

REPORT OF THE HEAD OF DIRECTION

SUBJECT: REVIEW OF PCNPA STRATEGIES AND POLICIES

Purpose of Report

This is a response to Audit's request to provide the results of a mapping exercise of all existing strategies and policies so as to identify any further requirements for updating or addressing inconsistencies (Draft Annual Improvement Report 2011 – published Jan 2012).

Background

An initial review of policies was carried out by the Authority's Business & Performance Manager and no inconsistencies were recorded.

Following this a series of reports to the Leadership team was prepared following discussions with relevant Officers and it was agreed to categorise Plans, policies and guidance as:

- Key Plans
- Subject Plans
- Procedural documentation

Officers throughout the Authority have provided input on

- Review Requirements – set out in statute or audit reports or other national guidance
- Internal/External Consultation/Approval Requirements
- Internal/External Publicity Requirements
- Any inconsistencies/gaps and omissions

Appendix A sets out the conclusions reached. Some of the documentation was in fact Action Plans and these have been added to the end of the Index.

The Index will be monitored for Members by the Authority's Leadership Group.

Members are asked to receive the attached Index of Authority Policies

Background Documents

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Consultees: See relevant Officers listed in Appendix A.

Background Documents

Welsh Audit Office Annual Improvement Report 2011 (draft Jan 2012)

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Strategies & Policies	Corporate Outcome	Approved by/when ¹	Parcnet/ Web ref/ folder	Owner	Characteristics
<p>1. Key Plans:</p>					
<p>National Park Management Plan (information complete) http://www.pembrokeshirecoast.org.uk/default.asp?PID=196 Consultation Method: See Delivery Agreement & Report of Consultations for both the Management Plan & the Local Development Plan. http://www.pembrokeshirecoast.org.uk/files/files/dev%20plans/ApprovedDeliveryAgreement.pdf Prepare/Review Requirement: Section 66 Environment Act 2005. Review every 5 years. Paragraph 1.29 of National Park Management Plans Guidance WG, CCW. Next Review: Due 2013. Will include preparation of an Action Plan. New Delivery Agreement approved 26th September 2012. Performance Monitoring: State of the Park information and assessment of issues and opportunities is contained in the Management Plan. Interim update on these Plan components to Performance Review Committee and to National Park Committee. Publicity: Website. Shared mailing list with the Local Development Plan (1,800 contacts).</p>	All	NPA/ Dec 2008	Web	MR	5 Year Plan Strategic (Authority & Park wide) Vision Objectives Policies Direction of Travel style outcomes
<p>Corporate Strategy 2012/13 – 2013/14 (information complete) http://www.pembrokeshirecoast.org.uk/default.asp?PID=437 Consultation Method: Leadership Group, CMT, Members, WG, CCW, PCC, Website, Press Release, Citizens Panel other surveys (input from). Prepare/Review Requirement: Prepared annually. Next Review: Starts Autumn 2012</p>	All	NPA- annually	Web	AH	2/3 Year Plan (Authority & Park wide) Outcomes Actions

¹ Cover/Intro/back page of document checked.

Strategies & Policies	Corporate Outcome	Approved by/when ¹	Parcnet/ Web ref/ folder	Owner	Characteristics
<p>Performance Monitoring: Leadership Group & Review Committees. Publicity: Website.Parcnet. Twitter in future</p>					
<p>Annual Improvement Plan Part 1 – 2012/13 (information complete) ..\..\..\Committee meetings\2012\NPA Ordinary 13 June\24_12 IMPROVEMENT PLAN Part 1 2012 (Final).docx Consultation Method: See Corporate Plan Prepare/Review Requirement: Annual Next Review: April 2013 Performance Monitoring: As for Corporate Plan Publicity Internal/External: As for Corporate Plan.</p>	All	NPA/ June 2012	Web	AH	As per the Corporate Plan + Improvement objectives
<p>Local Development Plan (end date 2021) (information complete) http://www.pembrokeshirecoast.org.uk/default.asp?PID=178 Consultation Method: See Delivery Agreement & Report of Consultations for both the Management Plan & the Local Development Plan. http://www.pembrokeshirecoast.org.uk/files/files/dev%20plans/ApprovedDeliveryAgreement.pdf Prepare/ Review Requirement: Part 6 of the Planning and Compulsory Act 2004 – required 4 years following first adoption. Review to commence financial year 2015-16. This will require a formal review of our Delivery Agreement as per Welsh Government guidance and statutory instruments. Performance Monitoring: Annual Local Development Plan Monitoring Report. Performance Review Committees. Publicity Internal/External: Website. Shared mailing list with the Management Plan (1,800 contacts). Internal - ongoing working with Development Management mainly and providing advice externally.</p>	1,3,4,5	NPA Sept 2010	Web	MD	15 Year Plan Strategic (Park wide) Vision Objectives Policies Targets

