

## REPORT OF CHIEF EXECUTIVE

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### **SUBJECT: TASK AND FINISH GROUP ON SUPPORT SERVICES**

#### Purpose of Report

This paper recommends setting up a Task and Finish on delivering Support Services.

#### Introduction

In March 2015 the National Park Authority (NPA) agreed to set up Strategy Task and Finish Groups to oversee the development of new approaches to delivering services. To date two groups have been set up to look at:

- alternative ways of managing car parks owned or leased by the Authority; and
- potential changes to the provision of information to visitors.

This paper proposes setting up a similar group to consider the future delivery of Support Service functions.

As part of our mid-term financial planning the Authority needs to consider alternative ways of supporting its activities against the background of reduced funding. While a significant proportion of our cuts to date have come from Support Service, reducing the cost of delivering our Support Service can protect our front line delivery.

Members are asked to agree to setting up a Task and Finish Group on the delivery of Support Service based on the Terms of Reference outline in Annex A, which is based on the generic Terms of Reference for Task and Finish Groups agreed by the Authority in May 2015.

If this is approved then Members are asked to nominate six Members to sit on the group.

It is expected that this group will initially report back by December 2016, but subject to approval by the Authority will continue past that date.

#### Financial considerations

Minimal additional direct costs due to increased travelling by Members to attend meetings.

#### Risk considerations

This approach seeks to involve Members early on in the development of proposals and therefore could be considered as limiting risk.

#### Compliance

No particular issues although involving Members early on in the process of developing proposals could be considered good practice.

#### Human Rights/Equality issues

The are no specific Human Rights or Equality issues from this proposal.

#### Biodiversity implications/Sustainability appraisal

The proposed policy contributes towards a fairer society.

#### Welsh Language statement

There are no specific Welsh Language issues from this proposal, and all meetings will meet the requirements of the Authority's Welsh Language Scheme.

#### **Recommendation:**

#### **Members are asked to agree:**

- **the proposal to set up a Task and Finish Group to consider The Future Delivery of Support Service Functions ;**
- **the proposed Terms of Reference included as Annex A, and**
- **the membership of the Strategy Task and Finish Groups.**

#### Background Documents

*(For further information, please contact Tegryn Jones, Chief Executive, on 01646 624803 or by emailing [tegrynj@pembrokeshirecoast.org.uk](mailto:tegrynj@pembrokeshirecoast.org.uk))*

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# ANNEX A

## STRATEGY TASK AND FINISH GROUP ON THE FUTURE DELIVERY OF SUPPORT SERVICE FUNCTIONS

### TERMS OF REFERENCE

#### Role/purpose

The Task and Finish Group will consider ways of delivering Support Service Functions against the background of reduced funding.

#### Membership

To comprise:

6 Members of the Authority, on a 2:1 ratio of Pembrokeshire County Council (PCC) and Welsh Government (WG) Members.

The Chief Executive to nominate relevant officers.

Members to determine Chairmanship at the inaugural meeting.

The membership to last until the Task and Finish Group has completed its task.

#### Quorum

To include at least two PCC and one WG Member.

#### Accountability

The Task and Finish Group is of an advisory nature and will report its findings to the National Park Authority by December 2016, but subject to approval by the Authority will continue past that date.

#### Mode of operation

Meetings will be arranged as and when necessary.