

REPORT OF THE PERFORMANCE AND COMPLIANCE CO-ORDINATOR

SUBJECT: PERFORMANCE REPORT FOR THE PERIOD ENDING 31st OCTOBER 2020

Introduction

The performance report follows the structure of the Corporate and Resources Plan for 2020/21.

The first section is based on progress against short and mid-term priorities focused on our COVID-19 response and recovery planning. It is important to note that some activities within this section are phased and external factors including changes to regulations will have an impact on delivery and progress.

The second section outlines progress against work streams that contribute to the longer term delivery of our Well-being Objectives and impacts within the National Park Management Plan. This section going forward will provide insight into the impact of COVID-19 and recovery on long terms delivery and projects across well-being objectives. Some activities within work streams may be progressed during 2020/21, however a number of them particular those involving face to face contact between individuals are influenced by the lifting or re instating of restrictions and regulations.

The following report presents the performance to date up to 31st October 2020 for monthly data and quarter 1 - 2 (April – September) statistics for some data sets.

An explanation/guidance of RAG status has been added to the end of this introduction report.

Impact of Firebreak Period - COVID 19 Regulations and recovery activities

Coast Path closures were lifted on the 29th June and car parks were also reopened in June, in accordance with risk assessment and Welsh Government approval. The Coast Path remained open during the Firebreak period. Warden staff were back undertaking maintenance work as of May 11th, with two week interruption during the two week firebreak. Work programming for conservation was re-prioritised to take account of the demand placed on opening up footpaths and has been further affected by the firebreak period.

In line with recovery planning activities and relevant risk assessments July, August and September saw developments in the re starting of adapted face to face services in several areas, including:

- The opening of all three centres in July, and NMW gallery opening in September.

- During September education programme re started with schools, focused mainly on school/ local education sessions rather than sessions which require pupils to travel to a particular site. This built on 3 schools visits by PCNPA staff before the end of the summer term.
- An amended Events and Activities programme focused on guided walks began in August.
- Group volunteering also recommenced in September.
- Llanion reopened to members of the public on an appointments only basis from Wednesday 2 September.
- PNCPA Summer ranger also provided tourist information across the following locations Manorbier, Caerfai, Solva, Newgale, Poppit Sands, Broad Haven, Little Haven, Nolton Haven, Strumble, Fishguard Lower Town, Porthclais, West Angle Bay.

However due to the 'firebreak' lockdown half term activities and events were cancelled and all three centres and Llanion were closed during the period with all staff including Wardens and Rangers based at home until 9th November. Carew Castle and Castell Henllys will remain closed to general public visitors until 2021 due to the impact of Covid-19, however the sites will be accepting bookings in advance from schools and groups. Other activities are recommencing in November following the end of the firebreak period, in line with their risk assessments. The recommencement of activities following the firebreak period may be affected by further changes to regulations and restrictions. Work with specific schools has been impacted by recent localised Covid-19 cases, causing the suspension of our activity where required.

Planning Service

Llanion office based partially re-opened with planning officers now able to attend office at limited capacity while maintaining social distancing. However "Firebreak" lockdown reduced opportunities to work from the office during that period. All staff within planning have been established working from home, since early March. Access is provided to corporate electronic services including the planning applications database. Officers are fully contactable using the 3Cx VOIP telephone system and lack of phone signal at home has been addressed. Face to face meetings such as planning surgery are not being undertaken. Video meetings are used by staff effectively both externally and internally. Virtual site visits are being undertaken where possible and if necessary site visits to non-enclosed spaces are being undertaken where possible.

The constraints on planning application service in quarter 1 and for part of quarter 2 due to staffing issues and COVID 19 restrictions and activities is reflected in quarter 1-2 planning performance statistics. The % of all planning applications determined within time periods required ytd is showing a red RAG rating significantly below target at 46.77%.

There has been a significant issue with the registering of new planning and related applications; processing enquiries; property searches and new enforcement cases due to an issue with the APAS planning applications database. This is likely to impact on quarter 3 planning performance statistics.

The Local Development Plan 2 was adopted on the 30th September 2020. Progression had been delayed by Covid restrictions. A series of supplementary planning guidance have been rolled over and approved for consultation as at 30th September 2020.

Supporting home working and improved communication

The 3CX Voice over Internet Protocol (VoIP) system was successfully implemented at Llanion on the 28th October. This includes the main switch number which is managed by the Customer Services Team and all Llanion Direct Dial Extensions. This has helped support home working and communications. The next phase will be to implement the system at the three centres - it is likely that this will be in the New Year due to other IT system priorities.

Working Towards Long Term Objectives

With recovery activities beginning to be implemented across Authority areas, staff have begun to be able to further progress some actions working towards long term objectives. Notable developments ytd include:

- Completion in September of work at Aberfforest in relation to restabilisation and regrade of stream junction onto the beach
- Traditional Boundaries Scheme has been launched with 39 applications received so far.
- 102 affordable housing units approved - following Planning permission for Brynhir site Tenby issued following signing of S106.
- The holding of virtual training sessions for volunteers and virtual meetings of Youth Committee and Volunteer Forum. There has been a 31.7% increase on 2019/20 in volunteers attending training. This reflects officers focus on virtual training as physical training and practical group volunteering opportunities have been limited due to COVID 19 restrictions in Q1 and Q2. Filming and other activities have also been carried out in preparation to support delivery of a Virtual Archaeology day, held in November
- NPA approval to refocus work of SDF committee - Applicants will be able to apply for one of three specific carbon reduction projects, while retaining a fourth option of being able to bid for a more "individual" projects.
- 3 x Hybrid fleet vehicles delivered in August.
- Mobile Phone App has been designed on the Arc Online platform (linked to Digital Park Project) and is now in use by Area Managers, to survey the extent of the ash die back problem on PCNPA owned estate.

However some areas remained affected in October by

- Current or impact of previous COVID 19 regulations on delivery
- Staff within some teams having been on furlough in previous months, limiting capacity in some areas
- the need to adapt services
- the need to reprioritise actions for some teams in previous months on COVID 19 related actions such as recovery planning, risk assessments or reopening activities. This has had a particular impact on some corporate and HR related areas of work.

Health and Safety

The Authority has had two RIDDOR (Reportable) incidents ytd. Training to maintain adequate levels of health and safety for front line staff has been prioritised and training has recommenced. The Authority's # Days lost divided by full time equivalent for quarter 2 at 2.89 is showing a Red RAG rating above the <1.5 target and 2.12 for the same period in 2019/20.

EIR

One Environmental Information Regulations response was not delivered in time in Q1. Officer has apologised for the delay to the recipient.

Explanation of RAG Status

RAG	What it means
Red	<p>Close monitoring and/or significant action required.</p> <p>This would normally be triggered by any combination of the following:</p> <ul style="list-style-type: none">• Measures: Not meeting the target or set to miss the target by a significant amount. Some Planning targets are based on Welsh Government targets.• Projects/ Project Development: Significant issues with the project e.g. project hasn't started within expected timescales, delays against critical milestones, failure to achieve project outcomes, significant challenges to operational delivery, issues with budget profiling or future funding concerns. Or project is on hold/ no aspect of the project can be delivered due to COVID 19. Risk project associated with has increased as a result of inaction.• Ways of Working: Significant delays with progressing ways of working activities. Critical activities, milestones and outcomes not being achieved. Lack of progress raises compliance concerns. Current area of work is on hold due to reprioritisation of work due to COVID 19.• Strategic: Strategic partnership or engagement failing to achieve desired outcomes, lack of sustainability within partnership, funding concerns or capacity concerns in terms of Authority involvement.• Covid 19 response/ recovery: Service on hold or phase cannot progress due to current regulations. Progress concerns around recovery planning response in this area. Significant implementation concerns with phase. Significant limitations to service delivery. Major Health and Safety concerns or impacts on the workforce.
Amber	<p>Light touch monitoring required and/or some action should be carried out to prevent movement to Red status or to ensure progress to Green status.</p> <p>This would normally be triggered by any combination of the following:</p> <ul style="list-style-type: none">• Measures: Performance is currently not meeting the target or set to miss the target by a narrow margin.• Projects/ Project Development: Minor or initial concerns around project performance and delivery e.g. some slippage in terms of timescales,

	<p>initial concerns around progress towards project milestones, outcomes, operational delivery and budget profiling. Some future funding concerns. Measures have been put in place to address any previous major concerns and are being acted upon. Only part of the project is being delivered due to COVID 19/ adapted approach in place.</p> <ul style="list-style-type: none"> • Ways of Working: Minor delays with progressing ways of working activities. Some activities, milestones and outcomes not being achieved. Measures have been put in place to address any previous major concerns and are being acted upon. • Strategic: Initial concerns on strategic partnership or engagement achieving desired outcomes, sustainability of partnership, funding or capacity in terms of Authority involvement. • Covid 19 response/ recovery: Only part of service is being delivered. Recovery planning activities initiated or in place but service not back to normal. Concerns around progress/ delivery in terms of recovery planning or service provision. Minor Health and Safety Concerns or impacts on workforce.
Green	<p>No action required.</p> <p>This would normally be triggered by any combination of the following:</p> <ul style="list-style-type: none"> • Measures: Performing is currently meeting the target. • Projects/ Project Development: Everything is functioning as expected, project performance is as planned with the project meeting milestones and outcomes. • Ways of Working: Progress is being made against areas for action within reasonable timescales. Milestones and Outcomes are being achieved. • Strategic: Healthy sustainable partnership in place, delivering against desired outcomes. • Covid 19 response/ recovery: Service back to normal/ or operating successful adapted approach. Regulations implemented. Effective Health and Safety practices are in place.
	<p>Performance for some Measures are based on across year benchmarking and trend considerations, performance columns on previous year performance should be used to assess performance in these areas.</p>

RECOMMENDATION:

Members are requested to RECEIVE and COMMENT on the Performance Report.