Strategies & Policies	Corporate Outcome	Approved by/when ¹	Parcnet/ Web ref/ folder	Owner	Characteristics
2. Subject Specific Plans, Policies, Procedures & Guidance:					
Recreation					
<p>Recreation Plan (information complete) http://www.pembrokeshirecoast.org.uk/default.asp?PID=526 Consultation Method: Coordinated by Pembrokeshire Coastal Forum who managed the process. Around 60 responses plus some stakeholder meetings Prepare/Review Requirement: Annual action plan reviewed by working group in January meeting, full review of plan 2016. Next Review: Re-consider necessity to continue in 2016 following National Park Management Plan review and the preparation of supplementary planning guidance. Performance Monitoring: Action Plan reporting to working group incl; National Trust, Pembrokeshire Coastal Forum, Countryside Council for Wales, Pembrokeshire County Council Tourism and Leisure. Also keep Local Access Forum informed. Publicity Internal/External: Promoted through website and Pembrokeshire Coastal Forum sites.</p>	1, 2	NPA 2011	Web	HB (CM)	Vision Objectives Links to Management Plan & Local Development Plan policies Spatial expression of where recreation should be encouraged/ not encouraged.
<p>Rights of Way Improvement Plan for Pembrokeshire 2007 to 2017 (information complete) http://www.pembrokeshirecoast.org.uk/default.asp?PID=382 Consultation Prepare/Review Requirement: see below.</p>	2	NPA July 2008	Web	AR	Vision Statement Objectives & Actions Refers to Community Plan/JUDP/Ma

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<p>Next Review: Not to be reviewed - Under WG plans rationalisation the duty to review ROWIPs will not apply in Wales.</p> <p>Performance Monitoring: Likely that mid-term monitoring will be requested by WG and this is in preparation.</p> <p>Publicity Internal/External: Method: Set out on page 14-15 in line with statutory duty.</p>					Management Plan
<p>Pembrokeshire Coast Path Management Strategy January 2000 (information complete) Link: only available in paper Consultation Method: Widespread consultation, stakeholders, statutory undertakers Prepare/Review Requirement: Due – Has been raised at the Steering Group but not seen as a priority by funders in the past. Will be put on the agenda for October steering group. Next Review: Due – see above Performance Monitoring: National Trail Annual Report Publicity Internal/External: Advised participants of outcome and copy of the document.</p>	2	2000	?	DMC	Primarily an Action Plan – no ref to Management Plan or Corporate Plan
<p>Conservation</p>					
<p>Conserving Nature, Culture and Supporting Communities in PCNP (information complete) ..\..\..\Conservation\Subjects\Mikes subjects\Admin\Reviews & strategies\Conserving Nature, Culture and Communities in the PCNPA.doc Consultation Method: None - internal statement of intent for officers and Members</p>	1	No formal adoption date	Conser	MR (MH)	Primarily an Action Plan

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<p>of delivery of Local Biodiversity Action Plan and National Park Management Plan outcomes requested by former Senior Management.</p> <p>Prepare/Review Requirement: None.</p> <p>Next Review: Will become subsumed within the National Park Management Plan or within a supporting action plan.</p> <p>Performance Monitoring: Based on progress on Local Biodiversity Action Plan targets (outcomes); NPA's own site and species/habitat monitoring (impacts); and delivery of actions (inputs).</p> <p>Publicity Internal/External: Elements of the report have been used in press releases, Park Briefing, and Committee presentations, but no direct/dedicated publicity.</p>					
<p>Planning</p>					
<p>Enforcement & Compliance Policy (Information complete) http://www.pembrokeshirecoast.org.uk/default.asp?PID=278 Consultation Method: See Report of Consultation http://www.pembrokeshirecoast.org.uk/default.asp?PID=278 Prepare/Review Requirement: Likely trigger – review of Welsh Government policy. Next Review: See above Performance Monitoring: Internal monitoring of response times in the Enforcement Team. Publicity Internal/External: Team brief</p>	1	NPA June 2011	Web	LJ	Procedural
<p>Supplementary Planning Guidance (information complete) http://www.pembrokeshirecoast.org.uk/default.asp?PID=102</p>		Various NPA approval dates		MD	Procedural Guidance

