

Notice of Meeting and Agenda Clyde Muirshiel Park Authority Joint Committee.

Date	Time	Venue
Friday, 06 September 2019	11:30	Inverclyde Council, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LZ

KENNETH GRAHAM
Clerk

Membership

Councillor Andy Steel: Councillor Andy Doig: Councillor Tom Begg and Councillor Bill Binks (Renfrewshire Council): Councillor Innes Nelson and Councillor David Wilson (Inverclyde Council): and (vacant position) and Councillor Todd Ferguson (North Ayrshire Council).

Councillor Andy Steel (Chair): Councillor David Wilson (Vice Chair): vacant position (Vice Chair).

Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

Items of business

Apologies

Apologies from members.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

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|----------|--|----------------|
| 1 | Minute of Joint Committee | 3 - 10 |
| | Minute of meeting of the Joint Committee held on 21 June 2019. | |
| 2 | Minute of Consultative Forum | 11 - 14 |
| | Minute of meeting of the Consultative Forum held on 21 June 2019. | |
| 3 | Revenue Budget Monitoring | 15 - 18 |
| | Report by Treasurer. | |
| 4 | Annual Audit Report 2018/19 | |
| | Report by Audit Scotland. (not available - copy to follow) | |
| 5 | Audited Annual Accounts 2018/19 | |
| | Report by Treasurer. (not available - copy to follow) | |
| 6 | Quarterly Absence Statistics | 19 - 22 |
| | Report by Interim Park Co-ordinator. | |
| 7 | Quarterly Health and Safety Report | 23 - 24 |
| | Report by Interim Park Co-ordinator. | |
| 8 | Date of Next Meeting | |
| | Note that the next meeting of the Joint Committee will be held at 11.30 am on 13 December 2019 in the offices of Renfrewshire Council, Renfrewshire House, Cotton Street, Paisley. | |



Minute of Meeting Clyde Muirshiel Park Authority Joint Committee.

Date	Time	Venue
Friday, 21 June 2019	11:30	Council Chamber (North Ayrshire), Cunninghame House, Irvine KA12 8EE,

Present

Councillor Andy Steel, Councillor Tom Begg and Councillor Bill Binks (all Renfrewshire Council); and Councillor David Wilson and Councillor Innes Nelson (both Inverclyde Council).

Chair

Councillor Steel, Chair, presided.

In Attendance

F Carswell, Interim Park Co-ordinator, F Carlin, Head of Planning and Housing Services, A MacArthur, Head of Finance, M McKillop, Senior Auditor, S Jones, Assistant Regeneration Manager and E Currie, Senior Committee Services Officer (all Renfrewshire Council); S Jamieson, Head of Regeneration and Planning (Inverclyde Council); and L Forsyth, Cultural Development Manager (North Ayrshire Council).

Apologies

Councillor Andy Doig (Renfrewshire Council) and Councillor Donald L Reid (North Ayrshire 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 15 February 2019.

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 15 February 2019.

DECIDED: That the Minute be noted.

3 Unaudited Annual Accounts 2018/19

There was submitted a report by the Treasurer relative to the unaudited annual accounts for the Joint Committee 2018/19 which were appended to the report.

The report intimated that the accounts for the year ended 31 March 2019 showed a deficit for the year of £2,276 against a budgeted breakeven position.

In accordance with the Local Authority Accounts (Scotland) Regulations 2014, the unaudited accounts had only been signed by the Treasurer as proper officer. The audited accounts would be signed by the Convener and Lead Officer, as well as the Treasurer, in accordance with the regulations.

The Head of Finance, Renfrewshire Council, undertook to provide Councillor Binks with information in relation to the under recovery in sales, fees and charges relating to the decreased levels of income generated by the café and shop.

DECIDED:

(a) That the annual accounts for the year ended 31 March 2019 be noted and that the accounts be further presented to the Joint Committee on completion of the audit;

(b) That the Annual Governance Statement be approved; and

(c) That the Head of Finance, Renfrewshire Council, to provide Councillor Binks with information in relation to the under recovery in sales, fees and charges relating to the decreased levels of income generated by the café and shop.

