

REPORT OF THE PERFORMANCE AND COMPLIANCE CO-ORDINATOR

SUBJECT: PERFORMANCE REPORT FOR THE PERIOD ENDING 31st JANUARY 2021

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 January 2021 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.

Support for the Authority's external Ffynnon performance reporting system ended in January. Following the demo and testing of external systems and concern about cost and functionality of options available, in house development of a replacement performance reporting system was carried out. Relevant data has been transferred across to the new system. Staff have been trained in how to use it and are now inputting data directly into the new system. Data inputted into the system forms the basis of the performance reports you receive.

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. 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. Wardens now have access to Lifesize Video Calling (as of late January 2021) - via a mobile app, with a dedicated VC Room. This will allow improved communication and remote contact, supporting well-being, for staff previously without the facilities provided to Office based employees. Re-entry into lockdown also had an impact on site visits for some teams.

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 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.

Planning Service

Officers are continuing to process valid applications. Workload backlog has effected performance following problems with registering casework due to external 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. Second round of funding completed in January 2021, with total amount of budget allocated to projects.

- 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 were in procurement phase in January. 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 January 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.

	<ul style="list-style-type: none"> • Ways of Working: Significant delays with progressing ways of working activities. Critical activities, milestones and outcomes not being achieved. Lack of progress raises compliance concerns. Current area of work is on hold due to reprioritisation of work due to COVID 19. • Strategic: Strategic partnership or engagement failing to achieve desired outcomes, lack of sustainability within partnership, funding concerns or capacity concerns in terms of Authority involvement. • Covid 19 response/ recovery: Service on hold or phase cannot progress due to current regulations. Progress concerns around recovery planning response in this area. Significant implementation concerns with phase. Significant limitations to service delivery. Major Health and Safety concerns or impacts on the workforce.
Amber	<p>Light touch monitoring required and/or some action should be carried out to prevent movement to Red status or to ensure progress to Green status.</p> <p>This would normally be triggered by any combination of the following:</p> <ul style="list-style-type: none"> • Measures: Performance is currently not meeting the target or set to miss the target by a narrow margin. • Projects/ Project Development: Minor or initial concerns around project performance and delivery e.g. some slippage in terms of timescales, 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.

	<ul style="list-style-type: none"> • Strategic: Healthy sustainable partnership in place, delivering against desired outcomes. • Covid 19 response/ recovery: Service back to normal/ or operating successful adapted approach. Regulations implemented. Effective Health and Safety practices are in place.
<p>Performance for some Measures are based on across year benchmarking and trend considerations, performance columns on previous year performance should be used to assess performance in these areas.</p>	

RECOMMENDATION:

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

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

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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 - December	2020/21 Current Period – January		
	RAG	RAG	Trend	Comments
Management and Implementation of COVID -19 Access Regulations: Closure of paths, signage, monitoring, management and communication of closure.	Green	Green	→	All prow and Coast Path open and experiencing high levels of use during lockdown where close to resident communities. Covid precautions signage in place at main access points to Coast Path.
Management and implementation of closure of Car Parks and Centres.	Green	Green	→	On the 29th Jan WG confirmed that the current Tier 4 COVID restrictions will continue for some time longer. Despite the ongoing restrictions, PCNPA's car parks remain open to support legitimate use (i.e. activities currently supported under WG regulations). An example of this approach includes dedicating a specific section of PCNPA's car park in Saundersfoot to support the local COVID vaccination programme in conjunction with Saundersfoot Community Council and Saundersfoot Medical Centre. PCNPA continues to liaise closely with Dyfed-Powys Police and PCC to monitor the situation on the ground. Joint comms with PCC and localised signage has 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	Amber	↓	All of PCNPA's managed sites (with the exception of visitor attractions) remain open to the public. Wardens and Rangers have returned to limited duties to help deal with urgent matters

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				impacting on the National Park to ensure the ongoing safety of the public. All associated risk assessments have been updated and field-based staff will gradually increase duties in-line with current WG COVID regulations.
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	Red	↓	On hold with lockdown.
Closure, suspension of activities, cancellation of events and adaptation of face to face services (application of relevant regulations on Authority activities.)	Amber	Green	↑	All face-to-face services have been suspended as far as possible in-line with current WG COVID restrictions. The Authority's COVID Recovery Plan and risk register is reviewed regularly by Leadership Team to ensure compliance.
Engagement with Welsh Government Departments over implementation of regulations	Green	Green	→	Regular engagement with Welsh Government on COVID related regulations in areas such as meetings, ways of working and public rights of way. The Authority has responded to consultations on draft regulations.
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	→	PCNPA continues to meet with key partners to discuss any arising issues. The Ranger Team have continued to contribute to joint working with PCC, the Police and other partners to deliver a co-ordinated incident management response to localised issues. This included responding to small gatherings of people on the Preseli Hills following the recent flurry of snow. Regional meetings are now underway to prepare for the recreational pressures on the National Park during the 2021 summer season.
Carew - Planning and managing phased opportunities for the opening up of Centres	Amber	Amber	→	We are waiting for further announcements from Welsh Government. Our risk assessments and procedures are in place from 2020 and will be fully reviewed once we have notice of a re-opening date.

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Castell Henllys - Planning and managing phased opportunities for the opening up of Centres	Amber	Amber	→	Awaiting Government Guidance to Change. Seasonal requests to fill have been submitted. Ensuring staff will be ready for when the site re opens.
Oriel y Parc - Planning and managing phased opportunities for the opening up of Centres	Amber	Green	↑	Re-opening plan and risk assessment have been reviewed and continue to be updated in relation to the current situation.
Education Service - Planning and managing phased opportunities for the opening up of face to face services	Green	Green	→	Activity with schools was paused in January. Programme planning Year 2 of the Roots project and the re-launch of the National Park education programme was undertaken in January. The National Park educators workshop is scheduled for early February, with 20 plus staff due to attend and contributors from local schools.
Volunteering/ social action opportunities, community engagement and outreach activities - Planning and managing phased opportunities the opening up of face to face services	Green	Green	→	All volunteering was suspended during January. However risk assessments are in place in preparation for a resumption when the opportunity arises. The Volunteering Development Officer and volunteer managers have continued to stay in touch with volunteers and have been part of several on-line gatherings.
Events and activities - Planning and managing phased opportunities the opening up of face to face services	Green	Green	→	A final version of the 2021 A&E programme was completed and submitted for publication in Coast to Coast. The programme is planned to start later than usual (mid-May) and has been adapted to exclude activity that may not be possible to deliver if some restrictions still apply. This would include activity where large groups are brought together and activities for which equipment etc. is shared (for example rock pooling). The aim is to introduce new activity as 'pop-up' events as and when it is safe to do so.
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	→	Project delivery inhibited by lockdown. Some work progressing.
Project Delivery Countryside Management (e.g. Paths, Plants and Pollinators) - Planning and managing phased opportunities the opening up of face to face	Amber	Amber	→	Pollinator Project outdoor work on hold due to COVID lockdown, awaiting Senior Management Team decision to restart 'non-essential' work.

