

REPORT OF THE PERFORMANCE AND COMPLIANCE CO-ORDINATOR

**SUBJECT: PERFORMANCE REPORT FOR THE PERIOD ENDING 31st
DECEMBER 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 provides 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.

We are reviewing actions under work-streams for our Well-being Objectives as part of the development of the Corporate and Resources Plan 2021/22, taking into account the impact of COVID 19, where we need to continue to have a flexible and adaptive approach and where capacity means that certain activities need to be put on hold.

The following report presents the performance to date up to 31st December 2020 for monthly data and quarter 1 - 3 (April – December) statistics for some data sets.

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

Impact of December Lockdown - 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 and PCNPA car parks remained open during the Firebreak and subsequent lockdown period.

Warden staff were back undertaking maintenance work as of May 11th, with two week interruption during the two week firebreak. Warden team were stood down again on December 18th as a result of the lockdown introduced in December, with a phased return under a new Risk Assessment as of 18/1 to carry out work related to Public

Safety and the Prevention of significant damage. Business as usual work is not being carried out at present and this will impact on the delivery of some projects under our longer term objectives, such as the creation of more accessible circuit walk at reed bed, Freshwater East. Work programming for conservation was re-prioritised to take account of the demand placed on opening up footpaths earlier in the year and has been further affected by the firebreak period and subsequent lockdown.

Visitor attraction sites presently remain closed and can only re-open under 'Tier 2' restrictions as detailed in the associated Welsh Government COVID guidance. The majority of visitor centre staff have been furloughed.

Re-entry into lockdown has meant a focus on working remotely across teams, with Llanion closing on the 20th December. Systems for homeworking are in place, including the 3CX phone system.

Adapted and Flexible approach

In line with recovery planning activities and relevant risk assessments and as restrictions allowed during Q2 and Q3 we did see the re starting and delivery of adapted face to face services. Activities have been focused on outdoor engagement and delivered in line with risk assessments. Numbers for sessions have had to be restricted. Examples include:

- 593 participants in walks led by PCNPA staff and volunteers, which includes participants in its events and activities programme that refocused on guided walks. 201 participants ytd in Pembrokeshire led Walking for Well-being Sessions across 35 session and 107 participants in Walkability sessions across 16 sessions.
- 1,904 pupils have participated in outdoor learning sessions ytd, and alongside this Authority staff and volunteers have delivered school grounds work to support outdoor learning.
- The return of group volunteering sessions as and when restrictions allowed has meant that 73 volunteer days have been contributed to tree planting in the Park.
- Despite OYP closing on 4th December due to Welsh Government restrictions, its outdoor markets were still able to take place on 5th, 6th and 12th December. (13th December market cancelled due to poor weather). Following Covid-19 guidance and advice from PCC.

COVID 19 has as would be expected had a negative impact on the level of face to face engagement with people across projects, visitor services, community engagement, education programme, volunteering and events.

However in some areas we have been able to continue to adapt our services utilising digital opportunities for virtual or hybrid approaches.

- Using virtual training opportunities has boosted the number of volunteers attending training sessions to 246 ytd, a 78% increase compared to 2019/20.
- 180 people attended the Authority's virtual Archaeology Day delivered in partnership with PLANED.

- Has enabled continued facilitation virtually of Youth Committee and Volunteer Forum.
- Castell Henllys has delivered 2 virtual sessions for schools.
- Pembrokeshire Outdoor Schools has been delivering webinar training sessions for teachers and is developing online resources.
- OYP also hosted an online exhibition (due to the closure in December). This was the Friends of Oriell y Parc's annual competition for schoolchildren across the St Davids Campuses. The topic of the competition was the children's response to Covid-19. It would have normally been displayed in the Tower.

Planning Service

Officers are continuing to visit sites and to deal with and process valid applications. Workload backlog has effected performance following problems with registering casework due to IT planning system issues in Q3 (this issue has now been resolved) and new lockdown restrictions impacted work in late period of December due to restrictions on office access and site visits. This compounded previous impact of Covid-19 restrictions on office based planning tasks. The impact of these issues is reflected in quarter 1 -3 planning ytd measures. The % of all planning applications determined within time periods required ytd is showing a red RAG rating significantly below target at 57.61%. However there has been an improvement on Q2 ytd figure of 46.77%. The Average time taken to determine all planning applications in days has increased ytd from 102.5 days in Q2 to 113 days in Q3.

Working Towards Long Term Objectives

During Q2 and Q3 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.
- 102 affordable housing units approved - following Planning permission for Brynhir site Tenby issued following signing of S106.
- NPA approval to refocus work of SDF committee to focus on community decarbonisation projects - with four community projects approved at the November 2020 SDF Committee: Theatre Gwaun - PV panels. Marloes & St Bridges Village Hall - Battery storage. Pembrokeshire Mencap - small infrastructure energy reduction. Wildlife Trust South & West Wales - PV upgrades and energy reduction initiatives on Skomer and Skokholm.
- 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.
- EV charging points funded via Welsh Government Sustainable Places, Sustainable Landscapes funding have been out to tender with submission deadline 7/1/2021. Installation of EV's is likely to be carried forward into 2021/22.
- NPA agreed in December on the land purchase related to carbon sequestration project, funded via Welsh Government Sustainable Places, Sustainable Landscapes funding. Conveyance is in process in relation to the land purchase.

- Rollout of Office 2016 to 130 devices completed in November.

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 or currently on furlough, 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 and HR System

The Authority has had two RIDDOR (Reportable) incidents ytd, these happened in Q1 and Q2. No further RIDDOR's happened in Q3. Training to maintain adequate levels of health and safety for front line staff has been prioritised and training has recommenced.

EIR

One Environmental Information Regulations response was not delivered in time in Q1. Officer has apologised for the delay to the recipient. All EIRs in Q2 and Q3 responded to within required timescales.

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

	<p>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.</p>
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, 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. • 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</p>	

be used to assess performance in these areas.

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 – December)

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 - November	2020/21 Current Period – December		
	RAG	RAG	Trend	Comments
Management and Implementation of COVID -19 Access Regulations: Closure of paths, signage, monitoring, management and communication of closure.	Green	Green	→	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 complements site signage. Routine maintenance suspended during lockdown periods – only essential/ emergency work undertaken. Phase complete based on current situation
Management and implementation of closure of Car Parks and Centres.	Green	Green	→	New COVID restrictions came into force on the 20th Dec. Despite the new restrictions, PCNPA's car parks remain open to support legitimate use (i.e. activities currently supported under WG regulations). PCNPA continues to liaise closely with Dyfed-Powys Police and PCC to monitor the situation on the ground. Joint comms have been re-issued reminding everyone that travel to the National Park for exercise is generally restricted under the revised WG regulations.
Ensuring our publically accessible sites and land is safe for the public to use.	Green	Green	→	All of PCNPA's managed sites (with the exception of visitor attractions) remain open to the public. All staff, including Wardens and Rangers, have been 'stood down' under new WG regulations. Risk assessments to be updated and a decision on returning to work duties is to be considered in Jan' 2021.

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

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
Enabling safe management of critical conservation activities, including Grazing.	Amber	Amber	→	Graziers ongoing with the support of the warden team (resources restricted due to Covid.) Countryside Management Team stood down on December 18th for the second time with phased return under new Risk Assessment as of 18/1 to carry out work related to Public Safety and the Prevention of significant damage. Business As Usual work not being carried out at present.
Closure, suspension of activities, cancellation of events and adaptation of face to face services (application of relevant regulations on Authority activities.)	Green	Amber	↓	Visitor attraction sites presently remain closed and can only re-open under 'Tier 2' restrictions as detailed in the associated WG COVID guidance.
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.	Amber	Amber	→	Most staff across the Visitor Services Team are presently furloughed. Plans for supporting a phased re-opening of the Authority's visitor sites will be developed in Jan' 2021 in-line with evolving WG restrictions.
Carew - Planning and managing phased opportunities for the opening up of Centres	Amber	Amber	→	The Carew site is currently closed due to Covid restrictions.
Castell Henllys - Planning and managing phased opportunities for the opening up of Centres	Amber	Amber	→	The Castell Henllys site is currently closed due to Covid restrictions.
Oriel y Parc - Planning and managing phased opportunities for the opening up of Centres	Green	Amber	↓	Centre closed on 4th December in line with Government restrictions.
Education Service - Planning and	Green	Green	→	In December the Discovery Team continued to deliver a