4 Revised Revenue Estimates 2019/20 to 2020/21

Under reference to item 4 of the Minute of the meeting of this Joint Committee held on 15 February 2019 there was submitted a report by the Treasurer relative to revised revenue estimates for 2019/20 and associated requisitions.

The report intimated that the annual revenue estimates 2019/20 had been approved at the meeting of this Joint Committee held on 15 February 2019. The Joint Committee further agreed that, owing to an ongoing service review and an associated voluntary redundancy exercise, revised revenue estimates would be presented to this meeting of the Joint Committee.

The general financial environment in which the Park Authority and constituent authorities operated continued to be characterised by cost and income pressures and the Park Authority would continue to seek operational savings and alternative income sources to ensure financial sustainability.

The requisition income available to the Park Authority had reduced in recent years, acknowledging the financial pressures that councils had been facing and also an increasingly commercial approach to the operations of the park. The budget agreed in February 2019 included a service redesign saving which was required in-year to balance forecast income and expenditure. The Interim Park Co-ordinator had now concluded the associated voluntary release exercise which underpinned the service review and expenditure forecasts had been revised taking account of the release dates of staff. It was anticipated that recurring savings of £140,000 would be achieved through the release of six members of staff, of which approximately £80,000 would be released in 2019/20.

The unaudited accounts outlined the level of working balances as £97,845 which would be carried forward into 2019/20 and represented 9.9% of the park's turnover. The minimum level of resources recommended by the Treasurer to mitigate financial risk was 8% of turnover, or an absolute figure of £75,000. The report proposed that £20,000 of reserves be used to fund one-off release costs with the balance of £48,761 being funded by constituent authorities and as per the financial principles previously agreed, Renfrewshire Council would pay £29,257; Inverclyde Council would pay £12,190; and North Ayrshire Council would pay £7,314.

The revised constituent authority requisitions for 2019/20 and the date of drawdown for the requisitions were detailed in Appendix 1 to the report and the indicative level of requisition for 2020/21 and 2021/22 had been increased in line with the assumed level of pay award.

DECIDED:

(a) That the revised revenue estimates for 2019/20, as detailed in Appendix 2 to the report, and the revised requisitions payable by each constituent authority, as detailed in Appendix 1 to the report, be approved;

(b) That the one-off contributions payable by each constituent authority in relation to the voluntary early release of park staff, as detailed in paragraph 5.3 of the report, be approved; and

(c) That the indicative estimates of costs for 2020/21 and 2021/22 be noted.

5 Internal Audit Annual Report 2018/19

There was submitted a report by the Chief Auditor, Renfrewshire Council, relative to the Internal Audit annual report on the Clyde Muirshiel Park Authority 2018/19.

The report intimated that the Public Sector Internal Audit Standards required that the Chief Auditor prepare an annual report on the internal audit activity's purpose, authority and responsibility as well as performance relative to its plan. The report must also provide an audit opinion on the overall adequacy and effectiveness of the internal control environment of the audited body.

The annual report for the Park Authority was appended to the report and outlined the role of internal audit, the performance of the internal audit team and the main findings from the internal audit work undertaken in 2018/19 and contained an audit assurance statement.

DECIDED: That the Internal Audit annual report for 2018/19 be noted.

6 Clyde Muirshiel Regional Park Governance Review - Update

There was submitted a report by the Head of Planning & Housing Services, Renfrewshire Council, providing an update on the Clyde Muirshiel Regional Park governance review.

The report intimated that an initial review of the governance documents had identified several areas where existing processes and agreements were not sustainable; did not reflect best practice; and did not accord with the agreed Park Strategy and Action Plan. A process had been identified for amending the documents which complied with existing procedures and took cognisance of reporting requirements and consultation activity.

Initial revisions of the Minute of Agreement, Procedural Standing Orders and Scheme of Delegated Functions and Delegations to Officers had been drafted by Renfrewshire Council officers and shared with Inverclyde and North Ayrshire Council officers. Senior officers in those councils had indicated support for the principles of the proposed changes and would make resources available as required to facilitate the process.