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<p>http://www.pembrokeshirecoast.org.uk/default.asp?PID=188</p> <p>Consultation Method: See Report of Consultations on the above links Review Requirement: Considered under the Local Development Plan Annual Monitoring Report. Performance Monitoring: Local Development Plan Annual Monitoring Report and Performance Review Committee. Publicity internal/external: Website. Press Releases. Shared mailing list with the Management Plan (1,800 contacts). Internal - ongoing working/liaison meetings with Development Management mainly and providing advice externally.</p>		see weblink			
<p>Welsh Language</p>					
<p>Welsh Language Scheme April 2008 (information complete) http://www.pembrokeshirecoast.org.uk/default.asp?PID=437 Consultation Method: Team Leaders Prepare/Review Requirement: Welsh Language Commissioner due to publish guidelines on what will replace the Welsh Language Scheme. Next Review: see above. Performance Monitoring: Actions delegated to the Administration and Democratic Services Manager. Annual Report to Performance Review. Action Plan at the back of the scheme. Annual Monitoring Report to the Welsh Language Board Publicity Internal/External: Set out on pages 12 & 13.</p>	7	?/April 2008	Web	JE	Procedural
<p>Communication/Interpretation/Education</p>					
<p>Learning Strategy 2008-2013 (to be supported by an Education Action Plan & an Interpretation Action Plan) (information complete) Link: F:\Education\Strategic\Learning strategy and action plans\Current Learning strategy and action plan\PCNPA Learning StrategyLATEST.doc</p>	6	?/ Dec 2007	Learn	PR	Vision Aims Objectives Key Messages

Strategies & Policies	Corporate Outcome	Approved by/when ¹	Parcnet/ Web ref/ folder	Owner	Characteristics
<p>Consultation Method: Due for review</p> <p>Prepare/Review Requirement: Due for review 2013</p> <p>Next Review: Works from Destination Statements – needs updating. If key messages alone updated (as per Discovery current request) in keeping with key plans above does this need to exist as a Plan.</p> <p>Performance Monitoring: System in development.</p> <p>Publicity Internal/External: Due for review</p>					
<p>Interpretation Strategy (information complete)</p> <p>Link: F:\Education\Strategic\InterpretationStrategy2010DRAFT2.doc</p> <p>Consultation Method: Due for review</p> <p>Prepare/Review Requirement: Due for review</p> <p>Next Review: Due for review 2013</p> <p>Performance Monitoring: System in development</p> <p>Publicity Internal/External: Due for review</p>	?	2010		PR	<p>Aims</p> <p>Good practice principles</p> <p>Recommendations</p> <p>Actions</p>
<p>PCNPA Corporate Communications Strategy (information complete)</p> <p>Link: http://parcnet/comms/Shared%20Documents/Forms/AllItems.aspx</p> <p>Consultation Method: Staff Only</p> <p>Prepare/Review Requirement: Due for review, if only to update against current corporate objectives.</p> <p>Next Review: Refers to destination statements – due for review (TJ to discuss with ME).</p> <p>Performance Monitoring: Page 10 performance judged against corporate outcome for how target audiences are understanding the National Park.</p> <p>Publicity Internal/External: Internal – Parcnet and shared externally with ANPA Communicators via ANPA Extranet.</p>	8	NPA in 2006; reviewed and approved by Marketing & Communications Support Group (Chairman, SMT & Officers) in 2008	Parcnet Library	ME	<p>Role</p> <p>Audiences</p> <p>Barriers</p> <p>Methods</p>
<p>Environmental Policy</p> <p>Link http://www.pembrokeshirecoast.org.uk/default.asp?PID=437</p> <p>Consultation Method: Staff Only</p> <p>Prepare/Review Requirement: Was part of Green Dragon</p>	3	CEO/ 2011	SD	ET	Actions & Aims

