

**REPORT OF ADMINISTRATION & DEMOCRATIC SERVICES MANAGER  
AND DEPUTY MONITORING OFFICER**

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**SUBJECT:  
MEMBER DEVELOPMENT TRAINING PLAN**

Purpose of report

To agree a Member Development Training Plan.

Background

Personal development reviews are an opportunity for Members to identify any development/support they would like to receive in order to help them in fulfilling their duties as a Member of the Authority. The process is set within the context of their role, the Member's aspirations for what they hope to achieve during their term of office and the purpose and aspirations of the Authority.

During 2020, all Members were asked to undertake a personal development review and, to date, ten have returned their Personal Support Plans. A Training Plan has been developed from these Support Plans but, should other Members complete their reviews in the coming months, all that is possible shall be done to accommodate their requirements as well.

Training needs analysis

Attached at Appendix A is a summary of the training needs identified by the ten Members; some of the topics may have been raised by one individual, but they are included in the training plan as I consider them to be of interest and/or benefit to all Members. In addition, there are some more 'personal' training needs that have been identified on the forms, and these will be taken up directly with the Members concerned.

Training plan

The training needs analysis has been used to populate the training plan, which is attached at Appendix B. For the most part, the methods of delivery are predominantly workshop or e-learning based and I have, where possible, identified e-learning modules that can be sourced from the Welsh Local Government Association's website.

Member Support and Development Committee

The training plan was discussed at the meeting of the Member Support and Development Committee held on the 29 July 2020, where it was adopted,

subject to the inclusion of two additional subject areas. These have been included in the training plan attached at Appendix B.

#### Financial considerations

Training and development opportunities will be scheduled into the calendar of meetings for 2020/21 to coincide, wherever possible, with other scheduled meetings. Where site visits are indicated, these will, of course, have to be deferred until COVID-19 restrictions allow. The financial resources for training events will be met from the Democratic Representation budget heading. The e-learning modules are available free to Members.

#### Risk considerations and compliance

The personal development review process and consequent training plan are key in ensuring that the Authority continues to have skilled Members who can make informed and sustainable decisions based on understanding, skills and experience. The Authority has developed a strong ethos of Member development over the years. Building upon, and developing, the good work carried out to date will re-emphasise the fact that the Authority works to a high standard of governance.

#### Human Rights/Equality issues

The report can demonstrate that it takes into account the requirements and wishes of Members in delivering a suitable and relevant support programme. A variety of formats/methods of delivery have been identified in order to ensure all Members have the opportunity to participate.

#### **RECOMMENDATION:**

**Subject to any comments raised by Members at the meeting, that the Member Support and Development Training Plan be adopted.**

*(For further information, please contact Janet Evans, Administration & Democratic Services Manager and Deputy Monitoring Officer by e-mailing [janete@pembrokeshirecoast.org.uk](mailto:janete@pembrokeshirecoast.org.uk))*

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*Consultee: Tegryn Jones, Chief Executive*

## APPENDIX A

Development needs	Preferred method of learning			
	Workshop	E-learning / self study	Site visit	Peer networking / shadowing
<b>Personal effectiveness</b>				
Questioning skills	✓			✓
<b>Managing time and conflicting demands</b>				
Managing time and conflicting demands (whether at home or in “the office”)	✓ ✓	✓		
<b>Handling information</b>				
Analysing and monitoring financial information	✓			✓
<b>Effective participation</b>				
Understanding protocol, standing orders, codes of conduct/standards and meeting conventions and being able to work within them	✓			✓
Chairing skills	✓ ✓ ✓ ✓	✓		✓ ✓ ✓ ✓
Giving presentations and speaking clearly and confidently in public	✓ ✓	✓ ✓ ✓		
<b>Information technology</b>				
Update on current IT technology and practices		✓ ✓ ✓		
Use and management of e-mail	✓	✓		
<b>Skills, knowledge and awareness</b>				
Use of social media	✓ ✓			✓

Understanding planning policies, regulations, process and decisions	✓✓✓			✓✓✓✓
Understanding of Conservation/Warden/Ranger practices and how they interact with community and visitors			✓✓	✓✓
Familiarisation of National Park area, including Authority's sites, car parks, etc			✓✓	
Increase understanding of Coast Path responsibilities			✓	
Increase understanding of coastal matters, including marine responsibilities	✓			
Understanding the planning portal	✓			✓
Understanding Health and Safety obligations/responsibilities for decision-makers	✓			
Increase understanding of local sector issues, e.g. tourism	✓			
Increase knowledge and understanding of structures and interactions of local government in Pembrokeshire	✓	✓		

**Summary of priorities identified by Members**

Topic	Priority total	Method of learning			
		Workshop	E-learning / self study	Site visit(s)	Peer networking / shadowing
Giving presentations and speaking clearly and confidently in public	9	2	3		
Understanding planning policies, regulations, process and decisions	9	3			4
Chairing Skills	8	4	1		4
Understanding of Conservation/Warden/Ranger working practices and how they interact with communities and visitors	7			2	2
Familiarisation of National Park area, including Authority's sites, car parks, etc.	6			2	
Managing time and conflicting demands (whether at home or in "the office")	5	2	1		
Analysing and monitoring financial information	5	1			1
Update on current IT technology and practices	5		3		
Understanding protocols, standing orders, code of conduct, standards and meeting conventions and being able to work within them	4	1			1
Use of social media	4	2			1
Use and management of email	2	1	1		
Increase understanding of Coast Path responsibilities	2			1	
Questioning skills	1	1			1
Increase understanding of coastal matters, including marine responsibilities	1	1			
Understanding the planning portal	1				1

