

Notice of Meeting and Agenda Clyde Muirshiel Park Authority Joint Committee

Date	Time	Venue
Friday, 23 June 2017	11:30	Castle Semple Visitor Centre, Lochlip Road, Lochwinnoch PA12 4EA,

KENNETH GRAHAM
Clerk of the Joint Committee

Membership

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

Chair – Councillor Andy Steel.

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 www.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 reception 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 Appointment of Chairperson and Vice-chairpersons of the Joint Committee** 5 - 6
Report by Clerk.
- 2 Membership of Clyde Muirshiel Park Authority Joint Committee** 7 - 8
Report by Clerk.
- 3 Minute of Joint Committee** 9 - 14
Minute of meeting of the Joint Committee held on 17 February 2017.
- 4 Minute of Consultative Forum** 15 - 20
Minute of meeting of the Consultative Forum held on 17 February 2017.
- 5 Unaudited Annual Accounts 2016/17** 21 - 56
Report by Treasurer.
- 6 Internal Audit Annual Report 2016/17** 57 - 68
Report by Chief Auditor, Renfrewshire Council.
- 7 Audit Scotland Annual Audit Plan 2016/17** 69 - 82
Report by Treasurer.
- 8 Quarterly Absence Statistics** 83 - 86
Report by Interim Regional Park Manager.
- 9 Quarterly Health and Safety Report** 87 - 94
Report by Interim Regional Park Manager.
- 10 Timetable of Meetings 2018 to 2022** 95 - 96
Report by Clerk.
- 11 Presentation: Leisure Activity and Health**
Presentation on cycling and outdoor activity development within the Regional Park.

12 Presentation: Environmental Management

Presentation on development of Peatland Restoration Project.

13 Presentation: Education and Outdoor Learning

Presentation on Tag n Track project.

14 Date of Next Meeting

Note that the next meeting of the Joint Committee will be held at 11.30 am on 1 September 2017 in Cunninghame House, Irvine.

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 23 June 2017

Report
By
Clerk

APPOINTMENT OF CHAIR AND VICE-CHAIRS OF THE JOINT COMMITTEE

1. Summary

- 1.1 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-chairs of the Joint Committee.

- 1.2 Renfrewshire Council, at its statutory meeting held on 18 May 2017, nominated Councillor Andy Steel as Chair of the Joint Committee.
- 1.3 Inverclyde Council, at its statutory meeting held on 25 May 2017, did not nominate an elected member as Vice-chair of the Joint Committee and this nomination will again be considered at the meeting of Inverclyde Council to be held on 29 June 2017.
- 1.4 North Ayrshire Council, at its statutory meeting held on 17 May 2017, did not nominate an elected member as Vice-chair of the Joint Committee and this will again be considered at the meeting of North Ayrshire Council to be held on 28 June 2017.
- 1.5 The Minute of Agreement further states that the Chair and Vice-chairs of the Joint Committee shall be members of the Clyde Muirshiel Park Authority Consultative Forum.

2. Recommendations

- 2.1 That it be noted that Renfrewshire Council had nominated Councillor Andy Steel as Chair of the Joint Committee and that Inverclyde and North Ayrshire Council's would consider nominations for Vice-chairs at their meetings to be held in June 2017; and

- 2.2 That it be noted that the Chair and Vice-chairs of the Joint Committee shall be members of the Consultative Forum.

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 23 June 2017

Report
By
Clerk

MEMBERSHIP OF CLYDE MUIRSHIEL PARK AUTHORITY JOINT COMMITTEE

1. Summary

- 1.1 At the statutory meetings of the constituent authorities the undernoted members and substitutes were appointed to the Clyde Muirshiel Park Authority Joint Committee:-

Inverclyde Council

Councillors David Wilson and Innes Nelson.

Councillors Graeme Brooks and Christopher Curely have been appointed as substitute members.

North Ayrshire Council

Councillors Donald L Reid and Todd Ferguson.

Councillors John Bell and Anthea Dickson have been appointed as substitute members.

Renfrewshire Council

Councillors Andy Steel, Andy Doig, Tom Begg and Bill Binks.

Councillors Emma Rodden, Paul Mack, James MacLaren and Neill Graham have been appointed as substitute members.

2. Recommendation

- 2.1 That the appointments be noted.



Minute of Meeting Clyde Muirshiel Park Authority Joint Committee

Date	Time	Venue
Friday, 17 February 2017	11:30	CMR2, Renfrewshire House, Cotton Street, Paisley,

PRESENT

Councillors J Caldwell and C Gilmour (Renfrewshire Council); I Nelson and D Wilson (Inverclyde Council); and A Dickson and T Marshall (North Ayrshire Council).

CHAIR

Councillor C Gilmour, Chair, presided.

IN ATTENDANCE

D Gatherer, Interim Regional Park Manager and H Douglas, Ranger (both Clyde Muirshiel Regional Park); L Forsyth (North Ayrshire Council); F Carlin, Head of Planning & Housing Services, V Howie, Finance Business Partner (Development & Housing Services), E Currie, Senior Committee Services Officer and K Brown, Committee Services Officer (all Renfrewshire Council); and A Haar, Senior Auditor and S Afzal, Trainee Auditor (both Audit Scotland).

APOLOGY

Councillor Bibby (Renfrewshire Council).

DECLARATIONS OF INTEREST

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

ADDITIONAL ITEM

The Convener intimated that there was an additional item in relation to the Audit Scotland Annual Audit Plan 2016/17 which had not been included in the notice calling the meeting. The Convener, being of the opinion that the item which is dealt with at item 11 below, was urgent in view of the need to advise members of the position, authorised its consideration.

ORDER OF BUSINESS

In terms of Standing Order 15, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 9 of the agenda prior to item 1 of the agenda.

1 TAG-N-TRACK

There was submitted a report by the Interim Regional Park Manager providing an update on the Tag-n-Track project which commenced on 9 January 2017.

A full-time Project Officer and part-time Project Assistant would be employed for a period of two years and would develop and promote activities for schools and volunteers. It was anticipated that 30 volunteers would be attracted to the project and would develop skills in the identification of species, satellite tagging, use of motion detection cameras, collation of information and interpersonal work experience.

The project had received funding of £66,100 from the Heritage Lottery Fund and £39,987 from the Greater Renfrewshire LEADER Fund. The Regional Park would contribute £19,994 to the project.

H Douglas gave a presentation to the Joint Committee in which she advised members that the project would tag lesser black-backed gull and juvenile barn owls. The data collected would be used to gain a better understanding of how the birds used the Regional Park and would also allow an extensive school project to be developed and delivered to 4,500 school children in North Ayrshire, Renfrewshire and Inverclyde.

DECIDED: That the report and presentation be noted.

2 MINUTE OF JOINT COMMITTEE

There was submitted the Minute of the meeting of the Joint Committee held on 2 December 2016.

DECIDED: That the Minute be approved.

3 MINUTE OF CONSULTATIVE FORUM

There was submitted the Minute of the meeting of the Consultative Forum held on 2 December 2016.

DECIDED: That the Minute be noted.

4 **REVENUE BUDGET MONITORING**

There was submitted a revenue budget monitoring report by the Treasurer in respect of the Joint Committee for the period 1 April 2016 to 6 January 2017.

The report intimated that gross expenditure was currently £3,000 overspent and income was currently £3,000 over-recovered resulting in a net breakeven position.

DECIDED: That the report be noted.

5 **REVENUE ESTIMATES 2017/18**

There was submitted a report by the Treasurer relative to the revenue estimates for the Joint Committee for the financial year 2017/18 and the establishment of the 2017/18 requisition.

The report intimated that it was recognised that over the medium term, local government in Scotland was likely to face a further contraction in resources related predominantly to the provision of revenue grant from the Scottish Government. In this context it was recognised that this was likely to have a consequential impact on the level of requisition funding available to the Joint Committee.

The report proposed that the overall requisition for 2017/18 be maintained at 2016/17 levels to allow a year to consolidate the rationalisation of management and governance which had been implemented to date. The budget had been constructed on the basis of assumptions detailed in the report.

Appendix 1 to the report detailed the requisitions for constituent authorities and Appendix 2 to the report detailed the revenue estimates 2017/18 for the Joint Committee.

DECIDED:

(a) That the requisitions for constituent authorities, as detailed in Appendix 1 to the report, and the 2017/18 revenue estimates, as detailed in Appendix 2 to the report, be approved;

(b) That it be noted that any decision on requisitions would be subject to ratification by constituent authorities and that the Interim Regional Park Manager report back to the Joint Committee on the implications for park services should any constituent authority agree any alteration to the level of requisition approved by the Joint Committee; and

(c) That the constituent authorities be notified of the requisitions required for 2017/18.

6 **PRICING POLICY FOR CLYDE MUIRSHIEL REGIONAL PARK 2017**

There was submitted a report by the Interim Regional Park Manager relative to the proposed pricing policy for 2017 which was detailed in the appendix to the report.

DECIDED: That the pricing policy for Clyde Muirshiel Regional Park 2017, as detailed in the appendix to the report, be approved.

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 19 September to 31 December 2016. The report provided information relating to the absence statistics and reasons for absence.

DECIDED: That the quarterly absence statistics for the period 19 September to 31 December 2016 be noted.

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 October to December 2016.

The report intimated that there had been no RIDDOR reportable accidents; two accidents involving staff and three incidents involving visitors. There had been two health and safety related course held during the period which nine members of staff attended and one health and safety related Toolbox Talk delivered.

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.

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 and a further five accidents/incidents 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 **TESCO FUNDING FOR PLAY EQUIPMENT AT LUNDERSTON BAY**

There was submitted a report by the Interim Regional Park Manager relative to a successful funding application to Tesco Bags of Help, a local community grant scheme where the money raised from the 5p bag charge funded local projects in communities across the UK.

The report intimated that two funding applications had been submitted to renew and replace obsolete play equipment and install new picnic benches at Lunderston Bay. The application for the play equipment had been shortlisted for a public vote and had received the most votes resulting in an award of £12,000 which would be spent on new play structures to replace obsolete and vandalised play equipment.

An award of £5,000 had also been received for the installation of six new steel picnic benches at Lunderston Bay.

DECIDED: That the successful funding applications be noted.

10 **SHIELHILL GLEN**

Under reference to item 6 of the Minute of the meeting of this Joint Committee held on 2 December 2016 the Interim Regional Park Manager provided a verbal update on the issue of disposal of refuse at Shielhill Glen.

He advised that the owner of the land, Ardgowan Estate, had given permission for access to the site to establish if the rubbish could be removed safely. He would now contact Scottish Natural Heritage to ascertain the best approach for this to be carried out. Following this he would contact Inverclyde Council with a view to the rubbish being removed during the summer months of 2017.

DECIDED:

(a) That the up-to-date position be noted; and

(b) That the Interim Regional Park Manager report on this matter at the next meeting of the Joint Committee.

11 **AUDIT SCOTLAND ANNUAL AUDIT PLAN 2016/17**

There was submitted a report by the Treasurer relative to the annual audit plan 2016/17 for the Joint Committee which outlined Audit Scotland's planned activities in their audit for the 2016/17 financial year.

The report highlighted that the annual audit plan 2016/17 included a section on Audit Issues and Risks and that within this section Audit Scotland had identified risks in relation to the annual audit and the wider risks generally to the financial position of the Joint Committee.

DECIDED: That Audit Scotland's annual audit plan 2016/17 be noted.

12 **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 Friday 23 June 2017 in the Greenock Cut Visitor Centre, Cornalees Bridge, Inverkip.

VALEDICTORY

Councillor Gilmour thanked members of the Joint Committee for their contribution to the work of the Joint Committee and for their assistance to him during his period as Chair.



Minute of Meeting Clyde Muirshiel Park Authority Consultative Forum

Date	Time	Venue
Friday, 17 February 2017	10:00	CMR2, Renfrewshire House, Cotton Street, Paisley,

PRESENT

Councillors C Gilmour (Renfrewshire Council), D Wilson and I Nelson (both Inverclyde Council) and A Dickson (North Ayrshire Council); R Anderson (Scottish Rural Property & Business Association); D Cochrane (Scottish National Farmers Union); K MacKendrick (Lochwinnoch Community Council); P Perman (Largs Community Council); A MacLeman (Gryffe Valley Rotary Club); S Simpson and N Willis (both Save Your Regional Park); and R Hissett (Scottish Wildlife Trust – Ayrshire Branch).

CHAIR

In the absence of the Chair, Councillor C Gilmour, presided.

IN ATTENDANCE

D Gatherer, Interim Regional Park Manager; E Currie, Senior Committee Services Officer and K Brown, Committee Services Officer (both Renfrewshire Council).

ALSO IN ATTENDANCE

Councillor T Marshall (North Ayrshire Council).

APOLOGIES

Councillors I Nelson and D Wilson (for lateness) (both Inverclyde Council); J Kent (Sport Scotland); Z Bhatia and G McAuley (both RSPB Scotland) and S Banks (Angling Interests).

DECLARATIONS OF INTEREST

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

ADDITIONAL ITEMS

Councillor Gilmour intimated that there were additional items in relation to land within the Regional Park Boundary, the housing development at Beech Burn, Johnshill, Lochwinnoch, the Revenue Estimates 2017/18, the Lochwinnoch Active Travel Hub, Corlick Hill, Greenock and feeding the birds at Castle Semple which had not been included in the notice calling the meeting. The Chair, being of the opinion that the items, which are dealt with at items 7, 8, 9, 10, 11 and 12 of this Minute, were urgent in view of the need to consider the matters timeously authorised their consideration.

