



Notice of Meeting and Agenda 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 |

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.

Present

Chair

In Attendance

Date of Next Meeting

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

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Members of the Press and Public

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

Items of business

Apologies

Apologies from members.

Declarations of Interest

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

- | | | |
|----------|---|----------------|
| 1 | Minute of Joint Committee | 5 - 10 |
| | Minute of meeting of the Joint Committee held on 2 September 2016. | |
| 2 | Minute of Consultative Forum | 11 - 16 |
| | Minute of meeting of the Consultative Forum held on 2 September 2016. | |
| 3 | Revenue Budget Monitoring | 17 - 20 |
| | Report by Treasurer. | |
| 4 | Quarterly Absence Statistics | 21 - 24 |
| | Report by Interim Regional Park Manager. | |
| 5 | Quarterly Health and Safety Report | 25 - 32 |
| | Report by Interim Regional Park Manager. | |
| 6 | Shielhill Glen | |
| | Verbal Report by Interim Regional Park Manager | |
| 7 | Park Authority Meeting Schedule 2017 | 33 - 34 |
| | Report by Clerk. | |



Minute of Meeting Clyde Muirshiel Park Authority Joint Committee

| Date | Time | Venue |
|---------------------------|-------|---|
| Friday, 02 September 2016 | 10:30 | Greenock Cut Visitor Centre, Cornalees Bridge, Inverkip, Inverclyde, PA16 9LX |

PRESENT

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

CHAIR

Councillor Gilmour, Chairman, presided.

IN ATTENDANCE

D Gatherer, Interim Regional Park Manager; F Carlin, Head of Planning & Housing Services, S Jones, Assistant Manager (Regeneration), V Howie, Finance Business Partner (Development & Housing Services), J Gardyne, Project Officer (Semple Trail Heritage), E Currie, Senior Committee Services Officer and K Brown, Committee Services Officer (all Renfrewshire Council) and Dr A Sutton and C Sharp (both 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 27 May 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 27 May 2016.

DECIDED: That the Minute be noted.

3 AUDITED ANNUAL ACCOUNTS 2015/16

Under reference to item 3 of the Minute of the meeting of this Joint Committee held on 27 May 2016 there was submitted a report by the Treasurer relative to the annual accounts for the Joint Committee for 2015/16. The report intimated that the audit certificate issued by Audit Scotland provided an unqualified opinion that the abstract of accounts presented a true and fair view of the financial position of the Joint Committee as at 31 March 2016, in accordance with the accounting policies detailed in the accounts. A report on the 2015/16 audit by Audit Scotland was also attached to the report.

DECIDED: That the audited accounts 2015/16 be approved for signature and the report by Audit Scotland be noted.

4 REVENUE BUDGET MONITORING

There was submitted a revenue budget monitoring report by the Treasurer in respect of the Joint Committee for the period 1 April to 22 July 2016.

The report intimated that gross expenditure was currently £12,000 overspent and income was currently £12,000 over-recovered resulting in a net breakeven position.

DECIDED: That the report be noted.

5 CLYDE MUIRSHIEL PARK STRATEGY 2016/2021

There was submitted a report by the Head of Planning & Housing Services, Renfrewshire Council relative to the Clyde Muirshiel Regional Park Strategy 2016/21 and seeking approval to use this strategy as the basis for further activity development of the Park. A copy of the strategy formed the appendix to the report.

The report intimated that Clyde Muirshiel Regional Park was currently working to a strategy adopted in 2008. Following a management review of the Park's resources and governance a new strategy had been developed which identified key strengths and future aspirations for the Park. The future priorities for the Park would be Leisure Activity and Health; Education and Outdoor Learning; and Environmental Management and these would form the basis of the Park Strategy for the next five years.

The associated action plan, incorporated within the strategy identified the means by which objectives would be achieved and set out corresponding timescales. The action plan objectives would form the basis of work plans for individual staff members.

