

Report of Democratic Services Manager

Subject: General Update on Member Support and Development

1. Purpose of report

To provide an update on matters relating to Member support and development.

2. Personal Development Reviews and Welsh Government Performance Appraisals

Performance Appraisals for all Welsh Government appointed Members have been sent to Welsh Government. Personal Development Review paperwork has circulated to Members with a request to arrange meetings and to return personal support plans by the end of February. At the time of writing, only 5 had been returned, therefore preparation and presentation of the training plan will need to be postponed until the June meeting of the Committee. In the meantime, an updated Workshop Plan is appended to the report.

3. Wales Member Support Self Evaluation Framework for National Park Authorities.

Following the last meeting of the Committee, Members' comments on the Framework were forwarded to the WLGA and are in the process of being reviewed, alongside those from the other Welsh NPAs. The final document will be presented to a future meeting of the National Park Authority for endorsement.

4. Training

Training activities since the last meeting have consisted of:

- Budget Workshop and presentation on Ffermio Bro
- 'Ways of Working' Workshop
- Training for the Standards Committee on dealing with allegations against Members and referred to the Standards Committee
- Planning Training – Llŷr Windfarm application and Enforcement Policy

Any feedback from Members regarding these sessions is welcomed.

5. Welsh Government commissioned programme of governance assistance

Members will be aware that following a letter from the Minister for Climate Change in September 2023, Welsh Government commissioned a training package for National Park Authority Members which has been delivered during 2024 and early 2025. To date 5 online training sessions have been delivered:

- Governance
- Diversity and Inclusion
- Nature and Climate Emergencies
- Effective Financial Governance
- Governance of Risk

Officers at Welsh Government have expressed their disappointment with the level of attendance at the sessions, which has generally been about 50%, and officers have been asked to encourage participation in the final session on Sustainable and Ethical Governance which will take place on 18 March at 10.00am.

The officers have also noted that those who did not attend the live sessions do not appear to be taking the opportunity to view the recordings online. These, together with copies of the slides and other useful information, can be found on the [Tirweddau Cymru Landscapes Wales](#) website; the password for accessing this information has been circulated and can also be found on the Members' Sharepoint site. Members are therefore encouraged to access these helpful resources.

Members will also be aware that Huw Rees, who has delivered many of the training sessions, has also been developing an NPA Governance Handbook as part of his wider programme of governance assistance to the NPAs. The handbook has now been finalised, circulated to Members and published on both the [Welsh Government](#) and [Authority](#) websites as well as on Members' Sharepoint.

The final element of the programme will look at an accountability framework / performance protocol for NPA Members and following a meeting with officers of the three Welsh National Parks, a draft project outline has been developed. This sets out an iterative approach with Stage 1 consisting of a desktop exercise to assess current arrangements for evaluating Member performance and comparing arrangements with other NPAs. Following completion of a Stage 1 report, discussion would take place between NPAs and Welsh Government regarding the merits of developing a new framework for evaluation and how this would be implemented. Following completion of Stage 2, NPAs would be in a position to decide whether to implement the new system. It was anticipated that this final stage would be reached by the end of August

2025. Prior to proceeding, it was agreed that there should be engagement with NPA Chairs to gather views and seek their ownership.

6. Member attendance

Member attendance in the current financial year at meetings has been 85% (target 75%), while Member attendance at training events has increased slightly during the course of the year to 61% (target 65%). The below target attendance for training is due to low attendance at Study Tours, particularly last summer's tour of Grants Committee approved projects and at the two Welsh Government training sessions held since April (attended by only 6 and 7 Members respectively).

7. Declarations of Interest

Members will be aware that each year before the AGM, a reminder is sent to update the Members' Register of Interests. Historically a form 15/1 is completed when a Member joins the Authority and then any amendments are noted on form 15/2 and the two forms become the record of a Member's interests. However as time goes by this can become complicated if numerous amendment forms are completed. Going forward, and particularly as the records are now held electronically, rather than in paper format, any amendments will be made on the original form so that this holds the current record of interests. Copies of old forms will be archived for the sake of completeness.

Risk considerations and compliance

The Local Government (Wales) Measure 2011 places increased requirements on all local authorities in Wales in relation to corporate governance and Member support and development. The Authority has developed a strong ethos of Member development over the years, ensuring that it continues to have informed Members who can make decisions based on understanding, skills and experience. Building upon, and developing, the good work carried out to date will re-emphasise the fact that the Authority works to a high standard of governance.

The Authority is also committed to encouraging individuals from all walks of life to become involved in public life and will continue to introduce measures to enable everyone to take part.

8. Recommendation

Members are asked to comment on and note the report.

(For further information, please contact Caroline Llewellyn, Democratic Services Manager by e-mailing carolinel@pembrokeshirecoast.org.uk)

PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY



TRAINING/WORKSHOPS 2025

Date	Meeting
Wed 22 Jan 2025 13:30	Budget/Ffermio Bro presentation
Wed 05 Feb 2025 13:30	Member feedback session
Wed 12 Feb 2025 9:30	Standards Committee Training
Wed 5 March 2025 13:00	Planning training
Wed 19 March 2025 13:30	Socio-economic duty (Public Health Wales)
Wed 26 March 2025 13:30	Coast Path Management Strategy
Wed 2 April 2025 10:00	LDP/Budget (In person)
Mon 7 April 2025 10:00	WLGA Corporate Strategy (jointly with PCC)
Wed 30 April 2025 13:30	Dŵr Cymru
Wed 07 May 2025 13:30	
Wed 04 June 2025 10:00	Study Day – Recreational pressures
2 June 2025	Grants Committee Study Tour
18 June 2025	Workshop
25 June 2025	Code of Conduct/EDI?
16 July 2025	Planning Workshop tbc
30 July 2025 pm	Workshop
10 September 2025 pm	Workshop
30 September – 2 October 2025	Welsh Members Seminar Eryri
08 October 2025	Study Day
22 October 2025 pm	Workshop
05 November 2025	Workshop
19 November 2025	LDP
17 December 2025	Workshop

Potential subjects for future workshops:

- NFU Cymru – Agriculture
- Use of drone footage and technology by the Authority, with a particular focus on archaeology
- A look at the rise in aquaculture in Pembrokeshire and the potential implications for PCNPA.