Strategies & Policies	Corporate Outcome	Approved by/when ¹	Parcnet/ Web ref/ folder	Owner	Characteristics
Next Review: Due for review. Performance Monitoring: Publicity Internal/External:					
Finance/Fraud/Property Management					
Financial Standards (information complete) Link: http://www.pembrokeshirecoast.org.uk/default.asp?PID=411 Consultation Method: Leadership Group. Senior Management Team Prepare/Review Requirement: 4 year cycle Next Review: 2016 Performance Monitoring: Welsh Audit Office and Internal Pembrokeshire County Council Audit. Publicity Internal/External: Budget Holders	8	NPA/ Sept 2012	Fin	RG	Procedural
Trading Strategy 2007 – 2012 Link: F:\Finance\Subjects\Procedures and Instructions\GENERAL PROCEDURES AND POLICIES - applicable to all\Trading strategy 2007 - 2012.doc Consultation Method: Due for review Prepare/Review Requirement: Due for review – Asset Management Group to consider response Next Review: Due for review Performance Monitoring: Due for review Publicity Internal/External: Due for review	8	?/?	Fin	PR	Objectives Principles
Timber Procurement Policy (information complete) http://parcnet/conservation/NatEnviro/NaturalEnvironmentLib/Forms/AllItems.aspx Consultation Method: Internal relevant staff	1	2010/ CMT	Conser	DO	Procedural

Strategies & Policies	Corporate Outcome	Approved by/when ¹	Parcnet/ Web ref/ folder	Owner	Characteristics
<p>Prepare/Review Requirement: 5 yearly. Next Review: 2015 Performance Monitoring: Invoice monitoring relevant budget holders Publicity Internal/External: Email to staff.</p>					
<p>Asset Management Policy (information complete) Link: F:\Projects\Subjects\Estates\Property Management Files\Estate Management Protocol\Asset Management Policy.docx Consultation Method: Asset Management Group Prepare/Review Requirement: 5 years Next Review: Due – Asset Management Group to consider. Performance Monitoring: Asset Management Group, Members, SMT, Estates Officer, Relevant staff. Publicity Internal/External: NPA and relevant staff.</p>	8,1	Policy Committee Feb 2003	Fin	CM	
<p>Project Management Protocol (information complete) Link: F:\Projects\Subjects\Projects & Property Group\Initial Meeting Docs\PROJECT MANAGEMENT PROTOCOL - 18-10-07.doc Consultation Method: Asset Management Group, SMT. Prepare/Review Requirement: Due Next Review: see above - 2013 Performance Monitoring: Method set out in the document Publicity Internal/External: Relevant staff</p>	8	?/October 2007		CM	Procedural
<p>Car Park Management Policy (information complete) Link: National Park Authority - 17 December 2008 Consultation Method: Community Councils, Police, Pembrokeshire County Council, General Public, Leadership Group, Prepare/Review Requirement: Needs updating. Statutory Requirements exist in relation to the preparing Car Parking Orders if proposed.</p>	2	NPA/ Dec 2008	Recr	AH	Principles and Procedural

Strategies & Policies	Corporate Outcome	Approved by/when ¹	Parcnet/ Web ref/ folder	Owner	Characteristics
<p>Next Review: 2012-2013 Performance Monitoring: Review approach in light of feedback received. Publicity Internal/External: Website/Parcnet.</p>					
<p>Investment & Treasury Management Policy Statement (Information complete) Link: F:\Committee meetings\2012\NPA 1 Feb\Draft Budget 2011-12 to 2013-14.doc FINAL.doc Consultation Method: Members only Prepare/Review Requirement: In force for the financial year 2004/05 Next Review: 2013 Performance Monitoring: Welsh Audit Office and Internal Pembrokeshire County Council Audit. Publicity Internal/External: National Park Authority approval</p>	8	NPA/ Annually	Fin	RG	Procedural
<p>Procurement Strategy (information complete) Link: see relevant Committee Folder on F Drive – not accessible Consultation Method: Internal – relevant Officers Prepare/Review Requirement: Due – to be done in conjunction with the Trading Strategy Next Review: See above Performance Monitoring: Via the Financial Standards. Publicity Internal/External: Relevant staff</p>	8	Policy Committee/ February 2001	Fin	AH	Principles Procedures
<p>Travel</p>					
<p>Staff Travel Provisions 2010 (information complete) Link: http://parcnet/staff/StaffHandbook/Home.aspx Consultation Method: Staff Reps. Leadership Group. SMT. Prepare/Review Requirement: Every 4 Years Next Review: 2014 Performance Monitoring: Team Leaders authorising travel. Finance. Publicity Internal/External: Staff Handbook/Induction</p>	8,3	?/ 2010	Parcnet/ Fin	RG	Procedural

