

Minute of Meeting

Clyde Muirshiel Park Authority Joint Committee__

Date	Time	Venue
Friday, 14 December 2018	11:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Andy Steel, Councillor Tom Begg, Councillor Andy Doig and Councillor Bill Binks (all Renfrewshire Council); Councillor Innes Nelson and Councillor Christopher Curley (substitute for Councillor David Wilson) (both Inverclyde Council); and Councillor Donald L Reid (North Ayrshire Council).

Chair

Councillor Steel, Chair, presided.

In Attendance

F Carlin, Head of Planning and Housing Services, V Howie, Finance Business Partner, S Jones, Assistant Manager Regeneration and E Currie, Senior Committee Services Officer (all Renfrewshire Council); L Forsyth, Cultural Development Manager (North Ayrshire Council); and S Jamieson, Head of Regeneration and Planning (Inverclyde Council).

Apologies

Councillor Todd Ferguson (North Ayrshire Council) and Councillor David Wilson (Inverclyde Council).

Declarations of Interest

There were no declarations of interest intimated prior to the commencement of the meeting.

1 Minute of Joint Committee

There was submitted the Minute of the meeting of the Joint Committee held on 7 September 2018.

DECIDED: That the Minute be approved.

2 Minute of Consultative Forum

There was submitted the Minute of the meeting of the Consultative Forum held on 7 September 2018.

At the earlier meeting of the Consultative Forum it was noted that Nigel Willis was detailed in the Minute as being present when in fact he had submitted an apology as he was unable to attend the meeting held on 7 September 2018. It was agreed that the Minute be amended to reflect this.

DECIDED: That the Minute, as amended, be noted.

3 Appointment of Vice-chair of the Joint Committee

There was submitted a report by the Clerk relative to the appointment of Councillor Donald L Reid as Vice-chair of the Joint Committee.

The report intimated that correspondence had been received from North Ayrshire Council intimating that Councillor Tod Ferguson had stepped down as Vice-chair of the Joint Committee and advising that Councillor Donald L Reid would now be North Ayrshire Council's nomination as Vice-chair for the Joint Committee.

DECIDED:

(a) That it be noted that North Ayrshire Council had nominated Councillor Donald L Reid as Vice-chair of the Joint Committee and that this be approved; and

(b) That it be noted that Councillor Donald L Reid, as Vice-chair of the Joint Committee, would be a member of the Consultative Forum.

4 Revenue Budget Monitoring

There was submitted a revenue budget monitoring report by the Treasurer in respect of the Joint Committee for the period 1 April to 12 October 2018.

The report intimated that gross expenditure was currently £15,000 overspent and income was currently £3,000 over-recovered resulting in a net overspend of £12,000.

It was noted that management in the Park continued to investigate actions to reduce the projected overspend which included the release of historic project income and were investigating the potential release of further project income to reduce the overspend. This was a short-term solution and was not sustainable as an ongoing strategy beyond the end of the current financial year.

The report further intimated that given the scale of the financial challenges facing the Park the presumption of 'going concern' was called into question. A medium-term strategy would require to be developed in line with the ongoing governance review as part of the 2019/20 revenue estimates process to ensure the financial sustainability of the Park Authority.

DECIDED: That the report be noted.

5 Clyde Muirshiel Regional Park Pricing Policy 2019

There was submitted a report by the Interim Regional Park Manager relative to the proposed pricing policy for 2019, a copy of which formed the appendix to the report.

The report intimated that the scoping exercise carried out ensured that the Park remained competitive in the market whilst income was maximised. A concession rate was available for most activities to allow disadvantaged groups to access services.

DECIDED:

(a) That the new pricing policy, as detailed in the appendix to the report, be approved; and

(b) That the continued efforts to develop services and increase income from all staff sectors be recognised.

6 Clyde Muirshiel Regional Park Draft Annual Report 2017/18

There was submitted a report by the Interim Regional Park Manager relative to the Clyde Muirshiel Regional Park Annual Report 2017/18 which detailed the work of the Park and its staff during the year. A copy of the annual report formed the appendix to the report.

DECIDED:

(a) That the report be noted and that the Joint Committee continue to support the Park in its development; and

(b) That the Park's continued efforts to provide services effectively be noted.

7 Clyde Muirshiel Regional Park Governance Review

There was submitted a report by the Head of Planning and Housing, Renfrewshire Council updating the Joint Committee on the governance review and seeking agreement to revise the existing Minute of Agreement and supporting governance documents.