1 MINUTE

There was submitted the Minute of the meeting of the Consultative Forum held on 2 December 2016.

DECIDED: That the Minute be approved.

2 MATTERS ARISING

There were no matters arising.

DECIDED: That it be noted that there were no matters arising.

3 SHIELHILL GLEN

Under reference to item 4 of the Minute of the meeting of this Consultative Forum held on 2 September 2016 the Interim Regional Park Manager provided a verbal update on the issue of disposal of refuse at Shielhill Glen.

He advised that the owner of the land, Ardgowan Estate, had given permission for access to the site to establish if the rubbish could be removed safely. He would now contact Scottish Natural Heritage to ascertain the best approach for this to be carried out. Following this he would contact Inverclyde Council with a view to the rubbish being removed during the summer months of 2017.

DECIDED:

(a) That the up-to-date position be noted; and

(b) That the Interim Regional Park Manager report on this matter at the next meeting of the Consultative Forum.

4 FORESTRY APPLICATION IN CLYDE MUIRSHIEL REGIONAL PARK AND WILD LAND AREA - HALKSHILL AND BLAIRPARK

Under reference to item 3 of the Minute of the meeting of this Consultative Forum held on 2 September 2016 a discussion took place relative to the up-to-date position of the forestry application at Halkshill and Blairpark.

It was noted that Tilhill Forestry now operated as a subsidiary of BSW Timber Limited. It was proposed that Largs Community Council contact BSW Timber Limited to advise them of the concerns and objections of the local community and invite a representative of the company to attend future meetings of Largs Community Council and the Consultative Forum to discuss this matter. This was agreed.

DECIDED: That Largs Community Council contact BSW Timber Limited to advise them of the concerns and objections of the local community and invite a representative of the company to attend future meetings of Largs Community Council and the Consultative Forum to discuss this matter.

SEDERUNT

Councillors I Nelson and D Wilson entered the meeting prior to consideration of the following item of business.

CHAIR

Councillor I Nelson took the Chair.

5 FORESTRY PROPOSAL IN CLYDE MUIRSHIEL REGIONAL PARK NORTH OF CORSEFORD ROAD (CORE PATH)

A discussion took place relative to the proposal by Forestry Commission Scotland to tree plant 44 hectares in an area north of Corseford Road in Clyde Muirshiel Regional Park near to a core path.

Concern was expressed that the single track road and private water supply beneath the would be damaged when the trees were being felled.

Councillor Gilmour undertook to raise this matter with Renfrewshire Council's Directors of Community Resources and Development & Housing Services requesting that this matter be raised with Forestry Commission Scotland by either the roads or planning service and that an update be provided to a future meeting of the Consultative Forum. This was agreed.

DECIDED:

(a) That Councillor Gilmour raise this matter with Renfrewshire Council's Directors of Community Resources and Development & Housing Services requesting that this matter be raised with Forestry Commission Scotland by either the roads or planning service; and

(b) That an update be provided to a future meeting of the Consultative Forum.

6 INTRODUCTION OF CROSS COUNTRY SKIING AT CASTLE SEMPLE

A discussion took place relative to the possible introduction of a cross country skiing club at Castle Semple.

It was noted that the Huntly Nordic and Outdoor Centre regularly attended training at Soar at Intu, Braehead and roller skiid on the cycle track at Castle Semple. Those currently representing Great Britain at the Youth Winter Olympics attended the Nordic Centre and regularly trained at Braehead and Castle Semple.

It was proposed that the Interim Regional Park Manager investigate the possibility of establishing a cross country skiing club at Castle Semple and investigate establishing a partnership programme with Soar at Intu, Braehead to offer a joint training package to the Huntly Nordic and Outdoor Centre and other similar centres. It was further proposed that the Interim Regional Park Manager report back to the Consultative

Forum. This was agreed.

DECIDED:

(a) That the Interim Regional Park Manager investigate the possibility of establishing a cross country skiing club at Castle Semple and the establishment of a partnership programme with Soar at Intu, Braehead to offer a joint training package to the Huntly Nordic and Outdoor Centre and other similar centres; and

(b) That the Interim Regional Park Manager report back to the Consultative Forum.

7 LAND WITHIN REGIONAL PARK BOUNDARY

A discussion took place relative to the refusal of a planning application for the erection of a dwelling house at a property within the Regional Park Boundary. The current owners of the property had sold their home and were living in a caravan on the land.

The Interim Regional Park Manager advised that the Park Authority had no authority to intervene in this matter and that the matter would require to be raised with Renfrewshire Council as the planning authority.

It was agreed that S Simpson contact the planning authority regarding this matter and copy the correspondence to Councillor Gilmour. This was agreed.

DECIDED: That S Simpson contact the planning authority regarding this matter and copy the correspondence to Councillor Gilmour.

8 LOCHWINNOCH HOUSING DEVELOPMENT: BEECH BURN JOHNSHILL

Under reference to item 6 of the Minute of the meeting of this Consultative Forum held on 2 December 2016 it was noted that a petition containing 600 signatures had been submitted to Renfrewshire Council in respect of the proposed development at Beech Burn, Johnshill, Lochwinnoch.

Concern was expressed that this proposed development would be next to one of the principal viewpoints of the Regional Park and on a greenbelt site.

The Interim Regional Park Manager advised that he had submitted comments to the planning authority.

DECIDED: That the update be noted.

9 REVENUE ESTIMATES 2017/18

A discussion took place concerning the Revenue Estimates 2017/18 which would be considered by the Joint Committee at the meeting held immediately following the Consultative Forum.

It was noted that the income generated by the cafe at Castle Semple could increase if the facilities were improved.

The Interim Regional Park Manager intimated that work would require to be done on establishing capital for the upgrade or replacement of the current kitchen and whether the provision of catering would be delivered in-house or tendered.

DECIDED: That the matter be noted.

10 **LOCHWINNOCH ACTIVE TRAVEL HUB**

Under reference to item 7 of the Minute of the meeting of this Consultative Forum held on 2 December 2016 it was noted that there was no update in relation to the Lochwinnoch Active Travel Hub.

The consultation, which had been launched at a meeting of Lochwinnoch Community Council, closed on 11 December 2016 and as yet the Interim Regional Park Manager had received no further information.

DECIDED: That the matter be noted.

11 **CORLICK HILL**

DECIDED: That it be noted that there was no update in relation to Corlick Hill.

12 **FEEDING BIRDS AT CASTLE SEMPLE**

A discussion took place relative to the erection of signs at Castle Semple to advise members of the public not to feed bread to the birds and the reason why bread was harmful to birds.

Members were advised that birds could be fed brown bread, peas and cabbage. If the birds were admitted to a wildlife hospital they would be fed brown bread as that is what they were used to. Park staff regularly spoke to members of the public to make them aware of this and the Park provided barley which could be fed to the birds.

DECIDED: That the matter be noted.

13 **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 Friday 23 June 2017 in the Greenock Cut Visitor Centre, Cornalees Bridge, Inverkip.

CLYDE MUIRSHIEL PARK AUTHORITY

To: Joint Committee

On: 23 June 2017

Report by: The Treasurer

Heading: Unaudited Annual Accounts 2016-17

1. Summary

- 1.1 The attached Annual Accounts for the year ended 31 March 2017 have been completed and forwarded to Audit Scotland for audit.
- 1.2 The accounts show a surplus for the year of £16,035 against a budgeted breakeven position. Further comments on the Accounts are shown on pages 4 to 6 of the report.
- 1.3 In accordance with the Local Authority Accounts (Scotland) Regulations 2014, the unaudited accounts have only been signed by the Treasurer as proper officer. The audited accounts will be signed by the Convener and Interim Manager, as well as the Treasurer, in accordance with the guidelines.

2 Recommendations

- 2.1 The Joint Committee is asked to note the Accounts and that, once the audit has been completed, the audited Accounts will be further presented to the Joint Committee.
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Clyde Muirshiel Park Authority Joint Committee

Annual Financial Statements 2016/17



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Management Commentary

Introduction

The requirements governing the format and content of local authorities' annual accounts (under s106 of the Local Government (Scotland) Act 1973 joint boards and committees are classed as local authorities) are contained in The Code of Practice on Local Authority Accounting in the United Kingdom ("the Code"). The annual accounts are prepared in line with The Local Authority Accounts (Scotland) Regulations 2014.

Park Strategy and Action Plan 2016-2021

Clyde Muirshiel Regional Park Strategy and Action Plan was approved by Joint Committee in September 2016. This document sets out three priorities which focus activity in the Park over a period of five years. The priorities are:

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

The Strategy compliments the wider aspirations of the Joint Committee authorities particularly in relation to community inclusion, health and wellbeing and skills development.

The associated Action Plan sets out the objectives for each priority and a series of realistic actions to be delivered over life of the strategy. The actions are grouped into short, medium and long term and inform the Park's annual workplan. Since the adoption of the Park Strategy and Action Plan in September 2016, good progress has been made on delivering short term actions, with 12 out of 13 on target.

Vision and Aims

The Park's vision was approved by the Joint Committee in December 2013 to be:

"Our vision is that Clyde Muirshiel is the best regional park in Scotland"

The charter aims were revised in 2006 and currently state that the Park will:

- Conserve and enhance the natural beauty, biodiversity and cultural heritage of Clyde Muirshiel Park.
- Encourage and enable learning, understanding and enjoyment of Clyde Muirshiel Park.
- To promote and foster environmentally sustainable development for the social and economic well being of the people and communities within the Clyde Muirshiel Park area.

The Park Strategy and Workplan

Working from the set of guiding principles above, the Park has produced a strategy which identified a set of strategic aims. These aims are correlated with the five national strategic goals to ensure the Park's outcomes make a contribution to the National Performance Framework.

The Park produces an annual workplan which sets out the tangible ways the Park will meet its strategic aims.

The Park Continues to develop services in line with the strategic aims. Demand for outdoor activities continues to grow, however provision is now limited by availability of changing facilities for the clients. There is the potential to grow the business further if this shortfall can be addressed.

Alternative funding streams have again contributed to the development of the park. The Semple Trail Heritage project managed by Renfrewshire Council provided improved pathways, interpretation and conservation in and around Castle Semple Country Park securing £860,000 of Grant funding .This

year also saw the launch of the Tag n Track project which aims to raise conservation awareness of the life of two bird species. This project secured £106,087 of external funding.

Looking ahead to 2017-18 the Park hopes to continue to build on the suite of projects and events currently being delivered to raise the Park profile. The Park will also look to secure further funding to deliver projects to meet the strategic aims of the Park.

Financial Performance

Revenue

The Comprehensive Income and Expenditure Account on page 15 summarises the total costs of providing services and the income available to fund those services.

Excluding accounting adjustments relating to pensions and short term accumulating absences, the Joint Committee has returned a surplus of £16,035 for the financial year 2016/17, compared to a budgeted breakeven position. The difference between the employee costs figure below and the figure reported in the Comprehensive Income and Expenditure report is due to accounting adjustments for pension costs £49,000 and accrued employee benefits (£3,394).

A summary of the outturn position against the agreed budget is shown below:

	Budget £	Actual £	Variance £
Employee Costs	729,500	726,242	3,258
Property Costs	50,200	42,533	7,667
Supplies and Services	143,200	165,884	(22,684)
Contractors & Others	14,800	19,720	(4,920)
Transport Costs	49,200	40,092	9,108
Administrative Costs	84,400	71,855	12,545
Payments to Other Bodies	1,600	1,820	(220)
Total Expenditure	1,072,900	1,068,146	4,754
Requisition Income	(692,800)	(692,800)	-
Sales, Fees and Charges	(357,100)	(333,105)	(23,995)
Other Income	(23,000)	(58,276)	35,276
Total Income	(1,072,900)	(1,084,181)	11,281
(Surplus)/Deficit for Year	-	(16,035)	16,035

The underspend within Employee Costs is due to a minimal overspend for salary costs offset by an underspend within the Training and Travel budget.

The underspend in Property Costs is mainly a result of lower than anticipated spending on property insurance and other property costs.

Expenditure on the various projects the Park is involved in has led to the overspend within Supplies and Services. These costs are fully recovered and included within Other Income.

Contractors and Others is overspent due to the Park contributing to the funding of the Tag-n-Track Project.

The underspend in Transport Costs is predominantly due to decreased lease payment costs.

The underspend in Administration Costs is mainly due to lower than expected insurance premiums for the year.

The under recovery of income within Sales, Fees and Charges relates to the decreased level of Income generated from the activities delivered by the Park and the over-recovery in Other Income relates to the additional grants and funding levered in for project expenditure.

Capital and Reserves

The Joint Committee does not have the legal powers necessary to hold assets therefore there is no capital spend. Cash balances held by the Joint Committee are matched by creditor balances.

Provisions, Contingencies and Write-offs

The Joint Committee is not aware of any eventualities which may have a material effect on the financial position of the Joint Committee, and has made no provisions for such eventualities. In general, any contingent liabilities known to the Joint Committee are covered by insurance arrangements.

There were no debt write-offs during the year.

Net Pension Position

The disclosure requirements for pension benefits under IAS19 are detailed at Note 15. The appointed actuaries have confirmed a net deficit position of £1.092 million, a deterioration of £0.477 million in their assessment of the position of the pension fund. This movement is mainly as a result of increased liabilities linked to a decrease in the real discount rate. The net deficit position of the pension reserve impacts on the net asset position of the Joint Committee as a whole, however the funding of these future liabilities will be met from future requisitions from members and as such the going concern assumption is valid.

The appointed actuaries remain of the view however that the asset holdings of the Strathclyde Pension Scheme and the contributions from employees and employers together with planned increases in employers' contributions provide sufficient security and income to meet future pension liabilities.

