

AUDIT AND CORPORATE SERVICES REVIEW COMMITTEE

28 November 2018

Present: Mr A Archer (Chair)
Councillor P Baker, Councillor P Harries (substitute for Councillor D Clements), Mrs G Hayward, Dr R Heath Davies, Councillor M James, Councillor P Kidney and Councillor R Owens.

(NPA Offices, Llanion Park, Pembroke Dock: 1.55pm – 3.00pm)

1. Apologies

Apologies for absence were received from Councillor D Clements and Councillor M Williams.

2. Disclosures

There were no disclosures of interest.

3. Minutes

The minutes of the meeting held on the 18 July 2018 were presented for confirmation and signature.

It was **RESOLVED** that the minutes of the meeting held on 18 July 2018 be confirmed and signed.

4. Health and Safety Group: report of meeting

Members considered the report of the meeting of the Health and Safety Group held on 12 July 2018.

Members were interested to know the difference between Verbal Aggression and Verbal Abuse. It was explained that verbal aggression was more serious as it related to the threat of violence.

It was **RESOLVED** that the report of the meeting of the Health and Safety Group held on 12 July 2018 be received.

5. Internal Audit Report 2018/19

The Chair welcomed Mr Robin Pritchard from the Authority's Internal Auditors, Gateway Assure. Mr Pritchard explained that the report before Members was the outcome of work completed against Block 1 of the 2018/19 Operational Audit Plan previously approved by the Committee and this covered Corporate Governance, Castell Henllys and Risk Management.

Mr Pritchard advised that having looked at the three areas, there were no fundamental problems, with the only significant priority being given to the risk management system itself; he thought that given the time lapse since



the report had been prepared, a number of the recommendations had probably been actioned. The Chief Executive agreed, noting that in respect of Corporate Governance an update the of skills audit had recently been undertaken, driven by the forthcoming Welsh Government recruitment process for new Members of the Authority. It was also confirmed that the Memorandum of Understanding for the Pembrokeshire Coast National Park Trust was in place.

Turning to Castell Henllys, the report noted that there was currently no dedicated business plan for Castell Henllys, but that officers had agreed that a tourism service plan would be created across all sites. With regard to the recommendation regarding cash collection, Members asked if an interim security measure was needed to protect individual members of staff, if cash on site was safe and the proportion of transactions that used cash as opposed to cards. The Chief Executive stated that there was no problem with security of either staff or cash, however the issue was of longer journeys for staff as a result of the closure of local banks. One Member believed, from his own experience, that approximately two thirds of transactions were cashless, however the Chief Executive pointed out that many of the children who visited the site brought pocket money so there was a certain amount of cash to be banked. One Member pointed out that there was now a mobile Post Office in Eglwysrwr.

The final section of the report related to Risk Management, and it was recommended that a 4x4 matrix rather than the current 3x3 matrix be used. A presentation was then given on this alternative approach to risk management which had good governance at its heart, supported by three lines of defence which were appropriate policies, progress reports by senior management and the work of internal audit. Given that some Members had practical experience of risk management, the CEO asked if this approach was one that the Authority should adopt. Members agreed that they felt it would be helpful and the CEO advised that a new template could be developed and brought back to a future meeting. Members saw the value of having the whole table of risks so that they could still see risks that were not high on the list and the CEO said that the look and design of the system could be changed so that high level information could be provided with tabs that could take you into a deeper level. Members proposed and seconded that a new approach to reporting risk management should be developed. They also noted that there were in fact 3 recommendations in this section of the report not 4 as stated at paragraph 1.7.

Finally it was reported that the Block 2 work, which the internal auditors had been unable to undertake in October due to the absence of the Finance Officer, would now be done in February and brought back to the next meeting of the Committee.



It was **RESOLVED** that a new format Risk Register be developed and presented to a future meeting of the Committee, and that the remainder of the report be noted.