(For further information contact Mair Thomas, Performance and Compliance Co-ordinator)

Performance Report – Corporate Plan 2020/21 (April – October)

Short and Mid Term Phased Approach

Well-being Objective - Responsive, Effective and Ensuring Safety

Work Area 1 – Responding effectively to COVID -19 related regulations and guidance

Phase 1 Actions - Implement effectively COVID-19 Regulations and Guidance issued by the UK and Welsh Government

Action	2020/21 Previous Period - September	2020/21 Current Period – October		
	RAG	RAG	Trend	Comments
Management and Implementation of COVID -19 Access Regulations: Closure of paths, signage, monitoring, management and communication of closure.	Green	Green	→	Phase complete based on current situation. Entire Coast Path open in accordance with risk assessment and Welsh Government approval. Covid signage in place at over 90 access points to advise on social distancing, hand hygiene, etc. Signage checked on regular basis. Website information complement site signage. During Fire Break, routine maintenance not taking place only emergency work undertaken.
Management and implementation of closure of Car Parks and Centres.	Green	Green	→	Car parks remained open throughout Oct including during the 'firebreak' lockdown. The formal charging season will end on the 7th Nov.
Ensuring our publically accessible sites and land is safe for the public to use.	Green	Green	→	Publicly accessible sites remained open throughout Oct with the exception of PCNPA visitor centres/attractions which closed in line with the WG 'firebreak' guidance. Site inspections currently underway following the recent storms to ensure public safety.
Enabling safe monitoring, management and cutting of coast and inland rights of way paths.	Green	Green	→	Action Complete - Activity done. Cutting season has now come to a close. Further details on approach within progress report to ORC 23/9/20 - https://www.pembrokeshirecoast.wales/wp-content/uploads/2020/09/09_20-Countryside-Management-Digital-Transformation.pdf

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Enabling safe management of critical conservation activities, including Grazing.	Amber	Amber	→	Second lockdown underway. Team working well except where site visits needed. Also inhibiting work programme completion due to additional Covid health and safety requirements.
Closure, suspension of activities, cancellation of events and adaptation of face to face services (application of relevant regulations on Authority activities.)	Green	Green	→	Half-term activities and events cancelled due to ‘firebreak’ lockdown. Visitor centres and attractions closed during lockdown with all staff (inc’ Wardens and Rangers) based at home until 9 th Nov. Visitor Services teams operating on reduced hours with remaining staff part-furloughed to reduce operating costs. Contracts for casual staff came to an end on the 31 st Oct.
Engagement with Welsh Government Departments over implementation of regulations	Green	Green	→	Regular engagement with Welsh Government and partners to respond to issues created with the re-opening of the countryside.
Phase 2 Actions - Respond effectively to relaxation of regulations taking a phased response as required.				
Management and implementation of changes to COVID-19 Access Regulations and other regulations impacting on wider recreation management.	Green	Amber	↓	‘Firebreak’ lockdown and the extension of the UK Job Support Scheme has significantly changed the operating context. Awaiting clarification from WG as to the full range of measures that will be introduced from the 9 th Nov onwards and the subsequent impact on PCNPA services.
Carew - Planning and managing phased opportunities for the opening up of Centres	Green	Amber	↓	Carew Castle closed over fire break period. Carew Castle will remain closed to general public visitors until 2021 due to the impact of Covid-19, however the site will be accepting bookings in advance from schools and groups.
Castell Henllys - Planning and managing phased opportunities for the opening up of Centres	Green	Amber	↓	Castell Henllys closed over fire break period. Castell Henllys will remain closed to general public visitors until 2021 due to the impact of Covid-19, however the site will be accepting bookings in advance from schools and groups. Digital schools offer has been completed and a number of schools have been in touch. Advert for new programme to be emailed out to schools mailing list once fire-break is over. Prior to the firebreak: Castell Henllys ran two Covid compliant workshop that sold out and were successful in September. An online booking system is now in place with phone bookings continuing

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				for those without internet access. The retail area was also re-opened successfully.
Oriel y Parc - Planning and managing phased opportunities for the opening up of Centres	Green	Amber	↓	Centre closed during firebreak lockdown. Will re-open after fire-break lockdown with all areas open including NMW gallery with COVID-19 measures in place. Christmas promotions and COVID 19 safe events planned. Meeting room hire is still suspended until further notice.
Education Service - Planning and managing phased opportunities for the opening up of face to face services	Green	Green	→	The 'outreach programme' for school visits has not been promoted during the Autumn term as the majority of this offer would require schools to travel by coach/minibus to locations. Instead we have focused on learning opportunities in and around schools. There has been some demand for this work with an average of two sessions delivered each week. However recent localised COVID-19 infections has impacting on this work, causing us to suspend activity at Johnston school. Much of the recent activity with schools has been delivered under the banner of the Roots project, which is sponsored by South Hook LNG. The Centre based programme has been slower to resume, with limited interest in school visits to Castell Henllys and Carew Castle during this term.
Volunteering/ social action opportunities, community engagement and outreach activities - Planning and managing phased opportunities the opening up of face to face services	Green	Green	→	A return to both group and individual volunteering for the Authority continued in October, although this was suspended during the lockdown period. Teams have recently resumed work with none PCNPA volunteers and 'external groups' having agreed a robust risk assessment which takes into account 'track and trace and the need for groups and organisations to safely manage the involvement of participants.
Events and activities - Planning and managing phased opportunities the opening up of face to face services	Green	Green	→	The 2020 programme of activities and events continued during October (although events were suspended during the lockdown period). At this time of year there is a limited programme of walks. Plans are proceeding across teams for 2021 activity and event planning, with the Activities and Events co-ordinator taking a lead role in drawing together the programme.

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Project Delivery Direction (e.g. Stitch in Time, Heritage Guardians) - Planning and managing phased opportunities the opening up of face to face services	Green	Amber	↓	Second lockdown underway. Team working well except where site visits needed. Also inhibiting work programme completion due to additional Covid health and safety requirements.
Project Delivery Countryside Management (e.g. Paths, Plants and Pollinators) - Planning and managing phased opportunities the opening up of face to face services	Green	Amber	↓	Second lockdown underway, with all staff including Wardens working from home.
Project Delivery Discovery (e.g. Walking for Well-being, Walkability, Pathways) - Planning and managing phased opportunities the opening up of face to face services	Green	Green	→	Project activity involving volunteers (Pathways supported volunteering programme and volunteer walk leaders for Walkability, West Wales Walking for Wellbeing) has resumed in line with the recovery plan(s) and risk assessment prepared. Fewer volunteers are able to participate in Pathways volunteering sessions to allow for COVID safe measures, but there is a regular weekly programme. Both Walkability and Walking for Wellbeing ran revised programmes in October, with fewer walkers allowed to participate and measures such as booking systems in place to safely manage each walk. It is planned for the programmes to continue to run throughout the rest of the year and in some cases offer additional walks where there is a demand.
Development Management - Planning and managing phased opportunities the opening up of face to face services	Amber	Amber	→	Where necessary officers are continuing to access to the office. Face to face meetings such as planning surgery are not being undertaken. The use of the office is still limited due to the need for social distancing and limitations on numbers accessing the office. Video meetings are used by staff effectively both externally and internally. Virtual site visits are being undertaken where possible and if necessary site visits to non enclosed spaces are being undertaken where possible.
Direction face to face liaison (e.g. landowners) - Planning and managing phased opportunities the opening up of	Green	Amber	↓	Second lockdown underway. Team working well except where site visits needed. Also inhibiting work programme completion due to additional Covid health and safety requirements.

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face to face services				
Reception - Planning and managing phased opportunities the opening up of face to face services	Green	Amber	↓	From September 1 st office open, with an appointment process in place for members of the public to visit. However this was suspended during the firebreak period - Llanion Headquarters, closed to staff and the public for this period. Appointment process will recommence after the firebreak.
Internal and External Meetings - Planning and managing phased opportunities the opening up of face to face services	Amber	Amber	→	PCNPA continue to follow WG guidelines, following a 'fire break' period. Internal guidelines are in place for essential internal meetings, although the majority of meetings continue to be conducted using video conference.

Work Area 2 – Ensuring staff well-being and safety

Phase 1 Actions - Staff well-being and safety				
Action	2020/21 Previous Period - September	2020/21 Current Period – October		
	RAG	RAG	Trend	Comments
Activities to support staff health and well-being during working from home and lock down.	Green	Green	→	Staff Newsletter provides regular updates on managing through Covid-19. Guidelines for working in PCNPA building updates. Employee Opinion Survey staff and manager planning sessions have made a positive impact. Agenda drafted for all staff VC meeting to raise morale.
Maintaining health and safety of staff carrying out essential work or inspections at PCNPA sites or implementing access regulation requirements in the Park Area.	Green	Green	→	Training of essential H& S skills continues. First Aider Refresher training completed during the month.
Phase 2: Staff Well-being and Safety - Respond effectively to relaxation of regulations taking a phased response as required.				
Countryside Management (including coast path cutting	Green	Green	→	Warden staff back undertaking maintenance work

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and maintenance) - Planning and managing phased opportunities for staff across different teams to return to their normal place of work and duties (where possible and subject to restrictions)				as of May 11th. Two week interruption when Wardens sent home for the two week firebreak.
Property and Estates - Planning and managing phased opportunities for staff across different teams to return to their normal place of work and duties (where possible and subject to restrictions)	Green	Amber	↓	Staff operating from home due to closure of HQ during firebreak lockdown (most staff working from home anyway). Staff only visiting sites to ensure public safety and/or to help protect NP/PCNPA property from storm damage.
Visitor and Community Services (Centres, Discovery and Rangers) - Planning and managing phased opportunities for staff across different teams to return to their normal place of work and duties (where possible and subject to restrictions)	Green	Amber	↓	Half-term activities and events cancelled due to firebreak lockdown. Visitor centres and attractions closed during lockdown with all staff (inc' Wardens and Rangers) based at home until 9 th Nov. Visitor Services teams operating on reduced hours with remaining staff part-furloughed to reduce operating costs. Contracts for casual staff came to an end on the 31 st Oct.
Direction (Access, Conservation, Planning Policy, National Park Management Plan, Health and Well-being/ Tourism, Community Archaeology) - Planning and managing phased opportunities for staff across different teams to return to their normal place of work and duties (where possible and subject to restrictions)	Green	Amber	↓	Framework had been prepared and in operation where using the main office was only where necessary and there was a quota on the number allowed in the building. Also restrictions on sharing rooms. Not an option at present due to "Firebreak lockdown".
Development Management - Planning and managing phased opportunities for staff across different teams to return to their normal place of work and duties (where possible and subject to restrictions)	Amber	Amber	→	Llanion office based partially re-opened with officers now able to attend office at limited capacity while maintaining social distancing. Officers to remain working from home where possible. National "Firebreak" lockdown reduced opportunities to work from the office.
Support Services (Finance, HR, IT, Communications, Fundraising, Democratic Services and Customer Services, Performance) - Planning and managing phased opportunities for staff across different teams to	Amber	Amber	↓	Authority responded to the "Firebreak lockdown" at the end of October, by closing the office in Llanion and the 3 centres. Staff who could work from home were asked to work from home. Remaining staff

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return to their normal place of work and duties (where possible and subject to restrictions)			were asked to be available for work.
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Work Area 3 – Implementing Effective Working Practices

Actions				
Action	2020/21 Previous Period - September	2020/21 Current Period – October		
	RAG	RAG	Trend	Comments
Countryside Management - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)	Green	Green	→	No change. Job management System (Arconline) and Mobile apps being used by Wardens in the field to receive work lists, web based system for allocating work used by Warden Managers across the park from home. During Firebreak period all staff (inc' Wardens and Rangers) based at home until 9th Nov.
Property and Estates - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)	Green	Amber	↓	Staff operating from home due to closure of HQ during firebreak lockdown (most staff working from home anyway). Staff only visiting sites to ensure public safety and/or to help protect NP/PCNPA property from storm damage. New phone system (3CX) assisting with remote working but some 'teething problems' encountered – training and support from IT ongoing.
Visitor and Community Services (Centres, Discovery and Rangers) - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)	Green	Amber	↓	Half-term activities and events cancelled due to firebreak lockdown. Visitor centres and attractions closed during lockdown with all staff (inc' Wardens and Rangers) based at home until 9 th Nov. Visitor Services teams operating on reduced hours with remaining staff part-furloughed to reduce operating costs. Contracts for casual staff came to an end on the 31 st Oct.
Direction (Access, Conservation, Planning	Green	Amber	↓	Firebreak lockdown underway. Team working well except