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services				
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	Amber	↓	Progress has been 'paused' during January following the renewed imposition of 'lockdown' regulations. However, plans are in place to resume activity in line with the recovery plan (2021) prepared for the Ranger and Discovery Teams.
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-enclosed spaces are being undertaken.
Direction face to face liaison (e.g. landowners) - Planning and managing phased opportunities the opening up of face to face services	Amber	Red	↓	On hold with lockdown.
Reception - Planning and managing phased opportunities the opening up of face to face services	Red	Red	→	Offices closed on 20 December in accordance with Welsh Government guidance. Desk screens already installed prior to current restrictions, together with provision of PPE in order to enable safe working. Awaiting further WG guidance before opening up facilities.
Internal and External Meetings - Planning and managing phased opportunities the opening up of face to face services	Amber	Amber	→	Situation remains static. No new updates. 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 - December	2020/21 Current Period – January

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	RAG	RAG	Trend	Comments
Activities to support staff health and well-being during working from home and lock down.	Green	Green	→	No significant progress to report above day-to-day measures. PCNPA are however progressing with the introduction of a Listening Service run by Members to support staff during the Pandemic.
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	→	Risk Assessments continue to be reviewed, monitored and signed off in response to the ever changing environment.
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 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)	Green	Amber	↓	Warden Team stood down for third time 18/12/20. Warden Team began phased return to work on January 18th to do work related to public safety, as defined by Senior Management Team. Risk Assessments updated. Return to normal duties is delayed - decision pending from Senior Management Team.
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	→	Staff operating from home due to Tier 4 restrictions in Wales (most staff working from home anyway). Staff only visiting sites to ensure public safety and/or to help protect NP/PCNPA property from storm damage.
Visitor and Community Services (Centres, Discovery and Rangers) - Planning and managing phased opportunities for staff across different teams to return to their normal place of work and duties (where possible and subject to restrictions)	Amber	Green	↑	Field-based staff have returned to limited duties in-line with the relevant control measures that have been put in place to protect their safety as well as the safety of the wider public. All associated risk assessments have been reviewed and updated. Access to Llanion Park remains restricted (i.e. for essential purposes only) with the majority of office-based staff continuing to work from home.
Direction (Access, Conservation, Planning Policy, National Park Management Plan, Health and Well-being/ Tourism, Community Archaeology) - Planning and managing phased opportunities for staff across	Amber	Red	↓	Working from home prescribed for the present with only emergency visits to HQ. Also issue of restricted site visits under lockdown.

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different teams to return to their normal place of work and duties (where possible and subject to restrictions)				
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 base closed in new lock down restrictions. Officers attending offices only for short duration to carry out essential tasks that cannot be undertaken at home.
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	→	Work is ongoing to support staff to work from home and also return to their normal place of work when regulations allow.

Work Area 3 – Implementing Effective Working Practices

Actions				
Action	2020/21 Previous Period - December	2020/21 Current Period – January		
	RAG	RAG	Trend	Comments
Countryside Management - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)	Green	Green	→	Countryside Management Team managers working from home since March 2020. Online Job Management Systems and mobile apps proving resilient to the new working environment. Wardens now have access to Lifesize Video Calling (as of late January 2021) - via a mobile app, with a dedicated VC Room. This will allow improved communication and remote contact, supporting well-being, for staff previously without the facilities provided to Office based employees.
Property and Estates - Management of homeworking including staff, teams and work priorities (in line with government regulations)	Amber	Green	↑	Temporary work arrangements have readily become 'the new norm' and, as a result, associated issues will, therefore be considered across a number of forums (e.g. Staff Reps

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and guidance)				Group, Leadership Team, H&S Group, Personnel Committee, etc.) to ensure that staff well-being remains at the heart of adapted working practise throughout 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	Green	↑	Regular virtual departmental meetings are held in addition to 1-2-1 meetings. Furloughed staff are contacted regularly and a schedule of regular Team Leaders meetings has been established throughout 2021. A successful virtual staff meeting was organised in Dec 2020 (attended by the Chairman) and a fortnightly staff newsletter is distributed to all staff. In addition, staff (including Wardens and Rangers) now have access a number of 'apps' such as Lifesize and Slack to help everyone to keep in touch and socialise.
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	→	Working from home progressing. Officers also need to carry out site visits to successfully achieve their work programmes. Limited site visits due to lockdown.
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.
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	→	Guidance is provided to staff to enable them to work from home where possible.
Leadership Team - Management of homeworking including staff, teams and work priorities	Green	Green	→	The Authority has develop guidance to enable staff to work from home. This has been supported through the provision of equipment and new developments such as a new VOIP based phone system. Through this work the majority of the

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				work planned by the Authority is able to continue.
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 anticipated that this work will be carried out during Quarter 4 in preparation for re-opening.
Internal Communication	Green	Green	→	A monthly newsletter is distributed to all staff. There is regular communication updating staff on changes in guidance. Team Leaders meet on a monthly basis to share information.

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

Actions				
Action	2020/21 Previous Period - December	2020/21 Current Period – January		
		RAG	Trend	Comments
Providing additional support to other Public bodies and voluntary sector where appropriate.	Green	Green	→	The Authority regularly engages with other organisations and communities and where possible provides support to assist with their approach to COVID.

Work Area 5 – Recovery Planning

Actions

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Action	2020/21 Previous Period - December	2020/21 Current Period – January		
	RAG	RAG	Trend	Comments
Recovery Plan developed and in place.	Green	Green	→	Recovery Plan reviewed when regulations and guidance changes.
Working with Partners to develop effective responses to the impact of COVID-19 pandemic on Destination management – including visitor and community relations.	Amber	Green	↑	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	Green	↑	Recreational access to the NP remains unchanged. It has been vital to return Wardens and Rangers to limited duties and the priority is to ensure that the planned maintenance work across the Nat' Park continues at pace. The Authority is considering employing additional seasonal staff this summer to help clear the backlog of work that was put on-hold during the previous and ongoing lockdown(s).
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	→	Officers represented on a number of LRF sub groups in areas such as tourism to support the industry to recover.
Working with Partners to develop effective responses to the impact of COVID-19 pandemic on Development of Health and Well-being and Community focused projects that address longer term impact on people's physical and mental well-being.	Green	Amber	↓	Covid pandemic continues to impact on the ability to engage with all strategic partners particularly those in health and social care who can help with this work.

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Work Area 6 – Delivering our statutory planning responsibilities

Actions				
Action	2020/21 Previous Period - December	2020/21 Current Period – January		
	RAG	RAG	Trend	Comments
Planning Service – Management of applications, appeals and decisions.	Amber	Amber	→	Officers are not undertaking in person visit sites, but are continuing to deal with and process valid applications. New lockdown restrictions impacting work throughout the 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	→	Supplementary Planning Guidance roll out delay with delay in adoption of the LDP due to Covid restrictions. Continuing programme of consultation, review and adoption.