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

managing phased opportunities for the opening up of face to face services				revised programme of educational visits to schools, mainly under the banner of the Roots project.
Volunteering/ social action opportunities, community engagement and outreach activities - Planning and managing phased opportunities the opening up of face to face services	Green	Green	→	Both group and individual volunteering for the Authority continued during the first 3 weeks of in December. All volunteers received the NPA volunteer newsletter/update and guidance with regard to how the Authority might proceed with it volunteering work at the start of the new year.
Events and activities - Planning and managing phased opportunities the opening up of face to face services	Green	Green	→	In December the remainder of the 2020 A&E programme was completed. Centre based teams and the Discovery Team's A&E co-ordinator continued planning for 2021, whilst recognising the potential impact of COVID, at least in the first half of the year. An internal working group met with PCC officers to discuss plans for a Visitor Welcome Volunteers to be recruited for 2021 spring/summer season.
Project Delivery Direction (e.g. Stitch in Time, Heritage Guardians) - Planning and managing phased opportunities the opening up of face to face services	Amber	Amber	→	Lockdown from the end of December 2021 means that work is focused on instructing/providing resources remotely.
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	↓	Pollinator Warden stood down 18/12/20 to 18/1/21 and currently unable to carry out any functions related to the project, due to Warden Team restrictions. Pollinator Warden redeployed to emergency work.
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	→	During December all projects (PODS, West Wales Walking for Wellbeing, Pathways) were active in delivering a revised range of services to potential beneficiaries. All activities were delivered within the framework of Recovery Plans, Risk Assessments and WG guidance.
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. 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-

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

				enclosed spaces are being undertaken where possible.
Direction face to face liaison (e.g. landowners) - Planning and managing phased opportunities the opening up of face to face services	Amber	Amber	→	Lockdown from the end of December 2021 means that work is focused on instructing/providing resources remotely.
Reception - Planning and managing phased opportunities the opening up of face to face services	Green	Red	↓	Offices closed on the 20th December 2020 in accordance with Welsh Government guidance.
Internal and External Meetings - Planning and managing phased opportunities the opening up of face to face services	Amber	Amber	→	No change. VC continues to be the method used for meetings during pandemic.

Work Area 2 – Ensuring staff well-being and safety

Phase 1 Actions - Staff well-being and safety				
Action	2020/21 Previous Period - November	2020/21 Current Period – December		
	RAG	RAG	Trend	Comments
Activities to support staff health and well-being during working from home and lock down.	Green	Green	→	Regular updates provided through Staff Newsletter. EAP information provided through Carefirst communicated to all staff and managers. Weekly Webinars communicated to all managers for cascade.
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	→	Health & Safety Action Plan discussed with H & S Forum. Review taking place to draft new Action Plan for 2021.
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	→	Countryside Management Team stood down on

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

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)				December 18th for the second time - phased return under new Risk Assessment as of 18/1 to carry out work related to Public Safety and the Prevention of significant damage. Business As Usual work not being carried out at present.
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)	Amber	Amber	→	All staff, including the estates team have been 'stood down' under new WG regulations. Risk assessments to be updated and a decision on returning to work duties is to be considered in Jan' 2021.
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)	Amber	Amber	→	All staff, including Wardens and Rangers, have been 'stood down' under new WG regulations. Risk assessments to be updated and a decision on returning to work duties is to be considered in Jan' 2021.
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)	Amber	Amber	→	Lockdown means focus is on working remotely with some limitations.
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. Restrictions prior to Christmas and new national lockdown have 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 return to their normal place of work and duties (where possible and subject to restrictions)	Green	Green	→	Llanion initially opened however, with the re-introduction of the lockdown during December the office was close and all staff required to work from home.

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

Work Area 3 – Implementing Effective Working Practices

Actions				
Action	2020/21 Previous Period - November	2020/21 Current Period – December		
	RAG	RAG	Trend	Comments
Countryside Management - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)	Green	Green	→	All staff who can work from are - all have access to necessary equipment and systems.
Property and Estates - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)	Amber	Amber	→	All staff have been 'stood down' under new WG regulations. Risk assessments to be updated and a decision on returning to work duties is to be considered in Jan' 2021.
Visitor and Community Services (Centres, Discovery and Rangers) - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)	Amber	Amber	→	All staff, including Wardens and Rangers, have been 'stood down' under new WG regulations. Risk assessments to be updated and a decision on returning to work duties is to be considered in Jan' 2021.
Direction (Access, Conservation, Planning 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)	Amber	Amber	→	Lockdown means focus is on working remotely with some limitations.
Development Management - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)	Green	Green	→	Most tasks can be effectively undertaken from home using electronic systems and limited tasks such as processing mail and sending neighbour letters undertaken at the office with minimal access.

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

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	→	Services continued to be delivered despite lockdown requiring staff to work from home.
Ways of Working: Leadership Team - Management of homeworking including staff, teams and work priorities	Green	Green	→	Virtual Leadership Team Meetings being held weekly. Most staff working from home where possible.
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 2020. 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 visitor centres - it is likely that this will be in the New Year due to other IT system priorities.
Internal Communication	Green	Green	→	Newsletter distributed and a Virtual Staff meeting held. 80 staff attended the staff meeting.

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

Actions				
Action	2020/21 Previous Period - November	2020/21 Current Period – December		
	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.

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

Work Area 5 – Recovery Planning

Actions				
Action	2020/21 Previous Period - November	2020/21 Current Period – December		
	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.	Amber	Amber	→	The newly established Destination Management Organisation (DMO), known as ‘Visit Pembrokeshire’, is presently pulling together advice and expertise to guide future tourism activity in 2021. Key meetings have been arranged with a wide variety of stakeholders to ensure that all parties, inc’ PCNPA, are doing everything possible to support the recovery of the tourism economy in Pembrokeshire whilst protecting the health of local communities and the NP’s ‘special qualities’.
Working with Partners to develop effective responses to the impact of COVID-19 pandemic on Recreation management and access to the outdoors.	Amber	Amber	→	Recreational access to the NP remains unchanged. It will be vital to return Wardens and Rangers to duties as soon as is practicably possible to ensure that the ongoing maintenance work across the Nat’ Park remains on-track. Position to be reviewed in Jan’ 2021.
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 and further lockdown in December.
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-	Green	Green	→	Series on on-line workshops with west wales nature based health service now complete. Report for key actions is pending.

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

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Work Area 6 – Delivering our statutory planning responsibilities

Actions				
Action	2020/21 Previous Period - November	2020/21 Current Period – December		
	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. Workload backlog effecting performance following previous problems with registering casework. New lockdown restrictions impacting work in late period of month due to restrictions on office access and site visits.
Adoption of LDP2.	Amber	Amber	→	Action completed in September. LDP2 adopted September 30th 2020. Amber due to delay in adoption due to Covid restrictions.
Adoption of supplementary planning guidance.	Amber	Amber	→	Delayed due do delay in adopting the Local Development Plan (2). Work programme under way. First round of consultations to complete February 2021. Some Guidance from LDP1 rolled over.

Work Area 7 – Ensuring effective governance and accountability mechanisms are in place

Actions				
Action	2020/21 Previous Period - November	2020/21 Current Period – December		
	RAG	RAG	Trend	Comments
Hosting virtual Committee Meetings	Green	Green	→	All public Authority/Committee meetings being held virtually.

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

and supporting Members during this process to fulfil their role.				
Webcasting of virtual meetings.	Green	Green	→	Action Completed in May. Staff/Members received training in relation to attending virtual meetings. All virtual committee meetings from May are also being 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 16 June 2021.
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.

Data Available Monthly

Measure	2019/20 December	2020/2021 Previous Period November	2020/201 Current Period – December					
	Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
# committee webcasts ytd	N/A	17	20	N/A	Baseline Data			
# people viewing online webcasts of PCNPA Committees this month	N/A	128	211	N/A	Baseline Data			3 Livestreams in December: NPA - 20 views, DM - 59 views, Operational Review - 4 views.

Work Area 8 – Fulfilling our financial obligations

Actions - Fulfilling our financial obligations

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

Action	2020/21 Previous Period - November	2020/21 Current Period – December		
	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	→	Indications from WG that there will be a 10% increase in NPG for 2021/22, awaiting formal confirmation.

