

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

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

KENNETH GRAHAM
Clerk

Membership

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

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

Further Information

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

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

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

Members of the Press and Public

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

Items of business

Apologies

Apologies from members.

Declarations of Interest

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

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| 1 | Minute of Joint Committee | 1 - 4 |
| | Minute of meeting of the Joint Committee held on 15 February 2019. | |
| 2 | Minute of Consultative Forum | 5 - 8 |
| | Minute of meeting of the Consultative Forum held on 15 February 2019. | |
| 3 | Unaudited Annual Accounts 2018/19 | |
| | Report by Treasurer. (not available - copy to follow) | |
| 4 | Revised Revenue Estimates 2019/20 to 2020/21 | |
| | Report by Treasurer. (not available - copy to follow) | |
| 5 | Internal Audit Annual Report 2018/19 | 9 - 20 |
| | Report by Chief Auditor. | |
| 6 | Clyde Muirshiel Regional Park Governance Review - Update | 21 - 24 |
| | Report by Head of Planning and Housing Services, Renfrewshire Council. | |
| 7 | Quarterly Absence Statistics | 25 - 26 |
| | Report by Interim Park Co-ordinator. | |
| 8 | Quarterly Health and Safety Report | 27 - 28 |
| | Report by Interim Park Co-ordinator. | |
| 9 | Grant Award: 'Semple Stories' Project | 29 - 32 |
| | Report by Interim Park Co-ordinator. | |
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| | Report by Interim Park Co-ordinator. | |
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| | Report by Interim Park Co-ordinator. | |
| 12 | Barnbrock Farm | 37 - 40 |
| | Report by Interim Park Co-ordinator. | |

13 Date of Next Meeting

Note that the next meeting of the Joint Committee will be held at 11.30 am on 6 September 2019 in the offices of Inverclyde Council.



Minute of Meeting Clyde Muirshiel Park Authority Joint Committee.

Date	Time	Venue
Friday, 15 February 2019	11:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Andy Steel, Councillor James MacLaren (substitute for Councillor Tom Begg), Councillor Andy Doig and Councillor Bill Binks (all Renfrewshire Council); Councillor David Wilson (Inverclyde Council); and Councillor Donald L Reid and Councillor Todd Ferguson (both North Ayrshire Council).

Chair

Councillor Steel, Chair, presided.

In Attendance

F Carlin, Head of Planning and Housing Services, A MacArthur, Head of Finance, M Ball, Service Accountant and E Currie, Senior Committee Services Officer (all Renfrewshire Council); S Jamieson, Head of Regeneration and Planning (Inverclyde Council); and P Bonfanti, Auditor (Audit Scotland).

Apologies

Councillor Tom Begg (Renfrewshire Council) and Councillor Innes Nelson (Inverclyde Council).

Declarations of Interest

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

Additional Item

Councillor Andy Doig intimated that he had an item of business which had not been included in the notice calling the meeting and requested that the matter be taken as an additional item of business.

The Chair ruled, in terms of Standing Order 7(c), that as there were no special reasons which required the item of business to be considered at the meeting as a matter of urgency, the matter would not be taken up as an additional item of business.

Recording of Dissent

Councillor Andy Doig requested that his dissent be recorded in the Minute.

1 Minute of Joint Committee

There was submitted the Minute of the meeting of the Joint Committee held on 14 December 2018.

DECIDED: That the Minute be approved.

2 Minute of Consultative Forum

There was submitted the Minute of the meeting of the Consultative Forum held on 14 December 2018.

In relation to item 5 Councillor MacLaren requested that a report be submitted to a future meeting of the Joint Committee in relation to renewable energy. This was agreed.

DECIDED:

(a) That the Minute be noted; and

(b) That a report be submitted to a future meeting of the Joint Committee in relation to renewable energy.

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 2018 to 4 January 2019.

The report intimated that gross expenditure was currently £38,000 overspent and income was currently £33,000 over-recovered resulting in a net overspend of £5,000.

The report further intimated that the current year-end projected overspend included the release of historic project income and one-off in-year income. This was a short-term solution and was not sustainable as an ongoing strategy beyond the end of the current financial year. Through a review of the service, it was anticipated that a permanent solution would be developed and presented to the next meeting of the Joint Committee to be held on 21 June 2019.

DECIDED: That the report be noted.