It was noted that positive early discussions had taken place with Renfrewshire Council services to facilitate increased support to the park in the key areas of procurement, ICT and marketing. It was envisaged that the park would adopt Renfrewshire Council's Standing Orders Relating to Contracts in the short-term to realise operational and cost efficiencies.

Opportunities to re-align and integrate park services to existing Renfrewshire Council processes would be further explored and where advantageous, park functions would be migrated to Renfrewshire Council's in the short-term, within the scope afforded by the existing governance documents. Further collaboration would take place with Inverclyde and North Ayrshire Council officers and other key stakeholders to inform the detail of the propose governance amendments. Documents would be further developed by Renfrewshire Council officers with a subsequent draft being subject to a consultation process in summer 2019. A revised suite of proposed governance documents would be presented to the three Councils for consideration by their respective Policy Boards between September and December 2019 and thereafter to the Joint Committee for approval by March 2020.

DECIDED:

(a) That the progress made to date in revising the Clyde Muirshiel Regional Park Minute of Agreement and supporting governance documents be noted; and

(b) That the key milestones of the review, in particular the intention to present a final version of all relevant governance documents for Joint Committee approval by the end of March 2020 be noted.

7 Quarterly Absence Statistics

There was submitted a report by the Interim Park Co-ordinator relative to the quarterly absence statistics for the period 1 January to 24 March 2019.

The report provided information relating to the absence statistics and reasons for absence.

DECIDED:

(a) That the quarterly absence statistics for the period 1 January to 24 March 2019 be noted; and

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

8 Quarterly Health and Safety Report

There was submitted a report by the Interim Park Co-ordinator providing information on the quarterly health and safety monitoring for the period January to March 2019.

The report intimated that there had been no RIDDOR reportable accidents. It was noted that staff continued to work with Renfrewshire Council Health & Safety Officers to align its health and safety policies, plans and accident prevention programmes with those currently in use within Renfrewshire Council.

DECIDED: That it be noted that there had been no RIDDOR reportable accidents during the period.

9 Grant Award: 'Semple Stories' Project

There was submitted a report by the Interim Park Co-ordinator relative to the award of grants of up to £19,700 by the National Lottery Heritage Fund and £18,621.35 by Greater Renfrewshire and Inverclyde LEADER to the 'Semple Stories' Project, an oral history and interpretation project for the Lochwinnoch area.

The report intimated that the project would involve volunteers in the creation of interpretation material focussed on Castle Semple Country Park and Muirshiel Country Park, including interpretive boards, posts with audio recordings and website development; would improve the visitor experience and encourage repeat visits; develop interpretive trails to encourage interest in local walks and involve schools and youth groups to create an exhibition through photographs.

A temporary Project Officer would be recruited by Renfrewshire Council to deliver the project's objectives; ensure compliance with the funder's approved purposes; liaise with the Garnock Connections Landscape Initiative to allow information sharing; and identify potential opportunities for volunteers to receive training.

DECIDED:

(a) That the grant funding awarded to Clyde Muirshiel Regional Park to deliver the 'Semple Stories' Project be noted; and

(b) That it be noted that the 'Semple Stories' Project would be delivered in accordance with the grant funding.

10 Special Olympic Success

There was submitted a report by the Interim Park Co-ordinator relative to the success of the Special Olympic GB Sailing Team at the recent World Games held in Abu Dhabi.

The report intimated that the Castle Semple Centre became an RYA Sailability Centre of Excellence in 2012 and was the only one in Scotland. The centre delivered mainstream and accessible outdoor activities for pre-booked groups throughout the year, annually hosting the Sailability and the Scottish Multi-class Regattas.

Two local sailors from the Special Olympics GB Sailing Team, Jamie Cairns and unified partner, Darren MacGregor, were awarded a bronze medal in the Division 2 fleet; Shannon McGhee and Laura Carrick were 4th in Division 3; and Lewis Nicolson sailing with Mick Kelly, from Riverbrae School, Linwood finished 5th.

The teams had shown great commitment having completed all their training over the last two years at Clyde Muirshiel with senior instructor and head coach, David Hill.