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 December	2020/21 Previous Period Nov	2020/21 Current Period – December					
		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	→	

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

Tourism Engagement & New Audiences	# Main website users ytd	232,932	160,252	169,476	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	1,259,663	633,822	663,991	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 period, and closed again on 4 th December.
	# visitors to Oriel Y Parc ytd	102,003	27,208	27,208	BM against 2019/20	TIR			
Supporting Local Businesses	% Authority Spend locally	52.57	50.92	51.42	BM against 2019/20	TIR			£385,922 ytd spent in SA postcode.
	% Invoices paid on time (Average) ytd	97.26	95.41	95.35	97%	TIR			

Data Available Quarterly									
Work Stream	Measure	2019/20 Q1 – Q3 (April - Dec)	2020/21 Q1 – Q2 (April - Sep)	2020/21 Current Period: Q1 – Q3 (April – Dec)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Planning Policy and Planning Service	% of all planning applications determined within time periods required ytd	98.34	46.77	57.61	82%		Red	↑	This includes continuing period of staff absence, Covid-19 restrictions and IT issues which

↑ 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 – December)

	Average time taken to determine all planning applicants in days ytd	89.67	102.5	113	<67 days		Red	↓	prevented the registration of new casework.
	% of Member made decisions against officer advice (recommendation) ytd	11.11	14.29	12.50	<5%		Red	↑	2 out of 16. Welsh Government Target, part of APR benchmarking.
	% of appeals dismissed ytd	71.43	75	80	>66%		Green	↑	
	Applications for costs at section 78 appeal upheld in the reporting period ytd	0	0	0	0		Green	→	
	% of planning applications determined under delegated power ytd	92.54	94.35	93.42	BM	TIR			
	# planning applications registered ytd	456	231	367	Trend				
	% of planning applications approved ytd	80.39	93.55	92.18	90%	Trend			
Maintaining Public Rights of Way a Tourism Asset	% of PROW open and accessible and meeting the quality standard ytd	86.8	86.8	86.8	85%	TIR			
	# of people using footpath (from fixed counters) ytd	181,043	-	-	Trend	TIR			7 Coast Path and 4 INRoW Counters. Awaiting Q2 and Q3 for IROW data and Q3 for Coast Path. Collection of data carried out by external contractor. Q2

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

									data for coast path 99,483 compared to 79,992 in 2019/20.
Sustainable Tourism and Recreation Management and Promotion	# filming enquiry requests ytd	33	9	11	Trend	TIR			
	# filming enquiry licenses awarded ytd	4	5	6	Trend	TIR			
Tourism Engagement & New Audiences	# attending pop up events ytd	1,212	888	888	BM	TIR			No activities Q3 as summer ranger role had ended due to end of season.
	# people engaged with through Summer Rangers business, general public networking and tourist information activities ytd	395	1,282	1,282	BM	TIR			Tourist Information focused. Locations covered included Manorbier, Caerfai, 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	1	4	TIR			Session for PCNPA volunteers. Virtual session in morning followed by outdoor session at Carew Castle.
Supporting Local Businesses	# of stall holders participating in fairs and events at Oriel Y Parc and Carew ytd	55	0	38	Trend	TIR			Pop up Markets at OYP outdoor space (held in line with Covid Regulations)

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

	# of artists and craft makers supported at Oriol Y Parc ytd	185	7	13	Trend	TIR			
Employment Transformation in Pembrokeshire	# Work experience placements provided ytd	5	0	1	BM	TIR			Discovery Student placement (Swansea University) outside of the Pembrokeshire College Scheme. Activities include providing support in the development of digital material for Pembrokeshire Outdoor Schools Project.
	# Office and Centre based volunteer days ytd	104	5	9.3	BM	TIR			OYP voluntary gallery invigilators.
	# attending volunteer training sessions ytd	138	158	246	BM	TIR			78.3% increase on 2019/20. Reflecting officers focus on virtual training as physical training and practical group volunteering opportunities have been limited due to COVID 19 restrictions.

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

Work Stream	Action	2020/21 Previous Period - November RAG	2020/21 Current Period – December		
			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.
	Project: Development of new footpath links and circular walk creation.	Amber	Amber	→	Work resumed on Moylegrove route after Fire Break but interrupted by lockdown of 20th December; final Management Agreement sent to landowner's solicitor for signatures in Nov; signed docs still awaited.
	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.VC meeting likely in January.
	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: Management and Promotion	Project: External Sustainable Events Research. (S6)	Green	Amber	↓	Project deadline extended due to lockdown, key stakeholders are likely to be furloughed and this will affect workshop delivery.
	Ways of Working: PCNPA Branding.	Green	Green	→	Brand Ambassador Scheme scoping exercise has been commissioned, with a draft report on feasibility due early

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

					2021.
	Strategic Partnership: Supporting Destination Management Plan implementation and setting up of delivery organisation.	Green	Green	→	Board meeting held and initial engagement between new staff and Board and the Authority.
	Strategic Partnership: Managing What We Can Document – Annual review with Partners. (S6)	Green	Green	→	End of season feedback will inform approach for 2021.
	Strategic Partnership: Pembrokeshire Water Safety Forum and mapping of coastal and foreshore incidents.	Green	Green	→	No foreshore incidents of note recorded in December.
	Strategic Engagement: Liaison with Recreational Groups and Pembrokeshire Coastal Forum. (S6)	Green	Green	→	End of season meeting with the Recreation Plan working group.
Tourism Engagement and New Audiences	Project: Re positioning Oriel Y Parc as a Discovery Centre for the Park.	Green	Amber	↓	Onsite works on hold due to centre closure and Level 4 restrictions. Meeting scheduled for January with Buildings Officer to discuss new site signage.
	Ways of Working: Activities to support implementation of business plan at Oriel Y Parc.	Green	Amber	↓	Centre closed on 4th December in line with Level 4 restrictions. No further progress made in December. Meetings planned with key officers to discuss further progress in January.
	Project: Development of Discovery Points across the Park.	Green	Green	→	Discovery Points – the map panels (9) have been made and are awaiting transportation to their 7 locations.

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

	Partnership Project: Celtic Routes.	Amber	Amber	→	Phase 2 bid approved at NPA on 2nd Dec – revised plans now being drafted for delivery of Phase 2 outcomes.
	Ways of Working: Training of staff in new website content management system and events booking system.	Green	Green	→	Further sessions held with new staff/staff that haven't yet received training.
	Project Development: Beach Roadshow linked to Summer Rangers Service.	Green	Green	→	Additional Funding Secured to increase the number of Summer Rangers in the National Park from 2 to 4, for the 2021 season.
	Project Development: Engagement activities that will support local businesses to engage visitors with the Park and its special qualities.	Amber	Amber	→	Parkwise training (on-line format) was delivered to volunteers in December by the Volunteer Development Officer and one of the Ranger Team supported by a socially distanced walk at Carew Castle. Similar sessions are planned for 2021. An internal working group met with PCC officers to discuss plans for a Visitor Welcome Volunteers to be recruited for 2021 spring/summer season.
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	→	Despite the centre closing on 4th December due to WG restrictions, the outdoor markets were still able to take place on 5th, 6th and 12th December. (13th December market cancelled due to poor weather). Following Covid-19 guidance and advice from PCC. Good attendance and positive feedback from stallholders. A real positive to end the year on.
	Ways of Working: Review of procurement in the Authority, including community benefit options and sustainability practices. (S6)	Red	Red	→	On hold. No current action due to coronavirus Covid-19 and reprioritisation of activities.
Employment Transformation	Partnership Project: Pembrokeshire College	Red	Red	→	No further update. Programme suspended.

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

	Work Placement Scheme. Project Development: Feasibility study to inform replacement project for Skills in Action including identifying potential Apprenticeship opportunities.	Red	Red	→	Exploring the new Kickstart Scheme; which provides funding to employers to create job placements for 16 to 24 year olds. Businesses and organisations can create six-month job placements for young people aged 16-24 years who are on Universal Credit and are at risk of long-term unemployment. The job placements should encourage workers to develop skills and experience that will be useful in the jobs they undertake after the job placement.
	Ways of Working: Enhancing our volunteering opportunities – flexible and office and centre based opportunities.	Green	Green	→	Continuing to develop the Visitor Ambassador Role. Barriers to creating new roles identified by line managers during volunteer action plan review. These barriers will be addressed in the updated action plan, but will involve discussions with HR, SMT, review of job descriptions and volunteer management training, therefore more of a longer term aim. More information in volunteer action plan.

