

NATIONAL PARK AUTHORITY

25th March 2015

Present: Councillor M James (Chair)

Mr A Archer, Mr D Ellis, Ms C Gwyther, Councillor P Harries, Councillor S Hudson, Mrs G Hayward, Councillor O James, Councillor L Jenkins, Councillor R Kilmister, Councillor RM Lewis, Councillor PJ Morgan, Councillor R Owens, Councillor D Rees, Mr AE Sangster, Mrs M Thomas, Councillor A Wilcox and Councillor M Williams.

(NPA Offices, Llanion Park, Pembroke Dock: 10.00am – 12.05pm)

1. Apologies

There were no apologies for absence.

2. Disclosures of Interest

Councillor P Harries disclosed an interest in report 15/15 – Article 4 Directions Newport Conservation Area and withdrew from the meeting while it was discussed.

Councillor RM Lewis disclosed in interest in report 22/15 Pembrokeshire Coast National Park Off-Street Parking Order and withdrew from the meeting while it was discussed.

3. Minutes

The minutes of the meetings held on the 4th February 2015 and 4th March 2015 were presented for confirmation and signature.

It was **RESOLVED** that the minutes of the meetings held on 4th February 2015 and 4th March 2015 be confirmed and signed.

4. Matters arising

(a) Consultations in Conjunction with the Planning (Wales) Bill (Minute 4(a) 4th February 2015)

It had been reported at the last meeting that the National Assembly's Environment and Sustainability Committee had recommended that the Minister left the Bill as drafted in relation to the inclusion of National Parks within Joint Planning Boards. The Minister had however rejected that recommendation, and had brought an amendment to the Bill which would enable joint planning boards to exercise development management functions in National Parks, however to do this would require a vote of approval by the National Assembly for Wales.

NOTED.

(b) Lower Solva Car Park (Minute 3 (4th March 2015))

Members were reminded that Solva Community Council were to respond to the Authority's terms for management of the Solva Car Park by 4pm on 23rd March. An email had been received declining the offer and this had been copied to Members. Therefore in accordance with the resolution of the 4th March, the



Authority would be resuming management of the car park and officers had taken action to ensure the car park was operational from Friday 27th March. For this season it was intended that a manned arrangement would be put in place.

One Member expressed the view that it was regrettable that it had not been possible to come to an amicable arrangement with Solva Community Council.

NOTED.

5. Development Management Committee – Report of Meeting

It was **RESOLVED** that the report of the meetings of the Development Management Committees held on 21 January 2015 and 2 February 2015 be received.

6. Sustainable Development Fund Committee – Report of Meeting

It was **RESOLVED** that the report of the meeting of the Sustainable Development Fund Committee held on 28 January 2015 be adopted.

7. Operational Review Committee – Report of Meeting

It was **RESOLVED** that the report of the meeting of the Operational Review Committee held on 28 January 2015 be adopted.

8. Scrutiny Committee – Report of Meeting

It was **RESOLVED** that the report of the meeting of the Scrutiny Committee held on 30 January 2015 be adopted.

9. Audit and Corporate Services Review Committee – Report of Meeting

It was **RESOLVED** that the report of the meeting of the Audit and Corporate Services Review Committee held on 11 February 2015 be adopted.

10. Personnel Committee – Report of Meeting

It was **RESOLVED** that the report of the meeting of the Personnel Committee held on 4 March 2015 be adopted.

11. Composition of the Chief Executive Performance Review Panel for 2015

Members were reminded that the above mentioned Panel comprised three Members, nominated from Chair / Deputy Chair of the Authority, Chair / Deputy Chair of Audit and Corporate Services Review Committee and onwards to Chair / Deputy Chair of Personnel and Development Management Committees until a 2:1 ratio of Pembrokeshire County Council to Welsh Government membership was achieved. Membership of the Panel was for the calendar year, regardless of any change in Chair/Deputy Chairmanship at the AGM, in order to provide consistency over the setting and review of objectives for the Chief Executive.

It was **RESOLVED** that Councillor M James, Mr AE Sangster and Councillor M Williams be appointed to serve on the Chief Executive Performance Review Panel for 2015.



12. Internal Audit Report for 2014/15

The Chairman welcomed Jo Hendy, the Audit and Business Risk Manager at Pembrokeshire County Council who had carried out the Audit. She reported that following a risk based assessment of the Authority's services and key risk areas, the following programme of assurance work had been agreed.