4 Revenue Estimates 2019/20 to 2020/21

There was submitted a report by the Treasurer relative to the revenue estimates for the Joint Committee including the requisition of constituent authorities for the financial year 2019/20 and indicative planning figures for 2020/21 and 2021/22.

Appendix 1 to the report detailed the constituent authority requisitions for 2019/20 together with the date of drawdown and Appendix 2 to the report detailed the indicative level of requisition for 2020/21 and 2021/22.

The report intimated that in agreeing the 2018/19 budget and associated requisitions, the Joint Committee had agreed that options be developed to address the financial outlook for the Park Authority in light of a significant reduction in requisition income. While this work was progressing, the potential of a service redesign was being explored and management had canvassed staff seeking expressions of interest in voluntary redundancy or early retirement. As this exercise would materially impact the 2019/20 budget position for the Park, the budget proposed was based on the current budgeted staffing establishment. The report proposed that a revised budget, based on the principles outlined in section 5.4 of the report, be submitted to the next meeting of the Joint Committee to be held on 21 June 2019 once clarity had been secured.

The report intimated that the financial environment in which the Park Authority and constituent authorities operated continued to be characterised by significant demand and cost pressures, compounded by reducing levels of government grant support.

The report provided information on the assumptions that the budget had been based on and a financial overview for the Joint Committee.

DECIDED:

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

(b) That it be agreed that a revised budget for 2019/20 be submitted to the next meeting of the Joint Committee to be held on 21 June 2019;

(c) That the financial principles outlined in section 5.4 of the report be approved; and

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

5 Audit Scotland Annual Audit Plan 2018/19

There was submitted a report by Audit Scotland relative to the annual audit plan 2018/19 for the Joint Committee which outlined Audit Scotland's planned activities in their audit for the 2018/19 financial year.

DECIDED: That Audit Scotland's annual audit plan 2018/19 be noted.

6 Quarterly Absence Statistics

There was submitted a report by the Interim Park Co-ordinator relative to the quarterly absence statistics for the Park for the period 24 September to 31 December 2018. The report provided information relating to the absence statistics and reasons for absence.

DECIDED:

(a) That the quarterly absence statistics for the period 24 September to 31 December 2018 be noted; and

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

7 Quarterly Health and Safety Report

There was submitted a report by the Interim Park Co-ordinator providing information on the quarterly health and safety monitoring for the period October to December 2018.

The report intimated that there had been no RIDDOR reportable accidents and one incident involving a visitor. There had been one health and safety related course held during the period.

It was noted that staff continued to work with Renfrewshire Council Health & Safety Officers to align its health and safety policies, plans and accident prevention programmes with those currently in use within Renfrewshire Council.

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

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 21 June 2019 in the offices of North Ayrshire Council, Cunninghame House, Irvine.



Minute of Meeting

Clyde Muirshiel Park Authority Consultative Forum

Date	Time	Venue
Friday, 15 February 2019	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Donald L Reid (North Ayrshire Council); Councillor Andy Steel (Renfrewshire Council); Donald Cochrane (Scottish National Farmers Union); Kerry MacKendrick (Lochwinnoch Community Council); Graeme Randall (Sport Scotland); Sybil Simpson and Nigel Willis (both Save Your Regional Park); and Roger Hissett (Scottish Wildlife Trust – Ayrshire Branch); Steve Banks (Angling Interests); and Ian Dippie (Save the Grets).

Chair

In the absence of the Chair, Councillor Steel, Vice Chair, presided.

In Attendance

F Carswell, Interim Park Co-ordinator (Clyde Muirshiel Regional Park); and F Carlin, Head of Planning and Housing Services and E Currie (both Renfrewshire Council).

Apologies

Councillor Innes Nelson (Inverclyde Council); Tabby Lamont (RSPB Scotland); Patricia Perman (Largs Community Council); and Gordon Smith (Visit Scotland).

Declarations of Interest

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

1 Minute

There was submitted the Minute of the meeting of the Consultative Forum held on 14 December 2018.

DECIDED: That the Minute be approved.

2 Matters Arising

(a) Friends of Clyde Muirshiel

Under reference to item 2 of the Minute of the meeting of the Consultative Forum held on 14 December 2018 members requested an update on the establishment of a Friends of Clyde Muirshiel Group.

Councillor Steel advised that this matter was progressing.