Strategies & Policies	Corporate Outcome	Approved by/when ¹	Parcnet/ Web ref/ folder	Owner	Characteristics
<p>Grey Fleet Policy(information complete) Link: http://parcnet/corporate/management/Shared%20Documents/Grey%20Fleet%20Policy%202011%20(draft).docx Consultation Method: Internal staff Prepare/Review Requirement: 4 years Next Review: 2015 Performance Monitoring: Individual car owner responsibility. Publicity Internal/External: All staff</p>	8	?/ 2011	Fin	AH	Procedural
<p>Disability/Social Inclusion</p>					
<p>Interim Social Inclusion Strategy and Action Plan for the Welsh National Park Authorities 2011-2014 (information complete) Link: http://www.pembrokeshirecoast.org.uk/default.asp?PID=411 Consultation Method: Internal and external consultation in 2012 Prepare/Review Requirement: Annual requirement Next Review: 2013 Performance Monitoring: Action Plan for the 3 Parks, Our own Authority, Mosaic monitored by CNP and Child Poverty by WG. Publicity Internal/External: Website only</p>	6	NPA/ Feb 2012	Web	GP	Aims Outcomes
<p>Equalities Plan (information complete) Link: to the Equalities Plan http://www.pembrokeshirecoast.org.uk/Files/files/Committee/NPA/28_03_12/09_12%20Equalities%20Plan.pdf Consultation Method: The Authority has therefore decided to develop the draft Equality Plan based on existing knowledge and experience from previous consultations and such data as is available from other sources, including the County Council, other Welsh National Parks, Local Health Board, and Office of National Statistics, and to use this as the basis of any future consultation process.</p>	8	NPA /March 2012	?	AH	Objectives Action Plan Monitoring

Strategies & Policies	Corporate Outcome	Approved by/when ¹	Parcnet/ Web ref/ folder	Owner	Characteristics
<p>Prepare/Review Requirement: Amend as necessary on an annual basis Next Review: 2016</p> <p>Performance Monitoring: The results will be reported to the Audit and Corporate Services Committee annually. Each full Equality Impact Assessment undertaken on any new or revised policy or practice will be published by the Authority on its website. Additionally, a summary of all the Equality Impact Assessments undertaken will be reported to the Audit and Corporate Services Committee. We are also required by the regulations to report annually and make progress statements on issues listed in the Plan.</p> <p>Publicity Internal/External: Relevant staff.</p>					
<p>Behaviour/ Conduct/Safe Working</p>					
<p>People Strategy 2012-15 (information complete) Link: http://www.pembrokeshirecoast.org.uk/default.asp?pid=411&LangID=1 Consultation Method: CMT/Leadership group/Employee Forum Prepare/Review Requirement: Audit Next Review: 2015 Performance Monitoring: Audit Committee annually Publicity Internal/External: Staff handbook/Induction</p>	8	NPA/March 2012	Web	JS	Objectives Actions Targets
<p>Staff Handbook (information complete) includes all personnel policies Link: http://parcnet/staff/StaffHandbook/Home.aspx Consultation Method: H and Safety Group²/Team Leaders/CMT/staff reps³/Employee Forum Prepare/Review Requirement: Legislative requirements. Good working practice. Next Review: Normally 5 year review unless issue arises earlier.</p>	6	Personnel Committee/ various	Parcnet/Staff Handbook	JS	Procedural