- Review of Previous Year Agreed Action Plan
- Main Accounting System
- Payroll & Expenses
- Debtors
- Grant Funding Arrangements
- Information Governance
- Car Parks
- Cilrhedyn Woodland Centre
- Newport Information Centre
- Carew Castle

The audit work had been completed and actions to address control weaknesses and recommendations for improvement had been agreed by Senior Management and the internal Audit service and were included within the final report.

Based on the audit work undertaken the Audit Manager's Annual Internal Audit Opinion had been provided. This stated that overall, subject to variation between individual services/systems and the need for further improvement and development in some areas, generally substantial assurance could be given on the effectiveness of governance, internal control, risk management and financial management arrangements in place.

In total 69 recommendations for improvement had been made and 64 had been accepted by management and remedial action agreed. The five rejected recommendations were considered by management who noted the action required and accepted the risk.

The Section 151 Officer thanked Ms Hendy for the work done by her team for Authority over many years and this was echoed by the Chairman.

Members felt the report to be a very positive one, however they asked a number of questions regarding the management response to some of the recommendations. Officers responded to these and agreed to provide further information to one Member where this was not immediately available.

NOTED.

13. Licence Approvals in accordance with Section 78 and Variation to Section 72 in accordance with Section 73 of the Financial Standards (Revised 2012)

Authorisation was sought in accordance with Section 78 of the Financial Standards (2012) for an ice-cream tender concession licence for the summer of



2015 at Manorbier Car Park to the value of £11,700 and a further licence for 5 days filming at Castell Henllys for £12,000.

Approval was also sought for the variation of Section 72 of the Authority's Financial Standards which required that quotations be obtained from at least three suitable suppliers for orders with a value between £10,000 and £25,000. Standard 73 stipulated that section 72 should be suspended and overridden if there was a risk of loss of income or grant. The Authority had been awarded an Access grant with the tight schedule of 24/3/15 for the submission of the grant claim. Due to the time constraints that this imposed, quotes for two projects for work at Freshwater East £10,854 and Abereddy, £11,453 were obtained from a single supplier. The prices offered good value when compared to the cost of undertaking similar work. The grant had also been used to fund the purchase of vehicles to improve visitor access to Castell Henllys Iron Age Fort, and a used Skoda Yetti had been purchased for this purpose at a cost of approximately £12,500.

Finally, it was noted at the meeting that the three Welsh National Parks had undertaken a joint procurement exercise for supply of the Authority's insurance. Authority was needed to allow Marsh UK, who were acting as Agents on behalf of the Authority, to open the tenders.

It was **RESOLVED** that approval be given for:

- a) the issue of licences in relation to Manorbier Car Park and Castell Henllys;
- b) variation from Financial Procedure No 72 for the awarding of the contracts at Freshwater East and Abereddy and the purchase of the Skoda Yetti;
- c) Marsh UK to open tenders in respect of supply of the Authority's insurance contract.

14. Virements over £20,000 in 2014/15 and 2015/16 and progress to achieving budgeted strategic savings

Members were asked to approve a number of virements over £20,000 undertaken in the financial year 2014/15 and so far for 2015/16 in accordance with Paragraph 42 of the Authority Financial Standards. A schedule of these was appended to the report. It was also reported that since the approval of the 2015/16 budget in February 2015 there had also been a number of smaller budget virements. Together with the larger virements these recorded the progress in achieving the strategic savings needed and that the balance left to find had reduced from £108,000 to £84,000.

It was **RESOLVED** that

- a) the virements in excess of £20,000 undertaken in respect of the financial years 2014/15 and 2015/16 and appended to the report be approved.
- b) the current position regarding budgeted strategic savings be noted.

15. Improvement Plan 2015/16 – Part 1

Under the Local Government Measure, the National Park Authority was required to publish its Improvement Plan as soon as practical for the new financial year. Much of the plan was carried over from 2014/15 and Members had commented on a draft Improvement Plan at a previous meeting. Those



comments had been included and the revised plan was attached for approval. There were some additional minor changes to the text in the section on Future Generations as the Goals had been changed when the Bill was adopted by the Assembly the previous week.

