



Notice of Meeting and Agenda Clyde Muirshiel Park Authority Joint Committee

Date	Time	Venue
Friday, 19 February 2016	10:30	Cunninghame House, North Ayrshire Council, Irvine, KA12 8EE

KENNETH GRAHAM
Clerk to the Joint Committee

Members

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.

Members of the Press and Public

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

Further Information

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

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

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

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 | Clyde Muirshiel Park Authority Joint Committee | 5 - 8 |
| | Minute of meeting of the Clyde Muirshiel Park Authority Joint Committee held on 4 December 2015. | |
| 2 | Clyde Muirshiel Park Authority Consultative Forum | 9 - 16 |
| | Minute of meeting of the Clyde Muirshiel Park Authority Consultative Forum held on 4 December 2015. | |
| 3 | Revenue Estimates 2016/17 | 17 - 24 |
| | Report by Treasurer. | |
| 4 | Revenue Budget Monitoring | 25 - 28 |
| | Report by Treasurer. | |
| 5 | Quarterly Absence Statistics | 29 - 34 |
| | Report by Interim Regional Park Manager. | |
| 6 | Quarterly Health and Safety Report | 35 - 42 |
| | Report by Interim Regional Park Manager. | |
| 7 | Development of Off-road Cycling within the Regional Park | 43 - 46 |
| | Report by Interim Regional Park Manager. | |
| 8 | Date of Next Meeting | |
| | Note that the next meeting of the Joint Committee will be held at 10.30 am on 27 May 2016 in Barnbrock Farm. | |



Minute of Meeting Clyde Muirshiel Park Authority Joint Committee

Date	Time	Venue
Friday, 04 December 2015	09:30	Barnbrock Farm, Clyde Muirshiel Park Headquarters, Barnbrock Farm, Kilbarchan, PA10 2PZ

PRESENT

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

CHAIR

Councillor Gilmour, Chairman, presided.

IN ATTENDANCE

D Gatherer, Interim Regional Park Manager; F Carlin, Head of Planning, S Jones, Assistant Manager, D Forbes, Senior Accountant, V Howie, Finance and Resources Manager, E Currie, Senior Committee Services Officer and K Druce, Assistant Democratic Services Officer (all Renfrewshire Council) and M McNab, Inverclyde Council. Prior to the start of the meeting the Chairman welcomed Councillor J MacLaren to his first meeting of the Joint Committee.

DECLARATIONS OF INTEREST

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

ADDITIONAL ITEM

The Chairman intimated that there was an additional item in relation to planning applications submitted to Renfrewshire Council for solar farms near to the boundary of the Regional Park which had not been included in the notice calling the meeting. The Chairman, being of the opinion that the item which is dealt with at item 7 of this Minute was urgent, in view of the need to advise members of these matters, authorised its consideration.

1 MINUTE

There was submitted the Minute of the meeting of the Clyde Muirshiel Park Authority Joint Committee held on 11 September, 2015.

DECIDED: That the Minute be approved.

2 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 16 October, 2015.

DECIDED: That the report be noted.

3 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 22 June to 20 September 2015. The report provided information relating to the absence statistics and reasons for absence.

DECIDED:

(a) That the absence statistics for the period 22 June to 20 September 2015 be noted; and

(b) That it be noted that the Interim Regional Park Manager would submit a report relative to the next quarterly absence statistics to the next meeting of the Joint Committee to be held on 19 February, 2016.

4 QUARTERLY HEALTH & SAFETY REPORT

There was submitted a report by the Interim Regional Park Manager providing information on the quarterly health and safety monitoring for the period July to September 2015 which detailed accident statistics, management action and training.

The report intimated that there had been no RIDDOR reportable accidents this quarter; that two visitors sustained minor injuries from slips, trips and falls; one visitor sustained a minor injury when they were struck with a dinghy mast when activity clients were de-rigging a boat and one visitor sustained a minor burn whilst using a kelly kettle during a ranger led activity.

The report intimated that the reduction in staffing levels had resulted in employees becoming more focussed upon operational delivery and that the problem of water ingress at the Muirshiel Visitor Centre continued to be under investigation.

