

**REPORT OF ADMINISTRATION AND DEMOCRATIC SERVICES MANAGER**

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**SUBJECT:  
MEMBER SKILLS AUDIT**

Purpose of Report

To undertake a Member skills audit in order to influence Welsh Government during the forthcoming Member appointment process, thereby augmenting the existing extensive skills levels available to the Authority.

Introduction/Background

Members will be aware that Gateway, the Authority's Internal Auditors, had recommended in their report on the review of corporate governance earlier in the year that it would be beneficial for the Authority to "undertake a Member skills audit, identifying desirable skills and experience of Members and assessing the actual skills and experience of Members to identify any 'skills gaps' which may be used to influence the future appointment of Members".

Members will also be aware that, over the next 18 months, two Welsh Government appointed Members will have completed their maximum ten year period of office, whilst a third will be leaving the Authority for pastures new. Welsh Government officials have indicated their intention to advertise the forthcoming vacancies during the autumn, therefore it is considered an opportune time to undertake a Members' skills audit to identify any potential skills gaps that could be filled during the forthcoming appointment process.

It is appreciated that some Members have completed self-assessment forms recently, but that process is somewhat different in that Members are requested to identify any training/development needs, rather than focus on and identify the extensive skills that they have accumulated over the years.

What will a skills audit achieve?

Local government, and in particular National Park Authorities, are currently going through a period of challenge and possible change. Members will be required to meet these challenges and guide the Authority to a sustainable long-term future. A skills audit will map out the existing skills that Members possess whilst also identifying any gaps that could be addressed in future appointments to the Authority, particularly with regard to Welsh Government appointments. A draft skills audit is appended to the report for Members' consideration.

Options

Not undertaking a skills audit will result in the Authority falling foul of the recent internal audit report and losing the opportunity to influence the forthcoming Welsh Government appointment process.

### Financial considerations

There will be no financial cost to the Authority, other than staff time in preparing and analysing the skills audit process.

### Risk considerations

Failure to undertake a skills audit will result in a decision of non-compliance with one of the recommendations of the recent internal audit.

### Compliance

A skills audit will ensure compliance with one of the recommendations from the recent internal audit, but will also affect good governance for the sustainable long-term future of the Authority.

### Human Rights/Equality issues

A skills audit may result in an Authority that better reflects the communities it serves.

### Sustainability appraisal

A skills audit will ensure that the Authority has the relevant skills/aptitudes to overcome future challenges/changes and to take it forward for the future.

### Welsh Language Standards considerations

The skills audit process will comply with the Welsh Language Standards imposed upon the Authority (and may result in an Authority that better understands the communities it serves).

### Conclusion

The Authority has an opportunity to bolster the existing skills levels accrued within its current membership by influencing the forthcoming round of Welsh Government appointments. This will enable the Authority to better face whatever challenges and possible changes confront it in the future.

### **RECOMMENDATION:**

**That Members agree to undertake a skills audit of the current membership of the Authority.**

### Background Documents

Report 01/16 to Audit and Corporate Services Committee: 24<sup>th</sup> February 2016

*(For further information, please contact Janet Evans, Administration & Democratic Services Manager on 01646 624834, or by emailing [janete@pembrokeshirecoast.org.uk](mailto:janete@pembrokeshirecoast.org.uk))*

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Knowledge/skills/experience	Rating (1 = little; 5 = much)	Examples of knowledge/skills/experience
<b>REPRESENTING THE AUTHORITY</b>		
Understanding and experience of influencing national political debate		
Communication, marketing and engagement		
Partnership working		
<b>REPRESENTING AND SUPPORTING COMMUNITIES</b>		
Rural community issues		
Engaging with hard to reach groups		
<b>DECISION MAKING</b>		
Corporate planning		
Policy development		
<b>OVERSEEING PERFORMANCE</b>		
Change management		
Monitoring and evaluation		
Scrutiny		
<b>INTERNAL GOVERNANCE</b>		
Governance and regulation		
Risk management		

Knowledge/skills/experience	Rating (1 = little; 5 = much)	Examples of knowledge/skills/experience
Human resources/employment law		
Legal		
IT		
<b>ETHICAL STANDARDS</b>		
Social inclusion		
Equal opportunities and diversity		
<b>FINANCE</b>		
Financial management		
Managing budget reductions		
Income generation/fundraising		
<b>INDUSTRY KNOWLEDGE</b>		
An understanding of conservation issues		
Cultural heritage		
Agriculture		
Planning (Town and Country)		
Education		
Sustainable economic development		
Tourism		
Protected landscapes		

Knowledge/skills/experience	Rating (1 = little; 5 = much)	Examples of knowledge/skills/experience
Experience of running a business		
An understanding of the built environment		
Climate change		
<b>ANY ADDITIONAL KNOWLEDGE / SKILLS / EXPERIENCE NOT LISTED ABOVE</b>		