

## REPORT OF DEMOCRATIC SERVICES MANAGER

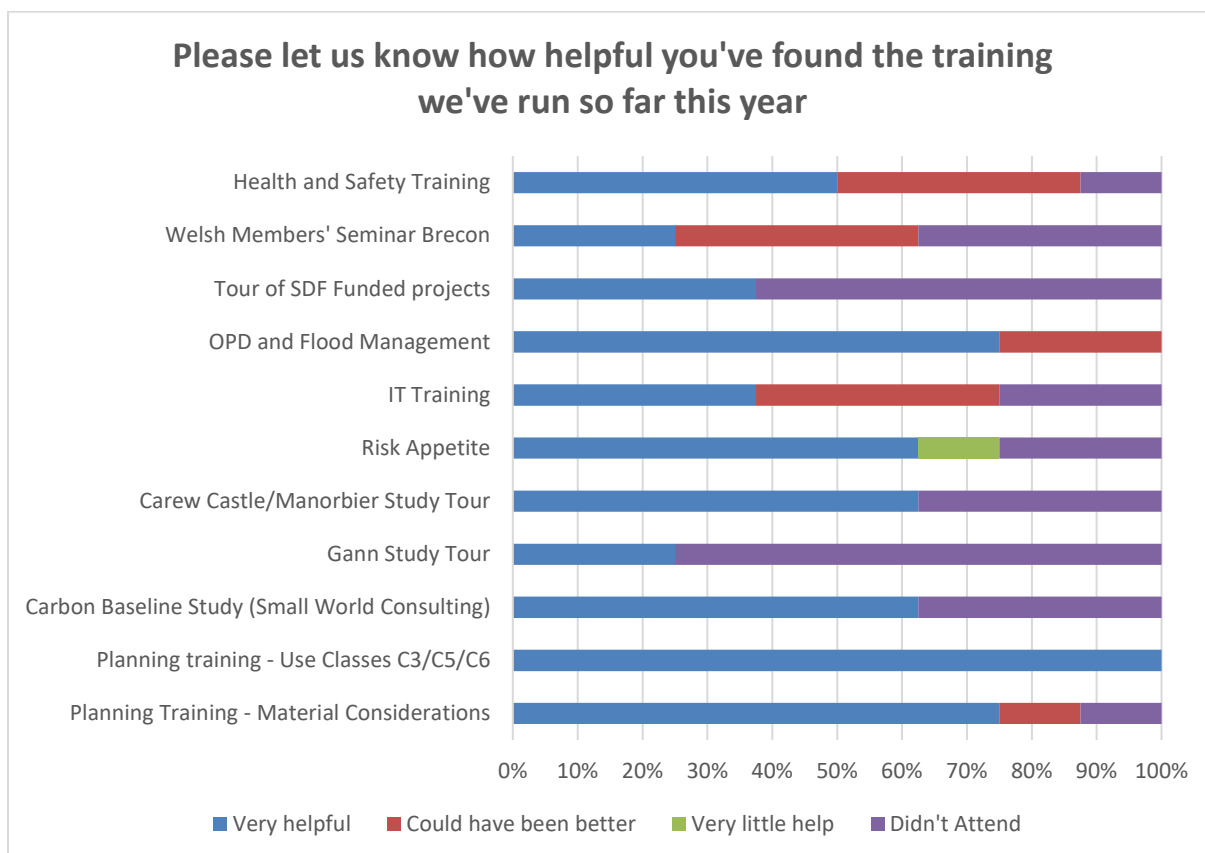
### SUBJECT: GENERAL UPDATE ON MEMBER SUPPORT AND DEVELOPMENT

#### 1. Purpose of report

To provide an update on matters relating to Member support and development.

#### 2. Personal Development Reviews

Eight Personal Development and Support Plans have been completed and the contents have been used to inform the Training Plan. A training needs analysis is attached at Appendix A. One of the questions asked about the impact of training undertaken during the last year and a summary of the response is provided below.



### 3. Training Plan

The Training Plan (Appendix B) seeks to provide Members with an outline for the training programme for the forthcoming municipal year. This will be circulated prior to the meeting.

### 4. Wales Councillor Support Self Evaluation Framework

As reported at the last meeting, work has been undertaken to develop a voluntary self-assessment framework to replace the Charter for Member Support and Development produced by the Welsh Local Government Association (WLGA) jointly with councils and National Park Authorities. The new Framework has now been published [The Wales Councillor Support Self-Evaluation Framework](#) and I have contacted the WLGA to arrange a meeting to discuss creation of a similar document for National Park Authorities.

### 5. Welsh Government Training Sessions

Members will be aware that Welsh Government conducted three training sessions during January and February:

- Governance (23 January)
- Diversity and Inclusion (2 February)
- The Climate and Nature Emergencies (16 February)

Members were asked to complete pre and post-course questionnaires to inform their conclusions on the training provided, and the potential for any future training provision. Attendance rates for the training varied between 54.7% and 41.5%, however few evaluation questionnaires were received and it was therefore impossible for Welsh Government Officers to draw any meaningful conclusions. As a result I have been asked to complete a report on the training using the template attached at appendix C. I would be grateful to receive Members views to assist me in this task.

From the data they had received (including AONB responses), Welsh Government Officers have produced a [report](#). Their conclusions include that the courses should be more focussed and interactive – i.e. shorter in length involving more opportunities for discussion, e.g. breakout rooms; the timing of the sessions wasn't ideal; and they could have been delivered over a wider period.