Service changes and Future Developments

The adopted Park Strategy and Action Plan seeks to build upon the strengths of the Park and make full use of its assets. It is important the Park remains receptive to change and embraces opportunities for improved ways of working.

The short, medium and long term activities prescribed by the Action Plan will help simplify work streams, maximise end user benefit and capitalise on income generating opportunities for sustainable financial stability.

The Committee agreed that Renfrewshire Council be authorised to develop a 'State of the Park' Report as a means of considering the assets and resources within the Park and that a consultation and engagement exercise be progressed with Park Users with a view to updates being submitted to future meetings of the Joint Committee to allow appropriate budget and resource decisions to be made to secure future activities within the Park. The Park Strategy was completed and presented to the Joint Committee in September 2016.

Events after the Balance Sheet Date

Events from the Balance Sheet Date until the Date of Signing the Accounts have been taken into consideration.

Impact of Economic Climate

The Joint Committee recognises the difficult financial climate facing local authorities and has continued to seek efficiencies wherever possible. The requisition funding in 16/17 was reduced by 14.3% due to the Park management making significant progress in delivering savings over the last few years to assist in meeting the efficiency targets required in the current financial climate. It has been agreed that the indicative levels of requisition in 2017/18 remain at 2016/17 levels.

The Joint Committee and Park management recognise the need to continue to seek further efficiencies and will also continue to develop opportunities to increase trading income over the coming years.

Conclusion

We would wish to take this opportunity to acknowledge the team effort required to produce the accounts and to record our thanks to all the staff involved for their continued hard work and support.

Statement of Responsibilities for the Annual Accounts

The Joint Committee's Responsibilities

The Joint Committee is required:

- to make arrangements for the proper administration of its financial affairs and to secure that the proper officer of the Joint Committee has the responsibility for the administration of those affairs. (section 95 of the Local Government (Scotland) Act 1973). The Director of Finance and Resources at Renfrewshire Council is the designated Officer and operates as the Treasurer for Clyde Muirshiel Park Authority;
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- to ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014), and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003);
- to approve the Annual Accounts for signature.

The Treasurer's Responsibilities

The Treasurer is responsible for the preparation of the Joint Committee's Annual Accounts in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom ('the Code').

In preparing this statement of accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates which were reasonable and prudent;
- complied with legislation;
- complied with the local authority Accounting Code (in so far as it is compatible with legislation);
- kept proper accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the financial statements give a true and fair view of the financial position of the Joint Committee at the reporting date and the transactions of the Joint Committee for the year ended 31 March 2017.

Alan Russell CPFA

Treasurer
23 June 2017

Governance Statement

Scope of Responsibility

Clyde Muirshiel Park Authority's Joint Committee is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. The Joint Committee also has a statutory duty to make arrangements to secure best value under the Local Government in Scotland Act 2003. In discharging this overall responsibility, the Authority's elected members and senior officers are responsible for putting in place proper arrangements for its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

The Joint Committee's Governance Framework

The governance framework comprises the systems and processes, and culture and values, by which the joint Committee is directed and controlled. It also describes the way it engages with, and accounts to its stakeholders.

The Joint Committee has also put in place a system of internal control designed to manage risk to a reasonable level. Internal control cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Joint Committee's policies aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The main features of our governance arrangements are summarised below:

- Minute of Agreement between the member councils of the Joint Committee, setting out the arrangement for governance of the Park Authority,
- Clearly defined Procedural Standing Orders, Scheme of Delegation, Financial Regulations and Standing Orders Relating to Contracts,
- Comprehensive business planning arrangements and continuous improvement arrangements including, setting key performance targets and developing work plans designed to achieve our corporate objectives. The Park Strategy 2016 – 2021, sets out the organisational objectives and the actions required to implement those objectives.
- Regular communication and engagement with stakeholders through the Consultative Forum and other local community groups,
- Regular review of performance and public performance reporting through the Annual Report,
- Comprehensive arrangements for monitoring health and safety,
- Policies to regulate employee related matters, including the employee code of conduct and disciplinary procedures,
- Arrangements to manage risk are included in the Park Authority Annual Work Plan,
- Clear customer complaints procedures,
- Comprehensive policies and procedures for data protection and information security.
- An anti-fraud and corruption strategy and arrangements supported by a range of policies and guidelines.

Within the overall control arrangements, the system of internal financial control is intended to ensure that assets are safeguarded, transactions are authorised and properly recorded and material errors are detected and corrected. The system is based on a framework of management information, financial regulations, administrative procedures (including segregation of duties), management and supervision, and a system of delegation and accountability. The system includes:

- Financial management is supported by comprehensive financial regulations and codes,
- Comprehensive budgeting systems, and detailed guidance for budget holders,
- Regular reviews of periodic and annual financial reports which indicate financial performance against the forecasts,
- Setting targets to measure financial and other performance,

- The preparation of regular financial reports that indicate actual expenditure against the forecasts.

With Renfrewshire Council being the lead authority, all financial transactions of the Joint Committee are processed through the financial systems of the Council and are subject to the same controls and scrutiny as those of as those of Renfrewshire Council. This includes regular reviews by the Chief Auditor of Renfrewshire Council.

Review of Effectiveness

Members and officers of the Joint Committee are committed to the concept of sound governance and the effective delivery of services and take into account comments made by internal and external auditors.

The effectiveness of the governance framework is reviewed annually by the Park Manager using a self-assessment tool involving completion of a 30 point checklist covering four key areas of governance:

- Service Planning and Performance Management
- Internal Control Environment
- Budgeting, Accounting and Financial Control
- Risk Management and Business Continuity

This self-assessment indicated that the governance framework is being complied with in all material respects.

The Joint Committee's internal audit service operates in accordance with the Public Sector Internal Audit Standards. Internal Audit undertakes an annual programme following an assessment of risk completed during the strategic audit planning process.

The Chief Auditor provides an annual report to the Joint Committee and an independent opinion on the adequacy and effectiveness of the system of internal control. The Chief Auditor's annual assurance statement concluded that a reasonable level of assurance can be placed upon the adequacy and effectiveness of the Joint Committee's governance framework, risk management and internal control. Risk management arrangements were reviewed during 2016/17 to develop a risk management framework and risk register, these arrangements will be formally implemented during 2017/18.

Statement on the Role of Chief Financial Officer

CIPFA published this statement in 2010 and under the Code, the Joint Committee is required to state whether it complies with the statement, and if not, to explain how their governance arrangements deliver the same impact. The full statement is:

The Chief Financial Officer in a public service organisation:

- is a key member of the Leadership Team, helping it to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the public interest;
- must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the authority's financial strategy; and
- must lead the promotion and delivery by the whole authority of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

To deliver these responsibilities the Chief Financial Officer:

- must lead and direct a finance function that is resourced to be fit for purpose; and
- must be professionally qualified and suitably experienced.

Assurance

In conclusion, it is our opinion that the annual review of governance together with the work of internal and external auditors and certification of assurance from the Interim Park Manager provide sufficient evidence that the principles of good governance operated effectively and the Joint Committee complies with its governance arrangements in all material respects. Systems are in place to continually review and improve the governance and internal control environment. Future actions arising from the review of governance arrangements will be taken as necessary to maintain and further enhance the Joint Committee's governance arrangements.

Remuneration report

All information disclosed in sections two to five in this Remuneration Report will be audited by the council's appointed auditor, Audit Scotland. The other sections of the Remuneration Report will be reviewed by Audit Scotland to ensure that they are consistent with the financial statements.

1. Remuneration policy for elected members

The Joint Committee makes no remuneration payment to any elected member, nor does it pay any expenses, fees or allowances to elected members.

2. Remuneration policy for senior employees

All Park staff are employees of Renfrewshire Council as the lead authority for the Park Authority. There are no Park Authority staff remunerated according to the Chief Officers' salary scales.

2015/16	Senior Employees		2016/17			
Total	Name	Post Held	Salary, fees and allowances	Expenses allowance chargeable to UK income tax	Other (i)	Total
£			£	£	£	£
25,665	David Gatherer *	Interim Park Manager	29,094	-	-	29,094
25,665	Total		29,094	-	-	29,094

*The average weekly hours of the Interim Park Manager equate to 0.5 fte from 1 April 2015 to 1 November 2015 and 0.6fte from 2 November 2015 to 31 March 2017.

The above tables show the relevant amounts, before tax and other deductions, due to, or receivable by, each of the persons named for the year to 31 March 2017, whether or not those amounts were actually paid to, or received by, those persons within that period.

3. Pension rights

Pension benefits for Joint Committee employees are provided through the Local Government Pension Scheme (LGPS).

From 1st April 2015 benefits are based on career average pay. Pension benefits are based on the pay received for each year in the scheme increased by the increase in the cost of living, as measured by the appropriate index (or indices). The scheme's normal retirement age is linked to the state pension age for each member.

From 1 April 2009 a five tier contribution system was introduced with contributions from scheme members being based on how much pay falls into each tier. This is designed to give more equality between the cost and benefits of scheme membership. Prior to 2009 contributions rates were set at 6% for all non manual employees.

2015/16	Member contribution rates on earnings in the bands below	2016/17
Up to £20,500	5.5%	Up to £20,500
£20,501 to £25,000	7.25%	£20,501 to £25,000
£25,001 to £34,400	8.5%	£25,001 to £34,400
£34,401 to £45,800	9.5%	£34,401 to £45,800
Over £45,801	12%	Over £45,801

**Clyde Muirshiel Park Authority Joint Committee
Annual Accounts 2016-17**

If a person works part-time their contribution rate is worked out on the whole-time pay rate for the job, with actual contributions paid on actual pay earned.

There is no automatic entitlement to a lump sum. Members may opt to give up (commute) pension for a lump sum up to the limit set by the Finance Act 2004. The accrual rate guarantees a pension based on 1/49th of the pensionable pay for each year of membership, adjusted in line with the cost of living. (Prior to 2015 the accrual rate guaranteed a pension based on 1/60th of final pensionable salary).

The value of the accrued benefits has been calculated on the basis of the age at which the person will first become entitled to receive a full pension on retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation.

The pension figures shown relate to the benefits that the person has accrued as a consequence of their total local government employment, not just that relating to their current post.

Senior Employees						
Name	Post Held	Accrued Pension benefits as at 31 March 2017		Change in accrued pension benefits since 31 March 2016		Pension contributions made by Joint Committee during 2016-2017 (ii) £
		Pension	Lump Sum	Pension	Lump Sum	
		£m	£m	£m	£m	
David Gatherer(i)	Interim Park Manager	0.014	0.034	-0.004	-0.006	5,615
Total		0.014	0.034	-0.004	-0.006	5,615

(i) accrued pension benefits in 2015/16 were over stated and based on a 1.2 FTE

(ii) includes any contributions that Clyde Muirshiel Park Authority has agreed to pay in respect of the relevant person at a later date.

4. Remuneration of Employees

In terms of the regulations, the Joint Committee is obliged to provide a statement of the number of employees whose remuneration, excluding pension contributions, was in excess of £50,000 during 2016/17, in bands of £5,000.

There were no employees whose salary exceeded £50,000 during 2016/17.

5. Exit Packages

Clyde Muirshiel Park Authority had no exit packages in 2016-17.

Independent Auditor's Report

Annual Accounts 2016-17

Under arrangements approved by the Accounts Commission, the auditor with responsibility for the audit of the accounts of the Clyde Muirshiel Park Authority for the year ended 31 March 2017 is:

Mark Ferris
Senior Audit Manager
Audit Scotland
4th Floor, South Suite
The Athenaeum Building
8 Nelson Mandela Place
Glasgow
G2 1BT

Statement

The audit of the accounts is not yet complete i.e. the figures are subject to audit. The certified accounts will be presented to the Joint Committee for approval after the audit is complete.

Movement in Reserves Statement for the year ended 31 March 2017

This statement shows the movement in the year on the different reserves held by the Joint Committee, analysed into usable reserves (that is, those reserves that can be applied to fund expenditure) and unusable reserves. The surplus or deficit on the provision of services line shows the true economic cost of providing the Joint Committee's services, more details of which are shown in the **comprehensive income and expenditure statement**.

	Note	Usable reserves		Unusable reserves	
		Revenue Reserve	Pension Reserve	Employee Statutory Adjustment Account	Total Reserves
		£	£	£	£
Balance at 31 March 2015 carried forward		-	(1,009,000)	(19,743)	(1,028,743)
<i>Movement in reserves during 2015-16</i>					
Total comprehensive income and expenditure		(59,164)	501,000	-	441,836
Adjustments between accounting basis and funding basis under regulations	6a	106,290	(107,000)	710	-
Transfer from Creditors	6a	19,767	-	-	19,767
Net increase or (decrease) before transfers to other statutory reserves		66,893	394,000	710	461,603
Transfers to or (from) other statutory reserves		-	-	-	-
Transfer to creditors	12	(66,893)	-	-	(66,893)
Increase or (decrease) in 2015-16		-	394,000	710	394,710
Balance at 31 March 2016 carried forward		-	(615,000)	(19,033)	(634,033)
<i>Movement in reserves during 2016-17</i>					
Total comprehensive income and expenditure		(51,571)	(406,000)	-	(457,571)
Adjustments between accounting basis and funding basis under regulations	6a	67,606	(71,000)	3,394	-
Transfer from Creditors	6a	66,893	-	-	66,893
Net increase or (decrease) before transfers to other statutory reserves		82,928	(477,000)	3,394	(390,678)
Transfers to or (from) other statutory reserves		-	-	-	-
Transfer to creditors	12	(82,928)	-	-	(82,928)
Increase or (decrease) in 2016-17		-	(477,000)	3,394	(473,606)
Balance at 31 March 2017 carried forward		-	(1,092,000)	(15,639)	(1,107,639)

Comprehensive Income and Expenditure Statement for the year ended 31 March 2017

This statement shows the accounting cost of providing services and managing the Joint Committee during the year. It includes, on an accruals basis, all of the Joint Committee's day-to-day expenses and related income. It also includes transactions measuring the value of non-current assets actually consumed during the year and the real projected value of retirement benefits earned by employees during the year. The statement shows the accounting cost in accordance with generally accepted accounting practices, rather than the cost according to the statutory regulations that specify the net expenditure that local authorities need to take into account. The required adjustments between accounting basis and funding basis under regulations are shown in the **movement in reserves statement**.

