

## Report of Democratic Services Manager

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**Subject:**  
**Review of Terms of Reference for the Authority and its Committees**

### Purpose of Report

Members are asked to agree amendments to the Terms of Reference for the Authority and its Committees, including merger of the Human Resources and Member Support and Development Committees.

### Introduction/Background

Recent amendments to the Authority's performance reporting mechanisms have triggered a need to review the Terms of Reference of the Authority's Audit and Corporate Services and Operational Review Committees. Alongside this, there has been a request to clarify the responsibilities of the Human Resources and Audit and Corporate Services Review Committees in respect of Health and Safety. It was noted that whilst amendments have been made to the Terms of Reference of several of the Authority's Committees in recent years, it is some time since they have been reviewed as a whole.

Revised Terms of Reference are appended to the report with the amendments 'tracked'. Some amendments are updates while those for the Review Committees are more significant to reflect the changed arrangements.

### Comparisons

A recent report by Audit Wales on Governance in National Parks noted that the Authority has more Committee than both Eryri and Y Bannau National Park Authorities. It is therefore suggested that to reduce the number of meetings, the Human Resources (HR) and Member Support and Development Committees (MSDC) could be merged as both deal with similar topics.

### Financial considerations

Reviewing the Terms of Reference will improve the efficiency of operation of the Committees. As both HR and MSDC Committees are normally held online, their merger would not lead to a reduction in travel costs, however there will be a reduction in officer time spent administering the meetings.

### Risk considerations

Terms of Reference for each Committee need to accurately reflect the work being undertaken by that Committee. Changes, particularly to performance monitoring, necessitate that an update is undertaken.

### Conclusion

Members are asked to agree the amendments to the Terms of Reference for the Authority and its Committees and to the merger of the Human Resources and Member Support and Development Committees. It is suggested that the Terms of Reference be reviewed again in 3 years time.

### **Recommendation:**

- a) Agree to merge the Human Resources and Member Support and Development Committees**
- b) Approve the revised Terms of Reference**

### Background Documents

Anything published previously in relation to this report (e.g. previous reports to Authority/Committee, consultation reports, related publications, etc.)

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Consulted/engaged with: Performance and Compliance Officer, Head of People, Head of Finance, Chief Executive

**PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY**  
**TERMS OF REFERENCE AND OTHER PROCEDURES**



## THE NATIONAL PARK AUTHORITY

The Authority is the main decision making body. It was created by statute and exists in its own right and is not an agent of the Welsh Government or Parliament. It can only do things which it is compelled or permitted to do by law.

The Authority operates a committee system and is therefore responsible for its own governance and that of those Committees and how they operate.

~~The Authority is the repository of final authority and decision making. There are statutory requirements in various legislation for the Authority to formally resolve such matters as levy etc. The Authority is ultimately responsible in a custodial sense for establishing the final level of resources within which the various Committees can operate, and is responsible for Park property, capital assets and such like, and for the acquisition, assignment or disposal of the same. The Authority is the final determinant of corporate issues such as image, external communications and complaints (subject to the work of the Standards Committee).~~

The Authority's main functions are:

- To approve the development of the Authority's strategic corporate planning framework through the National Park Management Plan (every five years), the Local Development Plan (formal review required every five years), and the Corporate and Resources Plan (annually). ~~In developing the strategic framework the Authority will receive advice from the Advisory Groups.~~
- To determine all policy matters in support of its strategic planning objectives. The Authority may receive advice from its Committees and may also set up Task and Finish Groups to investigate and advise on specific matters.
- To determine all Service Standards, and the Authority's statutory duties.
- To manage the Authority's resources i.e. finance, staffing and assets; and to approve the budget, levy, charges, and the Annual Accounts, Investment Strategy, Treasury Management and Financial Reserves Policies
- To ensure that the NPA complies with all legislation affecting its services.
- To determine membership of other Committees, Task and Finish Groups, Working Groups and Advisory Groups, within the NPA Authority, and their terms of reference, and the Authority's representation on external bodies and organisations.
- To determine the delegation of the Authority's responsibilities to other Committees of the Authority and when appropriate to the Chief Executive, Statutory Officers or other individuals.

