

Member Support and Development Committee

14 June 2023

Present: Mrs J James (Chair)
Councillor D Clements, Mrs S Hoss, Councillor M James, Dr R Plummer and Councillor A Wilcox.

(Virtual Meeting: 2.00pm – 2.55pm)

1. Apologies

Apologies for absence were received from Councillor R Jordan, Councillor S Skyrme-Blackhall and Councillor M Wiggins.

2. Disclosures

There were no disclosures of interest.

3. Minutes

The minutes of the meeting held on 15 February 2023 were presented for confirmation and authentication.

On the proposal of Councillor D Clements, seconded by Dr R Plummer, it was **RESOLVED** that the minutes of the meeting held on 15 February 2023 be confirmed and authenticated.

4. Action Log and Matters Arising

a) Re-circulate link to video by the three Welsh National Park Authorities (Minute 6) Member Support & Development Committee 15/02/2023

The Chair asked for the video to be shared with all Members as it provided a helpful summary of the various challenges that each National Park faced. The Democratic Services Manager agreed to this. The Chief Executive added that feedback from Members in relation to this video would be helpful for future reference.

b) Cyber Security Training (Minute 7a) Member Support & Development Committee 05/02/2023

The Lead Member for Cyber Security confirmed she had been unable to access the relevant training and was in conversation with the IT department to resolve the issue before the training link was distributed to other Members.

Noted.



5. Update on Member Support & Development

[Councillor A Wilcox was not present for the entirety of this item]

The Chair welcomed the Democratic Services Manager who presented an update on matters relating to Member Support & Development including information on the Member induction programme, Personal Development Reviews, the Training Plan, and Member Attendance. The Chair also introduced Members to the Inclusion, Diversity and Governance Excellence Strategic Lead who had recently been appointed by Welsh Government to work with all eight designated landscapes in Wales, looking internally at each organisation's governance and to support Members with matters such as training and development.

On the topic of Personal Development Reviews (PDR), it was reported that based on the slow uptake of Members completing their PDR's, changes to this process and its timings may be required and Members feedback was sought on this matter. A discussion ensued regarding the PDR's and Members agreed that the current process caused a level of duplication as they were also required to complete PDR's for either the Welsh Government or Pembrokeshire County Council, with each process having different requirements. It was suggested that a clear and streamlined process be developed within the Pembrokeshire Coast National Park Authority that worked in harmony with the other reviews and took place at a different time to help manage the workload of Members.

The Chief Executive responded by clarifying the difference between the three reviews and explained that although a joint-up approach would be efficient, it would prove challenging as each review fulfilled a different purpose. It was agreed that the Democratic Services Manager would liaise with Pembrokeshire County Council to identify any duplication in order to streamline the process.

The Democratic Services Manager moved on to the Training Plan and provided Members with an explanation of each section and the identified priorities. Members confirmed that they were happy with this plan, and it was suggested that Members vote on group and individual priorities in future to ensure that the plan was in line with the Members training ambitions.

The Democratic Services Manager notified Members that the Authority had recently received a notification from Welsh Government, advising that they had identified three areas of training that Members would be required to complete. These areas were 'Tackling Nature & Climate Emergencies', 'Effective Governance' and an 'Introduction to Equality,



Diversity & Inclusion'. It was confirmed that these training sessions would take place in the Autumn of 2023 and would be delivered online.

Members commented that as the Welsh Government training would be organised by external providers, the training should be customised to the Authority to ensure it was relevant and helpful to Members. The Inclusion, Diversity and Governance Excellence Strategic Lead agreed with these points and confirmed that she aimed to make the training as relevant as possible.

The Chair noted that Member attendance at meetings for 2022/23 was reported as 92% while attendance at training events was 73% (55% for 2023). It was acknowledged that the reduced percentage for the year to date was likely caused by events such as the Three Parks Seminar that required in-person attendance.

On a general note, a Member asked that a document be created featuring all of the committee dates for the year. The Democratic Services Manager agreed to this.

On the proposal of Dr R Plummer, seconded by Councillor M James, it was **RESOLVED** that:

- a) the report be noted
- b) the Member Training Plan be agreed as set out in the report No. 02/23 and presented to the National Park Authority for adoption

6. Any Other Business

The Chair informed Members that she had reached the decision to step down as Chair of the Committee at the upcoming Annual General Meeting however, she would remain as a Member. She added that she had submitted a nomination for the next Chair and wished her successor the best of luck in the post.

Noted.

The Minutes of this meeting were confirmed at the meeting of the Member Support & Development Committee held on 27 September 2023 without amendment

