

## REPORT OF CHIEF EXECUTIVE

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

#### Purpose of the report

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

#### Introduction

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

- Audit and Corporate 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 therefore it was decided to wait until the new Membership had had an opportunity to experience the operation/effectiveness of the Committees before making a decision.

#### Role of the Committees

The main decision making body of the Authority is the National Park Authority; the only exception being the Development Management Committee, which makes decisions relating to determining planning applications and issues relating to planning enforcement.

The National Park Authority has authority to approve and adopt the National Park Management Plan, Local Development Plan, the Annual Improvement Plan (which sets the forward work programme of the Authority), the annual budget, along with setting any policies or agreeing consultation responses and property transactions.

The role of the Review Committees is to review the performance of the Authority against targets set in the Annual Improvement Plan and other appropriate plans or outcomes from the implementation of policy. The Review Committees have no role in agreeing any outcomes and indicators. In addition, the Committees review risk and financial issues relevant to the remit of the Committee. The 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 Review Committee would need to be ratified in a National Park Authority meeting. However, in a few cases the

agendas have included items that would not normally be considered a review of performance.

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

### Reviewing the Review Committees

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

### Options

Consideration is given to the Committee Structure and the Terms of Reference of the Committees. The following are presented as options for Members to consider:

**Option 1** – retain existing structure of Review Committees with Committees of six Members focused on:

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

**Option 2** – retain the Audit and Corporate Services Review Committee and merge the two other Committees to create one Operational Review Committee. If this option is accepted it is recommended that each of the two Committees be composed of nine Members. Each Committee would meet four times a year.

**Option 3** – abolish the Review Committees. However, Members have indicated that they wish to retain the Audit and Corporate Services Review Committee. Therefore if Members wish to consider this option it may wish to abolish the Conservation and Planning Review Committee and Recreation and Tourism Review Committee and amend the Audit and Corporate Services Review Committee to create an Audit Committee. If this option is favoured, Members will need to decide what mechanisms they wish to adopt to review the performance of the Authority.

### Terms of Reference

As indicated above the current remit of the Committees is clear and is based on monitoring and reviewing performance, managing risk and reviewing relevant financial performance.

Some Members have indicated that they wish to see a change in the Terms of Reference, with some suggestions based on the Committee taking a greater role in influencing the forward work programme of the Authority. This role is currently undertaken by the National Park Authority, through approving the National Park Management Plan and Annual Improvement Plans.

In revising the current Terms of Reference some issues to consider are:

- the impact on the role of the National Park Authority of enabling the Review Committees to have a greater say in the forward work programme of the Authority and whether this will reduce clarity in terms of decision making;

- Is there a way of enabling the Review Committees to have a role in making recommendations to the National Park Authority on what performance indicators to include in the Annual Improvement Plan?;
- Is there a way of enabling the Review Committees to function as Subject Committees, with a forum for discussing issues? The decision making role of these Committees would need to be clarified;
- Members have indicated that they wish to have a greater understanding of the work of the Authority. Is amending the Terms of Reference of the Review Committees the most effective way of achieving this? An alternative would be to develop a more comprehensive programme of study tours and workshops.

#### Financial considerations

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

#### Legal considerations

There are no legal implications to the review.

#### Staffing considerations

There are no staffing implications to the review, however, a significant increase in the 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 consider the options put forward and decide on a Committee structure for reviewing performance management.**

*(For further information, please contact Tegryn Jones, Chief Executive, on extension 4801, or by e-mailing [tegrynj@pembrokeshirecoast.org.uk](mailto:tegrynj@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