

OPERATIONAL REVIEW COMMITTEE

12 June 2019

Present: Councillor K Doolin (Chair)
Councillor P Harries, Mrs J James, Councillor PJ Morgan, Dr R Plummer & Councillor S Yelland.

[Councillor ML Evans arrived during consideration of Report 05/19 Castell Henllys]

(NPA Offices, Llanion Park, Pembroke Dock: 10.00am – 11.30am)

1. Apologies

Apologies for absence were received from Dr M Havard and Councillor A Wilcox.

2. Disclosures

There were no disclosures of interest.

3. Minutes

The minutes of the meeting held on the 27 March 2019 were presented for confirmation and signature.

It was **RESOLVED** that the minutes of the meeting held on 27 March 2019 be confirmed and signed.

4. Castell Henllys

The new Visitor Services Manager at Castell Henllys, Delun Gibby presented Members with an update on current operations.

Councillor M Evans arrived at this juncture.

The Visitor Services Manager informed Members that Castell Henllys had recently become a member of EXARC (Exchange on Archaeological Research and Communication) which offered opportunities for twinning with other sites and adverts promoting the history of Castell Henllys. The Officer noted that most visitors to Wales travel via the M4 corridor heading to popular places such as Tenby/Saundersfoot and was therefore looking to target other towns such as Cardigan, Fishguard and the surrounding areas as well as contacting Venture into Pembrokeshire (VIP Wales) and cruise ships to increase visitor numbers. Inadequate signage was believed to be an issue as the site was just off a trunk road with only two brown signs in place, enquiries had been made for additional signage with the Wales Trunk Road Agency but their quoted charges were prohibitive. The Schools programme had received good feedback from quizzes that had been sent out, with pupils remembering



their visit up to one year later. It had been decided that School groups would be offered a 25% discount voucher to encourage the children to come back with their families in the summer holidays. Members expressed concern about the cap on the number of pupils attending the site as they felt that this could impact on School budgets in terms of travel with buses that were not full.

The Officer informed Members that out of the 12 Members of Staff, 8 were fluent Welsh Speakers and she was very keen to encourage Welsh learners to visit and practice in the landscape of Castell Henllys. The cookhouse had been rebuilt and was up and running, a smaller roundhouse would be rebuilt and was due to be completed by the start of the summer holidays. The overall priority was to develop the site as a leading tourist and local attraction that educated the public about prehistory, sustainable living, biodiversity, Welsh language and culture.

Members felt that whilst Castell Henllys needed to break even and become more sustainable it was acknowledged to be an important part of the National Park and its history. Members congratulated Delun on the quality of her report.

NOTED

5. Performance Report for the Period Ending 31st March 2019

The report given by the Performance and Compliance Co-ordinator followed the structure of the Corporate and Resources Plan for 2018/19 following the seven well-being objectives, with an additional section providing general governance information.

The report presented the performance for the full financial year – April to March 2018/19 and included quarter 4 data (January – March) for the majority of data sets. Some actions remained amber at the end of the financial year which related to areas where further work was needed to progress activities or actions as part of a longer term project

Members were pleased to note that with a few exceptions the backlog of Enforcement cases had been cleared. The CEO informed Members that a report on 'The Effectiveness of Local Planning Authorities in Wales' had been published which would be circulated to them in due course. One Member asked if the author of the report could talk to Members about the contents. The CEO agreed that this item would be included on a future Agenda. Members were pleased that 95 affordable houses had been approved and hoped that this figure could be improved next year.

NOTED



6. Risk Register

Members were asked to consider the latest Risk Register.

In the absence of the Finance Manager, the Chief Executive took Members through the report.

The CEO highlighted item 2 (funding risk from Welsh Government) to Members. The potential reduction in baseline funding was still being looked into although it was unlikely to be dealt with this year. It was hoped that the position of HR Manager would be advertised in the next few weeks. Item 20 (Risk of major IT failure) one Member felt that there was a need to check that the ability to back up and restore successfully had been fully tested and that a discussion with the new IT Manager would be useful. Members enquired about staff absences and vacancies. The CEO noted that these had improved with the appointment of new Managers at Castell Henllys and Oriell Parc. There were two or three staff health issues but the people concerned were being supported with these issues.

NOTED

