must be independent members.

The Authority has resolved to appoint six members to constitute its Standards Committee of whom three will be independent members.

### Eligibility

Some persons are not eligible to become independent members. These are persons who are members and officers (or their spouses) of a relevant authority – that is, a local authority (including a community council), a national park authority or a fire authority.

As regards applications by former members and officers –

- a former member or officer of the Authority is ineligible to become an independent member; and
- a former member or officer of any other relevant authority may apply to become an independent member, but only after at least one year has elapsed since they ceased to be a member or officer.

### Qualities and skills of independent members

Candidates will be expected to demonstrate (and be assessed) by the qualities and skills which they could bring to the position, including listening skills; the ability to understand and weigh up evidence; the ability to come to an objective view; discretion; and personal integrity. All applications will be judged on merit.

### The benefits of becoming an Independent Member

There are many reasons why people choose to get involved in this way.

- To extend their knowledge and experience
- To enhance and develop their CV to progress their career development.
- To give something back, sharing their knowledge, skills and experience
- The opportunity to work with new people and to gain experience of different organisational approaches.

Whatever the reason may be for your consideration of becoming an Independent Member we would really like to hear from you.

# Overview of Bannau Brycheiniog National Park

## Background

National Parks were designated in order to protect beautiful areas for the benefit of the nation. They came about as a result of the 1949 National Parks and Access to the Countryside Act, which put a legislative framework in place for the establishment of National Parks in England and Wales.

The first two National Parks were designated in 1951 and in 1957 the Brecon Beacons National Park was designated covering an area of some 520 square miles (1346 sq. kilometres). Until 1995 the Brecon Beacons National Park Authority was a joint committee of the then local County Councils until the Environment Act of that year laid down legislation to establish National Park Authorities as independent, special purpose Local Authorities.

## What do National Parks do?

National Parks have two purposes: Firstly, to conserve and enhance the natural and cultural environment of the park, and secondly to promote awareness and understanding and enjoyment of its special qualities. These special qualities have been described as:

- the landscape and natural beauty
- the peace and tranquility
- opportunities for walking and access to open countryside
- open spaces and qualities of remoteness
- traditionally managed farmland and
- wildlife

In so doing the National Parks also have a duty to foster the social and economic well-being of the communities within the Park.

In delivering on their purposes and duty there are five key functions of National Park Authorities. These are to:

1. act as Local Planning Authority
2. act as relevant Authority for access to open countryside under the CROW Act
3. facilitate environmental programmes
4. provide public information, interpretation and education services
5. deliver the sustainable development fund on behalf of the Welsh Government.

## The Brecon Beacons National Park Authority

The National Park Authority consists of 18 members, 12 nominated by the seven Local Authorities in the area and the other 6 nominated by the Welsh Government.

This split helps to ensure that the local and national interests are represented at National Park Authority level. There are key committees responsible for managing the business of the Authority.

In addition, working groups, both internal and external, have been established to help in the decision-making process.

Some 91 full-time staff equivalents are employed in two directorates – Nature Recovery and Climate Change and Planning and Place, as well as Corporate Service.

Staff and Members cover a wide range of activities and services, and it is the key role of officers to provide advice and guidance to Members of the Authority to help them make decisions and set the vision and strategies for the Authority.

The Authority's key strategic document is the [National Park Management Plan](#), which sets our aims and strategic priorities for the management of the National Park .

In addition to this, we have an adopted Local Development Plan which provides the framework for future development within the National Park. The Authority gathers evidence on the state of the park which is updated and published every 5 years. With delegated responsibility for Rights of Way maintenance and management we are implementing the Authority's Rights of Way Improvement Plan.

## Background to the Standards Committee

The Local Government Act 2000 gave legislative effect to the Government's proposals for a new ethical framework for local government. These largely follow the recommendations of the Nolan Committee as part of Government policy for the public service in general.

The legislation:

- established a model code of conduct for members and officers of relevant authorities (local authorities, national park authorities and fire authorities).
- required relevant authorities to adopt a code of conduct for members based upon the model code and appointed the Local Government Ombudsman for Wales to investigate allegations of breaches of that code.
- required an authority to appoint a Standards Committee whose general functions are to:
  - a) promote and maintain high standards of conduct by the members of the authority; and
  - b) assist members to observe the authority's code of conduct.

