

Notice of Meeting and Agenda Clyde Muirshiel Park Authority Joint Committee

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

KENNETH GRAHAM
Clerk of the Joint Committee

Membership

Councillors D Bibby, J Caldwell, J MacLaren and C Gilmour (Renfrewshire Council); Councillors I Nelson and D Wilson (Inverclyde Council) and Councillors A Dickson and T Marshall (North Ayrshire Council).
Chair – Councillor Gilmour.

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 the customer service centre where they will be met and directed to the meeting.

Items of business

Apologies

Apologies from members.

Declarations of Interest

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

- | | | |
|-----------|---|----------------|
| 1 | Minute of Joint Committee | 3 - 6 |
| | Minute of meeting of the Joint Committee held on 2 December 2016. | |
| 2 | Minute of Consultative Forum | 7 - 12 |
| | Minute of meeting of the Consultative Forum held on 2 December 2016. | |
| 3 | Revenue Budget Monitoring | 13 - 16 |
| | Report by Treasurer. | |
| 4 | Revenue Estimates 2017/18 | 17 - 24 |
| | Report by Treasurer. | |
| 5 | Pricing Policy for Clyde Muirshiel Regional Park 2017 | 25 - 30 |
| | Report by Interim Regional Park Manager. | |
| 6 | Quarterly Absence Statistics | 31 - 34 |
| | Report by Interim Regional Park Manager. | |
| 7 | Quarterly Health and Safety Report | 35 - 42 |
| | Report by Interim Regional Park Manager. | |
| 8 | Tesco Funding for Play Equipment at Lunderston Bay | 43 - 44 |
| | Report by Interim Regional Park Manager. | |
| 9 | Tag-n-Track | 45 - 46 |
| | Report by Interim Regional Park Manager. | |
| 10 | Shielhill Glen | |
| | Verbal report by Interim Regional Park Manager. | |
| 11 | Date of Next Meeting | |
| | Note that the next meeting of the Joint Committee will be held at 11.30 am on Friday 23 June 2017 in the Greenock Cut Visitor Centre, Cornalees Bridge, Inverkip. | |



Minute of Meeting Clyde Muirshiel Park Authority Joint Committee

Date	Time	Venue
Friday, 02 December 2016	11:30	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

PRESENT

Councillors Caldwell, Gilmour and J MacLaren (Renfrewshire Council); Nelson and Wilson (Inverclyde Council); and Dickson (North Ayrshire Council).

CHAIR

Councillor Gilmour, Chairman, presided.

IN ATTENDANCE

D Gatherer, Interim Regional Park Manager; K Graham, Clerk, F Carlin, Head of Planning & Housing Services, V Howie, Finance Business Partner (Development & Housing Services), E Currie, Senior Committee Services Officer and K Druce, Assistant Democratic Services Officer (all Renfrewshire Council).

APOLOGIES

Councillors Bibby (Renfrewshire Council) and Marshall (North Ayrshire Council).

DECLARATIONS OF INTEREST

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

1 MINUTE OF JOINT COMMITTEE

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

DECIDED: That the Minute be approved.

2 MINUTE OF CONSULTATIVE FORUM

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

It was noted that the Declarations of Interest section of this Minute had been amended at the meeting of the Consultative Forum held immediately prior to this meeting.

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

3 REVENUE BUDGET MONITORING

There was submitted a revenue budget monitoring report by the Treasurer in respect of the Joint Committee for the period 1 April to 14 October 2016.

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.

4 QUARTERLY ABSENCE STATISTICS

There was submitted a report by the Interim Regional Park Manager relative to the quarterly absence statistics for the Regional Park Authority for the period 20 June to 18 September 2016. The report provided information relating to the absence statistics and reasons for absence.

It was proposed that the Interim Regional Park Manager include details of the absence statistics for the three constituent authorities in future reports to the Joint Committee. This was agreed.

DECIDED:

(a) That the quarterly absence statistics for the period 20 June to 18 September 2016 be noted; and

(b) That the Interim Regional Park Manager include details of the absence statistics for the three constituent authorities in future reports to the Joint Committee.

5 QUARTERLY HEALTH AND SAFETY REPORT

There was submitted a report by the Interim Regional Park Manager providing information on the quarterly health and safety monitoring for the period July to September 2016.

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

It was noted that Park 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 the problem of water ingress at Muirshiel Visitor Centre continued to be under investigation but had improved following repairs.

DECIDED:

(a) That it be noted that there had been no RIDDOR reportable accidents and a further six accidents/incidents during the period; and

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

6 SHIELHILL GLEN

The Interim Regional Park Manager provided a verbal update on the issue of disposal of refuse at Shielhill Glen. He advised that the problem had occurred over a prolonged period of time and that most of the refuse appeared to be of a commercial type.