Well-being Objective - Resilience

Data Available Quarterly									
Work Stream	Measure	2019/20 Q1 – Q3 (April - Dec)	2020/21 Q1 – Q2 (April - Sept)	2020/21 Current Period: Q1 – Q3 (April – December)					
		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			
	Hectares - Invasive species removed at source/ injected ytd (S6)	45.50	48.22	49.95	BM	TIR			

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

Engagement and Volunteering in looking after the Park's Ecosystems	# volunteer days – conservation ytd (S6)	917	96.5	273	BM	TIR			
	# volunteer days – invasive species work ytd (S6)	105.5	18	18	BM	TIR			
	# Social action days – conservation ytd (S6)	N/A	0	58	BD				
Looking after Trees in the Landscape	# of applications for works to protected trees determined ytd (S6)	32	20	23	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	73	BD				
	# social action days – contributing to tree planting (S6)	N/A	0	58	BD				2 tree planting sessions delivered by Rangers.
									With Pembrokeshire College Environmental Conservation students and Bro Inqli pupils.
Marine and Foreshore Environment	# volunteer and social action days – beach, foreshore and river cleaning activities (S6)	239	9	17	Trend	TIR			

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

Action					
Work Stream	Action	2020/21 Previous Period - November	2020/21 Current Period – December		
		RAG	RAG	Trend	Comments
Conservation Land Management	Engagement: Engagement activity with Dairy Industry/ Farmers. (S6)	Red	Red	→	To explore progressing this once the Farm Conservation Officer post is filled.
	Partnership Project: Engagement with Plant Life's Magnificent Meadows Project. (S6)	Green	Green	→	Work continues to set up a Meadows Group in Pembrokeshire. Project officer has recently left post.
Biodiversity and Connectivity Projects	Pilot Project: People, Paths and Pollinators Pilot Project. (S6)	Green	Amber	↓	Pollinator Warden stood down 18/12/20 to 18/1/21 and currently unable to carry out any functions related to the project, due to Warden Team restrictions. Pollinator Warden redeployed to emergency work.
	Pilot Project: Traditional Boundaries Pilot. (S6)	Green	Green	→	Scheme has been launched, 39 applications received so far. Visits are being made and short-listed applicants obtaining quotes for the work. Offers of grant are in the process of being made.
Engagement and Volunteering in looking after the Park's Ecosystems	Project: Stitch in Time Project. (S6)	Green	Green	→	Project officer presented the Stitch in Time project to the Wales Biodiversity Partnership online conference 'resilience in ecological networks' and received between 70 and 80 live views of the presentation from individuals and organisations across Wales. Article about Stitch in Time featured in the Institute of Fisheries Management Fish magazine Issue 4 2020.
	Project Development/ Funding: Naturally Connected Project. (S6)	Red	Red	→	With the continuation of COVID restrictions this project has not progressed. We hope that the Ranger Team will begin to engage with businesses again in Spring 2021, subject to COVID restrictions at the time.

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

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. However, a significant number of recent new sites in the west sector will mean that the grazier will soon be at full capacity; the availability of stock may become a limiting factor shortly in expanding Conserving the Park in this sector, unless additional graziers can be found.
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	Amber	↓	Felling programme for winter delayed due to Warden Team being stood down during the latest lock-down. As of 18/1 the Warden Teams are back and the felling will resume (19 trees to fell).
Marine and Foreshore Environment	Collaboration: The Authority will look to explore opportunities through partnerships to develop	Green	Green	→	Seagrass Ocean Rescue is a joint venture between Sky Ocean Rescue, WWF and Swansea University and funded the Dale project - the first proper

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

	<p>projects that can support/ enhance carbon sequestration in the marine environment. (S6)</p>			<p>seagrass restoration project in the UK. Assistance on stakeholder planning and engagement was commissioned from the Pembrokeshire Coastal Forum and the Pembrokeshire Marine SAC Officer. Intensive local community liaison began in April 2019 and continued throughout the year in order to seek to secure community support for a trial planting project. Stakeholder liaison also helped to support the official licensing process. By the end of 2019, the project had reached a consensus on a planting zone and was awaiting the outcome of the licensing process with NRW. In February 2020 the Marine Licence was granted and planting took place in the following weeks. The SAC Officer also input to a work package on visitor moorings for the area as a future management tool. By the end of 2020 many mature seagrass plants were growing, although the delayed planting over the winter of 2019 had likely reduced the viability of stored seeds and overall germination success was less than hoped-for. Further seed planting took place in autumn 2020 to complete the 2-hectare restoration trial. Aside from addressing the practicalities of planting, the restoration trial also prompted policy discussions regarding the status of restored seagrass and culminated in an addendum to the SAC management scheme to satisfy and reassure concerns about future management from local interests. 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.</p>
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Performance Report – Corporate Plan 2020/21 (April – December)

	Strategic Partnerships: Involvement with Foreshore Management Plan development and implementation. (S6)	Green	Green	➔	No further update. 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.

Well-being Objective – Health & Well-being

Data Available Monthly									
Work Stream	Measure	2019/20 December	2020/21 Previous Period Nov	2020/21 Current Period – December					
		Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
Promoting Health Benefits of the Park	# of web walks downloaded	35,770	9,946	10,580	Trend	TIR			No data in May and June - Covid-19 lockdown / analytics issues with transfer to new website.

Data Available Quarterly				
Work	Measure	2019/20	2020/21	2020/21 Current Period: Q1 – Q3 (April – December)

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

Stream		Q1 – Q3 (April - Dec)	Q1- Q2 (April - Sept)						
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Supported Walking Opportunities	# participants Walkability Scheme	927	26	107	1,000	TIR			Across 16 sessions held ytd (when regulations allowed.)
	# Pembrokeshire participants in Walking for Well-being Sessions	N/A	28	201	BD	TIR			Across 35 sessions held ytd (when regulations allowed.) With 18 walks led by volunteer walk leaders in Q3.
Promoting Health Benefits of the Park	# participants in walks led by rangers, centre staff and volunteers	2,564	235	593	BM	TIR			Activities restarted in Q2.
Health and Well-being Projects and Initiatives	# volunteer days	2,239.5	313.5	765.30	BM	TIR			
	# participants in volunteering and social action sessions involving physical activity	2,801	260	774	BM	TIR			
Outdoor School and Play	# participants in outdoor learning sessions	7,075	554	1,904	BM	TIR			Alongside this a range of school grounds work and engagement at schools was carried out by PCNPA staff and volunteers, through Pembrokeshire Outdoor Schools and Roots project. Webinars have also been held for teachers on outdoor
	% schools in National Park engaged with outdoor learning activities	69.23	7.69	30.77	BM	TIR			
	% schools in Pembrokeshire engaged with outdoor learning activities	66.13	8.06	20.97	BM	TIR			

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

									learning with 253 teachers attending across the sessions.
Planning Affordable Housing	% of housing units approved that are affordable	36.45	72.34	70.34	See APR and Annual Local Development Plan monitoring report for context				Q2: Planning permission for Brynhir site Tenby issued following signing of S106.
	# affordable housing units approved	39	102	102					

Action					
Work Stream	Action	2020/21 Previous Period - November	2020/21 Current Period – December		
		RAG	RAG	Trend	Comments
Supported Walking Opportunities	Partnership Project: West Wales Walking for Well-being project (Working with GP surgeries.) (S6)	Amber	Amber	→	Over the Autumn period the West Wales Walking for Wellbeing project has been working to a COVID-19 Recovery Plan which has guided the project team through the changes required to adapt to the new working environment created by the pandemic. West Wales Walking for Wellbeing has created risk assessments that have allow the project to deliver programmes of walks in Carmarthenshire and Pembrokeshire. Project partners in Ceredigion (Ceredigion County Council) have yet to give the ‘all clear’ for a resumption in walking activity. The Walking for Wellbeing team has been supported by Paths for All (Scotland), who have shared resources and risks assessments to enable the project to resume walking activity. Since September there has been walks in Pembrokeshire and in

