

**REPORT OF ADMINISTRATION & DEMOCRATIC SERVICES MANAGER
AND DEPUTY MONITORING OFFICER**

**SUBJECT:
MEMBER DEVELOPMENT TRAINING PLAN**

Purpose of report

To agree a Member Development Training Plan.

Background

Personal development reviews are an opportunity for Members to identify any development/support they would like to receive in order to help them in fulfilling their duties as a Member of the Authority. The process is set within the context of their role, the Member's aspirations for what they hope to achieve during their term of office and the purpose and aspirations of the Authority.

During 2021, all Members were asked to undertake a personal development review and, to date, ten have returned their Personal Support Plans. A Training Plan has been developed from these Support Plans but, should other Members complete their reviews in the coming months, all that is possible shall be done to accommodate their requirements.

Training needs analysis

I am currently in the process of drafting a summary of the training needs identified by the ten Members; some of the topics may have been raised by one individual, but they are included in the training plan as I consider them to be of interest and/or benefit to all Members. In addition, there are some more 'personal' training needs that have been identified on the forms, and these will be taken up directly with the Members concerned. The summary will be emailed to Members in time for the meeting.

Training plan

The training needs analysis will help inform the training plan and this, again, will be emailed to Members in due course. For the most part, the methods of delivery are predominantly workshop or e-learning based and I will, where possible, identify e-learning modules that can be sourced from the Welsh Local Government Association's website.

Financial considerations

Training and development opportunities will be scheduled into the calendar of meetings for 2021/22 to coincide, wherever possible, with other scheduled meetings. Where site visits are indicated, these will, of course, be subject to any COVID-19 restrictions that are in being at the time. The financial resources for training events will be met from the Democratic Representation budget heading. The e-learning modules are available free to Members.

Risk considerations and compliance

The personal development review process and consequent training plan are key in ensuring that the Authority continues to have skilled Members who can make informed and sustainable decisions based on understanding, skills and experience. The Authority has developed a strong ethos of Member development over the years. Building upon, and developing, the good work carried out to date will re-emphasise the fact that the Authority works to a high standard of governance.

Human Rights/Equality issues

The report can demonstrate that it takes into account the requirements and wishes of Members in delivering a suitable and relevant support programme. A variety of formats/methods of delivery have been identified in order to ensure all Members have the opportunity to participate.

RECOMMENDATION:

Subject to any comments raised by Members at the meeting, that the Member Support and Development Training Plan be adopted.

(For further information, please contact Janet Evans, Administration & Democratic Services Manager and Deputy Monitoring Officer by e-mailing janete@pembrokeshirecoast.org.uk)

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APPENDIX A

Development needs	Preferred method of learning			
Personal effectiveness	Workshop	E-learning	Self-study	Practical
Questioning techniques	✓	✓	✓	
Public speaking / delivering effective presentations	✓	✓		
Chairing skills	✓		✓	
How to deal with lobbying				✓
Using social media more effectively	✓			✓
Managing time and conflicting demands				
How to manage time effectively		✓		
Handling information				
Analysing basic financial information				✓
Effective participation				
Effective use of formal Committee procedures (proposals/amendments, etc)	✓			✓
Information technology				
Update on current IT and communication		✓		
Skills, knowledge and awareness				
Greater understanding of how to achieve carbon neutral within PCNP (constraints, opportunities and realism) / how other NPAs operate	✓			
Understanding planning policies, regulations and process, and decisions (particularly by Planning Inspectorate)	✓			

Greater awareness of challenges facing Wardens				✓
Greater understanding of One Planet developments	✓			
Understanding of coastal matters, including marine responsibilities	✓			
Understanding the planning portal	✓			✓
Understanding Health and Safety obligations/responsibilities for decision-makers	✓			
Understanding of local sector issues	✓			✓
Understanding of social pressures on urban areas within the National Park				✓
Understanding of all levels of local government structures and their interactions	✓		✓	
Reinforcing the Sandford Principle and explanation of TANs	✓			
Understanding the audit process	✓			
MTQ programmes/resilience coaching	✓			
Powerpoint skills	✓			
Greater understanding of biodiversity/rewilding	✓			