The report intimated that commitments had been made to review the governance, assets and resources related to the Park Authority with a view to improving the positive role of the park resources and identifying key themes for development. The Park Strategy and Action Plan 2016/21 had been a key driver of this review and had re-focussed park activity, identified operational efficiencies and improved the visitor experience.

To achieve a more effective governance framework the existing Minute of Agreement required to be reviewed and amended. The Minute of Agreement had been approved in 2004 and did not meet the current needs of the Park and its users and therefore required to be amended in line with the relevant Financial Regulations, Procedural Standing Orders and Scheme of Delegation.

The report detailed the progress to date including the examination of best practice across the natural heritage and leisure sector; recent public engagement activity; delivery of operational efficiencies and reductions in financial requisitions; realignment of staff roles and responsibilities; and the review of the Park's assets and activities.

It was noted that significant operational efficiencies had been made since approval of the Park Strategy and Action Plan 2016/21 and a revised Minute of Agreement would safeguard these efficiencies; provide an effective governance framework which would maximise resources; create an increasingly inclusive, resilient and commercially viable organisation; and meet the requirements of Audit Scotland's Annual Audit Report 2017/18.

DECIDED:

(a) That the Head of Planning and Housing, Renfrewshire Council, in consultation with relevant council officers in the three constituent councils, be authorised to progress the review and revision of the Clyde Muirshiel Regional Park Minute of Agreement 2004 and supporting governance documents; and

(b) That it be agreed that following approval of the relevant committees or boards of Renfrewshire, Inverclyde and North Ayrshire Councils that a report be brought back to a future meeting of the Joint Committee confirming the changes to the Minute of Agreement and supporting documents.

8 Community Engagement Opportunities

There was submitted a report by the Head of Planning and Housing, Renfrewshire Council relative to opportunities to improve community engagement in Clyde Muirshiel Regional Park and how this could contribute to the review of the Park's governance and operations.

The report intimated that the Community Empowerment (Scotland) Act 2015 had provided communities with the ability to take a greater role in decisions about public services. Clyde Muirshiel Regional Park benefited from a community of motivated stakeholders including users, adjacent communities and service delivery partners and Forums existed which aimed to translate this motivation into positive action with the wider goal of delivering the Park's strategic objectives.

In this context it was considered that there was scope to integrate existing groups into a framework which accords with community engagement best practice. This and other aspects of the governance framework were under review and consequently there was an opportunity to review community engagement with legislative requirements.

Officers would consult with key stakeholders to identify opportunities for improving community involvement in Clyde Muirshiel Regional Park. This would be carried out as part of the review and revision of the Park's governance framework and options for improved community involvement would be considered against the respective needs for capacity building. Following approval at the respective Council boards, a report would be submitted to a meeting of the Joint Committee in 2019 to outline any revisions to the Park's engagement forums.

The report concluded that the Park's existing community engagement mechanisms did not satisfy current legislative guidance and best practice. By identifying opportunities for improved community engagement, the aspirations of stakeholders could be used to improve the activity of the Park going forward.

DECIDED:

(a) That Council officers explore opportunities to improve community engagement in Clyde Muirshiel Regional Park; and

(b) That a report be submitted to a future meeting of the Joint Committee outlining how this would be facilitated through a revised governance framework.

9 Quarterly Absence Statistics

There was submitted a report by the Interim Regional Park Manager relative to the quarterly absence statistics for the Park for the period 25 June to 23 September 2018. The report provided information relating to the absence statistics and reasons for absence.

DECIDED:

(a) That the quarterly absence statistics for the period 25 June to 23 September 2018 be noted; and

(b) That it be noted that regular reports on the Park's absence statistics would be submitted to future meetings of the Joint Committee.

10 Quarterly Health and Safety Report

There was submitted a report by the Interim Regional Park Manager providing information on the quarterly health and safety monitoring for the period July to September 2018.

The report intimated that there had been no RIDDOR reportable accidents; one accident involving staff; eight accidents involving visitors; and one instance of an abandoned vehicle. There were no health and safety related courses held during this period.

It was noted that staff continued to work with Renfrewshire Council Health and Safety Officers to align its health and safety policies, plans and accident prevention programmes with those currently in use within Renfrewshire Council.

DECIDED:

(a) That it be noted that there had been no RIDDOR reportable accidents, no occupational diseases and ten incidents during the period; and

(b) That it be noted that during this period the Park had been inspected by the HSE for Activity Adventure Licensing and had been awarded another two-year licence with no actions or recommendations to report.

11 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Joint Committee would be held at 11.30 am on 15 February 2019 within the offices of Renfrewshire Council, Renfrewshire House, Cotton Street, Paisley.