

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

**SUBJECT: GENERAL UPDATE ON MEMBER SUPPORT AND
DEVELOPMENT**

Purpose of report

To provide an update on matters relating to Member support and development.

Member induction programme

Members will recall that they approved an induction programme at the last meeting. The seven new Members appointed to the Authority following the local government elections have all received their core induction, together with some of the other elements.

An updated induction programme is attached at Appendix A for Members' information; the modules highlighted in yellow have been delivered, while some elements of the modules highlighted in orange have also been delivered. All Members, both new and returning, were invited to the sessions. Since the last meeting, the Authority has appointed a Lead Member for cyber security, and officers are currently trialling an online training package that will be rolled out to all Members in due course.

Contribution towards costs of care allowance

Members will be aware that they – as well as Co-opted Members – can claim for a contribution towards any costs of care that they incur whilst undertaking their Authority duties. The Independent Remuneration Panel for Wales is keen for local authorities to publicise the fact that such a policy is available, so that prospective Members (or Co-opted Members) are not deterred from taking up public duty.

The Authority is already providing this support to Members but, in order for the Authority to promote the allowance wider, I have drafted a policy (attached at Appendix B), which sets out what can be claimed, and how it can be claimed. If Members agree, it will be uploaded to our website for prospective Members (or Co-opted Members) to see.

Personal development reviews

The personal development review (PDR) process was rolled out in November 2022 but, unfortunately, take-up has been rather slow, with less than half the membership having carried out their PDR to date. Reminders have been sent

out and I am aware that some Members are in the process of arranging for their PDR to take place.

Members are reminded that the PDR is a useful tool for them to reflect on their role within the Authority and to identify any aspects that they might wish to strengthen in order to make them even more effective in their role. The Authority's training plan is informed by this process and this benefits the wider membership as well.

Training Plan

The current training plan is attached at Appendix C and updates Members on progress made to date against the plan. The document will be updated following the return of Members' personal support plans.

Member attendance

Member attendance at meetings to date is 93% (target 75%), while Member attendance at training events is 79% (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.

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 Authority is also committed to encouraging individuals from all walks of life to become involved in public life and will continue to introduce measures to enable everyone to take part.

RECOMMENDATIONS:

That, subject to any comments raised at the meeting, Members:

- 1. note the progress made on the Member induction programme to date;**
- 2. comment on, and agree, the policy on contributions towards costs of care allowance;**
- 3. undertake to carry out their personal development plans as soon as possible;**
- 4. note the progress made on the current training plan, and**
- 5. note the Member attendance figures.**

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

Core induction

Introduction to PCNPA

- 1. National Parks today
- 2. Legislative framework
- 3. Governance and role of Members

Member support

- 1. Introduction to IT services and remote attendance
- 2. Claiming allowances
- 3. Buddying scheme

Regulatory framework

- 1. Code of conduct
- 2. Standing Orders
- 3. Scheme of delegation

Measures and controls

- 1. Financial regulations
- 2. Risk
- 3. Data protection

Effective governance

Development Management

- 1. Role of Committee
- 2. Declarations of interest
- 3. Site visits
- 4. Public speaking

Effective governance

- 1. Role of Chair
- 2. Managing meetings
- 3. Managing public speaking

Performance monitoring

- 1. Corporate business cycle
- 2. Budget
- 3. Performance
- 4. Risk

Standards

- 1. Role of Standards Committee
- 2. Monitoring conduct
- 3. Granting dispensations
- 4. Investigations

Land use and nature recovery

Managing National Park landscapes

- 1. National Park Management Plan
- 2. Local Development Plan
- 3. Strategic planning
- 4. Conservation Areas
- 5. Enforcement

The work of the Nature Recovery Team

- 1. Presentations
- 2. Site visits
- 3. Shadowing

Engaging and enabling

The work of the Regenerative Tourism Team

- 1. Visitor Centres
- 2. Providing opportunities for access and recreation

The work of the Engagement and Inclusion Team

- 1. Presentations

Key: Timescale for delivery of modules
Within one month of appointment
Within three months of appointment
Within one year of appointment

***Pembrokeshire Coast
National Park Authority***



**POLICY ON CONTRIBUTION
TOWARDS COSTS OF CARE
ALLOWANCE FOR MEMBERS**

September 2022

This document is also available in Welsh

1. Introduction

- 1.1 The purpose of this policy on contributions towards costs of care allowance is to enable people who have personal support needs and/or caring responsibilities to carry out their duties effectively as a Member of the Authority. We believe that additional costs of care required to carry out approved duties should not deter an individual from becoming, and remaining, a Member, or limit their ability to carry out the role.

