

Notice of Meeting and Agenda

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

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 Councillor Donald L Reid and Councillor Todd Ferguson (North Ayrshire Council).

Councillor Andy Steel (Chair): Councillor David Wilson (Vice Chair): Councillor Donald L Reid (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.

- | | | |
|-----------|--|----------------|
| 1 | Minute of Joint Committee | 5 - 8 |
| | Minute of meeting of the Joint Committee held on 7 September 2018. | |
| 2 | Minute of Consultative Forum | 9 - 12 |
| | Minute of meeting of the Consultative Forum held on 7 September 2018. | |
| 3 | Appointment of Vice-chair of the Joint Committee | 13 - 14 |
| | Report by Clerk. | |
| 4 | Revenue Budget Monitoring | 15 - 18 |
| | Report by Treasurer. | |
| 5 | Clyde Muirshiel Regional Park Pricing Policy 2019 | 19 - 22 |
| | Report by Interim Regional Park Manager. | |
| 6 | Clyde Muirshiel Regional Park Draft Annual Report
2017/18 | 23 - 42 |
| | Report by Interim Regional Park Manager. | |
| 7 | Clyde Muirshiel Regional Park Governance Review | 43 - 46 |
| | Report by Head of Planning and Housing Services, Renfrewshire Council. | |
| 8 | Community Engagement Opportunities | 47 - 50 |
| | Report by Head of Planning and Housing Services, Renfrewshire Council. | |
| 9 | Quarterly Absence Statistics | 51 - 54 |
| | Report by Interim Regional Park Manager. | |
| 10 | Quarterly Health and Safety Report | 55 - 56 |
| | Report by Interim Regional Park Manager. | |

11 Date of Next Meeting

Note that the next meeting of the Joint Committee will be held at 11.30 am on 15 February 2019 within Renfrewshire House, Cotton Street, Paisley.



Minute of Meeting Clyde Muirshiel Park Authority Joint Committee

Date	Time	Venue
Friday, 07 September 2018	11:30	Inverclyde Council, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LZ

Present

Councillors Andy Steel, Tom Begg and Andy Doig (all Renfrewshire Council); Councillors Innes Nelson and Graeme Brooks (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, F Carswell, Development and Marketing Manager (Clyde Muirshiel Regional Park), M Ball, Principal Accountant (Management Accounting); D Low, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council); L Forsyth (North Ayrshire Council); S Simpson (Inverclyde Council); and A Haahr, Auditor (Audit Scotland).

Apologies

Councillor Bill Binks (Renfrewshire Council); 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 22 June 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 22 June 2018.

DECIDED: That the Minute be noted.

Sederunt

Councillor Andy Doig entered the meeting during to consideration of the following item of business.

3 Annual Audit Report 2017-18

Under reference to item 3 of the Minute of the meeting of this Joint Committee held on 22 June 2018 there was submitted a report by Audit Scotland relative to the Annual Audit Report for the Joint Committee for 2017/18, a copy of which was appended to the report.

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 2018, in accordance with the accounting policies detailed in the accounts.

DECIDED: That the report be noted.

4 Audited Annual Account 2017-18

Under reference to item 3 of the Minute of the meeting of this Joint Committee held on 22 June 2018 there was submitted a report by the Treasurer relative to the audited annual accounts 2017/18 for the Joint Committee, a copy of which was appended to the report.

The report intimated that following the introduction of the Local Authority Accounts (Scotland) Regulations 2014 the audited accounts must be approved for signature by the Joint Committee no later than 30 September each year. Following this the approval the audited accounts would be submitted to the Lead Officer at Renfrewshire Council, Chair and Treasurer for signature.

DECIDED: That the audited accounts for 2017/18 be approved for signature.

5 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 20 July 2018.

The report intimated that gross expenditure was currently £9,000 overspent and income was currently £1,000 over-recovered resulting in a net overspend of £8,000.

DECIDED: That the report be noted.

6 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 26 March to 24 June 2018. The report provided information relating to the absence statistics and reasons for absence.

DECIDED:

(a) That the quarterly absence statistics for the period 26 March to 24 June 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.

7 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 2018.

The report intimated that there had been no RIDDOR reportable accidents; one accident involving staff; nine accidents involving visitors; and two instances of abandoned vehicles. There had been one health and safety related course 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.

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 ten incidents during the period; and

(b) That it be noted that the problem of water ingress at Muirshiel Visitor Centre continued to be under investigation.

8 Overnight Parking at Castle Semple

A discussion took place relative to campervans parking overnight at Castle Semple and clarification was sought on whether suitable facilities were available and whether this could be a future source of income for the Park.

DECIDED: That it be agreed that this was not appropriate at this time.

9 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 14 December 2018 within the offices of Renfrewshire Council, Renfrewshire House, Cotton Street, Paisley.



Minute of Meeting Clyde Muirshiel Park Authority Consultative Forum

Date	Time	Venue
Friday, 07 September 2018	10:00	Inverclyde Council, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LZ

Present

Councillor Innes Nelson and Councillor Graeme Brooks (both Inverclyde Council); Councillor Donald L Reid (North Ayrshire Council); Councillor Tom Begg (Renfrewshire Council); R Anderson (Scottish Rural Property & Business Association); D Cochrane (Scottish National Farmers Union); K MacKendrick (Lochwinnoch Community Council); S Simpson and N Willis (both Save Your Regional Park); R Hissett (Scottish Wildlife Trust – Ayrshire Branch); I Dippie (Save the Gretas); and Gordon Smith (VisitScotland).

Chair

Councillor Nelson, Chair, presided.

In Attendance

D Low, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (both Renfrewshire Council).

Apologies

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

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 22 June 2018.

DECIDED: That the Minute be approved.

2 Matters Arising

The following matters were raised:

2(a) Management Changes

Under reference to item 3 of the Minute of the meeting of the Consultative Forum held on 22 June 2018, it was proposed that a representative of the Regional Park be requested to attend future meetings of the Consultative Forum. This was agreed.

DECIDED: That a representative of the Regional Park be requested to attend future meetings of the Consultative Forum.

2(b) Minute of Agreement

Under reference to item 4 of the Minute of the meeting of the Consultative Forum held on 22 June 2018, Councillor Nelson reminded members that the Consultative Forum had first requested a copy of the revised Minute of Agreement over one year ago. He asked that it be circulated to the Consultative Forum as soon as it became available. This was agreed.

DECIDED: That a copy of the revised Minute of Agreement be circulated to the Consultative Forum as soon as it became available.

2(c) Friends of Clyde Muirshiel

Under reference to item 6 of the Minute of the meeting of the Consultative Forum held on 22 June 2018, it was proposed that a report on the establishment of a Friends of Clyde Muirshiel group be submitted to a future meeting of the Consultative Forum. This was agreed.

DECIDED: That a report on the establishment of a Friends of Clyde Muirshiel group be submitted to a future meeting of the Consultative Forum.

