REPORT OF THE PERFORMANCE AND COMPLIANCE CO-ORDINATOR

SUBJECT: PERFORMANCE REPORT FOR THE PERIOD ENDING 31st JULY 2020

Introduction

The performance report follows the structure of the Corporate and Resources Plan for 2020/21.

The first section is based on progress against short and mid-term priorities focused on our COVID-19 response and recovery planning. It is important to note that some activities within this section are phased and external factors including changes to regulations will have an impact on delivery and progress.

The second section outlines progress against work streams that contribute to the longer term delivery of our Well-being Objectives and impacts within the National Park Management Plan. This section going forward will provide insight into the impact of COVID-19 and recovery on long terms delivery and projects across well-being objectives. Some activities within work streams may be progressed during 2020/21, however a number of them particular those involving face to face contact between individuals are influenced by the lifting of restrictions and regulations. Activities under work streams will be subject to further review during the year to assess whether they remain relevant or need to be updated to align with recovery plans.

The following report presents the performance to date up to 31st July 2020 for monthly data and quarter 1 (April – June) statistics for some data sets.

An explanation of RAG status has been added to the end of this introduction report following a request from the Operational Review Committee for additional explanation on RAG status to be included in performance reports.

Coast Path and COVID 19 Regulations and Restrictions

Coast Path closures were lifted on the 29th June and car parks were also reopened in June. The Coast Path opened in accordance with risk assessment and Welsh Government approval. Covid signage is in place at over 90 access points to advise on social distancing, hand hygiene, etc. More durable signs were provided to ensure they last the season. Signage checked on regular basis. Website information also updated to complement site signage. Cutting Activity is up and running fully for the Coast Path and in July it was on its second or third cuts. Live Arc Online dashboard available to managers, rights of way team and Senior Management Team to monitor progress and provide online records for contact tracing. Digital Risk Assessments for Outdoor Work written with general maintenance activity being managed by these.

Recovery Planning

The Authority's Recovery Plan was discussed with Members at NPA July meeting, and recovery activities across a number of areas has commenced, including completion of risk assessments across areas. Access to Llanion HQ, for staff remained limited to essential visits in July but with the view to re-open in September to a wider number of staff subject to occupation caps and relevant health and safety measures.

Opening of Centres

By the end of July all three centres were able to reopen, with all three achieving the "We're Good To Go" the official UK mark to signal that a tourism and hospitality business has worked hard to follow Government and industry COVID-19 guidelines and has a process in place to maintain cleanliness and aid social distancing. Visitors must pre-book their visits to Castell Henllys and Carew as the sites are limiting the number of visitors per day. The main gallery at Oriel y Parc remained closed and will form part of a phase 2 plan for reopening.

Face to Face Activities and Events

The risk assessment for the PCNPA activities and events programme was completed in line with Welsh Government guidance on a resumption of outdoor activity. A review of the pre-COVID programme was undertaken and a revised programme produced in preparation for an August resumption. Walk Leaders were signed up to deliver a programme which consist largely of 'socially distanced' walks. Volunteers undertaking monitoring work and independent activity returned during July, the work was overseen by the Ranger team with the support of the Volunteering Officer. PCNPA staff visited 3 schools before the end of the summer term following the risk assessment and agreed measures for a resumption.

Planning Service

In July there has been substantial process in the handling of applications. Officers have undertaken site visits and gradually limitations on this have been lifted through this month with Officers by the end of the month being able to undertake site meetings. The continued closure of Llanion except for essential staff access has continued to limit the Authority's ability to process hard copy material either received by post or contained in the Authority's archives. This continues to prove a limitation on the operation of the service. Letters and site notices are now being processed and together this is allowing progress with the processing of planning applications that have been submitted during the lockdown period.

The constraints on planning application service in quarter 1 due to staffing issues and COVID 19 restrictions and activities is reflected in quarter 1 planning performance statistics. The % of all planning applications determined within time periods required ytd is showing a red RAG rating significantly below target at 47.27%. As restrictions ease and staff are able to return to Llanion performance in this area should improve during the year.

<u>Partnership Working</u>

With the lifting of the five mile rule in early July and opening up of some forms of holiday accommodations in mid July the Authority has been working with partners to deal with the return of visitors to the county. Pembrokeshire County Council set up an incident management centre to deal with issues arising from the high visitor numbers. The Rangers have been actively patrolling and feeding issues into this Centre but also responding to concerns reported by the Centre such as overnight camping, littering etc.

<u>Funding</u>

Finance assistance from Welsh Government was sought and given to offset loss of income in 1st quarter.

<u>Working Towards Long Term Objectives</u>

With recovery activities beginning to be implemented across Authority areas, staff have begun to be able to further progress some actions working towards long term objectives. However some areas remained affected in July by COVID 19 regulations, staff within some teams having been or on furlough and the need to reprioritise actions for some teams on COVID 19 related actions such as risk assessments or reopening activities.

Notable developments include:

- The holding of virtual training sessions for volunteers and virtual meetings of Youth Committee.
- Mobile Phone App has been designed on the Arc Online platform and is now in use by Area Managers, to survey the extent of the ash die back problem on PCNPA owned estate.
- NPA approval to refocus work of SDF committee ‐ Applicants will be able to apply for one of three specific carbon reduction projects, while retaining a fourth option of being able to bid for a more "individual" projects.
- In July the Community Archaeologist facilitated a pan-Wales joint virtual heritage training event focussed on heritage crime. Those in attendance included Dyfed-Powys Police, Gwent Police, North Wales Police, Cheshire Police, Cadw, Historic England, PCNPA, BBNPA, SNPA, all four Welsh Archaeological Trusts and Natural Resources Wales.

<u>Health and Safety</u>

There was one RIDDOR incident in Q1. This IP had been working on coast path returned to vehicle and slipped on stone and fell and sustained damage to cartilage.

<u>Explanation of RAG Status</u>

RAG	What it means
Red	Close monitoring and/or significant action required. This would normally be triggered by any combination of the following:

Red	• Measures: Not meeting the target or set to miss the target by a significant amount. • Projects/ Project Development: Significant issues with the project e.g. project hasn't started within expected timescales, delays against critical milestones, failure to achieve project outcomes, significant challenges to operational delivery, issues with budget profiling or future funding concerns. Or project is on hold/ no aspect of the project can be delivered due to COVID 19. Risk project associated with has increased as a result of inaction. • Ways of Working: Significant delays with progressing ways of working activities. Critical activities, milestones and outcomes not being achieved. Lack of progress raises compliance concerns. Current area of work is on hold due to reprioritisation of work due to COVID 19. • Strategic: Strategic partnership or engagement failing to achieve desired outcomes, lack of sustainability within partnership, funding concerns or capacity concerns in terms of Authority involvement. • Covid 19 response/ recovery: Service on hold or phase cannot progress due to current regulations. Progress concerns around recovery planning response in this area. Significant implementation concerns with phase. Significant limitations to service delivery. Major Health and Safety concerns or impacts on the workforce.
Amber	Light touch monitoring required and/or some action should be carried out to prevent movement to Red status or to ensure progress to Green status. This would normally be triggered by any combination of the following: • Measures: Performance is currently not meeting the target or set to miss the target by a narrow margin. • Projects/ Project Development: Minor or initial concerns around project performance and delivery e.g. some slippage in terms of timescales, initial concerns around progress towards project milestones, outcomes, operational delivery and budget profiling. Some future funding concerns. Measures have been put in place to address any previous major concerns and are being acted upon. Only part of the project is being delivered due to COVID 19/ adapted approach in place. • Ways of Working: Minor delays with progressing ways of working activities. Some activities, milestones and outcomes not being achieved. Measures have been put in place to address any previous major concerns and are being acted upon. • Strategic: Initial concerns on strategic partnership or engagement achieving desired outcomes, sustainability of partnership, funding or capacity in terms of Authority involvement. • Covid 19 response/ recovery: Only part of service is being delivered. Recovery planning activities initiated or in place but service not back to normal. Concerns around progress/ delivery in terms of recovery planning or service provision. Minor Health and Safety Concerns or impacts on workforce.
Green	No action required.

	This would normally be triggered by any combination of the following: • Measures: Performing is currently meeting the target. • Projects/ Project Development: Everything is functioning as expected, project performance is as planned with the project meeting milestones and outcomes. • Ways of Working: Progress is being made against areas for action within reasonable timescales. Milestones and Outcomes are being achieved. • Strategic: Healthy sustainable partnership in place, delivering against desired outcomes. • Covid 19 response/ recovery: Service back to normal/ or operating successful adapted approach. Regulations implemented. Effective Health and Safety practices are in place.
Performance for some Measures are based on across year benchmarking and trend considerations, performance columns on previous year performance should be used to assess performance in these areas.	

RECOMMENDATION:
Members are requested to RECEIVE and COMMENT on the Performance Report.

(For further information contact Mair Thomas, Performance and Compliance Co-ordinator)

Performance Report – Corporate Plan 2020/21 (April – July)

Short and Mid Term Phased Approach
Well-being Objective - Responsive, Effective and Ensuring Safety

Work Area 1 – Responding effectively to COVID -19 related regulations and guidance

Phase 1 Actions - Implement effectively COVID-19 Regulations and Guidance issued by the UK and Welsh Government				
Action	**2020/21 Previous Period - June**	**2020/21 Current Period – July**		
	RAG	**RAG**	**Trend**	**Comments**
Management and Implementation of COVID -19 Access Regulations: Closure of paths, signage, monitoring, management and communication of closure.	Green	Green	➔	Entire Coast Path open in accordance with risk assessment and Welsh Government approval. Covid signage in place at over 90 access points to advise on social distancing, hand hygiene, etc. More durable signs provided to ensure they last the season. Signage checked on regular basis. Website information also updated to complement site signage.
Management and implementation of closure of Car Parks and Centres.	Green	Green	➔	Car Parks open: appropriate signage in place. PCC enforcement monitoring car parks
Ensuring our publically accessible sites and land is safe for the public to use.	Green	Green	➔	Site opened: Risk assessments carried out, social distance measures put in place and PPE provided to staff.
Enabling safe monitoring, management and cutting of coast and inland rights of way paths.	Green	Green	➔	Cutting Activity is up and running fully. Coast Path is on its second or third cuts, with low growth in the early part of the season (drought), but high growth in July due to moisture. Live Arc Online dashboard available to managers, rights of way team and Senior Management Team to monitor progress and provide online records for contact tracing. Risk Assessments for Outdoor Work written with general maintenance activity being managed by these. Larger or more complex one-off jobs will be subject to job specific risk assessments. PPE being used and all staff have their own vehicles to avoid sharing.
Enabling safe management of critical	Amber	Amber	➔	Work programming for conservation re-prioritised to take

⬆ Improving Trend ➔ Static Trend ⬇ Worsening Trend   BM= Benchmarked against previous year   BD= Baseline Data
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conservation activities, including Grazing.				account of the demand placed on opening up footpaths.
Closure, suspension of activities, cancellation of events and adaptation of face to face services (application of relevant regulations on Authority activities.)	Green	Green	→	All events and face to face services suspended except for opening of centres following relevant risk assessments and relaxation of Welsh regulations relating to attractions. Virtual volunteering training sessions being delivered.
Engagement with Welsh Government Departments over implementation of regulations	Green	Green	→	Regular engagement with Welsh Government and partners to manage the re-opening of the countryside
Phase 2 Actions - Respond effectively to relaxation of regulations taking a phased response as required.				
Management and implementation of changes to COVID-19 Access Regulations and other regulations impacting on wider recreation management.	Amber	Green	↑	Recovery Plan shared with staff and with Members at NPA meeting 29th July 2020. PCNPA continue to meet with key partners to discuss on going and any arising issues. PCC set up an incident management centre to deal with issues arising from the high visitor numbers and the Rangers have been actively patrolling and feeding issues into this Centre but also responding to concerns reported by the Centre such as overnight camping, littering etc.
Carew - Planning and managing phased opportunities for the opening up of Centres	Amber	Green	↑	Carew is open to the public again with pre-booked visits only, with staff working part time. The Mill remains closed currently. Carew achieved the "We're Good To Go" the official UK mark to signal that a tourism and hospitality business has worked hard to follow Government and industry COVID-19 guidelines and has a process in place to maintain cleanliness and aid social distancing.
Castell Henllys - Planning and managing phased opportunities for the opening up of Centres	Amber	Green	↑	The site has been safely re-opened based on recovery plan. Most staff returned in the second week of July to prepare site for re-opening and the site was re-opened successfully on the 13/7/2020. Booking slots are in place and the online booking system will be available for the site on the 3/8/2020. Once the perspex screen has arrived the retail offer at Castell Henllys will also re-open in August. Castell Henllys achieved the "We're Good To Go" the official UK mark to signal that a tourism and hospitality business has worked hard to follow Government and