The Interim Regional Park Manager would work with the owner of the land, Ardgowan Estate, Inverclyde Council, Scottish Natural Heritage and volunteers to establish if the refuse could be removed safely. It was noted that a health and safety inspection would be required prior to any work being undertaken.

It was proposed that the Interim Regional Park Manager contact constituent authorities regarding the possibility of this work being carried out by offenders who had received a Community Payback Order which required them to work in the community without pay for a certain amount of hours. This was agreed.

DECIDED:

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

(b) That the Interim Regional Park Manager contact constituent authorities regarding the possibility of this work being carried out by offenders who had received a Community Payback Order which required them to work in the community without pay for a certain amount of hours; and

(c) That the Interim Regional Park Manager submit a report on this matter to the next meeting of the Joint Committee.

7 PARK AUTHORITY MEETING SCHEDULE 2017

There was submitted a report by the Clerk relative to the schedule of meetings of the Clyde Muirshiel Park Authority Joint Committee for 2017.

The report proposed that meetings be held at 11.30 am on 17 February, 23 June, 1 September and 1 December 2017.

DECIDED:

(a) That meetings of the Clyde Muirshiel Park Authority Joint Committee be held at 11.30 am on 17 February, 23 June, 1 September and 1 December 2016; and

(b) That Members be advised of the venues for these meetings.

8 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 17 February 2017 and that Members be advised of the meeting venue.



Minute of Meeting Clyde Muirshiel Park Authority Consultative Forum

Date	Time	Venue
Friday, 02 December 2016	10:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

PRESENT

Councillors Gilmour (Renfrewshire Council), Wilson and Nelson (both Inverclyde Council) and Dickson (North Ayrshire Council); R Anderson (Scottish Rural Property & Business Association); Z Bhatia (RSPB Scotland); K MacKendrick (Lochwinnoch Community Council); A MacLeman (Gryffe Valley Rotary Club); and S Simpson and N Willis (both Save Your Regional Park).

CHAIR

Councillor Nelson, Chair, presided.

APOLOGIES

A Armstrong (Visit Scotland); D Cochrane (Scottish National Farmers Union); J Kent (Sport Scotland); D Blair (Largs Community Council); G McAuley (RSPB Scotland) and Sir L Shaw Stewart (Ardgowan Estate).

IN ATTENDANCE

D Gatherer, Interim Regional Park Manager; K Graham, Head of Corporate Governance (Clerk), E Currie, Senior Committee Services Officer and K Druce, Assistant Democratic Services Officer (all Renfrewshire Council).

ALSO IN ATTENDANCE

Councillor J MacLaren (Renfrewshire Council).

DECLARATIONS OF INTEREST

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

ADDITIONAL ITEMS

The Chair intimated that there were additional items in relation to the housing development at Beech Burn, Johnshill, Lochwinnoch and the proposed cycling hub in Lochwinnoch which had not been included in the notice calling the meeting. The Convener, being of the opinion that the items, which are dealt with at items 6 and 7 of this Minute, were urgent in view of the need to consider the matters timeously authorised their consideration.

1 WELCOME

The Chair welcomed members to the meeting.

2 MINUTE OF CONSULTATIVE FORUM

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

With reference to the Declarations of Interest section of the Minute it was proposed that the second paragraph of this section be amended to read 'S Simpson raised what she believed to be declarations of interest in relation to the fact that Minutes of meetings of the Consultative Forum were not submitted to the next meeting of the Consultative Forum for approval prior to being submitted to the Joint Committee. Also the fact that members should be declaring any interest promoting commercial schemes contrary to the aims and objectives of the Park at meetings of the Consultative Forum'.

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

3 DECLARATIONS OF INTEREST

Under reference to item 2 of the Minute of the meeting of this Consultative Forum held on 2 September 2016 there was submitted a report by the Clerk relative to declarations of interest in terms of the Councillors' Code of Conduct and whether the same considerations applied to members of the Consultative Forum who were not elected members.

The report intimated that the Code of Conduct for Councillors was published to comply with the Ethical Standards in Public Life etc. (Scotland) Act 2000. The Code of Conduct continued to play a vital role in setting out, openly and clearly, the standards councillors must apply when undertaking their Council duties. It was vital that the Code continued to give assurance to the public that their elected members were acting in accordance with high ethical standards.

The key principles of the Code, especially those which specified integrity, honesty and openness were given further practical effect by the requirement for councillors to declare interests at meetings which they attend. The rules on declaration of interest, along with the rules which required registration of interests, were intended to produce transparency in regard to interests which might influence, or be thought to influence, actions as a councillor.