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

Actions				
Action	2020/21 Previous Period - December	2020/21 Current Period – January		
	RAG	RAG	Trend	Comments
Hosting virtual Committee Meetings and supporting Members during this process to fulfil their role.	Green	Green	→	All public Authority/Committee meetings being held virtually. Remote meeting guidance to be reviewed in light of past year's experience.
Webcasting of virtual meetings.	Green	Green	→	Action Completed in May. Staff/Members received training in relation to attending virtual meetings. All virtual committee

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				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 planning 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 updated on a monthly basis.

Data Available Monthly								
Measure	2019/20 January	2020/2021 Previous Period December	2020/2021 Current Period – January					
	Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
# committee webcasts ytd	N/A	20	23	N/A	Baseline Data			
# people viewing online webcasts of PCNPA Committees this month	N/A	211	269	N/A	Baseline Data			3 Livestreams: Personnel 2 views, SDF 3 views, DM 53 views

Work Area 8 – Fulfilling our financial obligations

Actions - Fulfilling our financial obligations		
Action	2020/21 Previous Period - December	2020/21 Current Period – January

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

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	RAG	RAG	Trend	Comments
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 January	2020/21 Previous Period December	2020/21 Current Period – January					
		Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
Maintaining Public Rights of Way a Tourism Asset	Pembrokeshire Coast Path – Trip Advisor Overall Rating 1-5	5	5	5	5		Green	→	
Tourism Engagement & New Audiences	# Main website users ytd	249,660	169,476	184,295	BM				2020/21 ytd figures affected by complete Google Analytics data for May not being
	# Main website page views ytd	1,319,411	663,991	710,099	BM				

↑ Improving Trend → Static Trend ↓ Worsening Trend BM= Benchmarked against previous year BD= Baseline Data
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									available due to issue caused by transfer to new website. Views - 774 bot spike traffic from two sources 31/01/21.
	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	107,007	27,208	27,208	BM against 2019/20	TIR			
Supporting Local Businesses	% Authority Spend locally	52.48	51.46	60.49	BM against 2019/20	TIR			£609,238 ytd spent in SA postcode.
	% Invoices paid on time (Average) ytd	96.73	95.35	95.42	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 external Planning IT system issues which prevented registration of
	Average time taken to determine all planning	89.67	102.5	113	<67 days		Red	↓	

↑ Improving Trend → Static Trend ↓ Worsening Trend BM= Benchmarked against previous year BD= Baseline Data
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	applicants in days ytd								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	75.00	80.00	>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	122,008	145,511	Trend	TIR			7 Coast Path and 4 INRoW Counters. For Q2 and Q3 data only there was a 22.5% increase compared to 2019/20.
Sustainable Tourism and Recreation	# filming enquiry requests ytd	33	9	11	Trend	TIR			
	# filming enquiry licenses	4	5	6	Trend	TIR			

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Management and Promotion	awarded ytd								
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	185	0	38	Trend	TIR			Pop up Markets at OYP outdoor space (held in line with Covid Regulations)
	# of artists and craft makers supported at Oriel Y Parc ytd	21	7	13	Trend	TIR			
Employment Transformati	# Work experience placements provided ytd	5	0	1	BM	TIR			Discovery Student placement (Swansea

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on in Pembrokeshire									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.

Actions					
Work Stream	Action	2020/21 Previous Period - December	2020/21 Current Period – January		
		RAG	RAG	Trend	Comments
Planning Policy and Planning Service	(See actions under delivering our statutory planning responsibilities)				
Maintaining Public Rights of Way a Tourism	Ways of Working: Digital Park Project.	Green	Green	→	Project is ongoing as per presentation to ORC September 2020.
	Project: Development of	Amber	Amber	→	Work resumed on Moylegrove route after Fire Break but

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Asset	new footpath links and circular walk creation.				interrupted by lockdown of 20th December; final section to improve will now start in April. Pwll Cornel: Management Agreements being revised in view of alteration to route due to river bank erosion.
	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	Green	↑	Local Access Forum convened virtual meeting at end of January and set dates for future meetings in 2021
	Strategic Engagement: Participating in Access Legislation Forum	Green	Green	→	Last meeting of Welsh Gov expert panel held in January. NRW to prepare report of preferred options for access legislation reforms and provide report to Minster at end of April.
Sustainable Tourism/ Recreation: Management and Promotion	Project: External Sustainable Events Research. (S6)	Amber	Amber	→	Project has fallen behind due to the pandemic. Many events are not happening, and organisation who might run them may also be on furlough. Workshops are planned for spring 2021. Written agreement made with university to extend the project funding into next financial year.
	Ways of Working: PCNPA Branding.	Green	Green	→	Action Complete. Brand Ambassador Scheme scoping exercise has been commissioned and the draft feasibility report has been produced. It is anticipated that work to progress any further development of a potential Ambassador Scheme will be paused until the 2022 season due to the current impact of COVID:19.
	Strategic Partnership: Supporting Destination Management Plan implementation and setting up of delivery organisation.	Green	Green	→	Visit Pembrokeshire has been set up and is now functioning, therefore this element of work has been completed. Work is ongoing to implement the Destination Management Plan and the Authority sits on a group monitoring this work.
	Strategic Partnership: Managing What We Can Document – Annual review	Green	Green	→	2020 document now needs to be updated for 2021. It is a 'live' document that has now been developed to respond to changes throughout the year/circumstance. Recreation plan

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	with Partners. (S6)				meeting in Feb will look at the document again.
	Strategic Partnership: Pembrokeshire Water Safety Forum and mapping of coastal and foreshore incidents.	Green	Green	➔	Meetings held with partners to discuss management of local sites. No significant incidents noted.
	Strategic Engagement: Liaison with Recreational Groups and Pembrokeshire Coastal Forum. (S6)	Green	Green	➔	Participated in Wales Marine Sustainable Recreation Management workshop.
Tourism Engagement and New Audiences	Project: Re positioning Oriel Y Parc as a Discovery Centre for the Park.	Amber	Amber	➔	Progress continues slowly with implementation of interpretation plan. Positive discussions held with Buildings Manager, relevant parts of the plan now need to be put forward as an initial planning query.
	Ways of Working: Activities to support implementation of business plan at Oriel Y Parc.	Amber	Amber	➔	Progress continues slowly with Interpretation Plan. Progress has been delayed due to continued closure / lockdowns.
	Project: Development of Discovery Points across the Park.	Green	Green	➔	9 panels have gone out to 7 premises. The next stage is to evaluate their popularity and effectiveness by asking the managers of the premises for anecdotal evidence. We will also record the number of hits of the QR codes
	Partnership Project: Celtic Routes.	Amber	Amber	➔	Phase 2 bid approved at NPA on 2nd Dec – revised plans now being drafted by Carmarthen CC 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 training and 'refresher' sessions continue with new staff/staff who haven't had an opportunity to familiarise themselves with the new CMS. Training sessions will be held with centre staff once they return to work in advance of new season as restrictions allow. Reception team staff to receive training in due course as they will be processing online sales of car park season tickets sold via web shop.