Following approval of the strategy, and in order to progress effective change, a programme of consultation and engagement would take place to inform the delivery and implementation of the key objectives and activities as set out in the action plan. At the same time officers from the constituent authorities would undertake a review of the Procedural Standing Orders and the Minute of Agreement for Clyde Muirshiel Regional Park Authority and report the outcome to a future meeting of the Joint Committee.

DECIDED:

(a) That the Clyde Muirshiel Regional Park Strategy 2016/21, which formed the appendix to the report, be approved;

(b) That members advise the Head of Planning & Housing Services, Renfrewshire Council of any editorial changes to the Park Strategy; and

(b) That it be agreed that in light of the terms and actions set out in the Park Strategy officers would carry out a review of the Procedural Standing Orders and Minute of Agreement for Clyde Muirshiel Regional Park Authority and report the outcome to a future meeting of the Joint Committee.

6 CLYDE MUIRSHIEL REGIONAL PARK ANNUAL REPORT 2015/16

There was submitted a report by the Interim Regional Park Manager relative to the Clyde Muirshiel Regional Park Annual Report 2015/16 which detailed the activities delivered by Park staff. A copy of the Annual Report formed the appendix to the report.

It was noted that the first sentence in paragraph 4.4 should refer to 2014 and not 2015 as stated and it was proposed that members advise the Interim Regional Park Manager of any other editorial changes to the Annual Report. This was agreed.

A discussion took place relative to poor signage for Clyde Muirshiel Regional Park and the grant funding detailed in the table in paragraph 6.5 of the Annual Report. It was further proposed that the Interim Regional Park Manager contact VisitScotland in order to obtain more brown signs and constituent authorities to obtain more black and white signs to improve signage to the Park and that the Interim Regional Park Manager and the Treasurer establish if any other grant funding should be detailed in the table in paragraph 6.5 headed Grant Income. This was agreed

DECIDED:

(a) That consideration of the report be continued to the next meeting of the Joint Committee to be held on 2 December 2016;

(b) That the first sentence in paragraph 4.4 be amended to read 2014 and that members advise the Interim Regional Park Manager of any other editorial changes to the Annual Report;

(c) That the Interim Regional Park Manager contact VisitScotland to obtain more brown tourist signposting and also constituent authorities to obtain more black and white signs to improve signage to the Park; and

(d) That the Interim Regional Park Manager and the Treasurer establish if any other grant funding should be detailed in the table in paragraph 6.5 headed Grant Income.

7 QUARTERLY ABSENCE STATISTICS

There was submitted a report by the Interim Regional Park Manager relative to the quarterly absence statistics for the Regional Park Authority for the period 21 March to 19 June 2016. The report provided information relating to the absence statistics and reasons for absence.

DECIDED: That the quarterly absence statistics for the period 21 March to 19 June 2016 be noted.

8 QUARTERLY HEALTH AND SAFETY REPORT

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

The report intimated that there had been one RIDDOR reportable accident; two accidents involving Park staff and four incidents involving visitors. There had been two health and safety related courses held during the period which four members 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 with Renfrewshire Council.

The report highlighted that further investigations were required to fully rectify the problem of water ingress at the roof of Muirshiel Visitor Centre.

DECIDED:

(a) That it be noted that there had been one RIDDOR reportable accident 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.

9 SEMPLE TRAIL HERITAGE PROJECT

There was submitted a report by the Head of Planning & Housing Services, Renfrewshire Council relative to the Semple Trail Heritage Project.

The report intimated that over the period 2012/16 the Semple Trail Heritage Project had been successfully delivered through a funding package of £860,000 secured from the Heritage Lottery Fund, Renfrewshire Council, Renfrewshire LEADER, Historic Scotland, the Forestry Commission Scotland, Clyde Muirshiel Regional Park, RSPB and Legacy 2014. The main aims and key objectives of the project were detailed in the report.

The project had been delivered on budget and had benefited significantly from added volunteer value with more than 300 hours of volunteer time recorded. Further details of the project achievements were detailed in the evaluation report by the Heritage Lottery Fund, a copy of which formed the appendix to the report.