It was for the individual councillor to take responsibility to make decisions about whether they had to declare an interest or make a judgement as to whether a declared interest prevented them from taking part in any discussions or voting. They were in the best position to assess personal circumstances and to judge how these circumstances affected their role as a councillor in regard to a particular matter.

It was noted that there was no requirement for non-elected members of the Consultative Forum to declare an interest at meetings as the Councillors' Code of Conduct did not apply to them. It was an option for members of the Consultative Forum to agree to be bound by the standards of behaviour in the Councillors Code of Conduct although the sanctions for non-compliance with the Code, which were imposed by the Standards Commission for Scotland could not apply to those who were not elected members.

The report advised that members of the Consultative Forum might also wish to consider whether there would be circumstances where as a matter of good practice they should declare an interest. On bodies such as the Consultative Forum, which was not a decision making body, it was unlikely that a genuine conflict of interest would arise. Membership of the Consultative Forum was open to representatives of various interests in the Regional Park which meant that it was reasonable to expect that those representatives would seek to promote their own interests. There should also be an awareness amongst the members present at a meeting of the Forum of which interests each member was representing. In the absence of a statutory requirement to declare an interest, in most cases there should be no expectation that the interests of members of the Consultative Forum would be declared at a meeting.

It was proposed that there be an expectation that non-elected members of the Consultative Forum declare an interest at meetings of the Consultative Forum and this was agreed.

DECIDED:

(a) That the report be noted; and

(b) That it be agreed that there would be an expectation that non-elected members of the Consultative Forum declare an interest at meetings of the Consultative Forum.

4 SHIELHILL GLEN

The Interim Regional Park Manager, Clyde Muirshiel Park Authority, provided a verbal update on the issue of disposal of refuse at Shielhill Glen. He advised that the problem had occurred over a prolonged period of time and that most of the refuse appeared to be of a commercial type.

The Interim Regional Park Manager would work with the owner of the land, Ardgowan Estate, Inverclyde Council, Scottish Natural Heritage and volunteers to establish if the refuse could be removed safely. It was noted that a health and safety inspection would be required prior to any work being undertaken.

It was proposed that the Interim Regional Park Manager contact constituent authorities regarding the possibility of this work being carried out by offenders who had received a Community Payback Order which required them to work in the community without pay for a certain amount of hours. This was agreed.

DECIDED:

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

(b) That the Interim Regional Park Manager contact constituent authorities regarding the possibility of this work being carried out by offenders who had received a Community Payback Order which required them to work in the community without pay for a certain amount of hours; and

(c) That the Interim Regional Park Manager submit a report on this matter to the next meeting of the Joint Committee.

5 MINUTE OF AGREEMENT

A discussion took place relative to the review of the Minute of Agreement for the Clyde Muirshiel Park Authority Joint Committee which had been agreed at the meeting of the Joint Committee held on 2 September 2016.

It was noted that several members of the Consultative Forum had met to discuss this matter and had submitted suggested amendments to the Chairs of the Joint Committee and the Consultative Forum which had been forwarded to the Head of Planning and Housing Services, Renfrewshire Council.

The Chair advised that the suggested amendments would be considered by officers from the three constituent authorities in the first instance and that a report would then be submitted to a meeting of the Joint Committee for consideration following the local government elections in May 2017.

DECIDED:

(a) That it be noted that the suggested amendments to the Minute of Agreement would be considered by officers from the three constituent authorities in the first instance; and

(b) That a report relative to the review of the Minute of Agreement be submitted to a meeting of the Joint Committee for consideration following the local government elections in May 2017.

6 HOUSING DEVELOPMENT AT BEECH BURN JOHNSHILL LOCHWINNOCH

Under reference to item 6 of the Minute of the meeting of this Consultative Forum held on 2 September 2016 it was noted that an Erection of Residential Development (in principle) Application had been submitted to Renfrewshire Council on 18 November 2016. It was proposed that the Interim Regional Park Manager consider this planning application and submit comments to the planning authority. This was agreed.

DECIDED: That the Interim Regional Park Manager consider this planning application and submit comments to the planning authority.

7 CONSULTATION ON CYCLING HUB

The Interim Regional Park Manager provided an update on the consultation currently being carried out in relation to a proposed new cycling hub in Lochwinnoch.

It was noted that the Transport Scotland's Pre-application Support Fund (PASF) would provide grant funding of up to £10,000 to help public, community and third sector organisations to develop ideas for the European Regional Development Fund (ERDF) Low Carbon Travel and Transport (LCTT) Challenge Fund. Clyde Muirshiel Regional Park had made application for grant funding of £7,900 towards active travel in Lochwinnoch.

