



COETIROEDD  
GWELL  
I GYMRU



BETTER  
WOODLANDS  
FOR WALES

Grantiau a chymorth  
i greu a gwella coetiroedd

Grants and support for creating  
and improving woodlands

## FRAMEWORK AGREEMENT – Schedule 7

# Forestry Commission Wales Code of Practice

## Introduction

This Code of Practice outlines, and gives guidance on, the principles and conduct that Forestry Commission Wales will follow when administering the Better Woodlands for Wales scheme. It is part of the contract between Forestry Commission Wales and Management Planners.

Similar Codes of Practice have been published for Management Planners, Specialist Assessors and Applicants for the Better Woodlands for Wales scheme.

## Principles

The principles below will apply to all work undertaken by Forestry Commission Wales within the Better Woodlands for Wales scheme. Forestry Commission Wales will:

### Integrity

Deal honestly and openly with Applicants, Management Planners and Specialist Assessors.

### Professionalism

Work competently, proficiently and conscientiously to an agreed timetable providing feedback and guidance to Management Planners on the preparation of Management Plans, and approve the Plans where they meet the required standard.

### Sustainability

Act with due regard to environmental, social and economic sustainability principles.



## Learning

Improve skills and knowledge and remain up-to-date with industry best practice, new developments and regulations. It will also maintain the skills required to operate and develop BWW, updating these as and when necessary.

## Conduct

The points below identify how Forestry Commission Wales will behave. Forestry Commission Wales will:

<b>Objectivity</b>	Provide impartial and objective advice and feedback to Management Planners.
<b>Compliance</b>	Work within the rules and guidance of the BWW scheme. Refer to the UK Forestry Standard and associated Forest Guidelines when providing guidance and feedback, and when approving Plans. Make Management Planners and Applicants aware of the nature of the BWW scheme and the principles on which it is based.
<b>Transparency</b>	Ensure that Management Planners, Specialist Assessors and Applicants understand their obligations and those of Forestry Commission Wales, under BWW. Seek to share information and best practice with Management Planners. Provide structured, timely, open and honest feedback to Management Planners on their work.
<b>Grants</b>	Publish scales of grants and rules on how these grants will be applied to all work associated with BWW, and make clear what work the grants are intended to cover. Be explicit about when and how fees are to be paid.
<b>Confidentiality</b>	Not voluntarily disclose an Applicant's, Management Planner's or Specialist Assessor's personal or business-sensitive information.
<b>Disclosure</b>	Not knowingly withhold information from Management Planners that might affect their ability to prepare a Plan.
<b>Termination</b>	Accept a Management Planner's or Specialist Assessor's decision to withdraw from the approved Management Planner or Specialist Assessor lists.
<b>Competence</b>	Ensure that staff have the relevant skills and knowledge to administer BWW.
<b>Availability</b>	Be readily available to assist Management Planners with issues associated with BWW.
<b>Timeliness</b>	Comply with BWW timescales set out in the table below.

## Services & Obligations

Outlined below are the services which Forestry Commission Wales will provide to Management Planners, and the obligations which Forestry Commission Wales has to Management Planners, within Better Woodlands for Wales. Forestry Commission Wales will:

<p><b>IT</b></p>	<p>Operate and maintain a computer system (G&amp;L Online) which provides a framework, including templates, for preparing and approving Foundation and Management Plans.</p> <p>Allow Management Planners access to parts of G&amp;L Online for the purpose of preparing Plans.</p> <p>Ensure that G&amp;L Online functions correctly in such a way that Planners with the appropriate IT equipment and permissions can access and use G&amp;L Online to prepare a Plan.</p> <p>Ensure that faults with G&amp;L Online, which prevent Planners from gaining access to the system, are fixed within 24 hours of the problem being identified, or notify Planners if fixing the fault will take longer, giving them an estimated time and keeping them updated.</p>
<p><b>Communication</b></p>	<p>Provide access for Planners to information relevant to the preparation of a Plan.</p> <p>Provide relevant information to Planners in a prompt and timely manner, and within any guidelines laid down for the provision of specific information (eg. Information from External Sources), or inform the Planner that this information cannot be provided within the agreed timescale.</p> <p>Talk to the Planner on request, provide written information when required and be available to meet with the Planner if necessary.</p>
<p><b>Training</b></p>	<p>Train Management Planners to use G&amp;L Online, the associated Management Plan formats, processes and work sequence.</p> <p>Provide annual training to update Management Planners on changes to G&amp;L Online or the Management Plan process and refresh their skills.</p>
<p><b>Services</b></p>	<p>Operate an open, honest and fair system for selecting, appointing and supporting people to act as approved Management Planners and Specialist Assessors.</p> <p>Provide instructions and guidance on using G&amp;L Online and associated formats and documents.</p> <p>Make available an electronic version of a paper copy of the woodland map provided by the Planner.</p> <p>Provide the Planner with information about the woodland including Constraints Data and Information from External Sources.</p> <p>Publish outline information on the Public Register for woodlands where Plans are being prepared.</p>



	<p>Provide a grant costing system and inform Planners of any amendments.</p> <p>Provide written feedback to Planners on all Foundation Plans and Management Plans submitted.</p> <p>Approve Foundation Plans and Management Plans where they meet the required standard.</p> <p>Provide Planners with electronic access to approved Management Plans via G&amp;L Online where the Planner continues to act for the Applicant.</p>
<p><b>Standards</b></p>	<p>Audit and monitor BWW, G&amp;L Online, the production of Management Plans, the performance of Planners and Specialists and the performance of FCW staff for the purposes of maintaining and improving standards and services.</p> <p>Provide a system for dealing with any complaints that may arise as part of BWW.</p> <p>Seek to remedy problems and put right things that have gone or are likely to go wrong.</p> <p>Seek to resolve disputes using a fair and agreed Dispute Resolution System.</p>

## Response Times

Forestry Commission Wales, in conjunction with the Better Woodlands for Wales Steering Group, is currently preparing response times for the work of Management Planners and Forestry Commission Wales' staff within Better Woodlands for Wales. These will be published later in 2006.

## Enforcement

Forestry Commission Wales must act within the Code of Practice. A procedure for dealing with breaches will be developed and published by Forestry Commission Wales during 2006.