To celebrate the end of the project, an event was held at Castle Semple Visitor Centre on 7 August 2016 which was well attended by project partners and stakeholders. Feedback from key project stakeholders had been extremely positive and Renfrewshire Council and Park staff would continue to promote and monitor the online visitor survey which would be open until December 2016. The information gathered would inform the second evaluation report due for submission to the Heritage Lottery Fund before July 2017.

The Project Officer (Semple Trail Heritage) gave a presentation to members on the Semple Trail Heritage Project.

DECIDED:

(a) That the achievements of the Semple Trail Heritage Project as outlined in the Heritage Lottery Fund evaluation report, which formed the appendix to the report, be noted; and

(b) That the presentation be noted.

10 DEVELOPMENT OF ACCESSIBLE SPORT

There was submitted a report by the Interim Regional Park Manager relative to joint working between Park staff and Renfrewshire Access Panel to purchase bell boats and side-by-side bicycle's to further increase capacity for the Park's disabled clients.

The report intimated that Clyde Muirshiel Regional Park had been at the forefront of accessible sport and development for a number of years which had resulted in an increase in visitors with a disability to the Park. Park staff were continually looking at new ways to improve the service provided to disabled clients and had been working with the Renfrewshire Access Panel who had the advantage of being a registered charity and as such could access additional funding streams.

Renfrewshire Access Panel received £25,000 to purchase two bell boats and three side-by-side bicycles to further increase capacity for disabled clients. The equipment was in daily use and had attracted new clients to the Park. One growth area for the Park would be Duke of Edinburgh bell boats expeditions as the equipment could be transported to other venues.

DECIDED: That the Park's continued efforts to increase income and provide a quality service to visitors through partnership working be recognised.

11 CASTLE SEMPLE CONSERVATION VOLUNTEER GROUP: TESCO GRANT SUBMISSION

There was submitted a report by the Interim Regional Park Manager relative to the successful bid by the Castle Semple Conservation Volunteer Group, securing £10,000 from Tesco's Bags of Help/Greenspace Scotland Grants Initiative, to construct a new wildlife pond at Muirshiel Country Park.

The report intimated that the new pond would increase the local biodiversity of the area, make better use of a waterlogged site and improve facilities for visitors. The new pond would also maintain a link with both the natural water source from the hills around Muirshiel estate and the species migration via the small ponds spillway which would directly link the new pond with the original small pond.

DECIDED: That the ongoing funding initiatives with community organisations to enhance the biodiversity of the area be supported.

12 PLANNING APPEAL - CORLIC HILL, GREENOCK

There was submitted a report by the Interim Regional Park Manager relative to the decision by the Reporter, appointed by the Scottish Government's Department of Planning and Environmental Appeals, in relation to an appeal submitted by Inverclyde Renewables against the decision of Inverclyde Council to refuse planning permission for an application for eight wind turbines and ancillary equipment at land to the north and east of Corlic Hill, Greenock.

In relation to paragraph 3.4 of the report it was noted that the Traffic Management Plan, Radar Mitigation Scheme and Television and Radio Reception Survey required to be submitted to and approved in writing by the planning authority.

It was proposed that the Chair advise members of the Joint Committee of all planning applications affecting Clyde Muirshiel Regional Park submitted to local authorities. This was agreed.

DECIDED:

(a) That it be noted that, following a Public Inquiry, the Department of Planning and Environmental Appeals upheld the appeal submitted by Inverclyde Renewables in relation to a proposal for eight wind turbines and ancillary equipment at Corlick Hill, Greenock; and

(b) That the Chair advise members of the Joint Committee of all planning applications affecting Clyde Muirshiel Regional Park submitted to local authorities.

13 DATE OF NEXT MEETING

DECIDED: That it be noted that the next meeting of the Clyde Muirshiel Park Authority Joint Committee would be held at 10.30 am on Friday 2 December 2016. Members would be advised of the meeting venue.

VALEDICTORY

The Chair referred to Cameron Sharp's imminent retirement from North Ayrshire Council and paid tribute to his service to the Park Authority. On behalf of the Joint Committee he thanked Cameron for his contribution to the development of the Park Authority and him wished well for the future.