2(d) Conservation Area Regeneration Scheme (CARS)

Under reference to item 8(b) of the Minute of the meeting of the Consultative Forum held on 22 June 2018, the Consultative Forum asked that a report on the CARS fund be submitted to a future meeting of the Consultative Forum. This was agreed.

DECIDED: That the Head of Planning & Housing Services, Renfrewshire Council, submit a report on the CARS fund to a future meeting of the Consultative Forum.

3 Park Staffing

In the absence of any information on changes to staffing in the Regional Park it was agreed that consideration of this matter be continued.

DECIDED: That consideration on changes to staffing in the Regional Park be continued.

4 Representing Clyde Muirshiel Regional Park at Public Inquiries

In the absence of any information on representing Clyde Muirshiel Regional Park at public inquiries it was agreed that consideration of this matter be continued.

DECIDED: That consideration of representing Clyde Muirshiel Regional Park at public inquiries be continued.

5 Forestry Application in Clyde Muirshiel Regional Park and Wild Land Area - Halkshill and Blairpark

Under reference to item 7 of the Minute of the meeting of the Consultative Forum held on 22 June 2018, the Consultative Forum was advised that the Forestry Commission application had been approved and that any appeals required to be lodged at the Court of Session within six weeks from 26 August 2018. Concern was expressed that the Regional Park was not referenced in the application and that the park had not been represented at public meetings in Largs.

DECIDED: That the position be noted.

6 Forestry Project

The Consultative Forum expressed concerns that the Regional Park was not a statutory consultee for forestry applications and suggested that the Regional Park should engage with developers to monitor and persuade developers. Specific reference was made to the introduction of Sitka Spruce which produced a very dense canopy.

DECIDED: That the position be noted.

7 Clyde Muirshiel Regional Park Policy on Windfarms

The Consultative Forum raised concerns relative to a perceived lack of a coherent park policy on windfarm applications. It was suggested that Inverclyde Council's policy on windfarm applications be circulated to Renfrewshire and North Ayrshire Councils and that a report be submitted to the next meeting of the Consultative Forum. This was agreed.

DECIDED: That Inverclyde Council's policy on windfarm applications be circulated to Renfrewshire and North Ayrshire Councils and that a report be submitted to the next meeting of the Consultative Forum.

8 Greta Falls

The Consultative Forum requested that their thanks be passed to the Regional Park Ranger service for the clean-up carried out at Greta Falls, Largs.

DECIDED: That the Consultative Forum's thanks be passed to the Regional Park Ranger service for the clean-up carried out at Greta Falls, Largs.

9 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 14 December 2018 within the offices of Renfrewshire Council, Renfrewshire House, Cotton Street, Paisley.

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 14 December 2018

Report
By
Clerk

APPOINTMENT OF VICE-CHAIR OF THE JOINT COMMITTEE

1. Summary

- 1.1 At the meeting of the Joint Committee held on 23 June 2017 it was noted that Renfrewshire Council had nominated Councillor Andy Steel as Chair of the Joint Committee; Inverclyde Council had nominated Councillor David Wilson as a Vice-chair of the Joint Committee; and North Ayrshire Council had nominated Councillor Todd Ferguson as a Vice-chair of the Joint Committee.
- 1.2 Correspondence has been received from North Ayrshire Council intimating that Councillor Todd Ferguson has stepped down as the Vice-chair of the Joint Committee and advising that Councillor Donald L Reid will now be North Ayrshire Council's nomination as Vice-chair for the Joint Committee.

2. Recommendations

- 2.1 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
- 2.2 That it be noted that Councillor Donald L Reid, as Vice-chair of the Joint Committee, shall be a member of the Consultative Forum.

3. Background

- 3.1 The Minute of Agreement of the Clyde Muirshiel Park Authority Joint Committee and the Procedural Standing Orders state that:-

Renfrewshire Council shall nominate the Chair and Inverclyde and North Ayrshire Councils a member each to act as Vice-chair of the Joint Committee.

CLYDE MUIRSHIEL PARK AUTHORITY

To: Joint Committee

On: 14 December 2018

Report by: The Treasurer

Heading: Revenue Budget Monitoring Report to 12 October 2018

1. Summary

- 1.1 Gross Expenditure is currently £15,000 overspent and income is £3,000 over recovered resulting in a net overspend of £12,000. 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 Overspend £12,000
<i>Previously Reported</i>	<i>Net Overspend £8,000</i>
Projected Year End Position	Net Overspend £20,000
<i>Previously Reported</i>	<i>Net Overspend £34,000</i>

The current net overspend of £14,000, which is projected to climb to £20,000, is mainly due to the non-achievement of agreed budget savings. This is linked to the severely reduced requisition which was agreed at the February

Committee meeting and the departure of the Park Manager who was instructed to develop options to address the savings requirement.

Park management continue to investigate actions to reduce the projected overspend. The current year end projected overspend includes the release of historic project income and management are still investigating the potential release of further project income to reduce the overspend. This is a short-term solution and is not sustainable as an ongoing strategy beyond the end of the current financial year.

The Joint Committee recognises that given the scale of the financial challenges facing the Park that the presumption of “going concern” is called into question. Therefore, a medium-term strategy will 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.

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/19
1st April 2018 to 12th October 2018

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	704	349	361	12	373	(24)	-6.9%	overspend
Property Costs	40	8	8	0	8	0	0.0%	breakeven
Supplies & Services	143	74	72	0	72	2	2.7%	underspend
Contractors and Others	15	12	12	0	12	0	0.0%	breakeven
Transport & Plant Costs	46	20	16	0	16	4	20.0%	underspend
Administration Costs	73	11	8	0	8	3	27.3%	underspend
Payments to Other Bodies	2	0	(1)	1	0	0	0.0%	breakeven
GROSS EXPENDITURE	1,023	474	476	13	489	(15)	-3.2%	overspend
Contributions from Local Authorities	(577)	(432)	(288)	(144)	(432)	0	0.0%	breakeven
Other Income	(446)	(229)	(308)	76	(232)	3	1.3%	over-recovery
INCOME	(1,023)	(661)	(596)	(68)	(664)	3	0.5%	over-recovery
TRANSFER (TO)/FROM RESERVES	0	(187)	(120)	(55)	(175)	(12)	-6.4%	overspend

	£000's
Bottom Line Position to 12th October 2018 is an overspend of	(12)
Anticipated Year End Budget Position is an overspend of	(20)
Opening Reserves	(100)
Projected Draw on Reserves	20
Projected Closing Reserves	(80)



CLYDE MUIRSHIEL PARK AUTHORITY

Report to: Joint Committee
On: 14 December 2018

Report By: Clyde Muirshiel Regional Park

SUBJECT: Pricing Policy for Clyde Muirshiel Regional Park 2019

1.0 Purpose of Report:

- 1.1 To advise members of the Joint Committee of the proposed pricing policy for 2019 (see appendix 1).