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

					<p>Carmarthenshire. Walks are taking place at multiple locations including Saundersfoot/Kilgetty, Solva, Newport and Haverfordwest in Pembrokeshire. In Carmarthenshire; in Ammanford, St. Clears, Pendine, Llandeilo, Llandovery and Nantgaredig are amongst the locations where local people can access wellbeing walks. Walks are between 30 minutes and 1 hour in duration, with routes selected for accessibility whilst providing appropriate physical exercise for participants. There are now in total 173 walkers registered with the project from across West Wales. Website and Social Media - In response to the COVID pandemic we've had to build a booking system onto what was originally envisaged as a fairly static 'information only' website. This was done to enable the project to manage numbers attending each walk and to provide an active 'track and trace' system for those taking part. There have been significant challenges in re-designing the website and keeping it up to date, however the project team believe it provides a platform to promote and deliver the walking programme in West Wales in a sustainable way that should enable the continuation of walking activity beyond the lifetime of the project. The project has also developed a considerable social media presence on Twitter and Facebook.</p>
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	Amber	↓	Basecamp continues to have new members. PHW are currently very busy with pandemic, but Basecamp is proving to be a good space to capture discussion etc. that can be shared when pandemic eases.
	Strategic Partnerships: Involvement with the West Wales	Green	Green	→	Report pending from the series on on-line workshops. Plan in place for network meeting next

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

	Nature Based Health Service Network.				year with proposal to invite key speakers such as Future Generation Commissioner.
Health and Well-being Projects and Initiatives	Project Development: Delivery and evaluation of Pathways Project and development of follow on project.	Green	Green	→	During December, Pathways continued to deliver a programme of supported volunteering opportunities, although numbers of participants have been limited by the COVID safe work plan. The project has received additional (continuation) funding from Welsh Government allowing project activity to be extended for a further 6 months, taking it up to November 2021. The application for funding of the 'follow-on' project, Roots to Recovery, will be submitted in January.
Outdoor School and Play	Project: Pembrokeshire Outdoor Schools.	Green	Green	→	Work was completed on a programme of 6 Autumn term Outdoor Learning INSETS for Pembrokeshire Teachers, an average of around 50 attended each of the sessions. The PODS co-ordinator is working with a Discovery Team student placement to produce on-line content for the PODS website.
	Partnership Project: Roots Pilot Project.	Green	Green	→	In December the Discovery Team continued to deliver a revised programme of educational visits to schools under the banner of the Roots project. South Hook LNG confirmed support of £10k for the project to continue in 2021.
	Project Development: First 1000 Days – Pre School aged children.	Green	Green	→	Waiting on final confirmation of additional funding from Green Recovery grant for final part of First 1,000 Days funding. Still hoping to launch project Spring 2020, subject to length of lockdown measures remaining in place in Wales.
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	Amber	Amber	→	Services of Employee Assistance Programme reviewed in full and communicated to staff and managers. This will be the main mechanism by which PCNPA will support staff wellbeing to enable a more targeted approach and value for money for the

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

	practice.				existing service provided. Regular weekly and monthly communications to staff are planned to ensure better understanding of the benefit.
	Ways of Working: Corporate Health Standard.	Amber	Amber	➔	No further updates provided for month in question. Policy Development being progressed in October to support Action Plan.
	Ways of Working: Source and develop a suite of training for line managers to equip them to manage diverse teams and promote an inclusive culture.	Amber	Amber	➔	Report completed and meeting in January to discuss resource implications before taking to February LT meeting for approval.

Well-being Objective – Equality

Data Available Monthly									
Work Stream	Measure	2019/20 December	2020/21 Previous Period Nov	2020/21 Current Period – December					
		Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
Strategic Equality: Our Services	# visitors attending Castell Henllys during its quiet hour / slot ytd	92	5	5	BD	TIR			Recommended in October prior to Castell Henllys being closed for Firebreak and winter.
Landscapes for Everyone: Inclusive	# of web wheelchair walks	3,630	413	429	Trend	TIR			No data May/ June - Covid-19 lockdown / analytics issues with

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

Experiences	downloaded ytd								transfer to new website.
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Data Available Quarterly									
Work Stream	Measure	2019/20 Q1 – Q3 (April - Dec)	2020/21 Q1 – Q2 (April – Sept)	2020/21 Current Period: Q1 – Q3 (April – December)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Strategic Equality - Our Workforce	% Workforce Equality Monitoring Information Completed in Pobl y Parc ytd	78.6	76.8	77.4	70	TIR			
Strategic Equality - Our Services	# Equality Impact Assessments Completed ytd	2	0	0	BM	TIR			
Landscapes for Everyone - Social Inclusion	# People engaged with through Social Inclusion Work/ Sessions ytd	2,748	180	594	BM	TIR			
	# of active Youth Rangers this quarter	13 (Q3)	8 (Q2)	11 (Q3)	BM	TIR			
	# of participants engaged with through social inclusion work with young people ytd	797	97	148	BM	TIR			Youth Rangers and Youth Committee Sessions

↑ 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 – December)

Action					
Work Stream	Action	2020/21 Previous Period - November	2020/21 Current Period – December		
		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	➔	No further updates for December submission. In November review carried out and no high risks identified.
	Ways of Working: Become a Disability Confident Organisation.	Red	Red	➔	Project to be put on hold. HR Strategy needs to be properly prioritised to account for resource implications and getting HR service to a baseline before progressing. Pandemic has unfortunately had significant impacts on HR resource.
	Ways of Working: Activities to address and further analyse Gender Pay Gap in the Authority.	Amber	Amber	➔	Project Plan drawn up for Grading and Pay Review.
	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	➔	Approval was granted by DWP for 6 posts as part of the Government's Kickstart Scheme. Documentation now completed to progress the process of recruitment.
Strategic Equality: Our Services	Ways of Working: Integrate equality training and awareness into staff induction processes.	Amber	Amber	➔	Paper to be taken to LT in February to agree e-learning package.
	Ways of Working: Develop a training plan for all staff and volunteers to be trained on how they can deliver accessible services.	Amber	Amber	➔	No new updates for December. Paper to be taken to LT in February to agree e-learning package.
	Ways of Working: Corporate	Amber	Amber	➔	Training for Silktide Monitor scheduled for January.

↑ 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 – December)

	approach developed to Web accessibility regulations compliance.				Work to address issues raised by Silktime to be discussed with website developers
	Ways of Working: Support centres to engage, join and develop initiatives that support wider access to attractions, heritage and arts opportunities.	Amber	Amber	→	On hold - Centres closed over Winter period, majority of staff furloughed. Virtual Archaeology Day held in November, increasing access to the day to broader audience.
Landscapes for Everyone: Social Inclusion	Project: Heritage social inclusion opportunities – Plas College Dwbl at Castell Henllys.	Amber	Amber	→	On hold. Site Closed for the Winter. 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	→	Evidence to revise statement being gathered. Ongoing guidance on Socio Economic Duty being released by Welsh Government.
Landscapes for Everyone: Inclusive Experiences	Project: Experiences for All Project.	Green	Green	→	Survey has gone live.
	Project: Further develop the Beach Wheelchair Scheme.	Green	Green	→	Wheelchairs remain in storage and will be available by request and subject to availability over the winter.
	Project: Physical Access Improvements at St Non's (St Davids).	Green	Green	→	Awaiting Planning consent.
	Project: Creation of more accessible circuit walk at reed bed, Freshwater East.	Green	Amber	↓	Final phase of project delayed due to Warden Team being stood down. Phased return to work as of 18/1 to complete emergency works only. This Business

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

					As Usual task will resume once Senior Team approve the re-commencement of such activity.
	Project: Carew Castle Access.	Green	Green	→	The Carew Manager and Buildings Projects Officer are working on a project brief and getting relevant consents in place to commence physical works in Autumn/winter 2021.
	Project: Develop project checklist that can be shared with partners to ensure projects developed to address NPMP impacts are inclusive.	Amber	Amber	→	Contact and further meeting in December 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	→	The Committee met twice times in December as some of the members took part 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 the new year.
	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 being circulated for informal comment to statutory and third sector stakeholders. Celebrating Heritage Action Plan in final draft.
	Engagement: Facilitation of PCNPA Volunteer Forum	Green	Green	→	Reviewing comments from November meeting and including them in updated action plan. This has led to further options for volunteer involvement e.g. buddy / support, volunteer led training, more structured training programmes etc. Also the December newsletter had contributions from several volunteers.
	Strategic Engagement: Monitoring of Engagement Action Plan by	Green	Green	→	Engagement Action Plan Group Meeting held in December. Meeting arranged for February for group