2015/16			2016/17	
£		Note	£	
882,071	Employee Costs		771,848	
45,809	Property Costs		42,533	
197,786	Supplies & Services		165,884	
17,201	Contractors		19,720	
49,567	Transport		40,092	
85,954	Administration Costs		71,855	
1,600	Payments to Other Bodies		1,820	
1,279,988	Cost of Services		1,113,752	
(15,339)	Grants From Other Organisations		(14,115)	
(199,025)	Sales, Fees & Charges		(165,741)	
(175,855)	Charges to Users		(167,364)	
(55,323)	Miscellaneous Income		(42,447)	
32,818	Financing & Investment Income and Expenditure	8	20,286	
(808,100)	Requisitions from Members Authorities	13	(692,800)	
59,164	(Surplus) or deficit on the provision of services		51,571	
(501,000)	Actuarial (Gains) or losses on pension assets and liabilities	15a	406,000	
(501,000)	Other Comprehensive Income & Expenditure		406,000	
(441,836)	Total Comprehensive Income & Expenditure		457,571	

Expenditure Funding Analysis for the year ended 31 March 2017

This statement shows how annual expenditure is used and funded from resources and provides a reconciliation of the statutory adjustments between the Joint Committees financial performance on a funding basis and the (surplus) or deficit on the provision of service in the Comprehensive Income and Expenditure statement.

Expenditure Funding Analysis

2016/17	(Surplus)/Deficit for Year	Net Expenditure Chargeable to the General Fund	Adjustments between Funding and Accounting basis	Net Expenditure in the Comprehensive Income and Expenditure Statement
	£	£	£	£
Balance as at 31st March 2017	(16,035)			(16,035)
Employee Statutory Adjustment		(3,394)		(3,394)
Pension Cost			49,000	49,000
Pension Interest			22,000	22,000
(Surplus) or deficit on the provision of service				51,571

2015/16	(Surplus)/Deficit for Year	Net Expenditure Chargeable to the General Fund	Adjustments between Funding and Accounting basis	Net Expenditure in the Comprehensive Income and Expenditure Statement
	£	£	£	£
Balance as at 31st March 2016	(47,126)			(47,126)
Employee Statutory Adjustment		(710)		(710)
Pension Cost			73,000	73,000
Pension Interest			34,000	34,000
(Surplus) or deficit on the provision of service				59,164

Balance Sheet as at 31 March 2017

The **balance sheet** shows the value as at 31 March 2017 of the assets and liabilities recognised by the Joint Committee. The net assets of the Joint Committee (assets less liabilities) are matched by the reserves held. Reserves are reported in two categories. The first category comprises usable reserves, which are those reserves that the Joint Committee may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use. The second category of reserves comprises those that the Joint Committee is not able to use to provide services. This category includes reserves that hold unrealised gains and losses in the value of assets.

31st March 2016 £		Note	31st March 2017 £
	<u>Current Assets</u>		
247,680	Funds held by Renfrewshire Council		376,549
20,438	Debtors and Prepayments	10	132
14,322	Inventories		8,994
1,700	Cash in Hand		1,700
284,140			387,375
	<u>less Current Liabilities</u>		
(303,173)	Creditors And Accruals	11	(403,014)
(19,033)	Net Assets Excluding Pension (Liability)/Asset		(15,639)
	<u>Long Term Liabilities</u>		
(615,000)	Pension (liability)/Asset	6b	(1,092,000)
(634,033)	Net (Liabilities)/Asset Including Pension		(1,107,639)
	<u>Represented by:</u>		
	Useable Reserves		
66,893	Balance due to Member Authorities	6a	82,928
(66,893)	Transfer to Creditors		(82,928)
	Unuseable Reserves		
(19,033)	Employee Statutory Adjustment Account	6c	(15,639)
(615,000)	Pension Reserve	6b	(1,092,000)
(634,033)			(1,107,639)

The unaudited accounts were authorised for issue on 23 June 2017.
Balance Sheet signed by:

Alan Russell CPFA
Treasurer
23 June 2017

Cash flow Statement for the year ended 31 March 2017

This statement shows the changes in cash and cash equivalents during the year. It shows how the Joint Committee generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Joint Committee are funded by way of requisition income or from the recipients of services provided. Investing activities represent the extent to which cash outflows have been made for resources that are intended to contribute to the Joint Committee's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (that is, borrowing) to the Joint Committee.

2015/16 £		2016/17 £
	Operating Activities	
	Cash Inflows	
(1,191,780)	Sale of goods and rendering of services	(1,035,691)
(32,078)	Grants	(138,473)
(11,100)	Other receipts from operating activities	(10,425)
(1,182)	Interest received	(1,714)
(1,236,140)	Cash inflows generated from operating activities	(1,186,303)
	Cash Outflows	
688,058	Cash paid to and on behalf of employees	630,072
393,708	Cash paid to suppliers of goods and services	332,729
126,464	Other payments for operating activities	94,633
1,208,230	Cash outflows generated from operating activities	1,057,434
(27,910)	Net (increase)/decrease in cash and cash equivalents	(128,869)
221,470	Cash and cash equivalents at the beginning of the reporting period - short term deposits with Renfrewshire Council	249,380
249,380	Cash and cash equivalents at the end of the reporting period - short term deposits with Renfrewshire Council	378,249
(27,910)	Net (inflow)/outflow in cash and cash equivalents in year	(128,869)

Note 1 Summary of Significant Accounting Policies

The Financial Statements for the year ended 31 March 2017 have been prepared in accordance with proper accounting practice as per section 12 of the Local Government in Scotland Act 2003. Proper accounting practice comprises the Code of Practice on Local Authority Accounting in the United Kingdom (the Accounting Code) and the Service Reporting Code of Practice for Local Authorities 2016/17, (SeRCOP) supported by International Financial Reporting Standards and recommendations made by the Local Authority (Scotland) Accounts Advisory Committee (LASAAC). They are designed to give a true and fair view of the financial performance and position of the Joint Committee and comparative figures for the previous financial year are provided. There are no significant departures from these recommendations.

The following accounting concepts have been considered in the application of accounting policies:

Accruals basis - the accruals concept requires the non-cash effects of transactions to be included in the financial statement for the year in which they occur, not in the period in which payment is made or income received,

Going concern - the going concern concept assumes that the Joint Committee will continue in existence for the foreseeable future,

Understandability – users of the financial statements are assumed to have a reasonable knowledge of accounting and local government,

Relevance – the information in the financial statements is useful for assessing Joint Committee's stewardship of public funds and for making economic decisions,

Materiality - information is included in the financial statements where the information is of such significance that it could influence the decisions or assessments of users of the information,

Reliability – information included in the financial statements faithfully represents the substance of transactions, is free from bias and material error, is complete within the bounds of materiality and cost, and has been prudently prepared,

Primacy of legislative requirements - legislative requirements have priority over accounting principles in the event of conflict between legislation and the Accounting Code.

The accounts have been prepared under the historic cost convention. The following accounting policies used in the preparation of the statements have been reviewed in line with changes made to the Accounting Code following the introduction of International Financial Reporting Standards.

Accruals of Expenditure and Income

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- i. Revenue from the sale of goods is recognised when the Joint Committee transfers the significant risks and rewards of ownership to the purchaser, and it is probable that the economic benefits or service potential associated with the transaction will flow to the Joint Committee.
- ii. Revenue from the provision of services is recognised when the Joint Committee can measure reliably the percentage of completion of the transaction and it is probable that the economic benefits or service potential associated with the transaction will flow to the Joint Committee.
- iii. Supplies are recorded as expenditure when they are consumed. Where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.

- iv. Where income and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where there is evidence that debts are unlikely to be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.
- v. Suppliers invoices paid in the two weeks following the year-end are accrued together with specific accruals in respect of further material items provided the goods or services were received by the Balance Sheet date.

Cash and Cash Equivalents

Cash is defined as cash in hand and deposits repayable on demand less overdrafts repayable on demand.

Contingent Assets and Liabilities

Contingent assets and liabilities are not recognised in the financial statements, but are disclosed as a note to the accounts where they are deemed material.

Employee Benefits

Benefits payable during employment

All salaries and wages earned up to the Balance Sheet date are included in the accounts irrespective of when payment was made. An accrual is made for the cost of holiday and flexi-leave entitlements earned by employees but not taken before the year end; and which employees may carry forward into the next financial year.

Termination benefits

Termination benefits are amounts payable as a result of a decision by the Joint Committee to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary severance. They are charged on an accruals basis to the Employee Costs line in the Comprehensive Income and Expenditure Statement when the Joint Committee is demonstrably committed to either terminating the employment of an officer or making an offer to encourage voluntary severance. The Joint Committee is only demonstrably committed to a termination when it has a detailed formal plan for the termination and it is without realistic possibility of withdrawal; and agreement to the termination has been granted by the Joint Committee.

Where termination benefits involve the enhancement of pensions, statutory provisions require the Revenue balances to be charged with the amount payable by the Joint Committee to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and to replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post employment benefits

The Joint Committee participates in the Local Government Pension Scheme which is administered by Strathclyde Pension Fund. The Local Government Pension Scheme is accounted for as a defined benefit scheme, and in accordance with International Accounting Standard 19 (IAS19) the Joint Committee has disclosed certain information concerning the assets, liabilities, income and expenditure relating to the pension scheme. IAS 19 requires that an organisation must account for retirement benefits when it is committed to giving them, even if the giving will be many years into the future.

This involves the recognition in the Balance Sheet of the Joint Committee's share of the net pension asset or liability in Strathclyde Pension Fund and a pension reserve. The Comprehensive Income and Expenditure Statement also recognises changes during the year in the pension asset or liability. Service expenditure includes pension costs based on employers' pension contributions payable and payments to pensioners in the year.

The liabilities of the Strathclyde Pension Fund attributable to the Joint Committee are included in the Balance Sheet on an actuarial basis using the projected unit method i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates and projections of earnings for current employees. Liabilities are discounted to their value at current prices using a discount rate based on the current rate of return available on a high quality corporate bond of equivalent currency and term to the scheme liabilities.

The assets of the Strathclyde Pension Fund attributable to the Joint Committee are included in the Balance Sheet at their fair value, principally the bid price for quoted securities, and estimated fair value for unquoted securities.

Note 15 to the Core Financial Statements provides further information.

Events after the Balance Sheet date

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statements are authorised for issue. There are two types of events:

- Adjusting events – those that provide evidence of conditions that existed at the end of the reporting period, and the Statements are adjusted to reflect such events
- Non-adjusting events – those that are indicative of conditions that arose after the reporting period, and the Statements are not adjusted. Where a category of events would have a material effect, disclosure is made in the notes of the nature of the event and its estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statements. Note 5 provides further information.

Material Items and Prior Period Adjustments

When items of income and expense are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Joint Committee's financial performance.

Where there has been a change in accounting policy, that change will be applied retrospectively, that is, prior period figures will be restated unless the Code specifies transitional provisions that shall be followed. Where there has been a change in accounting estimate, that change will be applied prospectively, that is, prior period figures will not be restated. Where a material misstatement or omission has been discovered relating to a prior period, that misstatement or omission will be restated unless it is impracticable to do so.

Government Grants and other Contributions

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as due to the Joint Committee when there is reasonable assurance that:

- the Joint Committee will comply with the conditions attached to the payments, and
- the grants or contributions will be received.

Amounts recognised as due to the Joint Committee are not credited to the Comprehensive Income and Expenditure Account until conditions attaching to the grant or contribution have been satisfied. Monies advanced as grants and contributions are carried in the Balance Sheet as creditors.

Inventories

Inventories (generally consumable stock) are included in the Balance Sheet at original cost.

Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property from the lessor to the lessee. All other leases are classified as operating leases. Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets. The Joint Committee is not party to any finance leases.

Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefiting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g., there is a rent-free period at the commencement of the lease). The risks and rewards of ownership remain with the lessors along with the title of the property.

Property, Plant and Equipment

Clyde Muirshiel Park Authority is a Joint Committee as constituted under s106(1) of the Local Government (Scotland) Act 1973. The Joint Committee has no legal power to hold assets. Any cash assets held are matched by an equivalent creditor balance.

Provisions

Provisions are made where an event has taken place that gives the Joint Committee a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that Clyde Muirshiel Park Authority becomes aware of the obligation, and measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service. Where some or all of the payment required to settle a provision is expected to be recovered from another party (e.g. from an insurance claim), this is only recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the Joint Committee settles the obligation.

Reserves

The Joint Committee has three reserve funds. The Revenue Reserve contains the balance of requisition income from members of the Joint Committee.

The Pension Reserve arises from the IAS19 accounting disclosures for retirement benefits and recognises the Joint Committee share of actuarial gains and losses in the Strathclyde Pension Fund and the change in the Joint Committee's share of the Pension Fund net liability chargeable to the Income and Expenditure Account.