DECIDED: That the success of the Special Olympic GB Sailing team at the World Games held in Abu Dhabi and the assistance provided by the coaches and facilities of Clyde Muirshiel Regional Park to support these activities be noted.

11 Castle Semple: Accessibility Improvements

There was submitted a report by the Interim Park Co-ordinator relative to the proposed accessibility improvements adjacent to Castle Semple Visitor Centre.

The report intimated that Renfrewshire Council had identified an opportunity to enhance the quality of the key public area adjacent to Castle Semple Visitor Centre. Through focussed resurfacing works it would be possible to deliver significant accessibility improvements to the site and further the development of inclusive leisure activity.

DECIDED: That it be noted that Renfrewshire Council was progressing improvements to the area adjacent to Castle Semple Visitor Centre to improve water access.

12 Barnbrock Farm

There was submitted a report by the Interim Park Co-ordinator seeking agreement for Barnbrock Farm, the park's former headquarters, be declared surplus to operational requirements.

The report intimated that Barnbrock Farm was located approximately 5km north of Lochwinnoch and sat adjacent to agricultural land and consisted of a farmhouse, offices, storage facilities and a former campsite. The site served as the park headquarters until 2016 when staff and services relocated to Castle Semple Visitor Centre.

At the meeting of the Joint Committee held on 20 February 2015 it was agreed that the assets and resources within the park be reviewed. A key outcome of this was to focus service accommodation and provision at Castle Semple Visitor Centre providing a more

accessible hub for staff and visitors. The Joint Committee also agreed to restrict the use of the campsite at Barnbrock Farm to organised groups only following a sustained period of operating at a loss and the campsite subsequently closed to all visitors in 2016.

The agricultural nature of the site and its buildings offered little scope for modernisation in line with evolving park services. The aging properties were in poor condition with repair and maintenance responsibilities being met by Renfrewshire Council as the owner.

DECIDED:

(a) That Barnbrock Farm and the 1.73ha of adjoining land be declared surplus to the park's operational requirements; and

(b) That Renfrewshire Council carry out the necessary processes to dispose of the site in line with the relevant legal, financial and procedural regulations.

13 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 6 September 2019 in the offices of Inverclyde Council.



Minute of Meeting

Clyde Muirshiel Park Authority Consultative Forum

Date	Time	Venue
Friday, 21 June 2019	10:00	Council Chamber (North Ayrshire), Cunninghame House, Irvine, KA12 8EE

Present

Councillor Innes Nelson and Councillor David Wilson (both Inverclyde Council); Councillor Andy Steel (Renfrewshire Council); Ross Anderson (Scottish Rural Property & Business Association); Donald Cochrane (Scottish National Farmers Union); Ian Dippie (Save The Gretas); Roger Hissett (Scottish Wildlife Trust – Ayrshire Branch); Kerry MacKendrick (Lochwinnoch Community Council); Patricia Perman (Largs Community Council); Graeme Randall and Graeme Crawford (both Sport Scotland); and Sybil Simpson and Nigel Willis (both Save Your Regional Park).

Chair

Councillor Nelson, Chair, presided.

In Attendance

F Carswell, Interim Park Co-ordinator (Clyde Muirshiel Regional Park); F Carlin, Head of Planning and Housing Services, S Jones, Assistant Regeneration Manager and E Currie, Senior Committee Services Officer (all Renfrewshire Council); and L Forsyth, Cultural Development Manager and A Hunter, Engagement and Participation Officer (both North Ayrshire Council).

Apologies

Councillor Donald L Reid (North Ayrshire Council); Tabby Lamont (RSPB Scotland); and Gordon Smith (Visit Scotland).

Declarations of Interest

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

1 Minute

There was submitted the Minute of the meeting of the Consultative Forum held on 15 February 2019.

DECIDED: That the Minute be approved.

2 Matters Arising

(i) Friends of Clyde Muirshiel

Under reference to item 2 of the Minute of the meeting of the Consultative Forum held on 15 February 2019 members requested an update on the establishment of a Friends of Clyde Muirshiel Group.

It was noted that this matter would be discussed as part of item 3 of the agenda – Community Engagement Opportunities.