The Authority comprises all members and will meet at least 6 times a year.

## **DEVELOPMENT MANAGEMENT COMMITTEE**

The Development Management Committee is responsible for carrying out the Authority's statutory planning functions in relation to the determination of applications, appeals and enforcement matters, and allied issues relating to development and the regulation of uses and activities.

The terms of reference of the Development Management Committee are:

- (a) Except where those powers and duties have been delegated by the Authority to one of its officers and subject to its decisions being in conformity with the Authority's approved statements and plans the Committee shall exercise, with power to act, all the powers and duties of the Authority relating to the consideration of planning, listed building and conservation area applications, notification schemes, tree preservation orders, the control of development and the enforcement of such control, and other consultation schemes where appropriate.
- (b) Where members wish to take a decision contrary to the advice / recommendation of officers, which the Chief Executive (National Park Officer) (or in his / her absence the officer with appropriate delegated authority) identifies as constituting a significant departure from an approved plan or policy of the Authority and in particular, the Local Development Plan, or as otherwise having significant implications for the Authority, the following procedure will be followed:

### Development Management Committee

1. When a proposal to make a decision contrary to officer advice is made and seconded and before any vote is taken, Members will give valid planning grounds for taking such a decision.
2. Officers will advise if such reasons constitute valid planning grounds.
3. Provided valid planning grounds have been given, the Committee will vote on the motion and, if the vote succeeds, it will be recorded in the minutes that the resolution of the Committee was that it was 'minded to' make a certain decision, as will the reasons for doing so.
4. This starts a 'cooling off period', within which officers will manage any associated risk by considering the matter further, commissioning expert advice as appropriate, producing additional report(s) as necessary and / or drafting reasons for refusal or conditions as required.
5. The matter will then be brought back to a future meeting of the Committee with a further officer report and recommendation considering all relevant matters including any issues raised by the previous resolution.
6. Members will reconsider the matter afresh, having regard for any new evidence brought before them. A further motion will therefore be needed.

7. If the motion is contrary to officer advice, valid planning grounds will again be needed before any vote is taken.
8. Officers will advise on the grounds given.
9. Before the final vote is taken, Members will be made aware if the circumstances mean that officers would not be able to defend the Authority's decision on appeal on the basis that to do so would conflict with their professional code of conduct.
10. The Committee will then vote on the motion.
11. A full minuted record of Members' reasons for rejecting officer advice will be made, together with a recorded vote.

#### Appeals

12. In the event that any decision taken contrary to officer advice is subject to an appeal or court action, called-in application, recovered appeal or nationally significant infrastructure project examination, it will be usual for the proposer and seconder of the motion to defend the Authority's decision and / or act as its main witnesses, supported by officers / consultants / legal experts as necessary. *(NPA 05/11/14)*
- (c) To receive reports from time to time from the Chief Executive (National Park Officer) and other officers on the exercise of any functions relating to the control of development which may have been delegated to them.
  - (d) To deal with all matters relating to the designation and administration of Conservation Areas. *(Policy Committee 10/97)*

#### **Development Management Committee Site Inspection Procedures**

- (a) The Authority's Member Services Officer will send a written invitation to every member of the Development Management Committee, enclosing a copy of the relevant Committee report.
- (b) The planning officer will obtain the owner's permission to enter the site, if necessary, and will invite consultees whose comments are pertinent to the planning issues under consideration (e.g. Highways, Natural Resources Wales). The site visit is not a public meeting.
- (c) The planning officer will describe the application and outline the relevant policies and planning considerations.
- (d) Invited consultees will advise on relevant matters of fact.
- (e) The applicant and/or agent will only be asked to answer any questions raised by Members at the meeting.
- (f) The Chairman will bring the site inspection to a close.