The Employee Statutory Adjustment Account absorbs the differences that would otherwise arise on the Revenue Reserve from accruing for short term accumulating absences at the end of the financial year. Generally accepted accounting practices require that all short-term employee benefits, including accumulating compensated absences, should be recognised as a cost in the accounts for the year to which they relate. This means that where employees' full holiday entitlement, time in lieu or credit flexi-time balance has not been taken by the financial year-end, the cost of the untaken days or time is calculated and recorded as an accrued expense. However, statutory arrangements require that the impact of such accrued expenditure on the Revenue Reserve is neutralised by transfers to or from the Employee Statutory Adjustment Account.

VAT

Income and Expenditure excludes any amount relating to Value Added Tax (VAT), as all VAT is payable to HM Revenue & Customs and all VAT is recoverable from them.

Note 2 Accounting Standards Issued not Adopted

There are no accounting standards relevant to the financial statements of the Joint Committee which have not been adopted.

Note 3 Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in Note 1, the Joint Committee has had to make certain judgements about complex transactions or those involving uncertainty about future events. Where a critical judgement has been made this is referred to in the relevant note to the core financial statements; however a summary of those with the most significant effect is detailed below.

Leases	The Park Authority does not own any assets – the land and properties the Park Authority manages are owned by the respective councils across whose boundaries the Park Authority crosses. No payment is made to the councils for the use of these land and property assets and there is no lease agreement in place, therefore in terms of applying the adopted accounting policies it has been assumed no lease arrangement is in place.
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Note 4 Assumptions made about the future

The Statement of Accounts contains estimated figures that are based on assumptions made by the Joint Committee about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the Balance Sheet at 31 March 2017 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if Results differ from Assumption
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Joint Committee with expert advice about the assumptions to be applied.	The effects on the net pension liability of changes in individual assumptions can be measured. For instance, a 0.5% decrease in the real discount rate assumption would result in an increase in the pension liability of £690,000. However, the assumptions interact in complex ways. During 2016/17, the appointed actuaries advised that the net pension liability had increased by £406,000 attributable to updating of the financial assumptions.

Note 5 Events after the balance sheet date

Events taking place after the authorised for issue date per the balance sheet are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2017, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information. There are no non adjusting events.

Note 6 Details of Movement in Reserves

a. Revenue Reserve

2015/16		2016/17
£		£
(19,767)	Balance as at 1 April	(66,893)
(107,000)	Transfer to pension reserve	(71,000)
710	Transfer to employee statutory adjustment account	3,394
59,164	(Surplus) or Deficit on provision of services (from the Comprehensive Income & Expenditure Account)	51,571
(66,893)	Balance as at 31 March	(82,928)

This represents the excess of member authority requisitions over expenditure in any one year and is shown as payable to the member authorities

b. Pension Reserve

2015/16		2016/17
£		£
(1,009,000)	Balance as at 1 April	(615,000)
501,000	Actuarial Gains and (Losses) (see note 15)	(406,000)
(107,000)	Net additional amount required by statute and non-statutory proper practices to be taken into account when determining the surplus or deficit on the revenue reserves for the year	(71,000)
(615,000)	Balance as at 31 March	(1,092,000)

The Pension Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Joint Committee accounts for post-employment benefits in the comprehensive income and expenditure statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Joint Committee makes employer's contributions to pension funds. The credit balance on the Pension Reserve shows a surplus in the benefits earned by past and current employees and the Joint Committee's share of Strathclyde Pension Fund resources available to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

c. Employee Statutory Adjustment Account

2015/16		2016/17
£		£
(19,743)	Balance as at 1 April	(19,033)
19,743	Reversal of prior year accrual for short-term accumulating compensated absences	19,033
(19,033)	Recognition of the accrual for short-term accumulating compensating absences at 31 March	(15,639)
(19,033)	Balance as at 31 March	(15,639)

The Employee Statutory Adjustment Account absorbs the differences that would otherwise arise on revenue balances from accruing for short-term accumulating compensated absences at the end of the financial year. Generally accepted accounting practices require that all short-term employee benefits, including accumulating compensated absences, should be recognised as a cost in the accounts for the year to which they relate. This means that where employees' full holiday entitlement, time in lieu or credit flexi-time balance has not been taken by the financial year-end, the cost of the untaken days or time is calculated and recorded as an accrued expense. However, statutory arrangements [or regulations] require that the impact of such accrued expenditure on revenue balances is neutralised by transfers to or from the Employee Statutory Adjustment Account.

Note 7 Reconciliation of the Balance on the Comprehensive Income and Expenditure Statement to the Movement in Reserves Statement

The surplus for the year on the Revenue Reserves was £67,606 greater than the Comprehensive Income and Expenditure Statement result. The table below gives a breakdown of the differences between the income and expenditure included in the Joint Committee's Comprehensive Income and Expenditure Statement in accordance with the Code and the amounts that statute and non-statutory proper practice require the Joint Committee to debit and credit the Revenue Reserve Balance.

2015/16 £		2016/17 £
	Amounts to be included in the Comprehensive Income and Expenditure Statement but required by statute to be excluded when determining Movement in Reserves Statement	
(209,000)	Net charges made for retirement benefits in accordance with IAS19	(165,000)
710	Net charges for employment short-term accumulating absences	3,394
<u>(208,290)</u>		<u>(161,606)</u>
	Amounts not included in the Comprehensive Income and Expenditure Statement but required to be included by statute when determining Movement in Reserves Statement	
102,000	Employers contributions payable to the Strathclyde Pension Fund	94,000
<u>(106,290)</u>	Net additional amount required to be debited or credited to the Revenue Reserves balance for the year	<u>(67,606)</u>

Note 8 Financing & Investment Income

2015/16 £		2016/17 £
(1,182)	Interest on Balances	(1,714)
34,000	Pension Interest Cost	22,000
<u>32,818</u>	Total Financing and Investment Income	<u>20,286</u>

Note 9 Operating Leases

There are no future minimum lease payments due under non-cancellable leases. However, the Park does have 7 vehicles on a rolling monthly contract. The expenditure charged in year to the Comprehensive Income and Expenditure Statement was £29,325 (2015-16 £34,984 – 8 vehicles).

Note 10 Debtors and Prepayments

31st March 2016 £		31st March 2017 £
20,438	Other Entities and Individuals	132
<u>20,438</u>	Total short term debtors	<u>132</u>

Note 11 Creditors

31st March 2016 £		31st March 2017 £
66,893	Other local authorities	108,128
63,575	Deferred Income	48,160
-	Tag-n-Track	33,025
-	Lunderston Play Area	5,311
6,714	SRANI Loch Footpath Project	6,714
9,327	CMP Access Project	15,741
2,011	Paths Development Officer	2,011
23,886	Branching Out Project	32,536
31,809	Race To The Games	36,699
9,332	Juniper Footpath Project	11,315
21,459	Windows on Wildlife	22,102
19,033	Short Term Accumulating Absences	15,639
39,607	Accrued Payrolls	41,144
9,527	Other entities and individuals	24,489
<u>303,173</u>	Total short term creditors	<u>403,014</u>

Note 12 Transfer to Creditors

2015/16 £		2016/17 £
<u>66,893</u>	Transfer to Creditors	<u>82,928</u>

In terms of Section 58 of the Local Government (Scotland) Act 1973, Joint Committees have no specific powers to retain reserves to meet future funding requirements. The amounts due to member authorities have been transferred to creditors. These amounts have been generated as a result of the core activities of the Joint Committee and are not earmarked for a specific purpose.

Note 13 Related parties

The Joint Committee's related parties are those bodies or individuals that have the potential to control or significantly influence the Joint Committee, or to be controlled or significantly influenced by the Joint Committee. The Joint Committee is required to disclose material transactions that have occurred with related parties and the amount of any material sums due to or from related parties. Related party relationships require to be disclosed where control exists, irrespective of whether there have been transactions between the related parties. Disclosure of this information allows readers to assess the extent to which the Joint Committee might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Joint Committee.

The member authorities of the Joint Committee have contributed requisitions in the following proportions to enable the Joint Committee to carry out its objectives.

**Clyde Muirshiel Park Authority Joint Committee
Annual Accounts 2016-17**

2015/16		2016/17	
£	Council	Percentage	£
490,700	Renfrewshire	60.7%	420,700
199,500	Inverclyde	24.7%	171,000
117,900	North Ayrshire	14.6%	101,100
808,100	Total	100.0%	692,800

The Joint Committee in turn pays Renfrewshire Council for support services. The amount paid in respect of these services for the year ended 31 March 2017 was £34,600 (2015/16 £34,600).

Note 14 External audit costs

Fees payable to Audit Scotland in respect of external audit services undertaken in accordance with Audit Scotland's *Code of Audit Practice* in 2016-2017 were £1,727 (£1,600 in 2015-2016). There were no fees paid to Audit Scotland in respect of any other services.

Note 15 Retirement Benefits

As part of the terms and conditions of employment of its employees, the Joint Committee offers retirement benefits. Although these benefits will not actually be payable until employees retire, the Joint Committee has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement. The scheme for employees is Strathclyde Pension Fund which is administered by Glasgow City Council. This is a "funded" defined benefit final salary scheme meaning that the Joint Committee and its employees pay contributions into a fund, calculated at a level intended to balance the pensions liability with investment assets.

15a. Transactions relating to retirement benefits

The cost of retirement benefits is recognised in the Comprehensive Income and Expenditure Statement when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is statutorily required to be made in the accounts is based upon pension contributions payable by the Joint Committee in the year, and an adjustment is made within the Movement in Reserves Statement to replace the cost of retirement benefits with employers' contributions.

**Clyde Muirshiel Park Authority Joint Committee
Annual Accounts 2016-17**

The following transactions have been made in the accounting statements in 2016/17:

2015/16		Note	2016/17
£			£
	Comprehensive Income & Expenditure Statement		
	Cost of Services		
175,000	Current service cost	(i)	143,000
-	Past service cost/(gain)	(ii)	-
-	Settlements & curtailments	(iii)	-
<u>175,000</u>			<u>143,000</u>
	Financing & Investment Income & Expenditure		
34,000	Net Interest	(iv)	22,000
<u>34,000</u>			<u>22,000</u>
<u>209,000</u>	Total post employment benefit charged to the Surplus or Deficit on the Provision of Services		<u>165,000</u>
	Other post employment benefit charged to the Comprehensive Income and Expenditure Statement		
25,000	Return on assets excluding amounts included in net interest		(884,000)
(526,000)	Actuarial (gains) and losses arising on changes in financial assumptions		1,290,000
<u>(501,000)</u>	Total Actuarial (gains) and losses		<u>406,000</u>
<u>(292,000)</u>	Total post employment benefit charged to the Comprehensive Income and Expenditure Statement		<u>571,000</u>
	Movement in Reserves Statement	(v)	
(394,000)	Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits according with the Code		477,000
<u>102,000</u>	Employers Contributions paid to Strathclyde Pension Fund		<u>94,000</u>

Notes

- i. Current service cost is the cost of future entitlements to pension payments to current employees
- ii. Past service cost is the cost of discretionary pension benefits to former employees who retired on the grounds of efficiency etc or savings made for commuting part of the pension for additional cash.
- iii. Curtailments are the pension costs to employees retired under redundancy terms.
- iv. The net Interest Cost is an actuarial adjustment to the inflation element in the cost of funding current and future pension obligations. This is the expected increase during the year in the present value of the Joint Committee's share of Strathclyde Pension Fund's liabilities because they are one year closer to settlement.
- v. The Movement on Pension Reserve represents the net change in the pension liability recognised in the Movement in Reserves Statement for pension payments made by the Joint Committee to the Strathclyde Pension Fund during the year (£71,000).

The Joint Committee is also responsible for all pension payments relating to added years benefits it has awarded, together with related increases. In 2016/17 these amounted to £9,382 (2015/16 £8,139).

In addition to the recognised gains and losses included in the Comprehensive Income and Expenditure Statement, actuarial losses of £0.406 million are included in the Movement in Reserves Statement (2015/16 £0.501 million gain). The cumulative amount of actuarial losses is £0.914 million (2015/16 £0.508 million).

15b. Assets and liabilities in relation to retirement benefits

A reconciliation of the Joint Committee's share of the **present** value of Strathclyde Pension Fund's **liabilities** is as follows:

2015/16		2016/17
£000		£000
5,266	Opening present value	5,064
175	Current service cost	143
171	Interest Cost	179
30	Employee Contributions	28
-	Remeasurement (gains)/losses:	-
(526)	Actuarial losses/(gains) arising from changes in financial assumptions	1,290
(52)	Benefits Paid	(54)
5,064	Balance as at 31 March	6,650

A reconciliation of the Joint Committee's share of the **fair** value of Strathclyde Pension Fund's **assets** is as follows:

2015/16		2016/17
£000		£000
4,257	Opening Fair Value	4,449
137	Interest Income	157
-	Remeasurement gain/(loss):	-
(25)	Return on assets excluding amounts included in net interest	884
102	Contributions from employer	94
30	Contributions from employees	28
(52)	Benefits Paid	(54)
4,449	Closing fair value of scheme assets	5,558

15c. Fund history

	2012/13	2013/14	2014/15	2015/16	2016/17
	£000	£000	£000	£000	£000
Present Value of Liabilities	(3,781)	(4,312)	(5,266)	(5,064)	(6,650)
Fair value of assets	3,410	3,780	4,257	4,449	5,558
Surplus/(deficit) in the scheme	(371)	(532)	(1,009)	(615)	(1,092)

The main fund (Fund 1) of Strathclyde Pension Fund does not have an asset and liability matching (ALM) strategy.