² For health and safety policies

³ For non health and safety policies

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<p>Performance Monitoring: Number of times policy is breached. Health and Safety incidents are monitored and reported annually to Audit committee.</p> <p>Publicity Internal/External: Staffhandbook/Parcnet/Induction</p>					
<p>Anti Fraud & corruption including Gifts & hospitality (information complete) Link: F:\Committee meetings\2009\NPA 25 March\AntiFraudCorruptionGiftsandHospitality 2009.doc Consultation Method: Leadership Group. Staff Reps. National Park Authority Prepare/Review Requirement: Statutory Requirement Next Review: 2013 Performance Monitoring: Welsh Audit Office and Internal Pembrokeshire County Council Audit. Publicity Internal/External: Staff of the Authority</p>	8	NPA/ March 2009	Fin	RG	Procedural
<p>Whistleblowing Policy Link: http://parcnet/staff/StaffHandbook/Home.aspx Consultation Method: Staff Reps. Employee Forum. Prepare/Review Requirement: Changes in internal structures, employment law. Next Review: See above. Performance Monitoring: Use Eyes and Ears approach to be pre-emptive plus other internal staffing policies and staff management. Publicity Internal/External: Induction/staff handbook</p>	8	NPA/ December 2002 (updated 2009)	Fin	JP	Aims Procedural
<p>Anti-Money Laundering Policy (information complete) Link: F:\Finance\Subjects\Procedures and Instructions\GENERAL PROCEDURES AND POLICIES - applicable to all\anti money laundering.doc Consultation Method: Legislative requirements/procedures. Therefore no consultation. Prepare/Review Requirement: In response to legislative change. Next Review: See previous. Performance Monitoring: Welsh Audit Office and Internal Pembrokeshire County Council Audit.</p>	8	NPA/ March 2007	Fin	RG	Procedural

Strategies & Policies	Corporate Outcome	Approved by/when ¹	Parcnet/ Web ref/ folder	Owner	Characteristics
Publicity Internal/External: Staff of the Authority					
Employees' Code of Conduct (information complete) Link: http://parcnet/staff/StaffHandbook/Home.aspx Consultation Method: CMT/Team Leaders/Staff Reps/Employee Forum Prepare/Review Requirement: updated 2009 Next Review: TJ to consider Performance Monitoring: Use of the Authority's Whistleblowing Policy plus pre-emptive approach Eyes and Ears. Publicity Internal/External: induction/staff handbook	8	Personnel Committee/Nov 2007	Parcnet/staff handbook	Solicitor to the Authority	Procedural
Members Planning Code of Good Practice (information complete) Link: http://www.pembrokeshirecoast.org.uk/default.asp?PID=354 Consultation Method: Reviewed approaches elsewhere. Service Standards Committee Prepare/Review Requirement: In response to specific issues arising. Next Review: see above. Performance Monitoring: Registering of complaints using the Service Standards booklet or via internal referencing via the whistleblowing policy. Publicity Internal/External: Website	8	NPA/ June 2009		JPars	Procedural
Code of Conduct⁴ (information complete) Link: http://www.pembrokeshirecoast.org.uk/default.asp?PID=354 Consultation Method: None: Requirements set out in 2001 No. 2276 (W.166) LOCAL GOVERNMENT, WALES The Conduct of Members (Principles) (Wales) Order 2001 Prepare/Review Requirement: As required by WG. Next Review: See above Performance Monitoring: References to the Public Service Ombudsman Publicity Internal/External: Website	8	NPA /June 2008	HR	J Pars	Procedural

⁴ Refers to Members in the text.

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<p>ICT User Policy 2008-12 (information complete) Link: http://parcnet/corporate/ICTSupportGrpLib/ICT%20User%20Policy%202008-2012.DOC Consultation Method: ICT Support Group (now disbanded, but a mix of team leaders and admin staff, representation from every team at HQ & a couple from centres) Prepare/Review Requirement: 4-yearly with an annual check regarding legislative and operational changes. For the next review, NPA IT Teams have mandated to consider moving towards common IT policies as far as possible, so we will be researching other NPA IT User policies and reconsidering the structure and content. Next Review: Due end 2012 Performance Monitoring: Requires consideration for next review. Publicity Internal/External: Forms part of IT induction for new employees, and published on Parcnet (see above link)</p>	8	In preparation	Parcnet Library	JW	Procedural
<p>Giving out information</p>					
<p>Publication Scheme (Information complete) Link: http://www.pembrokeshirecoast.org.uk/default.asp?PID=437 Consultation Method: Staff Only Prepare/Review Requirement: Every 4 years Next Review: 2013 Performance Monitoring: None. Publicity Internal/External: Website/Intranet</p>	8	NPA ?/?	Corporate	AH	List of documents
<p>Data Protection Policy (Information complete) Link: http://www.pembrokeshirecoast.org.uk/default.asp?PID=437 Consultation Method: Staff Only Prepare/Review Requirement: Every 3 years. Next Review: 2013 Performance Monitoring: None required Publicity Internal/External: Website/Internal</p>	8	NPA ?/?	Corporate	AH	Procedural