DECIDED:

(a) That it be noted that this matter would be discussed as part of item 3 of the agenda; and

(b) That this matter be a standing item of business on future agendas.

(ii) Roller Skiing

Under reference to item 2 of the Minute of the meeting of the Consultative Forum held on 15 February 2019 members requested an update on the introduction of roller skiing at Castle Semple.

Councillor Steel advised that there had been no progress made.

DECIDED:

(a) That the update be noted; and

(b) That this matter be a standing item of business on future agendas.

3 Community Engagement Opportunities

The Cultural Development Manager and the Engagement and Participation Officer, North Ayrshire Council, facilitated a workshop discussion as part of community engagement around the work of Clyde Muirshiel Regional Park.

Reference was made to the current review of the governance documents; the work carried out by members of the Consultative Forum and the role and functionality of the Consultative Forum moving forward.

DECIDED: That the findings of the workshop be submitted to a future meeting of the Consultative Forum.

4 Minute of Agreement Update

Under reference to item 3 of the Minute of the meeting of the Consultative Forum held on 15 February 2019 the Head of Planning and Housing Services, Renfrewshire Council, advised that officers in the three constituent councils were currently considering the revised governance documents which included the Minute of Agreement, Financial Regulations and Procedural Standing Orders.

He further advised that once considered by the three constituent councils, updated governance documents would be submitted to a future meeting of the Joint Committee. It was noted that this report would also provide detail on the establishment of a 'Friends of Clyde Muirshiel Group'.

DECIDED:

(a) That it be noted that once considered by the three constituent Councils, updated governance documents would be submitted to a future meeting of the Joint Committee; and

(b) That it be noted that the report would also provide detail on the establishment of a 'Friends of Clyde Muirshiel Group'.

5 Rotation of Lead Authority

Reference was made to the recent Regional Parks in Scotland workshop at which the speaker from Pentland Hills Regional Park intimated that a new impetus had been provided when a change had been made to the lead servicing authority for the Regional Park.

It was noted that Renfrewshire Council made the largest financial contribution to Clyde Muirshiel Regional Park and as such acted as the lead authority.

DECIDED: That the matter be noted.

6 Revision of the Boundary of Clyde Muirshiel Regional Park

Reference was made to the possibility of a revision of the boundary of Clyde Muirshiel Regional Park.

Members discussed the possible removal of the area south of the power station, crematorium and areas containing windfarms and how this could be achieved to redefine the boundary of Clyde Muirshiel Regional Park.

DECIDED: That consideration of this matter be continued to allow for a fuller discussion at the next meeting of the Consultative Forum to be held on 6 September 2019.

7 Conference on Regional Parks by SCNP

Reference was made to the Interim Park Co-ordinator's attendance at the recent Regional Parks in Scotland workshop and to the report being compiled by the Scottish Campaign for National Parks following this workshop.

It was proposed that, once received, the report be submitted to a future meeting of the Consultative Forum and forwarded to members of the Joint Committee for information. This was agreed.

DECIDED: That, once received, the report be submitted to a future meeting of the Consultative Forum and forwarded to members of the Joint Committee for information.

8 Planning issues in the light of the Regional Park Conference

Reference was made to the recent advice given by the Head of Housing and Planning Services, Renfrewshire Council, that members of both the Clyde Muirshiel Park Authority Joint Committee and Consultative Forum could not discuss planning applications at meetings.

At the recent Regional Parks in Scotland workshop, this matter had been discussed with members of other Regional Park Joint Committees and Consultative Forums who had advised that planning applications were regularly discussed at meetings.

DECIDED: That the matter be noted.

9 Review of the Management Structure of the Park Authority

Reference was made to the Regional Parks in Scotland workshop and to the discussion around how local businesses could provide a financial focus to the work of parks and whether consideration could be given to involving Lochwinnoch businesses in the work of Clyde Muirshiel Regional Park.

DECIDED: That this matter be noted.

10 Clyde Marine Planning Partnership Consultation

Reference was made to the recent consultation events held in Greenock and Largs in connection with the pre-consultation draft of the Clyde Regional Marine Plan.

