

## REPORT OF CHIEF EXECUTIVE

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### **SUBJECT: REVIEW OF PERFORMANCE REVIEW COMMITTEES**

#### Purpose of the report

This paper invites Members to comment on the structure of the Authority's Performance Review Committees.

#### Introduction

In June 2011 the Authority changed its Committee structure by replacing one Performance Review Committee with the following three Committees:

- Corporate and Audit Services Review Committee;
- Recreation and Tourism Review Committee;
- Conservation and Planning Review Committee.

All Members were represented on the pre-June 2011 Performance Review Committee, whilst each of the three post-June 2011 Committees was composed of 6 Members.

On agreeing the new structure, Members resolved to review the effectiveness of the Committees within 12 months. However, the elections of May 2012 saw a significant change in the Membership of the Authority meaning that it was not possible to undertake a review.

#### Role of the Committees

The Terms of Reference of the current Committees are included at Annex A.

The Performance Review Committees have no decision making powers, with the exception of referring issues of concern to the Continuous Improvement Group. Any decision taken in a Performance Review Committee would need to be ratified in a National Park Authority meeting.

Their remit is very specifically to review the performance of the Authority. In most cases performance is agreed against the outcomes and indicators agreed by the Authority. The Review Committees have no role in agreeing these outcomes and indicators. However, in a few cases the agendas have included items that would not normally be considered a review of performance.

#### Reviewing the Performance Review Committees

The majority of the current Membership have now served over 12 months on these Performance Review Committees and therefore it is appropriate to review the effectiveness of the committees with a view to implementing any changes by June 2014.

Members of the Audit and Corporate Services Review Committee discussed the effectiveness of the Committee at their meeting held on 20<sup>th</sup> November. The other two Committees were invited to submit any comments by early next year.

It is proposed to bring a series of recommendations to the Authority in February 2014, to enable them to be implemented in the new Committee timetable which will commence in June 2014.

Members are invited to provide an opinion on the work undertaken by the three Performance Review Committees and to suggest any changes.

Officers will then prepare a paper with recommendations for approval by the Authority at its meeting scheduled to be held on 6<sup>th</sup> February 2014.

#### Financial considerations

There are no budgetary implications to the review however, a significant change in number of meetings could have an impact on the Members' travel budget.

#### Legal considerations

There are no legal implications to the review.

#### Staffing considerations

There are no staffing implications to the review, however, a significant change in number of meetings could have an impact on staff time.

#### Equality and Human Rights considerations

There are no implications on Equality and Human Rights.

#### Risk considerations

There are no specific implications to the review, however, Members would need to consider the risk implications of any decision to change the structure.

#### Compliance

While there is no specific requirement for the Authority to have any Committees to review performance, the Committees do play a role in the Authority meeting its requirement for continuous improvement. The work of the Committees has had a positive response from the Wales Audit Office.

#### Welsh Language considerations

No specific implications.

### **RECOMMENDATION**

**Members are invited to provide an opinion on the work undertaken by the three Performance Review Committees and to suggest any changes.**

*(For further information, please contact Janet Evans, Administration & Democratic Services Manager on extension 4834, or by e-mailing [janete@pembrokeshirecoast.org.uk](mailto:janete@pembrokeshirecoast.org.uk))*

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## **AUDIT AND CORPORATE SERVICES REVIEW COMMITTEE**

### Role

To exercise the powers and duties of the Authority in relation to the following functions:

#### 1. Regulatory Framework

- To monitor the Authority's performance against the National Park Management Plan
- To oversee the production of the Annual Governance Statement and to monitor the Authority's performance against the associated Action Plan
- To monitor the Authority's performance against the annual Strategic Grant Letter
- To monitor performance against the Authority's adopted Service Standards

#### 2. Audit Activity

- To consider reports from the Wales Audit Office (e.g. the Annual Improvement Report, Annual Audit Letter) and to monitor the Authority's performance thereon
- To consider reports from Internal Audit on the Authority's financial systems and controls

#### 3. Finance

- To consider quarterly reports on the Authority's financial performance and budgetary matters
- To monitor the Authority's performance in relation to its Annual Statement of Accounts

#### 4. Human Resources

To monitor the Authority's performance:

- against its adopted HR policies
- in relation to Health and Safety

#### 5. Information Technology

- To monitor the Authority's performance in relation to its Information Technology Strategy

#### 6. Performance Management

- To consider quarterly reports on the Ffynnon performance management system and to monitor the Authority's performance thereon
- To review the Authority's Risk Register in terms of Audit and Corporate functions and make any recommendations to the National Park Authority to change levels of risk

- To consider reports of the meetings of the Continuous Improvement Group
7. Communications
- To monitor the Authority's performance in relation to Communications and Marketing
8. Other issues
- To review any issue referred to it by the National Park Authority, any of its Committees or the Chief Executive Officer

Mode of operation

The Committee will comprise 6 Members of the Authority (4 PCC and 2 WAG), to be selected and/or confirmed at the Annual General Meeting each year.

The Committee will meet on a quarterly basis and provide reports to the Authority on its performance.

Note

The exercise of such powers and duties exclude:

- matters specifically reserved to be exercised by the Authority
- matters delegated to another Committee or Sub-Committee
- matters that the Chief Executive Officer considers should be referred to a meeting of the Authority for determination

## **CONSERVATION AND PLANNING REVIEW COMMITTEE**

### Role

1. To monitor performance and make recommendations to the National Park Authority in relation to:
  - Development Management
  - Development Plans
  - Buildings Conservation
  - Conservation of the natural environment
  - Responding to climate change
2. To review the Authority's Risk Register in terms of Conservation and Planning functions and make any recommendations to the National Park Authority to change levels of risk
3. To review the Authority's financial performance in relation to Conservation and Planning functions
4. To review any issue referred to it by the National Park Authority, any of its Committees or the Chief Executive Officer

### Mode of operation

The Committee will comprise 6 Members of the Authority (4 PCC and 2 WAG), to be selected and/or confirmed at the Annual General Meeting each year.

The Committee will meet three times a year and provide reports to the Authority on its performance.

### Note

The exercise of such powers and duties exclude:

- matters specifically reserved to be exercised by the Authority
- matters delegated to another Committee or Sub-Committee
- matters that the Chief Executive Officer considers should be referred to a meeting of the Authority for determination

## **RECREATION AND TOURISM REVIEW COMMITTEE**

### Role

1. To monitor performance and make recommendations to the National Park Authority in relation to:
  - Centres operated by the National Park Authority
  - Rights of way, including the Pembrokeshire Coast Path National Trail
  - Historic environment
  - Social inclusion
  - Education, interpretation and lifelong learning
  - Tourism and promoting the visitor economy
2. To review the Authority's Risk Register in terms of Recreation and Tourism functions and make any recommendations to the National Park Authority to change levels of risk
3. To review the Authority's financial performance in relation to Recreation and Tourism functions
4. To review any issue referred to it by the National Park Authority, any of its Committees or the Chief Executive Officer

### Mode of operation

The Committee will comprise 6 Members of the Authority (4 PCC and 2 WAG), to be selected and/or confirmed at the Annual General Meeting each year. In addition, representatives of Amgueddfa Cymru-National Museum Wales will sit on the Committee (with no voting rights) when matters concerning Oriel y Parc are being considered.

The Committee will meet three times a year and provide reports to the Authority on its performance.

### Note

The exercise of such powers and duties exclude:

- matters specifically reserved to be exercised by the Authority
- matters delegated to another Committee or Sub-Committee
- matters that the Chief Executive Officer considers should be referred to a meeting of the Authority for determination