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	Amber	Green		industry COVID-19 guidelines and has a process in place to maintain cleanliness and aid social distancing.
Oriel y Parc - Planning and managing phased opportunities for the opening up of Centres	Amber	Green	↑	Centre re-opened as part of Phase 1 plans. All areas open with COVID-19 restrictions in place. Excluding NMW gallery. This area remains closed and will form a phase 2 plan for reopening. Oriel y Parc achieved the "We're Good To Go" the official UK mark to signal that a tourism and hospitality business has worked hard to follow Government and industry COVID-19 guidelines and has a process in place to maintain cleanliness and aid social distancing.
Education Service - Planning and managing phased opportunities for the opening up of face to face services	Amber	Green	↑	PCNPA staff visited 3 schools before the end of the summer term following the risk assessment and agreed measures for a resumption. Activity was largely focused on developing and exploring the school grounds. Resumption of school visits to National Park locations will be more challenging with the limitations and risks associated with providing transport for pupils from the school to any location. Welsh Government highlighted the value of outdoor learning to schools and learners as part of their 'post COVID-19' return to school plan. At a local level the Pembrokeshire Outdoor Schools initiative was part of the local plans for 'pupils returning to school' put forward by the Education Authority.
Volunteering/ social action opportunities, community engagement and outreach activities - Planning and managing phased opportunities the opening up of face to face services	Amber	Green	↑	Volunteers undertaking monitoring work and independent activity returned during July, the work was overseen by the Ranger team with the support of the Volunteering Officer. Risk assessments for walk leader volunteers (health walks programme and activities and events programme) were completed with a view to resuming activity next month
Events and activities - Planning and managing phased opportunities the opening up of face to face services	Amber	Green	↑	The risk assessment for the PCNPA activities and events programme was completed in line with Welsh Government guidance on a resumption of outdoor activity. A review of the pre-COVID programme was undertaken and a revised programme produced in preparation for an August resumption.

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	Amber	Green		Walk Leaders were signed up to deliver a programme which consist largely of 'socially distanced' walks.
Project Delivery Direction (e.g. Stitch in Time, Heritage Guardians) - Planning and managing phased opportunities the opening up of face to face services	Amber	Amber	➔	Organising of volunteer training. Site visits commencing. Heritage Watch webpage progressing. Contractors on site for Stitch in Time in July.
Project Delivery Countryside Management (e.g. Paths, Plants and Pollinators) - Planning and managing phased opportunities the opening up of face to face services	Amber	Green	↑	WG Funded Machinery - balance will be invested into new machinery during 2020/21. WG Funded - FWE Access Improvements - balance spent and project will be completed this winter as detailed elsewhere. WG Funded - CP regrading in North will be completed this winter (small job).WG Funded RC Machinery - small amount left in balance following purchase of 2 machines. WG Funded HAVS - plan to use this funding over winter subject to suppliers being available during COVID.
Project Delivery Discovery (e.g. Walking for Well-being, Walkability, Pathways) - Planning and managing phased opportunities the opening up of face to face services	Amber	Green	↑	The risk assessment for Wellbeing Walks was completed in line with Welsh Government guidance on a resumption of outdoor activity, but also taking account advice from other agencies and Public Health Wales. Training of walk leaders resumed as a series of 'on-line' workshops during July delivered by the West Wales Walking for Wellbeing Co-ordinators. A virtual 'walk the world' activity was delivered through the project, managed by the Ceredigion Co-ordinator, but involving virtual walkers from across the 3 counties.
Development Management - Planning and managing phased opportunities the opening up of face to face services	Amber	Amber	➔	Normal office working not possible due to restrictions. Access to Llanion, where all staff are based limited to gathering files and essential visits. Site visits to public land initiated at start of month. Site visits to private land started mid-month. Site meetings with social distancing agreed at the end of the month. Video meetings undertaken by all staff to ensure that they continue to communicate effectively internally and externally. Virtual site visits used where possible.
Direction face to face liaison (e.g.	Amber	Amber	➔	29th of July: Move to the next stage on site visits i.e – Visits on

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landowners) - Planning and managing phased opportunities the opening up of face to face services				private and public land where other people will be present and Officers can ensure social distancing. In the first instance try to either carry out a virtual site visits or try to visit when no other person is present, in order to keep the risk level to a minimum. Internal site visits and visits where you cannot ensure social distancing are not yet permitted.
Reception - Planning and managing phased opportunities the opening up of face to face services	Amber	Amber	➔	Llanion building and Reception still closed due to current government guidelines. Staff consulted on Recovery Plan proposals. Risk assessment to be reviewed in consultation with Reception staff in preparation for re-opening of HQ on 01 September 2020.
Internal and External Meetings - Planning and managing phased opportunities the opening up of face to face services	Amber	Amber	➔	Committee Members consulted on Recovery Plans and planning process. Departmental Recovery Plans and Risk Assessments completed for phased opening of Centres - OyP, Castell Henllys, Carew. Plans in place to start gradually opening Llanion from 1 September 2020 to public on an appointment only basis, initially 3 days a week. Guidance document on protective measures and maximum occupancy levels communicated to all staff.

Work Area 2 – Ensuring staff well-being and safety

Phase 1 Actions - Staff well-being and safety				
Action	**2020/21 Previous Period - June**	**2020/21 Current Period – July**		
	RAG	**RAG**	**Trend**	**Comments**
Activities to support staff health and well-being during working from home and lock down.	Green	Green	➔	DSE Assessment process agreed for staff continuing to home work during pandemic. Roll out in August. IT continuing to support home working staff with additional kit requests to mitigate any possible H&S

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	Green		➔	risk. Managers continuing to engage staff weekly, with focus on loan workers, those living alone or with mental health issues. More flexible working measures agreed for staff with childcare commitments etc. Staff signposted to psychological support services were requested. Phased returns agreed for staff with anxiety/mental health issues as a result of Covid-19.Staff actively encouraged to take annual leave to ensure sufficient rest and recuperation.
Maintaining health and safety of staff carrying out essential work or inspections at PCNPA sites or implementing access regulation requirements in the Park Area.	Green	Green	➔	Staff returning from Furlough Leave supported and engaged fully with Risk Assessments. Individual Risk Assessments completed for staff with known health issues. Live Testing and refinement of Risk Assessments completed. PPE in place for all staff.
Phase 2: Staff Well-being and Safety - Respond effectively to relaxation of regulations taking a phased response as required.				
Countryside Management (including coast path cutting and maintenance) - Planning and managing phased opportunities for staff across different teams to return to their normal place of work and duties (where possible and subject to restrictions)	Green	Green	➔	All staff in Countryside Management Team have been back in work since May 11th with the exception of 3 (2 furloughed, one shielding). The staff member shielding will return on August 17th, with one of the furloughed staff returning on September 1st at the latest.
Property and Estates - Planning and managing phased opportunities for staff across different teams to return to their normal place of work and duties (where possible and subject to restrictions)	Amber	Amber	➔	Most staff have returned to work from furlough leave and are undertaking normal work duties although access to HQ and other PCNPA buildings remains limited with no hot-desk facilities available.
Visitor and Community Services (Centres, Discovery and Rangers) - Planning and managing phased opportunities for staff across different teams to return to their normal place of work and duties (where possible and subject to restrictions)	Amber	Amber	➔	Most staff have returned to work from furlough leave and are undertaking normal work duties although access to HQ and other PCNPA buildings remains limited with no hot-desk facilities available. All PCNPA visitor attractions are open but with restricted hours and with visitors needing to book in advance before visiting in-line with WG guidance at Carew

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				and Castell Henllys. All visitor attractions have the "We're Good To Go" Mark.
Direction (Access, Conservation, Planning Policy, National Park Management Plan, Health and Well-being/ Tourism, Community Archaeology) - Planning and managing phased opportunities for staff across different teams to return to their normal place of work and duties (where possible and subject to restrictions)	Amber	Amber	➔	Officers working effectively from home. Most site visits can be undertaken as predominantly from public land. From the end of July visits on private and public land where other people will be present and Officers can ensure social distancing.
Development Management - Planning and managing phased opportunities for staff across different teams to return to their normal place of work and duties (where possible and subject to restrictions)	Amber	Amber	➔	Normal office base of all staff is closed. Work carried out on opportunities for staff to return to the office in the Development Management function to feed into Authority recovery plan.
Support Services (Finance, HR, IT, Communications, Fundraising, Democratic Services and Customer Services, Performance) - Planning and managing phased opportunities for staff across different teams to return to their normal place of work and duties (where possible and subject to restrictions)	Amber	Amber	➔	Most staff have returned to work from furlough leave during the month and are undertaking normal work duties although access to HQ and other PCNPA buildings remains limited with no hot-desk facilities available. Recovery Plan presented to Members.

Work Area 3 – Implementing Effective Working Practices

Actions				
Action	**2020/21 Previous Period - June**	**2020/21 Current Period – July**		
	RAG	**RAG**	**Trend**	**Comments**
Countryside Management - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)	Green	Green	➔	4 staff working from home. Estates Countryside Management Team managers are working from home effectively, Warden Staff are working outside as normal subject to full COVID Risk Assessments. Job management System (Arconline) and Mobile apps being used by Wardens and Rangers in the field to receive work lists, web based

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	Green	Green		system for allocating work used by Warden Managers across the park from home.
Property and Estates - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)	Amber	Amber	➔	Most staff have returned to work from furlough leave and are undertaking normal work duties although access to HQ and other PCNPA buildings remains limited with no hot-desk facilities available.
Visitor and Community Services (Centres, Discovery and Rangers) - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)	Green	Green	➔	Most staff have returned to work from furlough leave and are undertaking normal work duties although access to HQ and other PCNPA buildings remains limited with no hot-desk facilities available. Majority of centre based staff are now working from normal place of work as PCNPA visitor attractions are now open but with restricted hours.
Direction (Access, Conservation, Planning Policy, National Park Management Plan, Health and Well-being/ Tourism, Community Archaeology) - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)	Amber	Amber	➔	Officers working effectively from home. Most site visits can be undertaken as predominantly from public land. From the end of July visits on private and public land where other people will be present and Officers can ensure social distancing.
Development Management - Management of homeworking including staff, teams and work priorities (in line with government regulations and guidance)	Green	Green	➔	All staff within planning have been established working from home, since early March. Access is provided to corporate electronic services including the planning applications database. Most officers are fully contactable but limited telephone signal has reduced the ability of some officers to be contacted.
Support Services (Finance, HR, IT, Communications, Fundraising, Democratic Services and Customer Services, Performance) - Management of homeworking including staff, teams and work	Green	Green	➔	Regular contact between managers and staff to ensure effective homeworking. Guidance update when required.