## Expenses and remuneration

Remuneration for independent members of Standards Committees in National Park Authorities is set by the Independent Remuneration Panel for Wales as follows:

<b>AMOUNT OF CO-OPTEE ALLOWANCES – 2025/26</b>			
<b>ROLE</b>	<b>Hourly rate payment</b>	<b>Up to 4 hours payment rate</b>	<b>4 hours and over payment rate</b>
Chair of Standards Committee	£33.50	£134	£268
Ordinary Members of Standards Committees who also chair Standards Committees for Community and Town Councils	£29.75	£119	£238
Ordinary Members of Standards Committees	£26.25	£105	£210

Travel costs are paid at 45p per mile or the cost of public transport on the production of receipts.

## The appointment and selection process

Applications must be submitted by 11:00am on 4<sup>th</sup> April 2025.

Shortlisted applicants will be interviewed by an Appointments Panel.

The Appointments Panel will consist of three Members - a lay member of Standards Committee, a Local Government appointed member and a Welsh Government appointed member.

Brecon Beacons National Park Authority is an Equal Opportunities employer and is committed to ensuring all recruitment is free from any form of discrimination.

The Standards Committee shall consist of a total of six members of whom three shall be members of the National Park Authority and three shall be independent members. In appointing members to the Standards Committee the National Park Authority will have regard to the desirability of maintaining a gender balance in its overall composition.

A formal appointment is expected at the next National Park Authority meeting following the interview date.

Appointments will be confirmed by email.

If you would like to find out more about becoming an Independent Member, please email: [enquiries@beacons-npa.gov.uk](mailto:enquiries@beacons-npa.gov.uk)

# Applications

Completed applications should be returned to:

Email: HR Officer – [Jessica.holifield@beacons-npa.gov.uk](mailto:Jessica.holifield@beacons-npa.gov.uk)

Post: BRECON BEACONS NATIONAL PARK AUTHORITY  
PLAS Y FFYNNON  
CAMBRIAN WAY  
BRECON, LD3 7HP

Applications must be received by **11.00 a.m.** on the morning of 4 April 2025. Unfortunately, late applications will not be considered.

**EEA and Swiss nationals who are NOT eligible to apply for a right to work in the UK under the EU Settlement Scheme must have some other form of immigration permission entitling them to work from 1 January 2021 onwards.**

Would candidates please note that it is not the practice of the National Park Authority to acknowledge applications, nor to inform candidates of the outcome of their applications. Please assume that if you receive no further communication, your application has been unsuccessful.

Brecon Beacons National Park Authority is an equal opportunities employer, values diversity and is strongly committed to providing equal employment opportunities for all employees and all applicants for employment. We believe that the more inclusive our environment is, the better our work will be. We are a Disability Confident employer and guarantee to interview anyone with a disability whose application meets the essential criteria for the role.

Applications are welcomed and accommodated in either Welsh or English. An application submitted in Welsh will not be treated less favourably than an application submitted in English. We would be grateful if you could state in your application form if you wish to conduct your interview and assessment in Welsh or English. Should you be successful to the interview stage and wish to conduct your interview through the medium of Welsh, we will provide a simultaneous translation service for the benefit of non-Welsh speaking members of the panel.

Please note that all application forms and supporting information will be securely retained for six months and we may contact you should a suitable vacancy arise. After six months all application forms and supporting information will be destroyed. Should you object to your information being retained, please could you let us know and we will destroy your application form after the outcome of the recruitment process.

Where candidates are invited to interview, it is the Policy of the Authority to contact referees at that stage. Please could you identify any problems this may cause on your application form under the relevant section. Please note that when completing your application form you must be able to demonstrate how you meet the essential criteria set out in the person specification relevant to this post. You should also demonstrate how you meet the desirable criteria set out in the person specification, but do not be deterred from applying if you do not meet all of the desirable criteria.