DECIDED: That the update be noted.

(b) Roller Skiing

Under reference to item 7 of the Minute of the meeting of the Consultative Forum held on 14 December 2018 members requested an update on the introduction of roller skiing at Castle Semple.

The Head of Planning and Housing Services, Renfrewshire Council advised that this matter was progressing.

DECIDED: That the update be noted.

3 Minute of Agreement : Progress

Under reference to item 3 of the Minute of the meeting of the Consultative Forum held on 14 December 2018 the Head of Planning and Housing Services, Renfrewshire Council advised that the three constituent councils were currently considering the Minute of Agreement, Financial Regulations and Procedural Standing Orders.

He further advised that once considered by the three constituent councils, updated governance documents would be submitted to a future meeting of the Joint Committee.

DECIDED: That it be noted that once considered by the three constituent Councils, updated governance documents would be submitted to a future meeting of the Joint Committee.

4 Wind Farm Policy Statement: Update

Under reference to item 5 of the Minute of the meeting of the Consultative Forum held on 14 December 2018 the Head of Planning and Housing Services, Renfrewshire Council advised that planning officers within the three constituent councils had been unaware of any Wind Farm Policy Statement for Clyde Muirshiel Regional Park.

He further advised that planning applications received in connection with wind farms would be considered by constituent councils in the context of relevant planning and

associated policies. The Wind Farm Policy Statement approved by the Joint Committee in 2010 would be of no relevance and would not stand up to scrutiny.

It was proposed that the Wind Farm Policy Statement for Clyde Muirshiel Regional Park approved in 2010 be updated and that a report on the matter be submitted to a meeting of the Joint Committee by the end of 2019. This was agreed.

DECIDED: That the Wind Farm Policy Statement for Clyde Muirshiel Regional Park approved in 2010 be updated and that a report on the matter be submitted to a meeting of the Joint Committee by the end of 2019.

5 Proposed Single Turbine Application Near Pundeavon Reservoir Kilbirnie

Members wished to discuss matters relating to a planning application currently under consideration by North Ayrshire Council in relation to a proposed single turbine near Pundeavon Reservoir Kilbirnie.

The Head of Planning and Housing Services, Renfrewshire Council advised that this was not a matter which should be discussed at this meeting as it was a validated planning application currently under consideration and that any comments members had on this planning application should be submitted directly to North Ayrshire Council.

DECIDED: That it be noted that this was not a matter which should be discussed at this meeting as it was a validated planning application currently under consideration and that any comments members had on this planning application should be submitted directly to North Ayrshire Council.

6 Hydro Scheme on the Calder by Ashrona

Members wished to discuss matters relating to a planning application currently under consideration by Renfrewshire Council in relation to a hydro scheme on the Calder submitted by Ashrona.

The Head of Planning and Housing Services, Renfrewshire Council advised that this was not a matter which should be discussed at this meeting as it was a validated planning application currently under consideration and that any comments members had on this planning application should be submitted directly to Renfrewshire Council.

Members then had a general discussion on the process and timescales involved when planning applications were submitted to councils.

DECIDED:

(a) That it be noted that this was not a matter which should be discussed at this meeting as it was a validated planning application currently under consideration and that any comments members had on this planning application should be submitted directly to Renfrewshire Council; and

(b) That the process and timescales involved when planning applications were submitted to councils be noted.

7 Planning Applications: Joint Committee Members

Information was submitted relative to whether or not members of the Joint Committee were members of planning committees or boards in their respective councils.

The discussion concerned whether or not councils should appoint elected members to the Joint Committee who were not members of a planning committee or board to allow planning matters to be discussed. It was noted that this was a matter for councils to determine.

It was further noted that there may be an opportunity for the updated Minute of Agreement to specify that the Consultative Forum had the ability to have someone represent the park authority at public inquiries.

DECIDED: That the matter be noted.

8 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 21 June 2019 within the offices of North Ayrshire Council, Cunninghame House, Irvine.

CLYDE MUIRSHIEL PARK AUTHORITY**To: JOINT COMMITTEE****Date: 21 June 2019****Report by
Chief Auditor****INTERNAL AUDIT ANNUAL REPORT 2018/19****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 2018/19 and contains an audit assurance statement.