One Member was disappointed that under Improvement Outcome 3, despite seeking to work more closely with Pembrokeshire County Council there was no information or action relating to, for example, jobs, business start-ups, growth and spend. The Business and Performance Manager replied that the Authority did not have the resources to collect such data and it was not collected by PCC for the National Park area. However the Future Generations Bill would provide opportunities and it was likely that future Plans would reflect these changes. It was also suggested that the Scrutiny Project on economic activity should be included in the section 'What are we trying to achieve?', and the officer agreed to include a comment that the recommendations of the Project would be implemented where practical.

Turning to the statutory indicators measured under Outcome 4, one Member asked how the workload caused by the increased number of planning applications registered so far this year was being managed and whether this would impact on performance. The Business and Performance Manager replied that the increase was predominantly caused by other types of applications, such as for Minor Variations and Certificates of Lawfulness, being included in the figures, and it was suggested that this should be explained within the plan. There was also a question regarding the numbers of Welsh learners and the need to offer such training in order to provide equity of access where knowledge of the Welsh language was required to do a job. The Chief Executive replied that the Authority had tried to be more proactive in recruitment of Welsh speakers in recent years, acknowledging that there was a time element in training staff to be able to work through the medium of Welsh.

Asking how and where the final plan would be published, one Member pointed out that the information contained in it could be useful to Community/Town Councils in the National Park. Officers replied that the Plan would be published bilingually on the Authority's website along with a press release, with a copy at its Visitor Centres. It was agreed that the Authority could be more proactive in making Town/Community Councils aware of its existence.

It was **RESOLVED** the Improvement Plan 2015/16 Part 1 be approved subject to the above comments.

16. Revised Health and Safety Policy

Members were reminded that the Authority, along with all bodies, was required to publish a Health and Safety policy. The current policy had been approved in 2005 and updated several times since. The current review allowed for current management and scrutiny processes to be better embedded and took account of up to date guidance from the Health and Safety Executive.

The revised policy had been considered by Health and Safety Group, Leadership Team, Staff Representatives Group, Employee Forum and was



approved by Personnel Committee. However in view of the significance of Health and Safety management and responsibilities, the policy was presented to the Authority for further endorsement.

Members sought reassurance that in the current financial climate, staff absences due to pressure of work were being monitored. The Chief Executive gave that assurance and explained that the revised policy emphasised the responsibility of managers and he would also continue to make it clear to staff that expectations for the delivery of services would be reduced where there had been a reduction in the budget.

Another Member asked which Committee was responsible for monitoring Health and Safety Actions. The Chief Executive replied that the Health and Safety Annual Report was made to the Audit and Corporate Services Review Committee, which also received the minutes of the Health and Safety Group, however the Operational Review Committee should also receive reports relating to the work of the Discovery, Delivery and Direction Teams. Members also suggested that under the section Defining Roles and Responsibilities it was made explicit that there would be sufficient resources to ensure a healthy and safe environment was maintained.

It was **RESOLVED** that the revised Health and Safety Policy be endorsed.

17. The Living Wage

It was reported that the Living Wage, currently £7.85 (outside of London), was an hourly rate of pay set independently and updated annually. The national figure was calculated by the Centre for Research in Social Policy at Loughborough University. Unlike the National Minimum Wage (currently £6.50 for employees aged 22 years and above), paying the Living Wage was not a statutory requirement. Pembrokeshire Coast National Park Authority currently employed around 40 staff within Scale 1, all of whom fell beneath the Living Wage, many of these were part-time and /or worked for part-year.

The Living Wage Foundation worked with employers to help them implement the Living Wage, offering accreditation to employers that pay the Living Wage or those committed to an agreed timetable of implementation. To be accredited as an official Living Wage Employer, an organisation must satisfy four basic criteria: To pay all of its own staff at least the Living Wage; to commit that within six months of the annual uprating of the Living Wage, its pay rates would be uprated accordingly; to demonstrate progress towards requiring any contractors to do the same; and to have a plan in place to work with any remaining contractors to get them to pay the Living Wage.

Officers considered that full accreditation committed the Authority to future rises in the Living Wage, whether or not these were affordable at the time. It also placed requirements within the procurement process. It was therefore recommended that the Authority did not seek full accreditation as a Living Wage employer, but adopted a supplementary living allowance payable as a separate element of pay to bridge the gap between actual pay rate and the value of the Living Wage in 2015-16, and that the Authority would not guarantee to match



future increases of the Living Wage without thorough consideration of affordability.