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priorities (in line with government regulations and guidance)	Green	Green		
Ways of Working: Leadership Team - Management of homeworking including staff, teams and work priorities	Green	Green	➜	Virtual Leadership Team Meetings being held weekly. Guidance issued to staff in relation to COVID 19 situation and impact on Authority work and work place alongside weekly internal newsletter. Leadership Team co-ordinating recovery planning activities.
Management of IT infrastructure and support.	Green	Green	➜	Budget Codes have been created from the Welsh Government funding. Laptops and additional monitors, keyboards, stands etc. have been ordered and being rolled out to staff. An initial meeting with the Lake District National Park was held to discuss the proposed telephone system replacement to a Unified Communications System which will allow staff to make and receive telephone calls digitally in the office, at home and remotely where an internet connection can be made. The project specifications will be finalised and costed before reviewing with the Leadership Team.
Internal Communication	Green	Green	➜	Weekly newsletter sent to staff and weekly communication from Chairman and Chief Executive to Members. Guidance issued to staff in relation to changes to COVID 19 situation and impact on Authority work. Managers keep in regular contact with staff.

Work Area 4 – Providing a helping hand, supporting other Public Bodies and our communities

Actions				
Action	**2020/21 Previous Period - June**	**2020/21 Current Period – July**		
	RAG	**RAG**	**Trend**	**Comments**
Providing additional support to other Public bodies and voluntary sector where appropriate.	Green	Green	➜	Authority assists the training of Tourism Ambassadors. Tourism Task and Finish group meets regularly to co-ordinate activity. PCC set up an incident management centre to deal with issues arising from the

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				high visitor numbers and the Rangers have been actively patrolling and feeding issues into this Centre but also responding to concerns reported by the Centre such as overnight camping, littering etc.

Work Area 5 – Recovery Planning

Actions				
Action	**2020/21 Previous Period - June**	**2020/21 Current Period – July**		
	RAG	**RAG**	**Trend**	**Comments**
Recovery Plan developed and in place.	Green	Green	➔	Recovery Plan discussed with Members at NPA July meeting
Working with Partners to develop effective responses to the impact of COVID-19 pandemic on Destination management – including visitor and community relations.	Green	Green	➔	PCNPA contributing to a number of local and national groups for example, Wales Access Covid 19 Forum, the Pembrokeshire Tourism Infrastructure Task and Finish Group and Visit Wales Local Authority Communications Group and a Welsh National Parks Communications Group. There have also been extensive discussion with local and national partners such as the Welsh Government, police and Pembrokeshire County Council. PCNPA contributing to the setting up and training of Tourism Ambassadors. Dialogue with local Councillors and community councils in respect of re-opening.
Working with Partners to develop effective responses to the impact of COVID-19 pandemic on Recreation management and access to the outdoors.	Green	Green	➔	PCNPA in ongoing discussions with a wide variety of key partners including WG, NRW, NT, NPAs, AONBs, RSPB, PCF, etc. Monitoring activity following relaxation of lockdown with partners. An important work area for Ranger team has been working with partners to deal with the return of visitors to the county. PCC set up an incident management centre to deal with issues arising from the high visitor numbers and the Rangers have been actively patrolling and feeding issues into this Centre but also responding to concerns reported by the Centre such as overnight camping, littering etc.

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Working with Partners to develop effective responses to the impact of COVID-19 pandemic on exploring how we can support local supply chains and economy.	Amber	Green	↑	Discussion with Visit Wales and tourism partners to discuss how we can support re-opening of visitor economy. Facilities such as Car parks and the Coast Path re-opened.
Working with Partners to develop effective responses to the impact of COVID-19 pandemic on Development of Health and Well-being and Community focused projects that address longer term impact on people's physical and mental well-being.	Amber	Amber	→	National Parks Wales: "Landscapes for Everyone" our approach to social inclusion and child poverty went to committee for adoption in July, document was amended to include reference to COVID 19 in letter from Chair of National Parks Wales.

Work Area 6 – Delivering our statutory planning responsibilities

Actions				
Action	**2020/21 Previous Period - June**	**2020/21 Current Period – July**		
	RAG	**RAG**	**Trend**	**Comments**
Planning Service – Management of applications, appeals and decisions.	Red	Amber	↑	In July there has been substantial process in the handling of applications. Officers have undertaken site visits and gradually limitations on this have been lifted through this month with Officers by the end of the month being able to undertake site meetings. The continued closure of Llanion except for essential staff access has continued to limit the Authority's ability to process hard copy material either received by post or contained in the Authority's archives. This continues to prove a limitation on the operation of the service. Letters and site notices are now being processed and together this is

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	🟥	🟧		allowing progress with the processing of planning applications that have been submitted during the lockdown period.
Adoption of LDP2.	Amber	Amber	➔	Inspectors Report arrived. Notifications sent. Awaiting opportunity to adopt the LDP.
Adoption of supplementary planning guidance.	Amber	Amber	➔	Awaiting adoption of LDP to progress rollovers of SPGs and publishing guidance for consultation. Relying on LDP1 guidance in the interim.

Work Area 7 – Ensuring effective governance and accountability mechanisms are in place

Actions				
Action	**2020/21 Previous Period - June**	**2020/21 Current Period – July**		
	RAG	**RAG**	**Trend**	**Comments**
Hosting virtual Committee Meetings and supporting Members during this process to fulfil their role.	Green	Green	➔	Successful livestreaming of National Park Authority, Development Management Committee, Audit & Corporate Services Committee, Member Support & Development Committee, Personnel Committee, SDF Committee meetings during July. First virtual site inspection also held. Training provided for newly appointed Independent Members of the Standards Committee in preparation for their first Standards Committee meeting held in July.
Webcasting of virtual meetings.	Green	Green	➔	Action Complete. Staff/Members received training in relation to attending virtual meetings. All virtual committee meetings from May onwards have been live streamed.
Relevant delegations are sought and in place.	Green	Green	➔	Report on extending planning delegated powers until 02 December agreed by the National Park Authority on 29 July 2020.
Holding of virtual Leadership Team meetings and ERT meetings.	Green	Green	➔	Regular ERT and Leadership Team meetings continue to be held remotely.
Risk Register is kept up to date and	Green	Green	➔	Members considered Risk Register at July Audit and Corporate

↑ Improving Trend ➔ Static Trend ↓ Worsening Trend   BM= Benchmarked against previous year   BD= Baseline Data
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reported to Members via relevant Committees.								Services Committee. Covid 19 related risks discussed including the recovery plan.

Data Available Monthly								
Measure	**2019/20 July**	**2020/2021 Previous Period June**	**2020/201 Current Period – July**					
	Actual	**Actual**	**Actual**	**Original Target**	**Revised Target**	**RAG**	**Trend**	**Comments**
# committee webcasts ytd	N/A	5	10	N/A	Baseline Data			
# people viewing online webcasts of PCNPA Committees this month	N/A	33	63	N/A	Baseline Data			

Work Area 8 – Fulfilling our financial obligations

Actions - Fulfilling our financial obligations				
Action	**2020/21 Previous Period - June**	**2020/21 Current Period – July**		
	RAG	**RAG**	**Trend**	**Comments**
Processing of invoices and monitoring and fulfilling of contracts.	Green	Green	➔	Finance Staff continue to process invoices and process pay roll runs.
Communication with Funders for Projects.	Green	Green	➔	All grants monitored
Monitoring and mapping of financial impact on services and future operations.	Amber	Amber	➔	Impact of COVID 19 crisis on going. Finance assistance from WG sought and given to offset loss of income in 1st quarter.

⬆ Improving Trend ➔ Static Trend ⬇ Worsening Trend   BM= Benchmarked against previous year   BD= Baseline Data
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Working Towards Long Term Objectives									
Well-being Objectives and National Park Management Plan Impacts/ Monitoring Impact on our Services and Projects									

Well-being Objective – Prosperity									

Data Available Monthly

Work Stream	Measure	2019/20 July	2020/21 Previous Period June	2020/21 Current Period – July					
		Actual	**Actual**	**Actual**	**Original Target**	**Revised Target**	**RAG**	**Trend**	**Comments**
Maintaining Public Rights of Way a Tourism Asset	Pembrokeshire Coast Path – Trip Advisor Overall Rating 1-5	5	5	5	5		Green	➔	Coast Path Covid 19 closures lifted on 29 June.
Tourism Engagement & New Audiences	# Main website users ytd	129,343	31,011	59,310	BM				2020/21 ytd figures affected by complete Google Analytics data for May not being available due to issue caused by transfer to new website.
	# Main website page views ytd	730,077	111,569	220,301	BM				
	Oriel Y Parc Trip Advisor rating 1-5	4.5	4.5	4.5	4.5		Green	➔	Centre opened week beginning 19 July. Reduced hours, 10-2 initially.
	# visitors to Oriel Y Parc ytd	51,308	0	2,225	BM against 2019/20	TIR			

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Supporting Local Businesses	% Authority Spend locally	56.93	45.99	46.74	BM against 2019/20	TIR			£131,617 ytd spent in SA postcode.
	% Invoices paid on time (Average) ytd	97.85	94.96	94.84	97%	TIR	Amber	↓	

Data Available Quarterly									
Work Stream	**Measure**	**2019/20 Q1 (April - June)**	**2019/20 Q1 – Q4 (April - March)**	**2020/21 Current Period: Q1 (April – June)**					
		Actual	**Actual**	**Actual**	**Target**	**Revised Target**	**RAG**	**Trend**	**Comments**
Planning Policy and Planning Service	% of all planning applications determined within time periods required ytd	98.04	92.64	47.27	82%		Red	↓	Planning application service constrained in Q1 due to staffing issues and Covid 19 restrictions on activities.
	Average time taken to determine all planning applicants in days ytd	67.00	88.25	86.00	<67 days		Amber	↑	
	% of Member made decisions against officer advice (recommendation) ytd	6.67	9.09	0	<5%		Green	↑	
	% of appeals dismissed ytd	100	71.43	66.67	>66%		Green	↓	
	Applications for costs at section 78 appeal upheld in the reporting period ytd	0	0	0	0		Green	→	
	% of planning	90.20	93.25	94.55	BM	TIR			

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	applications determined under delegated power ytd								
	# planning applications registered ytd	195	601	118	Trend				
	% of planning applications approved ytd	75.82	79.75	96.36	90%	Trend	Green	↑	
Maintaining Public Rights of Way a Tourism Asset	% of PROW open and accessible and meeting the quality standard ytd	86.92	86.83	86.83	85%	TIR			
	# of people using footpath (from fixed counters) ytd	70,714	194,319	-	Trend	TIR			Q4 figure for 2019/20 does not contain Q4 stats on 4 inland rights of way due to Covid 19 impact on ability of contractor to collect data. The contractor will be undertaking data collection for Coast Path and inland PROW in September so likely to get results for outstanding data in early October.
Sustainable Tourism and Recreation Management and Promotion	# filming enquiry requests ytd	19	45	0	Trend	TIR			
	# filming enquiry licenses awarded ytd	2	6	0	Trend	TIR			
Tourism Engagement	# attending pop up events ytd	313	1,212	0	BM	TIR			Quarter 1 - Face to face activities not running in

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& New Audiences	# people engaged with through Summer Rangers business and general public networking activities ytd	104	345	0	BM	TIR			Q1 due to COVID 19 restrictions. Re commencement linked to Recovery Planning, WG guidance and risk assessments.
	# Parkwise training sessions held ytd	0	4	0	4	TIR			
Supporting Local Businesses	# of stall holders participating in fairs and events at Oriel Y Parc and Carew ytd	2	185	0	Trend	TIR			No Stall holder opportunities as centres closed in Q1 due to Covid 19 restrictions. Really Wild Food and Countryside Show at OYP had to be cancelled as a result of Covid 19 restrictions.
	# of artists and craft makers supported at Oriel Y Parc ytd	6	27	0	Trend	TIR			Centre closed in Q1 due to Covid 19 regulations.
Employment Transformation in Pembrokeshire	# Work experience placements provided ytd	4	5	0	BM	TIR			No placements undertaken due to the current Covid 19 pandemic and associated restrictions.
	# Office and Centre based volunteer days ytd	18	92.6	0	BM	TIR			Llanion Office and Centres closed in quarter 1 due to Covid 19 restrictions.
	# attending volunteer training sessions ytd	64	202	96	BM	TIR			7 virtual training sessions held for volunteers in Q1, with good cross section of volunteers attending.