The Head of Planning and Housing Services, Renfrewshire Council, advised that Clyde Muirshiel Regional Park had no direct input into this Marine Plan.

DECIDED: That the matter be noted.

11 Damage to Upland Area of the Park from recent Wildfire

DECIDED: That the Interim Park Co-ordinator submit a report to the next meeting of the Consultative Forum to be held on 6 September 2019 regarding the extent of the damage to the park area by recent fires.

12 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Consultative Forum would be held at 10.00 am on 6 September 2019 within the offices of Inverclyde Council, Clyde Square, Greenock.

CLYDE MUIRSHIEL PARK AUTHORITY

To: Joint Committee

On: 6 September 2019

Report by: The Treasurer

Heading: Revenue Budget Monitoring Report to 19 July 2019

1. Summary

- 1.1 Gross Expenditure is currently £4,000 overspent and income is £7,000 over recovered resulting in a net underspend of £3,000. This is summarised in point 4.

2 Recommendations

- 2.1 It is recommended that members consider the report.

3 Budget Adjustments Since Last Report

- 3.1 There have been no budget adjustments since the start of the financial year.

4 Budget Performance

4.1	Current Position	Net Underspend £3,000
	<i>Previously Reported</i>	<i>N/A</i>

The current net underspend of £3,000 is due to small underspends within the Supplies and Services and Support Services budgets.

Employee costs are currently £7,000 overspent, but this has been offset by a £7,000 over recovery within Other Income.

4.2 Projected Year End Position

At this stage in the financial year the projected year end position shows a draw down from the general reserve of £20,000, as previously agreed at the June 2019 Joint Committee.

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2019/20
1st April 2019 to 19th July 2019

JOINT COMMITTEE : CLYDE MUIRSHIEL PARK AUTHORITY

Description (1)	Agreed Annual Budget (2)	Year to Date Budget (3)	Year to Date Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
£000's	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	644	157	166	(1)	165	(7)	-4.6%	overspend
Premises Related	38	11	10	1	11	0	0.0%	breakeven
Supplies and Services	186	35	24	9	33	2	5.7%	underspend
Transport Costs	36	9	8	1	9	0	0.0%	breakeven
Support Services	38	1	0	0	0	1	100.0%	underspend
Transfer Payments	2	1	(1)	1	0	0	0.0%	breakeven
GROSS EXPENDITURE	944	214	207	11	218	(4)	-1.9%	overspend
Contributions from Local Authorities	(547)	(278)	(193)	(85)	(278)	0	0.0%	breakeven
Other Income	(377)	(111)	(194)	76	(118)	7	6.3%	over-recovery
INCOME	(924)	(389)	(387)	(9)	(396)	7	1.8%	over-recovery
TRANSFER (TO)/FROM RESERVES	20	(175)	(180)	2	(178)	3	1.7%	underspend

Bottom Line Position to 19th July 2019 is an underspend of

Anticipated Year End Budget Position is breakeven

Opening Reserves

Approved Draw on Reserves

Projected Closing Reserves

£000's

3

0

(98)

20

(78)

Glossary of Terms

Employee Costs - Includes direct employee costs such as salary costs, overtime and indirect employee Costs such as training, recruitment advertsing.

Premises Related - This group includes expenses directly related to the running of premises and land. Includes rates, rents and leases, utilites, contract cleaning.

Supplies & Services - This includes all direct supplies and service expenses incurred by the committee. Also includes administrative costs such as stationary, postages, printing in addition to ICT equipment, telephony equipment and non recruitment related advertising.

Support Services - Includes central support charges e.g Renfrewshire Council SLA.

Transfer Payments - Includes costs of payments to individuals for which no good or services are received in return e.g Apprenticeship Levy (previously reported under employee costs).

Transport Costs - This group includes all costs associated with the provision, hire or use of transport, including travelling allowances. Includes taxi and car hire costs, Includes staff mileage (previously reported employee costs).