Summary of priorities identified by Members

Topic	Priority total and no. of Members who requested it ()	Method of learning			
		Workshop	E-learning / self study	Site visit(s)	Peer networking / shadowing
Understanding planning policies	11 (3)	✓			
Chairing skills	10 (2)	✓	✓		
Understanding the planning portal	10 (2)	✓			✓
Public speaking / delivering effective presentations	9 (2)	✓	✓		
Questioning techniques	7 (2)	✓	✓		
Greater understanding of how to reach carbon neutral within PCNP / how other NPAs operate	5 (2)	✓			✓
Effective use of formal procedures (Standing Orders)	5 (1)	✓			✓
How to deal with lobbying	5 (1)				✓
Greater understanding of One Planet developments	5 (1)	✓			
Understanding of social pressures on urban areas within the National Park	5 (1)				✓
Reinforcing the Sandford Principle and explanation of TANs	5 (1)	✓			
How to manage time effectively	4 (1)		✓		
Understanding Health & Safety obligations/responsibilities for decision makers	4 (1)	✓			

Topic	Priority total and no. of Members who requested it ()	Method of learning			
		Workshop	E-learning / self study	Site visit(s)	Peer networking / shadowing
Understanding of all levels of local government structures and their interactions	4 (1)	✓	✓		
Understanding the audit process	4 (1)	✓			
MTQ programmes/resilience coaching	4 (1)	✓			
Powerpoint skills	4 (1)	✓			
Greater understanding of biodiversity/rewilding	4 (1)	✓			
Update on current IT and communication	3 (1)		✓		
Using social media more effectively	3 (1)	✓			✓
Analysing basic financial information	3 (1)				✓
Understanding of local sector issues	2 (1)	✓			✓
Greater awareness of challenges facing Wardens	2 (1)			✓	
Understanding of coastal matters, including marine responsibilities	1 (1)	✓			

Priorities: Each priority given scored as follows: 1st priority = 4; 2nd priority = 3; 3rd priority = 2; only a tick in need support = 1

APPENDIX B

PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY



MEMBER SUPPORT AND DEVELOPMENT TRAINING PLAN

July 2021
(Updated October 2021)

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
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The work of the Authority				
Understanding planning policies, regulations, process and decisions	To gain an increased understanding of the policies and regulations that govern the planning process	<ul style="list-style-type: none"> • Workshop session with the Director of Planning and Park Direction and the Head of Park Direction • Shadowing a planning officer 	1	To be repeated in 2022
Protocol; Standing Orders, Code of Conduct	To gain an increased understanding of the Authority's protocols and meeting conventions and how to work within them	<ul style="list-style-type: none"> • Annual workshop session by the Monitoring Officer • 1:1 with the Democratic Services Manager 	Joint 5	To be repeated in 2022
One Planet development	To gain an increased understanding of the processes and policies involved	<ul style="list-style-type: none"> • Workshop session by the Director of Planning & Park Direction and the Head of Park Direction 	Joint 5	

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
The Sandford Principle and Technical Advice Notes	<ul style="list-style-type: none"> • To reinforce the requirements / obligations of the Sandford Principle • To gain an increased understanding of TANs 	<ul style="list-style-type: none"> • Workshop session by the Director of Planning & Park Direction and the Head of Park Direction 	Joint 5	
Carbon neutrality	<ul style="list-style-type: none"> • To gain a greater understanding of how to reach carbon neutral within the National Park • To learn how other NPAs operate in this regard 	<ul style="list-style-type: none"> • Workshop session by the Director of Planning & Park Direction and the Head of Park Direction • Joint workshop with other NPAs 	Joint 5	
Social pressures on urban areas in the National Park	To gain a better understanding of the social pressures on	<ul style="list-style-type: none"> • Workshop session by Directors 	Joint 5	

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
	urban areas in the National Park	<ul style="list-style-type: none"> Peer networking with local authority Members 		
Health and Safety responsibilities	To gain an increased understanding of the obligations / implications of Health and Safety legislation on the Authority and the consequent responsibility of Members as decision makers	<ul style="list-style-type: none"> Workshop session with HR Manager 	Joint 6	
Understanding the audit process	To gain an increased understanding of how the audit process works	<ul style="list-style-type: none"> Workshop session with the Finance Manager and internal auditors 	Joint 6	
Biodiversity / rewilding	To gain a greater understanding of	<ul style="list-style-type: none"> Workshop session with the Head of Park Direction and the Biodiversity Officer 	Joint 6	