# Standards Committee Terms of Reference

1. Promote, monitor and maintain high standards of conduct by Members and Officers.
2. Advise the Authority of the adoption or revision to the Code of Conduct.
3. Assist Members to observe the Code of Conduct.
4. Monitor the operation of the Authority's Code of Conduct.
5. Consider, and where appropriate determine, matters referred to it by the Public Services Ombudsman for Wales.
6. Consider and determine complaints against Members under the Code of Conduct.
7. Decide upon written applications by Members of the Authority for a dispensation to speak, or to speak and to vote, on any matter coming before the Authority and/or its Committees in relation to which the Member making the application has a disclosable pecuniary interest; and to decide the terms of any dispensation granted.
8. Make recommendations to the Authority on issues of Member conduct, where these arise out of its consideration of matters referred to in the first four bullet points above.
9. Make recommendations to the Authority on the Authority's Code of Conduct for Members and related policies including but not limited to the Member Officer Protocol, for example impact and effect of the pre-election period on Authority business.
10. Establish the procedure for determining complaints referred to it for consideration including by not limited to the Authority's whistleblowing policy.
11. Advise on training of Members of the Authority on matters relating to the Authority's Code of Conduct.
12. Prepare an Annual Report to the Authority at the end of the financial year.



# Role Description

## **BRECON BEACONS NATIONAL PARK AUTHORITY Member of the Standards Committee – Role Description**

### **1. Accountabilities**

- To the National Park Authority
- To the Chair of the Standards Committee

### **2. Role purpose and activity**

#### **a) Understanding the nature of the Standards committee and effectively fulfilling its functions by:**

- promoting and maintaining high standards of conduct by members of the National Park Authority including when they are representing the Authority externally
- assisting members to observe the Members' Code of Conduct and all protocols under the Authority's ethical framework
- advising the Authority on the adoption or revision of the Members' Code of Conduct and all protocols within its ethical framework
- monitoring the operation of the Members' Code of Conduct;
- ensuring that all members of the National Park Authority receive induction and continuing development on matters relating to the Members' Code of Conduct;
- granting dispensations to members
- dealing with any reports from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee

#### **b) Participating in meetings and making decisions:**

- To participate effectively in meetings of the Standards committee,
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal and policy requirements

#### **c) Internal governance, ethical standards and relationships:**

- To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other Authority and legal requirements
- To promote and support good governance by the Authority
- To understand the respective roles of members of the National Park Authority and Standards Committee, officers and external parties operating within the Standards committee's area of responsibility

### **3. Values**

To be committed to the values of the Authority and the following values in public office:

- Selflessness
- Honesty
- Integrity and Propriety
- Duty to Uphold the Law
- Stewardship
- Objectivity in Decision-making
- Equality and Respect
- Openness
- Accountability

### **4. Person Specification**

A Member of Standards Committee will have:

- a keen interest in standards in public life.
- a wish to serve the local community and uphold local democracy.
- the ability to be objective, independent and impartial.
- sound decision making skills
- leadership qualities, particularly in respect of exercising sound judgement.

A Standards Members will:

- be a person in whose impartiality and integrity the public can have confidence.
- understand and comply with confidentiality requirements.
- have a demonstrable interest in local issues.
- have an awareness of the importance of ethical behaviours.
- be a good communicator.

Desirable additional criteria are:

- Knowledge/experience of local government or other public service and/or of large complex organisations and awareness of and sensitivity to the political process.
- Knowledge and understanding of judicial/quasi-judicial or complaints processes.

# **FAQ's** Frequently Asked Questions about Brecon Beacons National Park Authority's Standards Committee

## **1. How many people sit on the Standards Committee?**

Six – three members from the National Park Authority, and three independent members.

## **2. How are the independent members appointed?**

Following advertisement and recommendations from the Appointments Panel the National Park Authority appoints the independent members. There are strict rules regarding the eligibility of independent members.

## **3. Who chairs the Standards Committee?**

The Standards Committee must appoint a Chair and a Deputy Chair – from the independent members. They may resign at any time (causing a “casual vacancy”).