2.0 Recommendation:

- 2.1 That the Park Authority supports the new pricing policy.
- 2.2 That the Park Authority recognises the Park's continued efforts to develop services and increase income from all sectors.

3.0 Background:

Clyde Muirshiel Regional Park has historically reviewed its prices annually. This is done before the end of the calendar year, so we can ideally introduce the new prices at the beginning of the new calendar year.

The Park has a concession rate for most of its activities to allow disadvantaged groups to access the services it provides.

3.1 Measures of success will include:-

- Increased uptake of the services we provide
- Increased income to the Park

Members wishing further information regarding this report should contact David Hill, Senior Activity Instructor, Clyde Muirshiel Park Authority, 01505 842 882.

4.0 **Conclusion:**

- 4.1 Within the Park ethos of continually looking to improve service and increase income while making our services accessible to all we have reviewed the pricing policy.
- 4.2 The scoping exercise will ensure we remain competitive in the market while maximising income for Park services.

Proposals for Charges 2019 showing changes from 2018 charges
Appendix 1

Service or product for 2019	2019 Standard	change from 2018	2019 Concession	change from 2018
Hire of facility or equipment				
Group Canoe/kayak/Raft Kit Hire per boat per hour	£12	0		
Group Wet Suit Hire per hour per suit	£8	0		
Instructor day rate (9:00 - 4:30pm)	£250	+£40		
Instructor overnight rate	£60	0		
Late night Centre opening (4:30 - 8:30pm)	£100	+£50		
Group booking for outside changing room	£140	+£30		
Changing room casual use	£5	0	£4	0
Meeting room at Castle Semple half day (3 hours)	£75	+£35		
Meeting room at Castle Semple full day (up to 7 hrs)	£110	+£50		
Sailing				
RYA Dinghy Level 1, 2, 3, Seamanship or Racing 2 Days	£140	+£5	£112	+£4
RYA Level 2 Powerboat 2 Days	£170	+£20	£136	+£16
RYA Level 1 Powerboat 1 Day			£80	+£10
RYA Safety Boat Course 2 Days	£200	0	£160	0
RYA Junior Dinghy Scheme Stage 1, 2, 3, 4 2 Days			£90	+£5
Paddlesport				
Introduction to Paddlesport 2 hours	£25	n/a	£20	n/a
Introduction to Paddlesport 1 day	£65	n/a	£52	n/a
Paddlesport for Juniors 2 days	n/a	n/a	£100	n/a
Group Taster Sessions (per person) min group of 6 people				
1hr	£21	+£1	£17	+£1
2hr	£25	0	£20	0
3hr	£30	0	£24	0
4hr	£35	0	£28	0
5hr	£40	0	£32	0
Duke of Edinburgh expeditions – phone to discuss	from £75 pp			
Wheely boat 5 - 8 people – price per boat per hour			£50	+£10
Wheely boat 2 - 4 people – price per boat per hour			£40	0
Multiactivity Course 5 days			£170	+£10
Multiactivity Course 5 half days am or pm			£115	+£18
Map and Compass/ G.P.S 1 day	£60	+£10	£50	+£10
Willow Weaving or Leather Work 3 hours	£80	+£5		
Bush Craft Introduction 3 hours	£80	+£5		
Intro Green Woodworking or Carving 3 hours	£80	0		
Educational visits - Per person	£3	+£0.50		
Fishing Permit per day	£5	0	£4	0
Fishing Permit per year	£50	0	£40	0
Catering				
Coffee/Tea + Biscuit	£2.25	+£0.15		
Coffee/Tea + Scone	£3.25	+£0.15		
Packed Lunch/ platters phone to discuss requirements	from £4.95 pp	0		



CLYDE MUIRSHIEL PARK AUTHORITY

Report to: Joint Committee
On: 14 December 2018

Report By: Clyde Muirshiel Regional Park

SUBJECT: Clyde Muirshiel Regional Park Draft Annual Report 2017 to 2018

1.0 Purpose of Report:

- 1.1 To advise members of the Joint Committee of the goals reached by the Park and its staff during 2017 to 2018.

2.0 Recommendation:

- 2.1 That the Park Authority notes the contents of this report and continues to support the Park in its development.
- 2.2 That the Park Authority recognises the Park's continued efforts to provide services effectively.

3.0 Background:

The Park continues to report on an annual basis its outputs for the year. This allows the Park Authority to comment on what has been achieved and also discuss pertinent items about the future development of the Park.

The report includes annual outcomes for finance, visitors and events (see appendix 1).

4.0 Conclusion:

- 4.1 The Park continues to report its outcomes for each financial year which allows stakeholders to see what the Park has achieved and thus guide future development.

Members wishing further information regarding this report should contact Fiona Carswell, Development and Marketing Officer, Clyde Muirshiel Park Authority, tel 01505 842882.

DRAFT Annual Report 2017/18

Clyde Muirshiel Regional Park



Presented to the Park Authority Joint Committee
December 2018

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1.0 Introduction

Clyde Muirshiel Park Authority is a Joint Committee of Renfrewshire, Inverclyde and North Ayrshire Councils.

The priorities of Clyde Muirshiel Park Authority are: -

- Leisure activity and health
- Education and outdoor learning
- Environmental management

The benefits delivered by the Park Authority are recognised as making a positive contribution to wider national and local agendas in the areas of health improvement, active lifestyles, community engagement, volunteering and employability.

This report will present the work of the Park Authority and its staff in the year April 2017 to March 2018.

2.0 Executive Summary

Nearly six hundred and fifty thousand (644,882) people visited the Regional Park in 2017/18. This sizable number is significant when considered within the context of further reductions in resources available to the Park Authority and its staff. The cost per visitor to the unitary authorities is £1.07.

2.1 Leisure Activity and Health

The numbers of participants taking part in Duke of Edinburgh activities within the Park this year was 2121, with 245 trained, supervised and assessed by Park staff.

Additional funding was accessed to provide accessible equipment namely extra adaptive bikes for activity clients. The Park gained an impressive Gold Level Cycle Friendly Community Award, with the support of Ride 63 Cycle Club. The Club continues to grow in numbers and activities; with 150 members and a programme of popular regular rides.

Outdoor activity sessions were provided for 6398 participants.

Specialist activity days such as Spinal Injuries Scotland's Activity Showcase continues to attract new visitors to the Park. The third Scottish Disability Sport 'Wheels to Water Festival' attracted people with disabilities from all over Scotland.

Numbers attending specialist events continues to rise.

Health improvement activities include 'Health Walks' and Mental Health Improvement Programmes. The number of participants taking part in the Park's Branching Out programme has now risen to 585. These 12 week courses for people with mental health issues continue to show demonstrable improvements for the clients.

Income for Activities was £165,268 and for the Retail and Catering £148,051.