The proposed plans for the cycling hub had been on display during November at the Castle Semple Visitor Centre and would be available to view until 11 December 2016. A survey monkey online consultation and a paper consultation would also be available for completion.

DECIDED: That the matter be noted.

8 **CONSULTATIVE FORUM MEETING SCHEDULE 2017**

The Consultative Forum discussed the schedule of meetings of the Consultative Forum for 2017.

It was noted that the Clyde Muirshiel Park Authority Joint Committee would consider meeting at 11.30 am on 17 February, 23 June, 1 September and 1 December 2017. It was proposed that the Consultative Forum meet at 10.00 am on these dates, should they be approved at the later meeting of the Joint Committee. This was agreed.

DECIDED:

(a) That meetings of the Clyde Muirshiel Park Authority Consultative Forum be held at 10.00 am on 17 February, 23 June, 1 September and 1 December 2017, should these dates be approved for meetings of the Clyde Muirshiel Park Authority Joint Committee; and

(b) That members be advised of the venues for these meetings.

CLYDE MUIRSHIEL PARK AUTHORITY

To: Joint Committee

On: 17 February 2017

Report by: The Treasurer

Heading: Revenue Budget Monitoring Report to 6 January 2017

1. Summary

- 1.1 Gross expenditure is currently £3,000 overspent and income is £3,000 over recovered resulting in a net breakeven position. This is summarised in point 4. The breakeven position is projected to continue to the year end.

2 Recommendations

- 2.1 It is recommended that members consider the report.

3 Budget Adjustments Since Last Report

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

4 Budget Performance

- | | |
|---|--------------------------------------|
| 4.1 Current Position
<i>Previously Reported</i> | Breakeven
<i>Breakeven</i> |
|---|--------------------------------------|

The breakeven position reflects the net result of minor expenditure overspends across several budget headings which have been offset by an over recovery of income.

4.2 Projected Year End Position

At this stage in the financial year, the projected year end position is expected to remain as breakeven.

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2016/17
1st April 2016 to 6th January 2017

JOINT COMMITTEE : CLYDE MUIRSHIEL PARK AUTHORITY

Description (1)	£000's	Agreed Annual Budget (2)	Year to Date Budget (3)	Year to Date Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance		
		£000's	£000's	£000's	£000's	£000's	£000's	(7)	%
Employee Costs		730	534	537	4	541	(7)	-1.3%	overspend
Property Costs		55	39	20	19	39	0	0.8%	underspend
Supplies & Services		148	105	83	21	104	1	1.1%	underspend
Contractors and Others		15	11	3	8	11	0	0.9%	underspend
Transport & Plant Costs		42	36	28	6	34	2	4.7%	underspend
Administration Costs		70	33	29	4	33	0	0.3%	underspend
Payments to Other Bodies		1	0	0	0	0	0	0.0%	breakeven
GROSS EXPENDITURE		1,061	759	700	62	762	(3)	-0.5%	overspend
Contributions from Local Authorities		(693)	(693)	(625)	(68)	(693)	0	0.0%	breakeven
Other Income		(368)	(275)	(338)	60	(278)	3	1.1%	over-recovery
INCOME		(1,061)	(968)	(963)	(8)	(971)	3	0.3%	over-recovery
TRANSFER (TO)/FROM RESERVES		0	(209)	(263)	54	(209)	(0)	-0.2%	under-recovery

£000's

Bottom Line Position to 6th January 2017 is an overspend of
Anticipated Year End Budget Position is breakeven

Opening Reserves (67)
Projected to breakeven 0
Projected Closing Reserves (67)

CLYDE MUIRSHIEL PARK AUTHORITY

To: Joint Committee

On: 17 February 2017

Report by: The Treasurer

Heading: 2017-18 Revenue Estimates

1. Summary

- 1.1 The following report has been prepared by the Park Treasurer to present the Revenue Estimates and to establish the requisition of the Clyde Muirshiel Park Authority (CMPA) for the financial year 2017/18.
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2 Recommendations

- 2.1 It is recommended that members:

- (a) approve the Revenue Estimates of the Joint Committee for the financial year 2017/18 per Appendix 2, and agree the requisitions payable by each member council per Appendix 1, and
 - (b) note any decision on requisitions will be subject to ratification by member Councils and instruct the Park Manager to report back on the implications for Park Services should any member council agree any alteration to the level of requisition recommended by the Park Authority.
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3 Background

- 3.1 A review of the Park's Management and Governance Structure was completed and initial findings were reported to the Joint Committee at its meeting of 20 February 2015. The rationalisation of costs and review of income generation has facilitated a reduction in member authority requisitions of £329,000 over the period from 2013/14 to 2016/17. Savings of 16.1% in requisition were approved for implementation in 2014/15, with further savings of 5.8% and 14.3% approved for implementation in financial years 2015/16 and 2016/17 respectively. It is proposed to maintain the requisition for 2017/18 at 2016/17 levels to allow a year to consolidate the rationalisation of management and governance which has been implemented to date.