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	Project Development: Beach Roadshow linked to Summer Rangers Service.	Green	Green	→	Additional funding secured for up to 4 Summer Rangers in season 2021.22. Plans underway with the Ranger Team.
	Project Development: Engagement activities that will support local businesses to engage visitors with the Park and its special qualities.	Amber	Green	↑	Plans for recruitment of Visitor Welcome Volunteers are now in place. Subject to the restrictions in place at the time we aim to recruit volunteers to the programme in March. Training for Visitor Welcome Volunteers will include Parkwise, which now has a series of modules which can be delivered on-line including an introduction to the National Park and tourism.
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	→	Due to centre closure local retail suppliers aren't currently being promoted online, however, artists who would have exhibited with us during this time have been promoted via social media. OYP are also planning virtual events for St Davids Day to help promote the City and Pembrokeshire across Wales and the UK.
	Ways of Working: Review of procurement in the Authority, including community benefit options and sustainability practices. (S6)	Red	Red	→	Work not commenced.
Employment Transformation	Partnership Project: Pembrokeshire College Work Placement Scheme.	Red	Red	→	Action closed for 2020/21 due to re-prioritisation of work. PCNPA are focusing efforts on the Government's Kick Start Scheme for young adults on Universal Credit.
	Project Development: Feasibility study to inform replacement project for Skills in Action including identifying potential Apprenticeship opportunities.	Red	Red	→	Exploring options under Kickstart programme and a wider discussion about possible successors to Skills in Action.

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	Ways of Working: Enhancing our volunteering opportunities – flexible and office and centre based opportunities.	Green	Green	→	Developing training package for visitor ambassador scheme. Heritage guardian scheme at capacity. Other independent and flexible roles on hold due to Covid. New UKNP project - wildwatch - open to our volunteers and will be promoted to the wider public following a launch at the end of March. The project encourages more people to engage with wildlife through observing, uploading pictures, identifying and helping curate records.
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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			
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	# of applications for works to protected trees	32	20	23	BM	TIR			

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Landscape	determined ytd (S6)								
	# 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 ytd (S6)	N/A	0	58	BD				2 tree planting sessions delivered by Rangers. With Pembrokeshire College Environmental Conservation students and Bro Ingli pupils.
Marine and Foreshore Environment	# volunteer and social action days – beach, foreshore and river cleaning activities ytd (S6)	239	9	17	Trend	TIR			

Action					
Work Stream	Action	2020/21 Previous Period - December	2020/21 Current Period – January		
		RAG	RAG	Trend	Comments
Conservation Land Management	Engagement: Engagement activity with Dairy Industry/ Farmers. (S6)	Red	Red	→	Farm Conservation officer to start role February 2021, they will be carrying this work forward.
	Partnership Project: Engagement with Plant Life's Magnificent Meadows Project. (S6)	Green	Green	→	An introductory online meeting was held on 28th Jan, and an overwhelming 100 people attended with still more who were unable to join because the limit had been exceeded. A further meeting is to be held on 4th Feb for those who couldn't attend.

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Biodiversity and Connectivity Projects	Pilot Project: People, Paths and Pollinators Pilot Project. (S6)	Amber	Amber	➔	Pollinator Warden has been stood down for 13 weeks this year following Senior Management guidance related to COVID 19 restrictions. Warden work relating to habitat improvement on the Coast Path has been impacted by reduced Warden time due to COVID 19 restrictions. Lack of volunteer time due to COVID restrictions.
	Pilot Project: Traditional Boundaries Pilot. (S6)	Green	Green	➔	Seven active sites under the pilot.
Engagement and Volunteering in looking after the Park's Ecosystems	Project: Stitch in Time Project. (S6)	Green	Green	➔	Created and Submitted Q4 ENRAW claim for 2020. Created site films and maps to provide to contractors for Castlemartin Corse winter work, Clydach, Penrallt, Bryn Hyfryd and Pwllgwaelod / Cwm Dewi. Submitted SSSI consent to NRW for contractor to undertake vegetation cutting at Cwm Dewi.
	Project Development/ Funding: Naturally Connected Project. (S6)	Red	Red	➔	This now sits with Ranger Team Leader and has been on-hold during the COVID-19 pandemic.
Conservation Strategic Partnerships and Engagement	Strategic Engagement: UK and Welsh Policy Engagement on Land Management following withdrawal from EU. (S6)	Amber	Amber	➔	The Authority, working in partnership with the other two Welsh NPAs, continue to work with Welsh Government to influence future land management schemes. Currently we are drafting our response to the Agriculture (Wales) Bill.
	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	➔	Network running near to full capacity and will need to find new graziers in near future. The Meadows Group may lead to new contacts.
Planning: SMNR and	Ways of Working: S6 Duty – Biodiversity Enhancement	Green	Green	➔	Routinely included on all applications where it is reasonable to be included in accordance with Welsh

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responding to biodiversity loss	conditions for planning applications. (S6)				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)	Amber	Green	↑	Ash Dieback App used to survey Ash Trees on PCNPA Estate, using standard industry criteria in summer 2020. 123 Trees surveyed to date. 37 Trees earmarked for felling with work underway.
Marine and Foreshore Environment	Collaboration: The Authority will look to explore opportunities through partnerships to develop projects that can support/ enhance carbon sequestration in the marine environment. (S6)	Green	Green	→	Seagrass Ocean Rescue is a joint venture between Sky Ocean Rescue, WWF and Swansea University and funded the Dale project - the first proper 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 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

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					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.
	Strategic Partnerships: Involvement with Foreshore Management Plan development and implementation. (S6)	Green	Green	→	Progress held with NRW to discuss options and progress towards management of bait digging at the Gann.
	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 January	2020/21 Previous Period December	2020/21 Current Period – January					
		Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
Promoting Health Benefits of the Park	# of web walks downloaded ytd	38,304	10,580	11,157	Trend	TIR			No data in May and June - Covid-19 lockdown / analytics issues with transfer to new website.