2. RECOMMENDATIONS

- 2.1 Members are invited to note the contents of the Annual Report.
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Clyde Muirshiel Park Authority Internal Audit Annual Report 2018-2019

June 2019

Clyde Muirshiel Park Authority
Internal Audit Annual Report 2018/2019

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Clyde Muirshiel Park Authority

Internal Audit Annual Report

1 April 2018 – 31 March 2019

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 any planned Internal Audit reviews 2018/19 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 2019/20;
- 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 2018/2019

- 3.1 The Annual Report for 2017/2018 was submitted to the Authority on 22 June 2018.
- 3.2 The implementation rate of audit recommendations is a measure of operational culture and effectiveness. During 2018/19, 21 recommendations were followed up. Of these 15 (71%) have been implemented, 2 (10%) have been part implemented and 4 (19%) have yet to be implemented, subject to completion at a later date.
- 3.4 Internal Audit also carried out reviews of the main corporate systems operating within Renfrewshire Council which support the Park Authority's activity. The main findings in relation to these are summarised in Table 1 below and Renfrewshire Council management have agreed to implement the audit recommendations made in relation to each review:

Table 1

Audit Area	Conclusion
Key Financial Controls	<ul style="list-style-type: none">Reasonable Assurance <p>The audit identified that debtors and creditors invoices were raised correctly but were delayed in being issued/paid on some occasions. Recommendations were made in the report to address issues with feeders not being reconciled to the Business World ledger and suspense accounts not being cleared. If implemented, these will help strengthen the controls in place.</p>

Payroll	<ul style="list-style-type: none"> Reasonable Assurance <p>The audit identified that reasonable procedures are in place for employee new starts and terminations. Appropriate segregation of duties and independent checks are in place. Some issues were identified in relation to service departments not notifying payroll services on time to effect correct payments to some employees, this issue is known to management.</p>
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4. Review of Internal Audit Performance

- 4.1 Internal Audit produces regular reports on its performance during the year to the Renfrewshire Council, Audit, Risk and Scrutiny Board, against a range of measures set annually by the Director of Finance and Resources. These targets are set for all internal audit engagements and include Renfrewshire Council and other associated bodies, for which the team provides internal audit services. Table 3 shows the actual performance against targeted performance for the year.

Table 2

Internal Audit Performance 2018/19

Performance measure	Target 2018/19	Actual 2018/19
% of audit assignments completed by target date	95%	95.6%
% of audit assignments completed within time budget	95%	98.8%
% completion of audit plan for the year*	95%	96.4%

* 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 above the target performance level. There were no specific audit engagements undertaken for CMPA during 2018/19.
- 4.3 The Chief Auditor is required to develop and maintain a quality assurance and improvement programme that covers all aspects of internal audit including conformance with the PSIAS. All actions arising from the external quality assessment have been completed during 2018/19.

4.4 External Audit

External Audit's review of the internal audit service concluded that overall the service operates in accordance with the PSIAS.

4.5 Risk Management

The internal audit service through the Risk Manager, provides advice and support to the CMPA officers, as required. An annual risk management report is provided to the Council's Audit, Risk and Scrutiny Board.

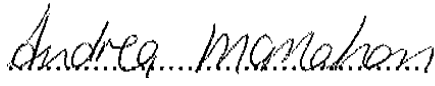
5. Planned Work for 2019/20

- 5.1 Following a risk based assessment of the activities of the Clyde Muirshiel Park Authority and consultation with Renfrewshire Council's Head of Planning and Housing Services, the audit plan provides for ad-hoc advice, reactive investigative work, follow-up of previous audits and risk management advice.

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 2018/19 in relation to the corporate systems which supported the Clyde Muirshiel Park Authority's 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 21 June 2019

Clyde Muirshiel Park Authority



To: Joint Committee

On: 21st June 2019

Report by: Fraser Carlin, Head of Planning and Housing, Renfrewshire Council

Heading: Clyde Muirshiel Regional Park Governance Review - Update

1. Summary

1.1 This report seeks to update the Joint Committee on the Clyde Muirshiel Regional Park governance review.

2. Recommendations

2.1 It is recommended that the Joint Committee:

- (i) Note progress made to date in revising the Clyde Muirshiel Regional Park Minute of Agreement and supporting governance documents, and;
 - (ii) Note the key milestones of the review, in particular the intention to present a final version of all relevant governance documents for Joint Committee approval by the end of March 2020.
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3. Background

3.1 On the 14th December 2018 the Joint Committee authorised Renfrewshire Council's Head of Planning and Housing in consultation with relevant Council officers to progress the review and revision of the Clyde Muirshiel Regional Park Minute of Agreement 2004 and supporting governance documents. The review aims to improve the Park's resilience and commercial viability.