DECIDED:

- (a) That the health and safety monitoring report for the period July to September 2015 be noted;
- (b) That the impact of the reduction in capacity of the Senior Management Team on Health & Safety Processes within the Park be noted; and
- (c) That it be noted that the problem of water ingress at the Muirshiel Visitor Centre continued to be under investigation.

5 PRICING POLICY FOR CLYDE MUIRSHIEL REGIONAL PARK 2016/17

There was submitted a report by the Interim Regional Park Manager relative to the proposed pricing policy for 2016 to 2017, a copy of which formed the appendix to the report.

The report intimated that the Park Authority had historically reviewed its prices annually before the end of the calendar year with a view to implementing the new pricing policy at the start of the next financial year. The Park had a concession rate for most of its activities to allow disadvantaged groups to access the services it provided. With increased requirements to raise revenue within the Park, more extensive scoping exercises had been carried out to ensure the Park remained competitive in the market while income was maximised. The increased prices reflected this work and aimed to achieve increased uptake of the services provided and increase income to the Park.

DECIDED:

- (a) That the new pricing policy, as detailed in the appendix to the report, be approved; and
- (b) That the continued efforts to develop services and increase income from all staff sectors be noted.

6 PARK AUTHORITY JOINT COMMITTEE MEETING DATES 2016

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

The report proposed that meetings be held at 10.30 am on 19 February, 27 May, 2 September and 2 December, 2016 with the meetings proposed for 27 May and 2 December, 2016 being held in Barnbrock Farm prior to meetings of the Consultative Forum. The report requested that members consider venues for the meetings of the Joint Committee proposed for 19 February and 2 September, 2016.

DECIDED:

- (a) That meetings of the Clyde Muirshiel Park Authority Joint Committee be held at 10.30 am on 19 February, 27 May, 2 September and 2 December, 2016;
- (b) That the meeting of the Joint Committee to be held on 19 February, 2016 be held in the North Ayrshire Council area;

(c) That the meetings of the Joint Committee to be held on 27 May and 2 December, 2016 be held in Barnbrock Farm prior to meetings of the Consultative Forum; and

(b) That the meeting of the Joint Committee to be held on 2 September, 2016 be held in the Greenock Cut Visitor Centre, Inverclyde.

7 **PLANNING APPLICATIONS**

The Chairman advised that two planning applications had been submitted to Renfrewshire Council for solar farms near to the boundary of the Regional Park.

DECIDED: That this matter be noted.

8 **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 19 February, 2016 within the North Ayrshire Council area.



Minute of Reconvened Meeting Clyde Muirshiel Park Authority Consultative Forum

Date	Time	Venue
Friday, 04 December 2015	11:30	Barnbrock Farm, Clyde Muirshiel Park Headquarters, Barnbrock Farm, Kilbarchan, PA10 2PZ

PRESENT

Councillors Gilmour (Renfrewshire Council) and Dickson (North Ayrshire Council); R Anderson (Scottish Rural Property and Business Association); Z Bhatia (RSPB Scotland); K McKendrick (Lochwinnoch Community Council); J Kent (Sport Scotland); A MacLeman (Gryffe Valley Rotary Club); T Marshall (Largs Community Council) and S Simpson (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 Druce, Assistant Democratic Services Officer (both Renfrewshire Council) and C Sharp (North Ayrshire Council).

APOLOGIES

Councillor D Wilson (Inverclyde Council); A Armstrong (Visit Scotland); D Cochrane (Scottish National Farmers Union); and Lord Glasgow (Kelburn Country Centre).

DECLARATIONS OF INTEREST

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

ADDITIONAL ITEM

The Chairman intimated that there was an additional item in relation to planning applications submitted to Renfrewshire Council for solar farms near to the boundary of the Regional Park which had not been included in the notice calling the meeting. The Chairman, being of the opinion that the item which is dealt with at item 16 of this Minute was urgent, in view of the need to advise members of these matters, authorised its consideration.

1 VERBAL UPDATE BY REGIONAL PARK MANAGER

The Interim Regional Park Manager intimated that all items he would wish to raise were included on the agenda.

SEDERUNT

Z Bhatia (RSPB Scotland) entered the meeting prior to consideration of the following item of business.