The net liability position of £1,092,000 has a significant impact on the net worth of the Joint Committee as recorded in the balance sheet. However, any deficit on Strathclyde Pension Fund will be made good by increased contributions over the remaining working life of employees, as assessed by the Fund actuary.

15d. Basis for estimating assets and liabilities

The Joint Committee's share of the liabilities of Strathclyde Pension Fund have been assessed on an actuarial basis using the projected unit method, that estimates the pensions that will be payable in future years dependent upon assumptions about mortality rates, salary levels and so on. The Scheme's liabilities have been assessed by Hymans Robertson, an independent firm of Actuaries, and the estimates are based on the latest full valuation of the Fund at 31 March 2014.

The principal assumptions used by the actuary have been:

31st March 2016	Year Ended:	31st March 2017
Mortality assumptions		
	Longevity at 65 for current pensioners	
22.1 years	• Men	22.1 years
23.6 years	• Women	23.6 years
	Longevity at 65 for Future pensioners	
24.8 years	• Men	24.8 years
26.2 years	• Women	26.2 years
4.2%	Rate of increase in salaries	4.4%
2.2%	Rate of increase in pensions	2.4%
3.5%	Rate for discounting scheme liabilities	2.6%
	Take-up of option to convert annual pension into retirement lump sum:	
50.0%	Pre April 2009 service	50.0%
75.0%	Post April 2009 service	75.0%

**Clyde Muirshiel Park Authority Joint Committee
Annual Accounts 2016-17**

The pension scheme's assets consist of the following categories, by proportion of the total assets held:

31st March 2016			31st March 2017
£000		Percentage	£000
	Equity Securities		
417	Consumer	9.5%	526
333	Manufacturing	7.5%	417
131	Energy and Utilities	3.0%	165
307	Financial Institutions	7.0%	387
179	Health and Care	4.1%	226
254	Information Technology	5.8%	320
1,621	Total Equity	36.7%	2,041
	Private Equity		
433	All	8.2%	458
433	Total Private Equity	8.2%	458
	Real Estate		
478	UK Property	12.1%	670
-	Overseas Property	0.0%	-
478	Total Real Estate	12.1%	670
	Investment Funds & Unit Trusts		
1,156	Equities	32.2%	1,787
543	Bonds	5.6%	312
2	Commodities	0.1%	4
0	Infrastructure	0.0%	0
62	Other	1.3%	75
1,763	Total Investment Funds & Unit Trusts	39.2%	2,178
	Derivatives		
-	Inflation	0.0%	-
-	Interest Rate	0.0%	-
-	Foreign Exchange	0.0%	1
1	Other	0.0%	-
1	Total Derivatives	0.0%	1
	Cash & Cash Equivalents		
153	All	3.8%	209
153	Total Cash & Cash Equivalents	3.8%	209
4,449	Total	100%	5,558

15e. Impact on cashflows

An objective of the fund is to keep employer's contributions at as constant a rate as possible. The fund has agreed a strategy to achieve a funding rate of 100% in the longer term. Employers' and employees' contributions have been determined so that rates are standard across all participating employers. The rate for employer contributions has been set at 19.3% for 2016-17 and 2017-18.

The total contributions expected to be made by the Joint Committee to Strathclyde Pension Fund in the year to 31 March 2017 is £0.094 million.

Note 16 Contingent Liabilities and Assets

As at the Balance Sheet date the Joint Committee had no material contingent assets or liabilities.

CLYDE MUIRSHIEL PARK AUTHORITY**To: JOINT COMMITTEE****Date: 23 June 2017****Report by
Chief Auditor****INTERNAL AUDIT ANNUAL REPORT 2016/17****1. SUMMARY**

- 1.1 The Public Sector Internal Audit Standards require the Chief Auditor to prepare a report, at least annually, to senior management and the Board on the internal audit activity's purpose, authority, and responsibility, as well as performance relative to its plan.
- 1.2 The annual report must also provide an annual audit opinion on the overall adequacy and effectiveness of the Clyde Muirshiel Park Authority's internal control environment.
- 1.3 The Annual Report for Clyde Muirshiel Park Authority is attached at Appendix 1 and outlines the role of Internal Audit, the performance of the Internal Audit Team, the main findings from the internal audit work undertaken in 2016/17, and contains an audit assurance statement.

2. RECOMMENDATIONS

- 2.1 Members are invited to consider and note the contents of the Annual Report.
-

Clyde Muirshiel Park Authority Internal Audit Annual Report 2016-2017

June 2017

Clyde Muirshiel Park Authority
Internal Audit Annual Report 2016/2017

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Clyde Muirshiel Park Authority

Internal Audit Annual Report

1 April 2016 – 31 March 2017

1. Introduction

- 1.1 As host Authority, Renfrewshire Council provides an internal audit service to Clyde Muirshiel Park Authority. This includes:
- The compilation of an annual audit plan following consideration and evaluation of those areas of greatest risk in the organisation's operation, and consultation with the Interim Regional Park Manager, Clyde Muirshiel Park Authority;
 - Delivery of the planned audit assignments;
 - Follow up of previous audit recommendations;
 - Provision of any ongoing advice and support on audit and risk management related matters;
 - Provision of an Annual Report and Assurance Statement, and presentation to elected members at the Clyde Muirshiel Park Authority.
- 1.2 The Service operates in accordance with the Public Sector Internal Audit Standards which defines Internal Audit's role as:
- “.....an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.”
- 1.3 In line with the Standards, the purpose of this Annual Report is to report on:
- The outcome of the planned Internal Audit reviews 2016/17 relating to Clyde Muirshiel Park Authority;
 - The outcome of Internal Audit reviews of supporting Renfrewshire Council corporate systems;
 - Internal audit performance ;
 - Planned audit work for 2017/18;
 - The annual assurance statement which provides an opinion on the overall adequacy and effectiveness of the Board's internal control environment.

2. Responsibilities of Management and Internal Audit

- 2.1 It is the responsibility of management to ensure that the areas under their control are adequate and effective and that there is a sound system of internal

control which facilitates the effective exercise of the organisation's functions and which includes arrangements for the management of risk.

- 2.2 Internal Audit is not a substitute for effective control exercised by management as part of their responsibilities. Internal Audit's role is to independently assess the adequacy of the risk management, internal controls and governance arrangements put in place by management and to undertake sufficient work to evaluate and conclude on the adequacy of those controls for the period under review.

3. Internal Audit Activity during 2016/2017

- 3.1 One specific review was undertaken during 2016/17, in relation to the governance arrangements operating within the Authority. The main findings in relation to this review is summarised in table 1 below:

Table 1

Audit Area	Conclusion
Governance Arrangements	<ul style="list-style-type: none"> • Reasonable Assurance • Whilst there are satisfactory operational governance arrangements in place at the Park, it was identified that key governance documents had not been reviewed for some time. In addition, there were no formal business or risk management plans.

- 3.2 The Annual Report for 2015/2016 was submitted to the Authority on 27 May 2016.
- 3.3 The implementation rate of audit recommendations is a measure of operational culture and effectiveness. During 2016/17, 4 recommendations were followed up. Of these 3 (75%) have been implemented, 1 (25%) was partially complete, subject to completion at a later date, and will be followed up in 2017/18.
- 3.4 Internal Audit also carried out reviews of the main corporate systems operating within Renfrewshire Council which support the Authority's activity. The main findings in relation to these are summarised in table 2 below and Renfrewshire Council management have agreed to implement the audit recommendations made in relation to each review:

Table 2

Audit Area	Conclusion
Corporate Governance (Gifts and Hospitality)	<ul style="list-style-type: none"> • Limited Assurance • Internal Audit have reviewed the level of awareness and compliance with the procedures for gifts and hospitality. Council management has agreed to review the documented procedures in place and develop training material to promote staff awareness and compliance.
Procurement (Tendering arrangements)	<ul style="list-style-type: none"> • Substantial Assurance • No key risks were identified, although some recommendations were made in relation to retention of records, updating procedures and segregation of duties.

4. Review of Internal Audit Performance

- 4.1 In previous years internal audit measured performance against a range of measures set annually. In 2016/17, Internal audit were in the process of implementing a new audit management system, during this phased implementation period it was only possible to measure the percentage completion of the audit plan for the year. Table 3 shows the actual performance against targeted performance for the year.

Table 3

Internal Audit Performance 2016/17		
Performance measure	Target 2016/17	Actual 2016/17
% completion of audit plan for the year*	95%	91.8%

* this measures the completion percentage as at 31 March. 100% of the plan is ultimately delivered through the finalisation of the outstanding elements in the new financial year.

- 4.2 Actual performance for the year is 3.2% below the target performance level. This was due to the actual level of resources available being lower than had been planned for, due to vacancies and maternity leave. The 95% targeted completion was achieved by the end of April 2017.

4.3 The Chief Auditor is required to develop and maintain a quality assurance and improvement programme that covers all aspects of the internal audit including conformance with the PSIAS. During 2016/17, an external quality assessment was undertaken, as required by the PSIAS once every five years. The assessment was undertaken as a peer review by West Lothian Council and concluded that the internal audit service was well managed and effective. A small number of recommendations for improvement were made and these have been added to the quality assurance and improvement programme for implementation during 2017/18.

4.4 External Audit

External Audit's review of the internal audit service concluded that the internal audit service operates in accordance with the Public Sector Internal Audit Standards (PSIAS) and has sound documentation standards and reporting procedures in place.

4.5 Risk Management

The responsibility for co-ordinating risk management activity across the council and its associated bodies lies with internal audit. Risk management performance is detailed in Renfrewshire Council's risk management annual report. During 2016/17, the Risk Manager has also met with the Interim Regional Park Manager to assist in the development of the Authority's Risk Management Plan.

5. Planned Work for 2017/18

5.1 Following a risk based assessment of the activities of Clyde Muirshiel Park Authority and consultation with the Interim Regional Park Manager, one specific internal audit review is planned for 2017/2018, in relation to the on-line booking system. Time has also been provided for ad-hoc financial advice, reactive investigative work, follow-up of previous audits and risk management advice.

5.2 An annual report for 2016/2017 will also be provided to the Authority.

6. Audit Assurance Statement

6.1 Internal Audit has performed its work in accordance with the role defined in paragraph 1.2. The audit work performed has been reported to the appropriate management, and to the Authority in this annual report. Where areas for improvement in internal control have been identified appropriate recommendations have been made, and management are currently progressing the implementation of these recommendations.

6.2 In view of the continued challenges common to all public bodies, there will be a requirement for the council and the bodies for which it is host authority to

exercise very close scrutiny over expenditure, and this area will continue to receive due internal audit attention.

6.3 It is not feasible for the system of internal control to be without any weakness. It is important to balance the risks involved in accepting systems limitations with the consequences if a problem emerges. Internal Audit recognises this and assesses this in its reporting mechanism.

6.4 In this context, it is considered that a reasonable level of assurance can be placed upon the adequacy and effectiveness of Clyde Muirshiel Park Authority's internal control, risk management and governance arrangements, as evidenced by:-

- The results of the audit work in 2016/17 in relation to the corporate systems which supported the Clyde Muirshiel Park Authority's activities and to specific work carried out in relation to those activities.
- Management action to respond to audit recommendations.
- Management self assessment of internal control, risk management and governance arrangements.
- The regular review and updating of the Local Code of Corporate Governance by the Council in accordance with the CIPFA/SOLACE framework for corporate governance requirements and of the corporate governance arrangements within Clyde Muirshiel Park Authority.

Signed



Chief Auditor

Date

23 June 2017

CLYDE MUIRSHIEL PARK AUTHORITY

To: Joint Committee

On: 23 June 2017

Report by: The Treasurer

Heading: Annual Audit Plan 2016-17

1. Summary

- 1.1 The Annual Audit Plan 2016-17 for the Joint Committee is submitted for Members' information. The Plan outlines Audit Scotland's planned activities in their audit of the 2016-17 financial year.
- 1.2 The Annual Audit Plan 2016-17 includes a section on Audit Issues and Risks. Within this section Audit Scotland have identified a risks both in relation to the annual audit, but also wider risks generally to the financial position of the Joint Committee.

2 Recommendations

- 2.1 The Joint Committee is asked to note the Annual Audit Plan 2016-17 by Audit Scotland.
-

Clyde Muirshiel Park Authority

Annual Audit Plan 2016/17

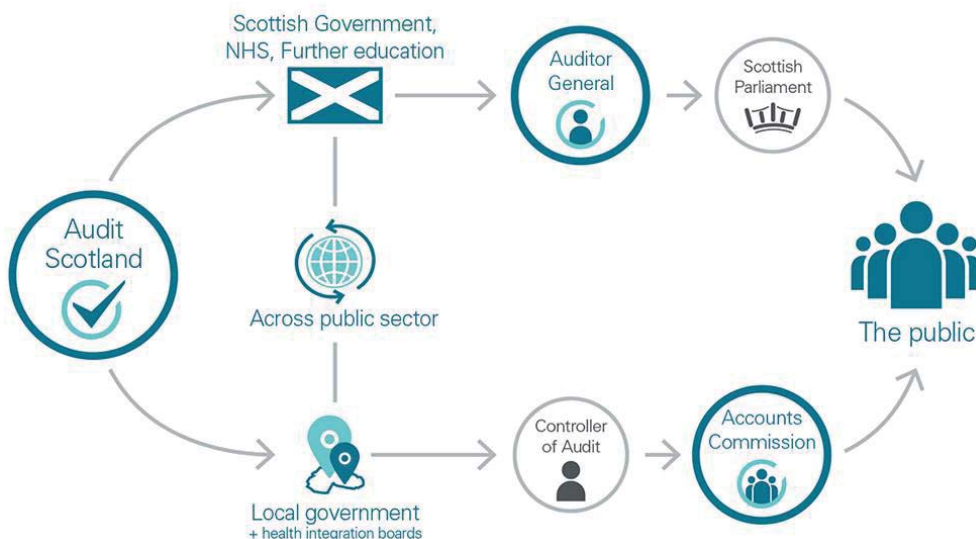


Prepared for Clyde Muirshiel Park Authority
February 2017

Who we are

The Auditor General, the Accounts Commission and Audit Scotland work together to deliver public audit in Scotland:

- The Auditor General is an independent crown appointment, made on the recommendation of the Scottish Parliament, to audit the Scottish Government, NHS and other bodies and report to Parliament on their financial health and performance.
- The Accounts Commission is an independent public body appointed by Scottish ministers to hold local government to account. The Controller of Audit is an independent post established by statute, with powers to report directly to the Commission on the audit of local government.
- Audit Scotland is governed by a board, consisting of the Auditor General, the chair of the Accounts Commission, a non-executive board chair, and two non-executive members appointed by the Scottish Commission for Public Audit, a commission of the Scottish Parliament.



