

**Report of: Democratic Services Manager**

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**Subject: Member Training Plan 2025/26**

**Decision Required: Yes**

**Recommendation:**

The Authority is recommended to adopt the Member Training Plan 2025/26

**1. Key Messages**

The Member Training Plan provides a framework for the provision of training for Members throughout the coming year. The training will provide Members with the skills and knowledge to make better decisions.

**2. 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.

In January of this year, all Members were asked to undertake a personal development review and, to date, six 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 as well.

In addition to Personal Development Reviews, Members have requested training in response to reports that have been presented to them throughout the last year.

In the last municipal year, the following training/information sessions have been delivered:

- Access and Travel Management
- St Brides Study Day and Workshop
- Coal Authority presentation
- LDP Review presentation
- National Parks UK Members' Seminar
- Welsh Members' Seminar – National Parks for All?
- Sexual Harassment in the workplace
- Ffermio Bro Presentation
- LDP and Budget Workshop
- Windfarm application/Planning Enforcement compliance policy
- Standards Committee Hearings training
- Coast Path Strategy

- Equality, Diversity, Inclusion and Protected Characteristics
- St Davids Recreation pressures Study Tour
- Code of Conduct
- Tan 15 (Coastal flooding) and Design for Health

### **3. Consultation**

Members have had an opportunity to put forward their training needs through their Personal Support Plans. Managers have also had an opportunity to suggest any emerging issues on which they feel training for Members would be beneficial.

### **4. Strategic Policy Context**

The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and its approved strategic policy context.

The topics included within the Plan relate directly to the National Park Management Plan themes and the Authority's Well-being Objectives.

Ensuring that Members have the necessary skills to operate the organisation is an important aspect of governance and is embodied within Principle 5 of the Authority's Code of Corporate Governance.

### **5. Financial Considerations**

The financial resources for training events will be met from the Democratic Representation budget heading. The e-learning modules are available free to Members.

### **6. Risk and Compliance Considerations**

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.

### **7. Impact on our Public Sector Duties**

#### **7.1 Integrated Assessment Completed: No**

#### **7.2 Equality, Socio-Economic, Health and Human Rights Impacts**

The report 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 can participate.

Training has, and will continue to, support Members to make better decisions that will improve outcomes for people and communities who experience inequality, socio-economic disadvantage and poor health expectancy.

### **7.3 Welsh Language Impacts**

The training plan includes opportunities for Members to learn or develop Welsh language skills.

### **7.4 Section 6 Biodiversity Duty and Carbon Emission Impacts**

The training plan proposes learning outcomes on biodiversity and carbon emissions.

### **7.5 Well-being Goals for Wales and 5 Ways of Working (Sustainable Development Principles) Impacts**

Member training will support the Authority in working to achieve the Well-being Goals for Wales and the Sustainable Development Principles.

### **8. Conclusion**

Members are asked to endorse the attached training plan.

### **9. List Background Documentation:**

Members Personal Support Plans

(For further information please contact Caroline Llewellyn,  
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# **APPENDIX A**

## **PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY**



## **MEMBER SUPPORT AND DEVELOPMENT TRAINING PLAN**

July 2025

## MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery
<b>The work of the Authority</b>		
Conservation: Boosting biodiversity and halting its decline	Activities to enhance role of Section 6 biodiversity duty in how the Authority operates and makes decisions	<ul style="list-style-type: none"> <li>• Workshop</li> <li>• Visits to the Authority's sites and projects being undertaken</li> </ul>
Climate: Authority Emissions Reduction Pathway – Behaviour Change	Deliver Carbon literacy training and implement small scale behaviour change communications in support of reducing our emissions	<ul style="list-style-type: none"> <li>• Workshop</li> <li>• Presentations</li> </ul>
Connection: Socio-economic Duty	Support the Authority to make better decisions that will improve outcomes for people and communities who experience socio-economic disadvantage	<ul style="list-style-type: none"> <li>• Workshop including presentation by Public Health Wales</li> </ul>
Vibrant Communities: Visits to the Authority's sites	To gain an increased understanding of the work of the Authority	<ul style="list-style-type: none"> <li>• Study Tour</li> <li>• Presentations</li> </ul>
Planning Training	To provide Members with an update on emerging / topical planning matters eg Best and most Versatile Agricultural Land and Windfarms	<ul style="list-style-type: none"> <li>• Workshop</li> </ul>
The work of Partner Organisations	To gain a better understanding of the context within which the Authority operates	<ul style="list-style-type: none"> <li>• Workshop</li> <li>• Presentation</li> </ul>

## MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery
Health and Safety	To ensure Members are aware of their Health and Safety responsibilities	<ul style="list-style-type: none"> <li>• Workshop/online training</li> </ul>
Cyber security	To gain a better understanding of cyber issues and what steps to take to protect Members and the Authority	<ul style="list-style-type: none"> <li>• Cyber Security training using ELMS platform</li> </ul>
Sexual Harassment in the Workplace	The Worker Protection (Amendment of Equality Act 2010) Act 2023 creates a new duty on employers to take reasonable steps to prevent sexual harassment of their employees.	<ul style="list-style-type: none"> <li>• Workshop</li> </ul>
Safeguarding	To gain a better understanding of the legislation and what steps to take to protect Members and the Authority	<ul style="list-style-type: none"> <li>• Online training package</li> </ul>
Getting to know Members/officers - staff structure and roles	To gain a better understanding of the work of the Authority and improve relationships	<ul style="list-style-type: none"> <li>• Informal opportunities for networking</li> <li>• Study Tours</li> <li>• Organisational Structure diagram</li> </ul>

## MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery
<b>Personal development</b>		
IT – Sharepoint and accessing email using Microsoft 365	Improve effectiveness in accessing information	<ul style="list-style-type: none"> <li>• One to one Sessions</li> </ul>
Effective Scrutiny/Questioning techniques (planning)	Improve effectiveness in obtaining relevant information with which to scrutinise the work of the Authority/ determine applications	<ul style="list-style-type: none"> <li>• Workshop</li> </ul>
Chairs Training/Management of meetings	Make more effective use of formal Committee procedures	<ul style="list-style-type: none"> <li>• Workshop</li> </ul>
Understanding budgeting and management account processes	Improve Members' understanding of financial matters	<ul style="list-style-type: none"> <li>• Workshop</li> </ul>
Data protection	To gain a better understanding of the legislation and what steps to take to protect Members and the Authority	<ul style="list-style-type: none"> <li>• Online training package</li> </ul>
Welsh Language	Language awareness training  To support Members to develop their skills and increase use of Welsh at Authority meetings.	<ul style="list-style-type: none"> <li>• Workshop</li> <li>• Small Group sessions</li> </ul>