Members were supportive of the proposal, however some wished to go further and suggested that the Authority become a Living Wage accredited employer either now or in the future. This would remove the unknown element of whether the supplementary allowance would be paid in the future and send a message to staff that they were valued. Officers replied that it was never intended to pay the supplementary allowance for one year only, and some wording would be added to make that clearer. However, accreditation extended beyond staff to include procurement processes and added unknown elements of cost and administration and this had been taken into account in deciding not to recommend accreditation. Other Members reflected the view taken by Employee Forum that the recommendation was sensible given the current funding position, as to have to withdraw from the accreditation if the rate rose beyond affordable levels would lead to negative publicity.

It was **RESOLVED** that the Authority:

- a) adopted a supplementary living allowance payable as a separate element of pay to bridge the gap between actual pay rate and the value of the living Wage in 2015-16. The allowance to be implemented from 1 April 2015;
- b) would not guarantee to match future increases of the Living Wage without thorough consideration of affordability;
- c) would not seek full accreditation as a Living Wage employer.

18. Joint Supplementary Planning Guidance Document: Enabling Sustainable Development in the Welsh National Parks

Members were reminded that the above mentioned guidance had been approved by the Authority for public consultation in September 2014 and details of the 12 week consultation, which closed on 30 January 2015, were set out in the report.

A consultation exercise had been undertaken by each of the Welsh National Park Authorities (NPA's) and the responses received by each were appended to the report together with the officer responses. The changes proposed were minor in nature and those resulting from this Authority's consultation exercise were shown as tracked changes on the document appended to the report. Delegated powers were sought to carry out the amendments recommended by officers of the other two NPA's.

Members were also advised at the meeting that Snowdonia NPA was expecting a late comment from the Snowdonia Society and delegated authority was also sought to include any changes recommended as a result of their comments.

Members expressed some concern with the officer recommendation to delete part of paragraph 2.7 and also not to include text suggested by Cadw in paragraph 2.23. The Head of Park Direction replied that this document was intended to be a gateway for existing national and local policy, rather than introducing any new planning policy. She was confident that the proposed changes would not weaken the Authority's position, neither would it prevent



additional action being taken if that was appropriate. Nevertheless, some additional text could be added to the guidance to reflect Cadw's comments.

It was **RESOLVED** that:

- a) The Officer Responses set out in Appendices A, 2 and 3 be agreed as the National Park Authority response to this consultation subject to additional text being added to reflect Cadw's comments on paragraph 2.7;
- b) The Joint Supplementary Planning Guidance "Enabling Sustainable Development in Welsh National Parks" as amended in Appendix 4 be approved as supplementary planning guidance to the Pembrokeshire Coast National Park Local Development Plan and be adopted for development management purposes.
- c) the Head of Park Direction be given delegated powers to amend the guidance prior to publication to include text and edits required to accommodate changes proposed by Snowdonia and the Brecon Beacons National Park Authorities as set out in Appendices 2 and 3 and also any proposed as a result of the comments received from the Snowdonia Society.

[Councillor P Harries disclosed an interest and withdrew from the meeting while the following item was considered]

19. Conservation Areas Review and the Consideration of Article 4 Directions to Reduce Specific Permitted Development Rights which Impact on the Quality of Conservation Areas

Members were reminded that there were 14 Conservation Areas within the National Park and that in a report to the Authority in September 2014 a number of these were considered to be in decline. At that meeting it was resolved to make an Article 4(2) Direction for St Davids Conservation Area; this enabled the Authority to prevent certain categories of development permitted under the Order from being carried out within the whole or any part of a Conservation Area. Article 4(2) Directions were typically used to control the loss of small but significant detail such as historic windows, garden walls, chimneys on non-listed dwelling houses and the introduction of new features such as satellite dishes.

Baseline surveys of Conservation Areas had been undertaken in 2009, 2011 and 2014 looking both at their general character and the condition of unlisted dwelling houses. It was considered that there was a real and specific threat to the character and appearance of the unlisted houses of Tenby and Newport through the use of certain permitted development rights including alteration to windows, doors, front boundaries and the creation of hard standings, and that Article 4(2) Directions were necessary. Details of the proposed special planning controls were set out in the report.