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Action					
Work Stream	**Action**	**2020/21 Previous Period - June**	**2020/21 Current Period – July**		
		RAG	**RAG**	**Trend**	**Comments**
Planning Policy and Planning Service	(See actions under delivering our statutory planning responsibilities)				
Maintaining Public Rights of Way a Tourism Asset	Ways of Working: Digital Park Project.	Green	Green	➔	Arc Online used across the Warden Team. All Rights of Way Management work managed through Workforce Manager. All Vegetation Control on Rights of Way managed using Workforce Manager. Fault Reporter App used to record issues that require fixing. Path and Bridge Surveys recorded using a Mobile App. Ranger Team now have access to Fault Reporter and are part of Workforce manager, so Area Managers can allocate work either to Warden Teams or Rangers (and therefore Volunteers). Conservation Database has been closed, with the Conservation Administrator inputting all work online into Workforce manager for onward allocation by the Area Manager Team. Rights of Way and Conservation Team have access to Dashboards to view delivery of work in a live environment. The online nature of the systems built have improved the teams resilience such that work can be allocated and completed online and remotely via mobile apps and the web - this has facilitated effective remote work planning during the COVID crisis, without the need for physical meetings and use of the offices or printers.
	Project: Development of new footpath links and circular walk creation.	Red	Red	➔	All work suspended due to Covid19; due to resume mid-September onwards
	Project: Increasing resilience to winter storm	Red	Red	➔	All work suspended due to Covid19; due to resume mid-September onwards. Contractor engaged to start Aberforrest

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	damage.	🟥	🟥		project in first week of September.
	Strategic Partnerships: Rights of Way Improvement Plan and Local Access Forum.	Amber	Amber	➔	Local Access Forum meetings suspended due to Covid19 expected to resume September. Welsh Government has issued guidance to permit virtual meetings. ROWIP partnership unaffected.
	Strategic Engagement: Participating in Access Legislation Forum	Green	Green	➔	Written comments submitted on merits of policy options. Next meeting to be held by video conference in September.
Sustainable Tourism/ Recreation: Management and Promotion	Project: External Sustainable Events Research. (S6)	Amber	Amber	➔	Some delay on stakeholder engagement due to COVID19. Interviews have been held with UKNP sustainable tourism officers members.
	Ways of Working: PCNPA Branding.	Green	Green	➔	Final element of the branding work (pilot ambassador scheme) - Pilot ambassador scheme brief has been developed and the branding is being roll out this summer as part of the Comms Covid Recovery Plan.
	Strategic Partnership: Supporting Destination Management Plan implementation and setting up of delivery organisation.	Amber	Amber	➔	Recruitment process continues, two meetings of Shadow Board.
	Strategic Partnership: Managing What We Can Document – Annual review with Partners. (S6)	Green	Green	➔	Document revised and in draft to include COVID19 - new inclusions on wildlife disturbance and activities, and recognition that new locations may experience new pressures.
	Strategic Partnership: Pembrokeshire Water Safety Forum and mapping of coastal and foreshore incidents.	Green	Green	➔	The summer holiday season has been exceptionally busy following unlocking with the attendant sharp increase in incidents, mostly water related such as tidal cut off, capsized kayaks etc. Incidents are logged and will be raised as necessary with partners through the end of season review meetings of the Water Safety Forum and Beach Liaison Group.
	Strategic Engagement: Liaison with Recreational	Green	Green	➔	Pembrokeshire Recreation Plan Group met and an online forum set up for group members to exchange information.

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	Groups and Pembrokeshire Coastal Forum. (S6)	Green	Green		
Tourism Engagement and New Audiences	Project: Re positioning Oriel Y Parc as a Discovery Centre for the Park.	Red	Green	⬆	Re-interpretation plan has been submitted to Director for feedback. Meeting with Interpretation Officer due in September to discuss priorities.
	Ways of Working: Activities to support implementation of business plan at Oriel Y Parc.	Amber	Green	⬆	Interpretation plan has been completed and submitted to director for feedback.
	Project: Development of Discovery Points across the Park.	Amber	Red	⬇	Work currently on hold due to Covid-19.
	Partnership Project: Celtic Routes.	Amber	Amber	➔	Phase 2 bid submitted to WEFO for consideration.
	Ways of Working: Training of staff in new website content management system and events booking system.	Green	Green	➔	Further focused sessions held with key staff including some site staff who have returned from furlough leave. Furlough has had an impact on ability to train certain staff but further sessions planned now that sites have re-opened.
	Project Development: Beach Roadshow linked to Summer Rangers Service.	Amber	Amber	➔	No additional bids made this month for this project.
	Project Development: Engagement activities that will support local businesses to engage visitors with the Park and its special qualities.	Amber	Amber	➔	No additional Parkwise sessions are likely to be delivered this summer although the PCNPA have the ability to deliver a remote version of the package. The NPA discussed the possibility of setting up a tourism ambassador scheme suitable for existing National Park volunteers to join. A task description was prepared together with an agreed risk assessment.
Supporting Local Businesses	Communications: Virtual promotion of stall holders and other local businesses and food suppliers,	Green	Green	➔	Oriel y Parc is now stocking Pembrokeshire maker Lizzie Dixon Designs in their shop including cushions, face coverings with lovely coastal designs. Promoted over OYP social media pages.

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	including those that were due to be at the Really Wild Food Show at OYP.	Green	Green		
	Ways of Working: Review of procurement in the Authority, including community benefit options and sustainability practices. (S6)	Red	Red	➔	No current action due to coronavirus Covid-19 and reprioritisation of activities.
Employment Transformation	Partnership Project: Pembrokeshire College Work Placement Scheme.	Red	Red	➔	Virtual Meeting being organised with Pembrokeshire College to understand how they wish to proceed post Covid-19.
	Project Development: Feasibility study to inform replacement project for Skills in Action including identifying potential Apprenticeship opportunities.	Red	Red	➔	No further progress awaiting feedback on funding for scoping study.
	Ways of Working: Enhancing our volunteering opportunities – flexible and office and centre based opportunities.	Green	Green	➔	32 current NP volunteers registered an interest in the 3 flexible opportunities (site guardian, footpath warden and wildlife monitor), with several opting for more than 1 role. At this stage the roles were only offered to existing NP volunteers, as agreed with SMT. Rangers making progress meeting up with individual volunteers to allocate footpaths, wildlife surveys and sites. Pathway officer also encouraging Pathways volunteers to participate. Second online training session for archaeology monitoring was held, with positive feedback and interest in new monitoring roles. 12-15 people want to be involved - most are existing NP volunteers, some are Friends of PCNPA and others from the archaeology mailing list.

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Well-being Objective - Resilience

Data Available Quarterly									
Work Stream	**Measure**	**2019/20 Q1 (April - June)**	**2019/20 Q1 – Q4 (April - March)**	**2020/21 Current Period: Q1 (April – June)**					
		Actual	**Actual**	**Actual**	**Target**	**Revised Target**	**RAG**	**Trend**	**Comments**
Conservation Land Management	Conservation Sites - % in line with Management Plan (S6)	100	100	100	100	TIR			
	Hectares - Invasive species removed at source/ injected ytd (S6)	18.9	53.44	21.5	BM	TIR			
Engagement and Volunteering in looking after the Park's Ecosystems	# volunteer days – conservation ytd (S6)	228.5	1,149	41	BM	TIR			Volunteers attended virtual training sessions on sea birds, wildlife, wildflower and pollinators and INNS. Group and face to face volunteering sessions restricted due to COVID 19 regulations in Q1.
	# volunteer days – invasive species work ytd (S6)	46	112.5	29.5	BM	TIR			
	# Social action days – conservation ytd (S6)	N/A	N/A	0	BD				Group and face to face social action sessions restricted due to COVID 19 regulations in Q1.
Looking after Trees in the Landscape	# of applications for works to protected trees determined ytd (S6)	9	41	12	BM	TIR			
	# of new tree	1	2	0	BM	TIR			

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	preservation orders made ytd (S6)							
	# volunteer days – contributing to tree planting (S6)	N/A	N/A	0	BD			Group and face to face volunteering sessions restricted due to COVID 19 regulations in Q1.
Marine and Foreshore Environment	# volunteer and social action days – beach, foreshore and river cleaning activities (S6)	88	249	0	Trend	TIR		Group and face to face volunteering / social action sessions restricted due to COVID 19 regulations in Q1.

Action						
Work Stream	**Action**	**2020/21 Previous Period - June**	**2020/21 Current Period – July**			
		RAG	**RAG**	**Trend**	**Comments**	
Conservation Land Management	Engagement: Engagement activity with Dairy Industry/ Farmers. (S6)	Red	Red	➔	Has not progressed due to Covid-19	
	Partnership Project: Engagement with Plant Life's Magnificent Meadows Project. (S6)	Amber	Green	⬆	The project officer came back from furlough during July but on a part-time basis. Project officer putting together some web resources in preparation for starting up a Meadows Group in Pembrokeshire and has been harvesting yellow rattle for sowing at Scolton Manor.	
Biodiversity and Connectivity Projects	Pilot Project: Paths, Plants and Pollinators Pilot Project. (S6)	Red	Red	➔	Work on the project was delayed by lock-down but is now up and running. Progress Report expected by the end of August.	
	Pilot Project: Traditional Boundaries Pilot. (S6)	Amber	Amber	➔	Work was delayed by a period of furlough.	

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Engagement and Volunteering in looking after the Park's Ecosystems	Project: Stitch in Time Project. (S6)	Green	Green	➔	July- site visits commence by project officer focusing on Cwm Gwaun and Castlemartin Himalayan balsam sites where contractors have been controlling since lock down. Verge treatment of Japanese Knotweed in Cwm Gwaun starts. Press releases are signed off and published. Waiting to hear back from Welsh Govt. regarding budget profile.
	Project Development/ Funding: Naturally Connected Project. (S6)	Red	Red	➔	No current bids. COVID restrictions means that many businesses are currently not operating or able to prioritise this work.
Conservation Strategic Partnerships and Engagement	Strategic Engagement: UK and Welsh Policy Engagement on Land Management following withdrawal from EU. (S6)	Amber	Amber	➔	Welsh Government has published new consultation - Sustainable farming and our land: simplifying agricultural support.
	Strategic Partnership: Participation with Pembrokeshire Nature Partnership and delivery of Pembrokeshire Nature Recovery Plan. (S6)	Amber	Green	⬆	Nature partnership recently met and launched its grant scheme and awarded grants. PCNPA is in receipt of one to develop a marsh fritillary strategy.
	Strategic Partnership: Participation with Pembrokeshire Grazing Network and Pembrokeshire Wildfire Group. (S6)	Green	Green	➔	Grazing Network: The handover of sites to new graziers continues apace, which means that the sites have not had to face any delays or breaks in management. Some of the sites have public access, so this year's lack of public pressure due to Covid-19 has meant that we have been able to graze sites for longer into the summer period. New sites have also joined the network, with others on a waiting list which can be addressed once site visits recommence. Wildfire Group: Farm Conservation Officer handing over Chair, replacement of NPA staff onto Board awaited.

