

**Report of Administration & Democratic Services Manager and
Deputy Monitoring Officer**

Subject: General Update on Member Support and Development

1. Purpose of report
To update on matters relating to Member support and development.

2. Advanced Charter
Members will by now be aware that, following a Review Panel assessment and interview process, the National Park Authority was awarded the Advanced Charter for Member Support and Development in December 2021. A copy of the award letter and certificate are attached for information (Appendix A).

I would like to take this opportunity to thank Members for their support and input throughout the application process and for their willingness to participate in the Review. In particular, I would like to thank this Committee's Chair, Mrs Julie James, for her commitment and dedication to the cause and for driving the whole process to a successful conclusion.

However, as you will see from the comments in the Review Panel's letter, there is more that we can do:

- (a) Members' Handbook
Attached at Appendix B is a copy of the index of information contained in the current Members' Handbook. In light of the forthcoming local authority elections, it is an opportune time for the Handbook to be reviewed in order to ensure that it is not only up to date, but that it continues to be a useful document for Members.

- (b) Members' role descriptions
The Review Panel has suggested that the Authority might find it useful to provide customised, individual descriptions for all Members, which include all their roles and responsibilities. Members' views are sought.

- (c) Buddying scheme
Again, in light of the forthcoming local authority elections, the time is right to review the buddying scheme, with a view to implementing it when any new Members commence their roles.

3. Personal Development Reviews

Personal development reviews are an integral part of supporting Members during their period of office with the Authority and enables them to refresh and/or develop their skills, knowledge and experience and helps build confidence in their contribution to the work of the Authority.

It will be difficult to predict how many new Members will be joining the Authority in May/June this year, and/or whether some of our current Members will be returning. In light of this, Members' views are sought as to whether or not to postpone the personal development review process until later in the year. Any new Members will, of course, receive a comprehensive induction process (which other Members will be able to attend if they so wish as a "refresher") and we will continue to follow the current training plan as the calendar of meetings allows.

4. Member induction

As mentioned in the previous paragraph, the forthcoming local authority elections will probably result in an influx of new Members to the Authority. Members of this Committee have all been through the induction process and it would be useful to have your feedback on what, if anything, could be improved in preparation for any new Members.

5. Remote meetings

Members will be aware that the Authority is in the process of implementing Microsoft 365 software and will, in due course, be moving to Microsoft Teams for the holding of remote meetings. Looking back at the experiences of remote meetings since 2020, I believe that there are lessons to be learned and now is the time to review that experience in preparing for the new system. Members' comments are sought.

6. Member attendance

Member attendance to date at meetings is 87% (target 75%), while Member attendance at training events is 62.5% (target 65%). Anecdotal evidence suggests that, while Members would prefer face-to-face meetings/workshops, remote working has enabled them to attend more than would normally be the case. The current way of meeting has also substantially reduced the Member and officer carbon footprint by not having to travel to meetings.

7. Risk considerations and compliance

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

attainment of the Advanced Charter for Member support and development is testimony to this.

RECOMMENDATIONS:

Members' views are sought on progressing the issues raised.

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

Dyddiad / Date: 2nd December 2021

Gofynnwch am / Please ask for: Sarah Titcombe

Ebost / Email: [REDACTED]

Councillor Paul Harries

Pembrokeshire Coast National Park Authority,
Llanion Park,
Pembroke Dock,
Pembrokeshire,
Wales,
SA72 6DY

Dear Councillor Harries,

Award of the Wales Charter for Member Support and Development at the Advanced Level

We are pleased to confirm that following a review of evidence and interviews with members and officers of the National Park Authority, by a review panel, the Authority has been successful in meeting the standards required to achieve the Advanced Level of the *Wales Charter for Member Support and Development*.

The WLGA would like to congratulate Pembrokeshire Coast on your excellent submission, we recognise that the submission represents effective and sustained work by the officers and members with a responsibility in this area.

The information and evidence provided clearly demonstrate that all the necessary criteria have been met. Members are benefitting from and are able to demonstrate improved practice due to a comprehensive and effective programme of support and development which enables the effective corporate governance of the Authority.

We were particularly impressed with the following arrangements which extend beyond the required criteria and we feel demonstrate how members and officers in the Authority are working together to deliver a high standard of support for all members which makes a real difference.