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Policy, National Park Management Plan, Health and Well-being/ Tourism, Community Archaeology) - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)				where site visits needed. Also inhibiting work programme completion due to additional Covid health and safety requirements.
Development Management - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)	Green	Green	→	All staff within planning have been established working from home, since early March. Access is provided to corporate electronic services including the planning applications database. Officers are fully contactable using the 3Cx VOIP telephone system and lack of phone signal at home has been addressed.
Support Services (Finance, HR, IT, Communications, Fundraising, Democratic Services and Customer Services, Performance) - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)	Green	Green	→	Despite the “Firebreak” lockdown, the Authority continued to be able to deliver the majority of its Support Service Functions. This was made easier with the introduction of a new phone system.
Ways of Working: Leadership Team - Management of homeworking including staff, teams and work priorities	Green	Green	→	Virtual Leadership Team Meetings being held weekly. Phone system now working and being rolled out across the centres. Office open to a small number of staff, until “Firebreak” Lockdown.
Management of IT infrastructure and support.	Green	Green	→	The 3CX Voice over Internet Protocol (VoIP) system was successfully implemented at Llanion on the 28th October. This includes the main switch number which is managed by the Customer Services Team and all Llanion Direct Dial Extensions. The next phase will be to implement the system at the three centres - it is likely that this will be in the New Year due to other IT system priorities.
Internal Communication	Green	Green	→	Newsletter is now monthly. Managers keep in regular contact with staff.

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Work Area 4 – Providing a helping hand, supporting other Public Bodies and our communities

Actions				
Action	2020/21 Previous Period - September	2020/21 Current Period – October		
	RAG	RAG	Trend	Comments
Providing additional support to other Public bodies and voluntary sector where appropriate.	Green	Green	→	Situation regularly monitored and staff respond to issues as they arise.

Work Area 5 – Recovery Planning

Actions				
Action	2020/21 Previous Period - September	2020/21 Current Period – October		
	RAG	RAG	Trend	Comments
Recovery Plan developed and in place.	Green	Green	→	Recovery plan implemented.
Working with Partners to develop effective responses to the impact of COVID-19 pandemic on Destination management – including visitor and community relations.	Green	Amber	↓	Firebreak lockdown in Wales combined with the extension of the UK job support scheme has significantly changed the context of ongoing operations. Awaiting announcement on WG plans beyond 9 th Nov (i.e. end of second lockdown). Recovery plan and associated risk assessments to be re-reviewed as further information on Wales' approach to mitigating against COVID-19 becomes clearer. Budget planning for 2021/22 underway with early indication of significant pressure on PCNPA's overall budget for next year.

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Working with Partners to develop effective responses to the impact of COVID-19 pandemic on Recreation management and access to the outdoors.	Green	Amber	↓	Despite the ‘firebreak’ lockdown, access to the National Park has remained available for those undertaking exercise ‘on their doorstep’. Awaiting clarification from WG as to the full range of measures that will be introduced from the 9 th Nov onwards and the subsequent impact on recreation management and access to the outdoors.
Working with Partners to develop effective responses to the impact of COVID-19 pandemic on exploring how we can support local supply chains and economy.	Green	Green	→	Engagement with partners on a local and national level continues. PROW remained open during “Firebreak” lockdown.
Working with Partners to develop effective responses to the impact of COVID-19 pandemic on Development of Health and Well-being and Community focused projects that address longer term impact on people’s physical and mental well-being.	Green	Green	→	Second on-line West Wales Nature based Health service workshop held. Engaging with the Outdoor Alliance to link the sector up with the 'green and social solutions' basecamp group.

Work Area 6 – Delivering our statutory planning responsibilities

Actions				
Action	2020/21 Previous Period - September	2020/21 Current Period – October		
	RAG	RAG	Trend	Comments
Planning Service – Management of applications, appeals and decisions.	Amber	Amber	→	Officers are continuing to visit sites and to deal with and process valid applications. Significant issue with the registering of new planning and related applications; processing enquiries; property searches and new enforcement cases due to an issue with the APAS planning applications database.
Adoption of LDP2.	Amber	Amber	→	Adopted September 30th 2020. Delay due to Covid restrictions.

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Adoption of supplementary planning guidance.	Amber	Amber	→	Supplementary Planning Guidance programme underway. Delay due to delay with adoption of the Plan. Includes rollover guidance and guidance for consultation. More guidance to be drafted.
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Work Area 7 – Ensuring effective governance and accountability mechanisms are in place

Actions				
Action	2020/21 Previous Period - September	2020/21 Current Period – October		
	RAG	RAG	Trend	Comments
Hosting virtual Committee Meetings and supporting Members during this process to fulfil their role.	Green	Green	→	The majority of Authority/Committee meetings continue to be held virtually. Two DM Committee site visits held in October.
Webcasting of virtual meetings.	Green	Green	→	Action Complete. Staff/Members received training in relation to attending virtual meetings. All virtual committee meetings from May onwards have been live streamed.
Relevant delegations are sought and in place.	Green	Green	→	Extended delegated powers working well. Due to ongoing COVID-19 restrictions, temporary changes to delegated powers have been agreed until 2 December 2020.
Holding of virtual Leadership Team meetings and ERT meetings.	Green	Green	→	Regular ERT and Leadership Team meetings continue to be held remotely.
Risk Register is kept up to date and reported to Members via relevant Committees.	Green	Green	→	Risk register continues to be presented to both Audit and Corporate Services Review and Operational Review Committees.

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Data Available Monthly								
Measure	2019/20 October	2020/2021 Previous Period September	2020/201 Current Period – October					
	Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
# committee webcasts ytd	N/A	13	14	N/A	Baseline Data			
# people viewing online webcasts of PCNPA Committees this month	N/A	77	114	N/A	Baseline Data			One Livestream in October: DM 37 Views

Work Area 8 – Fulfilling our financial obligations

Actions - Fulfilling our financial obligations				
Action	2020/21 Previous Period - September	2020/21 Current Period – October		
	RAG	RAG	Trend	Comments
Processing of invoices and monitoring and fulfilling of contracts.	Green	Green	→	Finance Staff continue to process invoices and process pay roll runs.
Communication with Funders for Projects.	Green	Green	→	All grants monitored.
Monitoring and mapping of financial impact on services and future operations.	Amber	Amber	→	Awaiting confirmation of the 2021/22 National Park Grant due to be published mid December 2020.

↑ Improving Trend → Static Trend ↓ Worsening Trend BM= Benchmarked against previous year BD= Baseline Data
 TIR = Trend - Impact of COVID 19 and Recovery of Services

Performance Report – Corporate Plan 2020/21 (April – October)

Working Towards Long Term Objectives

Well-being Objectives and National Park Management Plan Impacts/ Monitoring Impact on our Services and Projects

Well-being Objective – Prosperity

Data Available Monthly

Work Stream	Measure	2019/20 October	2020/21 Previous Period Sept	2020/21 Current Period – October					
		Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
Maintaining Public Rights of Way a Tourism Asset	Pembrokeshire Coast Path – Trip Advisor Overall Rating 1-5	5	5	5	5		Green	→	
Tourism Engagement & New Audiences	# Main website users ytd	207,854	129,879	147,998	BM				2020/21 ytd figures affected by complete Google Analytics data for May not being available due to issue caused by transfer to new website.
	# Main website page views ytd	1,145,102	529,845	592,738	BM				
	Oriel Y Parc Trip Advisor rating 1-5	4.5	4.5	4.5	4.5		Green	→	Centre reopened in July, having been closed since mid-march due to COVID 19 restrictions. Centre closed during firebreak
	# visitors to Oriel Y Parc ytd	92,913	22,552	25,044	BM against 2019/20	TIR			

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									period.
Supporting Local Businesses	% Authority Spend locally	51.83	46.61	48.96	BM against 2019/20	TIR			£285,696 ytd spent in SA postcode.
	% Invoices paid on time (Average) ytd	97.63	95.55	95.39	97%	TIR			

Data Available Quarterly									
Work Stream	Measure	2019/20 Q1 – Q2 (April - Sept)	2019/20 Q1 (April - June)	2020/21 Current Period: Q1 – Q2 (April – Sept)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Planning Policy and Planning Service	% of all planning applications determined within time periods required ytd	97.83	47.27	46.77	82%		Red	↓	Quarter 2 includes continuing Covid 19 operational restrictions on Authority business.
	Average time taken to determine all planning applicants in days ytd	89.5	86.00	102.5	<67 days		Amber	↓	Quarter 2 includes continuing Covid 19 operational restrictions on Authority business.
	% of Member made decisions against officer advice (recommendation) ytd	8.33	0	14.29	<5%		Red	↓	1 out of 7. Welsh Government Target.
	% of appeals dismissed ytd	66.67	66.67	75	>66%		Green	↑	
	Applications for costs at section 78 appeal upheld in the reporting period ytd	0	0	0	0				

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	% of planning applications determined under delegated power ytd	91.34	94.55	94.35	BM	TIR			
	# planning applications registered ytd	315	118	231	Trend				
	% of planning applications approved ytd	77.62	96.36	93.55	90%	Trend			
Maintaining Public Rights of Way a Tourism Asset	% of PROW open and accessible and meeting the quality standard ytd	86.92	86.83	86.83	85%	TIR			
	# of people using footpath (from fixed counters) ytd	159,021	10,322	-	Trend	TIR			7 Coast Path and 4 INRoW Counters. Awaiting Q2 for IROW data. Q2 data for coast path ytd 99,483 compared to 79,992 in 2019/20.
Sustainable Tourism and Recreation Management and Promotion	# filming enquiry requests ytd	27	0	9	Trend	TIR			
	# filming enquiry licenses awarded ytd	4	0	5	Trend	TIR			Locations include Ceibwr, Newport Sands, Landshipping, Little Haven and Freshwater West, Traeth Lyfyn Foreshore.
Tourism Engagement & New Audiences	# attending pop up events ytd	1,212	0	888	BM	TIR			
	# people engaged with through Summer Rangers business and general public	395	0	1,282	BM	TIR			Tourist Information focused. Locations covered included Manorbier, Caerfai,

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	networking activities ytd								Solva, Newgale, Poppit Sands, Broad Haven, Little Haven, Nolton Haven, Strumble, Fishguard Lower Town, Porthclais, West Angle Bay.
	# Parkwise training sessions held ytd	2	0	0	4	TIR			
Supporting Local Businesses	# of stall holders participating in fairs and events at Oriel Y Parc and Carew ytd	92	0	0	Trend	TIR			No stall holder opportunities ytd, due to impact of COVID restrictions on fayres etc at the centres.
	# of artists and craft makers supported at Oriel Y Parc ytd	15	0	7	Trend	TIR			Centre closed in Q1 due to Covid 19 regulations, re started local artist exhibition programme in August.
Employment Transformation in Pembrokeshire	# Work experience placements provided ytd	5	0	0	BM	TIR			No placements undertaken due to current COVID 19 pandemic and associated restrictions.
	# Office and Centre based volunteer days ytd	58.3	0	5	BM	TIR			OYP voluntary gallery invigilators.
	# attending volunteer training sessions ytd	104	99	137	BM	TIR			31.7% increase on 2019/20. Reflecting officers focus on virtual training as physical training and practical group volunteering opportunities have been