Minute of Meeting

Clyde Muirshiel Park Authority Consultative Forum

| Date | Time | Venue |
|---------------------------|-------|---|
| Friday, 02 September 2016 | 11:30 | Greenock Cut Visitor Centre, Cornalees Bridge, Inverkip, Inverclyde, PA16 9LX |

PRESENT

Councillors Gilmour (Renfrewshire Council), Wilson and Innes (Inverclyde Council) and Dickson and Marshall (North Ayrshire Council); Z Bhatia (RSPB Scotland); D Cochrane (Scottish National Farmers Union); K McKendrick (Lochwinnoch Community Council); and S Simpson and N Willis (Save Your Regional Park).

CHAIR

Councillor Gilmour, Chair, presided.

IN ATTENDANCE

D Gatherer, Interim Regional Park Manager; E Currie, Senior Committee Services Officer and K Brown, Committee Services Officer (both Renfrewshire Council) and C Sharp and A Sutton (both North Ayrshire Council).

APOLOGIES

R Anderson (Scottish Rural Property & Business Association); J Kent (Sport Scotland) and G McAuley (RSPB Scotland).

ADDITIONAL ITEMS

The Convener intimated that there were additional items in relation to Corlic Hill; Blackshaw Windfarm; the Housing Development at Beech Birn, Johnshill, Lochwinnoch; members of the Consultative Forum; and Shielhill Glen 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 4, 5, 6, 7 and 8 of this Minute, were urgent in view of the need to consider the matters timeously authorised their consideration.

DECLARATIONS OF INTEREST

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

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 and also in relation to the fact that Lord Glasgow and Sir Ludovic Shaw Stewart should be declaring an interest at meetings of the Consultative Forum as they were landowners.

The Senior Committee Services Officer advised that these matters were not declarations of interest in terms of the Councillors Code of Conduct and advised that any matters concerning the Minutes of Consultative Forum meetings should be raised under item 2 of the agenda.

1 APPOINTMENT OF CHAIR

Under reference to item 8 of the Minute of the meeting of the Consultative Forum held on 27 May 2016 Councillor Gilmour indicated that he would be stepping down from his role as Chair of the Consultative Forum at the next meeting to be held on 2 December 2016 and sought nominations for the position of Chair of the Consultative Forum.

Councillor Wilson, seconded by Councillor Gilmour, nominated Councillor Nelson as Chair of the Consultative Forum with effect from 2 December 2016. There being no other nominations, it was agreed that Councillor Nelson be appointed as the Chairperson.

DECIDED: That Councillor Nelson be appointed as the Chair of the Clyde Muirshiel Park Authority Consultative Forum, with effect from 2 December 2016, for a period of one year.

SEDERUNT AND VALEDICTORY

C Sharp and A Sutton, North Ayrshire Council left the meeting during consideration of the following item of business.

Prior to leaving, the Chair referred to Cameron Sharp's imminent retirement from North Ayrshire Council and paid tribute to his service to the Park Authority. On behalf of the Consultative Forum he thanked Cameron for his contribution to the development of the Park Authority and wished him well for the future.

2 MINUTES OF MEETINGS OF THE CONSULTATIVE FORUM

There was submitted a report by the Clerk relative to the procedure for approval of the Minutes of meetings of the Consultative Forum.

The report intimated that the Minute of Agreement, constituting the Park Authority, between Renfrewshire, Inverclyde and North Ayrshire Council stated that the Park Consultative Forum shall meet not less than twice during each year on such dates and at such times and places as they shall themselves determine. In determining where and when to meet the Park Consultative Forum shall have regard to the

desirability of maximising access to the Park Authority and minimising the expense involved in advising the Park Authority. Minutes of each meeting of the Park Consultative Forum shall be submitted to the next meeting of the Park Authority.

It was noted that the Minute of Agreement was last updated in 2004 and in light of the terms and actions set out in the Park Strategy 2016/21, approved at the earlier meeting of the Joint Committee, officers from the constituent authorities would undertake a review of the Procedural Standing Orders and the Minute of Agreement of the Park Authority and report the outcome of this review back to a future meeting of the Joint Committee. The submission of the Consultative Forum Minutes would be considered as part of any review of the Minute of Agreement.