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Planning: SMNR and responding to biodiversity loss	Ways of Working: S6 Duty – Biodiversity Enhancement conditions for planning applications. (S6)	Green	Green	➔	Routinely included on all applications where it is reasonable to be included in accordance with Welsh Government Advice.
	Strategic Partnership: Pembrokeshire County Council and PCNPA joint Planning Ecologist. (S6)	Green	Green	➔	Ongoing and successful partnership
Looking after Trees in the Landscape	Ways of Working: Responding to Ash Dieback in the Park Area. (S6)	Amber	Green	⬆	Ash Dieback Decision Guide version 4.2 being used to assess trees condition and risk. Mobile Phone App has been designed on the Arc Online platform and is now in use by Area Managers, to survey the extent of the problem on PCNPA owned Estate. Survey will take place when trees are in leaf and results monitored and used to inform decisions on tree management.
Marine and Foreshore Environment	Collaboration: The Authority will look to explore opportunities through partnerships to develop projects that can support/ enhance carbon sequestration in the marine environment. (S6)	Green	Green	➔	A Dale Seagrass Stakeholder Group will be formed to continue liaison with Swansea University and aid future management of the site. Pembs Marine SAC Officer will represent the Relevant Authorities Group on this group and report back.
	Strategic Partnerships: Involvement with Foreshore Management Plan development and implementation. (S6)	Green	Green	➔	Partnership working with Water Safety Forum , PCC Leisure Service and the RNLI over recreation management is ongoing.
	Strategic Partnerships: Participation in Relevant Authority Groups for SAC areas and Welsh Government Marine associate groups. (S6)	Green	Green	➔	The Authority continues to be represented on and contribute to funding Relevant Authority Groups for Pembrokeshire Marine SAC, Cardigan Bay SAC and Carmarthen Bay and Estuaries European Marine Sites. The Authority continues to represent Pembrokeshire Coast and Snowdonia National Parks on the Welsh Government Marine Protected Area

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				Management Steering Group (MPAMSG).

Well-being Objective – Health & Well-being

Data Available Monthly

Work Stream	Measure	2019/20 July	2020/21 Previous Period June	2020/21 Current Period – July					
		Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments
Promoting Health Benefits of the Park	# of web walks downloaded	20,927	473	2,259	Trend	TIR			No data in May / June - Covid-19 lockdown / analytics issues with transfer to new website.

Data Available Quarterly

Work Stream	Measure	2019/20 Q1 (April - June)	2019/20 Q1 – Q4 (April - March)	2020/21 Current Period: Q1 (April – June)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Supported Walking Opportunities	# participants Walkability Scheme	349	1,116	0	1,000	TIR			Group supported walking sessions suspended in Q1 due to COVID 19 restrictions/ regulations.
	# Pembrokeshire participants in Walking for Well-being project	N/A	N/A	0	BD	TIR			
Promoting Health Benefits of	# participants in walks led by rangers, centre staff and volunteers	1,060	2,824	0	BM	TIR			Face to face guided walks suspended in Q1 due to COVID 19

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the Park									restrictions/ regulations.
Health and Well-being Projects and Initiatives	# volunteer days	742	2,591.6	73.5	BM	TIR			Virtual training, Youth Committee and Youth Rangers sessions.
	# participants in volunteering and social action sessions involving physical activity	974	3,195	0	BM	TIR			Face to face and group volunteering and social action activities suspended in Q1 due to Covid 19 regulations/ restrictions.
Outdoor School and Play	# participants in outdoor learning sessions	2,658	8,682	0	BM	TIR			Face to face education provision not running in Q1 (April - June) due to COVID 19 restrictions. Re commencement linked to Recovery Planning, WG guidance and risk assessments. Pembrokeshire Outdoor Schools provided online resources to support those home schooling during the lock down period.
	% schools in National Park engaged with outdoor learning activities	46.15	69.23	0	BM	TIR			
	% schools in Pembrokeshire engaged with outdoor learning activities	37.10	69.35	0	BM	TIR			
Planning Affordable Housing	% of housing units approved that are affordable	28.13	40.19	0	See APR and Annual Local Development Plan monitoring report for context				
	# affordable housing units approved	18	43	0					

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Action						
Work Stream	**Action**	**2020/21 Previous Period - June**	**2020/21 Current Period – July**			
		RAG	**RAG**	**Trend**	**Comments**	
Supported Walking Opportunities	Partnership Project: West Wales Walking for Well-being project (Working with GP surgeries.) (S6)	Amber	Green	⬆	The risk assessment for Wellbeing Walks was completed in line with Welsh Government guidance on a resumption of outdoor activity, but also taking account advice from other agencies including Public Health Wales. Training of walk leaders resumed as a series of 'on-line' workshops during July delivered by the West Wales Walking for Wellbeing Co-ordinators. A virtual 'walk the world' activity was delivered through the project, managed by the Ceredigion Co-ordinator, but involving virtual walkers from across the 3 counties.	
Promoting Health Benefits of the Park	Strategic Engagement: Involvement with Public Health Wales development of strategic framework for social and Green Solutions for health.	Amber	Amber	➔	Ongoing engagement with PHW - with a view to host an online workshop event with key stakeholders.	
	Strategic Partnerships: Involvement with the West Wales Nature Based Health Service Network.	Amber	Amber	➔	Online platform (basecamp) setup for Network members to continue to connect and share resources on-line.	
Health and Well-being Projects and Initiatives	Project Development: Delivery and evaluation of Pathways Project and development of follow on project.	Amber	Amber	➔	There was no Pathways volunteering activity during July, however work on a risk assessment that would allow for a resumption in practical outdoor volunteering was started and led by the Volunteer Co-ordinator for PCNPA with a view to re-starting in the late summer, taking account of existing guidance	

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		(orange)	(orange)		and the current situation. Work on a new supported volunteering project has continued.
Outdoor School and Play	Project: Pembrokeshire Outdoor Schools.	Green	Green	➔	In July the PODS officer visited a number of schools and met with teachers (both face to face and virtually) to gain an understanding of the opportunities for outdoor learning that might be available as a return to school takes place across Wales. The PODS website was updated to include a post COVID teaching resources and guidance.
	Partnership Project: Roots Pilot Project.	Amber	Green	⬆	A review of the project was undertaken in July looking at how we might re-configure the activity programme for the rest of the year. Meeting were held with South Hook LNG (project sponsors) to agree the revised programme. At the end of the month work was undertaken at Johnston Primary School as part of the project and contact made with all other participating schools.
	Project Development: First 1000 Days – Pre School aged children.	Amber	Amber	➔	2 new applications for part-funding for the First 1,000 days project were submitted in July.
Workforce Well-being	Ways of Working: Undertake a review of our well-being activities to further develop our well-being offer and review relevant policies to ensure they reflect best practice.	Amber	Amber	➔	Feedback on Audit received from Staff Reps, Managers and Committee Members to enable Action Plan to be drawn up.
	Ways of Working: Corporate Health Standard.	Amber	Amber	➔	Action Plan being refined following stakeholder feedback.
	Ways of Working: Source and develop a suite of training for line managers to equip them to manage diverse teams and promote an inclusive culture.	Amber	Amber	➔	Scoping work continues but slower than anticipated due to priorities in getting staff back to work following period of furlough.

⬆ Improving Trend ➔ Static Trend ⬇ Worsening Trend   BM= Benchmarked against previous year   BD= Baseline Data
TIR = Trend - Impact of COVID 19 and Recovery of Services

Performance Report – Corporate Plan 2020/21 (April – July)

Well-being Objective – Equality

Data Available Monthly									
Work Stream	**Measure**	**2019/20 July**	**2020/21 Previous Period June**	**2020/21 Current Period – July**					
		Actual	**Actual**	**Actual**	**Original Target**	**Revised Target**	**RAG**	**Trend**	**Comments**
Strategic Equality: Our Services	# visitors attending Castell Henllys during its quiet hour / slot	N/A	0	0	BD	TIR			Centre reopened however quiet hour not in operation. Recommencing this is something that will be looked at in the future and potentially extended to a session booked slot advertised as Autism friendly on the website.
Landscapes for Everyone: Inclusive Experiences	# of web wheelchair walks downloaded	2,238	64	110	Trend	TIR			No data in May / June - Covid-19 lockdown / analytics issues with transfer to new website.

↑ Improving Trend ➔ Static Trend ↓ Worsening Trend   BM= Benchmarked against previous year   BD= Baseline Data
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Data Available Quarterly									
Work Stream	**Measure**	**2019/20 Q1 (April - June)**	**2019/20 Q1 – Q4 (April - March)**	**2020/21 Current Period: Q1 (April – June)**					
		Actual	**Actual**	**Actual**	**Target**	**Revised Target**	**RAG**	**Trend**	**Comments**
Strategic Equality - Our Workforce	% Workforce Equality Monitoring Information Completed in Pobl y Parc ytd	78.5	81.6	83.9	70	TIR			
Strategic Equality - Our Services	# Equality Impact Assessments Completed ytd	1	3	0	BM	TIR			No new equality impact assessment, however EQIA on corporate plan reviewed following realignment of corporate plan due to COVID 19.
Landscapes for Everyone - Social Inclusion	# People engaged with through Social Inclusion Work ytd	1,076	3,235	57	BM	TIR			Virtual Sessions - Youth Committee, Youth Rangers and Pathways project participants attending training sessions. Face to face activities suspended due to Covid 19 regulations/ restrictions.
	# of active Youth Rangers this quarter	10	11	10	BM	TIR			
	# of participants engaged with through social inclusion work with young people ytd	282	897	51	BM	TIR			Virtual Sessions - Youth Committee, including presentation to NPA and Youth Rangers. Face to face activities suspended

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					due to Covid 19 regulations/ restrictions.

Action					
Work Stream	**Action**	**2020/21 Previous Period - June**	**2020/21 Current Period – July**		
		RAG	**RAG**	**Trend**	**Comments**
Strategic Equality: Our Workforce	Ways of Working: Begin review of the Authority's recruitment and selection process to ensure fairness within recruitment processes.	Amber	Amber	➔	Progress slowed down due to other priorities. Current practice are compliant and recruitment activities low due to Covid-19.
	Ways of Working: Become a Disability Confident Organisation.	Red	Red	➔	No substantive progress to report.
	Ways of Working: Activities to address and further analyse Gender Pay Gap in the Authority.	Amber	Amber	➔	Pay & Grading project report completed and discussed with CEO.
	Collaboration: Explore with other National Parks, conservation and heritage providers opportunities to develop a scheme to promote job opportunities within the sector to underrepresented groups.	Red	Red	➔	Project on pause. Covid-19 related.
Strategic Equality: Our Services	Ways of Working: Integrate equality training and awareness into staff induction processes.	Amber	Amber	➔	Awaiting feedback from PCC in September regarding e-learning package to support Equality training.
	Ways of Working: Develop a training plan for all staff and volunteers to be trained on how they can deliver accessible services.	Amber	Amber	➔	No substantive updates since June. Awaiting response from PCC in September about how they can support e-learning package.
	Ways of Working: Corporate	Red	Red	➔	Corporate Approach to be developed by

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	approach developed to Web accessibility regulations compliance.	Red		communications and business improvement/IT – templates to align with Office 2016, start is delayed due to roll out delays as a result of COVID 19.
	Ways of Working: Support centres to engage, join and develop initiatives that support wider access to attractions, heritage and arts opportunities.	Red	Red	➔	On hold - centres focused on reopening activities in July.
Landscapes for Everyone: Social Inclusion	Project: Heritage social inclusion opportunities – Plas College Dwbl at Castell Henllys.	Red	Amber	⬆	Site has now re-opened to the public and staff have returned to site. Site manager has been in touch with Plas Dwbl who is now running their college at minimum capacity. The students that volunteered on site have not graduated. We will remain in contact with the college and prepare for the possibility of receiving volunteers in September.
	Strategic Engagement: Representing Welsh National Parks on the Welsh Government Socio-economic Duty Guidance Group.	Green	Green	➔	Officer participating in ongoing meetings for public bodies assisting WG with development of range of guidance related to implementation of socio economic duty. WG has announced a revised date for commencement of the duty of 31 March 2021.
	Strategic Partnership: Development of joint position statement with other Welsh National Parks on social inclusion and child poverty.	Green	Green	➔	It was resolved at July NPA that 'National Parks Wales: Landscapes for Everyone' joint position statement be adopted and it was approved that a review of the document be carried out in the spring of 2021. Socio economic duty under the Equality Act will come into force in March 2021. Members advised that they had read the document with interest and noted that it had highlighted a number of areas of inequality, particularly in relation to access to affordable housing.
Landscapes for Everyone: Inclusive	Project: Experiences for All Project.	Green	Green	➔	In July the consultants started work on the framework for surveying target audiences (an important aspect of the original brief), including draft survey questions,

