REPORT OF DEMOCRATIC SERVICES MANAGER

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
Councillor B Price was appointed to the Authority by Pembrokeshire County
Council at their AGM on 5th May 2023. She has received a basic induction
and other modules will be arranged in the coming weeks. The remainder of
the induction programme for all Members will be scheduled into the Calendar
of Meetings.

Personal Development Reviews
Thanks to recent efforts on the part of the Chair of the Committee, a further
Personal Development Review (PDR) has been undertaken, and training
needs have been received from 10 Members. A schedule of Support Plan
responses is attached at Appendix A and these have been used to create the
Training Plan.

It would seem that Councillors are more used to undertaking a written
assessment of their training needs, as takes place at Pembrokeshire County
Council, rather than a face-to-face discussion. This, combined with the
requirement for Welsh Government Members to undertake an annual
appraisal with the Chair of the Authority leads me to question whether changes
are needed to the PDR process, and Members' views on this are sought.
Further consideration also needs to be given to the timing of the process.

Training Plan
A training plan, based on the training needs received, is attached at Appendix
B. Please note that since receipt of some Support Plan responses, further
training has taken place, and therefore some of these training needs have not
been carried forward into the 2023/24 Training Plan. A small number of items
have been carried forward from the previous plan.

Member attendance
Member attendance at meetings for 2022/23 was 92% (target 75%), while
attendance at training events was 73% (target 65%). For the financial year to
date the figures are 94% and 55% respectively. 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. This may be reflected in the fact that the two training events held this year (a study tour and Welsh Members' Seminar) have both been in person only events and attendance has been lower than average. 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:
Members are asked to:
1. **note the report, and**
2. **agree the Member Training Plan, subject to any comments raised at the meeting.**

(For further information, please contact Caroline Llewellyn, Democratic Services Manager by e-mailing carolinel@pembrokeshirecoast.org.uk)

Development needs	Preferred method of learning			
	Workshop	E-learning / self study	Site visit	Peer networking / shadowing
Personal effectiveness				
Questioning skills (Planning)	✔			
Using social media more effectively	✔			✔
Effective participation				
Effective use of formal Committee procedures e.g. Proposals/Amendments etc.	✔			
Information technology				
Update on current IT technology and practices - Sharepoint	✔✔✔			
Use and management of e-mail	✔✔			
Skills, knowledge and awareness				
Ongoing training on emerging planning matters	✔✔✔✔			
One Planet Developments	✔✔			
WW/NRW re water probs and phosphates updates				
Understanding of the planning Portal	✔			✔
Greater awareness of the challenges facing our Wardens etc				✔
Health and Safety awareness training	✔			

Development needs	Preferred method of learning			
	Workshop	E-learning / self study	Site visit	Peer networking / shadowing
Improve coastal and marine awareness			✓	
Visit to Castell Henllys			✓	
Trip to Ramsey island			✓	
Swifts, swallows and housemartins project	✓			
Approaches being taken by other NPs to issues such as Carbon Reduction/2nd Homes etc.	✓			
The work of NRW	✓			
Knowledge of all levels of local government structures and their interactions.		✓		
Tour of offices to look behind the scenes and meet staff				
More knowledge about other PCNPA Members				✓
Better knowledge of PCNPA staff (team structures /roles/ activities/individuals)			✓	
Continue to increase knowledge of particular local issues				
Visit to Newgale			✓	
Carbon attitude to many things	✓			
Flooding	✓			
Conservation/listed buildings	✓			
Biodiversity net gain	✓			

PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY

MEMBER SUPPORT AND DEVELOPMENT TRAINING PLAN

May 2023

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority
The work of the Authority			
Conservation: Boosting biodiversity and halting its decline	Activities to enhance role of Section 6 biodiversity duty in how the Authority operates and makes decisions	• Workshops • Presentations on work being undertaken	
Climate: Destination Net Zero	Carbon literacy or climate change leadership training.	• Workshop	
Climate: Destination Net Zero	Increasing understanding of consequences of coastal change and adaptation (including LDP policies.)	• Workshop • Site visit to Newgale?	
Conservation/Climate: Environment (Wales) Act implications, the Nature Emergency and Climate Change in the Welsh context	Three Park training delivered by NRW	• Teams Presentation/ workshop	
Connection: Natural Health Service (sustainable outdoor recreation)	To gain an increased understanding of the work of the Authority	• Study Tour • Presentations	

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority
Communities: Visits to the Authority's sites and projects being undertaken	To gain an increased understanding of the work of the Authority	• Study Tour	
Planning Training including Planning Portal	To provide Members with an update on emerging / topical planning matters	• Workshop	**2**
One Planet Developments	To gain an increased understanding of the requirements of One Planet Developments	• Workshop/Site Visit	**3**
Water Quality including phosphates	To provide Members with an update on emerging / topical planning matters	• Workshop	
Dŵr Cymru/Welsh Water Investment Programme	To gain a better understanding of DC/WW impact on the planning process	• Workshop	
Highway issues	To gain a better understanding of the issues taken into consideration when dealing with planning applications	• Workshop session with PCC Highways officers	Added following DM Committee on 07 09 22

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority
The work of Partner Organisations	To gain a better understanding of the context within which the Authority operates	• Workshop • Presentation	
Getting to know Members/officers - staff structure and roles	To gain a better understanding of the work of the Authority and improve relationships	• Informal opportunities for networking • Organisational Structure diagram	

Personal development			
IT – Sharepoint and accessing email using Miscrosoft 365	Improve effectiveness in accessing information	• Small Group Sessions	1
Questioning techniques (planning)	Improve effectiveness in obtaining relevant information with which to determine applications	• Workshop	
Chairs Training	Make more effective use of formal Committee procedures	• Workshop	

MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority
Using social media more effectively	Safe and effective use of Social Media	• Online guidance [Social Media and Online Abuse - WLGA](#)	
Cyber security	To gain a better understanding of cyber issues and what steps to take to protect Members and the Authority	• Online training package	Added following A&CSRC on 09 11 22
Data protection	To gain a better understanding of the legislation and what steps to take to protect Members and the Authority	• Online training package	Added as part of Member responsibility
Safeguarding	To gain a better understanding of the legislation and what steps to take to protect Members and the Authority	• Online training package	Added as part of Member responsibility