- (g) Immediately before or after the formal site inspection it may also be appropriate for Members to view the site from other vantage points.
- (h) The Authority's Standing Orders will also apply generally over such matters as rule of debate.
- (i) The Chairman may adjourn the meeting at any time, in the event of disturbance to orderly conduct. (NPA 07/12/11)

## **AUDIT AND CORPORATE SERVICES REVIEW COMMITTEE (NPA 11/06/14)**

### Role

To exercise the powers and duties of the Authority in relation to the following functions:

#### 1. Regulatory Framework

- ~~To monitor the Authority's performance against the National Park Management Plan~~
- ~~To oversee the production of the Annual Governance Statement and to monitor the Authority's performance against the associated Action Plan~~
- ~~To monitor the Authority's performance against the annual Strategic Grant Letter~~ ~~Welsh Government's Term of Remit Letter~~
- ~~To monitor performance against the Welsh Government's Standards relating to the Welsh language~~
- ~~To monitor performance against the Authority's adopted Service Standards~~

#### 1.2. Audit Activity

- To consider reports from ~~the Wales Audit Wales Audit Office~~ (e.g. the Annual Improvement Report, Annual Audit Letter) and to monitor the Authority's performance thereon
- ~~To consider reports from Internal Audit on the Authority's financial systems and controls~~
- To oversee the production of the Annual Governance Statement and to monitor the Authority's performance against actions agreed for Significant Governance Issues identified within the Statement.

#### 2.3. Finance

- To consider quarterly reports on the Authority's financial performance and budgetary matters
- ~~To monitor the Authority's performance in relation to its Annual Statement of Accounts~~
- To monitor the Authority's performance in relation to income generation

#### 3. Risk and Assurance

- To consider quarterly reports from the performance management system on priority indicators, projects and work programmes and to consider implications that this may have on risks for the Authority.
- To consider quarterly assurance monitoring reports for Compliance, Public Statutory Duties and Corporate Improvement areas:

- Governance
  - Finance
  - Sustainability, Section 6 Biodiversity Duty, Net Zero, Socially Responsible Procurement Duty
  - Welsh Language
  - Public Sector Equality and Socio Economic Duties, Child Poverty
  - Safeguarding
  - Information Governance, Data Protection and Cyber Security
  - Workforce, Health and Safety, Social Partnership Duty
  - Statutory Planning function
  - Communications, Marketing and Engagement
- To request and consider supplementary reports in terms of any of the above assurance or corporate improvement areas.
  - To monitor the Authority's health and safety performance and arrangements, including consideration of any serious health and safety incidents.
  - To monitor the Authority's Risk Management Policy, Risk Appetite and to review the Authority's Risk Register and make any recommendations to the National Park Authority to change levels of risk.

#### 4. ~~Human Resources~~

~~To monitor the Authority's performance:~~

- ~~against its adopted HR policies~~
- ~~in relation to Health and Safety~~

#### 5. ~~Information Technology~~

- ~~To monitor the Authority's performance in relation to its Information Technology Strategy~~

#### 6. ~~Performance Management~~

- ~~To consider quarterly reports on the *Ffynnon* performance management system and to monitor the Authority's performance thereon~~
- ~~To review and monitor the Authority's Risk Register in terms of Audit and Corporate functions and make any recommendations to the National Park Authority to change levels of risk~~
- ~~To consider reports of the meetings of the Continuous Improvement Group~~

#### 7. ~~Communications~~

- ~~To monitor the Authority's performance in relation to Communications and Marketing~~

#### 84. Other issues

- To review any issue referred to it by the National Park Authority, any of its Committees, or the Chief Executive Officer
- ~~To determine an Authority response on any proposals that affect the National Park or the Authority, its powers, duties, functions and responsibilities, particularly but not exclusively, from central, regional or local government, neighbouring authorities, partnerships and other external bodies where the proposals are relevant to the functions of the Committee and where the Chief Executive considers that such response should be determined by the Committee~~