2.2 Education and Outdoor Learning

Due to the importance that the Curriculum for Excellence has on outdoor learning, the Park continues to be an important facility and is in regular use year round by local schools and groups. Environmental education sessions were delivered to 7769 people this year from pre-nursery up to secondary and tertiary education. The activities of the grant funded Tag-n-Track project contributed to these numbers.

Over six thousand people (6352) people attended over one hundred (103) Ranger supported events. Work has been done with nine schools on their Eco-School Awards.

Digital marketing and promotional activities support many education and outdoor learning messages and information provision with over one hundred thousand people engaging online.

The Tag-n-Track (TnT) grant funded project encourages understanding about wildlife and habitats, more than five thousand pupil sessions have taken place, along with events and workshops, evening talks and data collection for scientific papers.

2.3 **Environmental Management**

In total 57 habitat surveys and monitoring took place, data from which was fed into appropriate national survey databanks including butterfly, reptile and wetland bird.

The conservation volunteers provided 3743 hours (2.4 FTE) of valuable work.

At Muirshiel Country Park five hectares of Sitka spruce were removed and will be replanted with mainly native broadleaf and Scots Pine. The Ranger Service responded to the increased public interest in marine litter. Funding was secured for a number of environmental projects.

Monitoring of water quality continued at Castle Semple Loch. Chlorophyll-a levels have a general trend of lowering since 1998, this year levels were relatively low with the summer average of $14\mu\text{g l}^{-1}$. However, some aspects such as total phosphate have been increasing in recent years. Increasing levels of phosphates are likely to be associated with higher algal levels.

2.4 **Management**

The Park delivered a surplus of £19,514 on its budget. Nearly six hundred and fifty thousand people visited the Park. The Park received or enabled a number of awards or medals for develop and environmental activities.

Marketing activities took place throughout the year. The Park website is mobile enabled with an online booking system for activities and events. New equipment and events have provided additional media coverage and new audience awareness for the Regional Park.

There were 25.47 full time equivalent members of staff in 2017/18. Nine members of staff attended eight Health and Safety training courses. Given the visitor numbers written complaints for the period remain minimal.

3.0 Leisure Activity and Health

3.1 Outdoor leisure activities will be resourced and developed in line with market demand.



3.1.1 *Maintain standards for related governing body accreditation.*

Clyde Muirshiel Park gained Adventure Activity Licencing (AALA) Accreditation, Royal Yachting Association (RYA) Accreditation and British Canoe Union (BCU) Accreditation.

3.1.2 *Provide for Duke of Edinburgh Awards (DofE).*

Duke of Edinburgh activities continue to increase in the Park with experiences for 1668 participants (102 groups). Of these Park staff directly provided training, supervision and assessment for 245 clients. Expeditions took place on foot or bikes.

3.1.3 *Develop accessibility within the Park and its activities.*

2017/18 saw another positive year for clients with disabilities. New trails for hand cycles and mountain trikes were introduced in Parkhill Wood to allow riders who are getting fitter, access to longer routes.

3.1.4 *Develop cycling within the Park and surrounding area.*

Cycling development within the Park took a number of forms this year: adaptive bikes were added to the fleet. Big Bike Revival days took place with Cycling UK, this generated new members for Ride 63 and helped people from the local area who were new to cycling or had not done it for while get involved in both leisure and commuting activity in an attempt to reduce local car use.

The Regional Park was recognised for a number of development and environmental activities being shortlisted for Scottish Mountain Bike Community Project of the Year 2017, details can be found here <http://clydemuirshiel.co.uk/clyde-muirshiel-shortlisted-for-mtb-award>.

With the support of Ride 63 Community Cycle Club the Regional Park gained an impressive Gold Level Cycle Friendly Community Award by Cycling Scotland in recognition of efforts to get more people in the locality cycling, details can be found here <http://clydemuirshiel.co.uk/top-community-cycle-award-for-cmrp/>

3.1.5 *Provide certified activity courses for the public.*

A variety of certified coaching courses ran in sailing, powerboat and paddle sports for 219 participants.

3.1.6 *Provide bespoke courses for client organisations*

We provided 5335 spaces for client groups who asked for tailor made programmes, this includes mainstream schools, ASN schools and various adult and junior care and support services.

3.1.7 *Develop/ provide specialist activity days.*

This year was the third year that we have provided mass participation events for both Scottish Disability Sport and Spinal Injuries Scotland. Both days were hugely successful with people coming from all over Scotland to take part in accessible sports, have discussions with support services and find out from the sport governing bodies what they could do in their own locality.

3.1.8 *Develop/ provide specialist events.*

Events for the period have included, Pedal the Park 100km cycle sportive, the Bog Stomp 10km trail run, Stargazing Nights, Model Yacht Championships, Orienteering and Running events, Accessible Sailing Regattas and a Classic Car Show.

3.2 *The Park will continue to work with health services to facilitate health improvement activities.*

3.2.1 *Facilitate volunteering opportunities with community care groups.*

Park staff worked with Community Networks Adult Assisted Needs Group who provided 147 hours of volunteering at Muirshiel Country Park.

3.2.2 *Facilitate Health walk programmes.*

The programmes provided 54 walks to a total of 465 participants.

These include Community Health walks in Lochwinnoch, The Renfrewshire Feeling Fitter Walk Programmes, the Inverclyde Health Walking Group and the annual “Pound and Pace” staff led charity walk around the Greenock Cut.

3.2.3 *Develop and deliver ecotherapy programmes.*

The numbers participating overall in our Branching Out mental health recovery programme has now risen to 585. One programme ran this year at Muirshiel Country Park.



Walkers on the Windy Hill path, Muirshiel Country Park

3.3 Capitalise on opportunities to improve the parks assets and infrastructure.

3.3.1 *Carry out review of assets and ensure they are yielding maximum benefit.*

3.3.2 *Seek appropriate funding opportunities.*

The Park continues to access where possible alternative funding streams in order to improve service. Grant funding has supported new cycling infrastructure and mountain trikes, activity and mental health development programmes and conservation volunteer activities.

3.4 Maximise income generation via commercial activity.

3.4.1 Outdoor Activities income was £165,268. Overall numbers participating are down, this is in part due to a reduction in funding available to some of our client groups and in part due to limitations placed on provision by our lack of changing facilities during peak periods, details are outlined in the table below:

	2015/16	2016/17	2017/18
Mainstream Adults Taster/multi activity places	1120	1135	705
Mainstream Junior Taster/multi activity places	1238	860	1584
Additional Support Needs (ASN) Junior taster/multi activity places	2545	2099	1191
ASN Adult taster/multi activity places	956	1174	1166
Accessible Powerboat Experiences	470	431	225
Duke of Edinburgh provision	377	355	245
Coaching course places all disciplines	295	344	219
Total places provided	7001	6398	5335

3.4.2 *Retail/Catering*

Income for retail and catering this year was £148,051, less than previous years. However in real terms a surplus of £11,447 has been generated as outlined in the table below by reducing costs, streamlining operations and increasing margins.