2 UPLANDS PROJECT

There was submitted a report by the Interim Regional Park Manager relative to the proposed upland project between land managers, Newton Rigg College and Clyde Muirshiel Regional Park which would demonstrate how organisations with a range of moorland interests could combine to produce long-term farm and conservation benefits, contribute to the local economy of a moorland area, provide increased levels of employment, support farm and supporting businesses and encourage recreation in a way which was sustainable.

A discussion took place concerning involving other organisations in this project as they would have the expertise and knowledge to carry the project forward. The Interim Regional Park Manager advised that a steering group had been established to take this matter forward and that a report would be submitted to a future meeting of the Joint Committee.

DECIDED: That the matter be noted.

3 DEVELOPMENT OF THE NEW MK5 WHEELIE BOAT PROJECT

There was submitted a report by the Interim Regional Park Manager relative to the further development of services within the park for mainstream and assisted needs groups of all ages delivered by the Activities Team.

The report intimated that a new service would be provided with the introduction of the Mk5 wheelie boat funded by the Rotary Club of Gryffe Valley and the Wheelyboat Trust. This would allow the park authority to continue working with partners to expand capacity for services for clients with additional support needs.

DECIDED:

(a) That the continued development of services within the park to local clients and those from further afield be noted; and

(b) That the continued efforts to increase capacity and income from partnership working to expand capacity and excellent service to clients be noted.

4 INVESTIGATION AND DEVELOPMENT OF WORK PLACEMENT AND MODERN APPRENTICESHIPS WITHIN THE PARK

There was submitted a report by the Interim Regional Park Manager relative to the investigation of the feasibility and possible development of long term work placement and modern apprenticeships within the Regional Park.

The report intimated that it had become increasingly difficult to recruit outdoor activity instructors with the skill set that the Regional Park required to run all of its activities including accessibility programmes. The Regional Park had identified an opportunity to recruit and train its own instructors using a 13 week work placement programme to identify likely candidates and then enrol these candidates on a modern apprenticeship course in active leisure, learning and wellbeing.

DECIDED: That the report be noted.

5 PEDAL THE PARK 2015

There was submitted a report by the Interim Regional Park Manager relative to the success of the 'Pedal the Park' event 2015.

The report intimated that a '68km Sportive', an 18km mountain bike ride, a 12km hand bike time trial and a 4km family ride had taken place with a total of 185 people participating. Cafe visitor numbers totalled 753, an increase of 200 on last year's numbers.

DECIDED:

(a) That the continued development of cycling infrastructure and activities be noted;

(b) That the continued efforts to increase income using the existing staff skill base within the park and the continued growth of its reputation as a Centre of Excellence for land and water based accessible sport be noted; and

(c) That it be noted that the park would host a 'Pedal the Park' event in 2016.

6 THE SUCCESS OF RACE 2 THE GAMES AND ITS LEGACY

There was submitted a report by the Interim Regional Park Manager providing an update on the success of Race 2 the Games.

The report intimated that on 2 July 2014, 13 accessed dinghies sailed from James Watt Dock in Greenock to the Glasgow Science Centre in Glasgow. Each of the access dinghies raised funds through sponsorship to allow them to continue sailing development within their schools.

The report provided further details of the implementation of the fund raising strategy and marketing communications plan and it was noted that the event had gained Commonwealth Games recognition (Legacy 2014 approval), was filmed by three film crews and had featured in various newspapers both nationally and locally.

DECIDED: That the report be noted.

7 WINDOWS ON WILDLIFE PROJECT - UPDATE

There was submitted a report by the Interim Regional Park Manager relative to the Windows on Wildlife project which focused on increasing participation and understanding of our natural heritage. The project had been based at Castle Semple Country Park and used images of wildlife as its main theme for engaging audiences.

DECIDED: That the report be noted.

8 DEVELOPMENT OF YEAR LONG HEALTH WALKING PROGRAMME

There was submitted a report by the Interim Regional Park Manager relative to a funding application to Awards for All in partnership with the Renfrewshire Walking Network volunteers to develop a year-long walking programme for all abilities and ages.

The report intimated that the park sought to work with partner organisations to apply for more funding in the future as this would provide more opportunities for service users, increase income and raise the park profile.

A discussion took place relative to the use of council vehicles to assist walkers in reaching various starting destinations for organized walks. Councillor Gilmour advised that he would raise this matter with the Council's Director of Community Resources and provide an update at a future meeting of the Consultative Forum.