### Mode of operation

The Committee will comprise 9 Members of the Authority (6 PCC and 3 WG), to be selected and/or confirmed at the Annual General Meeting each year

The Committee will meet on a quarterly basis and provide reports to the Authority on its performance

### Note

The exercise of such powers and duties exclude:

- matters specifically reserved to be exercised by the National Park Authority
- matters delegated to another Committee or Sub-Committee
- matters that the Chief Executive Officer considers should be referred to a meeting of the Authority for determination

## **OPERATIONAL REVIEW COMMITTEE (NPA 11/06/14)**

### Role

1. To monitor performance and make recommendations to the National Park Authority in relation to departments contribution to and performance against the Authority's Well-being Objectives, National Park Management Plan and local, regional and national priorities, and Welsh Government Term of Government letter. Including reviewing progress against operational delivery plans and taking account of the effectiveness of collaboration between teams and with partners to deliver against these priorities.~~the functions of:~~

- ~~Development Management~~
- ~~Park Direction~~
- ~~Park Delivery~~
- ~~Discovery~~

~~unless already covered by the Audit and Corporate Services Review Committee~~

2. To review the Authority's financial performance in relation to departments contribution to performance against the Authority's Well-being Objectives, National Park Management Plan and local, regional and national priorities.~~the functions of the services referred to in 1 above~~

3. To review any issue referred to it by the National Park Authority, any of its Committees or the Chief Executive Officer

4. ~~To determine an Authority response on any proposals that affect the National Park or the Authority, its powers, duties, functions and responsibilities, particularly but not exclusively, from central, regional or local government, neighbouring authorities, partnerships and other external bodies where the proposals are relevant to the functions of the Committee and where the Chief Executive considers that such response should be determined by the Committee~~



### Mode of operation

The Committee will comprise 9 Members of the Authority (6 PCC and 3 WG), to be selected and/or confirmed at the Annual General Meeting each year. In addition, representatives of Amgueddfa Cymru-National Museum Wales may sit on the Committee (with no voting rights) when matters concerning Oriol y Parc are being considered

The Committee will meet on a quarterly basis and provide reports to the Authority on its performance

### Note

The exercise of such powers and duties exclude:

- matters specifically reserved to be exercised by the Authority
- matters delegated to another Committee or Sub-Committee
- matters that the Chief Executive Officer considers should be referred to a meeting of the Authority for determination

## **HUMAN RESOURCES COMMITTEE**

The Human Resources Committee is responsible for all matters appertaining to the employment and deployment of staff by the Authority and also the support and development of Members of the Authority. The terms of reference of the Human Resources Committee are:

- a) To make recommendations to the Authority as to Human Resource Policies which might be adopted with regard to the employment relationship that exists between PCNPA and its staff.
- b) To review, scrutinise and approve existing Human Resource policies, where proposals are put forward to change their general aims and objectives.
- c) To review and approve any National Joint Council (NJC) Terms and Conditions where discretion on its implementation is provided to the Authority and this discretion has a potential impact on financial or other resources.
- d) To contribute to the formation and implementation of the Human Resources Strategy, be consulted on all new Human Resource policies subject to NPA approval; and have general oversight of HR policies in development and any legislative changes.
- e) To keep under review the establishment, organisation and remuneration of the Authority's staff and to make recommendations to the Authority from time to time as to any changes which may be desirable.
- f) To establish arrangements for and to conduct negotiations on behalf of the Authority with Unions representing the interests of its staff via the Employee Forum or any other negotiating arrangements.
- g) To make appointments including the conduct of recruitment and selection procedures in accordance with the Authority's Human Resources Strategy,

and to make any recommendations on the exercise of the appointments' function as may be deemed appropriate and relevant.

h) To contribute to the Authority's Health & Safety policies and procedures, such as they extend to staff mental health and general wellbeing.

i) To oversee the delivery of support to, and development of, Members of the Authority.

j) To oversee the delivery of the Member Development Strategy, including Member induction and the Training Plan.

h)k) To review the support available to Members and to make recommendations to the Authority as necessary.