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									limited due to COVID 19 restrictions.
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Work Stream	Action	2020/21 Previous Period - Sept	2020/21 Current Period – October		
		RAG	RAG	Trend	Comments
Planning Policy and Planning Service	(See actions under delivering our statutory planning responsibilities)				
Maintaining Public Rights of Way a Tourism Asset	Ways of Working: Digital Park Project.	Green	Green	→	Ongoing development of Warden Team systems. Progress Report to ORC 9/20 detailing this.
	Project: Development of new footpath links and circular walk creation.	Amber	Amber	→	Work resumed on Moylegrove route but stopped due to Fire Break; final draft Management Agreement sent to landowner's solicitor.
	Project: Increasing resilience to winter storm damage.	Green	Green	→	Aberforrest project completed in late September.
	Strategic Partnerships: Rights of Way Improvement Plan and Local Access Forum.	Amber	Amber	→	Discussions with PCC looking at options for convening virtual meeting but not all members have access to internet. Await update from PCC (PCC currently the secretariat of LAF). PNCP updating the secretary by email which is then circulated to membership.
	Strategic Engagement: Participating in Access Legislation Forum	Green	Green	→	Virtual meetings convened on 14 Sept and 1 October. Next meeting scheduled for January with written submissions in interim.
Sustainable Tourism/ Recreation:	Project: External Sustainable Events Research. (S6)	Amber	Green	↑	Meeting held with University lead. Revised timescales agreed due to Covid. Series of on-line workshops to be planned and scheduled by university.

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Management and Promotion	Ways of Working: PCNPA Branding.	Green	Green	→	Brand Ambassador Scheme scoping exercise has been commissioned, with a report on feasibility due later in the autumn.
	Strategic Partnership: Supporting Destination Management Plan implementation and setting up of delivery organisation.	Amber	Amber	→	Candidate Appointed and plan to set up Visit Pembrokeshire as a legal entity in November.
	Strategic Partnership: Managing What We Can Document – Annual review with Partners. (S6)	Green	Green	→	PCNPA 'End of season feedback session' planning in progress.
	Strategic Partnership: Pembrokeshire Water Safety Forum and mapping of coastal and foreshore incidents.	Green	Green	→	Pembrokeshire Water Safety Forum met this month and identified a number of work streams for the partners to take forwards before next season.
	Strategic Engagement: Liaison with Recreational Groups and Pembrokeshire Coastal Forum. (S6)	Green	Green	→	Meetings of the Milford Haven Waterway Recreation Management Group and the Pembrokeshire Outdoor Charter Group took place virtually. Consultation with Castlemartin Range Recreation and Access Group took place via an email exchange rather than the usual annual meeting.
Tourism Engagement and New Audiences	Project: Re positioning Oriel Y Parc as a Discovery Centre for the Park.	Green	Green	→	Plans started to improve woodland area. Working with West Warden Team.
	Ways of Working: Activities to support implementation of business plan at Oriel Y Parc.	Green	Green	→	Work continuing on implementing elements of interpretation plan for OYP.
	Project: Development of Discovery Points across the Park.	Amber	Green	↑	The map panel is being sent off for fabrication. 9 panels which will be going to 7 places (3 YHAs, Stena Line Fishguard, Whitesands Café, Pointz Castle café and

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					Tregroes Caravan Park.) This is the original 'pilot' project. A further funding bid has been made for more discovery points over the next 5 years.
	Partnership Project: Celtic Routes.	Amber	Amber	→	Phase 2 bid approved 'in-principle' by WEFO – implications for PCNPA budget and staff time which is due to be discussed and agreed at the NPA meeting in Dec.
	Ways of Working: Training of staff in new website content management system and events booking system.	Green	Green	→	Further focussed sessions held with staff with more organised now summer season has come to an end. Further training with site staff will take place following feedback on first season using events booking system.
	Project Development: Beach Roadshow linked to Summer Rangers Service.	Amber	Amber	→	No additional bids made this month for this project, but currently looking at funding options available to make an application in Autumn for next season.
	Project Development: Engagement activities that will support local businesses to engage visitors with the Park and its special qualities.	Amber	Amber	→	Meetings in October and discussions with Pembrokeshire County Council officers have paved the way for volunteer Visitor Welcome team for 2021. Consultation with existing volunteers suggested there was potential to run this programme as a pilot in selected locations. The choice of locations will be linked to volunteer interest when the scheme is promoted early next year.
Supporting Local Businesses	Communications: Virtual promotion of stall holders and other local businesses and food suppliers, including those that were due to be at the Really Wild Food Show at OYP.	Green	Green	→	Local 'Pop Up Makers Markets' planned for November and December. Giving local makers the opportunity to sell work. All dependent on Covid guidance. Locals shopping events planned for November and December offering discounts for locals. Local charity Christmas Cards sourced for sale in shop, from RNLI, Shalom House and Mind. A new range of Christmas Gifts have been sourced which focus on local or welsh makers and sustainability. For example, re-usable plastic free Christmas crackers.
	Ways of Working: Review of procurement in the Authority, including	Red	Red	→	No current action due to coronavirus Covid-19 and reprioritisation of activities.

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	community benefit options and sustainability practices. (S6)				
Employment Transformation	Partnership Project: Pembrokeshire College Work Placement Scheme.	Red	Red	→	Programme suspended until Spring 2021.
	Project Development: Feasibility study to inform replacement project for Skills in Action including identifying potential Apprenticeship opportunities.	Red	Red	→	No further progress awaiting feedback on funding for scoping study.
	Ways of Working: Enhancing our volunteering opportunities – flexible and office and centre based opportunities.	Green	Green	→	No new heritage volunteers being taken on now, due to Community Archaeologists capacity. Hoping to have another intake in 6 months time. Reports from footpath volunteers very useful. Looking in to more efficient methods of reporting. Any potential new Llanion-based volunteer roles on hold due to Covid.

Well-being Objective - Resilience

Data Available Quarterly									
Work Stream	Measure	2019/20 Q1 – Q2 (April - Sept)	2019/20 Q1 (April - June)	2020/21 Current Period: Q1 – Q2 (April – September)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Conservation Land Management	Conservation Sites - % in line with Management Plan (S6)	100	100	100	100	TIR			

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	Hectares - Invasive species removed at source/ injected ytd (S6)	45.5	21.5	48.22	BM	TIR			
Engagement and Volunteering in looking after the Park's Ecosystems	# volunteer days – conservation ytd (S6)	627	44	96.5	BM	TIR			
	# volunteer days – invasive species work ytd (S6)	74.5	12	20	BM	TIR			
	# Social action days – conservation ytd (S6)	N/A	0	0	BD				
Looking after Trees in the Landscape	# of applications for works to protected trees determined ytd (S6)	19	12	20	BM	TIR			
	# of new tree preservation orders made ytd (S6)	2	0	0	BM	TIR			
	# volunteer days – contributing to tree planting (S6)	N/A	0	0	BD				
Marine and Foreshore Environment	# volunteer and social action days – beach, foreshore and river cleaning activities (S6)	210	0	10	Trend	TIR			

Action					
Work Stream	Action	2020/21 Previous Period - September RAG	2020/21 Current Period – October		
			RAG	Trend	Comments
Conservation Land	Engagement: Engagement activity with Dairy Industry/ Farmers. (S6)	Red	Red	➔	To explore progressing this once the Farm Conservation Officer post is filled.

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Management	Partnership Project: Engagement with Plant Life's Magnificent Meadows Project. (S6)	Green	Green	→	Work continues to set up a Meadows Group in Pembrokeshire.
Biodiversity and Connectivity Projects	Pilot Project: Paths, Plants and Pollinators Pilot Project. (S6)	Green	Green	→	Survey of entire coast in west team area now complete, some improvement work completed by Warden Team. Pollinator Plan and actions to improve habitat carried out at Porthgain. Progress report on Yr 1 will be available by the end of November.
	Pilot Project: Traditional Boundaries Pilot. (S6)	Green	Green	→	Scheme has been launched, 39 applications received so far. Applications are now being processed.
Engagement and Volunteering in looking after the Park's Ecosystems	Project: Stitch in Time Project. (S6)	Green	Green	→	Japanese Knotweed treatment undertaken by project officer and contractor complete (see metric stats for details). Project officer provided project update at the online Wales Biodiversity Partnership INNS group and WAREN meeting on 6th and 7th October where the project stressed the importance of including the horticultural sector in the group and also concern for the species Lesser Knotweed <i>Persicaria campanulata</i> invading riparian habitats from gardens as noted in the Gwaun and Clydach catchments in Pembrokeshire. Project officer advised NRW regarding INNS at Hook Wood SSSI. Project officer presented to the Pembrokeshire Nature Partnership on project best practice and catchment rationale. Revised project budget confirmed by ENRAW fund. Q2 claim submitted end of October. Project officer filmed all relevant sites for Ecosulis due to no in-person visits and change of project lead. Project Steering group meet 30/10.
	Project Development/ Funding: Naturally Connected Project. (S6)	Red	Red	→	No current bids. Project lead sitting with Ranger Team not with Conservation. COVID restrictions and another 2 week lockdown in Wales, means that many businesses are not operating or able to prioritise this

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					work.
Conservation Strategic Partnerships and Engagement	Strategic Engagement: UK and Welsh Policy Engagement on Land Management following withdrawal from EU. (S6)	Amber	Amber	→	Response submitted to Welsh Government consultation - Sustainable farming and our land: simplifying agricultural support
	Strategic Partnership: Participation with Pembrokeshire Nature Partnership and delivery of Pembrokeshire Nature Recovery Plan. (S6)	Green	Green	→	Nature Partnership meets regularly. PCNPA is in receipt of a Partnership grant to develop a marsh fritillary strategy.
	Strategic Partnership: Participation with Pembrokeshire Grazing Network and Pembrokeshire Wildfire Group. (S6)	Green	Green	→	New set-up working well and managing to meet demand for conservation grazing, from both existing and new project sites.
Planning: SMNR and responding to biodiversity loss	Ways of Working: S6 Duty – Biodiversity Enhancement conditions for planning applications. (S6)	Green	Green	→	Routinely included on all applications where it is reasonable to be included in accordance with Welsh Government Advice.
	Strategic Partnership: Pembrokeshire County Council and PCNPA joint Planning Ecologist. (S6)	Green	Green	→	Ongoing and successful partnership.
Looking after Trees in the Landscape	Ways of Working: Responding to Ash Dieback in the Park Area. (S6)	Green	Green	→	Survey ongoing, tree management work over winter 2020/21 due to commence. Report planned for O.R.C in Spring 2021.
Marine and Foreshore Environment	Collaboration: The Authority will look to explore opportunities through partnerships to develop projects that can support/ enhance carbon sequestration in the marine environment. (S6)	Green	Green	→	The Seagrass Ocean Rescue project has been a joint venture between Sky Ocean Rescue, WWF and Swansea University, with assistance on stakeholder planning and engagement from the Pembrokeshire Coastal Forum and the Pembrokeshire Marine SAC Officer. Following some intensive local community liaison and licensing, the project successfully planted

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					750,000 seeds in an agreed area in Dale Bay in late February/early March 2020. The SAC Officer also input to a work package on visitor moorings for the area. Stakeholder liaison continues with the creation of the Dale Seagrass Stakeholder Group to discuss future management and monitoring. Pembs Marine SAC Officer will represent the Relevant Authorities Group on this group and report back.
	Strategic Partnerships: Involvement with Foreshore Management Plan development and implementation. (S6)	Green	Green	→	The SWEPT coastal water sampling survey was completed in October by Rangers and volunteers although the firebreak lockdown limited the timeframe available to complete the work.
	Strategic Partnerships: Participation in Relevant Authority Groups for SAC areas and Welsh Government Marine associate groups. (S6)	Green	Green	→	The Authority continues to be represented on and contribute to funding Relevant Authority Groups for Pembrokeshire Marine SAC, Cardigan Bay SAC and Carmarthen Bay and Estuaries European Marine Sites. The Authority continues to represent Pembrokeshire Coast and Snowdonia National Parks on the Welsh Government Marine Protected Area Management Steering Group (MPAMSG). An internal bid to fund elements of SWEPT2 was submitted in October.