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Experiences		Green			with a view to delivering online and telephone consultation work in the late summer/early autumn. One meeting was held with the contractors.
	Project: Further develop the Beach Wheelchair Scheme.	Amber	Amber	➔	Whilst not in use ideal time to get them all serviced ready – sorted June/July. Beach wheelchairs, being made available on a low key basis with a Covid hygiene standard August.
	Project: Physical Access Improvements at St Non's (St Davids).	Green	Green	➔	COVID 19 delays are minimal and we remain on programme to get this work completed this financial year. The proposed drawings are complete and are currently being evaluated and costed prior to submitting an application for Planning consent.
	Project: Creation of more accessible circuit walk at reed bed, Freshwater East.	Amber	Green	⬆	Work expected to recommence in September when the site will be dry and breeding birds will have moved on. All materials have been purchased and will be stored ready for use when work recommences. Work is being carried out by the Warden Team. The hope is to have the circular walk completed and open for use by the end of March 2021.
	Project: Carew Castle Access.	Amber	Amber	➔	Project to be resumed after 'peak season' at Castle
	Project: Develop project checklist that can be shared with partners to ensure projects developed to address NPMP impacts are inclusive.	Red	Red	➔	Activities to support this action have not commenced yet.
Engagement: Outreach, young people and volunteers	Engagement: Development of a Young People's Committee.	Green	Green	➔	Although progress was slowed by the absence of key officers through the Job Retention (furlough) Scheme, progress was made in agreeing key activities for the Committee to take forward and in identifying the NP Authority 'link member' who will attend Youth Committee meetings as appropriate.
	Engagement: Outreach engagement	Green	Green	➔	The current NPMP 2020-2024 and accompanying

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↑	to inform development of projects to deliver NPMP impacts and development of materials to explain the plan	*(green)*	*(green)*		resources (e.g. maps) are on the NPA's website. The intention is to develop story-map interpretation/s of the Plan and action plans (integrating text, maps, images) etc. An easy read version of the Plan is available on the website. A draft story map has been prepared for the Conserving the Park project. Restoring Nature Action Plan drafted and will be circulated for informal comment to statutory and third sector stakeholders. Climate Change Action Plan approved 3rd June 2020. Celebrating Heritage Action Plan in draft.
	Engagement: Facilitation of PCNPA Volunteer Forum	Amber	Amber	➔	No further progress since last meeting held virtually in May.
	Strategic Engagement: Monitoring of Engagement Action Plan by Engagement Action Plan Group.	Green	Green	➔	Engagement Action Plan Group Meeting held in June. Group attendees agreed to complete Wales Audit Self-Assessment form, responses received are being collated for discussion at next meeting and include suggestions for improvement that could be taken forward by the group or leadership team.

Well-being Objective – Communities

Data Available Quarterly

Work Stream	Measure	2019/20 Q1 (April - June)	2019/20 Q1 – Q4 (April - March)	2020/21 Current Period: Q1 (April – June)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Community Activities and Projects	# community project/ engagement activities	242	866	14	BM	TIR			Virtual engagement including engagement with Young people and

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benefiting the Park and People									training sessions. Attendees at virtual training sessions included members of Newport Paths Group and St Dogmaels Community Group.
	# social action participant days	141	471.5	0	BM	TIR			Group and face to face social action restricted due to COVID 19 regulations in Q1.
	# community events held at centres	2	15	0	BM	TIR			Centres closed in Q1 due to Covid 19 restrictions/ regulations.
	# Voluntary Wardens	59	65	64	50	TIR			
Sustainable Development Fund	% of Sustainable Development Fund allocated	23.6	84.49	0	100	TIR			SDF Committee 20 May No new projects approved. Next meeting 1st July
Planning Service: Enforcement and Community Engagement Promoting the Welsh Language: Skills, opportunities and inspiration	% of enforcement cases investigated (within 84 days)	100	100	100	BM	TIR			
	Average time taken to investigate enforcement cases in days	22.0	38.5	43.0	BM	TIR			
	Average time taken to take enforcement action in days	107.0	95.5	74.0	BM	TIR			
	# retrospective planning applications registered	5	11	0	BM	TIR			

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Action						
Work Stream	**Action**	**2020/21 Previous Period - June**	**2020/21 Current Period – July**			
		RAG	**RAG**	**Trend**	**Comments**	
Engagement: Ongoing conversation about the National Park Management Plan	Ways of Working: Development of action plans for the National Park Management Plan to inform project level delivery.	Green	Green	➔	Climate Change Action Plan approved at NPA on 3/6/20. Action Plan – Archaeology (drafted being circulated). Action Plan – Health and Wellbeing (underway). Action Plan – Biodiversity (draft being circulated with marine element now). Story Map - Conservation (mapping commenced – meeting held. Next steps being explored).	
	Ways of Working: Delivery of activities that celebrate the contribution of others to the delivery of the plan.	Amber	Amber	➔	Meeting with communications team to look at use of Story Maps as a potential tool, test story map on conserving the park has been produced.	
Community Activities and Projects benefiting the Park and People	Project Development: Project developed with Community Council addressing light pollution.	Red	Red	➔	Due to COVID a more detailed bid was not submitted by the Policy Officer for this project, as engagement with Community Council was unable to be completed.	
	Project: Stitch in Time Project engagement with communities.	Green	Green	➔	Press releases published on project. In June two taster sessions were held for volunteers (18 in total) using the online conference forum 'Lifesize'. This was followed by a wildflower and pollinator course delivered by Ecoleg Sazer. The course introduced volunteers into the ways by which to identify plants and common pollinators using texts and guides as well as a visual guide. The Project Officer delivered a presentation on the final day on INNS impacts and an update on the Stitch in Time project pre- and during Covid-19. A follow up course on the 30th June enabled volunteers to discuss observations in their own	

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		Green	Green		gardens and share pictures. The Project Officer presented an 'Introduction to Invasive Non Native Species: a global and local perspective' to volunteers via Lifesize, organised by the Discovery Volunteering Development Officer, 30th June. INNS records and enquiries about volunteering have resulted.
	Ways of Working: Centres engagement activity with local communities.	Red	Amber	↑	OYP Manager continues to be a part of St Davids Peninsula Tourism association meetings. Staff also engaging with local businesses daily to ensure correct information is disseminated from the centre to visitors. OYP manager met with local PCC ambassadors, to ensure partnership working. CH - Talks are in place with the cafe to resume dished i'r dysgwyr monthly event from September onwards (Government guidelines permitting).
	Strategic Engagement: Involvement with the Rural Crime Partnership and Public Services Board's Communities Group.	Green	Green	➔	Ranger Team Leader attended Community Safety Partnership Meeting.
Sustainable Development Fund	Ways of Working: Re alignment of SDF to support projects that are focused on responding to the climate change emergency and increasing exposure and quality of applications. (S6)	Green	Green	➔	SDF committee workshop on refocus of funds 15.7.20. Recommendations from the SDF workshop agreed by NPA on 29.7.20. Work is underway to refocus the funds, streamline the application process, reduce committee membership and promote the fund. The 2020 Little Green grant allocation is spent. (3 projects £1000 each to National Theatre Wales, VC Gallery, Ruskin Mill Trust).
Planning Service: Enforcement and Community Engagement	Project: Enforcement Project on Agricultural and holiday lets.	Red	Red	➔	It has not been possible to progress this due to staffing levels and due to the current restrictions on authority activities.
	Engagement: Planning Service engagement with Community Councils	Green	Green	➔	On-going communication with community councils regarding responding to applications and ensuring that they are able to provide comments to the Authority. No

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						current opportunities to undertake further work with Community Councils, particularly due to the Covid 19 restrictions.

Well-being Objective – Culture

Data Available Monthly								
Work Stream	**Measure**	**2019/20 July**	**2020/21 Previous Period June**	**2020/21 Current Period – July**				
		Actual	**Actual**	**Actual**	**Original Target**	**Revised Target**	**RAG**	**Trend**	**Comments**
Historic Inspiration and Experience	Carew Trip Advisor overall rating 1-5	4.5	4.5	4.5	4.5	TIR			Centre reopened in July, having been closed since mid-march due to COVID 19 restrictions.
	Castell Henllys Trip Advisor overall rating 1-5	4.5	4.5	4.5	4.5	TIR			Centre reopened in July, having been closed since mid-march due to COVID 19 restrictions.
	# visitors to Carew	23,318	0	701	BM	TIR			Centre reopened 27 July, visitors must pre-book their visit as the site are limiting the number of visitors per day.
	# visitors to Castell Henllys	9,221	0	793	BM	TIR			Centre reopened in July, visitors must pre-

↑ Improving Trend → Static Trend ↓ Worsening Trend   BM= Benchmarked against previous year   BD= Baseline Data
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									book their visit as the site are limiting the number of visitors per day.
Art Inspiration and Engagement	# gallery visitors	12,919	0	0	BM	TIR			Gallery closed due to covid-19 restrictions

Data Available Quarterly

Work Stream	Measure	2019/20 Q1 (April - June)	2019/20 Q1 – Q4 (April - March)	2020/21 Current Period: Q1 (April – June)					
		Actual	Actual	Actual	Target	Revised Target	RAG	Trend	Comments
Historic Inspiration and Experience	# participants in historical activities and events	4,014	15,572	26	BM	TIR			Virtual Archaeology Training Session. Face to face and group events suspended and Castell Henllys and Carew closed in Q1 due to Covid 19 regulations/ restrictions.
	Castell Henllys - # people engaged with through education programme	1,057	4,257	0	BM	TIR			Face to face education provision not running in Q1 (April - June) and centres closed due to COVID 19 restrictions. Re commencement
	Carew - # people engaged with through	549	1,622	0	BM	TIR			

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	education programme								linked to Recovery Planning, WG guidance and risk assessments.
Art Inspiration and Engagement	Oriel y Parc - # people engaged with through education programme	N/A	N/A	0	BD	TIR			Face to face education provision not running in Q1 (April - June) and centres closed due to COVID 19 restrictions. Re commencement linked to Recovery Planning, WG guidance and risk assessments.
	# participants in Wednesday School Holiday Art Club	N/A	N/A	0	BD	TIR			OYP closed in Q1 due to Covid 19 regulations/ restrictions.
Historic Environment: Historic Buildings and Community Archaeology	% Buildings at Risk	4.8	5	5	<6	TIR			
	# of archaeological sites where conditions have improved	N/A	N/A	10	BD	TIR			Due to COVID-19 the number of sites visited has been limited and also conservation work has not been possible. However, sites have received some attention through the Heritage Watch scheme. This includes sites visited during the summer solstice as part of Heritage Watch. In addition, a notice has been placed on the fort site at Fishguard where burning has been

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									occurring. Police patrols have also been increased as a result. At Carew Castle, a break-in took place and this was forwarded to the police, they are now investigating the incident. In addition, through the Heritage Watch scheme they will be increasing patrols to the site and also installing some CCTV.
	# of archaeological sites where conditions have improved with the help of volunteers and social action participants	N/A	N/A	1	BD	TIR			Due to COVID-19 this has not been possible. However, virtual training has been taking place with volunteers to monitor archaeological sites in their local area. As such, monitoring by volunteers will hopefully commence in August 2020 following completion of the training. Despite the lockdown, PCNPA was made aware of an issue at the pilgrims cross in Nevern regarding the signpost having collapsed. As such, a