- 3.2 It is also recognised that over the medium term, local government in Scotland is likely to face a further contraction in available resources, relating predominately to the provision of revenue grant from the Scottish Government. In this context it is recognised that this is likely to have a consequential impact of the level of requisition funding available to the Park Authority.
- 3.3 At present the local government grant settlement has been made available for 2017/18, however the Scottish Government has indicated that the settlement figures will be for a single year only. In this context and recognising the uncertainty over the level of financial contraction which local government is likely to face over the medium term, no indicative budget figures are provided for 2018/19.

4 Budget Assumptions

- 4.1 The budget has been constructed on the basis of the following assumptions:-
- inflation on Employee Costs is assumed at 1.0% per annum for 2017/18;
 - no inflation adjustment to all non-pay expenditure lines as per the practise adopted in previous years;
 - adjustments to budget lines to reflect operational experience and historic trends; and
 - income from Sales, Fees and Charges reflects the current Pricing Policy approved by the Joint Committee.
- 4.2 The Park Manager will continue to control expenditure on a "bottom line" basis in order that the effective management of the Park's operational finances continues. Any significant factors which affect either expenditure or income would be reported to Members at the earliest opportunity.

5 Financial Overview

- 5.1 The Park Authority's current operational methods, structure and long term financial arrangements will remain under continuous review by the Park Manager and the Treasurer and considerable efforts have been made to meet the financial challenges facing both the organisation and its requisitioning authorities over the medium term.
- 5.2 The outlook in the medium term is characterised by uncertainty. Single year settlements together with enhanced powers for Scotland under the Scotland Act 2016 and the Brexit vote all contribute to the climate of uncertainty.
- 5.3 While the exact impact of these issues cannot be forecast with certainty, there is a general consensus that prospects for economic growth have deteriorated, placing further pressure on public spending. Estimates of potential cuts to the 2017/18 local government settlement vary across Scotland, however they are broadly in the 3-5% range. The Park Authority will continue to be mindful of

the financial pressures member authorities face and will work with them to address these challenges.

- 5.4 The requisition income available to the Park authority has therefore been modelled on the assumption of no increase or decrease in requisition for 2017/18, with the remaining reserves balance being used to protect against any unforeseen costs or financial risks which may arise in the future.
- 5.5 The audited accounts for the year ended 31 March 2016 confirmed the level of working balances as £66,893. Audit Scotland had reported that the previous level of £19,767 was considered low, however during financial year 2015/16 £47,126 was returned to balances taking the level of reserves to a more reasonable level. It is currently projected that a net breakeven position will be achieved in financial year 2016/17 which will result in the current reserves balance of £66,893 being carried forward into 2017/18, which is 9.7% of the Park's turnover.
- 5.6 Implementation of the outcomes from the review of the Park's Management and Governance Structure will continue over the medium term and any savings identified will be considered in meeting the requirements for further efficiency savings when preparing future years budgets.
- 5.7 The Park Manager, in conjunction with the Treasurer, will present a report to a future meeting of the Joint Committee should its remit and finances be materially affected by any future member council policy decisions.

Estimates of Expenditure and Income for the Year Ended 31st March 2018

Clyde Muirshiel Park Authority

Requisition Payable by Member Authorities

		2016/2017	2017/2018 £	Requisition Payment 2017/18	
		Agreed	Proposed	£ 1st April 2017	£ 1st July, 1st October & 31st December 17
RENFREWSHIRE	60.72%	420,700	420,700	105,100	105,200
INVERCLYDE	24.69%	171,000	171,000	42,600	42,800
NORTH AYRSHIRE	14.59%	101,100	101,100	25,200	25,300
		692,800	692,800		

Due Dates	
01-Apr-17	01-Jul-17 01-Oct-17 31-Dec-17

Clyde Muirshiel Park Authority

Revenue Estimates for 2017/18

	Approved 2016/17 £	Probable 2016/17	Recommended 2017/18 £
Expenditure			
Employee costs	729,500	734,800	736,600
Property Costs	55,200	51,400	50,200
Supplies & Services	147,700	137,400	143,200
Contractors	14,800	16,800	14,800
Transport	41,700	51,800	49,200
Administration Costs	70,900	87,400	84,400
Payments to Other Bodies	600	1,000	600
Total Budgeted Expenditure	1,060,400	1,080,600	1,079,000
Income			
Shop Retail Income	186,200	175,200	175,800
Sales, fees & charges	158,400	180,400	187,400
Other Income	23,000	32,200	23,000
Total Generated Income	367,600	387,800	386,200
Requisition Payable by Member Councils	692,800	692,800	692,800
Total Budgeted Income	1,060,400	1,080,600	1,079,000
Budgeted (Surplus)/Deficit for Year	0	0	0
Reserves			
Reserves brought forward	66,893	66,893	66,893
Budgeted surplus/(deficit) for year	0	0	0
Reserves carried forward	66,893	66,893	66,893
		9.66%	9.66%