4. Progress to Date

4.1 An initial review of the Park's governance documents has identified several areas where existing processes and agreements are not sustainable, do not reflect best practice and do not accord with the agreed Park Strategy and Action Plan. Key examples are summarised below:

- **Minute of Agreement:** requirement to update the aims and objectives, financial and administrative arrangements of the Park Authority and the role of the Consultative Forum.
- **CMRP Standing Orders Relating to Contracts:** align or replace with Renfrewshire Council's Standing Orders Relating to Contracts.
- **CMRP Procedural Standing Orders:** reflect changes made to the Park's Minute of Agreement.
- **Scheme of Delegated Functions and Delegations to Officers:** refine and amend in light of changes to the Park's Minute of Agreement.

4.2 A process has been identified for amending the above noted documents which complies with existing procedures. The process takes cognisance of reporting requirements and consultation activity.

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

4.4 Positive early discussions have taken place with Renfrewshire Council services to facilitate increased support to the Park in key areas such as procurement, IT and marketing. It is envisaged the Park will adopt Renfrewshire Council's Standing Orders Relating to Contracts in the short term to realise operational and cost efficiencies.

5. Next Steps

5.1 Opportunities to re-align and integrate Park services to existing Renfrewshire Council processes will be further explored. Where advantageous Park functions will be migrated to Renfrewshire

Council's in the short term, within the scope afforded by the existing governance documents.

- 5.2 Further collaboration will take place with Inverclyde and North Ayrshire Councils and other key stakeholders to inform the detail of the proposed governance amendments. Documents will be further developed by Renfrewshire Council officers, with a subsequent draft being subject to a consultation process in summer 2019.
- 5.3 A revised suite of proposed governance documents will be presented to the three Council Boards between September and December 2019 and then to the Joint Committee for approval by March 2020.

6. Conclusion

- 6.1 Good progress has been made in progressing the Clyde Muirshiel Regional Park governance review. Planned activity over the coming months will continue this momentum and enable the Park to make better use of its resources.
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Implications of the Report

- 1. **Financial** – n/a
- 2. **HR & Organisational Development** – tbc
- 3. **Legal** – Advice and guidance from the Legal Services of each of the three local authorities is being sought regarding the processes and implications associated with any proposed changes to the governance documentation.
- 4. **Property/Assets** – n/a.
- 5. **Information Technology** – n/a
- 6. **Equality & Human Rights** -
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified

arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website

7. **Health & Safety** – n/a
 8. **Procurement** – CMRP will adopt Renfrewshire Council's Standing Orders Relating to Contracts on conclusion of internal discussions and approvals in relation to resource allocation.
 9. **Risk** – n/a
 10. **Privacy Impact** – n/a
 11. **Cosla Policy Position** – n/a
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Author: Fraser Carlin, Head of Planning and Housing, Renfrewshire Council
Date 21st June 2019



Clyde Muirshiel Park Authority

To: Joint Committee

On: 21 June 2019

Report by: Clyde Muirshiel Regional Park

Heading: Quarterly Absence Statistics

1. 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 24 March 2019.
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2. Recommendation

- 2.1 It is recommended that members of the Joint Committee:
- (i) Consider the quarterly absence statistics for 1 January to 24 March 2019.
 - (ii) Should receive further regular reports on the Park's absence statistics.
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3. Background

- 3.1 Absence statistics have been reported to the Park Authority since 2011.
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4. Quarterly Absence Statistics and Context

4.1 Reporting pattern for statistics is:

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

4.2 The quarterly absence statistics for the Park Authority 1 January to 24 March 2019, with the previous quarter's statistics in brackets, are:-

