

Chief Executive Performance Review Panel

Minutes of meeting held on Wednesday 15th June 2011 9am Chief Executive's Office

Present:

Cllr Tony Brinsden Chair of the Panel, Vice Chair of Authority
Richard Howells Chair of the Authority
Cllr Mike Evans Chair of Performance Review Committee

Tegryn Jones Chief Executive for item 6

June Skilton Personnel Manager Facilitator

1. Appointment of Chair
Councillor Brinsden was appointed as Panel Chair for the year.
2. Apologies
There were no apologies for absence.
3. Declarations of Interests
Councillor Evans reported that he had an off-street parking interest in Saundersfoot.
4. Minutes of meeting held on 23rd November 2010
The minutes were confirmed as a correct record.
5. Exclusion of Press and Public
Resolved that Press and Public be excluded from the meeting.
6. To Review and set targets for the Chief Executive Officer (National Park Officer)
The panel considered a report prepared by the Chief Executive reviewing progress as regards his personal targets for 2010-11 and proposing targets for 2011-12. The Chief Executive presented his report and the Panel questioned him on its contents.

The Chair thanked the Chief Executive for his comprehensive report and informed him that the panel had a great deal of confidence in his stewardship of the Authority.

Resolved:

- i. That the panel was satisfied with the progress made against the original targets.
- ii. That the proposed targets for 2011-12 (appended) be approved.

The meeting terminated at 10.00am

Js/17.06.11

Targets for 2011-2012 - approved

Target 1 - Organisational Planning

While we have agreed a Corporate Strategy for the next three years, not all the strategies, policies and activities of the Authority are sufficiently linked to ensure the delivery of the Outcomes of this strategy. Over the next twelve months there is a need to ensure that we bring all of these in line, while at the same time making progress to deliver the outcomes of our Corporate Strategy.

This target will be delivered by:

- Developing and implementing an organisational matrix to ensure that all strategies, policies and activities of the Authority contribute to the delivery of the Corporate Strategy;
- Fully implement the Ffynnon system, and ensure that all relevant staff use the system to record performance against agreed targets.

Performance Indicators

We will know that this target has been delivered by:

- A positive response from the Wales Audit Office to our Corporate Assessment;
- The use of Ffynnon as the basis of reporting to the Performance Review Committees by September 2011.

Target 2 – Delivering agreed outcomes

The Authority has undertaken an extensive process to agree its Corporate Strategy and will rightly be judged on its ability to deliver on the Outcomes through achieving the targets outlined in the strategy. My main responsibility is to put in place the necessary structures to ensure that these are delivered and the outcomes achieved.

This target will be delivered by meeting the following outcome:

- Over 95% of targets are achieved;

With a particular priority on the following:

- The percentage of listed buildings at risk remains below 7% (currently 6.9) and less than 33% of Scheduled Ancient Monuments are in a worsening condition (36% currently);
- There is an increasing trend in the number of people using the rights of way and other paths;
- Our energy consumption is reduced by at least 3% per annum;
- Planning permission is granted for at least 50 affordable homes each year;
- 85% planning applications for commercial activities are approved;
- Over 260,000 people make use of our centres each year;

- We increase the number of 'hard to reach' participants taking part in our events and activities from 1,800 a year to 2,000;
- 30% of visitors to Oriel y Parc visitor centre also go into the gallery;
- Customer satisfaction levels are improving;
- The majority of our media coverage is positive or neutral;
- We operate within 0.5% of the agreed budget, unless circumstances dictate differently.

Performance Indicators

We will know that this target has been delivered:

- When the above targets have been met.

Target 3 – Improving external engagement

It is vitally important that there is positive engagement between the National Park Authority and the communities of the National Park, organisations and businesses operating within the Park and political decision makers at a national and local level.

This target will be delivered by meeting the following activities:

- Continue the Community engagement strategy work undertaken during 2010-2011;
- Identifying three initiatives to develop improved engagement with public, private and voluntary groups and organisations and ensuring they are undertaken; and
- Developing the organisation to meet the standard set for achieving the Customer Excellence Standard.

Performance Indicators

We will know that this target has been delivered:

- There is positive response to the initiative undertaken leading to a positive view of the National Park Authority and its work;
- Achieving the Customer Excellence Standard.

Target 4 – Effective support of staff

The most important resource the Authority has is its staff. The effective deployment of staff is essential however, sustainable high performance requires high levels of staff engagement supported by high levels of staff well-being. The target is to maintain and enhance the organisational culture and working environment and practices to promote this.

This target will be delivered through:

- Undertaking a re-organisation of staff and doing this in a manner that retains employee trust, sense of fairness, etc along with developing an understanding in staff of the changed financial and political context ;
- Work with staff to develop initiatives to promote staff well-being.

Performance Indicators

We will know that this target has been delivered:

- When the staff re-organisation has been completed with minimal adverse impact;
- We have positive measures of staff well-being and motivation through a staff survey or through Best Companies.