About us

Our vision is to be a world-class audit organisation that improves the use of public money.

Through our work for the Auditor General and the Accounts Commission, we provide independent assurance to the people of Scotland that public money is spent properly and provides value. We aim to achieve this by:

- carrying out relevant and timely audits of the way the public sector manages and spends money
- reporting our findings and conclusions in public
- identifying risks, making clear and relevant recommendations.

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Risks and planned work

1. This annual audit plan contains an overview of the planned scope and timing of our audit and is carried out in accordance with International Standards on Auditing (ISAs), the [Code of Audit Practice](#), and any other relevant guidance. This plan identifies our audit work to provide an opinion on the financial statements and related matters and meet the wider scope requirements of public sector audit including the new approach to Best Value. The wider scope of public audit contributes to conclusions on the appropriateness, effectiveness and impact of corporate governance, performance management arrangements and financial sustainability.

Audit risks

2. Based on our discussions with staff and a review of supporting information we have identified the following main risk areas for Clyde Muirshiel Park Authority (CMPA). We have categorised these risks into financial risks and wider dimension risks. The key audit risks, which require specific audit testing, are detailed in [Exhibit 1](#).

Exhibit 1

Audit Risk	Management assurance	Planned audit work
Financial statement issues and risks		
<p>1 Management override of controls</p> <p>ISA 240 requires that audit work is planned to consider the risk of fraud, which is presumed to be a significant risk in any audit. This includes the risk of management override of controls in order to change the position disclosed in the financial statements.</p>	<p>Owing to the nature of this risk, assurances from management are not applicable.</p>	<p>Detailed testing of journal entries.</p> <p>Review of accounting estimates.</p> <p>Focused testing of accruals and prepayments.</p> <p>Evaluation of significant transactions that are outside the normal course of business.</p>
<p>2 Risk of fraud over income and expenditure</p> <p>CMPA has a number of funding sources which includes income generation. The extent of income means that, in accordance with ISA 240, there is an inherent risk of fraud that requires an audit response. Income generation also results in cash which presents an increased risk of fraud.</p> <p>The Code of Audit Practice expands the ISA assumption on fraud over income to aspects of</p>	<p>Income and expenditure is closely monitored through the budget monitoring process.</p> <p>Significant differences from actual income and expenditure when compared to budget, expected trends and projected expenditure are investigated.</p>	<p>Analytical procedures on income streams and expenditure.</p> <p>Detailed testing of revenue and expenditure transactions focusing on the areas of greatest risk.</p>

Audit Risk	Management assurance	Planned audit work
expenditure.		
<p>3 Revised format of financial statements</p> <p>The 2016/17 Code of Practice on Local Authority Accounting (the Code) makes changes to the structure of the Comprehensive Income and Expenditure Statement (CIES) and the Movement in Reserves Statement (MIRS). This will require the restatement of prior year comparatives and presents a risk of misstatement in the financial statements.</p>	<p>Finance staff will ensure they are aware of the revised requirements through examination of the revised Code, attendance at CIPFA FAN events and reviewing of the Audit Scotland Technical Bulletin, and will prepare the financial statements accordingly.</p>	<p>Review of structure of CIES and MIRS.</p> <p>Detailed analysis of account code mapping for CIES.</p> <p>Review of prior year comparatives and restatements</p>
<p>4 New expenditure and funding analysis</p> <p>The Code sets out a new requirement for an expenditure and funding analysis. This will provide a reconciliation of the statutory adjustments between CMPA's financial performance on a funding basis and the surplus or deficit on the provision of services in the CIES. This presents an increased risk of misstatement as the analysis may not be in line with the requirements of the Code. There is also an increased risk of inconsistencies between the analysis and the financial statements.</p>	<p>Finance staff will ensure they are aware of the revised requirements through examination of the revised Code, attendance at CIPFA FAN events and reviewing of the Audit Scotland Technical Bulletin, and will prepare the financial statements accordingly.</p>	<p>Detailed testing of expenditure and funding analysis.</p> <p>Review of prior year comparatives and restatements.</p> <p>Review of consistency between expenditure and funding analysis and information contained elsewhere within the annual accounts.</p>
<p>5 Changes to governance disclosures</p> <p>The Code makes changes to the requirements of the governance statement. This will require additional information to be disclosed to ensure all requirements of the Code are met. This presents a risk that the governance disclosures may not be complete.</p>	<p>Finance staff will ensure they are aware of the revised requirements through examination of the revised Code, attendance at CIPFA FAN events and reviewing of the Audit Scotland Technical Bulletin, and will prepare the financial statements accordingly.</p> <p>Coordinate with Internal Audit to agree on work required to prepare annual governance statement.</p>	<p>Review of governance statement content.</p> <p>Testing of governance disclosures.</p>
Wider dimension risks		
<p>6 Financial sustainability</p> <p>Financial reports to members highlight uncertainties around future funding and increased pressure on available resources. It is likely future savings will need to be made to achieve a</p>	<p>The Park Authority, with support from the Treasurer and the Lead Authority, will continue review the Park's activities to identify opportunities for rationalisation and improvement in order to</p>	<p>Review of budget monitoring reports during the year and comment on the financial position within the annual audit report.</p>

Audit Risk	Management assurance	Planned audit work
breakeven position and maintain reserves at an appropriate level.	generate savings and additional income or to identify other funding streams. This will build on the Management Structure & Governance review reported in February 2015.	

Reporting arrangements

3. Audit reporting is the visible output for the annual audit. All annual audit plans and the outputs as detailed in [Exhibit 2](#), and any other outputs on matters of public interest will be published on our website: www.audit-scotland.gov.uk.

4. Matters arising from our audit will be reported on a timely basis and will include agreed action plans. Draft management reports will be issued to the relevant officer(s) to confirm factual accuracy.

5. We will provide an independent auditor's report to the Joint Committee and Accounts Commission summarising the results of the audit of the annual accounts. We will provide the Joint Committee and Accounts Commission with an annual report on the audit containing observations and recommendations on significant matters which have arisen in the course of the audit.

Exhibit 2

2016/17 Audit outputs

Audit Output	Target date	Joint Committee Date
Annual Audit Report including ISA 260 requirements	1 September 2017	1 September 2017
Signed Independent Auditor's Report	1 September 2017	N/A

Audit fee

6. The proposed audit fee for the 2016/17 audit of CMPA is £1,727. In determining the audit fee we have taken account of the risk exposure of CMPA, the planned management assurances in place and the level of reliance we plan to take from the work of internal audit. Our audit approach assumes receipt of the unaudited financial statements, with a complete working papers package on 3 July 2017.

7. Where our audit cannot proceed as planned through, for example, late receipt of unaudited financial statements or being unable to take planned reliance from the work of internal audit, a supplementary fee may be levied. An additional fee may also be required in relation to any work or other significant exercises outwith our planned audit activity.

Responsibilities

Joint Committee and Accountable Officer

8. Audited bodies have the primary responsibility for ensuring the proper financial stewardship of public funds, compliance with relevant legislation and establishing effective arrangements for governance, propriety and regularity that enable them to successfully deliver their objectives.

9. The audit of the financial statements does not relieve management or Joint Committee, as those charged with governance, of their responsibilities.

Appointed auditor

10. Our responsibilities as independent auditor are established by the 1973 Act for local government and the Code of Audit Practice, and guided by the auditing profession's ethical guidance.

11. Auditors in the public sector give an independent opinion on the financial statements. We also review and report on the arrangements within the audited body to manage its performance, regularity and use of resources. In doing this, we aim to support improvement and accountability.

Audit scope and timing

Financial statements

12. The statutory financial statements audit will be the foundation and source for the majority of the audit work necessary to support our judgements and conclusions. We also consider the wider environment and challenges facing the public sector. Our audit approach includes:

- understanding the business of CMPA and the associated risks which could impact on the financial statements
- assessing the key systems of internal control, and establishing how weaknesses in these systems could impact on the financial statements
- identifying major transaction streams, balances and areas of estimation and understanding how CMPA will include these in the financial statements
- assessing the risks of material misstatement in the financial statements
- determining the nature, timing and extent of audit procedures necessary to provide us with sufficient audit evidence as to whether the financial statements are free of material misstatement.

13. We will give an opinion on the financial statements as to

- whether they give a true and fair view in accordance with applicable law and the 2016/17 Code of the state of affairs of CMPA as at 31 March 2017 and of the income and expenditure of CMPA for the year then ended;
- whether they have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2016/17 Code; and
- whether they have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.



Materiality

14. Materiality defines the maximum error that we are prepared to accept and still conclude that that our audit objective has been achieved. It helps assist our planning of the audit and allows us to assess the impact of any audit adjustments on the financial statements. We calculate materiality at different levels as described below. The calculated materiality values for CMPA are set out in [Exhibit 3](#).

Exhibit 3

Materiality values

Materiality level	Amount
Planning materiality - This is the calculated figure we use in assessing the overall impact of audit adjustments on the financial statements. It has been set at 1% of projected gross expenditure for the year ended 31 March 2017 based on the budget for 2016/17.	£11,000
Performance materiality - This acts as a trigger point. If the aggregate of errors identified during the financial statements audit exceeds performance materiality this would indicate that further audit procedures should be considered. Using our professional judgement we have calculated performance materiality at 50% of planning materiality.	£5,000
Reporting threshold - We are required to report to those charged with governance on all unadjusted misstatements in excess of the 'reporting threshold' amount.	£1,000



15. We review and report on other information published with the financial statements including the management commentary, governance statement and the remuneration report. Any issue identified will be reported to the Joint Committee.

Timetable

16. To support the efficient use of resources it is critical that a financial statements timetable is agreed with us for the production of the unaudited accounts. An agreed timetable is included at [Exhibit 4](#) which takes account of submission requirements and planned Joint Committee dates:

Exhibit 4

Financial statements timetable

 Key stage	 Date
Consideration of unaudited financial statements by those charged with governance	23 June 2017
Latest submission date of CMPA's unaudited financial statements with complete working papers package	3 July 2017
Latest date for final clearance meeting with Treasurer/officers	11 August 2017
Agreement of audited unsigned financial statements; Issue of Annual Audit Report including ISA 260 report to those charged with governance	1 September 2017
Independent auditor's report signed	1 September 2017

Internal audit

17. Auditing standards require internal and external auditors to work closely together to make best use of available audit resources. We seek to rely on the work of internal audit wherever possible and as part of our planning process we carry out an assessment of the internal audit function. Internal audit is provided by the Internal Audit section of Renfrewshire Council.

Adequacy of Internal Audit

18. A review of the internal audit function at Renfrewshire Council will be carried out by the Renfrewshire Council audit team in early 2017. This will provide assurance over whether the internal audit function operates in accordance with Public Sector Internal Audit Standards (PSIAS) and had sound documentation and reporting procedures in place.

Audit dimensions

19. Our audit is based on four audit dimensions that frame the wider scope of public sector audit requirements as shown in [Exhibit 5](#).

Exhibit 5

Audit dimensions



20. In the local government sector, the appointed auditor's annual conclusions on these four dimensions will contribute to an overall assessment and assurance on best value.

Financial sustainability

21. As auditors we consider the appropriateness of the use of the going concern basis of accounting as part of the annual audit. We will also comment on the body's financial sustainability in the longer term. We define this as medium term (two to five years) and longer term (longer than five years) sustainability. We will carry out work and conclude on:

- the effectiveness of financial planning in identifying and addressing risks to financial sustainability in the short, medium and long term
- the appropriateness and effectiveness of arrangements in place to address any identified funding gaps

Financial management

22. Financial management is concerned with financial capacity, sound budgetary processes and whether the control environment and internal controls are operating effectively. We will review, conclude and report on:

- whether CMPA has arrangements in place to ensure systems of internal control are operating effectively
- whether CMPA can demonstrate the effectiveness of budgetary control system in communicating accurate and timely financial performance
- how CMPA has assured itself that its financial capacity and skills are appropriate
- whether CMPA has established appropriate and effective arrangements for the prevention and detection of fraud and corruption.

Governance and transparency

23. Governance and transparency is concerned with the effectiveness of scrutiny and governance arrangements, leadership and decision-making and transparent reporting of financial and performance information. We will review, conclude and report on:

- whether CMPA can demonstrate that the governance arrangements in place are appropriate and operating effectively
- whether there is effective scrutiny, challenge and transparency on the decision-making and finance and performance reports
- the quality and timeliness of financial and performance reporting.