#### DELEGATION TO LEADERSHIP MANAGEMENT TEAM

a) To review and approve new and existing Human Resources policies, which are required as a result of new legislation or changes in NJC terms and conditions.

b) To review and approve existing Human Resource policies where there is no change to the general aims, objectives or direction of decision making.

#### Composition

9 Members, comprising 6 County Council and 3 Welsh Government Members.

### **EMPLOYEE FORUM**

#### Objectives

1. To provide a mechanism for formal collective staff involvement and representation with members.
2. To maintain open and collaborative employee relations within the Authority.
3. To receive items referred from the Health & Safety Group and Staff Representative Group.
4. To make recommendations to the Personnel-Human Resources Committee as to employment issues.
5. To consider any matter referred to it, or to discharge such functions assigned to it by the Authority or its Committees.

#### Membership

The Forum shall consist of 12 members. Composition as follows:

PCNPA Members	6	(4 Councillors, 2 WAG Appointed Members)
Staff/Unison Representatives	6	(plus full-time Unison officer(s))

#### Chair

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A Chair and Vice-Chair shall be appointed by the Employee Forum at their first meeting in each civic year. Chair and Vice Chair will alternate between staff and members each year.

Any permanent vacancy on the Employee Forum shall be filled as it arises. Substitutes are allowable.

If a member of the Employee Forum ceases to be a member or employee of the National Park Authority, (s)he shall immediately cease to be a member of the Employee Forum.

#### Quorum

The quorum of the Employee Forum shall be three NPA Members (including 1 WAG Appointed Member) and three staff/union representatives.

#### Voting

The full-time union officers shall not have a vote, nor the Chair a casting vote.

#### Committee Reporting

The proceedings of any meeting of the Employee Forum shall normally be reported to the ~~Personnel~~ Human Resources Committee.

#### Timing

The Employee Forum shall normally meet biannually and at least ten calendar days prior to a scheduled meeting of the Personnel Committee.

#### Procedure

Decisions will normally follow from discussion and debate, but if necessary to put to the vote, no resolution shall be regarded as carried unless it has been approved by a majority of the members present on each side.

It is accepted that no question of individual discipline, capability or promotion shall be within the scope of the Employee Forum.

#### Agenda Items

In order to maintain open and collaborative employee relations, staff and members are encouraged to bring forward items for the agenda (at least 10 days in advance of the meeting).

## **GRANTS COMMITTEE**

The Grants Committee is responsible for considering all applications for financial assistance/support in connection with the Sustainable Development Fund (SDF) and any other Grants Awarded by the Authority which require the agreement of Members. The Committee will monitor and review all schemes.

#### Committee Composition

Committee membership will be comprised of six Members (4 PCC and 2 WG), and may appoint up to 2 Advisory Members if they so wish. Advisory Members will be individuals with expertise or experience in areas of importance to the Committee, and

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will be appointed by the Committee. The Committee may also co-opt individuals with specialist knowledge for additional advice on an *ad hoc* basis.

#### Quorum

The quorum of the Committee shall be not less than two Authority Members, with at least one County Council-appointed and one Welsh Government-appointed Member being present.

#### Application Assessment

The Committee will consider all applications against criteria based on the scheme's objectives as set out in the Authority's Grant Application Guideline documents .

In considering applications, the Authority Members on the Committee shall have regard to any recommendation made to it by the Advisory Members/*ad hoc* Advisors, drawing on their specific areas of knowledge and expertise.