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

	Engagement Action Plan Group.			to identify priorities from Audit Wales Self-Assessment form on involvement to inform and review priorities within the Action Plan. Group collating information and shared learning from digital and virtual engagement carried out as a result of adapting approaches due to COVID 19.
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Well-being Objective – Communities

Data Available Quarterly									
Work Stream	Measure	2019/20 Q1 – Q3 (April - Dec)	2020/21 Q1 – Q2 (April - Sept)	2020/21 Current Period: Q1 – Q3 (April – December)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Community Activities and Projects benefiting the Park and People	# community project/ engagement activities	766	261	483	BM	TIR			Tree planting with Pembrokeshire College Environmental Conservation students and Bro Inqli pupils. 3 outdoor markets at OYP
	# social action participant days	408	0	58	BM	TIR			
	# community events held at centres	5	0	3	BM	TIR			
	# Voluntary Wardens	64 (Q3)	65 (Q2)	72 (Q3)	50	TIR			
Sustainable Development Fund	% of Sustainable Development Fund allocated	68.64	0	28.45	100	TIR			
Planning Service:	% of enforcement cases investigated (within 84	100	100	93.15	BM	TIR			

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

Enforcement and Community Engagement Promoting the Welsh Language: Skills, opportunities and inspiration	days)								
	Average time taken to investigate enforcement cases in days	38.33	52.5	60.67	BM	TIR			
	Average time taken to take enforcement action in days	91.67	81.5	76	BM	TIR			
	# retrospective planning applications registered	7	1	2	BM	TIR			

Action					
Work Stream	Action	2020/21 Previous Period - November	2020/21 Current Period – December		
		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 - consultation complete, will be presented to Operational Review Committee March 2021. Action Plan – Biodiversity - internal consultation complete, will be presented to Operational Review Committee March 2021. Action Plan – Health and Wellbeing (underway.)
	Ways of Working: Delivery of activities that celebrate the contribution of others to the delivery of the plan.	Green	Green	→	Coast to Coast 2021 article being drafted to feature others' contributions to Park Plan delivery. Management Plan Reference Group are supplying many of the stories.
Community Activities and Projects	Project Development: Project developed with Community Council addressing light pollution.	Red	Red	→	No further movement on this project in the last month. Project development work for Light Pollution started again in September with the Policy Officer liaising

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

benefiting the Park and People					with another National Parks, 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	→	Project officer presented the Stitch in Time project to the Wales Biodiversity Partnership online conference 'resilience in ecological networks' and received between 70 and 80 live views of the presentation from individuals and organisations across Wales. Article about Stitch in Time featured in the Institute of Fisheries Management Fish magazine Issue 4 2020.
	Ways of Working: Centres engagement activity with local communities.	Amber	Amber	→	Despite OYP closing on 4th December due to WG restrictions, the outdoor markets were still able to take place on 5th, 6th and 12th December. (13th December market cancelled due to poor weather). Following Covid-19 guidance and advice from PCC. Good attendance and positive feedback from stallholders. OYP also hosted an online exhibition (due to the closure in December). This was the Friends of Oriel y Parc's annual competition for schoolchildren across the St Davids Campuses. The topic of the competition was the children's response to Covid-19. It would have normally been displayed in the Tower. More information here: https://www.pembrokeshirecoast.wales/oriel-y-parc/exhibitions/the-tower/
	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 Meetings.
Sustainable Development Fund	Ways of Working: Re alignment of SDF to support projects that are focused on responding to the climate change emergency and	Green	Green	→	Demand and interest in fund, as well as quality of applications has increased since June 2020. Deadline for applications 14/12/2020. 12 eligible applications received requesting £271,607 in total of grants.

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

	increasing exposure and quality of applications. (S6)				£96,067 grants remaining for this financial year 2020/21. Applications assessed and ready to go to committee. £33,892 has been spent to date on 3 out of 4 approved projects November 2020 round. Sea surf project (approved 2019/20) completed.
Planning Service: Enforcement and Community Engagement	Project: Enforcement Project on Agricultural and holiday lets.	Red	Red	→	On hold. 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	→	Ongoing 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.

Well-being Objective – Culture

Data Available Monthly									
Work Stream	Measure	2019/20 December	2020/21 Previous Period Nov	2020/21 Current Period – December					
		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 had to pre-book their visit as
	# visitors to Carew	42,215	11,189	11,189	BM	TIR			

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

									the site are limiting the number of visitors per day. Centre closed during firebreak period and winter.
	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 had to pre-book their visit as the site are limiting the number of visitors per day. Centre closed during firebreak period and winter.
	# visitors to Castell Henllys	16,709	4,931	4,931	BM	TIR			the site are limiting the number of visitors per day. Centre closed during firebreak period and winter.
Art Inspiration and Engagement	# gallery visitors	23,680	997	997	BM	TIR			Gallery reopened to visitors on 16.09.2020. Closed during firebreak period and in December due to changes in COVID regulations.

Data Available Quarterly									
Work Stream	Measure	2019/20 Q1 – Q3 (April - Dec)	2020/21 Q1 – Q2 (April - Sept)	2020/21 Current Period: Q1 – Q3 (April – December)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Historic Inspiration	# participants in historical activities and events	15,451	313	562	BM	TIR			Virtual Archaeology Day held in Q3.

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

and Experience	Castell Henllys - # people engaged with through education programme ytd	3,317	27	192	BM	TIR		Across 6 sessions ytd. 4 on site – Daily Life in the Iron Age and 2 virtual sessions.
	Carew - # people engaged with through education programme ytd	1,296	0	48	BM	TIR		1 sessions on site ytd – School guided tour.
Art Inspiration and Engagement	Oriel y Parc - # people engaged with through education programme	N/A	0	0	BD	TIR		Education programme on hold at OYP.
	# participants in Wednesday School Holiday Art Club	N/A	0	0	BD	TIR		Activity on hold at OYP.
Historic Environment: Historic Buildings and Community Archaeology	% Buildings at Risk	5	5	5	<6	TIR		No survey update in quarter.
	# of archaeological sites where conditions have improved	N/A	83	137	BD	TIR		During the third quarter a number of site visits took place in relation to sites through community and public involvement. 62 scheduled monuments were visited by Heritage Volunteers and training sessions took place on 7 scheduled monuments. The Community Archaeologist attended a Nevern Community Council meeting to discuss future work and priorities for Nevern Castle including the re-
	# of archaeological sites where conditions have improved with the help of volunteers and social action participants	N/A	43	116	BD	TIR		

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

									establishment of the Nevern Castle Committee. Reports of graffiti damage at two sites were reported as part of the Heritage Watch Scheme and are being actioned accordingly. In addition, consultation took place with members of the local community regarding proposed work to update interpretation at Old Castle Point Fort, near Fishguard.
Promoting the Welsh Language: Skills, opportunities and inspiration	# Staff who have completed Welsh work online course	2	0	12	Trend	TIR			25 members of staff have registered for one of the various work welsh courses this quarter. The figure includes the module Work Welsh Retail Sector.
	% of Welsh language level information completed on People Management System	50.5	45.7	41.10	80%	TIR			
	# events and activities delivered in Welsh	30	2	10	BM	TIR			Includes virtual talk on Community Archaeology in Welsh to Reading and District Welsh Society.
	# participants in events and activities delivered in Welsh	243	4	59	BM	TIR			
	# school sessions	67	0	5	BM	TIR			All sessions delivered by

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

	delivered in Welsh																				Ranger team. # of sessions have been impacted by restrictions and impact of COVID 19 on sessions delivered by Castell Henllys and through Heritage Guardian Scheme and also on # of sessions the ranger team were able to deliver.
	# participants in school sessions delivered in Welsh	1,964	0	184	BM	TIR															

Action					
Work Stream	Action	2020/21 Previous Period - November	2020/21 Current Period – December		
		RAG	RAG	Trend	Comments
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.
	Ways of Working: Activities to support implementation of business plan at Castell Henllys.	Green	Green	→	Centre closed for the winter due to COVID 19 regulations. Lower Pantglas has now been finished and will be used as a discovery room to hold socially distances and Covid compliant workshops. Track Re surfacing works have been carried out. 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.	Amber	Amber	→	Work is still in hand, however is being held up due to Covid restrictions.
Art Inspiration and	Ways of Working: OYP delivering education programmes linked to	Red	Red	→	Education trips unable to return to site as yet. Centre closed on 4th December due to WG lockdown

