



Minute of Meeting

Clyde Muirshiel Park Authority Joint Committee

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

PRESENT

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

CHAIR

Councillor Andy Steel, Chair, presided.

IN ATTENDANCE

D Gatherer, Interim Regional Park Manager (Clyde Muirshiel Regional Park); D Hall (Inverclyde Council); and F Carlin, Head of Planning & Housing Services, K Campbell, Assistant Chief Auditor, V Howie, Finance & Resource Manager, D Low, Senior Committee Services Officer and K Brown, Committee Services Officer (all Renfrewshire Council).

APOLOGY

Councillor David Wilson (Inverclyde Council).

DECLARATIONS OF INTEREST

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

1 APPOINTMENT OF CHAIRPERSON AND VICE-CHAIRPERSONS OF THE JOINT COMMITTEE

There was submitted a report by the Clerk relative to the appointment of the Chair and the Vice-chairs of the Joint Committee.

The report intimated that in line with the Minute of Agreement and the Procedural Standing Orders, Renfrewshire Council at its statutory meeting held on 18 May 2017 nominated Councillor Andy Steel as Chair of the Joint Committee. Inverclyde and North Ayrshire Councils at their respective statutory meetings had not as yet nominated elected members as Vice-chairs of the Joint Committee and this would be considered at their next Council meetings scheduled for 29 June 2017 and 28 June 2017 respectively.

The report highlighted that the Minute of Agreement also stated that the Chair and Vice-chairs of the Joint Committee should be members of the Clyde Muirshiel Park Authority Consultative Forum.

DECIDED:

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

(b) That it be noted that the Chair and Vice-chairs of the Joint Committee would be members of the Consultative Forum.

2 MEMBERSHIP OF CLYDE MUIRSHIEL PARK AUTHORITY JOINT COMMITTEE

There was submitted a report by the Clerk to the Joint Committee detailing the appointment of members to the Joint Committee by the constituent member councils.

DECIDED: That the appointments be noted.

3 MINUTE OF JOINT COMMITTEE

There was submitted the Minute of the meeting of the Joint Committee held on 17 February 2017.

DECIDED: That the Minute be approved.

4 MINUTE OF CONSULTATIVE FORUM

There was submitted the Minute of the meeting of the Consultative Forum held on 17 February 2017. It was noted that at the Consultative Forum meeting it was agreed to amend item 7 of the minute to reflect that it was agreed that details would be passed to the planning authority regarding this matter and the correspondence would be copied to Councillor Gilmour.

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

5 UNAUDITED ANNUAL ACCOUNTS 2016/17

There was submitted a report by the Treasurer relative to the Annual Accounts for 2016/17 which were attached to the report.

The report intimated that the accounts for the year ended 31 March 2017 had been completed and forwarded to Audit Scotland for audit. The accounts showed a surplus for the year of £16,035 against a budgeted breakeven position.

In accordance with the Local Authority Accounts (Scotland) Regulations 2014, the unaudited accounts had only been signed by the Treasurer as proper officer. In accordance with the guidelines, the Audited Accounts would be signed by the Convener, the Interim Regional Park Manager and the Treasurer.

DECIDED: That the unaudited accounts for the year ended 31 March 2017 be noted and that the accounts be further presented to the Joint Committee on completion of the audit.

6 INTERNAL AUDIT ANNUAL REPORT 2016/17

There was submitted a report by the Chief Auditor, Renfrewshire Council, relative to the Internal Audit annual report 2016/17 for the Joint Committee.

The report intimated that the public sector internal audit standards required that the Chief Auditor prepare an annual report on the activities of internal audit to demonstrate performance. The report must also provide an audit opinion on the overall adequacy and effectiveness of the internal control system of the audited body.

The annual report for the Joint Committee was attached as an appendix to the report and outlined the role of internal audit, the performance of the internal audit team and the main findings from the internal audit work undertaken in 2016/17 and contained an audit assurance statement.

DECIDED: That the Internal Audit annual report for 2016/17 be noted.

7 AUDIT SCOTLAND ANNUAL AUDIT PLAN 2016/17

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

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

DECIDED: That Audit Scotland's annual audit plan 2015/16 be noted.

8 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 1 January to 19 March 2017. The report provided information relating to the absence statistics and reasons for absence.

DECIDED:

(a) That the quarterly absence statistics for the period 1 January to 19 March 2017 be noted; and

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

9 **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 January to March 2017.

The report intimated that there had been no RIDDOR reportable accidents and no occupational diseases. There were 5 accidents/incidents, one of which involved staff and four which involved visitors. There had been two health and safety related courses held during the period which three members of staff attended and one health and safety related Toolbox Talk delivered. Nine members of staff also received Audio and HAVS tests.

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

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

DECIDED:

(a) That it be noted that there had been no RIDDOR reportable accidents, no occupational diseases and five accidents/incidents during the period, one of which involved staff and four which involved visitors; and

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

10 **TIMETABLE OF MEETINGS 2018 TO 2022**

There was submitted a report by the Clerk relative to the setting of dates for meetings of the Joint Committee for 2018 to 2022, details of which were included within sections 1.4 and 1.5 of the report.

DECIDED:

(a) That the dates for meetings during the remainder of the five year term to 2022 as detailed in sections 1.4 and 1.5 of the report be approved; and

(b) That authority be granted to the Clerk, in consultation with the Chair, to arrange a meeting or meetings of the Joint Committee in Renfrewshire, Inverclyde and North Ayrshire Council offices, following discussion with those Councils.

11 **PRESENTATION: LEISURE ACTIVITY AND HEALTH**

D Hill, Senior Instructor gave a presentation on the leisure and health activities within the Park. Copies of the Mountain Bike Feasibility Study and Strategic Development Plan and the Semple Sports Access Partnership were distributed to members.

DECIDED: That the presentation be noted.

SEDERUNT

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

12 PRESENTATION: ENVIRONMENTAL MANAGEMENT

A Brown, Countryside Officer gave a presentation on Environmental Management.

DECIDED: That the presentation be noted.

13 PRESENTATION: EDUCATION AND OUTDOOR LEARNING

The Chair proposed that this presentation be continued to the next meeting of the Joint Committee to be held on 1 September 2017. This was agreed.

DECIDED: That this presentation be continued to the next meeting of the Joint Committee to be held on 1 September 2017.

14 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 1 September 2017 in Cunninghame House, Irvine.