#### Decision Process

Advisory Members will contribute to the decision making process, however it is solely the Authority Members of the Committee who are empowered to decide in each case:

- (a) whether an application should be awarded grant
- (b) the level of grant to be awarded
- (c) any conditions to which a grant is to be subject

In relation to applications not awarded a grant, the Committee will indicate why an application is not deemed suitable for support under the Fund, or they may suggest amendments to the proposal and invite re-submission of an amended application.

#### Meetings

Meetings will be held on a quarterly basis or as and when required.

#### Appeals procedure

An aggrieved applicant may lodge an appeal by writing to the National Park Authority's Monitoring Officer. The appeal must be on the grounds of incorrect procedure only.

### **INVESTIGATING AND DISCIPLINARY COMMITTEE (NPA 23/10/13)**

#### Composition

5 Members, comprising 3 County Council and 2 Welsh Government Members

Members cannot be Members of the Grievance Committee or Appeals Committee.

#### Quorum

3 Members (2 County Council and 1 Welsh Government Member)

#### Remit

To consider and determine matters relating to the following issues in accordance with agreed procedures as fall to it to make under those procedures, including:

Terms of Reference and Other Procedures

- (a) the consideration of any disciplinary action being taken against a Chief Officer (i.e. Chief Executive, Section 151 Officer or Monitoring Officer) on the grounds of misconduct, or if there is any other proposal to dismiss them for any reason other than redundancy, permanent ill health or the expiry of a fixed term contract (unless the Authority has undertaken to renew that fixed term contract);
- (b) the consideration of any allegation against a Chief Officer personally, whether or not the matter has been raised by the employee under the Authority's grievance procedure;
- (c) the appointment of a Designated Independent Person to undertake the initial investigation;
- (d) the receipt and consideration of the report of the Designated Independent Person with a view to either:
  - (i) determining whether any further action (short of dismissal) is necessary and, if so, what action, or
  - (ii) recommending to the Authority that the Chief Officer concerned be dismissed.
- (e) the consideration of a grievance raised by a Chief Officer relating to a case of disciplinary proceedings against him/her.

## **GRIEVANCE COMMITTEE** *(NPA 23/10/13)*

### Composition

5 Members, comprising 3 County Council and 2 Welsh Government Members

Members cannot be Members of the Investigating and Disciplinary Committee or the Appeals Committee

### Quorum

3 Members (2 County Council and 1 Welsh Government Member)

### Remit

To consider and determine matters relating to the following issues in accordance with agreed procedures as fall to it to make under those procedures, including:

To consider:

- (a) an appeal from a member of staff who has brought a grievance against a Chief Officer, but whose grievance has not been upheld by the initial investigating officer;
- (b) to consider any unresolved remedial action proposed by the initial investigating officer following a grievance brought against a Chief Officer being upheld, or
- (c) a grievance brought by a Chief Officer against a Member.

To determine:

- (a) whether the grievance can be upheld and, if so:
  - (i) to determine how the matter can best be resolved to the satisfaction of the aggrieved employee, or
  - (ii) in the case of an aggrieved employee, to refer the matter to the Investigating and Disciplinary Committee if the matter is considered to be of such a serious nature, or

- (iii) in the case of an aggrieved Chief Officer, to refer the matter to the Standards Committee for consideration.
- (b) whether the grievance can be dismissed.

## **APPEALS COMMITTEE (NPA 23/10/13)**

### Composition

5 Members, comprising 3 County Council and 2 Welsh Government Members

Members cannot be Members of the Investigating and Disciplinary Committee or the Grievance Committee

### Quorum

3 Members (2 County Council and 1 Welsh Government Member)

### Remit

To consider and determine matters relating to the following issues in accordance with agreed procedures as fall to it to make under those procedures, including:

To consider:

- (a) an appeal against dismissal from a member of staff other than a Chief Officer, and
- (b) an appeal against action short of dismissal from a Chief Officer.