DECIDED:

(a) That the report be noted; and

(b) That it be noted that Councillor Gilmour would raise the matter of the use of Council vehicles with the Council's Director of Community Resources and provide an update at a future meeting of the Consultative Forum.

9 TAG-N-TRACK PROJECT

There was submitted a report by the Interim Regional Park Manager relative to the Tag-n-Track project which aimed to improve environmental education by being able to follow satellite tagged birds in the classroom; engage people through social media; encourage volunteers; and run training courses and wildlife events.

The Interim Regional Park Manager advised that LEADER funding had not been secured for this project and that a further application would be made after June 2016 when further funding would be available.

Zul Bhatia (RSPB Scotland) advised that partnership working was viewed favourably when applying for LEADER funding. RSPB Scotland had offered to work in partnership with the Park Authority and other organisations involved in the project but this offer was not taken up.

DECIDED: That this matter be noted.

10 DEVELOPMENT OF THE SPINAL INJURY SCOTLAND PROGRAMME

There was submitted a report by the Interim Regional Park Manager relative to the hosting of an accessible sport festival for Spinal Injury Scotland on 19 August 2015 which had necessitated the closure of the Castle Semple Visitor Centre for that day.

The report intimated that Spinal Injury Scotland had been awarded £10,000 in 2014 by Awards for All to run a 40 day activity programme at Castle Semple.

DECIDED: That the report be noted.

11 SWAN 2 - SUCCESSFUL FUNDING APPLICATION

There was submitted a report by the Interim Regional Park Manager relative to the award of £41,000 from the Sports Lottery Active Places Fund for the construction of a new pontoon and hoist at Castle Semple which would allow the Park Authority to cope with increased demand and develop service.

The report intimated that this work commenced in October 2015 and would be completed by the start of the season in 2016.

DECIDED: That the report be noted.

12 PARK REVIEW

Councillor Gilmour advised that the management review had been completed, that it had not been as far reaching as it had been imagined but that the park was heading in the right direction.

DECIDED: That the matter be noted.

13 PARK FUTURE

Councillor Gilmour referred to future of the park and advised that the matter of how the Park Authority consulted with the Consultative Forum was currently being looked at so that it adhered to the points referred to in the Minute of Agreement.

A discussion on the role of the Consultative Forum took place and it was proposed that the 'non-elected' members of the Consultative Forum meet to discuss the role of the Consultative Forum going forward.

Members were advised that any such meeting would not constitute a meeting of the Consultative Forum and would have no bearing on any future decisions of the Consultative Forum or the Joint Committee.

DECIDED: That the matter be noted.

14 **CLYDE MUIRSHIEL REGIONAL PARK/RSPB CO-OPERATION**

A discussion took place regarding various offers of support to the Park Authority by RSPB at various events and venues and how these offers had been dealt with.

DECIDED: That the Interim Regional Park Manager meet with representatives of any relevant organisation to discuss projects that would benefit the Park.

15 **2016 MEETING DATES**

The Consultative Forum considered dates, times and venues for meetings of the Consultative Forum in 2016.

Members were advised that the Clyde Muirshiel Park Authority Joint Committee had decided that they would meet at 10.30 am on 19 February, 27 May, 2 September and 2 December, 2016 with the meetings on 27 May and 2 December, 2016 being held in Barnbrock Farm, the meeting on 19 February being held in the North Ayrshire Council area and the meeting on 2 September being held in the Greenock Cut Visitor Centre.

It was proposed that the Consultative Forum meet at 11.30 am, or at the conclusion of the Joint Committee meetings, whichever was the later, on the same dates and at the same venues as the Joint Committee. This was agreed.

DECIDED:

(a) That meetings of the Consultative Forum be held at 11.30 am, or at the conclusion of the Joint Committee meetings, whichever was the later, on 19 February, 27 May, 2 September and 2 December 2016;

(b) That the meeting of the Consultative Forum to be held on 19 February 2016 be held in the North Ayrshire Council area;

(c) That the meetings of the Consultative Forum to be held on 27 May and 2 December 2016 be held in Barnbrock Farm; and

(d) That the meeting of the Consultative Forum to be held on 2 September 2016 be held in the Greenock Cut Visitor Centre, Inverclyde.