	APT&C Office		APT&C outdoor		Manual		TOTAL	
Type of absence	Lost work days	% loss	Lost work days	% loss	Lost work days	% loss	Lost work days	% loss
Self certificated	7 (5)	1.70 (1.09)	0 (12)	0 (2.0)	3 (0)	1.66 (0)	10 (17)	0.93 (1.33)
Medically certificated	2 (16)	0.49 (3.49)	0 (7)	0 (1.16)	3 (0)	1.66 (0)	5 (23)	0.46 (1.79)
Industrial injury	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
TOTAL	9 (21)	2.18 (4.59)	0 (19)	0 (3.16)	6 (0)	3.31 (0)	15 (40)	1.39 (3.12)
Work days available	412 (458)		482.5 (601.5)		181 (222)		1075.5 (1281.5)	
No. of employees	10 (10)		11 (13)		4 (4)		25 (27)	
Absence rate days/employee/quarter	0.9 (2.1)		0 (1.46)		1.5 (0)		0.6 (1.48)	

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 2018	Sept 2018	Dec 2018	Mar 2019 (current)
Days lost / employee	1.53	3.61	1.48	0.6
Absence rate %	3.0	7.5	3.0	1.39

Quarter Ending	June 2017	Sept 2017	Dec 2017	March 2018
Days lost / employee	3.24	2.19	1.9	1.07
Absence rate %	7.21	4.69	3.95	2.4

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

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

5. Conclusion

5.1 The absence rate for this current quarter is again falling on the previous three quarters and lower than last year. All absences are managed under the provisions of Renfrewshire Council's Supporting Attendance Guidelines.

Clyde Muirshiel Park Authority



To: Joint Committee

On: 21st June 2019

Report by: Clyde Muirshiel Regional Park, Park Coordinator

Heading: Quarterly Health and Safety Report

1. Summary

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

2. Recommendations

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

3. Background

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

4. Quarterly Health and Safety Context and Statistics

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

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

Author: Fiona Carswell, CMRP Park Coordinator
Date 21st June 2019

Clyde Muirshiel Park Authority



To: Joint Committee

On: 21 June 2019

Report By: Clyde Muirshiel Regional Park, Park Coordinator

Heading: Grant Awards: 'Semple Stories' Project

1. Summary

- 1.1 This report seeks to inform members of the Joint Committee of the award of grants by National Lottery Heritage Fund and Greater Renfrewshire & Inverclyde LEADER to the 'Semple Stories' Project, an oral history and interpretation project for the Lochwinnoch area.
-

2. Recommendations

- 2.1 That members of the Joint Committee:
- (i) Note that grant funding has been awarded to Clyde Muirshiel Regional Park to deliver the 'Semple Stories' project. Funding has been awarded by National Lottery Heritage Fund (up to £19,700) and Greater Renfrewshire and Inverclyde LEADER (£18,621.35), and:
 - (ii) Note that the 'Semple Stories' Project will be delivered in accordance with the grant funding.
-

3.0 Background:

- 3.1 The Park Strategy 2016-2021 states that one of the aims of the Park is to "conserve and enhance the natural beauty, biodiversity and cultural heritage of Clyde Muirshiel Regional Park". The 'Semple Stories' project will identify, record and promote the area's heritage to enhance the Park's visitor offer.

- 3.2 The project will involve volunteers in the creation of interpretation material focussed on Castle Semple Country Park and Muirshiel Country Park. This will include interpretive boards, posts with audio recordings and website development. The project will improve the visitor experience and encourage repeat visits. The project will develop interpretive trails to encourage interest in local walks and will involve schools, youth groups and Additional Support Needs groups to create an exhibition through photographs of 'Then' and 'Now'.
- 3.3 A temporary Project Officer will be recruited by Renfrewshire Council and based within the Park team. The Project Officer will be responsible for delivering the project's objectives and ensuring compliance with the funder's approved purposes.
- 3.4 The Project Office will liaise with the Garnock Connections Landscape Initiative to allow information sharing and identify potential opportunities for volunteers to receive training.

4.0 Conclusion

- 4.1 This project will make a valuable contribution to the Park aims, increase digital content, volunteer involvement and encourage repeat visits to Clyde Muirshiel Visitor Centres.