It was **RESOLVED** that:

- a) Directions were made and executed pursuant to Article 4(2) of the Town and Country Planning (General Permitted Development) Order 1995 to prevent the development permitted by Classes A and F of Part 1, Class A of Part 2 and Class B of Part 31 of the Order from being carried out in relation to the land within Newport and Tenby Conservation Areas shown edged in red on the maps within the draft Directions appended to the report.



- b) A report of representations be made to the Authority, seeking confirmation of the Directions within the statutory six-month period further to the making of the Directions.

20. Member Strategy Task and Finish Groups

The Chief Executive reported that there was an expectation that the Authority would need to re-model and re-prioritise its service delivery over the coming years in response to budgetary and governance factors. It was considered that the Authority should move away from officers presenting recommendations and Members approving them to a model where Members and officers worked together to develop options and new ways of working. The report therefore proposed the creation of Member Strategy Task and Finish Groups to provide a forum for Members and officers to discuss issues and develop options to deliver services. The main principles of these groups were that they would be set up by resolution of the Authority, with a purpose and a timescale for reporting clearly identified; they would have no decision-making powers; membership would vary according to the issue to be considered but would normally be in the region of 6 Members; and representatives of other organisations could be invited to discuss issues where appropriate.

Members supported the principle of establishing task and finish groups, having found them a valuable tool in other contexts.

It was **RESOLVED** that the proposal to set up Member Strategy Task and Finish Groups be agreed.

21. Review of Designated Landscapes

Members were reminded that in April 2014 the Minister for Natural Resources at the Welsh Government had announced an intention to undertake a Review of Designated Landscapes to include both National Parks and Areas of Outstanding Natural Beauty. This was proposed as a two part Review, with the first part focusing on the need to review the purposes of both designations, while the second part would consider issues of governance and accountability.

The Authority, in partnership with the other two National Park Authorities in Wales, had presented evidence on Part 1 and the Chairman and Chief Executive had also presented evidence directly to the Panel.

The report of Part 1 of the Review had been published on 5th March 2015 and a copy was appended to the report. It made six recommendations, three of which were considered to have the most significance for National Park Authorities; these recommendations were consistent with the evidence submitted by the Authority, although it was hoped that there would be opportunities to comment on the detailed wording proposed.

It was reported at the meeting that at a recent meeting with the Minister he had asked for feedback from Members of the Authority on the Part 1 Report and to facilitate this, a Workshop had been arranged later that day. Members expressed some concerns regarding the wording set out in the report's recommendations and agreed to expand upon that at the workshop.



The Panel would now be considering Stage Two of the Review and no formal correspondence had yet been received from the Panel outlining the issues they would consider. However informal discussions had suggested some possible questions, and these would also be considered at the Workshop. The timescale for the Review was unclear but it was likely to be completed by 24th July 2015. This would give little further opportunity to involve all Members in formal meetings, although the Chairman, Deputy Chairman and Chief Executive would have opportunities to represent the views of the Authority at meetings in April and May. It was therefore recommended that responsibility for responding to Part 2 of the Review be delegated to the Chairman and Chief Executive.

It was **RESOLVED** that:

- a) Part 1 of the Report of the Review of Designated Landscapes be noted.
- b) the approach set out in the report be noted and responsibility for responding to Part 2 of the Review be delegated to the Chairman and Chief Executive.

22. Calendar of meetings 2015/16

Members were reminded that the current calendar of meetings came to an end in June 2015, following the Annual General Meeting, and a calendar for the forthcoming year was therefore presented for approval. It was reported that this calendar was again based on a 6-weekly cycle of Development Management Committee meetings, an arrangement agreed in 2014 as a twelve month pilot scheme with a review at the end of this period. A report on the review would be presented to the Authority upon completion of a full-cycle of meetings.

It was **RESOLVED** that the calendar of meetings for 2015/16 be approved.

23. Corporate Events

Members' attention was drawn to a number of events in the coming months at which the Authority was customarily represented. Members were invited to provide expressions of interest for attendance at these events to the Administration and Democratic Services Manager.