It has been confirmed that further training for National Park Authority Members in respect of governance will take place in the coming year. Presentations are anticipated on the subjects of effective financial governance, sustainable and ethical governance and governance of risk. I will share the dates of these when they become available.

## 6. Member attendance

Member attendance in the last financial year at meetings was 85% (target 75%), while Member attendance at training events was 56% (target 65%). The missed target for attendance at training can in part be explained by some of these sessions having taken place on site, and I am aware that the health of some Members has prevented their attendance. The average has also been reduced by low attendance (50%) at each Welsh Government training session. A breakdown of attendance at each Workshop is given below.

Workshop	% attendance
Management Plan Review Workshop	78
Study Tour	31
Article 4 Directions on Camping	56
Article 4 Directions update	39
Budget	61
Code of Conduct	61
Income Generation	83
Newgale Adaption/Highways	61
Planning - OPD	78
Risk Appetite	72
SDF Site Visits	22
Toilet Funding Workshop 1	78
Toilet Funding Workshop 2	61
Welsh Members Seminar	39
WG EDI Training	50
WG Governance Training	50
WG Biodiversity Training	50

## 7. Risk considerations and compliance

The Local Government (Wales) Measure 2011 places increased requirements on all local authorities in Wales in relation to corporate governance and Member support and development. The Authority has developed a strong ethos of Member development over the years, ensuring that it continues to have informed Members who can make decisions based on understanding, skills and experience. Building upon, and developing, the good work carried out to date will re-emphasise the fact that the Authority works to a high standard of governance.

The Authority is also committed to encouraging individuals from all walks of life to become involved in public life and will continue to introduce measures to enable everyone to take part.

## **8. RECOMMENDATIONS:**

**Members are asked to:**

- a) Approve the Member Training Plan 2024.**
- b) note the remainder of the report.**

*(For further information, please contact Caroline Llewellyn, Democratic Services Manager by e-mailing [carolinel@pembrokeshirecoast.org.uk](mailto:carolinel@pembrokeshirecoast.org.uk))*

## Members Training Needs Analysis 2024

<b>Training Need</b>	<b>How this could be delivered</b>
Understanding of budgeting and Management Account Processes	Workshop
Best practice from other Parks and relevant organisations	Attendance at Seminars and Conferences
Management of meetings/Chairs training	Training Workshop/Sharing of good practice
Public speaking	Training Workshop
Strategic thinking and effective scrutiny	Training Workshop
Understanding Planning process and Planning Portal	One-to-one discussion with officer
Cyber Security	Revised training module to be sourced
Affordable homes policy	Workshop/one-to-one discussion
Major Development Process	Workshop
Planning Policy updates	Ongoing workshops as issues emerge
Sustainable Development	A further Study Tour of projects supported by the Grants Committee will be organised
Net benefit for Biodiversity	Workshop
Coastal and Marine Awareness	Workshop
Partnership working with PCC, Ceredigion and Carmarthenshire	Partnership Reports to be presented to Authority/Committees
Work of Public Service Board	Partnership Reports to be presented to Authority/Committees
Networking opportunities with staff and Members	Attendance at Study Tours



## **Gwerthuso sesiynau hyfforddi i aelodau'r APCau a hwyluswyd gan Lywodraeth Cymru**

Byddem yn ddiolchgar i dderbyn adroddiad cyfansawdd sy'n cwmpasu'r tair sesiwn hyfforddi yn hytrach nag adroddiadau unigol ar gyfer pob un, sef:

- Llywodraethu (23 Ionawr)
- Amrywiaeth a Chynhwysiant (2 Chwefror)
- Yr Argyfyngau Hinsawdd a Natur (16 Chwefror)

### **Beth oedd barn eich aelodau ar effeithiolrwydd yr hyfforddiant?**

### **Ym mha ffordd y gellid cynyddu presenoldeb yn yr hyfforddiant a'r cydymffurfio o ran cwblhau'r holiaduron?**

### **Sut y gellid gwella'r hyfforddiant?**

### **A oedd unrhyw beth ar goll o gynnwys y cwrs (e.e. gallai hyn fod yn destun hyfforddiant yn y dyfodol, ond hefyd o bosibl yn adnoddau ychwanegol ac ati)?**

**Gan neilltuo unrhyw faterion ynghylch yr hyfforddiant a ddarparwyd, a yw'r hyfforddiant a ddarperir yn werth chweil? Os felly, pa hyfforddiant y byddai'r Awdurdod a'u haelodau yn hoffi ei dderbyn yn y dyfodol? Roedd y sesiynau cychwynnol wrth gwrs yn rhai rhagarweiniol i'r pynciau dan sylw, felly gallai unrhyw hyfforddiant yn y dyfodol o bosibl ymchwilio i'r meysydd ehangach hynny mewn mwy o fanylder, neu rhywbeth hollol wahanol.**

## **Evaluation of training sessions to NPA members facilitated by Welsh Government**

We would be grateful to receive a composite report covering all three training sessions rather than individual reports for each. These were:

- Governance (23 January)
- Diversity and Inclusion (2 February)
- The Climate and Nature Emergencies (16 February)

**What were your members' collective views on the effectiveness of the training?**

**In what way could both attendance at the training and compliance in terms of completion of the questionnaires be increased?**

**How could delivery of the training be improved?**

**Was there anything missing from the course content (e.g. this could be the subject of future training, but also potentially additional resources etc.)?**

**Setting aside any issues re. the training provided, is the provision of training worthwhile? If so, what future training would Authorities and their members like to be provided? The initial sessions were very much introductions to the topics covered, therefore any future training could potentially delve into particular strands within those broader areas at a more granular level, or something entirely different.**