Well-being Objective – Health & Well-being

Data Available Monthly									
Work Stream	Measure	2019/20 October	2020/21 Previous Period Sept	2020/21 Current Period – October					
		Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments

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Promoting Health Benefits of the Park	# of web walks downloaded	33,073	8,065	9,320	Trend	TIR			Most popular walk maps downloaded ytd: Broad Haven/ Haroldston Wood (Short Walk): 324, Bosherton/ St Govan's (Half Day): 213, Cemaes Head (Half Day): 186. No data in May and June - Covid-19 lockdown / analytics issues with transfer to new website.
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Data Available Quarterly									
Work Stream	Measure	2019/20 Q1 – Q2 (April - Sept)	2019/20 Q1 (April - June)	2020/21 Current Period: Q1 – Q2 (April – September)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Supported Walking Opportunities	# participants Walkability Scheme	669	0	26	1,000	TIR			3 Walkability Health and Well-being Walk sessions held in Q2 – Places Booked online. 2 Walkability Sessions with Ex Ref group North.
	# Pembrokeshire participants in Walking for Well-being project (Pembrokeshire)	N/A	0	0	BD	TIR			
Promoting Health Benefits of the Park	# participants in walks led by rangers, centre staff and volunteers	2,231	0	237	BM	TIR			Activities restarted in Q2.
Health and	# volunteer days	1,672.30	82	272.5	BM	TIR			

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Well-being Projects and Initiatives	# participants in volunteering and social action sessions involving physical activity	2,203	4	243	BM	TIR			
Outdoor School and Play	# participants in outdoor learning sessions	5,030	0	554	BM	TIR			
	% schools in National Park engaged with outdoor learning activities	69.23	0	7.69	BM	TIR			
	% schools in Pembrokeshire engaged with outdoor learning activities	58.06	0	8.06	BM	TIR			
Planning Affordable Housing	% of housing units approved that are affordable	25.88	0	72.34	See APR and Annual Local Development Plan monitoring report for context				Planning permission for Brynhir site Tenby issued following signing of S106.
	# affordable housing units approved	22	0	102					

Action					
Work Stream	Action	2020/21 Previous Period - September RAG	2020/21 Current Period – October		
			RAG	Trend	Comments
Supported Walking Opportunities	Partnership Project: West Wales Walking for Well-being project (Working with GP surgeries.) (S6)	Amber	Amber	➔	Whilst walking activity has resumed in Carmarthenshire and Pembrokeshire in line with the project recovery plan, we have yet to resume walking in Ceredigion. One of the key challenges over coming months will be the need to work with GP

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					practices across West Wales to develop working relationships that will sustain the project beyond the lifetime of the funded work.
Promoting Health Benefits of the Park	Strategic Engagement: Involvement with Public Health Wales development of strategic framework for social and Green Solutions for health.	Green	Green	→	Basecamp group set up, promising engagement from third sector.
	Strategic Partnerships: Involvement with the West Wales Nature Based Health Service Network.	Green	Green	→	Good engagement continues - giving the authority reach into the community, main stream services, other organisations and third sector. In October first online planning workshop held. After a series of workshops there will be a report for the ongoing development of the network.
Health and Well-being Projects and Initiatives	Project Development: Delivery and evaluation of Pathways Project and development of follow on project.	Green	Green	→	Pathways project activity has resumed with regular weekly volunteer sessions taking place. The development of a 'follow-on' project has continued with a Stage 1 application for funding to the Big Lottery Community Fund submitted and the news that we have been given the green light to proceed to Stage 2. The project has been renamed Roots to Recovery and if successful in attracting funding will be delivered in partnership with Mind Pembrokeshire.
Outdoor School and Play	Project: Pembrokeshire Outdoor Schools.	Green	Green	→	During October the programme of INSET training continued with 1 hour 'twilight sessions' attended by up to 50 Pembrokeshire Teachers for each event. During half-term and lockdown Outdoor Schools social media picked up on the promotion of outdoor learning activity ideas and resources suitable for both parents and teachers to engage with children. This method of activity has proved very successful as evidenced by the posts from those who have tried to the activities out. The Outdoor Schools website is

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					being redesigned this month to provide a better platform for educational resources. The Co-ordinator is working with partners and schools to develop these.
	Partnership Project: Roots Pilot Project.	Green	Green	→	Despite the setbacks for this project caused by the period of COVID related school closure we have been able to work with South Hook LNG and the National Park Trust to produce project plan that relies less heavily on site visits and growing plans (in school grounds) that are difficult to work to. With what remains of the project to focus on local projects with participating schools (from the Milford Haven cluster). Much of the activity delivered by PCNPA staff focusses on realising the learning potential of school grounds and surrounding outdoor spaces. Sessions have continued with 4 schools in the cluster during October, although COVID related restrictions have limited activity with some schools
	Project Development: First 1000 Days – Pre School aged children.	Green	Green	→	Plans to launch First 1,000 Days are underway for Spring 2021. An additional 2 applications have been submitted for the remaining funding for First 1,000 Days.
Workforce Well-being	Ways of Working: Undertake a review of our well-being activities to further develop our well-being offer and review relevant policies to ensure they reflect best practice.	Amber	Amber	→	Content for manager training being drafted to support revised procedures.
	Ways of Working: Corporate Health Standard.	Amber	Amber	→	Policy Development being progressed to support Action Plan.
	Ways of Working: Source and develop a suite of training for line	Amber	Amber	→	ELMs software reviewed. ELMs is used by the other National Parks. Business Case to be drafted for

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Performance Report – Corporate Plan 2020/21 (April – October)

	managers to equip them to manage diverse teams and promote an inclusive culture.			budget approval by Leadership Team.
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Well-being Objective – Equality

Data Available Monthly									
Work Stream	Measure	2019/20 October	2020/21 Previous Period Sept	2020/21 Current Period – October					
		Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
Strategic Equality: Our Services	# visitors attending Castell Henllys during its quiet hour / slot	N/A	0	5	BD	TIR			Recommended in October prior to Castell Henllys being closed due to Firebreak.
Landscapes for Everyone: Inclusive Experiences	# of web wheelchair walks downloaded	3,416	335	390	Trend	TIR			Post popular downloads ytd: Stack Rocks to St Govan's - 86, Abereiddi - Blue Lagoon - 38, St Brides to Tower Point - 23. No data May/ June - Covid-19 lockdown / analytics issues with transfer to new website.

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Data Available Quarterly									
Work Stream	Measure	2019/20 Q1 – Q2 (April - Sept)	2019/20 Q1 (April - June)	2020/21 Current Period: Q1 – Q2 (April – September)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Strategic Equality - Our Workforce	% Workforce Equality Monitoring Information Completed in Pobl y Parc ytd	78.1	83.9	76.8	70	TIR			
Strategic Equality - Our Services	# Equality Impact Assessments Completed ytd	1	0	0	BM	TIR			No new equality impact assessments, however EQIA on corporate plan reviewed following realignment of corporate plan due to COVID 19.
Landscapes for Everyone - Social Inclusion	# People engaged with through Social Inclusion Work/ Sessions ytd	2,054	61	165	BM	TIR			
	# of active Youth Rangers this quarter	11	10	8	BM	TIR			
	# of participants engaged with through social inclusion work with young people ytd	594	51	92	BM	TIR			Youth Rangers and Youth Committee Sessions

Action			
Work Stream	Action	2020/21 Previous Period - September	2020/21 Current Period – October

↑ Improving Trend → Static Trend ↓ Worsening Trend BM= Benchmarked against previous year BD= Baseline Data
 TIR = Trend - Impact of COVID 19 and Recovery of Services

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		RAG	RAG	Trend	Comments
Strategic Equality: Our Workforce	Ways of Working: Begin review of the Authority's recruitment and selection process to ensure fairness within recruitment processes.	Amber	Amber	→	Existing procedure adequate during period where limited recruiting is taking place. No significant risks have been identified. Other policies have been prioritised before the recruitment policy. This will be in draft form until the new year when a new policy and procedure will support seasonal and other recruitment for 2021.
	Ways of Working: Become a Disability Confident Organisation.	Red	Red	→	Project remains on hold and will be part of the wider recruitment policy and procedure review.
	Ways of Working: Activities to address and further analyse Gender Pay Gap in the Authority.	Amber	Amber	→	No October updates to report. Pay and Grading project report completed and discussed with CEO in July.
	Collaboration: Explore with other National Parks, conservation and heritage providers opportunities to develop a scheme to promote job opportunities within the sector to underrepresented groups.	Amber	Amber	→	No October update. PCNPA have committed to 6 posts as part of the KickStart Scheme which is a 6 month job placement scheme for young people aged 16-24 on universal credit. It is designed to give young people opportunities to develop skills to fund long term employment.
Strategic Equality: Our Services	Ways of Working: Integrate equality training and awareness into staff induction processes.	Amber	Amber	→	E-learning package will be used as part of a blended learning programme. ELMs software has been reviewed and business case will be presented to Leadership Team.
	Ways of Working: Develop a training plan for all staff and volunteers to be trained on how they can deliver accessible services.	Amber	Amber	→	ELMs software being explored to support e-learning.
	Ways of Working: Corporate approach developed to Web accessibility regulations compliance.	Red	Amber	↑	Meeting held between Communications and IT to discuss way forward. Silktide Monitor subscription started to help staff test website accessibility.
	Ways of Working: Support centres	Amber	Amber	→	New EHRC guidance on Retailers' legal

