

OPERATIONAL REVIEW COMMITTEE

7 March 2018

Present: Councillor K Doolin (Chair)
Councillor P Harries, Mrs J James, Dr RM Plummer, Councillor PJ Morgan, Mr AE Sangster, Councillor A Wilcox and Councillor S Yelland.

[Councillor ML Evans arrived during the presentation on Management of the Pembrokeshire Coast Path National Trail (Minute 5 refers)]

(NPA Offices, Llanion Park, Pembroke Dock: 10.00am – 12.25pm)

1. Welcome

The Chair welcomed Dr RM Plummer to her first meeting of the Committee.

2. Apologies

There were no apologies for absence.

3. Disclosures

There were no disclosures of interest.

4. Minutes

The minutes of the meeting held on the 6 December 2017 were presented for confirmation and signature.

It was **RESOLVED** that the minutes of the meeting held on 6 December 2017 be confirmed and signed.

5. Management of the Pembrokeshire Coast Path National Trail

The report of the Access and Rights of Way Manager set out the background to the creation of the Trail as well as details of its management and the challenges faced going forward. This was illustrated with a PowerPoint presentation.

Officers answered Members' questions relating to issues such as funding and the possibility of sponsorship for both equipment and path furniture, with a discussion on the potential for urbanisation that could ensue; connectivity and biodiversity; Welsh Government proposals to introduce cycling and horse riding on Rights of Way with Members expressing views regarding its potential health benefits as well as safety concerns particularly relating to steep coastal slopes; and public liability claims, for which, officers noted, the Authority's robust inspection regime provided a good defence.



NOTED.

6. Health and Wellbeing Initiatives

The Health, Well-being, Recreation and Tourism Policy Officer reminded Members that the National Parks Wales' Position Statement: Together for Health and Well-being had first been published in 2016, and work had recently been taking place to update and report on the Priority Actions contained within it. A draft copy of the revised document was circulated for Members' information.

The officer went on to give a presentation illustrating how the work of the Authority was contributing to local needs, policy and practice development, focusing particularly on its partnership working in coordinating the West Wales Nature Based Health Service Network and Let's Walk Pembrokeshire Initiative.

NOTED.

7. Performance Report for the Period Ending 31 January 2017/18

It was reported that the performance report followed the structure of the Corporate and Resources Plan for 2017-18, which itself followed the approach of the Well-being of Future Generations Act with seven well-being objectives and an additional section providing general governance information.

The report presented the performance up to 31 January 2017/18 and included quarter 3 statistics (October - December) for some data sets. It highlighted those areas where targets had not been met and provided some explanation for these.

The report made reference to a more digital approach being taken to a number of systems within the Authority and Members asked whether these would cause increased pressure in the IT Team both in terms of support staff and the capability of machines. Officers replied that many of these systems were web based and therefore hosted externally, which would lead to fewer pressures than if they were being developed in-house. However the systems would save money in the longer term as hand-held devices could be used to access information rather than staff having to physically travel to an office location.

Members also commented on the increase in merchandise sales at the Centres, and the importance of determining the reasons for this. Officers replied that there were a number of possibilities including the development of a retail strategy across the Authority by the Visitor Services Manager (South). One Member questioned whether it was appropriate for the Authority to be generating revenue as anything but a



supporting measure, although others disagreed, and the Chief Executive agreed that it was a balance, but one that he felt the Authority currently achieved.

It was resolved that the Performance Report be **RECEIVED**.

8. Risk Register

The Chief Executive reported that the risk register had been reviewed by both the Management and Leadership Teams and recent progress and changes noted. Significant changes in risks were outlined in the report, and the full register appended for Members' consideration.

Members asked about a number of specific risks, such as the obligations for maintenance at Carew Castle and Causeway (risk 31); delays in the document management system (Risk 28) and failure to meet diversity requirements in Authority Membership (Risk 7), and officers answered their questions. They also asked whether risks were allocated to specific officers, and the Chief Executive replied that this was the case but this information was not currently shown on the table.

NOTED.

9. Requests to film within the National Park

The Communications Officer and Estates Officer gave a presentation outlining the Authority's approach to filming within the National Park and highlighting some of the productions which had been staged on land controlled by the Authority in recent years. They noted that the biggest problem faced was that the Authority only owned a small amount of land and help could therefore not always be provided. Equally, revenue was only generated if film companies came on to the Authority's land to film and often it was only one of a number of parties approached. One Member asked whether it was worth being more pro-active in terms of promoting the National Park as a place where filming could take place, and officers advised that this already took place through Wales Screen which marketed sites across the whole of Wales. The Authority also provided promotion through its website.

NOTED.

10. Continuous Improvement Group: delegation of issues

It was **RESOLVED** that there were no issues that needed to be delegated to the Continuous Improvement group for consideration.