A discussion took place relative to the meetings of the Consultative Forum being held prior to meetings of the Joint Committee to allow the Minute of the previous Consultative Forum meeting to be submitted to the Consultative Forum prior to being submitted to the next meeting of the Joint Committee in terms of the Minute of Agreement; the format and layout of future agendas; the changes members of the Consultative Forum would like to see included in the review of the Minute of Agreement; lack of consultation with the Consultative Forum on draft plans and strategies affecting the Regional Park; and whether instructions could be issued to members of the Consultative Forum to ensure they declared an interest at meetings as it was perceived by others that they should.

It was proposed that meetings of the Consultative Forum be now held at 10.00 am prior to meetings of the Joint Committee which, with the agreement of the Convener, would now commence at 11.30 am to allow the Minute of the previous Consultative Forum meeting to be submitted to the Consultative Forum prior to being submitted to the next meeting of the Joint Committee in terms of the Minute of Agreement; that future agendas for meetings of the Consultative Forum contain items of business in relation to Welcome, Matters Arising, any items of business raised by a member with the Chair, and Any Other Competent Business; that members of the Consultative Forum consider what changes they would like to see included in the upcoming review of the Minute of Agreement and that these be discussed at the next meeting of the Consultative Forum; that, in future, the Consultative Forum be consulted on draft plans and strategies affecting the Regional Park; and that the Clerk submit a report to the next meeting of the Consultative Forum to be held on 2 December 2016 in relation to declarations of interest in terms of the Councillors Code of Conduct.

DECIDED:

(a) That it be noted that in terms of the Minute of Agreement, constituting the Park Authority, between Renfrewshire, Inverclyde and North Ayrshire Councils, Minutes of meetings of the Consultative Forum were to be submitted to the next meeting of the Park Authority;

(b) That it be noted that the submission of the Consultative Forum Minutes would be considered as part of any review of the Minute of Agreement;

(c) That meetings of the Consultative Forum be now held at 10.00 am, prior to meetings of the Joint Committee which, with the agreement of the Convener, would now commence at 11.30 am to allow the Minute of the previous Consultative Forum meeting to be submitted to the Consultative Forum prior to being submitted to the next meeting of the Joint Committee in terms of the Minute of Agreement;

(d) That future agendas for meetings of the Consultative Forum contain items of business in relation to Welcome, Matters Arising, any items of business raised by a member with the Chair, and Any Other Competent Business;

(e) That that members of the Consultative Forum consider what changes they would like to see included in the upcoming review of the Minute of Agreement and that these be discussed at the next meeting of the Consultative Forum to be held on 2 December 2016;

(f) That, in future, the Consultative Forum be consulted on draft plans and strategies affecting the Regional Park; and

(g) That the Clerk submit a report to the next meeting of the Consultative Forum to be held on 2 December 2016 in relation to declarations of interest in terms of the Councillors Code of Conduct.

3 PROPOSED BLAIRPARK/HALKSHILL FORESTRY PROJECT

Councillor Marshall advised that North Ayrshire Council had established a working party to consider this revised proposed development. The responses from North Ayrshire Council and Largs Community Council to the EIA were broadly similar. North Ayrshire Council were agreeing to the forestry proposal subject to conditions.

DECIDED: That the matter be noted.

SEDERUNT

Councillor Wilson left the meeting prior to consideration of the following item of business.

4 CORLIC HILL

S Simpson advised that flights leaving Glasgow Airport were now flying over Corlic Hill. D Cochrane advised that this double rotation system had been in operation since 2000.

DECIDED: That this matter be noted.

5 BLACKSHAW WINDFARM

It was noted that this appeal had been dismissed by the Reporter appointed by the Scottish Government.

DECIDED: That it be noted that this appeal had been dismissed by the Reporter appointed by the Scottish Government.