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
	biodiversity and rewilding	<ul style="list-style-type: none"> • Site visit(s) 		
Analysing and monitoring financial information	To gain an increased understanding of the Authority's budgeting process, and to develop the skills to analyse and monitor the financial information presented	<ul style="list-style-type: none"> • Workshop session • WLGA Workbook on scrutiny of finance • I:I with Finance Manager 	7	Delivered 09 December 2020
Understanding of Conservation / Warden / Ranger working practices	To gain an increased understanding of the working practices of the Conservation / Warden / Ranger teams, how they interact with communities and visitors and the	<ul style="list-style-type: none"> • Site visits • Presentation by relevant officers 	8	Presentation delivered to Operational Review Committee 23 September 2020. Awaiting lifting of COVID-19 restrictions for site visit to be arranged

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
	challenges facing them			
Coastal and marine matters	To gain an increased understanding of the Authority's involvement and responsibilities for coastal and marine issues	<ul style="list-style-type: none"> • Workshop 	9	Workshop planned for Autumn 2021
Familiarisation of National Park area	To gain an increased understanding of the Authority's sites	<ul style="list-style-type: none"> • Site visits 	Previously priority 5 – still recommended	Awaiting lifting of COVID-19 restrictions
Coast Path responsibilities	To gain an increased understanding of the Authority's responsibilities for the Coast Path	<ul style="list-style-type: none"> • Site visits • Presentation by relevant officers 	Previously priority 10 – still recommended	Awaiting lifting of COVID-19 restrictions

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
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Partnerships with other National Parks and AONBs	To increase understanding of how we work with other Designated Landscapes	<ul style="list-style-type: none"> • Workshop session 	Added following discussion at MS&DC on 29 July 2020	
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Personal development				
Chairing skills	To give Members the tools and confidence to chair meetings effectively and efficiently	<ul style="list-style-type: none"> • WLGA workshop session • WLGA workbook on chairing skills • 1:1 with Democratic Services Manager 	Joint 2	To be repeated in 2022
Giving presentations and speaking clearly	To give Members the confidence to speak more clearly and	<ul style="list-style-type: none"> • Workshop session • WLGA workbook on influencing skills 	3	

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
and confidently in public	confidently at meetings			
Questioning skills	To give Members the tools and confidence to analyse information in order to question more effectively	<ul style="list-style-type: none"> • Workshop session 	4	
How to deal with lobbying	To give Members the tools and confidence to deal with lobbying	<ul style="list-style-type: none"> • Workshop session 	Joint 5	
Managing time and conflicting demands	To make more effective use of time	<ul style="list-style-type: none"> • Workshop session • WLGA workbook on stress management and personal resilience 	Joint 6	
MTQ programmes / resilience coaching	To give Members the tools and confidence	<ul style="list-style-type: none"> • Workshop session 	Joint 6	

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
	to cope with differing priorities / workloads	<ul style="list-style-type: none"> • WLGA workbook on stress management and personal resilience • WLGA workbook on handling casework 		
Powerpoint	To give Members the confidence to use Powerpoint	<ul style="list-style-type: none"> • Workshop session 	Joint 6	
Use of social media	To give Members the confidence to use social media responsibly	<ul style="list-style-type: none"> • Workshop session • 1:1 with member of Communications team 	Joint 7	
IT skills	To keep Members up to date on IT and communication	<ul style="list-style-type: none"> • E-learning 	Joint 7	

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
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Other areas of interest				
Local government in Pembrokeshire	To increase understanding of the structures and interactions of local government in Pembrokeshire	<ul style="list-style-type: none"> • Workshop session 	Joint 6	
Understanding of local sector issues	To gain a greater understanding of the issues facing National Park communities	<ul style="list-style-type: none"> • Peer networking with local authority Members 	Joint 8	
Second homes	To gain a better understanding of issues regarding Second Homes	<ul style="list-style-type: none"> • Workshop session 	Added following discussion at MS&DC on 29 July 2020	