↑ Improving Trend → Static Trend ↓ Worsening Trend BM= Benchmarked against previous year BD= Baseline Data
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	to engage, join and develop initiatives that support wider access to attractions, heritage and arts opportunities.				responsibility to disabled customers (that takes into account changes to retail environment due to Covid 19) circulated to centre managers and supervisors in September.
Landscapes for Everyone: Social Inclusion	Project: Heritage social inclusion opportunities – Plas College Dwbl at Castell Henllys.	Amber	Amber	→	Not possible due to COVID-19. It is unlikely that Plas Dwbl volunteers will be able to return to site for a while due to their students being in the high risk category.
	Strategic Engagement: Representing Welsh National Parks on the Welsh Government Socio-economic Duty Guidance Group.	Green	Green	→	Officer participating in ongoing meetings for public bodies assisting WG with development of range of guidance related to implementation of socio economic duty. WG has announced a revised date for commencement of the duty of 31 March 2021. Integrated Assessment being developed to enable consideration of socio economic duty as part of strategic plan and decision making.
	Strategic Partnership: Development of joint position statement with other Welsh National Parks on social inclusion and child poverty.	Green	Green	→	The Landscapes for All paper will be revised in the spring of 2021 to reflect requirement Socio economic duty under the Equality Act will come into force in March 2021.
Landscapes for Everyone: Inclusive Experiences	Project: Experiences for All Project.	Green	Green	→	Survey pilot complete and now ready for circulation
	Project: Further develop the Beach Wheelchair Scheme.	Green	Green	→	Discussion had with Walkability to develop 'mobility club' using beach wheelchairs and other mobility aids. Majority of Beach wheelchair fleet in storage in PCNPA centre and been serviced, three chairs remain at Whitesands over winter and will be serviced there.
	Project: Physical Access Improvements at St Non's (St Davids).	Green	Green	→	Consultation carried out with landowner and internal staff. Costing within budget. Planning application submitted.
	Project: Creation of more accessible circuit walk at reed bed, Freshwater East.	Green	Amber	↓	Delayed due to COVID. The materials have been purchased and stored. Completion of the loop is now planned for 31/3/21.

↑ Improving Trend → Static Trend ↓ Worsening Trend BM= Benchmarked against previous year BD= Baseline Data
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	Project: Carew Castle Access.	Amber	Amber	→	Discussions have started in order to write a brief for this project. It is planned that the work will be done over winter 2021/22.
	Project: Develop project checklist that can be shared with partners to ensure projects developed to address NPMP impacts are inclusive.	Amber	Amber	→	Contact had with researcher for Experience for All project, who will include within recommendations, areas that can feed into to the development of project checklist.
Engagement: Outreach, young people and volunteers	Engagement: Development of a Young People's Committee.	Green	Green	→	There were two meetings of the youth committee in October including a workshop session which was the start UNISEF 'Rights of the Child' project looking at the impact of climate change on young people. For this work we commissioned the contribution of a local film maker with the aim of young people producing a series of short animations on the topic. These will be ready in December. PCNPA Member representative attended both sessions and the CEO attended the workshop event.
	Engagement: Outreach engagement to inform development of projects to deliver NPMP impacts and development of materials to explain the plan	Green	Green	→	Restoring Nature Action Plan drafted and will be circulated for informal comment to statutory and third sector stakeholders. Celebrating Heritage Action Plan in draft.
	Engagement: Facilitation of PCNPA Volunteer Forum	Amber	Amber	→	No meetings held in October, however planned for forum contribution to updating volunteer action plan to take place in November.
	Strategic Engagement: Monitoring of Engagement Action Plan by Engagement Action Plan Group.	Green	Green	→	Engagement Action Plan Group Meeting held in June. Group attendees agreed to complete Wales Audit Self Assessment form, responses received have been collated for discussion at next meeting and include suggestions for improvement that could be taken forward by the group or leadership team.

↑ Improving Trend → Static Trend ↓ Worsening Trend BM= Benchmarked against previous year BD= Baseline Data
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Performance Report – Corporate Plan 2020/21 (April – October)

					Next meeting re scheduled for December from November.
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Well-being Objective – Communities

Data Available Quarterly									
Work Stream	Measure	2019/20 Q1 – Q2 (April - Sept)	2019/20 Q1 (April - June)	2020/21 Current Period: Q1 – Q2 (April – September)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Community Activities and Projects benefiting the Park and People	# community project/ engagement activities	571	19	239	BM	TIR			
	# social action participant days	354	0	0	BM	TIR			
	# community events held at centres	8	0	0	BM	TIR			Impact of COVID restrictions
	# Voluntary Wardens	60	64	65	50	TIR			
Sustainable Development Fund	% of Sustainable Development Fund allocated	68.64	0	0	100	TIR			SDF refocused fund launched 26/8/20. Deadline for applications 2nd October. Next SDF committee meeting 4th November 2020.
Planning Service: Enforcement and Community	% of enforcement cases investigated (within 84 days)	100	100	100	BM	TIR			
	Average time taken to investigate enforcement	24.0	43.0	52.5	BM	TIR			

↑ Improving Trend → Static Trend ↓ Worsening Trend
 BM= Benchmarked against previous year
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Engagement Promoting the Welsh Language: Skills, opportunities and inspiration	cases in days								
	Average time taken to take enforcement action in days	84.0	74.0	81.5	BM	TIR			
	# retrospective planning applications registered	7	0	1	BM	TIR			

Action					
Work Stream	Action	2020/21 Previous Period - September	2020/21 Current Period – October		
		RAG	RAG	Trend	Comments
Engagement: Ongoing conversation about the National Park Management Plan	Ways of Working: Development of action plans for the National Park Management Plan to inform project level delivery.	Green	Green	→	Climate Change Action Plan approved at NPA on 3/6/20. Action Plan – Archaeology (drafted being circulated). Action Plan – Health and Wellbeing (underway). Action Plan – Biodiversity (ready for consultation).
	Ways of Working: Delivery of activities that celebrate the contribution of others to the delivery of the plan.	Green	Green	→	Story map on Conserving the Park has been produced. Proposal to use Coast to Coast 2021 to feature others' contributions to Park Plan delivery.
Community Activities and Projects benefiting the Park and People	Project Development: Project developed with Community Council addressing light pollution.	Red	Red	→	Project development work for Light Pollution has started again with the Policy Officer liaising with another National Park, as well as local stakeholders to develop what the project could look like and deliver here in Pembrokeshire.
	Project: Stitch in Time Project engagement with communities.	Green	Green	→	No practical volunteering during October. Project officer presentations to Wales Biodiversity Partnership INNS group, Pembrokeshire Nature

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					Partnership and an article in FISHMAG.
	Ways of Working: Centres engagement activity with local communities.	Amber	Amber	→	All three centres closed during firebreak lockdown period. OYP - Local 'Pop Up Makers Markets' planned for November and December. Giving local makers the opportunity to sell work. All dependent on Covid guidance. OYP Meeting room hire is still suspended until further notice.
	Strategic Engagement: Involvement with the Rural Crime Partnership and Public Services Board's Communities Group.	Green	Green	→	Ranger Team Leader ongoing attendance at Community Safety Partnership Meeting.
Sustainable Development Fund	Ways of Working: Re alignment of SDF to support projects that are focused on responding to the climate change emergency and increasing exposure and quality of applications. (S6)	Green	Green	→	SDF application deadline 2/10/20. 8 full applications received. 1 ineligible. Committee meeting scheduled for 4th November. Report provided on progress to date, agree scoring criteria, consider 7 applications. Total funding sought £102,268 for decarbonisation and community climate change projects. Coppice college project now completed. Little Green Grant allocated to 4 projects total spend £4,858 including PAVS running costs. Total SDF budget £145,142.
Planning Service: Enforcement and Community Engagement	Project: Enforcement Project on Agricultural and holiday lets.	Red	Red	→	It has not been possible to progress this due to staffing levels and due to the current restrictions on authority activities.
	Engagement: Planning Service engagement with Community Councils	Green	Green	→	On going communication with community councils regarding responding to applications and ensuring that they are able to provide comments to the Authority. No current opportunities to undertake further work with Community Councils, particularly due to the Covid 19 restrictions.

↑ Improving Trend → Static Trend ↓ Worsening Trend BM= Benchmarked against previous year BD= Baseline Data
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Well-being Objective – Culture

Data Available Monthly									
Work Stream	Measure	2019/20 October	2020/21 Previous Period Sept	2020/21 Current Period – October					
		Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
Historic Inspiration and Experience	Carew Trip Advisor overall rating 1-5	4.5	4.5	4.5	4.5		Green	→	Centre reopened 27 July, having been closed since mid-march due to COVID 19 restrictions. Visitors must pre-book their visit as the site are limiting the number of visitors per day. Centre closed during firebreak period.
	# visitors to Carew	40,335	10,237	11,161	BM	TIR			
	Castell Henllys Trip Advisor overall rating 1-5	4.5	4.5	4.5	4.5		Green	→	Centre reopened in July, having been closed since mid-march due to COVID 19 restrictions. Visitors must pre-book their visit as the site are limiting the number of visitors per day. Centre closed during firebreak period.
	# visitors to Castell Henllys	16,552	4,425	4,931	BM	TIR			
Art Inspiration and	# gallery visitors	22,026	580	766	BM	TIR			Gallery reopened to visitors on 16.09.2020. Closed during firebreak

↑ Improving Trend → Static Trend ↓ Worsening Trend BM= Benchmarked against previous year BD= Baseline Data
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Performance Report – Corporate Plan 2020/21 (April – October)

Engagement										period.
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Data Available Quarterly									
Work Stream	Measure	2019/20 Q1 – Q2 (April - Sept)	2019/20 Q1 (April - June)	2020/21 Current Period: Q1 – Q2 (April – September)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Historic Inspiration and Experience	# participants in historical activities and events	14,739	27	285	BM	TIR			
	Castell Henllys - # people engaged with through education programme	2,125	0	27	BM	TIR			
	Carew - # people engaged with through education programme	1,032	0	0	BM	TIR			
Art Inspiration and Engagement	Oriel y Parc - # people engaged with through education programme	N/A	0	0	BD	TIR			
	# participants in Wednesday School Holiday Art Club	N/A	0	0	BD	TIR			
Historic Environment: Historic Buildings and Community Archaeology	% Buildings at Risk	4.8	5	5	<6	TIR			
	# of archaeological sites where conditions have improved	N/A	10	54	BD	TIR			During Q2, the number of sites visited increased significantly as a result of lifting of COVID-19 restrictions. As part of the Heritage Watch

↑ Improving Trend → Static Trend ↓ Worsening Trend
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									<p>Scheme, 36 scheduled monuments were visited either as a result of a report of damage or in connection with the summer solstice and autumn equinox. In addition, three sites were visited in relation to heritage management concerns and work was submitted or recommendations made in relation to these. Five scheduled monuments were visited as part of the heritage volunteers project to monitor scheduled monuments and identify issues.</p>
	# of archaeological sites where conditions have improved with the help of volunteers and social action participants	N/A	1	43	BD	TIR			<p>Following the lifting of COVID-19 restrictions, the number of site visited in relation to heritage management/safeguarding condition with community involvement increased significantly. This includes visits in connection the HeritageWatch Scheme - report of damage or as part of patrols during the</p>