## **4. Is there a quorum for meetings?**

Yes – at least 3 members must be present and at least half of those present must be independent members.

## **5. How are decisions reached?**

In the usual way, by each member of the Standards Committee having a vote. In the event of an equality of votes, the Chairperson has a second or casting vote.

## **6. How long are the appointments for?**

- a) for an independent member, the initial term of office will be between 4 and 6 years (as decided by the National Park Authority);
- b) An independent member may be reappointed by the National Park Authority for a second term of no more than 4 years.

## **7. How often does the Standards Committee meet?**

This depends upon the amount of business which the Committee must deal with. The law requires that the Committee meet at least once every calendar year. In practice the committee usually meets about two to three times a year.

## **8. Will training be provided for independent members?**

Yes, for both independent and National Park Authority members. Independent members will also be encouraged to attend training for Authority members when the training relates to matters which may have significance for the Standards Committee.

# Privacy Statement

## Brecon Beacons National Park Authority

**Privacy Statement:** We process personal data relating to those we employ for employment purposes, to assist in the running of the authority and/or to enable individuals to be paid. The collection of this information will also be of benefit in:

- improving the management of workforce data
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling monitoring of selected protected characteristics

The personal data includes identifiers such as name, date of birth, payroll (SAP) number, personal characteristics such as gender, disability and ethnic group, plus qualifications, performance and absence/occupational health information.

We will not share information about you with third parties without your consent unless the law allows or requires us to or we are required to share it to manage your employment contract with us. When we do share your data it will be via encrypted email software or password protected files. We are required to share some of your personal data with:

- HMRC
- Outsourced HR and Payroll Services (currently with Cardiff City Council and Carmarthenshire County Council)
- Powys County Council pensions who administer the Authority's pension scheme
- Local Government Audit and fraud detection teams

We store information relating to job applicants for 6 months and for employees for 7 years post-employment. Data is stored electronically on BBNPA servers. The employee records have access restrictions meaning only HR staff are able to view and process it. Physical records are stored in the HR office which is locked and within locked filing cabinets.

If you require more information about how we store and use your personal data or would like to request that your details be removed, please contact the HR Officer.

**Data controller: Brecon Beacon National Park Authority, Plas Y Ffynnon, Cambrian Way, Brecon, LD3 7HP**

**Contact: Jessica Holifield, HR Officer (HR@beacons-npa.gov.uk)**

**Data protection officer: DPO@beacons-npa.gov.uk**

As part of any recruitment process, the Authority collects and processes personal data relating to job applicants. The Authority is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does the Authority collect?**

The Authority collects a range of information about you. This includes: -

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration;
- whether or not you have a disability for which the Authority needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief

The Authority collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Authority will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The Authority will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does the Authority process personal data?**

The Authority needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Authority needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Authority has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Authority to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Authority may also need to process data from job applicants to respond to and defend against legal claims.

The Authority processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Authority processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Authority is obliged to seek information about criminal convictions and offences. Where the Authority seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Authority will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Authority will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment, or it is required to in law. If you are successful in your application subject to references Authority will then share your data with former employers to obtain references for you and, if the nature of the role requires it, the Disclosure and Barring Service to obtain necessary criminal records checks.

The Authority will not transfer your data outside the European Economic Area.

### **How does the Authority protect data?**

The Authority takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does the Authority keep data?**

If your application for employment is unsuccessful, the Authority will hold your data on file for **six months** after the end of the relevant recruitment process and employment opportunities. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Authority to change incorrect or incomplete data;
- require the Authority to delete or stop processing your data where the data is no longer necessary for the purposes for which it was originally obtained;
- object to the processing of your data where the Authority is relying on its legitimate interests as the legal ground for processing; and
- ask the Authority to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Authority's legitimate grounds for processing data.

If you would like to exercise any of these rights, please get in touch.

**Email:** Data Protection Officer: [dpo@beacons-npa.gov.uk](mailto:dpo@beacons-npa.gov.uk)

If you believe that the Authority has not complied with your data protection rights, you can complain to the Information Commissioner.

## **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Authority during the recruitment process. However, if you do not provide the information, the Authority may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.