Income Year	Salaries	Spend	Income	Deficit (+)/ Surplus (-)
2014/15	97 553	91 297	171 916	16934
2015/16	93 615	78 967	175 855	-3273
2016/17	86 165	62 199	167 364	-15,708
2017/18	78 366	58 238	148 051	-11,447

4.0 Education and Outdoor Learning

4.1 Promote the Park as a platform for Outdoor Learning

- 4.1.1 *Facilitate school, college and university visits*
7769 educational sessions were delivered by the Regional Park Ranger Service as well as those delivering the Tag-n-Track Project.



Ranger staff at Castle Semple Country Park (CSCP) and Muirshiel Country Park (MCP) led 49 school visits, delivering to 1720 students and 9 college/university groups with 33 participants.

46 school visits took place at or near the Greenock Cut Visitor Centre (GCVC), 12 at Lunderston Bay (LB) and 7 educational sessions were delivered within school grounds, to a total of 835 students.

Tag-n-Track delivered 240 workshops to 80 classes, 4 were ASN. The total numbers of pupils receiving the three sessions was 1738 (ie 5214 visits).

- 4.1.2 *Raise awareness of the Park and its resources through marketing and promotion via professional networks.*

One of the Park's Senior Rangers is a member of the Scottish Countryside Ranger Association Council which is working on promoting increasing levels of partnership between the South West Scotland Regional Ranger Services.

The Park hosted staff from Pentlands Regional Park to look at similar problems and issues in the management of Regional Parks.

Park staff contribute to a number of networks and partnership activities such as 'Marine Conservation Society Beach Watch', 'British Marine Federation', 'Local Area Tourism Partnerships' as well as work with Scotland's Rural College (SURC), University of the West of Scotland (UWS) and University of Glasgow.

The historic "Greenock Cut Oak" has an important role in outdoor learning opportunities, it was runner up in the Woodland Trust Scotland's Tree of the Year Awards 2017.

4.2 Deliver, monitor and review a programme of informative events for visitors of all ages, linking into curriculum outcomes where appropriate.

- 4.2.1 *Deliver learning activities to groups, including schools, youth organisations and summer groups.*

Learning activities ranged from basic pond dipping and rock pooling sessions with nursery pupils, introduction to food chains and mini-beast surveys with primary schools to bush craft skill and potamology (river studies) with secondary school pupils. A breakdown can be seen in the table on the following page.

Type of group	Numbers undertaking learning activities at GCVCLB	Numbers undertaking learning activities at MCP & CSCP
School - Nursery	206	153
School - Primary	975	1422
School - Secondary	221	77
School - College	0	33
Adult Group	0	379
Youth Group	0	224
Total	1402	2288

Sessions are mostly delivered within the Park, but outreach work is undertaken and delivered within the community or schools.

Over six thousand people (6352) people attended over one hundred (103) Ranger lead or supported events during the period.

The TnT project had 2066 participants over 20 events including bird ringing and gull identification. Six workshops were delivered to 77 participants including Branching Out and Community Networks. Seven evening talks had 344 attendees at a range of groups such as the Women's Rural, retired NHS Workers, Paisley Natural History Society, Scottish Ringers and Scottish Ornithology Club. The project has helped to engage people and interest them in the importance of wildlife on our doorstep and the wider countryside.

4.2.2 *Establish clear links between educational activity and Curriculum for Excellence (CfE).*

Rangers continue to work alongside teachers, to ensure that educational visits cover numerous sections within the CfE. While it might be obvious that a visit would entail links to the sciences they also connect to a variety of CfE outcomes from across the curriculum.

4.2.3 *Contribute to eco schools programme*

There were seven outreach visits to schools and nurseries in Inverclyde delivering sessions to 216 pupils. In Renfrewshire/North Ayrshire there were two visits to primary schools and two visits to nurseries delivering 619 sessions.

4.3 **Use the Park's digital resources to maximise the scope for learning.**

4.3.1 *Maintain the Park's online profile, expanding reach where possible.*

The mobile enabled website with online booking facilities and regular blog items went live in November 2016. In 2017 the website had 4.5 million hits, translating to 196,961 visits by 106,936 unique visitors; this is compared to 87,615 visits by 87,615 visitors respectively in 2016.

Using social media channels such as Facebook, Twitter and You Tube continue and are used to communicate with Park users and promote Park activities. By March 2018 there were 2500 'likes' on Facebook and 1800 'followers' on Twitter. The videos on You Tube have been viewed over 55,000 times. The Instagram account is a year old and has 550 followers. TripAdvisor content is also monitored and actioned as appropriate.

4.3.2 *Provide a contemporary suite of accessible digital information.*

A mobile enabled website is in operation, this was the first full year for courses and events being booked online. Social media activities on Facebook and Twitter continue and have expanded to Instagram to increase reach.

The mobile enabled website allows more information to be easily viewable, as new resources are developed; content is being made available online examples of this include the Conservation Volunteer Programme, Complaints Policy and What's on Guides.

The Tag and Track Project (images below) creates a lot of digital information, the many 'Blog' items over the year on the Park website about the Gulls gives a clear picture of some of the project findings. A student from the University of the West of Scotland Paisley analysed Geographic Information Data of bird movements for their thesis.



5.0 Environmental Management

5.1 Enhance the Park's natural heritage whilst safeguarding key species, habitats and landscape character.

5.1.1 *Deliver a comprehensive regime of inspections and maintenance whilst undertaking and contributing to environmental surveys and information gathering exercises.*

Regular inspections continue to take place at all the of the visitor centres within the Park to ensure compliance with Health and Safety (H&S) legislation. Defects and damage is reported to the appropriate council for repairs. The response to repair requests varies; any repair that is an urgent H&S risk is dealt with promptly; however some tasks are being neglected as they are not deemed a priority. While minor repairs may not be a H&S priority the overall effect is that parts of the Park are not being presented in their best light.

Rangers undertake year round biological surveys and submit their findings to national data bases to help monitor ecological trends. 57 habitat surveys include birds, butterflies, dragonflies, reptiles and vegetation have been done.

5.1.2 *Manage conservation volunteering activity.*

The work plans for the Regional Park hosted volunteer groups are co-ordinated and overseen by the Ranger Service. The Youth Volunteer Group, many of whom are working towards their Duke of Edinburgh award contributed 407 hours.

The constituted Castle Semple Conservation volunteer group has successfully applied for several grants during the year enabling new work to be undertaken. The group did 1493 hours of work, activities included; tree planting, alien species removal, hedge maintenance, litter removal and wildflower garden work.

The Greenock Cut Conservation Volunteers are a constituted group undertaking volunteer work every Saturday. They did 1843 hours of volunteer work. The Volunteer Group have been successful in securing funding for additional tools and equipment and for the delivery of monthly 'Conservation Blitz' events in 2018.

With the increased interest in the marine environment, numbers supporting the Lunderston Bay clean of marine debris continues to rise with 192 people helping during the reporting period. Park staff shared their expertise in this area supporting others with clean-up volunteer activities at the Cloch Lighthouse and at Inverkip Bay.