6. Risk Register

This item was brought forward on the agenda, with the agreement of the Chair, to follow the discussion on risk management. It was reported that there had been no significant change to the Register since the last meeting. Members asked about progress with the Document Management system, and the CEO explained that the Company being used by the Authority had been bought out and whilst this had caused a degree of delay, implementation was now imminent. It was also noted that as the situation regarding BREXIT became clearer, it may be possible to put in place mitigation measures.

NOTED.

7. Health & Safety Annual Report 2017-18

The Health and Safety report informed Members of the issues and activities relating to health and safety management and practice in the Authority during 2017-18 and looked forward to 2018-19.

The Report explained that the Authority placed great emphasis on the reporting of incidents and 'near misses' and there were therefore a lot of incidents, although these showed a downward trend. There had also been a fall-off in sickness absence due to stress, depression and anxiety with no long term absence during the period. PCNPA sickness absence rate was 5.8 days per employee compared to a public sector average of 8.5 days. A close eye had been kept on the figures due to the potential for an upward trend, but this had not occurred. Due to the physical nature of their work, outside workers' sickness was slightly higher compared to office based staff and those at the Centres. Members wanted to know if there was more pressure on staff due to streamlining of the Authority. The Personal Manager explained that workshops had been held and managers had been working on stress risk assessments, focussing on organisational factors, by which it was hoped to identify if there were issues that may not come out in sickness absence such as headaches.

[Dr Rachel Heath Davies tendered her apologies and left the meeting at this juncture.]

Members asked about manual handling training and pointed out that Pembrokeshire County Council (PCC) training was mandatory for all staff. The Personnel Manager advised that bespoke practical training was provided where appropriate, however she was liaising with PCC Learning and Development, and negotiations were ongoing regarding access to their e-learning courses.



Finally one of the Members noted that a Member who did not sit on this Committee had been asking for information on health and safety and asked if the agendas for this Committee could be made available to all Members. The CEO agreed that a link to the papers for all meetings could be circulated to all Members.

It was **RESOLVED** that the Health and Safety Annual Report 2017-18 be endorsed

8. Budget Performance Report 6 Months to September 2018

The report of the Finance Manager showed that as at 30th September, the net revenue expenditure was £2,253,000, £57,000 (2.5%) under the profiled budget, and the main reasons for the variance were set out. Details of the Capital Programme and Usable and Earmarked reserves were also given.

It was noted that car parking revenue was on budget, although one Member noted that income at Saundersfoot Car Park had dropped by £3,000 which he believed was due to season ticket holders filling up the spaces. He hoped that car parking charges could be reviewed at a future meeting of the Authority.

NOTED.

9. Performance Report for the Period Ending 30th September

This report followed the approach of the Well-being of Future Generations Act with seven well-being objectives, with an additional section providing general governance information. The report presented performance relating to measures and actions for the period ending 30th September. It was noted in the meeting that there was an error on the report for some quarterly statistic tables - where the column refers to quarter 1 it should be 2018/19 not 2017/18. Also Q1 and Q2 statistics for Walkability for 2017/18 should read 1035 not 692.

Members enquired if there was an indication of turnover for the café at Carew Castle as they would be interested in knowing the return on investment. The CEO thought that there was a surplus of approximately £10,000 to £12,000 which considering it was a new Café opened within season was really pleasing but he would check the figure.

Members also enquired about the possibility of measuring youth engagement and the officer directed them to the figures for the number of youth rangers and participants engaged with through social inclusion with young people on page 72 of her report; they were also very encouraged to see the high number of school children attending activities delivered in Welsh. Commenting on some of the indicators flagged red, Members



noted that no John Muir Family Awards had been completed and would be interested to hear the results of the review once it had been undertaken. They also noted that resource efficiency and fleet management work was outstanding and the Chief Executive responded that the NRW Carbon Survey would be undertaken and external input into the fleet management system had been agreed.

NOTED.

10. Delegation of any issues for consideration by the Continuous Improvement Group

It was **RESOLVED** that there were no issues of concern that the Committee wished to delegate to the Continuous Improvement Group for consideration.