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Data Available Quarterly									
Work Stream	Measure	2019/20 Q1 – 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
Supported Walking Opportunities	# participants Walkability Scheme ytd	927	26	107	1,000	TIR			Across 16 sessions held ytd (when regulations allowed.)
	# Pembrokeshire participants in Walking for Well-being Sessions ytd	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 ytd	2,564	235	593	BM	TIR			Activities restarted in Q2.
Health and Well-being Projects and Initiatives	# volunteer days ytd	2,239.5	313.5	765.30	BM	TIR			
	# participants in volunteering and social action sessions involving physical activity ytd	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
	% schools in National Park engaged with outdoor learning activities ytd	69.23	7.69	30.77	BM	TIR			
	% schools in Pembrokeshire engaged	66.13	8.06	20.97	BM	TIR			

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	with outdoor learning activities ytd								project. Webinars have also been held for teachers on outdoor learning with 253 teachers attending across the sessions.
Planning Affordable Housing	% of housing units approved that are affordable ytd	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 ytd	39	102	102					

Action					
Work Stream	Action	2020/21 Previous Period - December	2020/21 Current Period – January		
		RAG	RAG	Trend	Comments
Supported Walking Opportunities	Partnership Project: West Wales Walking for Well-being project (Working with GP surgeries.) (S6)	Amber	Green	↑	Walking activity was paused in January apart from the virtual walk programme, which was offered to all the project's registered walkers. Around 100 individuals are actively participating in the virtual walks at the moment. The project has maintained a social media presence, with posts focusing on the benefits of walking and staying active. The project is seeking to employ a contractor to undertake project evaluation over the remainder of the project delivery phase. All Healthy and Active Fund projects across Wales will have the opportunity to bid for an additional (4th) year of project activity, which would take the project end date to March 2023.
Promoting	Strategic Engagement:	Amber	Amber	→	Basecamp group set up with approx 50 members.

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Health Benefits of the Park	Involvement with Public Health Wales development of strategic framework for social and Green Solutions for health.				However pandemic has meant that PHW focus is upon managing CV19.
	Strategic Partnerships: Involvement with the West Wales Nature Based Health Service Network.	Green	Green	→	Network has been brought on-line with a series of workshops and base camp group. Report on next steps due.
Health and Well-being Projects and Initiatives	Project Development: Delivery and evaluation of Pathways Project and development of follow on project.	Green	Amber	↓	In January the Pathways project paused delivery of a programme of supported volunteering opportunities. The application for funding of the 'follow-on' project, Roots to Recovery, was submitted at the end of January.
Outdoor School and Play	Project: Pembrokeshire Outdoor Schools.	Green	Green	→	During January the PODS Co-ordinator resumed support for 'home educators' by providing daily suggestions for outdoor learning. Both schools and parents shared these ideas. The partnership meeting held in January was well attended, with plans for Outdoor Learning Week in April being the main topic. The Outdoor Schools website is being re-developed to provide a range of curriculum linked resources for educators in Pembrokeshire, this will include an interactive map to link resources to school settings. This work is being undertaken by the Discovery Team student placement, who is an under-graduate from Swansea University.
	Partnership Project: Roots Pilot Project.	Green	Amber	↓	Roots activity in January was limited. Funding received from SHLNG for 2021. Some contact maintained with schools while shut in lockdown.
	Project Development: First 1000 Days – Pre School aged children.	Green	Green	→	First grant of £10,000 awarded by the Pembrokeshire Coast National Park Trust to PCNPA for the delivery of First 1,000 Days. Plans in place to launch the scheme in Spring 2021.
Workforce Well-	Ways of Working: Undertake a	Amber	Red	↓	This specific objective will close as it crosses over

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being	review of our well-being activities to further develop our well-being offer and review relevant policies to ensure they reflect best practice.				with work being undertaken on Corporate Health Standard.
	Ways of Working: Corporate Health Standard.	Amber	Amber	→	No January updates due to resource being allocated to introduction of new HR system
	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	Green	↑	New e-learning system will enable deliver of this objective by 1 April 2021.

Well-being Objective – Equality

Data Available Monthly									
Work Stream	Measure	2019/20 January	2020/21 Previous Period Dec	2020/21 Current Period – January					
		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	3,892	429	464	Trend	TIR			No data May/ June - Covid-19 lockdown / analytics issues with

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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 HR System 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

Action					
Work Stream	Action	2020/21 Previous Period - December	2020/21 Current Period – January		
		RAG	RAG	Trend	Comments

↑ 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 – January)

Strategic Equality: Our Workforce	Ways of Working: Begin review of the Authority's recruitment and selection process to ensure fairness within recruitment processes.	Amber	Green	↑	Policy to be signed off for 1 April introduction.
	Ways of Working: Become a Disability Confident Organisation.	Red	Red	→	Project will be put on hold until foundations are in place and other critical HR projects are delivered.
	Ways of Working: Activities to address and further analyse Gender Pay Gap in the Authority.	Amber	Amber	→	No January update due to resource being allocated to introducing new HR system from 1 Apr. In December 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	Green	↑	Government's Kick Start Scheme is being utilised to deliver on this key target.
Strategic Equality: Our Services	Ways of Working: Integrate equality training and awareness into staff induction processes.	Amber	Green	↑	Equality Training to be integrated into new e-learning system. System signed off by Leadership Team and awaiting provider to train and implement in March.
	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 monthly update due to focus on introducing new HR system. New system will enable plan to be developed and monitored more effectively.
	Ways of Working: Corporate approach developed to Web accessibility regulations compliance.	Amber	Green	↑	Silktide training to commence but small issues identified by monitoring platform being addressed in the meantime with support from 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	Project: Heritage social inclusion	Amber	Amber	→	All activities on hold due to Site closure over winter

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Everyone: Social Inclusion	opportunities – Plas College Dwbl at Castell Henllys.				period. Coleg Plas Dwbl have not visited because of Covid -19 Risks since the beginning of the Outbreak.
	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. A mapping guide to support public bodies in meeting the requirements of the Socio-economic Duty, The PSED and the Well-being of Future Generations (Wales) Act, 2015 in an aligned way, has been published on the Welsh Government - Socio-economic Duty Website - https://gov.wales/more-equal-wales-mapping-guide . 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	→	Completed in part within the Landscapes for All document. However this document needs to be updated to reflect actions to be taken to comply with the Socio Economic Duty.
Landscapes for Everyone: Inclusive Experiences	Project: Experiences for All Project.	Green	Green	→	Survey is still live with a good number of responses – plan to close the survey by March.
	Project: Further develop the Beach Wheelchair Scheme.	Green	Amber	↓	The previous model that largely depended on private beach side businesses to host and manage the chairs may not be feasible across all sites once restriction have been lifted. Currently many businesses are closed. New ways to make the chairs available are currently being explored as well as identifying those businesses who can continue to offer the beach wheelchairs in line with government guidelines.
	Project: Physical Access	Green	Green	→	Planning approval granted, tender documents being