5.1.3 *Undertake local conservation projects and input to regional schemes where appropriate.*

Five hectares of Sitka spruce were felled at Muirshiel Country Park. These areas will be replanted with mainly native broadleaf and Scots Pine. In addition, a new path will contain an avenue of aspen clones to create a central feature of conservation interest.

Rangers and volunteers continue to provide data to the Marine Conservation Society for the EUs "Marine Strategy Framework Directive". The MSFD Requires that Member States take measures to achieve or maintain 'Good Marine Environmental Status', as part of this the monitoring sea debris is recorded at regular intervals at Lunderston Bay and reported to the Marine Conservation Society who then in turn present the data in a report which is submitted to the UK government and EU.

5.1.4 *Engage staff in training and CPD opportunities to maintain and improve upon skill level.*

Staff are encouraged to look for and apply for training they deem appropriate to the tasks they undertake in their job role. Training has included Hill and Moorland Walk Leader Assessment, Ride Leadership Award, Bikeability Trainer, Dyslexia Training, Dementia Awareness, Social Media Integration, Mountain Woodland Conference, Skills and Techniques in Wetland Bird Survey.

5.1.5 *Seek funding for environmental management projects.*

Seeking funding can be a time consuming endeavour and does not always result in a successful outcome. While there are many sources of funding opportunities the fact that the Park is considered Local Authority means that the opportunities are narrowed. That being said, successful funding enable projects to take place at Muirshiel Country Park, Lunderston Bay and the Greenock Cut Visitor Centre.

The Tag-n-Track Project was delivered throughout 17/18 with £39,987 of funding from LEADER Greater Renfrewshire and Inverclyde towards the previously granted funding from Heritage Lottery Fund (£66,100).

5.1.6 *Monitor Water Quality*

Monitoring of the water quality ensures the safe operation of water based activities at Castle Semple Loch and is also an important determinant of biodiversity. The continued collaboration with University of the West of Scotland and monitoring the site is necessary to determine any actions that may be required to improve water quality and biodiversity.

5.2 **Work collaboratively with other stakeholders involved in the provision of outdoor management.**

5.2.1 *Consider opportunities for cooperative outdoor management where there is benefit to the Park and its visitors.*

This work is ongoing and includes SEPA, Forestry Commission and local stakeholders.

6.0 Park Management

6.1 Financial Performance Summary

The Park budgets achieved a £19,514 surplus for this financial year. This was in the main due to a reduction in insurance and vehicle costs. Details of the expenditure and income lines can be seen in the table below.

Expenditure

	2015-16	2016-17	2017-18
Employee Costs	809,781	726,242	743,713
Property Costs	45,809	42,533	57,101
Supplies and Services	197,786	168,205	195,182
Contractors	17,201	19,720	11,807
Transport and Plant	49,567	40,092	43,387
Admin Costs	85,954	71,855	63,455
Payments to other Bodies	1,600	1,820	1,749
Total	1,207,698	1,070,467	1,116,394

Income

	2015-16	2016-17	2017-18
Grants	(15,339)	(14,115)	(73,822)
Sales Fees & Charges	(199,025)	(165,741)	(165,268)
Retail & Catering	(175,855)	(167,364)	(148,051)
Miscellaneous	(56,505)	(44,161)	(55,967)
Requisition from member authorities	(808,100)	(692,800)	(692,800)
Total	(1,254,824)	(1,084,181)	(1,135,908)
(Surplus)/ Deficit	(47,126)	(13,714)	(19,514)

6.2 Park Visitor Figures

Nearly six hundred and fifty thousand people visited the Regional Park in 2017/18. Visitor figures are reported as the number of visitors per site, as outlined below, this is based on car counter data and observational records.

	2015/16	2016/17	2017/18
Greenock Cut	77 437	80 759	53 797
Lunderston Bay	215 425	217 068	218 221
Castle Semple	320 184	359 295	335 438
Muirshiel	36 419	37 007	37 426
TOTAL	649 465	694 129	644 882

6.3 Marketing Activities

Marketing activities took place throughout the year utilising local press, websites, posters, leaflets and social media channels. The Park helped with content and images for the new Renfrewshire website www.paisley.is.

Events, such as Pedal the Park and the Bog Stomp had their own marketing plans and created partnership working opportunities, media coverage and new audience awareness for the Regional Park.

The legacy of Race2theGames 2014 has continued. The creation of the Special Olympic Scotland West Sailing Team in 2016, with training at Castle Semple Loch by Regional Park staff, for the Special Olympics held in Sheffield in August 2017 resulted in two silvers and a bronze medal. The same athletes will make up the Special Olympics Great Britain (SOGB) sailing squad for the World Games in 2019 which will be held in Abu Dhabi, all the training is happening at Castle Semple Loch with Regional Park staff, this activity has resulted in media coverage.



Regional Park boats (and staff!) took part in Scotland's Boat Show at Inverkip – both generated media coverage and new audience awareness.

The Park was recognised for a number of development and environmental activities. An impressive Gold Level Cycle Friendly Community Award by Cycling Scotland, a shortlisting for Scottish Mountain Bike Community Project of the Year 2017, details can be found here <http://clydemuirshiel.co.uk/clyde-muirshiel-shortlisted-for-mtb-award/> and the historic "Greenock Cut Oak" was runner up in the Woodland Trust Scotland's Tree of the Year 2017 increasing the Park profile and generating new audience awareness

The Tag-n-Track Project Officer, Hayley Douglas, has continued to present wildlife stories on STV Glasgow's primetime evening programme 'Live at Five' broadcasting to central Scotland. This has provided the Park with a regular television profile focusing primarily on wildlife and conservation activities both within the Regional Park but equally at other locations in Central Scotland.

Various corporate volunteer groups work in the Park created media coverage.

6.4 Staffing

The staff totals (in Full Time Equivalents, FTE) for each team:-

Team	2015	2016	2017
Management	1.43	1.2	1.2
Administration	*5.29	*4.8	*4.4
Ranger	7.02	7.0	6.83
Activities	5.81	6.5	5.02
Visitor Services	5.75	5.75	4
Estates	2.18	2	2
Cleaning	3.07	2.95	2.02
Total	30.55	30.20	25.47

*Includes the Countryside Officer and Technical Assistant.

During the reporting period there were 1.6 FTE Project Officers on the 2 year grant funded Tag and Track project.

6.5 *Health and Safety*

The Park management continues to work to align Health and Safety policy and practices with those of Renfrewshire Council, the servicing authority.

Eight Health and Safety training courses, taking 14.5 days were attended by nine members of staff.