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

Engagement	Exhibitions.				restrictions.
	Strategic Partnership: Continued partnership curation of exhibitions and liaison with Amgueddfa Cymru – National Museum Wales, supported through SLA agreement.	Green	Amber	↓	Planning for 2021 programme well underway. Continued working with NMW and artist Mike Perry to ensure success of exhibition programmed for March 2021 (Land/Sea exhibition). Supported very much by comms team as we plan to deliver wider digital impact with this exhibition due to possible impact of Covid-19. Centre closed on 4th December due to WG lockdown restrictions.
Historic Environment: Historic Buildings and Community Archaeology	Project: Heritage Guardians school project.	Green	Green	→	During December, a meeting was held with Ysgol Gelli Aur, Pembroke and a series of sessions was agreed to commence at the beginning of term in January. This included a blend of virtual and physical activities. Due to the most recent COVID-19 restrictions, these sessions will need to be delayed until they can be delivered. In addition, a progress report was produced for the Heritage Guardians project and a proposal was submitted to extend the duration of the project phase into 2021-2022 due to limitations in delivery as a result of COVID-19 in most of 2020. A decision on extending the project will hopefully be forthcoming in early 2021. In November the Community Archaeologist supported the Discovery Education Team to deliver an artefact handling session with pupils from Neyland School in November. This included making artefacts out of clay.
	Project Development: Develop and deliver Community Archaeology Projects.	Green	Green	→	During December, Heritage Volunteers monitoring the condition of scheduled monuments visited nine scheduled monuments between them and submitted findings of their visits using the ArcGIS Survey123 online submission form. Also, the Community Archaeologist attended a Nevern Community Council

↑ 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 – December)

				meeting to discuss future work and priority at Nevern Castle and to discuss the re-establishment of the Nevern Castle Committee. In addition, a meeting took place with a LiDAR specialist regarding the forthcoming SMS project strand to undertake LiDAR survey of the Preseli area including a community engagement element. Finally, discussion took place with members of the local community in relation to a commission to reconstruct the interpretation material at Castle Point Old Fort, near Fishguard.
	Engagement: Research and Excavation partnerships in the Park – Community Archaeology.	Amber	Amber	→ Due to COVID-19 aspects of research and excavation continued to be restricted. Despite this, a consultation to gather examples of the work that organisations have undertaken to mitigate the impact of climate change on the historic environment during 2020 was opened and will continue to run until the end of January 2021. PCNPA is supporting this Welsh Government Historic Environment subgroup by allowing submissions to be submitted via a designated form on the ArcGIS Survey123 account. Also, during December a meeting took place with a LiDAR specialist to discuss the potential direction of a project strand of the forthcoming SMS Coastal Project that will undertake a LiDAR survey of the Preseli area. In addition, meeting took place with external contractors regarding the development of new interpretation material for the Old Castle Point Fort near Fishguard and also scanning further artefacts to enhance digital engagement. Finally, aspects of the article presenting the findings of the survey looking at the Impact of COVID-19 on the archaeological sector in Wales was finalised with the Council for British Archaeology Wales.

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

	Event: Delivery of the Annual Archaeology Day.	Green	Green	→	During December, results of Archaeology Day 2020 were presented at the December Operational Review Committee. In addition, discussion took place between PCNPA staff regarding the potential direction of the event in 2021 and beyond. Further discussion and planning will take place in 2021.
Heritage Partnership and Collaboration	Partnership Project: Participation in Ancient Connections Project.	Amber	Amber	→	Phase 2 bid approved at NPA on 2nd Dec – revised plans now being drafted for delivery of Phase 2 outcomes.
	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.
	Strategic Partnerships: Delivery of Heritage Watch Scheme with Dyfed Powys Police and Cadw.	Green	Green	→	During December, PCNPA in partnership with Cadw and Dyfed-Powys Police put a call out for the public to look out for issues/damage at local sites during the National Lockdown if passing as part of their daily exercise. As part of the request, members of the public and the community have been asked to report issues directly to the Dyfed-Powys Police via their reporting process. The posts on the Facebook page have been seen over 10k times on the English version and over 3k times on the Welsh post and one report was posted as a result by a member of the public. In addition, a report of graffiti was reported for a listed church in the National Park. A police report was made and the matter has been referred to the PCNPA Building Conservation Officer and Church In Wales who will take action accordingly to mitigate damage
Promoting the Welsh Language:	Project: Developing Castell Henllys as a Welsh Language Hub.	Amber	Amber	→	On hold. Site Closed for the Winter.

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

Skills, opportunities and inspiration	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.
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Well-being Objective – Global

Data Available Monthly

Work Stream	Measure	2019/20 December	2020/2021 Previous Period Nov	2020/2021 Current Period – December					
		Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
Special Qualities: Inspiration and Education	# Changing Coast photo submissions	710	290	290	Trend				COVID 19 restrictions had impact on submissions April-June.

Data Available Quarterly

Work Stream	Measure	2019/20 Q1 – Q3 (April - Dec)	2020/21 Q1 – Q2 (April - Sept)	2020/21 Current Period: Q1 – Q3 (April – December)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Special Qualities: Inspiration and	# new school sessions developed aligned with new curriculum ytd	4	1	2	Trend	TIR			Roots/ Pembs Outdoor School outdoor learning / space sessions - linked to outdoor learning an

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

Education									approach to learning identified in the humanities curriculum – Cynefin. Learning and Community Archaeology: Archaeology Loose Parts Play.
	# participating in new school sessions aligned with new curriculum ytd	711	480	1,564	Trend	TIR			Pembrokeshire Outdoor Schools/ Roots Project Sessions
	# participants in our education programme	8,286	554	2,174	BM	TIR			
	# participants in public events and activities programme	33,684	1,959	2,293	BM	TIR			Public Events and Activities Programme re started in Q2 with some activity in Q3, including virtual Annual Archaeology Day.
	# participants at dark sky events held by the Authority	14	0	0	BM	TIR			
	# volunteer days – conservation wildlife survey or monitoring	221.5	64.5	82	BM	TIR			
	# volunteer days – heritage sites monitoring	2.5	19	57	BM	TIR			

Action					
Work Stream	Action	2020/21 Previous Period - November	2020/21 Current Period – December		
		RAG	RAG	Trend	Comments
Responding to Climate Change	Adoption and Monitoring of Climate Change Action Plan. (S6)	Green	Green	→	Responding to Climate Change Emergency Action Plan approved at June NPA, internal monitoring

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

Emergency (S6)					group, involving staff from across the Authority met in November. 2019/20 carbon emission calculations based on previous years' calculation method carried out with report provided 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)	Amber	Amber	➔	On hold - Centres closed over Winter period, majority of staff furloughed.
	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	➔	Proposed purchase approved at NPA 2/12/20.
	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 December members of the PCNPA youth committee continued their involvement in 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

↑ 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 – December)

					short animations on the topic. These will be ready in the new year. Tree planting sessions with Pembrokeshire College Environmental Conservation students and Bro Ingli pupils.
	Promotion of Sustainable and Active Travel itineraries (S6)	Red	Red	→	Continue as member of Greenways Partnership to attend meetings, partnership responding to budget pressures and impact of COVID 19 on feasibility of more rural routes.
	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	→	Phase 1 sites awaiting metering before going live Jan 21 (4 sites). Phase 2 sites agreed and procurement preparation commenced.
	Greening our Buildings – Feasibility Study. (S6)	Red	Red	→	Online introductory session arranged for LT (re Refit Cymru) for Jan 21.
	Photovoltaic PV Generation Project. (S6)	Red	Red	→	Site visit completed & report awaited.
	Continued involvement with Pembrokeshire Energy Forum (S6)	Green	Green	→	Meetings to recommence Jan 2021.
	Continued involvement with Pembrokeshire Service Board's Environmental and Climate Change Risk Assessment for Pembrokeshire (S6)	Green	Green	→	Participated in the pilot Climate Resilience project for Fishguard and Goodwick commissioned by the PSB which is about to be finalised. No further PSB Climate change meetings have been called since June.
	Continued Financial support for Coastal Bus Service (via Greenways Partnership) (S6)	Green	Green	→	Funding confirmed 2020/21. Awaiting budget to be set regarding 2021/22.