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	Improvements at St Non's (St Davids).				prepared.
	Project: Creation of more accessible circuit walk at reed bed, Freshwater East.	Amber	Amber	→	Project on hold as Wardens Team stood down from 'Business As Usual' and currently only undertaking 'Essential Work' as defined by the Senior Management Team. Likely to be delayed to winter 2021/22 as the bird breeding season fast approaches.
	Project: Carew Castle Access.	Green	Amber	↓	This project has in the early stages of planning. A brief is currently being developed. The project is due to commence in autumn/winter 2021/2022.
	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 the development of project checklist. Survey for project currently open.
Engagement: Outreach, young people and volunteers	Engagement: Development of a Young People's Committee.	Green	Green	→	The Committee met in January, although the meeting was poorly attended. Members agreed that we should undertake a quick survey of those involved to find out more about what is working/what doesn't work so well with regard to the committee. The results will be reported upon in February. The group also anticipate completing work on their UNICEF short film in February.
	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 following consultation with key partners.
	Engagement: Facilitation of PCNPA Volunteer Forum	Green	Green	→	No meetings held in January. Next one due in Feb.
	Strategic Engagement: Monitoring of Engagement Action Plan by Engagement Action Plan Group.	Green	Green	→	Engagement Action Plan Group Meeting held in December. Meeting arranged for February for group to identify priorities from Audit Wales Self

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

					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			
	# social action participant days	408	0	58	BM	TIR			Tree planting with Pembrokeshire College Environmental Conservation students and Bro Inqli pupils.
	# community events held at centres	14	0	3	BM	TIR			3 outdoor markets at OYP
	# 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: Enforcement	% of enforcement cases investigated (within 84 days)	100	100	93.15	BM	TIR			

↑ Improving Trend → Static Trend ↓ Worsening Trend BM= Benchmarked against previous year BD= Baseline Data
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and Community Engagement Promoting the Welsh Language: Skills, opportunities and inspiration	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 - December	2020/21 Current Period – January		
		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	→	Restoring Nature Action Plan circulated for targeted informal external comment, to go to March 2021 NPA. Celebrating Heritage Action Plan final draft, to go to March 2021 NPA.
	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 will feature others' contributions to Park Plan delivery. Conserving the Park story map online.
Community Activities and Projects benefiting the Park and People	Project Development: Project developed with Community Council addressing light pollution.	Red	Red	→	Conversation on-going, with next steps to be agreed by the Health and Tourism Policy Officer, as part of the project development for Light Pollution.
	Project: Stitch in Time Project engagement with communities.	Green	Green	→	Maintaining contact with landowners in Clydach and Castlemartin Corse where Winter vegetation cutting is planned or underway. No volunteering due to restrictions. Best practice event meeting with PLANED.

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	Ways of Working: Centres engagement activity with local communities.	Amber	Amber	→	CH - All activities on hold due to Site closure over winter period. Carew - Not in progress due to Covid-19. OYP – Manager continues to be part of Pembrokeshire Inspired group, as well as representing Oriel y Parc on the local tourism association. A virtual event for St Davids Day is being planned which hopes to encourage participation from local community groups and schools. Oriel y Parc have been successful in securing a place in the Happy Museum Project's Peer Learning Group. A project which aims to explore how museums and cultural organisations can help to tackle climate change by working with their local communities.
	Strategic Engagement: Involvement with the Rural Crime Partnership and Public Services Board's Communities Group.	Green	Green	→	No partnership meetings held this month.
Sustainable Development Fund	Ways of Working: Re alignment of SDF to support projects that are focused on responding to the climate change emergency and increasing exposure and quality of applications. (S6)	Green	Green	→	Second round of funding completed (January 2021) with total amount of budget allocated to projects.
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.

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Well-being Objective – Culture

Data Available Monthly									
Work Stream	Measure	2019/20 January	2020/21 Previous Period Dec	2020/21 Current Period – January					
		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 the site are limiting the number of visitors per day. Centre closed during firebreak period and winter.
	# visitors to Carew	42,374	11,189	11,189	BM	TIR			
	Castell Henllys Trip Advisor overall rating 1-5	4.5	4.5	4.5	4.5		Green	→	Centre reopened in July, having been closed since mid-march due to COVID 19 restrictions. Visitors 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	16,819	4,931	4,931	BM	TIR			
Art Inspiration	# gallery visitors	21,952	997	997	BM	TIR			Gallery reopened to visitors on 16.09.2020.

↑ 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 – January)

and Engagem nt									Closed during firebreak period and in December due to changes in COVID regulations.
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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
Historic Inspiration and Experience	# participants in historical activities and events ytd	15,451	313	562	BM	TIR			Virtual Archaeology Day held in Q3.
	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 ytd	N/A	0	0	BD	TIR			Education programme on hold at OYP.
	# participants in Wednesday School Holiday Art Club ytd	N/A	0	0	BD	TIR			Activity on hold at OYP.
Historic Environment: Historic	% Buildings at Risk	5	5	5	<6	TIR			No survey update in quarter.
	# of archaeological sites	N/A	54	137	BD	TIR			During the third quarter a

↑ 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 – January)

Buildings and Community Archaeology	where conditions have improved ytd								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-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.
	# of archaeological sites where conditions have improved with the help of volunteers and social action participants ytd	N/A	43	116	BD	TIR			
Promoting the Welsh	# Staff who have completed Welsh work	2	0	12	Trend	TIR			25 members of staff have registered for one

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Language: Skills, opportunities and inspiration	online course ytd								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 ytd	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 ytd	243	4	59	BM	TIR			
	# education programme sessions delivered in Welsh ytd	67	0	5	BM	TIR			All sessions delivered by 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 education programme sessions delivered in Welsh ytd	1,964	0	184	BM	TIR			

Action						
Work Stream	Action	2020/21 Previous Period - December	2020/21 Current Period – January			
		RAG	RAG	Trend	Comments	

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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 Carew Business Plan on an on-going basis.
	Ways of Working: Activities to support implementation of business plan at Castell Henllys.	Green	Green	→	A number of action points in the business plan are coming into fruition. A new bilingual guide book is ready to go to print with an electronic copy available to be bought on the website over the summer. Discussions have commenced with companies regarding updating the outdoor play area and Plans are underway to finish the Discovery room in Pantglas to maximise commercial opportunities.
	Project: Carew Castle – Exhibition room and other interpretation.	Amber	Amber	→	Partially completed. Delayed due to restricted site access and furloughed staff during the pandemic.
Art Inspiration and Engagement	Ways of Working: OYP delivering education programmes linked to Exhibitions.	Red	Red	→	Project not completed due to continued lockdowns and restrictions. An educators meeting is taking place in February to discuss learning post-covid / post-lockdown.
	Strategic Partnership: Continued partnership curation of exhibitions and liaison with Amgueddfa Cymru – National Museum Wales, supported through SLA agreement.	Amber	Green	↑	Exhibition programming and partnership is continuing. Decision made to delay opening of new Land/Sea exhibition due to site closure and lockdown. Discussions continue to take place regarding exhibition which follows Land/Sea, and possibility for a new 'The Lost Words' exhibition to be showcased at OyP.
Historic Environment: Historic Buildings and Community Archaeology	Project: Heritage Guardians school project.	Green	Green	→	During January, PCNPA produced Welsh and English short videos to teach pupils at Ysgol Gelli Aur about archaeology, the National Park and Neolithic Burial Chambers. As part of this production, the pupils were also given tasks to complement their learning including researching and recreating burial chambers located in the National Park area. And also producing creative works alongside this. Originally, Ysgol Gelli Aur were due to receive a blend of virtual and physical sessions in line with COVID-19