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									summer solstice and autumn equinox (36 in total). A community project proposal for an undesignated well site at Llanwnda and five monitoring visits to scheduled monuments by the heritage volunteers.
Promoting the Welsh Language: Skills, opportunities and inspiration	# Staff who have completed Welsh work online course	2	0	0	Trend	TIR			1 new Employee has enrolled this quarter but no completions
	% of Welsh language level information completed on People Management System	49.3	45.8	45.7	80%	TIR			
	# events and activities delivered in Welsh	26	0	2	BM	TIR			
	# participants in events and activities delivered in Welsh	210	0	4	BM	TIR			
	# school sessions delivered in Welsh	42	0	0	BM	TIR			
	# participants in school sessions delivered in Welsh	1,032	0	0	BM	TIR			

Action			
Work Stream	Action	2020/21 Previous Period -	2020/21 Current Period – October

↑ Improving Trend → Static Trend ↓ Worsening Trend BM= Benchmarked against previous year BD= Baseline Data
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		September			Comments
		RAG	RAG	Trend	
Historic Inspiration and Experience	Ways of Working: Activities to support implementation of business plan at Carew.	Green	Green	→	The Carew team continue to work with the business plan, although any new developments are on hold due to Covid.
	Ways of Working: Activities to support implementation of business plan at Castell Henllys.	Green	Green	→	Lower Pantglas has now been finished and we will use it as a discovery room for the time being to hold socially distanced and Covid compliant workshops. Track Resurfacing works have been carried out and new Way marking signs have been ordered. The river revetment works have been completed to maintain a usable outdoor area outside the visitor centre.
	Project: Carew Castle – Exhibition room and other interpretation.	Green	Amber	↓	This project is partially completed and is due to be worked on over this winter, with the hope of opening it in 2021.
Art Inspiration and Engagement	Ways of Working: OYP delivering education programmes linked to Exhibitions.	Red	Red	→	OYP Gallery has now opened from September (however closed during firebreak period), however education trips to the site are not able to return as yet.
	Strategic Partnership: Continued partnership curation of exhibitions and liaison with Amgueddfa Cymru – National Museum Wales, supported through SLA agreement.	Green	Green	→	Continued meetings with NMW. Meeting organised by interpretation officer took place with NP representatives and Mike Perry (Artist exhibiting with NMW from March 2021). Important to get a NP wide approach and involvement due to the strong biodiversity subject matter. Land/Sea exhibition continues to be curated by NMW and Interpretation Officer. Events to be planned alongside, dependent on Covid guidance.
Historic Environment: Historic Buildings and Community	Project: Heritage Guardians school project.	Amber	Amber	→	No progress on Heritage Guardians during October 2020. Ysgol Gelli Aur decided that taking part in this session during the Autumn was not the right time because of the quickly adapting COVID-19 situation and the fact that schools had just started after being

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Archaeology					closed for a significant period. It is hoped that they will participate in the programme at the beginning of 2021.
	Project Development: Develop and deliver Community Archaeology Projects.	Green	Green	→	Six training sessions took place with Heritage Volunteers to start monitoring scheduled monuments. Work continued on the project to digitally scan a prehistoric bear mandible found at Whitesands in 2014 to provide digital engagement tools. Also, the Community Archaeologist provided letters of support to two projects bidding for funding from the National Lottery Heritage Fund - Interpretation project at Nevern Castle led by the Community Council and also a digital engagement project led by Dyfed Archaeological Trust to provide short videos about archaeology sites in the National Park.
	Engagement: Research and Excavation partnerships in the Park – Community Archaeology.	Amber	Amber	→	Due to COVID-19 restrictions continue to affect most aspects of research, despite this the Community Archaeologist worked with the Welsh Government Historic Environment Subgroup on Climate Change to produce a consultation form for the sector to provide evidence of how they are meeting the climate change sector adaptation plan actions. The Community Archaeologist produced a draft submission form using ArcGIS Survey 123. In addition, work continued between the Community Archaeologist and CBA Wales to analyse the results of the Impact of COVID-19 on the archaeological sector in Wales. This includes the production of a presentation for the Annual Archaeology Day in November.
	Event: Delivery of the Annual Archaeology Day.	Amber	Amber	→	Work continued on preparation for the Archaeology Day. Publicity of the event was released including a trailer on the event's YouTube channel. Also,

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					production of the films continued in partnership with PLANED and the speakers. In addition, testing of the platform continued and also the creation of an evaluation form using ArcGIS Survey123.
Heritage Partnership and Collaboration	Partnership Project: Participation in Ancient Connections Project.	Amber	Amber	➔	Phase 2 bid approved 'in-principle' by WEFO – implications for PCNPA budget and staff time which is due to be discussed and agreed at the NPA meeting in Dec.
	Strategic Partnerships: Involvement with Inspire Pembrokeshire.	Amber	Amber	➔	The Authority's Visitor Services Manager (West), formally represents PCNPA on the Pembrokeshire Inspired Steering Group. The group continues to meet, via video-conference, on a regular basis during the current COVID-19 lockdown restrictions.
	Strategic Partnerships: Delivery of Heritage Watch Scheme with Dyfed Powys Police and Cadw.	Green	Green	➔	During October, sites at risk from heritage crime were visited by the designated PCSO for the Preseli area. Also, there was a report of burning at the scheduled monument at St David's Head. This incident was reported to the police and is now recorded as a heritage crime by the police. In addition, a call went out on the Heritage Watch Facebook page asking local residents to let us know about any damage they identified during the Firebreak Lockdown if passing a site as part of their daily exercise. In total, the English language post was viewed by over 20k people and the Welsh language post was viewed by over 3.5k people.
Promoting the Welsh Language: Skills, opportunities and inspiration	Project: Developing Castell Henllys as a Welsh Language Hub.	Amber	Amber	➔	No progress at the current time
	Ways of Working: Development of Welsh Language Staff Mentoring Scheme.	Amber	Amber	➔	Mentor Scheme on hold. However, staff are already starting to complete Level 1 Work Welsh, which will embed basic Welsh language ability across the Authority.

↑ Improving Trend ➔ Static Trend ↓ Worsening Trend BM= Benchmarked against previous year BD= Baseline Data
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Well-being Objective – Global

Data Available Monthly									
Work Stream	Measure	2019/20 October	2020/2021 Previous Period Sept	2020/2021 Current Period – October					
		Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
Special Qualities: Inspiration and Education	# Changing Coast photo submissions	671	263	290	Trend				COVID 19 restrictions had impact on submissions April-June.

Data Available Quarterly									
Work Stream	Measure	2019/20 Q1 – Q2 (April - Sept)	2019/20 Q1 (April - June)	2020/21 Current Period: Q1 – Q2 (April – September)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Special Qualities: Inspiration and Education	# new school sessions developed aligned with new curriculum	1	0	1	Trend	TIR			Roots/ Pembs Outdoor School outdoor learning / space sessions - linked to outdoor learning an approach to learning identified in the humanities curriculum – Cynefin.

↑ Improving Trend → Static Trend ↓ Worsening Trend BM= Benchmarked against previous year BD= Baseline Data
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# participating in new school sessions aligned with new curriculum	295	0	480	Trend	TIR			Pembrokeshire Outdoor Schools/ Roots Project Sessions
# participants in our education programme	5,685	0	554	BM	TIR			
# participants in public events and activities programme	30,973	0	1,959	BM	TIR			Public Events and Activities Programme re started in Q2.
# participants at dark sky events held by the Authority	247	0	0	BM	TIR			
# volunteer days – conservation wildlife survey or monitoring	203.5	32	64.5	BM	TIR			
# volunteer days – heritage sites monitoring	2.5	7.5	15	BM	TIR			

Action					
Work Stream	Action	2020/21 Previous Period - September	2020/21 Current Period – October		
		RAG	RAG	Trend	Comments
Responding to Climate Change Emergency (S6)	Adoption and Monitoring of Climate Change Action Plan. (S6)	Green	Green	→	Responding to Climate Change Emergency Action Plan approved at June NPA. Status section of plan has been updated for consideration by internal monitoring group, with meeting planned for group in November. 2019/20 carbon emission calculations based on previous years calculation method carried out with report on findings and recommendations provided to Leadership Team and included in Annual Report on meeting Well-being Objectives and to be

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					reported to Members at the November Audit and Corporate Services Committee. Authority still waiting further news of WG calculation methodology.
	Create Environmental Management Recording System aligned to Welsh Government Methodology. (S6)	Amber	Amber	→	Awaiting defined measures from Welsh Government.
	Continuation of Centres achieving Green Key Awards and biodiversity and carbon and waste reduction is promoted on their sites. (S6)	Green	Green	→	OYP - Plans started to improve woodland area. Working with West Warden Team. A new range of Christmas Gifts have been sourced which focus on local or welsh makers and sustainability. For example, re-usable plastic free Christmas crackers.
	Commons Resilience Project – Peat Carbon Store. (S6)	Green	Green	→	Further boundary fencing work planned for winter 20-21 starting with Rhosmaen and then Frenni Fawr.
	Further develop projects that support carbon sequestration at scale in the Park. (S6)	Green	Green	→	First, second and third priority sites have been identified. The top two are open market.
	Greening the Fleet and Our Equipment. (S6)	Amber	Amber	→	Following the award by Welsh Government for further funding for charging infrastructure, a phased roll out plan has been drafted. In line with the vehicle replacement programme, eligible candidates for electric vehicles have been identified for 2020/2021, subject to capital funding availability.
	Greening our communities – collaborate with communities, local businesses and volunteers to carry out activities in response to climate change at a community level.	Green	Green	→	In October the PCNPA Youth Committee started a UNISEF 'Rights of the Child' project looking at the impact of climate change on young people. For this work we commissioned the contribution of a local film maker with the aim of young people producing a series of short animations on the topic. These will be ready in December.
	Promotion of Sustainable and Active Travel itineraries (S6)	Red	Red	→	Covid fire break restrictions have put project on hold for now. Plan to review in New Year

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	Promotion of Sustainable and Active Travel initiatives to PCNPA staff, volunteers and Members. (S6)	Red	Red	→	Development of initiatives on hold for moment due to reprioritisation of activities due to COVID 19. However staff and Members have become more familiar with virtual meetings as a result of home working/ travel restrictions which could have positive impacts on this area in the future.
	Network of Electric Vehicle Charging Points. (S6)	Red	Red	→	All preliminary works complete, WPD supplies scheduled for installation end October / Early November.
	Greening our Buildings – Feasibility Study. (S6)	Red	Red	→	Online introductory session arranged for Leadership Team (re Refit Cymru).
	Photovoltaic PV Generation Project. (S6)	Red	Red	→	Preliminary information received, report to be prepared for Leadership Team.
	Continued involvement with Pembrokeshire Energy Forum (S6)	Amber	Amber	→	Meeting to be rescheduled when all sectors resume business.
	Continued involvement with Pembrokeshire Service Board’s Environmental and Climate Change Risk Assessment for Pembrokeshire (S6)	Green	Green	→	No further updates since June. Meeting held on 16th June 2020. Main topic of discussion was NRW funded project pilot to build climate resilience within communities. Pilots at Fishguard and Newcastle Emlyn will be undertaken during summer 2020 with final reports anticipated by end of September 2020. Some resonance with work being prepared by the NPA on Place Plan SPG to include coastal adaptation guidance for communities.
	Continued Financial support for Coastal Bus Service (via Greenways Partnership) (S6)	Green	Green	→	At July NPA Members resolved that a payment of up to circa £75,000 to Pembrokeshire County Council as a contribution towards the Pembrokeshire Greenways Partnership be approved.
Special Qualities: Inspiration and	Realignment of education offer with the New Curriculum.	Green	Green	→	The NPA education team and Pembrokeshire Outdoor Schools have continued to develop resources and areas of work to compliment the