6 HOUSING DEVELOPMENT

K McKendrick advised that a Proposal of Application Notice had been submitted to Renfrewshire Council for the erection of a residential development at a site at the norther boundary of Beech Burn, Johnshill, Lochwinnoch. He proposed that the Park Authority consider the implications of this proposed residential development. This was agreed.

DECIDED: That the Park Authority consider the implications of this proposed residential development.

7 **MEMBERS OF THE CONSULTATIVE FORUM**

K McKendrick intimated that a member of the Scottish Wildlife Trust and a Water Baliff had expressed an interest in becoming members of the Consultative Forum. It was proposed that these individuals become members of the Consultative Forum and that K McKendrick provide details of these individuals to the Clerk. This was agreed.

DECIDED: That these individuals become members of the Consultative Forum and that K McKendrick provide details of these individuals to the Clerk.

8 **SHIELHILL GLEN**

Councillor Nelson requested that the Interim Regional Park Manager submit a report to the next meeting of the Consultative Forum to be held on 2 December 2016 relative to tidying up Shielhill Glen. This was agreed.

DECIDED: That the Interim Regional Park Manager submit a report to the next meeting of the Consultative Forum to be held on 2 December 2016 relative to tidying up Shielhill Glen.

9 **DATE OF NEXT MEETING**

DECIDED: That it be noted that the next meeting of the Consultative Forum would be held at 10.00 am on Friday 2 December 2016 and that members be advised of the venue for this meeting.

CLYDE MUIRSHIEL PARK AUTHORITY

To: Joint Committee

On: 2 December 2016

Report by: The Treasurer

Heading: Revenue Budget Monitoring Report to 14 October 2016

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 | Breakeven |
| | <i>Previously Reported</i> | <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 14th October 2016

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 | 374 | 376 | 0 | 376 | (2) | -0.5% | overspend |
| Property Costs | | 55 | 25 | 15 | 8 | 23 | 2 | 8.0% | underspend |
| Supplies & Services | | 148 | 77 | 62 | 13 | 75 | 2 | 2.6% | underspend |
| Contractors and Others | | 15 | 7 | 2 | 5 | 7 | 0 | 0.0% | break-even |
| Transport & Plant Costs | | 42 | 23 | 18 | 6 | 24 | (1) | -4.3% | overspend |
| Administration Costs | | 70 | 22 | 24 | 1 | 25 | (3) | -13.6% | overspend |
| Payments to Other Bodies | | 1 | 0 | 0 | 1 | 1 | (1) | 0.0% | break-even |
| GROSS EXPENDITURE | | 1,061 | 528 | 497 | 34 | 531 | (3) | -0.6% | overspend |
| Contributions from Local Authorities | | (693) | (346) | (346) | 0 | (346) | 0 | 0.0% | break-even |
| Other Income | | (368) | (206) | (279) | 70 | (209) | 3 | 1.5% | over-recovery |
| INCOME | | (1,061) | (552) | (625) | 70 | (555) | 3 | 0.5% | over-recovery |
| TRANSFER (TO)/FROM RESERVES | | 0 | (24) | (128) | 104 | (24) | 0 | 0.0% | break-even |

£000's

Bottom Line Position to 14th October 2016 is break-even of
Anticipated Year End Budget Position is break-even

Opening Reserves
Projected to break-even
Projected Closing Reserves

(67)
0
(67)

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 2 December 2016

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 20 June to 18 September 2016.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 Consider the quarterly absence statistics for 20 June to 18 September 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 20 June to 18 September 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 | 3 (2) | 0.64 (0.38) | 3 (1) | 0.36 (0.11) | 0 (1) | 0 (0.38) | 6 (4) | 0.38 (0.24) |
| Medically certificated | 0 (53) | 0 (10.04) | 0 (32) | 0 (3.65) | 0 (0) | 0 (0) | 0 (85) | 0 (5.09) |
| Industrial injury | 0 (0) | 0 (0) | 0 (9) | 0 (1.03) | 0 (0) | 0 (0) | 0 (9) | 0 (0.54) |
| Total | 3 (55) | 0.64 (10.42) | 3 (42) | 0.36 (4.79) | 0 (1) | 0 (0.38) | 6 (98) | 0.38 (5.87) |
| Work days available | 472 (528) | | 832.5 (876) | | 278 (266) | | 1582.5 (1670) | |
| No. of employees | 12 (12) | | 15 (16) | | 5 (5) | | 32 (33) | |
| Absence rate (days per employee per quarter) | 0.25 (4.58) | | 0.20 (2.62) | | 0.0 (0.2) | | 0.19 (2.97) | |

APT&C outdoor staff is comprised of Countryside Rangers and Outdoor Activity Instructors.