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

Special Qualities: Inspiration and Education	Realignment of education offer with the New Curriculum.	Green	Green	➔	Pembrokeshire Outdoor Schools delivered a series of INSETS for teachers linking the new curriculum to outdoor learning. Building on the reviews undertaken earlier in the year of the existing offer to schools provided by the Authority, the Education Officer has been working on new content aligned to Cynefin, a concept defined in the humanities section of the new curriculum and an ideal vehicle for presenting learning about the National Park. Resources linked to Cynefin will be produced over the coming months with the support of a student placement from Swansea University and the PODS co-ordinator. The PCNPA Educators workshop has been arranged for February, with an agenda which will focus on preparing for the delivery of the new curriculum as part of the Authority's education work.
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Governance, Financial Sustainability, Workforce Development and Resilience

Data Available Monthly									
Work Stream	Measure	2019/20	2020/2021	2020/21 Current Period – December					
		December	Previous Period Nov	Actual	Original Target	Revised Target	RAG	Trend	Comments
Fundraising and Income Generation	£ from sponser a gate scheme ytd	7,800	3,600	4,200	6,000	TIR			6 gates and 1 bench sponsored ytd.
	£ from cashless donation pilot Oriel Y Parc ytd	N/A	208.50	208.50	Baseline Data	TIR			OyP once again had to close in December due to lockdown

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

									measures.
	£ Centres Merchandise ytd	212,827.20	72,985.30	74,226.03	BM	TIR			Centres closed mid March - June 2020. Staggered reopening of centres in July 2020. Centres closed during firebreak and further lockdown/ for winter period.
	£ Admissions Carew & Castell Henllys ytd	210,267.53	68,245.81	68,242.48	BM	TIR			CH and Carew re opened to pre booked visitors during July. Both were closed mid March - June. Both Centres closed during Firebreak and further lockdown/ winter period.
	£ Centres Other Income ytd	67,474.68	8,969.07	9,415.47	BM	TIR			
	£ Cafe Rental Income – Castell Henllys and Oriel Y Parc ytd	21,500	0	9,749.87	BM	TIR			
	£ Carew Cafe Sales Income ytd	70,452.18	31,297.30	31,297.30	BM	TIR			
Member Development	% Members attendance at committee ytd	82.53	92.41	91.94	75%		Green	→	Committees being held virtually in response to Covid 19 measures.
	% Members attendance at training ytd	58.33	76.19	81.67	65%		Green	↑	Training held virtually.

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

Corporate Compliance and Standards	% Positive/ neutral media coverage ytd	99.85	99.12	99.19	80%		Green	→	
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Data Available Quarterly									
Work Stream	Measure	2019/20 Q1 – Q3 (April - Dec)	2020/21 Q1 – Q2 (April - Sept)	2020/21 Current Period: Q1 – Q3 (April – December)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Health and Safety	# Days lost divided by full time equivalent this quarter	1.98 (Q3)	2.89 (Q2)	1.88 (Q3)	<1.5		Amber	↑	Training to maintain adequate levels of health and safety for front line staff has been prioritised and training has recommended. No RIDDOR incidents in Q3.
	# RIDDOR (Reportable Incidents) ytd	3	2	2	0	0	Red	→	
	# accidents (Injury) over 3 days/ up to 7 days absence ytd	0	0	0	0	0	Green	→	
	# accidents (Injury) Minor incidents ytd	15	0	0	BM	TIR			
	# vehicle damage incidents ytd	8	3	6	BM	TIR			
	# conflict incidents ytd	0	0	0	BM	TIR			
	# safeguarding incidents	0	0	0	BM	TIR			

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

	ytd								
Corporate Compliance and Standards	# complaints received ytd	6	10	15	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	38.1	30	31.25	BM				
	# Welsh Language Impact Assessments completed ytd	N/A	0	0	BD				
	# Data Protection Impact Assessments completed ytd	0	0	1	Trend				DPIA completed on new performance reporting system replacing Ffynnon.
	# Data Protection Breaches reported to ICO ytd	0	0	0	Trend				
	# of Freedom of Information responses within required timeframe ytd	7	10	13	Trend				
	# of Environmental Information Regulations responses within required timeframe ytd	9	14	17	Trend				

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

	# 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	92.86	94.12	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 2020/21.

Action					
Work Stream	Action	2020/21 Previous Period - November	2020/21 Current Period – December		
		RAG	RAG	Trend	Comments
Long Term Planning and Project Prioritisation	Commence review of Authority priorities and well-being objectives.	Amber	Amber	→	Draft questionnaire developed which will be distributed in January.
	Carew Causeway 5 year plan.	Amber	Amber	→	Listed Building consent awaited.
	Carbon Impact embedded into project proposals. (S6)	Amber	Amber	→	Projects underway for the WG Sustainable Landscapes and Sustainable Places Grant: SDF Funding - this has now been committed to projects that will help offset carbon. Members approved land purchase. Tender for EV charging points currently underway. IT equipment spend committed. Awaiting

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

					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.	Amber	Amber	→	Progress meeting and update report submitted to WG. Claim submitted £72,770 December. All projects in the process of delivering. 1. Digital transformation on track with spend. 2. Additional SDF Fund on track to spend by March. 3. EV Charging points currently at the procurement stage (tender submission deadline 7/1/2021.) 80% likelihood this will overrun. 4. Land purchase £220,000 - NPA agreed in December on the land purchase. Conveyance in process - on track to spend by March 2021.
	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	→	PCNPT has secured additional funding for its Make More Meadows project and the People, Paths and Pollinators project in December.
	Funding Progress for Prioritised Projects	Green	Green	→	No further updates for December for this action. In November additional Funding secured for the following projects:-SWEPT - marine surveying work, Summer Rangers - investment of 2 additional rangers for season 2021, continuation of supported volunteering project for a 6 month period and funding for strategic volunteer review, funding support for Celtic Routes and Ancients Connection projects, Adders Projects. In addition the Roots to Recovery project is through to the second stage of People and

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

					Places.
Workforce Development	Development of People Plan.	Amber	Amber	→	People Plan drafted and to be discussed with LT prior to Personnel Committee in April 2021.
Improving how we work: Digital Approaches	Digital Transformation Programme.	Amber	Amber	→	Digitalisation Opportunities have been captured however, due to Covid-19, it is unlikely that these can commence until the new year and will be subject to funding availability.
	Implementing switch to Office 2016 across the Authority.	Green	Green	→	Action Completed in November. Rollout of Office 2016 to 130 devices completed in November.
	Replacement of HR System.	Green	Green	→	HR system project stalled. Chosen provider were unable to provide assurances that system was fully Data Protection compliant, three days prior to hand over to HR. New system and provider now selected and project back on track.
	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. DPIA on new system completed and data being transferred across to new system. Staff to be trained in new system across January and February.
Member Development	Support for Member Support and Development Committee and achieving Wales Advanced Charter for Member Support and Development.	Amber	Amber	→	Evidence gathering in process for Charter submission.
Health and Safety	Ways of Working: Digitise Health and Safety Reporting	Amber	Amber	→	On pause. HR system prioritised and H&S reporting will be next IT project to start in April 2021.
Corporate Compliance and Standards	Respond to Audit Wales recommendations – 5 Ways of Working.	Green	Green	→	Initial feedback meeting with Audit Wales held in relation to 2020/21 survey and fieldwork on Resilience and Covid Recovery. Engagement Action Plan group members have completed involvement self assessment that was within previous Audit

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

					Report, returned forms have been collated for further consideration by group and separate meeting has been arranged in February 2021 to identify priority areas.
	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.	Amber	Amber	→	Interim DPO appointed at December NPA, with approval for tender to go out to recruit external DPO. Ongoing advice being provided to staff re - privacy notices, data transfers and other queries.
	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. 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 to be agreed in February with LT.
	Annual performance report on Welsh Language Standards	Green	Green	→	Action Completed in December. Report adopted by the National Park Authority on 02 December 2020, subject to minor amendments. Report submitted to Welsh Language Commissioner on 18 December 2020.
	Annual Equality report	Green	Green	→	Action Completed in October. 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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