Clyde Muirshiel Park Authority

To: Joint Committee

On: 6 September 2019

Report by: Clyde Muirshiel Regional Park

Heading: Quarterly Absence Statistics

1. Summary

- 1.1 This report seeks to inform members of the Joint Committee of the quarterly absence statistics for the most recently completed quarter April to June 2019.
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2. Recommendation

- 2.1 It is recommended that members of the Joint Committee:
- (i) Consider the quarterly absence statistics for the period 25 March to 23 June 2019.
 - (ii) Should receive further regular reports on the Park's absence statistics.
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3. Background

- 3.1 Absence statistics have been reported to the Park Authority since 2011.
- 3.2 All absences are managed under the provisions of Renfrewshire Council's Supporting Attendance Guidelines.
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4. Quarterly Absence Statistics and Context

4.1 Reporting pattern for statistics is:

Joint Committee Meeting	Absence Quarter Reported
September	April, May & June
December	July, Aug & Sept.
February	Oct, Nov & Dec.
June	Jan, Feb & March

4.2 The quarterly absence statistics for the Park Authority 25 March to 23 June 2019, with the previous quarter's statistics in brackets, are:-

	APT&C Office		APT&C outdoor		Manual		TOTAL	
Type of absence	Lost work days	% loss	Lost work days	% loss	Lost work days	% loss	Lost work days	% loss
Self certificated	9.5 (7)	2.12 (1.70)	5 (0)	0.84 (0)	7 (3)	3.12 (1.66)	21.5 (10)	1.69 (0.93)
Medically certificated	30 (2)	6.70 (0.49)	0 (0)	0 (0)	30 (3)	13.36 (1.66)	60 (5)	4.73 (0.46)
Industrial injury	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
TOTAL	39.5 (9)	8.82 (2.18)	5 (0)	0.84 (0)	37 (6)	16.48 (3.31)	81.5 (15)	6.42 (1.39)
Work days available	448 (412)		596 (482.5)		224.5 (181)		1268.5 (1075.5)	
No. of employees	10 (10)		12 (11)		4 (4)		26 (25)	
Absence rate days/employee/quarter	3.95 (0.9)		0.42 (0)		9.25 (1.5)		3.13 (0.6)	

APT&C outdoor staff is comprised of Countryside Rangers and Outdoor Activity Instructors.

4.3 The following table demonstrates the key statistics for the past period, figures for the same periods of the previous rolling year are provided for comparison:

Quarter Ending	Sept 2018	Dec 2018	Mar 2019	June 2019 (current)
Days lost / employee	3.61	1.48	0.6	3.13
Absence rate %	7.5	3.0	1.39	6.4

Quarter Ending	Sept 2017	Dec 2017	March 2018	June 2018
Days lost / employee	2.19	1.9	1.07	1.53
Absence rate %	4.69	3.95	2.4	3.0

The absence rate for this current quarter is higher than the previous quarter and higher than the same period last year.

4.4 It should be borne in mind that several factors can influence the statistics in any particular quarter. The Regional Park has a small staff complement, therefore one or two long term absences can have a significant impact on the figures.

5. Conclusion

5.1 The absence rate for this current quarter is higher than the previous three quarters and higher than last year.

Author: Fiona Carswell, CMRP Park Coordinator
Date: 6th September 2019

Clyde Muirshiel Park Authority



To: Joint Committee

On: 6th September 2019

Report by: Clyde Muirshiel Regional Park, Park Coordinator

Heading: Quarterly Health and Safety Report

1. Summary

- 1.1 This report seeks to inform members of the Joint Committee of the quarterly Health and Safety monitoring for April to June 2019.
-

2. Recommendations

- 2.1 It is recommended that members of the Joint Committee:
- (i) Note that there were no RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reportable incidents in the Park during this period.
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3. Background

- 3.1 The Park Authority is a member of Renfrewshire Council's Corporate Health and Safety Committee which meets quarterly and is attended by representatives of the Council Services and Joint Boards.
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4. Quarterly Health and Safety Context and Statistics

- 4.1 During the period of January to December there were no RIDDOR reportable incidents.

- 4.2 Clyde Muirshiel Regional Park continues to work with Renfrewshire Council Health & Safety representatives and aligns its health & safety policies, plans and accident prevention programs with those advocated by Renfrewshire Council.
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Author: Fiona Carswell, CMRP Park Coordinator
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