Implications of the Report

1. **Financial** – The approved grant awards are a maximum of £19,700 from National Lottery Heritage Fund and £18,621.35 from Greater Renfrewshire and Inverclyde LEADER. The project will be monitored to ensure compliance with the funders' terms and conditions.
2. **HR & Organisational Development** – A temporary Project Officer will be recruited by Renfrewshire Council. The post is for 10 months.
3. **Legal** – none
4. **Property/Assets** – none
5. **Information Technology** – none
6. **Equality & Human Rights** -
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have

been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website

- 7. **Health & Safety** – none
- 8. **Procurement** – none
- 9. **Risk** – none
- 10. **Privacy Impact** – none
- 11. **Cosla Policy Position** – none

Author: Clyde Muirshiel Regional Park, Park Coordinator
Date 21st June 2019

Clyde Muirshiel Park Authority



To: Joint Committee

On: 21 June 2019

Report By: Clyde Muirshiel Regional Park, Park Coordinator

Heading: Special Olympic Success

1. Summary

- 1.1 This report seeks to inform members of the Joint Committee of the success of the Special Olympic GB Sailing Team at the recent World Games held in Abu Dhabi who were trained at Clyde Muirshiel.
-

2. Recommendations

- 2.1 That members of the Joint Committee:
- (i) Note the success of the Special Olympic GB Sailing Team at the World Games held in Abu Dhabi and note the assistance provided by the coaches and facilities on offer at Clyde Muirshiel Regional Park to support these activities.
-

3. Background

- 3.1 The Park Strategy 2016-2021 identifies the delivery of activities that contribute to Leisure Activity and Health outcomes as a key priority. This includes the provision of accessible outdoor activities.
- 3.2 The Park's Castle Semple Centre in Renfrewshire became an RYA Sailability Centre of Excellence in 2012 and is the only one in Scotland. The Centre delivers mainstream and accessible outdoor activities for pre-booked groups throughout the year, annually hosting the Sailability and the Scottish Multi-Class Regattas.

4.0 The Special Olympic Story

- 4.1 Staff within the Regional Park have developed opportunities for trying, training and then creating pathways for sailors with Additional Support Needs.
- 4.2 Years of effort have now resulted in two local sailors from the Special Olympics GB Sailing Team, receiving bronze medals after competing in their first World Games in Abu Dhabi 2019. Jamie Cairns and unified partner Darren MacGregor were awarded a bronze medal in the Division 2 fleet. Their team mates Shannon McGhee and Laura Carrick were 4th in Division 3, Lewis Nicolson sailing with Mick Kelly from Riverbrae School, Linwood finished 5th.
- 4.3 The team have shown great commitment having completed all their training over the last two years at Clyde Muirshiel with Senior Instructor and Head Coach David Hill at Castle Semple Visitor Centre.
- 4.4 Fifteen countries with 40-50 sailors competed on the water, in four divisions in reefed down Bahia dinghies. Details and images are online at www.abudhabi2019.org
- 4.5 Attending the Games was the result of successful partnership working with Able2Sail, a volunteer run charity based on the west coast of Scotland offering disabled sailing opportunities. The charity frequently makes use of the facilities at the Regional Park and organise fundraising events to purchase boats for training and to cover the cost of the team attending the World Games.
- 4.6 Going forward, the aim is to attract more people into water sports and to develop more crews for other levels in Special Olympic Sailing. The next National Games will be held in Liverpool in 2021 and the next World Games in Berlin in 2023.

5.0 Conclusion

- 5.1 The provision of accessible water sports provides a sense of achievement to many different user groups whatever their abilities. Fostering these development pathways will continue to be encouraged at Castle Semple and the valuable experience for those involved in the World Games is noted.

Author: Clyde Muirshiel Regional Park, Park Coordinator
Date 21st June 2019

Clyde Muirshiel Park Authority



To: Joint Committee

On: 21st June 2019

Report by: Clyde Muirshiel Regional Park, Park Coordinator

Heading: Castle Semple: Accessibility Improvements

1. Summary

- 1.1 This report seeks to inform Joint Committee on the proposed accessibility improvements adjacent to Castle Semple Visitor Centre.
-

2. Recommendations

- 2.1 It is recommended that the Joint Committee:
- (i) Note that Renfrewshire Council is progressing improvements to the area adjacent to Castle Semple Visitor Centre to improve water access.
-

3. Background

- 3.1 Castle Semple Country Park attracts approximately 350,000 visitors per year making it the most popular visitor destination in Clyde Muirshiel Regional Park. Castle Semple Visitor Centre is a key venue for the Park's educational, leisure and recreational activities and supports local, regional and national sporting activity.