16 PLANNING APPLICATIONS

The Chairman advised that two planning applications had been submitted to Renfrewshire Council for solar farms near to the boundary of the Regional Park. A discussion took place concerning identifying and marking the park boundary accurately on a location map to allow members of the public to check if any planning application matters affected the park.

DECIDED:

(a) That this matter be noted; and

(b) That the Interim Regional Park Manager investigate the possibility of identifying and marking the park boundary on a location map to allow members of the public to check if any planning application matters affected the park.

17 DATE OF NEXT MEETING

DECIDED: That it be noted that the next meeting of the Consultative Forum would be held at 11.30 am, or at the conclusion of the Joint Committee meeting, whichever was the later, on 19 February 2016 within the North Ayrshire Council area.

CLYDE MUIRSHIEL PARK AUTHORITY

To: Joint Committee

On: 19 February 2016

Item 3

Report by: The Treasurer

Heading: 2016-17 Revenue Estimates

1. Summary

- 1.1 The following report has been prepared by the Park Treasurer to present the Revenue Estimates and to establish the requisition of the Clyde Muirshiel Park Authority (CMPA) for the financial year 2016/17.
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2 Recommendations

- 2.1 It is recommended that members:

- (a) approve the Revenue Estimates of the Joint Committee for the financial year 2016/17 per Appendix 2, and agree the requisitions payable by each member council per Appendix 1, and
 - (b) note any decision on requisitions will be subject to ratification by member Councils and instruct the Park Manager to report back on the implications for Park Services should any member council agree any alteration to the level of requisition recommended by the Park Authority.
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3 Background

- 3.1 At its meeting of 20 February 2015, the Joint Committee was advised of the initial findings of a review into the Park's Management and Governance Structure. In anticipation of the outcome of the early stages of this review, which is expected to support the delivery of savings through the rationalisation of costs and income generation, requisition levels for member authorities for 2015/16 were reduced by 5.8%. A further reduction in requisition of 14.3% is proposed.

- 3.2 A review of the staffing structure in early 2015/16 resulted in the release of 4 members of staff under the Voluntary Early Retirement/Voluntary Redundancy scheme which facilitated the achievement of the majority of the savings required to deliver the proposed reduction in requisition for 2016/17.

4 Budget Assumptions

- 4.1 The budget has been constructed on the basis of the following assumptions:-
- inflation on Employee Costs is assumed at 1.0% per annum for 2016/17;
 - costs related to legislative changes ending the current contracted out employers' national insurance arrangements from 1 April 2016 have been included;
 - no inflation adjustment to all non-pay expenditure lines as per the practise adopted in previous years;
 - adjustments to budget lines to reflect operational experience and historic trends; and
 - income from Sales, Fees and Charges reflects the Pricing Policy approved by the Joint Committee on 4 December 2015.
- 4.2 The Park Manager will continue to control expenditure on a "bottom line" basis in order that the effective management of the Park's operational finances continues. Any significant factors which affect either expenditure or income would be reported to Members at the earliest opportunity.

5 Financial Overview

- 5.1 It is recognised that over the medium term, local government in Scotland is likely to face a further contraction in available resources, relating predominately to the provision of revenue grant from the Scottish Government. In this context it is recognised that this is likely to have a consequential impact of the level of requisition funding available to the Park Authority. This was demonstrated by the local government grant settlement position for 2016/17 announced by the Scottish Government in December 2015. Figures for 2017/18 and beyond potentially are not expected to emerge until the second half of 2016. In this context and recognising the uncertainty over the level of financial contraction which local government is likely to face over the medium term, no indicative budget figures are provided for 2017/18. It would be anticipated that at this point next year a 2017/18 budget and medium term planning figures will be presented in the context of a firmer medium term financial outlook for member councils. The requisition income available to the Park Authority has therefore been modelled on the previous planning assumptions reported in February 2015.
- 5.2 The audited accounts for the year ended 31 March 2015 confirmed the level of working balances as £19,767. At its meeting of 20 February 2015, the Joint Committee approved that expenditure for financial year 2015/16 should be contained within available resources and that no draw would be made on reserves. It is currently projected that a surplus of £21,000 will be achieved in financial year 2015/16 which will be returned to reserves. This will leave a

balance of £40,767 going forward into 2016/17, which is 5.0% of the Park's turnover.