Value for money

24. Value for money refers to using resources effectively and continually improving services. We will review, conclude and report on whether:

- CMPA can provide evidence that it is demonstrating value for money in the use of its resources
- CMPA can demonstrate that there is a clear link between money spent, output and outcomes delivered
- CMPA can demonstrate that outcomes are improving
- there is sufficient focus on improvement and the pace of it.

Independence and objectivity

25. Auditors appointed by Audit Scotland must comply with the Code of Audit Practice. When auditing the financial statements auditors must also comply with professional standards issued by the Financial Reporting Council and those of the professional accountancy bodies. These standards impose stringent rules to ensure the independence and objectivity of auditors. Audit Scotland has in place robust arrangements to ensure compliance with these standards including an annual “fit and proper” declaration for all members of staff. The arrangements are overseen by the Assistant Auditor General, who serves as Audit Scotland’s Ethics Partner.

26. The engagement lead for CMPA is Mark Ferris, Senior Audit Manager. Auditing and ethical standards require the appointed auditor, Mark Ferris, to communicate any relationships that may affect the independence and objectivity of audit staff. We are not aware of any such relationships pertaining to the audit of CMPA.

Quality control

27. International Standard on Quality Control (UK and Ireland) 1 (ISQC1) requires that a system of quality control is established, as part of financial audit procedures, to provide reasonable assurance that professional standards and regulatory and legal requirements are being complied with and that the independent auditor's report or opinion is appropriate in the circumstances.

28. The foundation of our quality framework is our Audit Guide, which incorporates the application of professional auditing, quality and ethical standards and the Code of Audit Practice issued by Audit Scotland and approved by the Auditor General for Scotland. To ensure that we achieve the required quality standards Audit Scotland conducts peer reviews, internal quality reviews and is currently reviewing the arrangements for external quality reviews.

29. As part of our commitment to quality and continuous improvement, Audit Scotland will periodically seek your views on the quality of our service provision. We welcome feedback at any time and this may be directed to the engagement lead.

Clyde Muirshiel Park Authority

Annual Audit Plan 2016/17

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CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 23 June 2017

Report
By
Regional Park Manager

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 1 January to 19 March 2017.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 Consider the quarterly absence statistics for 1 January to 19 March 2017.
- 2.2 Should receive further regular reports on the Park's absence statistics.

3.0 Background:

- 3.1 The Park Authority was informed in January 2011 of a change in the reporting of absence statistics.
- 3.2 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 Mr W David Gatherer, Regional Park Manager, 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 1 January to 19 March 2017, 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	7 (5)	1.67 (0.90)	4 (1)	0.92 (0.14)	0 (2)	0 (0.65)	11 (8)	1.02 (0.51)
Medically certificated	6 (0)	1.43 (0)	33 (0)	7.56 (0)	0 (0)	0 (0)	39 (0)	3.60 (0)
Industrial injury	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
Total	13 (5)	3.10 (0.90)	37 (1)	8.48 (0.14)	0 (2)	0 (0.65)	50 (8)	4.62 (0.51)
Work days available	419 (553)		436.5 (701.5)		227.5 (306)		1083 (1560.5)	
No. of employees	12 (12)		12 (15)		5 (5)		29 (32)	
Absence rate (days per employee per quarter)	1.08 (0.42)		3.08 (0.07)		0.0 (0.4)		1.70 (0.25)	

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	June 2016	September 2016	December 2016	March 2017 (current)
Days lost per employee	2.97	0.19	0.25	1.7
Absence rate %	5.8	0.38	0.51	4.62
NA days lost	2.52	2.15	2.53	
Inver Days lost		2.1		

Quarter ending	June 2015	September 2015	December 2015	March 2016
Days lost per employee		0.5	3.0	3.52
Absence rate %	3.1	1.2	6.0	7.5
NA lost days	2.18	2.04	2.38	2.38

The absence rate for this current quarter is significantly higher than the previous quarter, although significantly lower for the same period last year. This figure is disappointing but is principally due to one member of staff being on long term sickness.

- 4.4 Comparative statistics for Local Government and Industry Sector shown below have been taken from The Chartered Institute of Personnel and Development (CIPD), the most recent report made is for the calendar year to 2014 (January – December).

Annual Absence 2015	Number of respondents	% loss	Days per employee per year
Agriculture. & Forestry	0	0	0
Hotel, catering & leisure (Private sector)	3	1.1	2.6
Local government (CIPD)	20	3.5	7.9
National Rate	n/a	n/a	6.9
In comparison CMRP Jan – Dec 2014	n/a	2.0	3.8

This shows an increase from last quarter but still lower than the same period last year. This increase is again primarily the result of long term absence of one member of staff with depression. Moral within the Park has remained high despite the reduction in resources available however the current issue of the staff not knowing who their employer is and subsequently what their employment rights are is having a detrimental effect.

It is no longer possible to provide comparison information from Audit Scotland for the 3 constituent Local Authorities. Since 2014 comparative performance information for Local Government has been reported through the Improvement Service's Local Government Benchmarking Framework. However this report only gives a flat rate average of 10 days per employee per year across all Scottish Local Government Sectors and does not detail absence rates for individual local authorities. The figure for 2015/16 is not available and has therefore not been included in the comparison table above.

4.5 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.

4.6 It should also be noted that efficiencies resulting in a reduction in staffing numbers may also have an impact on absence rates and that absence of staff (when staff numbers are reduced) can have a significant effect on the workload of the remaining staff.

5.0 Conclusion:

5.1 The absence rate for this current quarter is high for the Park, but is significantly lower than the same period last year. All absences are managed under the provisions of Renfrewshire Council's Supporting Attendance Guidelines.

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 23 June 2017

Report
By
Regional Park Manager

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 January to March 2017.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 Note that there was no RIDDOR reportable accident in the Park during this period and no occupational diseases. There were five accidents/ incidents; one involving staff and four involving visitors.
- 2.2 Note that the problem of water ingress at Muirshiel Visitor Centre continues to be under investigation.

Members wishing further information regarding this report should contact Mr David Gatherer, Regional Park Manager, Clyde Muirshiel Park Authority, 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 The summary monitoring report to Renfrewshire Corporate H&S Committee is presented as Appendix 1 for the consideration of the Joint Committee. The report details accident statistics, management action and training.
- 4.3 During the period of January to March 2017 there were no RIDDOR reportable accidents but one incident involving Park staff and four incidents involving visitors.

Incidents varied this quarter, the staff incident involved a member of staff standing on a nail. The most significant injury to a member of the public was a client taking part in cycling training for his Duke of Edinburgh award expedition who came off his bike. Although at the time he continued to take part in his activity he was subsequently found to have fractured a bone in his arm. This incident was investigated and some minor changes to the procedures made. We also had an incident when a client picked up an archery safety sign and threw it into the air where accidentally struck another client cutting above their eye. We will replace when needed with plastic signs.

- 4.4 Water ingress at the roof of Muirshiel Visitor Centre is still occurring. Further investigations are required to fully rectify the problem.
- 4.5 During the period January to March 2017 two Health & Safety related courses were attended. In total three members of staff took part. One Health & Safety related Toolbox Talk was delivered. Tool box talks were also given as part of staff induction training. Nine members of staff received Audio and HAVS tests

- 4.6 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. The Park produces a Health and Safety Plan annually to provide focus and direction for continuous improvement.

5.0 Conclusion:

- 5.1 This quarterly report shows a continued low accident rate in the Park, and the implementation of the 2015/16 Health & Safety plan should ensure that this trend continues.

To: RENFREWSHIRE CORPORATE HEALTH AND SAFETY COMMITTEE
On:

CLYDE MUIRSHIEL REGIONAL PARK HEALTH & SAFETY REPORT
January to March 2017

This report is prepared by Clyde Muirshiel Regional Park in accordance with the terms of reference for the Corporate Health and Safety Committee, the purpose of which is to evaluate ongoing health and safety performance.

1. Accident Statistical Information including violence and aggression reports

Clyde Muirshiel does not have access to Renfrewshire Council's electronic reporting, so accidents/incidents are recorded on a paper based system.

As can be seen in the table below, during the period of January to Mar 2017 there were no RIDDOR reportable incidents. There were five incidents; one involving a member of staff and four involving visitors.

One incident involved a client falling off his bike and injuring his arm which was subsequently found to be fractured. A member of the public slipped and fell into the loch, he was uninjured. A member of staff injured her foot as a result of standing on a nail which penetrated her shoe.

Type of Accident	Number of Accidents (Staff)	Number of Accidents (Visitors/Volunteers)	% of Total Accidents
Cuts/ Abrasions	1	1	40
Physical injury		1	20
Slip/ Trip		1	20
Dog worrying		1	20
TOTALS	1	4	100%

2. Accident Prevention Programs

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. Nine members of staff received Audio and HAVS testing.

3. Training

During the period January to March 2017 two Health & Safety related courses took place with three members of staff attending. One Health & Safety related Toolbox Talk was delivered.

4. Occupational Health

Clyde Muirshiel Park uses the Occupational Health Service where appropriate. There was one referral and no 'Did-Not-Attend' incidences during the period.

No HSE reportable occupational diseases were recorded during in this quarter.

5. Update on CMRP Health & Safety Management

During periods of heavy rainfall, water has continued to penetrate the roof at Muirshiel Visitor Centre. The water ingress would however appear to have lessened after some repairs.

Appendix A: Provision of Training – March 16 to March 2017

<u>Section 1</u> Health and safety training courses (training planner)	3rd ¼ Oct- Dec	4 th ¼ Jan – Mar	1 st ¼ Apr – June	2 nd ¼ July – Sept
Accident investigation				
Display screen equipment assessment				
Fire risk assessment				
Fire wardens training				
Risk assessment				
Manual handling - (objects) risk assessment				
Violence and aggression				
Working safely accredited by IOSH				
Supervising safely accredited by IOSH				
<u>Section 2</u> Health and safety training courses available on request				
Managing safely accredited by IOSH				
Construction safety awareness				
Manual handling risk assessment (people)				
COSHH awareness				
Quality of working life (stress) risk assessment				
Corporate policy on alcohol and substance misuse				
Manual handling (objects) practical training				
Risk Management				
<u>Section 3</u> Any other appropriate health and safety training courses, or bespoke courses				
Risk Assessment (refresher on new format)				
Hedge cutter training				
Strimmer training				
British Canoe Union Orientation				
Chainsaw – Aerial felling				
Ladder Awareness				
PA1 and PA6 / Stem injection and ecoplugs pesticide use				
Elementary Food Hygiene (outdoor)				
Food Hygiene Certificate				
First Aid at Work – 2 Day Refresher	9	1	1	
First Aid at Work – 3 Day			3	
Foundation Training and safety				1
Induction (inc Health & Safety)				
Kayak/Canoe 4 star instructor training				
RYA Senior Instructor Training				
Tree climbing/felling/safety		2		
White Water Safety & Rescue Training				
Walk Leader Training				
Managing Grievance and Discipline				
Audio and HAVS testing		9		

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 23 June 2017

Report
By
Clerk

SUBJECT: PARK AUTHORITY MEETING SCHEDULE TO 2022

1. Summary

- 1.1 Meetings of the Joint Committee are convened on a quarterly basis with meetings being held at 11.30 am on Fridays in February, June, September and December each year.
- 1.2 Arrangements for ordinary meetings of the Joint Committee are governed by the provisions of Standing Orders 5 and 6 of the Joint Committee's Procedural Standing Orders which state that:-

5. The Joint Committee shall meet not less than four times during each year. Not less than ten working days shall be given to the Members by the Clerk to the Joint Committee in writing, specifying the business to be transacted.
6. The Clerk to the Joint Committee shall be bound to convene an extraordinary meeting of the Joint Committee within 14 days of being requested in writing so to do by the Joint Committee Chairperson or any of the Constituent Authorities and not less than three working days notice of such meetings shall be given to the Members by the Clerk.

Meetings of the Joint Committee shall be held at such place as the Joint Committee may determine from time to time. If for any reason the place determined by the Joint Committee for a meeting shall not be available, the meeting shall be held at such place as the Chairperson shall determine.

- 1.3 At the meeting of the Joint Committee held on 2 December 2016 it was decided that meetings of the Joint Committee be held at 11.30 am on 17 February, 23 June, 1 September and 1 December 2017.
- 1.4 The suggested dates for meetings of the Joint Committee for the remainder of the current five year term until 2022 are:

16 February 2018
22 June 2018
7 September 2018
14 December 2018
15 February 2019
21 June 2019
6 September 2019
13 December 2019
14 February 2020
19 June 2020
4 September 2020
11 December 2020
19 February 2021
18 June 2021
3 September 2021
10 December 2021
18 February 2022

- 1.5 The next local government election is scheduled to be held in May 2022 and in order to give constituent authorities suitable time to advise the Joint Committee of their members and substitutes it is proposed that the first meeting of the Joint Committee after the local government elections in 2022 be held on 17 June 2022.
- 1.6 To facilitate meetings of the Joint Committee being held from time to time in each constituent authority area, it is proposed that powers be granted to the Clerk, in consultation with the Chairperson, to arrange a meeting or meetings of the Joint Board in Inverclyde and North Ayrshire, following discussion with those Councils.

2. Recommendations

- 2.1 That the Joint Committee approve the dates for meetings during the remainder of the five year term to 2022 as detailed in sections 1.4 and 1.5 of the report; and
- 2.2 That authority be granted to the Clerk, in consultation with the Chairperson, to arrange a meeting or meetings of the Joint Committee in Inverclyde and North Ayrshire, following discussion with those Councils.