## **STANDARDS COMMITTEE**

### Composition

7 Members, comprising 2 County Council, 1 Welsh Government and 4 Independent Members.

- (a) to keep under review the Authority's Code of Conduct and to make recommendations to the Authority as to any changes it considers desirable;
- (b) to monitor the operation of the Authority's Code of Conduct;
- (c) to provide advice and training for Members of the Authority on matters relating to its Code of Conduct;
- (d) to consider any reports relating to Members of the Authority issued by the Monitoring Officer under Section 70 (4) or by the [Local Commissioner for Wales Public Services Ombudsman \(Wales\)](#) under Section 71 (22) (bc) of the Local Government Act 2000 and any recommendations of the Adjudications Panel for Wales and to take such action thereon as it considered appropriate;
- (e) to receive and take action on any reports issued to it by a Case Tribunal under Section 79 of the Act;

- (f) to consider and make recommendations to the Authority as to the actions which should be taken on any report from a Case Tribunal under Section 80 of the Act;
- (g) to consider requests from Members of the Authority for dispensations under the Standards Committee's (Grant of Dispensations) (Wales) Regulations 2001,
- (h) the monitoring of the Authority's complaints procedure in relation to allegations of maladministration and the making of recommendations thereto (*NPA 17/01/07*) and
- (i) to make recommendations to the Authority from time to time with regard to any proposed additions to or revisions of these Terms of Reference.

### **CONTINUOUS IMPROVEMENT GROUP**

The Continuous Improvement Group consists of four Members of the Authority plus the Chief Executive. The membership includes the Chairs of the Authority, Development Management Committee and the two Review Committees. The Group has authority to invite attendance of other Members or officers if the work programme indicates that their attendance or experience would add value to its work and meets as and when required.

### **~~MEMBER SUPPORT AND DEVELOPMENT COMMITTEE (NPA 30/01/19)~~**

#### ~~Composition~~

~~9 Members, comprising 6 County Council and 3 Welsh Government Members.~~

~~The Committee may, from time to time and without setting a precedent, invite other Members to attend a meeting in relation to a particular area of expertise.~~

#### ~~Quorum~~

~~3 Members, to include at least one County Council and one Welsh Government Member.~~

#### ~~Remit~~

- ~~1. To oversee the delivery of support to, and development of, Members of the Authority.~~
- ~~2. To oversee the delivery of the Member Development Strategy, including Member induction and the Training Plan.~~
- ~~3. To develop an application for the Wales Charter for Member Support and Development and to recommend it to the Authority prior to submission to the Welsh Local Government Association.~~

- ~~4. To review the support available to Members and to make recommendations to the Authority as necessary.~~
- ~~5. To consider any other matter referred to the Committee by the National Park Authority.~~

#### Mode of operation

~~The Committee will meet on a quarterly basis and make recommendations to the National Park Authority.~~

~~The Chair and Deputy Chair will be elected at the first meeting following the Authority's Annual General Meeting each year.~~

### ~~MEMBER STRATEGY TASK AND FINISH GROUPS (NPA 06/05/15)~~

#### Role/purpose

~~The role of the Task and Finish Group to be determined by the Authority.~~

#### 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 the set deadline.~~

#### Mode of operation

~~Meetings will be arranged as and when necessary.~~

*Date of issue: June 2008  
Amended: December 2011*



*SDF ToR amended: March 2012, March 2017, December 2020, October 2022*

*Scrutiny Committee ToR added: June 2012*

*Investigating and Disciplinary Committee, Grievance Committee and Appeals Committee ToR added: October 2013*

*Member Strategy Task and Finish Groups ToR added: May 2015*

*Member Support and Development Committee added: January 2019*

*Agreement of Youth Committee ToR delegated to Chair: June 2020*

*Personnel Committee – name changed to HR Committee and ToR Revised: November 2021*

*Operational Review Committee ToR amended: December 2021*

*Scrutiny Committee ToR deleted: May 2022*

*General update: NPA May 2024*