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					restrictions, however only virtual was possible.
	Project Development: Develop and deliver Community Archaeology Projects.	Green	Green	➔	During January, PCNPA met with candidate consultants regarding providing technical support for the forthcoming LiDAR Archaeology Project (part of the overarching SMS coastal project led by Gwynedd Council). The successful contractor will be selected at the end of February 2021. Also, a joint meeting took place between the PCNPA, Cadw, Dr Chris Caple and Nevern Community Council regarding priorities at the site. In addition, work continues on the reconstructive digital artwork/augmented reality for the Napoleonic fort located outside Fishguard. Similarly, work continues to develop 3D models of archaeological artefacts displayed at Oriel y Parc. Finally, the CHERISH team updated the PCNPA that plans are going ahead to undertake a community excavation later this year at Caerfai, St David's (COVID-19 permitting). This was due to take place in autumn 2020, however was not possible due to COVID-19.
	Engagement: Research and Excavation partnerships in the Park – Community Archaeology.	Amber	Green	↑	During January, PCNPA met with candidate consultants regarding providing technical support for the forthcoming LiDAR Archaeology Project (part of the overarching SMS coastal project led by Gwynedd Council). The successful contractor will be selected at the end of February 2021. Also, the PCNPA supported the Welsh Government Historic Environment Subgroup on Climate Change's consultation to the wider sector to ascertain work that has been carried out in 2020 to mitigate the impact of climate change on historic/archaeological features in Wales. In addition, the final draft of the article exploring the impact of COVID-19 on the archaeological sector in Wales is almost complete.

↑ Improving Trend ➔ Static Trend ↓ Worsening Trend BM= Benchmarked against previous year BD= Baseline Data
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					Finally, the CHERISH team have provided an update that the community excavation that was planned for autumn 2020 will hopefully take place later in 2021. The PCNPA will be involved with this project.
	Event: Delivery of the Annual Archaeology Day.	Green	Green	→	No action is currently required with the archaeology day event. A preliminary meeting to prepare for archaeology day 2021 is scheduled for March 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 by PCC for delivery of Phase 2 outcomes.
	Strategic Partnerships: Involvement with Inspire Pembrokeshire.	Amber	Green	↑	OyP Manager continues to represent PCNPA on this group.
	Strategic Partnerships: Delivery of Heritage Watch Scheme with Dyfed Powys Police and Cadw.	Green	Green	→	During January, PCNPA submitted several reports of heritage crime at scheduled monuments, these have now been recorded by the police and allocated to the relevant neighbourhood policing teams for attention. PCNPA is looking at ways to carry out remedial work on some of these affected sites. In addition, PCNPA held a heritagewatch catch up meeting with partners including Dyfed-Powys Police, Cadw and the Dyfed Archaeological Trust. As a result of this meeting, PCNPA are planning to arrange joint patrols with the police and volunteers to visit sites once COVID-19 restrictions allow.
Promoting the Welsh Language: Skills, opportunities and inspiration	Project: Developing Castell Henllys as a Welsh Language Hub.	Amber	Amber	→	On hold. Site Closed for the Winter.
	Ways of Working: Development of Welsh Language Staff Mentoring Scheme.	Amber	Amber	→	No further update in January. 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 January	2020/2021 Previous Period Dec	2020/2021 Current Period – January					
		Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
Special Qualities: Inspiration and Education	# Changing Coast photo submissions	735	336	344	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 Education	# 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 approach to learning identified in the humanities curriculum – Cynefin. Learning and Community Archaeology: Archaeology Loose Parts

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

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	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	→	Carew - currently hold Green Key status and will be renewing their application for the next 12 months soon. OYP - Awaiting contact from Green Key representative to start this year's process. CH - CH are due for a renewal. Awaiting contact from the Green Key award as they are realigning some of their objectives.
	Commons Resilience Project – Peat Carbon Store. (S6)	Green	Green	→	Rhosmaen work is continuing, but Frenni Fawr is likely to be postponed because of lockdown restrictions.
	Further develop projects that support carbon sequestration at scale in the Park. (S6)	Green	Green	→	Proposed purchase approved at NPA 2/12/20. With solicitors.
	Greening the Fleet and Our Equipment. (S6)	Amber	Green	↑	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. 2 x Electric Vans (Welsh Government Funding Grant) are on order, due July 2021.
	Greening our communities – collaborate with communities, local businesses and volunteers to carry out activities in response to climate change at a community level.	Green	Amber	↓	There has been limited progress during January. Several tree planting project have been postponed (possibly until the Autumn) and work by the Youth Committee on a short film giving a 'young persons perspective on climate change' has yet to be completed.
	Promotion of Sustainable and Active Travel itineraries (S6)	Red	Red	→	The pandemic and government advice has put developing sustainable travel itineraries on hold.
	Promotion of Sustainable and	Red	Red	→	Development of initiatives on hold for moment due to

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	Active Travel initiatives to PCNPA staff, volunteers and Members. (S6)				reprioritisation of activities due to COVID 19. However staff and Members are now proficient in the use of 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 metering complete despite delays, charge points going live Feb 21 (4 sites). Phase 2 sites agreed and procurement underway.
	Greening our Buildings – Feasibility Study. (S6)	Red	Red	→	Online introductory session from WG awaited.
	Photovoltaic PV Generation Project. (S6)	Red	Red	→	Site visit & feasibility report completed by Consultant Engineers. Paper to be presented to LT for approval to proceed.
	Continued involvement with Pembrokeshire Energy Forum (S6)	Green	Green	→	Meetings to recommence Spring 2021
	Continued involvement with Pembrokeshire Service Board's Environmental and Climate Change Risk Assessment for Pembrokeshire (S6)	Green	Green	→	A meeting of the group took place on 21st January at which the final report for the West Wales Climate Resilience Pilots (Fishguard and Goodwick and Newcastle Emlyn) was presented. Presentation included the project findings, lessons learned and suggestions for the type of activity that might be needed to address climate change adaptation within the Fishguard and Goodwick community. The Public Service Board will be considering the best way for a multi-agency approach to take this and similar projects forward.
	Continued Financial support for Coastal Bus Service (via Greenways Partnership) (S6)	Green	Green	→	Included in draft budget under Sustainable Transport that will be presented to NPA in February.
Special Qualities: Inspiration and Education	Realignment of education offer with the New Curriculum.	Green	Green	→	Work on curriculum linked learning resources, available digitally continued in January. Swansea Uni placement student working on a map resource highlighting outdoor learning resources. Heritage

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					Guardian programme scheduled to be delivered at Gelli Aur School was re-programmed to be delivered entirely digitally as Schools shut. Preparation for PCNPA Educators Workshop with a focus on Cynefin and Wellbeing in February.
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Governance, Financial Sustainability, Workforce Development and Resilience