- 3.2 Castle Semple Country Park's popularity places demands on the site's infrastructure. These demands are managed to maintain a quality environment and ensure the site operates safely and meets the needs of visitors.
- 3.3 Renfrewshire Council has identified an opportunity to enhance the quality of the key public area adjacent to Castle Semple Visitor Centre. Through focussed resurfacing works it will be possible to deliver significant accessibility improvements to the site and further the development of inclusive leisure activity.
-

4. Next Steps

- 4.1 Renfrewshire Council has instructed resurfacing works at Castle Semple Country Park. The works will be funded from Renfrewshire Council's approved budgets and delivered over the coming weeks. The project will be managed by Renfrewshire Council's Property Services and programming and on-site requirements will be discussed with the Park Coordinator to mitigate disruption as far as possible.
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Author: Clyde Muirshiel Regional Park, Park Coordinator
Date 21st June 2019

Clyde Muirshiel Park Authority



To: Joint Committee

On: 21st June 2019

Report by: Clyde Muirshiel Regional Park, Park Coordinator

Heading: Barnbrock Farm

1. Summary

- 1.1 This report seeks the Joint Committee's agreement that Barnbrock Farm, the Park's former Headquarters, is surplus to the Park's operational requirements.
-

2. Recommendations

- 2.1 It is recommended that the Joint Committee:
- (i) Agree that Barnbrock Farm and the 1.73ha of adjoining land is surplus to the Park's operational requirements, and;
 - (ii) Agree that Renfrewshire Council should carry out the necessary processes to dispose of the site in line with the relevant legal, financial and procedural regulations.
-

3. Background

- 3.1 Barnbrock Farm is located approximately 5km north of Lochwinnoch. The rural site sits adjacent to agricultural land and consists of a farmhouse, offices, storage facilities and a former campsite. The site previously served as the Headquarters of CMRP until 2016 when staff and services were relocated to Castle Semple Visitor Centre.

- 3.2 On the 20th February 2015 the Joint Committee agreed to review the assets and resources within the Park. A key outcome of this was to focus service accommodation and provision at Castle Semple Visitor Centre, providing a more accessible hub for staff and visitors. The Joint Committee also agreed to restrict the use of the campsite at Barnbrock Farm to organised groups only following a sustained period of operating at a loss. The campsite was subsequently closed to all visitors in 2016.
- 3.3 Barnbrock Farm's remote location isolates it from other Park sites. A lack of public transport links creates accessibility issues for Park staff and visitors. The farm buildings are currently used for storage of equipment and are accessed intermittently by Park staff. The site is not promoted as a place of leisure activity.
- 3.4 The agricultural nature of the site and its buildings offers little scope for modernisation in line with evolving Park services. The aging properties are in poor condition with repair and maintenance responsibilities being met by Renfrewshire Council as the owner.
-

4. Next Steps

- 4.1 The Joint Committee is asked to agree that Barnbrock Farm is now surplus to CMRP's operational requirements, taking cognisance of the site's under-performance as both a visitor destination and staff resource.
- 4.2 Once Barnbrock Farm is declared surplus to the Park's operational requirements, Renfrewshire Council will carry out the necessary processes to dispose of the site in line with the relevant legal, financial and procedural regulations, pending the subsequent approval of relevant Council Boards and in accordance with the Park's Minute of Agreement.
- 4.3 Measures will be taken to relocate equipment currently stored in Barnbrock to other Park sites.
-

8. Conclusion

- 8.1 Barnbrock Farm is inaccessible and unsuitable as an operational centre for the Park. The administrative service operates more efficiently from more accessible and popular Park sites, particularly Castle Semple Visitor Centre, ensuring maximum community benefits.

Implications of the Report

1. **Financial** – tbc
 2. **HR & Organisational Development** – none
 3. **Legal** – none
 4. **Property/Assets** – Barnbrock Farm is owned by Renfrewshire Council. The necessary processes to dispose of the site will be carried out by Renfrewshire Council in line with the relevant legal, financial and procedural regulations
 5. **Information Technology** – none
 6. **Equality & Human Rights** –
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
 7. **Health & Safety** – none
 8. **Procurement** – none
 9. **Risk** – none
 10. **Privacy Impact** – none
 11. **Cosla Policy Position** – none
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Author: Clyde Muirshiel Regional Park, Park Coordinator
Date 21st June 2019