2. Eligibility of Members

- 2.1 The policy applies to all Members and Co-opted Members of the Pembrokeshire Coast National Park Authority. Any member who meets the following criteria set out by the Independent Remuneration Panel for Wales is eligible to claim for a contribution towards the cost of care.
- 2.2 Reimbursement of a contribution towards costs of care shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, or a personal care requirement, provided the Member incurs expenses in the provision of such care whilst undertaking approved duties on behalf of the Authority.
- 2.3 A claim for a contribution towards the costs of care can be made in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the Member or Co-opted Member as part of their family and who cannot be left unsupervised. If a Member or Co-opted Member has more than one dependant the Member may claim more than one allowance, provided the Member or Co-opted Member can demonstrate a need to make separate arrangements for care.
- 2.4 Reimbursement may be claimed for a Member's or Co-opted Member's own care or support needs where the support and/or cost of any additional needs are not available or are not directly met by the Authority, such as Access to Work, Personal Independence Payments, or insurance. These could arise when the needs are recent and temporary.

3. Approved duties

- 3.1 Approved duties are classified as:
- attendance at a meeting of the Authority or of any Committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
 - attendance at a meeting of any association of authorities of which the Authority is a member;
 - attendance at any other meeting the holding of which is authorised by the Authority or by a Committee of the Authority;
 - a duty undertaken in pursuance of a Standing Order which requires a Member or Members to be present when tender documents are opened;
 - a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
 - attendance at any training or developmental event approved by the Authority;

- any other duty approved by the Authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the Authority or any of its Committees.

3.2 In addition, a claim can also be submitted for appropriate and reasonable preparation and travelling time, e.g.

- (a) attending official briefings/meetings with officers in the Authority's office;
- (b) preparation for meetings in the Member's or Co-opted Member's home to include reading agendas and reports;
- (c) one claim of up to 4 hours' preparation undertaken at home will be eligible for each meeting, the date of the meeting and the time spent on preparation to be clearly stated in the claim.

4. Claim process

4.1 Eligible Members or Co-opted Members may claim reimbursement of a contribution towards costs of care for actual and receipted costs incurred, as follows:

- (a) formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced, or
- (b) informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation at the time the costs are incurred.

N.B. For clarification, care costs cannot be paid to someone who is part of a Member's or Co-opted Member's household.

4.2 Contribution towards costs of care claims **and receipts** should be submitted by the 5th of each month, using the claim form provided. Different forms must be used for each calendar month.

4.3 All claims should be made in writing to Democratic Services detailing times, dates and reasons for claim for audit purposes. Receipts are required for both informal and formal care arrangements.

4.4 For Members appointed by local authorities, claims will be checked with the relevant officer in that authority to avoid any duplication of claims. If claims are found retrospectively to have been duplicated the Member will be asked to make a repayment to the Authority.

APPENDIX C

PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY



MEMBER SUPPORT AND DEVELOPMENT TRAINING PLAN

Updated February 2023

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 Placemaking, Decarbonisation & Engagement and the Head of Park Direction • Shadowing a planning officer 	1	Workshop on material considerations delivered 25 January 2023
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	Delivered in May/June 2022 as part of induction process. To be repeated for all Members in 2023

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
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 Placemaking, Decarbonisation & Engagement and the Head of Park Direction 	Joint 5	To be arranged
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 Placemaking, Decarbonisation & Engagement 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 	<ul style="list-style-type: none"> Workshop session by the Director of Placemaking, Decarbonisation & Engagement and the Head of Decarbonisation Joint workshop with other NPAs 	Joint 5	Training package being trialled by Head of Decarbonisation

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
	<ul style="list-style-type: none"> To learn how other NPAs operate in this regard 			
Social pressures on urban areas in the National Park	To gain a better understanding of the social pressures on urban areas in the National Park	<ul style="list-style-type: none"> Workshop session by Directors Peer networking with local authority Members 	Joint 5	
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	

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
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	To be arranged once new auditors have been appointed
Biodiversity / rewilding	To gain a greater understanding of biodiversity and rewilding	<ul style="list-style-type: none"> Workshop session with the Head of Park Direction and the Biodiversity Officer Site visit(s) 	Joint 6	
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 26 October 2022
Understanding of Conservation /	To gain an increased understanding of the	<ul style="list-style-type: none"> Site visits 	8	Site visit to Freshwater

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
Warden / Ranger working practices	working practices of the Conservation / Warden / Ranger teams, how they interact with communities and visitors and the challenges facing them	<ul style="list-style-type: none"> • Presentation by relevant officers 		East on 12 October 2022
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	Site visit deferred – to be rearranged
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	Site visit to Freshwater East on 12 October 2022

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
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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	
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	NPW Seminar arranged for 24/25 May 2023

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 2023

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority	Current status
Giving presentations and speaking clearly and confidently in public	To give Members the confidence to speak more clearly and confidently at meetings	<ul style="list-style-type: none"> • Workshop session • WLGA workbook on influencing skills 	3	
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	