It was **RESOLVED** that Members be Authorised to attend the following events:

- a) RTPi Wales Planning Conference, 20 May 2015, Cardiff
- b) WLGA Annual Conference, 18 June 2015, Swansea (5 maximum)
- c) Members' National Induction Course, 22-24 September 2015, Tenby
- d) UK Association of National Park Authorities Conference, 14-16 October 2015, Dartmoor (usually 6 representatives)
- e) Europarc Conference, 26-27 October 2015, Regensburg, Germany
- f) National Parks Wales Annual Members' Seminar, 2-3 November 2015, St Davids (all Members).

24. Members' Salaries 2015/16

It was reported that the Independent Remuneration Panel for Wales' Annual Report had been published in February 2015 and the relevant extracts relating to salaries payable to National Park Authority Members for the financial year 2015/16 were appended to the report. The Panel had determined that there



would be no increase in Member remuneration for the forthcoming year and salaries would therefore remain at £3,600 per annum Basic Salary; £12,300 per annum Senior Salary payable to the Chair of the Authority ; £7,300 (Level 1) or £6,000 (Level 2) payable to the Deputy Chair of the Authority and Chair(s) of other Committees. Currently the Level 2 Senior Salary was payable to the Deputy Chair of the Authority and the Chair of the Development Management Committee. Travel and subsistence rates also remained unchanged. The new salary framework would come into effect on the date of the Annual General Meeting – 17th June 2015.

The Panel had also decided not to change the fees for independent Standards Committee Members, or the level of care costs available, although the Authority was required to determine the maximum number of days for which Independent Standards Committee Members might be paid in any one year (currently 4 days per annum).

It was proposed that the level of Senior Salary payable, the posts remunerated with a Senior Salary and the number of days for which Independent Standards Committee Members might be paid in any one year remain as for 2014/15.

It was **RESOLVED** that:

- a) the Independent Remuneration Panel for Wales Annual Report for 2015/16 be noted.
- b) The Chairman of the Authority, Deputy Chair of the Authority and Chair of the Development Management Committee be remunerated with a Senior Salary.
- c) The Level 2 Senior Salary be paid to the Deputy Chair of the Authority and Chair of the Development Management Committee.
- d) Independent Standards Committee Members be remunerated for a maximum of 4 days per annum.

25. Member Mentoring Scheme

It was reported that the Brecon Beacons National Park Authority had, following a request from Welsh Government, agreed to deliver a pilot project to encourage representatives from black and ethnic minority (BME) communities to get involved in local government. Welsh Government officials had now asked this Authority and Snowdonia National Park Authority to consider developing a similar scheme to target under-represented groups. Some Welsh Government funding would be made available to cover the costs of the project.

The detailed proposal was attached to the report, however the main aim of the proposal was to provide participants with a greater understanding of the role of Members and the work of the Authority, and provide them with a unique learning and development opportunity which would help them to acquire the skills and experience to enable them to compete more effectively for future public appointment opportunities as and when they arose.

It was **RESOLVED** that the introduction of a Member Mentoring Scheme as set out in the proposal be approved, and the following Members be nominated to act as mentors to the participants: Mr A Archer, Ms C Gwyther, Councillor P Harries, Councillor M James, Councillor Mrs L Jenkins, Councillor RM Lewis, Mr



AE Sangster and Mrs M Thomas. Councillor O James was nominated as reserve.

[Councillor RM Lewis disclosed an interest and withdrew from the meeting while the following item was considered.]

26. Pembrokeshire Coast National Park Off-Street Parking Order

Members were reminded that on behalf of the Authority, Pembrokeshire County Council (PCC) had advertised the new Order and had carried out a public consultation exercise. The three week long consultation period had closed on 18 March and no objections had been received. Following approval by PCC Cabinet, the final stage in the process was that PCC would advertise that the order was to be confirmed and after three weeks it could be confirmed by the Director of Highways.

It was **RESOLVED** that Pembrokeshire County Council be requested to undertake the necessary procedures to have the order confirmed.

27. Chairman's Appointments

The Chairman concluded the meeting by outlining some of his appointments during recent weeks. He had made presentations of John Muir Awards, the Local Hero Award and awards to Mosaic Champions, attended a staff meeting, the exhibition of the Oriel y Parc Artist in Residence, Mike Perry and meetings of UK ANPA in London and by Video Conference and the National Parks Partnership Board also by Video Conference as well as meeting the Minister for Natural Resources at Cardiff Bay and in Pembroke Dock.

The Chief Executive added that he had also received and accepted an invitation to sit on the Local Service Board.

NOTED.

