

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

Subject: Action Log

At the meeting of the Authority held on 14 December 2022, it was resolved that officers be tasked with devising a process for recording action logs for the National Park Authority and each of its Committees and that these be monitored by the Senior Leadership Team and updated as actions progressed.

Attached is the action log arising out of the last meeting, together with a commentary on progress made. In future, the action log will be included as a standing item on the agenda for Members' information.

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Consultee: Tegryn Jones, Chief Executive*

Meeting Date	Minute Ref	Action Required	By whom	Timescale	Progress
14/12/2022	4(i)	Creation of Action Log	JE/CL	January 2023	Completed
14/12/2022	6(iv)	Re-send link to Cyber Security reports	CL	December 2023	Completed - link sent 15/12/22
14/12/2022	8	Are usage figures for 2022 for coastal buses available	MT/SH	January 2023	Completed - Figures circulated 11/01/23
14/12/2022	9	Arrange Car Park task and finish group	JE	January 2023	See Report 05/23 for ToR
14/12/2022	10	Include a footnote in the planning scheme of delegation to say that where an application is delegated with the agreement of the Chair/Deputy, consultation would take place with Members of the Committee prior to a decision	SM	January 2023	Completed
14/12/2022	10	Update scheme of delegation – job titles and Committee names, etc	JE	March 2023	To be updated when the new organisational structure is in place
14/12/2022	11	Cyber Security - training for Members, esp RP as Lead Member, also an action plan to a future meeting	JE/TB	Spring 2023	Training package identified and being tested by officers
14/12/2022	13	CJC Co-option agreement to a future meeting of NPA	TJ	Spring 2023	Document not yet received
14/12/2022	14	Circulate Visit Pembrokeshire presentation	CL	December 2022	Completed. Link sent 15/12/22