Further analysis of Requisitions

Requisitions per council

Renfrewshire	420,700	420,700	420,700
Inverclyde	171,000	171,000	171,000
North Ayrshire	101,100	101,100	101,100
	692,800	692,800	692,800
Movement in requisitions			0.0%
Requisition Movement in Year	2016/17	Inflation	2017/18
Renfrewshire	420,700	0	420,700
Inverclyde	171,000	0	171,000
North Ayrshire	101,100	0	101,100
	692,800	0	692,800

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 17th Feb 2017

Report
By
Regional Park Manager

SUBJECT: Pricing Policy for Clyde Muirshiel Regional Park 2017

1.0 Purpose of Report:

- 1.1 To advise members of the Joint Committee of the proposed pricing policy for 2017 (see appendix 1).
- 1.2 To inform members of the prices for some of the new services that we provide.

2.0 Recommendation:

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

3.0 Background:

Clyde Muirshiel Park has historically reviewed its prices annually. This is done before the end of the calendar year with a view to implementing the new pricing policy at the start of the financial year.

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

Members wishing further information regarding this report should contact Mr David Gatherer, Regional Park Manager, Clyde Muirshiel Park Authority, 01505 842 882.

3.1 Measures of success will include:

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

4.0 Conclusion:

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

Service or product for 2016	2017 Standard	change from 2016	2017 Concession	change from 2016
Hire of Pico, Optimist (minimum stage 3 or level 2 cert required).....(half day)	£20	+£2		
Group Kayak Hire per hour per kayak	£10	+£1		
Group Canoe Hire per hour per canoe	£12	+£1		
Group Wet Suit Hire per hour per suit	£6	+£1		
Instructor day rate (9:00-4:30pm)	£200	+£25		
Instructor overnight rate	£55	no change		
Instructor late night centre opening (4:30-8:30pm)	£45	no change		
Sailing				
Level 2, 3 or Seamanship Dinghy Prep (1 Day)	£75	no change	£60	+£5
RYA Dinghy Level 1, 2, 3, (2 Days)	£135	no change	£108	no change
RYA Seamanship Skills, (2 Days)	£135	no change	£108	+£23
RYA Start Racing (2 Days)	£135	no change	£108	no change
RYA Level 2 Powerboat, (2 Days)	£150	no change	£120	no change
RYA Level 1 Powerboat (1 Day)			£70	NEW
RYA Safety Boat Course, (2 Days)	£200	no change	£160	-£10
RYA 3 Day Sailing Course Adult	£175	no change	£140	+£15
RYA 4 Day Sailing Course Adult	£225	no change	£180	+£35
Single Hander Clinic (1 Day)	£60	no change	£48	-£2
RYA Junior Scheme Stage 1, 2, 3, (2 Days)			£85	no change
Paddle sport				
BCU 1 Star Award (1 Day)	£70	no change	£56	no change
BCU 2 Star Training (2 Days)	£85	no change	£68	no change
BCU 2 Star Assessment (1 Day)	£60	no change	£48	no change
BCU 3 Star Kayak Inland Training (2 Days)	£120	no change	£96	no change
BCU 3 Star Kayak River Training (2 Days)	£120	no change	£96	no change
BCU 3 Star Canoe Training (2 Days)	£120	no change	£96	no change
BCU 3 Star Canoe River Assessment (1 Day)	£80	no change	£64	no change
BCU 3 Star Kayak River Assessment (1 Day)	£80	no change	£64	no change
Guided Paddles, Weekend Trips (One Overnight)	£225	no change	£180	no change
Foundation Safety and Rescue Training	£55	no change	£44	-£1
BCU Level 1 Coaching Course	£300	no change		
BCU Level 2 Coaching Course	£300	no change		
Junior Kayak				
BCU Paddle Power Start (2hrs)			£15	no change
BCU Paddle Power Passport (2 Days)			£80	no change
BCU Paddle Power Discover (2 Days)			£80	no change
Group Taster Sessions (per person)				
1hr	£20	+£1	£16	+£1
2hr	£25	+£2	£20	+£1
3hr	£30	+£2	£24	+£1