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									work programme has been put in place to replace this.
Promoting the Welsh Language: Skills, opportunities and inspiration	# Staff who have completed Welsh work online course	1	2	0	Trend	TIR			8 members have enrolled on the course, during this quarter, but have not yet completed.
	% of Welsh language level information completed on People Management System	49.6	50.5	55.6	80%	TIR			
	# events and activities delivered in Welsh	17	32	0	BM	TIR			Face to face and group events and activities cancelled in Q1 due to Covid 19 regulations/ restrictions. None of the virtual sessions were facilitated in Welsh.
	# participants in events and activities delivered in Welsh	112	262	0	BM	TIR			
	# school sessions delivered in Welsh	26	76	0	BM	TIR			Face to face education provision not running in Q1 (April - June) due to COVID 19 restrictions. Re commencement linked to Recovery Planning, WG guidance and risk assessments.
	# participants in school sessions delivered in Welsh	534	2,290	0	BM	TIR			

Action			
Work Stream	**Action**	**2020/21 Previous Period -**	**2020/21 Current Period – July**

⬆ Improving Trend ➡ Static Trend ⬇ Worsening Trend   BM= Benchmarked against previous year   BD= Baseline Data
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		June			
		RAG	RAG	Trend	Comments
Historic Inspiration and Experience	Ways of Working: Activities to support implementation of business plan at Carew.	Amber	Green	↑	Staff have returned to site and the site is open to the public. New opportunities have presented itself due to essential layout changes to comply with social distancing. Retail area is now in interpretation area as suggested by business plan. Interpretation currently in storage until touch screen interpretation is deemed more appropriate by government guidelines. We are also looking at updating our education offer to fit in with new guidelines and to ensure future revenue from schools.
	Ways of Working: Activities to support implementation of business plan at Castell Henllys.	Amber	Green	↑	Staff have returned to site and the site is open to the public. New opportunities have presented itself due to essential layout changes to comply with social distancing. Retail area is now in interpretation area as suggested by business plan. Interpretation currently in storage until touch screen interpretation is deemed more appropriate by government guidelines. We are also looking at updating our education offer to fit in with new guidelines and to ensure future revenue from schools.
	Project: Carew Castle – Exhibition room and other interpretation.	Amber	Amber	→	The room is now ready, awaiting interpretation
Art Inspiration and Engagement	Ways of Working: OYP delivering education programmes linked to Exhibitions.	Red	Red	→	OYP Gallery currently closed due to COVID 19. Exhibition programme and education programme on hold.
	Strategic Partnership: Continued partnership curation of exhibitions and liaison with Amgueddfa Cymru – National Museum Wales, supported through SLA agreement.	Red	Amber	↑	Gallery remains closed, however talks are taking place regarding future programming and reopening

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Historic Environment: Historic Buildings and Community Archaeology	Project: Heritage Guardians school project.	Amber	Amber	➔	The Community Archaeologist began talks with the National Park Education Ranger about schools to work with in Autumn 2020. Meetings with the school are scheduled for August 2020.
	Project Development: Develop and deliver Community Archaeology Projects.	Amber	Green	⬆	Virtual training sessions took place with volunteers to get them interested in monitoring scheduled monuments to identify issues. This has resulted in 14 of those who attended wanting to volunteer to help with this. In addition, the cancelled walk from earlier in the year due to COVID-19 has been scheduled to take place as a virtual walk to be recorded in August 2020, in conjunction with a story teller. The walk will focus on the Foel Drygarn area. Also, work to support the archaeological interpretation work for the Brynberian Community Centre continued with those involved with the centre. During July, a Pembrokeshire Heritage Forum took place and the Community Archaeologist helped facilitate this.
	Engagement: Research and Excavation partnerships in the Park – Community Archaeology.	Amber	Amber	➔	Due to COVID-19 restrictions, most research continues to be postponed until 2021. However, the Community Archaeologist has been in attendance at the Welsh Government Historic Environment Group (WGHEG) to discuss issues and priorities relating to archaeology and cultural heritage more broadly. In addition, the Community Archaeologist is an active member of the Climate Change Sub Group of WGHEG. The subgroup attempts to address the challenge of climate change to the historic environment. Working with the Council for British Archaeology, the Community Archaeologist put a call out for those working in the archaeological sector in Wales to complete a survey on the impact of COVID-19 on the sector. This includes organisations

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					operating in the National Park area. The survey will close in mid-August 2020. The Community Archaeologist also helped facilitate an Association of Local Government Archaeological Officer's planning meeting to allow discussion on matters affecting development control archaeology within a local authority context.
	Event: Delivery of the Annual Archaeology Day.	Green	Green	➔	Work to prepare for the 2020 Archaeology Day was well underway in July. A meeting took place between PCNPA, PLANED and the Dyfed Archaeological Trust in July and the content of the day was discussed. A number of actions were agreed and these are to be completed over August-September. This included, finalising the programme, creating content, deciding on the event digital platform and marketing the event.
Heritage Partnership and Collaboration	Partnership Project: Participation in Ancient Connections Project.	Amber	Amber	➔	Phase 2 bid submitted to WEFO for consideration. Physical access work at St Non's forms part of the Authority's current work related to the project - COVID 19 delays for this work are minimal and we remain on programme to get this work completed this financial year.
	Strategic Partnerships: Involvement with Inspire Pembrokeshire.	Amber	Amber	➔	The Authority's Visitor Services Manager (West), formally represents PCNPA on the Pembrokeshire Inspired Steering Group. The group continues to meet, via video-conference, on a regular basis during the current COVID-19 lockdown restrictions.
	Strategic Partnerships: Delivery of Heritage Watch Scheme with Dyfed Powys Police and Cadw.	Green	Green	➔	During July, the Community Archaeologist facilitated a pan-Wales joint heritage training event focussed on heritage crime. Those in attendance included Dyfed-Powys Police, Gwent Police, North Wales Police, Cheshire Police, Cadw, Historic England, PCNPA, BBNPA, SNPA, all four Welsh Archaeological Trusts

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		Green	Green		and Natural Resources Wales. As a result of the training event connections were made with other parts of Wales that are running heritage watch schemes, as a result the PCNPA heritage watch scheme will strengthen partnership with the other groups to share ideas. The event also resulted in a greater focus on the issue from Cadw and the police. Hopefully this work will result in stronger protection for heritage sites.
Promoting the Welsh Language: Skills, opportunities and inspiration	Project: Developing Castell Henllys as a Welsh Language Hub.	Red	Amber	↑	Staff have returned to work and site is now -re-opened to the public. Talks are in place with the cafe to resume dished i'r dysgwyr monthly event from September onwards (Government guidelines permitting). We are also looking at using facebook and social media to encourage learning welsh in the landscape.
	Ways of Working: Development of Welsh Language Staff Mentoring Scheme.	Amber	Amber	→	Mentor Scheme on hold - priority agreed at Leadership Team was to promote level 1 Work Welsh. Plan of Action to be initiated in September 2020 once staff are back to work following a period of furlough and embedding into a new way of working, post Covid-19.

Well-being Objective – Global

Data Available Monthly

Work Stream	Measure	2019/20 July	2020/2021 Previous Period June	2020/2021 Current Period – July					
		Actual	Actual	Actual	Original Target	Revised Target	RAG	Trend	Comments

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Special Qualities: Inspiration and Education	# Changing Coast photo submissions	363	6	60	Trend				

Data Available Quarterly									
Work Stream	**Measure**	**2019/20 Q1 (April - June)**	**2019/20 Q1 – Q4 (April - March)**	**2020/21 Current Period: Q1 (April – June)**					
		Actual	**Actual**	**Actual**	**Target**	**Revised Target**	**RAG**	**Trend**	**Comments**
Special Qualities: Inspiration and Education	# new school sessions developed aligned with new curriculum	1	5	0	Trend	TIR			Face to face education provision not running in Q1 (April - June) due to COVID 19 restrictions. Re commencement linked to Recovery Planning, WG guidance and risk assessments. Not Applicable – No education sessions in Q1.
	# participating in new school sessions aligned with new curriculum	295	883	0	Trend	TIR			
	Schools average feedback rating (1-11)	10.20	10.10	N/A	10	TIR			
	# participants in our education programme	3,249	10,293	0	BM	TIR			Face to face education provision not running in Q1 (April - June) due to COVID 19 restrictions. Re commencement linked to Recovery Planning, WG guidance and risk assessments.

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	Public Average feedback rating (1-11)	10.5	10.4	N/A	10	TIR			Not Applicable – no public events held in quarter 1. Evaluation form and measures currently being reviewed.
	# participants in public events and activities programme	7,603	34,443	0	BM	TIR			Face to Face public events programme suspended due to Covid 19 regulation/ restrictions.
	# participants at dark sky events held by the Authority	86	247	0	BM	TIR			
	# volunteer days – conservation wildlife survey or monitoring	69.5	229.5	41	BM	TIR			Volunteers attended virtual training sessions focused on wildlife monitoring related skills. Group and face to face volunteering sessions restricted due to COVID 19 regulations in Q1.
	# volunteer days – heritage sites monitoring	0	2.5	7	BM	TIR			Virtual online training. Group and face to face volunteering sessions restricted due to COVID 19 regulations in Q1.

Action						
Work Stream	**Action**	**2020/21 Previous Period - June**	**2020/21 Current Period – July**			
			RAG	**RAG**	**Trend**	**Comments**
Responding to	Adoption and Monitoring of Climate		Green	Green	➜	Responding to Climate Change Emergency Action

⬆ Improving Trend ➜ Static Trend ⬇ Worsening Trend   BM= Benchmarked against previous year   BD= Baseline Data
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Climate Change Emergency (S6)	Change Action Plan. (S6)				Plan approved at June NPA. Status section of plan to be updated quarterly. Action plan circulated to staff. 2019/20 carbon emission calculations based on previous years calculation method carried out with report on findings and recommendations drafted for consideration by Leadership Team. Authority still waiting further news of WG calculation methodology.
	Create Environmental Management Recording System aligned to Welsh Government Methodology. (S6)	Amber	Amber	→	Awaiting defined measures from Welsh Government.
	Continuation of Centres achieving Green Key Awards and biodiversity and carbon and waste reduction is promoted on their sites. (S6)	Red	Green	↑	OYP - Green Key Awarded earlier in the year. New Pembrokeshire based suppliers sourced for retail merchandise.
	Commons Resilience Project – Peat Carbon Store. (S6)	Red	Green	↑	Current focus is on applying for a WG grant for sustainable grazing on blanket bog, quaking bog, wet heath and Molinia meadows on and around commons in Mynachlogddu.
	Further develop projects that support carbon sequestration at scale in the Park. (S6)	Green	Green	↑	Bid to Welsh Government Sustainable Landscapes, Sustainable Places Funding 2020-21 successful (£220k). Potential site identified, initial approach to owners positive, follow up meeting to be held 3rd August.
	Greening the Fleet and Our Equipment. (S6)	Amber	Amber	→	1 x Hybrid Vehicle has been delivered and a further Hybrid vehicles are due in August. WG funding confirmed for the implementation of charging infrastructure which will enable Electric Vehicle procurement however, roll out partner PCC has not received the funding they require - currently pending advice from PCC as to whether they may be able to identify an alternative source of funding.
	Greening our communities –	Red	Amber	↑	Authority led greening our communities activities