- 4.3 The following table demonstrates the key statistics for the past year, figures for the same periods of the previous rolling year are provided for comparison:-

| Quarter ending | December 2015 | March 2016 | June 2016 | September 2016 (current) |
|------------------------|---------------|------------|-----------|--------------------------|
| Days lost per employee | 3.0 | 3.52 | 2.97 | 0.19 |
| Absence rate % | 6.0 | 7.5 | 5.8 | 0.38 |

| Quarter ending | December 2014 | March 2015 | June 2015 | September 2015 |
|------------------------|---------------|------------|-----------|----------------|
| Days lost per employee | 0.7 | 1.36 | 1.5 | 0.5 |
| Absence rate % | 1.4 | 2.8 | 3.1 | 1.2 |

The absence rate for this current quarter is significantly lower than the previous quarter, and 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 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: 2 December 2016

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 July to Sept 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 six accidents/ incidents; one involving staff and five involving visitors.
- 2.2 Note that the problem of water ingress at Muirshiel Visitor Centre continues to be under investigation but has improved following repairs.

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 July to September 2016 there were no RIDDOR reportable accidents but one accident to Park staff and five incidents involving visitors.

The main reason for incidents was clients falling off bikes, a total of three with minor abrasions.

A member of staff cut his hand on a sickle, a tool box talk has subsequently been given.

- 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 July to September 2016 one Health & Safety related course was attended. In total 1 member 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
April - June 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 July to September 2016 there were no RIDDOR reportable incidents. There were six other incidents; one involving a member of staff and five involving visitors.

The staff member cut his hand on a sickle while doing volunteer work. Three of the incidents involved people falling off bikes with minor abrasions. One involved pulled muscles and one a minor hand cut.

| Type of Accident | Number of Accidents (Staff) | Number of Accidents (Visitors/Volunteers) | % of Total Accidents |
|------------------|-----------------------------|---|----------------------|
| Slip/Trip/Fall | 0 | 3 | 50 |
| Cuts/ Abrasions | 1 | 1 | 33 |
| Health incident | | 1 | 17 |
| TOTALS | 1 | 5 | 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 July to September 2016 one Health & Safety related course was attended, with 1 member 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 | 1 | | | |
| Ladder Awareness | 16 | | | |
| PA1 and PA6 / Stem injection and ecoplugs pesticide use | 4 | | | |
| Elementary Food Hygiene (outdoor) | | | | |
| Food Hygiene Certificate | 11 | | | |
| First Aid at Work – 2 Day Refresher | | | 1 | |
| First Aid at Work – 3 Day | 1 | | 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: 2 December 2016

Report
by
Clerk

SUBJECT: PARK AUTHORITY MEETING SCHEDULE 2017

1. Summary

- 1.1 The purpose of this report is to seek approval for the proposed dates for meetings of the Clyde Muirshiel Park Authority Joint Committee in 2017.

2. Recommendations

- 2.1 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 2017; and
- 2.2 That the Joint Committee consider venues for these meetings.

3. Background

- 3.1 In terms of the Clyde Muirshiel Park Authority Joint Committee's Procedural Standing Orders:-
5. The Joint Committee shall meet not less than four times during each year. Not less than ten working days shall be given to the Members by the Clerk to the Joint Committee in writing, specifying the business to be transacted.
6. The Clerk to the Joint Committee shall be bound to convene an extraordinary meeting of the Joint Committee within 14 days of being requested in writing so to do by the Joint Committee Chairperson or any of the Constituent Authorities and not less than three working days notice of such meetings shall be given to the Members by the Clerk.

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