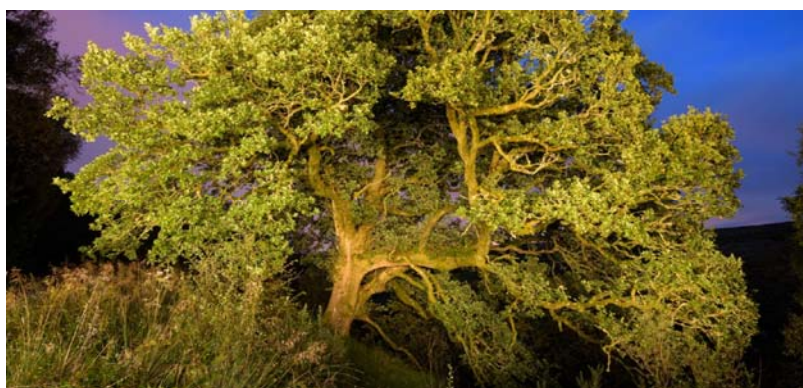
Thirty one incidents/accidents occurring during the period. Twenty three were injuries to visitors - notably falls when cycling and minor cuts and bruises. These figures are very low given the 644 882 visits annually to the Park and the range of activities taking place.

6.6 *Feedback and Complaints*

Feedback is received in many forms including social media channels, via survey monkey from courses and events, paper forms and thank you letters and public profiles on Trip Advisor (TA) for each Park site

Written complaints for the period are:

Regional Park	Conservation Activities	1
Castle Semple	Lochshore Path Potholes	2
	Quality of Bins	1
	Food Offering in Café	2 (TA)
Muirshiel	Potholes & Poor Trails	11
	Toilet & Centre Opening Hours	1 (TA)
Greenock Cut	Toilet Opening Hours	4 (2TA)
	Signage	1
	Lack of maintenance/investment in Centre	2



The Greenock Cut Oak by Naill Benvie

Clyde Muirshiel Park Authority



To: Joint Committee

On: 14th December 2018

Report by: Head of Planning & Housing, Renfrewshire Council

Heading: Clyde Muirshiel Regional Park Governance Review

1. Summary

- 1.1 This report seeks to update the Joint Committee on the governance review and seeks agreement to revise the existing Minute of Agreement and supporting governance documents.
-

2. Recommendations

- 2.1 It is recommended that the Joint Committee:
- (i) Authorise the Head of Planning & Housing of Renfrewshire Council in consultation with relevant Council officers to progress the review and revision of the Clyde Muirshiel Regional Park Minute of Agreement 2004 and supporting governance documents;
 - (ii) Agree that following the Approval of the relevant Committees / Boards of Renfrewshire, Inverclyde & North Ayrshire Councils a report be brought back to a future meeting of the Joint Committee confirming the changes to the Minute of Agreement and supporting documents.
-

3. Background

- 3.1 Members will be aware of the commitments 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.

- 3.2 The Park Strategy and Action Plan 2016-2021 has been a key driver of this review and since its approval by the Joint Committee has re-focussed Park activity, identified operational efficiencies and improved the visitor experience.
- 3.3 However, to achieve a more effective governance framework the existing Minute of Agreement requires to be reviewed and amended.
- 3.4 The Minute of Agreement was approved in 2004 and does not meet the current needs of the Park and its users and therefore requires to be amended in line with the relevant Financial Regulations, Procedural Standing Orders and Scheme of Delegations.

4. Progress to Date

- 4.1 Examples of best practise across the natural heritage and leisure sector have been reviewed in association with local, regional and national policy developments to identify opportunities for the Park going forward.
- 4.2 Recent public engagement activity has supplemented these findings with local needs and aspirations.
- **Visitor Survey** - a high level of satisfaction with the Park's natural heritage assets and the platform provided for learning, leisure and health. Respondents recognise opportunities for change, including the type of activity the Park undertakes and the way it's delivered.
 - **Staff Workshops** - good progress is being made in achieving the objectives of the Park Strategy and Action Plan. Staff acknowledge the potential for organisational change over the coming years to respond to internal and external pressures.
- 4.3 The Park has successfully delivered operational efficiencies and accommodated reductions in financial requisitions. Anticipated financial pressures have necessitated further planning to ensure the Park has the support and resources to undertake key activities in the short term.
- 4.4 Staff roles and responsibilities have been realigned to maintain effective operations following the departure of the Interim Park Manager in June 2018. A revised staff structure will be implemented to provide strategic direction.
- 4.5 A review of the Park's assets and activities has identified several opportunities to improve the Park's sustainability. This has been considered within the scope afforded by the existing Minute of Agreement and Standing Orders, specifically relating to asset management and it is recognised that the Minute of Agreement requires to be revised to inform and support continued sustainability.

- 4.6 At its meeting on the 7th September 2018 the Joint Committee considered the Annual Audit Report 2017/18 by Audit Scotland. The report stated the Park's governance arrangements "remain out of date and may not reflect the current legislative requirements and CMPA's current situation" (Clyde Muirshiel Park Authority Joint Committee, Audit of 2017/18 Annual Accounts).
-

5. Next Steps

- 5.1 There is scope to improve the governance framework to allow it to react timeously to opportunities and foster the wider communities ability to exercise rights under community empowerment legislation.
- 5.2 The Joint Committee is asked to agree to revise the existing governance framework, including the Minute of Agreement and supporting governance documents.
- 5.3 A supplementary report to the Joint Committee outlines the process to improve community participation in Clyde Muirshiel Regional Park. This will be considered as part of the review and revision of the governance framework
- 5.4 Outputs of the consultation and review process will inform the development of a revised Minute of Agreement to be presented to respective Council boards for approval in 2019. A further report will be submitted to the Joint Committee seeking approval of the revised Minute of Agreement.
-

6. Conclusion

- 6.1 Significant operational efficiencies have been made since the approval of the Park Strategy and Action Plan 2016-2021. A revised Minute of Agreement will:
- safeguard these efficiencies;
 - provide an effective governance framework which will maximise resources;
 - create an increasingly inclusive, resilient and commercially viable organisation, and;
 - meet the requirements of the Annual Audit Report 2017/18.
-

Implications of the Report

1. **Financial** – None

2. **HR & Organisational Development** – None
 3. **Legal** – Legal advice will be sought as required to provide guidance regarding the processes and implications associated with any proposed changes to governance.
 4. **Property/Assets** – None.
 5. **Information Technology** – none
 6. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
 7. **Health & Safety** – n/a
 8. **Procurement** – n/a
 9. **Risk** – n/a
 10. **Privacy Impact** – n/a
 11. **COSLA Policy Position** – n/a
-

Author: Fraser Carlin, Head of Planning & Housing, Renfrewshire Council

Clyde Muirshiel Park Authority



To: Joint Committee

On: 14th December 2018

Report by: Head of Planning & Housing, Renfrewshire Council

Heading: Community Engagement Opportunities

1. Summary

- 1.1 This report outlines opportunities to improve community engagement in Clyde Muirshiel Regional Park and how this can contribute to the review of the Park's governance and operations.
-

2. Recommendations

- 2.1 It is recommended that Joint Committee:
- (i) Agree that Council officers, explore opportunities to improve community engagement in Clyde Muirshiel Regional Park, and;
 - (ii) Agree that a report should be submitted to a future meeting of the Joint Committee outlining how this will be facilitated through a revised governance framework.
-

3. Background

- 3.1 The Community Empowerment (Scotland) Act 2015 has provided communities with the ability to take a greater role in decisions about public services.
- 3.2 Clyde Muirshiel Regional Park benefits from a community of motivated stakeholders including users, adjacent communities and service delivery

partners. Forums exist which aim to translate this motivation into positive action, with the wider goal of delivering the Park's strategic objectives.