Topic	Priority total	Method of learning			
		Workshop	E-learning / self study	Site visit(s)	Peer networking / shadowing
Understanding Health & Safety obligations/implications and the responsibilities of decision makers	1	1			
Increase understanding of local sector issues, e.g. tourism	1	1			
Increase knowledge and understanding of structures and interactions of local government in Pembrokeshire	1	1			

Priority total: Each priority given scored as follows: 1<sup>st</sup> priority = 4; 2<sup>nd</sup> priority = 3; 3<sup>rd</sup> priority = 2; included in Support Plan but no priority order = 1

# APPENDIX B

## PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY



## MEMBER SUPPORT AND DEVELOPMENT TRAINING PLAN

July 2020

## MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority
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<b>The work of the Authority</b>			
<b>Understanding planning policies, regulations, process and decisions</b>	To gain an increased understanding of the policies and regulations that govern the planning process	<ul style="list-style-type: none"> <li>• Workshop session with the Director of Planning and Park Direction and the Head of Park Direction</li> <li>• Shadowing a planning officer</li> </ul>	<b>2</b>
<b>Understanding of Conservation / Warden / Ranger working practices</b>	To gain an increased understanding of the working practices of the Conservation / Warden / Ranger teams and how they interact with communities and visitors	<ul style="list-style-type: none"> <li>• Site visits</li> <li>• Presentation by relevant officers</li> </ul>	<b>4</b>
<b>Familiarisation of National Park area</b>	To gain an increased understanding of the Authority's sites	<ul style="list-style-type: none"> <li>• Site visits</li> </ul>	<b>5</b>

## MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority
<b>Analysing and monitoring financial information</b>	To gain an increased understanding of the Authority's budgeting process, and to develop the skills to analyse and monitor the financial information presented	<ul style="list-style-type: none"> <li>• Workshop session</li> <li>• WLGA Workbook on scrutiny of finance</li> <li>• I:I with Finance Manager</li> </ul>	<b>7</b>
<b>Protocol; Standing Orders, Code of Conduct</b>	To gain an increased understanding of the Authority's protocols and meeting conventions and how to work within them	<ul style="list-style-type: none"> <li>• Annual workshop session by the Monitoring Officer</li> <li>• 1:1 with the Democratic Services Manager</li> </ul>	<b>8</b>
<b>Coast Path responsibilities</b>	To gain an increased understanding of the Authority's responsibilities for the Coast Path	<ul style="list-style-type: none"> <li>• Site visits</li> <li>• Presentation by relevant officers</li> </ul>	<b>10</b>

## MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority
<b>Coastal and marine matters</b>	To gain an increased understanding of the Authority's involvement and responsibilities for coastal and marine issues	<ul style="list-style-type: none"> <li>• Workshop</li> </ul>	<b>12</b>
<b>Health and Safety responsibilities</b>	To gain an increased understanding of the obligations / implications of Health and Safety legislation on the Authority and the consequent responsibility of Members as decision makers	<ul style="list-style-type: none"> <li>• Workshop session with Personnel Manager and Health and Safety Advisor</li> </ul>	<b>13</b>
<b>Tourism</b>	To increase knowledge and understanding of local sector issues	<ul style="list-style-type: none"> <li>• Workshop session</li> </ul>	<b>14</b>

## MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority
<b>Local government in Pembrokeshire</b>	To increase understanding of the structures and interactions of local government in Pembrokeshire	<ul style="list-style-type: none"> <li>• Workshop session</li> </ul>	<b>15</b>
<b>Partnerships with other National Parks and AONBs</b>	To increase understanding of how we work with other Designated Landscapes	<ul style="list-style-type: none"> <li>• Workshop session</li> </ul>	Added following discussion at MS&DC on 29 July 2020
<b>Second homes</b>	To gain a better understanding of issues regarding Second Homes	<ul style="list-style-type: none"> <li>• Workshop session</li> </ul>	Added following discussion at MS&DC on 29 July 2020

## MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

Topic	Objective	Method of delivery	Members' order of priority
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<b>Personal development</b>			
<b>Giving presentations and speaking clearly and confidently in public</b>	To give Members the confidence to speak more clearly and confidently at meetings	<ul style="list-style-type: none"> <li>• Workshop session</li> </ul>	<b>1</b>
<b>Chairing skills</b>	To give Members the tools and confidence to chair meetings effectively and efficiently	<ul style="list-style-type: none"> <li>• WLGA workshop session</li> <li>• WLGA workbook on chairing skills</li> <li>• 1:1 with Democratic Services Manager</li> </ul>	<b>3</b>
<b>Managing time and conflicting demands</b>	To make more effective use of time	<ul style="list-style-type: none"> <li>• Workshop session</li> <li>• WLGA workbook on stress management and personal resilience</li> </ul>	<b>6</b>

## MEMBER SUPPORT AND DEVELOPMENT – TRAINING PLAN

<b>Topic</b>	<b>Objective</b>	<b>Method of delivery</b>	<b>Members' order of priority</b>
<b>Use of social media</b>	To give Members the confidence to use social media responsibly	<ul style="list-style-type: none"><li>• Workshop session</li><li>• 1:1 with member of Communications team</li></ul>	<b>9</b>
<b>Questioning skills</b>	To give Members the tools and confidence to analyse information in order to question more effectively	<ul style="list-style-type: none"><li>• Workshop session</li></ul>	<b>11</b>