Data Available Monthly									
Work Stream	Measure	2019/20 January	2020/2021 Previous Period Dec	2020/21 Current Period – January					
		Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
Fundraising and Income Generation	£ from sponser a gate scheme ytd	7,800	4,200	5,400	6,000	TIR			2 gates sponsored in January.
	£ from cashless donation pilot Oriel Y Parc ytd	N/A	208.50	208.50	Baseline Data	TIR			Oriel y Parc continues to be closed due COVID-19 WG restrictions
	£ Centres Merchandise ytd	217,055.53	74,226.03	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	211,632.06	68,242.48	68,242.48	BM	TIR			CH and Carew re opened to pre booked visitors during July. Both were closed mid

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									March - June. Both Centres closed during Firebreak and further lockdown/ winter period.
	£ Centres Other Income ytd	70,875.07	9,415.47	9,415.47	BM	TIR			
	£ Cafe Rental Income – Castell Henllys and Oriel Y Parc ytd	24,760.00	9,749.87	9,749.87	BM	TIR			
	£ Carew Cafe Sales Income ytd	70,564.43	31,297.30	31,297.30	BM	TIR			
Member Development	% Members attendance at committee ytd	83.33	91.94	91.91	75%		Green	➔	Committees being held virtually in response to Covid 19 measures.
	% Members attendance at training ytd	58.33	81.67	81.67	65%		Green	➔	Training held virtually.
Corporate Compliance and Standards	% Positive/ neutral media coverage ytd	99.87	99.19	99.33	80%		Green	➔	

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	1.98 (Q3)	2.89 (Q2)	1.88 (Q3)	<1.5		Amber	↑	

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	quarter								
	# RIDDOR (Reportable Incidents) ytd	3	2	2	0	0	Red	→	Training to maintain adequate levels of health and safety for front line staff has been prioritised and training has recommenced. No RIDDOR incidents in Q3.
	# 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 ytd	0	0	0	BM	TIR			
Corporate Compliance and Standards	# formal 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	N/A	0	0	BD				

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	completed ytd								
	# 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				
	# 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.

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Action					
Work Stream	Action	2020/21 Previous Period - December	2020/21 Current Period – January		
		RAG	RAG	Trend	Comments
Long Term Planning and Project Prioritisation	Commence review of Authority priorities and well-being objectives.	Amber	Amber	→	Work undertaken to prepare survey for Members (distributed in January.)
	Carew Causeway 5 year plan.	Amber	Amber	→	Listed Building consent approved, procurement process underway.
	Carbon Impact embedded into project proposals. (S6)	Amber	Amber	→	4 Projects under Sustainable Landscapes Sustainable Places are underway which support either decarbonisation or carbon storage in the Park. Site visit & feasibility report completed by Consultant Engineers for PV panels at Cilrhedyn. Carbon impact remains embedded in project proposals and developments. Awaiting Welsh Government calculation methodology.
	Development of project bids for Welsh Government's Sustainable Landscapes, Sustainable Places Scheme and Visit Wales 'Brilliant Basics' fund.	Amber	Red	↓	4 Projects running under SLSP currently. Due to be complete by 19/03/21. 1. Digital Transformation of Authority - expenditure delayed, part delivered 2. Installing EV Charging Points in the NP - delayed due to additional funding. Currently in procurement phase. 3. Expansion of SDF re Community Decarbonisation Projects - on track for expenditure and completion. 4. Land Purchase for Carbon Sequestration - on track for expenditure and completion. Monitoring meeting with WG scheduled for Feb 4th.
	Strategic Engagement: Monitoring and responding to legislative, policy and operational impacts and	Amber	Green	↑	The Authority continues to monitor the impact of withdrawing from the EU on its work. To date there have been few impacts, although we expect changed

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	opportunities post withdrawal from EU.				in the medium to long term. Some of the work undertaken includes representing NPA on the Environment Ministers Roundtable on Leaving the UK, contributing to the work of the Environmental Governance Sub Group to adopt a new approach to ensure compliance with Environmental Legislation and contributing to Pembrokeshire County Council's work on preparing for the impact of Brexit.
Fundraising and Income Generation	Providing continued support to Pembrokeshire Coast National Park Trust.	Green	Green	➔	In January the following grants were given to PCNPA from the Trust for the delivery of the following projects; First 1,000 Days - £10,000. Roots - £9,500. Archaeology/ heritage volunteer uniforms - £250.
	Funding Progress for Prioritised Projects	Green	Green	➔	The latest round of project prioritisation is now open for Officers across the Authority to submit projects for funding. This is due to close 18th February 2021. Projects submitted will then be reviewed and scored against the National Park Management Plan and Corporate Plan, with feedback being shared directly with Officers. Dates for the remainder of the year were also shared with Officer across the Authority. These are outlined below: Summer Prioritisation of Projects Round: 4th May 2021 – Open for Submissions, 1st June 2021 – Submissions Close. Autumn Prioritisation of Projects Round: 28th September 2021 – Open for Submissions, 26th October 2021 – Closed for Submissions.
Workforce Development	Development of People Plan.	Amber	Amber	➔	No further update in January as a result of resource being focused on introduction of new HR system (Cezanne).
Improving how we work: Digital Approaches	Digital Transformation Programme.	Amber	Amber	➔	Digitalisation Opportunities have been captured however, due to Covid-19 progress has been delayed. Work has recommenced on the capture, articulation of business benefits and associated costs in preparation for Leadership Team review and

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					prioritisation.
	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	➔	Project on track for introducing Cezanne HR in place of original system, which was rejected due to Data Protection concerns. Project to be delivered within April 2021.
	Replacement of Performance Management System.	Amber	Green	⬆	Following the demo and testing of external systems and concern about cost and functionality of options available, in house development of database has been carried out. DPIA on new system completed. Data transferred across to new system. Staff being trained in new system across January and February. Old system Ffynnon no longer operational from end of January.
Member Development	Support for Member Support and Development Committee and achieving Wales Advanced Charter for Member Support and Development.	Amber	Amber	➔	Member Support and Development Committee resolved on 10 February to recommend that the submission for Advanced Charter status be made. Report to be presented to NPA on 24 March 2021 to seek approval to do so. Evidence gathering in process in the meantime.
Health and Safety	Ways of Working: Digitise Health and Safety Reporting	Amber	Amber	➔	Project to be re-activated upon introduction of new HR system.
Corporate Compliance and Standards	Respond to Audit Wales recommendations – 5 Ways of Working.	Green	Green	➔	Initial feedback meeting with Audit Wales held in December 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 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	➔	Findings being actioned where appropriate.

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	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. Tender has gone out. Ongoing advice being provided to staff re - privacy notices, reporting data breaches, 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	➔	Content being drafted for new Induction to be piloted through new e-learning system.
	Annual performance report on Welsh Language Standards	Green	Green	➔	Report submitted to Welsh Language Commissioner. No further action required.
	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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