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Education				requirements of the new curriculum. The main focus has been on local resources for outdoor learning linked to an approach to learning identified in the humanities curriculum - Cynefin. In addition to supporting schools in developing their outdoor learning space (an approach that works well give the restrictions on coach and minibus travel for school visits) there will be new resources created for schools that can be used for learning in their locality.
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Governance, Financial Sustainability, Workforce Development and Resilience

Data Available Monthly									
Work Stream	Measure	2019/20 October	2020/2021 Previous Period Sept	2020/21 Current Period – October					
		Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
Fundraising and Income Generation	£ from sponser a gate scheme ytd	6,600	3,000	3,600	6,000	TIR			6 gates sponsored ytd.
	£ from cashless donation pilot Oriel Y Parc ytd	N/A	169.50	199.5	Baseline Data	TIR			OyP was open for one week of half term, but with the lockdown and closure in the second week, visitor number and donations were affected.
	£ Centres Merchandise ytd	199,513.98	59,502.16	67,804.49	BM	TIR			Centres closed mid March - June 2020. Staggered reopening

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									of centres in July 2020. Centres closed during Firebreak.
	£ Admissions Carew & Castell Henllys ytd	205,088.78	59,656.72	67,465.36	BM	TIR			CH and Carew re opened to pre booked visitors during July. Both were closed mid March - June. Both Centres closed during Firebreak.
	£ Centres Other Income ytd	62,222.26	5,888.82	8,097.46	BM	TIR			
	£ Cafe Rental Income – Castell Henllys and Oriel Y Parc ytd	1,000	0	0	BM	TIR			
	£ Carew Cafe Sales Income ytd	67,602.30	27,780.31	31,297.30	BM	TIR			Nest Tearoom re opened in July.
Member Development	% Members attendance at committee ytd	82.26	93.72	92.86	75%		Green	→	Committees being held virtually in response to Covid 19 measures.
	% Members attendance at training ytd	55.56	79.17	76.19	65%		Green	↓	Training held virtually.
Corporate Compliance and Standards	% Positive/ neutral media coverage ytd	99.81	98.89	99.05	80%		Green	→	

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Data Available Quarterly									
Work Stream	Measure	2019/20 Q1 – Q2 (April - Sept)	2019/20 Q1 (April - June)	2020/21 Current Period: Q1 - Q2 (April – September)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Health and Safety	# Days lost divided by full time equivalent ytd	2.12	1.69	2.89	<1.5		Red	↓	
	# RIDDOR (Reportable Incidents) ytd	3	1	2	0	0	Red	↓	Training to maintain adequate levels of health and safety for front line staff has been prioritised and training has recommenced. Q2 - IP damaged back moving a large item. Q1 - IP had been working on coast path returned to vehicle and slipped on stone and fell. Sustained damage to cartilage.
	# accidents (Injury) over 3 days/ up to 7 days absence ytd	0	0	0	0	0	Green	→	
	# accidents (Injury) Minor incidents ytd	11	0	0	BM	TIR			
	# vehicle damage incidents ytd	7	1	3	BM	TIR			
	# conflict incidents ytd	0	0	0	BM	TIR			
	# safeguarding incidents ytd	0	0	0	BM	TIR			All Staff asked to complete Tier 1

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									Safeguarding Training, through Pembrokeshire County Council's (PCC) e-learning platform in Q1.
Corporate Compliance and Standards	# complaints received ytd	5	5	10	BM				Majority Planning related.
	# complaints concerning the Welsh Language made to the Authority ytd	0	0	0	BM				
	# complaints to Welsh Language Commissioner regarding alleged failure to comply with Welsh Language Standards ytd	0	0	0	0		Green	→	
	% of new and vacant posts advertised Welsh Language essential ytd	41.18	0	30	BM				
	# Welsh Language Impact Assessments completed ytd	N/A	0	0	BD				
	# Data Protection Impact Assessments completed ytd	0	0	0	Trend				2 DPIA's underway.
	# Data Protection Breaches reported to ICO ytd	0	0	0	Trend				
	# of Freedom of Information responses within required timeframe ytd	7	4	10	Trend				
	# of Environmental Information Regulations	6	10	14	Trend				

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	responses within required timeframe ytd								
	# of Subject Access Requests responses within required time frame ytd	0	0	0	Trend				
	% of Freedom of Information responses within required timeframe ytd	100	100	100	100		Green	→	
	% of Environmental Information Regulations responses within required timeframe ytd	100	90	92.86	100		Amber	↑	1 response in Q1 not delivered in time. Officer has apologised for the delay to the recipient
	% of Subject Access Requests responses within required time frame ytd	N/A	N/A	N/A	100				No SAR received in this quarter or for previous quarters in 2019/20.

Action					
Work Stream	Action	2020/21 Previous Period - September	2020/21 Current Period – October		
		RAG	RAG	Trend	Comments
Long Term Planning and Project Prioritisation	Commence review of Authority priorities and well-being objectives.	Amber	Amber	→	Initial discussion with Members. Work to commence in November.
	Carew Causeway 5 year plan.	Green	Green	→	Marine Licence consent received, procurement documents complete. Listed Building application pending.
	Carbon Impact embedded into project proposals. (S6)	Amber	Amber	→	Projects are on track for the WG Sustainable Landscapes and Sustainable Places Grant. New

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					community projects are being considered under the SDF and a piece of land has been identified for purchase with further enquiries currently underway. Awaiting the Welsh Government releasing its standard calculation methodology as this will guide any potential considerations around measurement on emissions etc. for projects.
	Development of project bids for Welsh Government’s Sustainable Landscapes, Sustainable Places Scheme and Visit Wales ‘Brilliant Basics’ fund.	Green	Green	→	All projects in the process of delivering. 1. Additional SDF Fund £55,000 - committee to review new applications on 4th November funding sought for capital decarbonisation projects £39,4682. Digital transformation £220,000 - on track with spend. 3. EV Charging points £198,000 - currently at the procurement stage of the project. 4. Land purchase £220,000 - land identified, report to go to NPA December. All amounts above include 10% delivery/project management costs.
	Strategic Engagement: Monitoring and responding to legislative, policy and operational impacts and opportunities post withdrawal from EU.	Amber	Amber	→	Chief Executive attended Brexit Roundtable and 2 Environmental Governance meetings in July.
Fundraising and Income Generation	Providing continued support to Pembrokeshire Coast National Park Trust.	Green	Green	→	October PCNPT meeting held. Wild About Woodlands appeal launched and raised £3,300 to date against target of £10,000. Applications for funding submitted for Wild About Woodlands, First 1,000 Days and Discovery Points in the last month.
	Funding Progress for Prioritised Projects	Green	Green	→	Still awaiting response from Roots to Recovery first stage People and Places bid. Also awaiting response from bid for Cultural Recovery. The next round of prioritisation of projects has closed. There were 5 projects submitted altogether and they are due to be reviewed on 5th November.

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Workforce Development	Development of People Plan.	Amber	Amber	→	Further staff consultation taking place following results of Employee Opinion Survey, which will be incorporated into people Plan once agreed with Leadership Team.
Improving how we work: Digital Approaches	Digital Transformation Programme.	Amber	Amber	→	Due to Covid-19, progress has been delayed as the Planning Team's main priority is to fulfil the Authority's statutory obligations. A partial move to Microsoft's 365 environment purely for integration with a hosted APAS system environment is pending - this will enable the electric processing and communication of documentation. Further Digitalisation Opportunities have been captured however it is unlikely that these can commence until the new year.
	Implementing switch to Office 2016 across the Authority.	Green	Green	→	Current count is 129 installs of Office 2016, Office 2010 is 1. The final installation will require a new laptop, a convenient date for replacement is pending.
	Replacement of HR System.	Green	Green	→	Project activity focused on completion of data migration tasks and functional testing/review. Phase 1 - Implementation Readiness on track to complete end of November with one dependency on CCC to finish development of the new reporting solution RRS and provide the Q2 data. Configuration of self-service platform in progress to enable Phase 2 to complete effective user testing. No major issues outstanding for resolution. DPIA to be submitted to LT for review.
	Replacement of Performance Management System.	Amber	Amber	→	Following the demo and testing of external systems and concern about cost and functionality of options available, in house development of database in progress with ongoing testing.
Member Development	Support for Member Support and Development Committee and	Amber	Amber	→	Evidence gathering in process for Charter submission.

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	achieving Wales Advanced Charter for Member Support and Development.				
Health and Safety	Ways of Working: Digitise Health and Safety Reporting	Amber	Amber	→	Discussion have taken place with three providers and cost benefit analysis being carried out.
Corporate Compliance and Standards	Respond to Wales Audit recommendations – 5 Ways of Working.	Green	Green	→	Partnership Monitoring Framework updated. Wales Audit Office survey ongoing as part of for 2020/21 field work on Resilience and Covid Recovery and they have held virtual engagement meetings with staff. Initial feedback meeting with Wales Audit arranged for December. Engagement Action Plan group members have completed involvement self-assessment that was within previous Audit Report, returned forms have been collated for further consideration by group and discussion at next meeting arranged for December.
	Respond to Internal Audit Recommendations.	Green	Green	→	Phase 1 of the 2020/21 audit program carried out in September and complete in October 2020.
	Further develop corporate approach to data protection compliance.	Red	Amber	↑	2 DPIA's in progress. Ongoing advice being provided to staff re - privacy notices, including for contact tracing.
	Communication of corporate policies and standards.	Amber	Amber	→	Senior Management and HR issuing guidance to staff in relation to COVID 19 situation and impact on Authority work and work place. Corporate Document monitoring spreadsheet updated for consideration at Leadership Team. Awaiting new share point system to be in place to re look at how policies displayed on system to staff.
	Review of the Authority's induction process and development of programme of customer and visitor services training.	Amber	Amber	→	Business case being drafted for approval at Leadership Team. Meeting with PCC planned for November to utilise e-learning platform. Meeting in diary w/c 26 October with South Down National Park to consider utilising ELMS e-learning platform.

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	Annual performance report on Welsh Language Standards	Amber	Amber	➔	Report drafted and will be reported to the National Park Authority meeting on 02 December 2020.
	Annual Equality report	Green	Green	➔	Annual Equality Performance Report 2019/20 incorporated into the Annual Report on Well-being Objectives/ Improvement Plan approved at NPA held on the 30th September. Annual Report published on website and link sent to EHRC.

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