4hr	£35	+£3	£28	+£3
5hr	£40	-£5	£32	+£2
	2017 Standard	change from 2016	2017 Concessions	change from 2016
Wheelie boat 1 hr mins			£40	no change
Full day Multiactivity Course			£160	no change
Multiactivity 5 half days			£98	no change
Map and Compass/ G.P.S (1 day)	£50	no change	£40	no change
First Aid Courses				
First Aid 3 Day Course (12 Grp £950)	£120	no change	£96	+£16
First Aid 1 Day Course (12 Grp £350)	£50	no change	£40	+£5
RYA Small Craft First Aid (1 day)	£50	no change	£40	+£5
Boat Storage				
Canoe/Kayak (1 Month)	£15	no change	£12	+£2
Canoe/Kayak (1 Year)	£150	no change	£120	+£20
Windsurfer (1 Month)	£20	no change	£16	+£1
Windsurfer (1 Year)	£200	no change	£160	+£10
Duke of Edinburgh.....(per person for expedition)	from £75	n/a		
Willow Weaving or Leather Work (3 hours)	£75	+£35		
Bush Craft Introduction (3 hours)	£75	+£35		
Intro Green Woodworking or Carving (3 hours)	£75	+£15		
Changing Room.....Inside	£5	+£1	£4	+£1
Changing Room.....Exclusive Use Outside	£100			
Educational visits/ Per head	£2.50			
Fishing Permit (1 Day)	£5	no change	£4	+£1
(1 Year)	£50	no change	£40	+£10
Camping & Shielings				
Camping	£5	no change	£4	+£1
Shielings Basic	£25	no change		
Shielings Standard	£35	no change		
Facility Block + shielings and /or tents (non excl)	£80	no change		
Shielings Key Deposit	£20	no change	£20	no change
Whole Campsite Exclusive Use	£350	no change		
Food				
Coffee/Tea + Biscuit	£1.95	+£0.20		

Coffee/Tea + Scone	£2.95	£0.20		
Packed Lunch	£4.95	no change		
Platter Lunch	£6.95	£0.20		

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 17 February 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 19 September to 31 December 2016.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 Consider the quarterly absence statistics for 19 September to 31 December 2016.
- 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 19 September to 31 December 2016, with the previous quarter's statistics in brackets, are:-

	APT&C Office based		APT&C outdoor		Manual		TOTAL	
Type of absence	Lost work days	% loss	Lost work days	% loss	Lost work days	% loss	Lost work days	% loss
Self certificated	5 (3)	0.90 (0.64)	1 (3)	0.14 (0.36)	2 (0)	0.65 (0)	8 (6)	0.51 (0.38)
Medically certificated	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
Industrial injury	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
Total	5 (3)	0.90 (0.64)	1 (3)	0.14 (0.36)	2 (0)	0.65 (0)	8 (6)	0.51 (0.38)
Work days available	553 (472)		701.5 (832.5)		306 (278)		1560.5 (1582.5)	
No. of employees	12 (12)		15 (15)		5 (5)		32 (32)	
Absence rate (days per employee per quarter)	0.42 (0.25)		0.07 (0.20)		0.4 (0.0)		0.25 (0.19)	

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	March 2016	June 2016	September 2016	December 2016 (current)
Days lost per employee	3.52	2.97	0.19	0.25
Absence rate %	7.5	5.8	0.38	0.51

Quarter ending	March 2015	June 2015	September 2015	December 2015
Days lost per employee	1.36	1.5	0.5	3.0
Absence rate %	2.8	3.1	1.2	6.0

The absence rate for this current quarter is slightly higher than the previous quarter and significantly lower for the same period last year. This is due to the two members of staff that were off returning to work.

- 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

It should be noted that this shows a return to very low absence figures within the Regional Park, and it still remains under the local government rate. 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 very low and 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: 17 February 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 Oct to Dec 2016.

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; two 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 Oct to Dec 2016 there were no RIDDOR reportable accidents but two incidents involving Park staff and three incidents involving visitors.

Incidents, varied this month from one member of staff scratching his eye while thinning Sitka Spruce (operating procedure has been amended accordingly) to a member of the public scalding their hand by squashing their hot chocolate drink forcing liquid out of drinking hole and onto hand.

- 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 Oct to Dec 2016 two Health & Safety related courses were attended. In total nine members of staff took part. One Health & Safety related Toolbox Talk was delivered.
- 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
October - December 2016

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 October to December 2016 there were no RIDDOR reportable incidents. There were five other incidents; two involving a member of staff and three involving visitors.

One incident involved a minor traffic accident when a tractor clipped the bumper of a park vehicle and one when a member of the public in a vehicle hit the fence at GCVC. One young boy knocked his head when playing the "magpie" game and one member of staff scratched his eye while thinning trees (operating procedure amended accordingly)

Type of Accident	Number of Accidents (Staff)	Number of Accidents (Visitors/Volunteers)	% of Total Accidents
Scald	0	1	20
Cuts/ Abrasions	1		20
Physical injury		1	20
Road Traffic Accident	1	1	40
TOTALS	2	3	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.