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	collaborate with communities, local businesses and volunteers to carry out activities in response to climate change at a community level.	(Red)	(Amber)		limited due to COVID. However new focus of SDF fund following July NPA will enable community organisations to apply for three specific carbon reduction projects (Install renewable energy generation facilities to a community building i.e. solar panels; An initiative to promote reduction in carbon omissions in transport i.e. installing an electric charging point for bikes or cars or through supporting access to non-individual travel; Install a community facility that minimises waste, i.e. install water fountain;), while retaining a fourth option of being able to bid for a more "individual" projects.
	Promotion of Sustainable and Active Travel itineraries (S6)	Red	Red	➔	This project requires a number of key stakeholders who currently have other priorities. Links made with Community Rail Partnership.
	Promotion of Sustainable and Active Travel initiatives to PCNPA staff, volunteers and Members. (S6)	Red	Red	➔	Development of initiatives remain on hold for moment due to reprioritisation of activities due to COVID 19. However staff and Members have become more familiar with virtual meetings as a result of home working/ travel restrictions which could have positive impacts on this area in the future.
	Network of Electric Vehicle Charging Points. (S6)	Red	Red	➔	Works recommenced, revised WPD quotations received and reviews undertaken.
	Greening our Buildings – Feasibility Study. (S6)	Red	Red	➔	Review following results of Carbon Footprint 19/20 to establish way forward.
	Photovoltaic PV Generation Project. (S6)	Red	Red	➔	Recommencement of project, feasibility study awaited.
	Continued involvement with Pembrokeshire Energy Forum (S6)	Amber	Amber	➔	Meeting to be rescheduled when all sectors resume business.
	Continued involvement with Pembrokeshire Service Board's Environmental and Climate	Green	Green	➔	No further updates since last month - Meeting held on 16th June 2020. Main topic of discussion was NRW funded project pilot to build climate resilience within

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	Change Risk Assessment for Pembrokeshire (S6)	Green	Green		communities. Pilots at Fishguard and Newcastle Emlyn will be undertaken during summer 2020 with final reports anticipated by end of September 2020. Some resonance with work being prepared by the NPA on Place Plan SPG to include coastal adaptation guidance for communities.
	Continued Financial support for Coastal Bus Service (via Greenways Partnership) (S6)	Amber	Green	↑	At July NPA Members resolved that a payment of up to circa £75,000 to Pembrokeshire County Council as a contribution towards the Pembrokeshire Greenways Partnership be approved.
Special Qualities: Inspiration and Education	Realignment of education offer with the New Curriculum.	Green	Green	➔	A review of the PCNPA Education offer was presented to the Operational Review Committee in July, the realignment of our offer in relation to the emerging new Curriculum for Wales was central to the presentation. Through Pembrokeshire Outdoor Schools and educators within PCNPA we have continued to develop our education offer. The relevance of outdoor learning post COVID-19 restrictions was recognised by Welsh Government and at a local level and the role of practitioners like our own seen as important in ensuring a high standard of opportunity for learners.

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Performance Report – Corporate Plan 2020/21 (April – July)

Governance, Financial Sustainability, Workforce Development and Resilience

Data Available Monthly								
Work Stream	**Measure**	**2019/20 July**	**2020/2021 Previous Period June**	**2020/21 Current Period – July**				
		Actual	**Actual**	**Actual**	**Original Target**	**Revised Target**	**RAG**	**Trend**	**Comments**
Fundraising and Income Generation	£ from sponser a gate scheme	3,000	600	1,200	£6,000	TIR			2 gates sponsored ytd.
	£ from cashless donation pilot Oriel Y Parc	N/A	0	0	Baseline Data	TIR			OyP currently reopened with reduced opening hours. No donations received in July.
	£ Centres Merchandise	100,320.76	0	4,255.90	BM	TIR			Staggered reopening of centres in July 2019. Centres had been closed since mid March 2020.
	£ Admissions Carew & Castell Henllys	109,329.10	0	3,189.46	BM	TIR			CH and Carew re opened to pre booked visitors during July.
	£ Centres Other Income	27,863.53	21	70.07	BM	TIR			
	£ Cafe Rental Income – Castell Henllys and Oriel Y Parc	0	0	0	BM	TIR			
	£ Carew Cafe Sales Income	29,560.42	0	1,095.23	BM	TIR			

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Performance Report – Corporate Plan 2020/21 (April – July)

Member Development	% Members attendance at committee	82.16	94.44	92.27	75%		Green	➔	Committees now being held virtually in response to Covid 19 measures.
	% Members attendance at training	55.56	77.78	79.17	65%		Green	⬆	Training held virtually.
Corporate Compliance and Standards	% Positive/ neutral media coverage	99.71	96.29	98.53	80%		Green	➔	.

Data Available Quarterly									
Work Stream	**Measure**	**2019/20 Q1 (April - June)**	**2019/20 Q1 – Q4 (April - March)**	**2020/21 Current Period: Q1 (April – June)**					
		Actual	**Actual**	**Actual**	**Target**	**Revised Target**	**RAG**	**Trend**	**Comments**
Health and Safety	# Days lost divided by full time equivalent ytd	2.36	2.11	1.69	1.5		Amber	⬆	Sickness absence rate lower than same period last year.
	# RIDDOR (Reportable Incidents) ytd	1	3	1	0	0	Red	➔	IP had been working on coast path returned to vehicle and slipped on stone and fell. Sustained damage to cartilage.
	# accidents (Injury) over 3 days/ up to 7 days absence ytd	0	0	0	0	0	Green	➔	
	# accidents (Injury) Minor incidents ytd	2	21	0	BM	TIR			

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Performance Report – Corporate Plan 2020/21 (April – July)

	# vehicle damage incidents ytd	2	9	1	BM	TIR			
	# conflict incidents ytd	0	2	0	BM	TIR			
	# safeguarding incidents ytd	0	0	0	BM	TIR			All Staff asked to complete Tier 1 Safeguarding Training, through Pembrokeshire County Council's (PCC) e-learning platform in Q1.
Corporate Compliance and Standards	# complaints received ytd	3	10	5	BM				4 planning related and 1 estates related.
	# complaints concerning the Welsh Language made to the Authority ytd	0	0	0	BM				
	# complaints to Welsh Language Commissioner regarding alleged failure to comply with Welsh Language Standards ytd	0	0	0	0		Green	➔	
	% of new and vacant posts advertised Welsh Language essential ytd	44.44	30.30	0	BM				No recruitment in Q1 2020/21 due to Covid-19 pandemic
	# Data Protection Impact Assessments completed ytd	0	0	0	Trend				
	# Data Protection Breaches reported to ICO ytd	0	0	0	Trend				
	# of Freedom of Information responses within required timeframe	5	9	4	Trend				

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	ytd								
	# of Environmental Information Regulations responses within required timeframe ytd	2	13	10	Trend				
	# of Subject Access Requests responses within required time frame ytd	0	0	0	Trend				
	% of Freedom of Information responses within required timeframe ytd	100	100	100	100		Green	➔	
	% of Environmental Information Regulations responses within required timeframe ytd	100	76.92	100	100		Green	↑	
	% of Subject Access Requests responses within required time frame ytd	N/A	N/A	N/A	100				No SAR received in this quarter or for previous quarters in 2019/20.

Action						
Work Stream	**Action**	**2020/21 Previous Period - June**	**2020/21 Current Period – July**			
		RAG	**RAG**	**Trend**	**Comments**	
Long Term Planning and Project	Commence review of Authority priorities and well-being objectives.	Red	Red	➔	No current action	
	Carew Causeway 5 year plan.	Green	Green	➔	Marine Licence awaited, procurement documents	

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Prioritisation					being finalised.
	Carbon Impact embedded into project proposals. (S6)	Amber	Amber	➔	Projects underway for WG Sustainable Landscapes and Sustainable Places. These are: Land purchase for carbon off-setting. Digital transformation. Additional funding for SDF transitioning to Climate Change Fund. Electrical Charging points. Total value - £693,000
	Development of project bids for Welsh Government's Sustainable Landscapes, Sustainable Places Scheme and Visit Wales 'Brilliant Basics' fund.	Green	Green	➔	2020.21 project in the process of delivering.1. Additional SDF Fund £55,002. Digital transformation £220,003. EV Charging points £198,004. Land purchase for carbon off-setting £220,000. All amounts above include 10% delivery/ project management costs.
	Strategic Engagement: Monitoring and responding to legislative, policy and operational impacts and opportunities post withdrawal from EU.	Amber	Amber	➔	Chief Executive attended Brexit Roundtable and 2 Environmental Governance meetings.
Fundraising and Income Generation	Providing continued support to Pembrokeshire Coast National Park Trust.	Green	Green	➔	July Trustee meeting held. 2 new applications for funding submitted.
	Funding Progress for Prioritised Projects	Green	Green	➔	Funding applications are currently being developed for two recently prioritised projects: Damsels in Distress and Pathways.
Workforce Development	Development of People Plan.	Amber	Amber	➔	People Plan to be refined, following LT feedback on the Employee Opinion Survey results, which will be cascaded from September onwards.
Improving how we work: Digital Approaches	Digital Transformation Programme.	Red	Red	➔	Due to Covid-19, progress has been paused as the Planning Team's main priority is to fulfil the Authority's statutory obligations.
	Implementing switch to Office 2016 across the Authority.	Amber	Amber	➔	Current count is 76 installs of Office 2016, Office 2010 is 60. As predicted, the roll out rate is slowing as it becomes more challenging to access laptop users

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		Amber	Green		who are not connecting to the Authority network. The re-opening of the three visitor centres and the planned partial opening of Llanion in September may help to speed the rate of roll out up.
	Replacement of HR System.	Amber	Green	↑	Leadership team approved 6 month extension to project due to slippage as a direct result of coronavirus Covid-19 pandemic and impact on project team. Re-plan in progress and continued effort at CC to support data migration work. Working closely with CC to review reports and identify gaps in requirements.
	Replacement of Performance Management System.	Amber	Amber	→	Continuation of demo and testing systems. Concern about cost and functionality of options available. Further system or database options exploration needed.
Member Development	Support for Member Support and Development Committee and achieving Wales Advanced Charter for Member Support and Development.	Amber	Amber	→	Eleven Personal Development Reviews undertaken to date. Training needs analysis and training plan agreed by Member Support and Development Committee on 29 July 2020. Report to be presented to National Park Authority on 30 September 2020.
Health and Safety	Ways of Working: Digitise Health and Safety Reporting	Red	Red	→	New HR system unable to provide this functionality. New system to be priority for 2020 and H&S system will be considered in 2021.
Corporate Compliance and Standards	Respond to Wales Audit recommendations – 5 Ways of Working.	Green	Green	→	Partnership Monitoring Framework in place. Project brief provided by Wales Audit Office for 2020/21 work and preparation for arrangements of virtual meetings for field work activities initiated. Ongoing learning and feedback meetings with Wales Audit Office focused on resilience of services/ COVID 19/ Recovery planning response - real time collation of data through Sense Maker. Engagement Action Plan group members completing involvement self-assessment that was within previous Audit Report.
	Respond to Internal Audit	Green	Green	→	All agreed recommendations actioned

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	Recommendations.	Green			
	Further develop corporate approach to data protection compliance.	Red	Red	➔	Work has not commenced yet, due to reprioritisation of work due to COVID 19. ICO guidance on collecting customer and visitor details for contact tracing shared with relevant staff.
	Communication of corporate policies and standards.	Green	Green	➔	Senior Management and HR issuing guidance to staff in relation to COVID 19 situation and impact on Authority work and work place.
	Review of the Authority's induction process and development of programme of customer and visitor services training.	Amber	Amber	➔	Awaiting meeting with PCC to ensure that e-learning platform can support blended learning.
	Annual performance report on Welsh Language Standards	Amber	Amber	➔	Statistics requested from various colleagues to enable report to be finalised.
	Annual Equality report	Amber	Amber	➔	Equality Performance Report 2019/20 will be incorporated into the draft Annual Report on Well-being Objectives/ Improvement Plan 2. Personnel staff have collated 2019/20 employment data for the report.

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