Members valued the support provided by officers for members for all aspects of their role. In particular the flexibility of the training programme and personal support which is tailored to individual needs.

There are clear links between the identification of training needs and the training provided. This ensures that training is relevant and proportionate. These arrangements will be particularly helpful for the Authority post-election and we believe that all new and returning members should take advantage of all the training offered.

The Leadership of and commitment to member development by key members and officers is clear, demonstrably effective and valued by members.

The arrangements made for members to participate during Covid were also seen as supportive and enabling. All members were provided with much support in accessing and using Lifesize. The authority also offers members the opportunity to access the employee assistance scheme, where counselling is available if required.

We noted the review of the buddying scheme and believe that this will offer a vital support to new members next year. The member handbook when updated for 2022 and made available electronically will also benefit new members.

We noted that members are provided with a range of role descriptions to help in their understanding of the role. We would suggest that the Authority might find it useful to provide customised, individual descriptions for all members which include all their roles and responsibilities and encourage members to review, discuss and sign these soon after taking office. Some unitary councils have found that this acts as a sound foundation for members understanding their roles early on and may highlight areas where they need further support or development. As the role on the national park authority requires additional commitment and understanding this would be particularly useful for elected members. The role descriptions would also be an essential part of the personal development review process throughout the life of the authority member.

Dr Chris Llewelyn
Prif Weithredwr / Chief Executive

Cymdeithas Llywodraeth Leol Cymru
Welsh Local Government Association

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Heol Dumballs	Dumballs Road
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Once again, we would like to congratulate the Authority on your work in this area. Achieving the *Advanced Charter* is at the best of times a recognition of excellence in support and development for members. At a time when all organisations are facing the additional challenges of the Covid Pandemic it is an indication of support that goes above and beyond that provided in normal circumstances.

Yours Sincerely

The Review Panel

Christian Hannagan
Service Director - Democratic Services & Communications
Rhondda Cynon Taf County Borough Council

Joseph Lewis
Improvement Officer, Welsh Local Government Association

Sarah Titcombe
Policy and Improvement Officer (Democratic Services) Welsh Local Government Association

Siarter Cymru dros Gefnogi a Datblygu

Aeoldau - Lefel Uwch

The Wales Charter for Member Support and
Development - **Advanced Level**

Hyn sydd i dystio bod / This is to certify that

Awdurdod Parc Cenedlaethol Arfordir Penfro

Pembrokeshire Coast National Park Authority

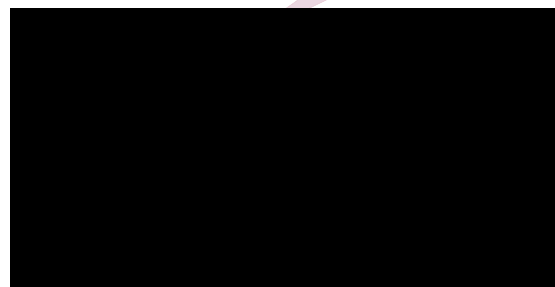
wedi derbyn Lefel Uwch y Siarter dros Gefnogi a Datblygu Aeoldau /

has been awarded the Advanced Level Charter for Member Support and Development

Rhagfyr / December 2021



Y Cyng / Cllr Andrew Morgan
Arweinydd CLILC / WLGA Leader



Dr Chris Llewelyn
Prif Weithredwr CLILC / WLGA Chief Executive



CLILC
WLGA

PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY MEMBERS' HANDBOOK
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Anti Fraud and Bribery Policy
Code of Conduct
'Cooling off' Procedures Where Members Take Planning Decisions Counter to Officer Recommendations at Development Management Committee
Delegations to Officers
Dispensations – form for request of
Extract from Local Government Act 1972 – Admission to Meetings and Access to Information
Financial Standards
Form of Indemnity to Members and Officers
Key Contacts
Local Member Dispute Resolution Protocol
Member Request for Consideration of an Application at Development Management Committee
Member Role Descriptions
Members' Contact Details
Members Planning Code of Good Practice
Members' Travel Policy
Membership of Committees and Organisations
Planning Enforcement Complaint Form
Safeguarding Statement
Social Media Protocol
Standing Orders
Standing Orders Relating to Major Contracts
Team Diagrams – Senior Managers Planning and Conservation Countryside, Community & Visitor Services
Terms of Reference
Timetable of meetings 2019/20
WLGA Planning Handbook for Members