

## National Park Authority Action Log

ID	Meeting Date	Minute Ref	Action Required	By whom	Timescale	Progress
914	20/09/2023	3	Internal review of the Pay & Grading review to take place once completed.	JA	Post completion of P&G Review	
961	07/02/2024	7	A report regarding Investment properties/Authority's estate be presented to the Income Generation Group for discussion.	GM	Spring 2025	Following the last meeting of the group, officers have met and future meetings will be focussed on different topics, one of which will be Estates.
982	01/05/2024	9	To include quantitative measures in Development Management Plan (DMP)	JP		CEO of Visit Pembrokeshire has been reminded of the need for quantitative measures to be included – further meeting organised with Jame Parkin to discuss.
1032	11/12/2024	14	To confirm number of staff with Safeguarding training to level A and circulate missing children's procedures to Members.	TJ/GP		Missing children's procedure circulated to Members on 12/12/24.
1033	23/10/2024	9	Scheme of Delegation - To include a reference to financial delegations with links to relevant policies.	CL/SM		Completed.
1034	23/10/2024	11	Equity, Diversity and Inclusion Policy - To include a reference to the Sexual Harassment Act.	MT		Completed. Section has been included in policy with Head of Peoples Services and Strategic Advisor consulted to ensure happy with text included.

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1035	23/10/2024	12	Record Management and Retention Policy - To include a statement regarding retention periods related to financial document.	MT		Completed. Following statement added (there are some variations across financial documents, so specifics are captured in retention schedule): There are specific requirements for financial and health and safety related records and these are set out in the Authority's retention schedule.
1036	11/12/2024	7	Camping and Caravan Consultation - To liaise with RHD regarding the Welsh Language Assessment.	SM/EG		
1037	11/12/2024	8	Draft Review Report of LDP2 - Include a reference to the impact on wildlife and Light Pollution. Further details in the Welsh Language considerations section. Add CJC's under 'Opportunities for Joint and Collaborative Working'.	EG		Completed. Suggested amendments made.
1038	11/12/2024	9	Promoting a Resilient and High Performing Planning Service Consultation - Incorporate Members comments into response and re-circulate to Members.	SM		Completed. Response circulated to Members 07/01/25 and submitted 17/01/25

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1039	11/12/2024	16	Members Travel Policy - To remove rates and reword section related to accommodation in section 9.	CL		Completed. Suggested amendments made.
1040	11/12/2024	17	Independent Member of the Standards Committee - To consider whether additional information can be provided to Members on candidates in future.	TJ		
1041	11/12/2024	18	Replacement Finance System - To review other IT risks and present a report to Audit.	CE/JM		