- 3.3 In this context it is considered that there is scope to integrate existing groups into a framework which accords with community engagement best practice. By working collaboratively, communities and other community planning partners can concentrate efforts to improve outcomes for people and places
- 3.4 The Park's existing governance framework includes limited provision for community participation. This and other aspects of the governance framework are under review and consequently there is an opportunity to review opportunities for community engagement with legislative requirements.

4. Next Steps

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

5. Conclusion

- 5.1 The Park's existing community engagement mechanisms do not satisfy current legislative guidance and best practice. By identifying opportunities for improved community engagement the aspirations of stakeholders can be used this to improve the activity of the Park going forward.

Implications of the Report

- 1. **Financial** – none
- 2. **HR & Organisational Development** – none
- 3. **Legal** – Legal guidance will be sought to provide guidance regarding the processes and implications associated with the Minute of Agreement and supporting documents.

4. **Property/Assets** – none.
 5. **Information Technology** – none
 6. **Equality & Human Rights** – The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
 7. **Health & Safety** – n/a
 8. **Procurement** – n/a
 9. **Risk** – n/a
 10. **Privacy Impact** – n/a
 11. **COSLA Policy Position** – n/a
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Author: Fraser Carlin, Head of Planning & Housing, Renfrewshire Council



CLYDE MUIRSHIEL PARK AUTHORITY

Report to: Joint Committee
On: 14 December 2018

Report By: Clyde Muirshiel Regional Park

Subject: Quarterly Absence Statistics

1.0 Purpose of Report:

- 1.1 To inform members of the Joint Committee of the quarterly absence statistics for the most recently completed quarter, from 25 June to 23 September 2018.

2.0 Recommendation:

That members of the Joint Committee:

- 2.1 Consider the quarterly absence statistics for 25 June to 23 September 2018.
- 2.2 Should receive further regular reports on the Park's absence statistics.

3.0 Background:

- 3.1 With effect from the start of the 2011/12 year the statistics are to be presented to the Park Authority Joint Committee for its consideration.

Members wishing further information regarding this report should contact
Clyde Muirshiel Park Authority, 01505 842 882.

4.0 Quarterly Absence Statistics and context:

- 4.1 The timing of the Joint Committee meetings will enable the following pattern of absence reporting:-

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 June to 23 September 2018, with the previous quarter's statistics in brackets, are:-

	APT&C Office based		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	5 (8)	1.13 (1.57)	3 (1)	0.43 (0.14)	2 (0)	0.97 (0)	10 (9)	0.74 (0.62)
Medically certificated	65 (30)	14.72 (5.88)	26 (7)	3.73 (0.97)	0 (0)	0 (0)	91 (37)	6.77 (2.56)
Industrial injury	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
Total	70 (38)	15.86 (7.44)	29 (8)	4.16 (1.10)	2 (0)	0.97 (0)	101 (46)	7.51 (3.18)
Work days available	441.5 (510.5)		697 (724.5)		206 (210)		1344.5 (1445)	
No. of employees	11 (12)		13 (14)		4 (4)		28 (30)	
Absence rate (days per employee per quarter)	6.36 (3.16)		2.23 (0.57)		0.5 (0)		3.61 (1.53)	

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 year, figures for the same periods of the previous rolling year are provided for comparison:-

Quarter ending	December 2017	March 2018	June 2018	September 2018 (current)
Days lost per employee	1.9	1.07	1.53	3.61
Absence rate %	3.95	2.4	3.0	7.5

Quarter ending	December 2016	March 2017	June 2017	September 2017
Days lost per employee	0.25	1.7	3.24	2.19
Absence rate %	0.51	4.62	7.21	4.69

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

This shows an increase from last quarter, primarily the result of long term absence of two members of staff.

- 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.

5.0 Conclusion:

- 5.1 The absence rate for this current quarter is higher than the previous quarter but it is expected to decrease next quarter. All absences are managed under the provisions of Renfrewshire Council's Supporting Attendance Guidelines.



CLYDE MUIRSHIEL PARK AUTHORITY

Report to: Joint Committee
On: 14 December 2018

Report By: Clyde Muirshiel Regional Park

Subject: Quarterly Health and Safety Report

1.0 Purpose of Report:

- 1.1 To inform members of the Joint Committee of the Park Authority's Quarterly Health and Safety monitoring report for July to September 2018.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 Note that there were no RIDDOR reportable accidents in the Park during this period and no occupational diseases. There were 9 accidents/ incidents; 1 involving staff and 8 involving visitors. 1 instance of an abandoned vehicle was also recorded.
- 2.2 Note that during this period CMRP was inspected by the HSE for Activity Adventure Licensing and was awarded another 2-year license with no actions or recommendations in their report.

Members wishing further information regarding this report should contact,
Clyde Muirshiel Regional Park, 01505 842 882

3.0 **Background:**

- 3.1 The Park Authority is a member of Renfrewshire Council's Corporate Health and Safety Committee. This meets quarterly and is attended by representatives of the council's departments and the joint boards and joint committees.

4.0 **Quarterly Health and Safety Monitoring Report:**

- 4.1 The Quarterly Health and Safety monitoring report is normally presented to the Park Authority as part of the regular meetings cycle:

Joint Committee meeting	H & S quarter reported
February	Oct, Nov & Dec.
June	Jan, Feb & March
September	April, May & June
December	July, Aug & Sept.

- 4.2 During the period of July to September 2018 there were no RIDDOR reportable accidents.

Incidents varied this quarter; the staff incident was a minor injury to a foot from a bike. Most of the visitor incidents were minor slips/trips by people walking around the countryside and 5 minor instances on activity courses. One of the outdoor water tanks at Muirshiel Centre was identified as having a damaged cover; this was reported and has since been rectified.

- 4.3 Water ingress at the roof of Muirshiel Visitor Centre is still occurring. Further investigations are required to fully rectify the problem.
- 4.4 During the period July to September 2018 no health & safety related courses were attended by Park staff.
- 4.5 Clyde Muirshiel Regional Park continues to work with Renfrewshire Council Health & Safety Officers to align its Health & Safety policies, plans and accident prevention programs with those currently in use within Renfrewshire Council.

5.0 **Conclusion:**

- 5.1 This quarterly report shows a continued low accident rate in the Park.