3. Training

During the period October to December 2016 two Health & Safety related courses took place with nine 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 - September 2015 to September 2016

<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		5		
Strimmer training		5		
British Canoe Union Orientation				
Chainsaw - Felling Medium Size Trees				
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	
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				
White Water Safety & Rescue Training				
Walk Leader Training				
Managing Grievance and Discipline				

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 17 February 2017

Report
By
Regional Park Manager

SUBJECT: Tesco funding for Play Equipment at Lunderston Bay

1.0 Purpose of Report:

- 1.1 To advise members of the Joint Committee of the successful funding application to Tesco bags of help.
- 1.2 To advise members that the £12,000 of funding will be spent on new play structures to replace obsolete/ vandalised equipment.
- 1.3 To advise members that £5000 will be spent on 6 new steel picnic benches.

2.0 Recommendation:

- 2.1 That the Park Authority note the successful funding application in the Inverclyde area.

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Members wishing further information regarding this report should contact Mr David Gatherer, Regional Park Manager, Clyde Muirshiel Park Authority, 01505 842882.

3.0 Background:

The ranger team at Greenock Cut submitted two funding applications for Tesco bags of help funding administered by Groundworks to start to renew and replace obsolete play equipment and install new picnic benches.

- 3.1 The bid for the play equipment once accepted was shortlisted for a public vote by Tesco customers to decide which project got £8000, which got £10,000 and which got £12,000. The Lunderston project got the most votes and as a result was awarded £12,000 of funding, a measure of the popularity of this site.

3.2 Measures of success will include:

- An increase in visitors to the site

4.0 Conclusion:

- 4.1 Through partnership funding it has been possible to start the process of replacing the obsolete play equipment at Lunderston Bay and to replace the vandalised picnic benches with more robust and hopefully more vandal proof structures.

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 17 February 2017

Report
By
Regional Park Manager

SUBJECT: **Tag-n-Track**

1.0 Purpose of Report:

- 1.1 To advise members of the Joint Committee of the Tag-n-Track project which commenced on 9 January 2017.
- 1.2 To advise members of the successful application by the Park to the Heritage Lottery Fund for £66,100 and to Greater Renfrewshire LEADER for £39,987.
- 1.3 To inform the Joint Committee that Clyde Muirshiel Regional Park will contribute £19,994 to the project.
- 1.4 To inform the Joint Committee that the project will employ one full time and one part time member of staff for two years.

2.0 Recommendation:

- 2.1 That the Park Authority is aware of the Tag-n-Track project.

Members wishing further information regarding this report should contact Mr David Gatherer, Regional Park Manager, Clyde Muirshiel Park Authority, 01505 842882.

3.0 Background:

The Tag-n-Track project is a development from the successful Windows on Wildlife project that ran from 2012-2014. Tag-n-Track will develop understanding of the area's rural heritage through enhancing education in schools and engaging the general public through social media and an events programme. The delivery of the project will include the council areas surrounding the Regional Park but within North Ayrshire, Renfrewshire and Inverclyde.

Tag-n-Track will use satellite tags on birds and will be part of an education programme to track bird movements with a Geographic Information System. The project will be delivered to 4500 school children in North Ayrshire, Renfrewshire and Inverclyde.

A full time Project Officer, over two years, will develop and promote activities for schools, volunteers and events as well as creating online communication and interpretation resources. In addition, it is intended to also employ a part time project assistant for 22 months working three days a week. The project aims to build on the use of familiar technology, which they may already use, and introduce aspects of wildlife, the natural environment or outdoor interest.

It is planned to attract 30 volunteers to the project who will develop skills in identification of species, satellite tagging, use of motion detection cameras, information collation and interpersonal work experience. In addition there will be training courses that will include motion detection cameras, animal behaviour, field craft, species ecology and conservation.

3.1 Funding was initially approved from the Heritage Lottery Fund for £66,100 two years ago and was recently successful with an application to Greater Renfrewshire LEADER for £39,987 on 9 December 2016.

3.2 Measures of success will include:

- An increase in the contribution to the education of pupils within the Regional Park and surrounding areas.
- An increase of volunteers, events and training within the Regional Park.
- Through social media an increase in the awareness of conservation activities within the Regional Park.

4.0 Conclusion:

4.1 Through partnership funding it has been possible to create an innovative project that intends to contribute positively to the education of pupils and the general public.

4.2 Tag-n-Track will provide full time employment for one person and part-time for another person.