Strategies & Policies	Corporate Outcome	Approved by/when ¹	Parcnet/ Web ref/ folder	Owner	Characteristics
<p>A Guide to the Freedom of Information Act 2000 for Members and Staff of the Authority (Information complete) http://www.pembrokeshirecoast.org.uk/default.asp?PID=437 Consultation Method: Staff only. Prepare/Review Requirement: Every 3 years. Next Review: 2012 Performance Monitoring: Number of responses not made within the statutory time frame. Publicity Internal/External: Internal</p>	8	?/ 2008	Corporate	AH	Procedural
3. Action Plans					
<p>Education Action Plan 2008-2013 (in support of Learning Strategy) Link: F:\Education\Strategic\Learning strategy and action plans\Current Learning strategy and action plan\Education Action PlanLATEST131207.doc Consultation Method: Appendix A refers to responses received on consultation. Prepare/Review Requirement: Due for review Next Review: Due for review -2013 Performance Monitoring: Refers to reporting to Performance Review Committee – page 14. Also to feedback on programmes informing a review. Publicity Internal/External: Due for review</p>	6	?/ Dec 2007	Learn	PR	Action Plan with Targets & outcomes
<p>Recreation Plan Action Plan (Information complete) Link: F:\RecMan\Subjects\Recreation\Recreation Plan\Actions from plan\Final Recreation Action Plan\PCNPA Recreation Action Plan.pdf Consultation Method: Action Plan reporting to working group incl; National Trust, Pembrokeshire Coastal Forum, Countryside Council for Wales, Pembrokeshire</p>				CM	Action Plan

Strategies & Policies	Corporate Outcome	Approved by/when ¹	Parcnet/ Web ref/ folder	Owner	Characteristics
<p>County Council Tourism and Leisure. Also keep Local Access Forum informed. Prepare/Review Requirement: Annual Next Review: 2013 Performance Monitoring: See above Publicity Internal/External: See above</p>					
<p>Workforce Plan 2010 (sits beneath the People's Strategy) (Information complete) Link: F:\Personnel\Public\WORKFORCE PLAN 2010.doc Consultation Method: as per People Strategy Prepare/Review Requirement: Audit Next Review: 2013 Performance Monitoring: Audit Committee annually Publicity Internal/External: team leaders</p>	8	NPA Feb 2011	Personnel folders	JS	Action Plan
<p>PROW service Members' Scrutiny Review 2012 – Action Plan (information complete) Link: http://www.pembrokeshirecoast.org.uk/default.asp?PID=411 Consultation Method: Invitation to provide evidence. Hearings held. Prepare/Review Requirement: Annual Next Review: October 2013 anticipated. Performance Monitoring: Recreation and Tourism Committee Publicity Internal/External: Relevant Officers aware/acting upon the requirements</p>	2	Recreation & Tourism Review /March 2012 (Draft)	Web	AR	Action Plan
<p>⁵ICT Action Plan 2012/13 (information complete) http://parcnet/corporate/ict/Shared%20Documents/ICT%20Action%20Plan%2020</p>	1,2,6,7,8	CMT June 2012	Parcnet ICT Info page	JW	Objectives Measures of

⁵ Leadership Meeting 2nd October 2012

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<p>12-13.docx</p> <p>Consultation Method: Consultation with all Heads of Service (many with Admin staff present).</p> <p>Prepare/Review Requirement: There are many items in the Action Plan about which insufficient information has been presented, or which are waiting for other events, eg: appointment of new e-Communications Officer. Once this information/these events have transpired, there will need to be a re-prioritisation by CMT – probably late Autumn 2012. By the start of 2013/14 it is hoped that each Service will have their own Strategy and Action Plan, out of which will come the ICT needs for 2013/14 – this will again need to be prioritised by CMT.</p> <p>Next Review: Autumn 2012</p> <p>Performance Monitoring: It is proposed that this will be monitored by the Audit and Corporate Services Review Committee. There will be a quarterly update on this Action Plan to coincide with this committee.</p> <p>Publicity Internal/External: Action Plan was presented to Leadership Team meeting in July 2012.</p>					<p>Success (Targets) Priority Areas of Work</p>