



## **Minute of Meeting Clyde Muirshiel Park Authority Joint Committee**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 01 September 2017	11:30	Cunninghame House, North Ayrshire Council, Irvine, KA12 8EE

### **PRESENT**

Councillors Tom Begg, Bill Binks, Andy Doig and Andy Steel (Renfrewshire Council); Innes Nelson and David Wilson (Inverclyde Council); and Donald L Reid and Todd Ferguson (North Ayrshire Council).

### **CHAIR**

Councillor Andy Steel, Chair, presided.

### **IN ATTENDANCE**

D Gatherer, Interim Regional Park Manager; L Forsyth, (North Ayrshire Council); F Carlin, Head of Planning & Housing Services, M Ball, Senior Accountant, E Currie, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council); and M Ferris, Senior Audit Manager (Audit Scotland).

### **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 23 June 2017.

In relation to item 9 – Quarterly Health and Safety Report – the Interim Regional Park Manger advised that Renfrewshire Council had put measures in place in an attempt to rectify the problem with water ingress at Clyde Muirshiel Visitor Centre. The situation would be monitored and would be reported in future quarterly reports submitted to the Joint Committee.

### **DECIDED:**

(a) That the Minute be approved; and

(b) That it be noted that Renfrewshire Council had put measures in place in an attempt to rectify the problem with water ingress at Clyde Muirshiel Visitor Centre and that the situation would be monitored and reported in future quarterly reports submitted to the Joint Committee.

## 2 **MINUTE OF CONSULTATIVE FORUM**

There was submitted the Minute of the meeting of the Consultative Forum held on 23 June 2017.

**DECIDED:** That the Minute be noted.

## 3 **AUDITED ACCOUNTS 2016/17**

Under reference to item 5 of the Minute of the meeting of this Joint Committee held on 23 June 2017 there was submitted a report by the Treasurer relative to the annual accounts for the Joint Committee for 2016/17.

The report intimated that the audit certificate issued by Audit Scotland provided an unqualified opinion that the annual accounts presented a true and fair view of the financial position of the Joint Committee as at 31 March 2017, in accordance with the accounting policies detailed in the accounts. A report on the 2016/17 audit by Audit Scotland was also attached to the report.

**DECIDED:** That the audited accounts 2016/17 be approved for signature and the report by Audit Scotland be noted.

## 4 **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 21 July 2017.

The report intimated that gross expenditure was currently £11,000 overspent and income was currently £21,000 over-recovered resulting in a net underspend of £10,000.

**DECIDED:** That the report be noted.

**5 CLYDE MUIRSHIEL REGIONAL PARK DRAFT ANNUAL REPORT 2016/17**

There was submitted a report by the Interim Regional Park Manager relative to the Clyde Muirshiel Regional Park Annual Report 2016/17 which detailed the work of the Park Authority 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 Regional Park in its development; and

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

**6 CLYDE MUIRSHIEL REGIONAL PARK DRAFT RISK REGISTER MANAGEMENT PLAN AND RISK REGISTER**

There was submitted a report by the Interim Regional Park Manager relative to the Clyde Muirshiel Regional Park Risk Management Plan and Risk Register, a copy of which was appended to the report.

The report intimated that Audit Scotland had recommended that risk management arrangements be reviewed and that a risk register and formal risk management plan be implemented by 1 September 2017. The Interim Park Manager and Renfrewshire Council's Risk Manager had developed a risk management plan which identified and quantified the risks to the Park going forward and a risk register which put forward recommendations to reduce/control the risks and monitor progress.

**DECIDED:**

(a) That the Risk Management Plan and Risk Register, which formed the appendix to the report, be noted; and

(b) That the efforts to reduce risk to the Park and its services be noted.

**7 QUARTERLY ABSENCE STATISTICS**

There was submitted a report by the Interim Regional Park Manager relative to the quarterly absence statistics for the Regional Park Authority for the period 20 March to 18 June 2017. The report provided information relating to the absence statistics and reasons for absence.

**DECIDED:**

(a) That the quarterly absence statistics for the period 20 March to 18 June 2017 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.

**8 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 April to June 2017.

The report intimated that there had been no RIDDOR reportable accidents or occupational diseases. There were eleven incidents involving visitors. There had been no health and safety related courses or toolbox talks delivered during the period.

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 with Renfrewshire Council.

The report highlighted that there was still a problem with water ingress at Muirshiel Visitor Centre and that further investigation was required to fully rectify the problem.

**DECIDED:**

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

(b) That it be noted that the problem of water ingress at Muirshiel Visitor Centre continued and that further investigation was required to fully rectify the problem.

**9 PRESENTATION - TAG 'N' TRACK**

The Interim Regional Park Manager advised that the Tag-n-Track officer was unable to attend the meeting and deliver the presentation on the Tag-n-Track project as she was attending a school visit.

**DECIDED:** That the presentation on the Tag-n-Track be delivered at a future meeting of the Joint Committee.

**10 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 1 December 2017 in Renfrewshire House, Cotton Street, Paisley.