- 5.3 Implementation of the outcomes from the review of the Park's Management and Governance Structure will continue over the medium term and any savings identified will be considered in meeting the requirements for further efficiency savings when preparing future years budgets.
- 5.4 The Park Manager, in conjunction with the Treasurer, will present a report to a future meeting of the Joint Committee should its remit and finances be materially affected by any future member council policy decisions.

Estimates of Expenditure and Income for the Year Ended 31st March 2017

Clyde Muirshiel Park Authority

Requisition Payable by Member Authorities

		2015/2016	2016/2017 £	Requisition Payment 2016/17	
		Agreed	Proposed	£ 1st April 2016	£ 1st July, October & December 16
RENFREWSHIRE	60.72%	490,700	420,700	105,100	105,200
INVERCLYDE	24.69%	199,500	171,000	42,600	42,800
NORTH AYRSHIRE	14.59%	117,900	101,100	25,200	25,300
		808,100	692,800		

Due Dates	
01-Apr-16	01-Jul-16 01-Oct-16 31-Dec-16

Clyde Muirshiel Park Authority

Revenue Estimates for 2016/17

	Approved 2015/16 £	Probable 2015/16	Recommended 2016/17 £
Expenditure			
Employee costs	825,400	828,400	729,500
Property Costs	55,200	55,400	55,200
Supplies & Services	147,700	148,600	147,700
Contractors	14,800	14,800	14,800
Transport	41,700	66,800	41,700
Administration Costs	70,900	71,400	70,900
Payments to Other Bodies	600	600	600
Total Budgeted Expenditure	1,156,300	1,186,000	1,060,400
Income			
Shop Retail Income	181,200	175,000	186,200
Sales, fees & charges	144,000	173,600	158,400
Other Income	23,000	50,300	23,000
Total Generated Income	348,200	398,900	367,600
Requisition Payable by Member Councils	808,100	808,100	692,800
Total Budgeted Income	1,156,300	1,207,000	1,060,400
Budgeted (Surplus)/Deficit for Year	0	(21,000)	0
Reserves			
Reserves brought forward	19,767	19,767	40,767
Budgeted surplus/(deficit) for year	(0)	21,000	0
Reserves carried forward	19,767	40,767	40,767
		5.04%	5.88%

Further analysis of Requisitions

Requisitions per council			
Renfrewshire	490,700	490,700	420,700
Inverclyde	199,500	199,500	171,000
North Ayrshire	117,900	117,900	101,100
	808,100	808,100	692,800
Reduction in requisitions			14.3%
Requisition Movement in Year	2015/16	Inflation	2016/17
Renfrewshire	490,700	(70,000)	420,700
Inverclyde	199,500	(28,500)	171,000
North Ayrshire	117,900	(16,800)	101,100
	808,100	(115,300)	692,800

CLYDE MUIRSHIEL PARK AUTHORITY

To: Joint Committee

On: 19 February 2016

Report by: The Treasurer

Heading: Revenue Budget Monitoring Report to 8 January 2016

1. Summary

- 1.1 Gross Expenditure is currently £22,000 overspent and income is £42,000 over recovered resulting in a net underspend of £20,000. This is summarised in point 4. An underspend of £21,000 is projected for 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 | Net Underspend £20,000 |
| <i>Previously Reported</i> | <i>Net underspend £5,000</i> |

This variance is primarily due to an over recovery of income and some minor expenditure underspends, partially offset by an overspend in Administration Costs and minor overspends on Employee Costs and Transport Costs.

The Over Recovery in Other Income is the result of increased income for outdoor activities.

The overspend in Administrative Costs is again due to an increase in insurance premiums as a result of a claim made in the last financial year for an employee's accident.

The overspend in Employee Costs relates to lower turnover than anticipated.

Transport Costs are overspent due to an increase in insurance premiums as a result of a claim made in the last financial year for a damaged vehicle.

4.2 Projected Year End Position

The projected year end position shows a surplus of £21,000, due to the increased income offset by a projected overspend within Administration Costs.

RENFREWSHIRE COUNCIL

REVENUE BUDGET MONITORING STATEMENT 2015/16

1st April 2015 to 8th January 2016

JOINT COMMITTEE : CLYDE MUIRSHIEL PARK AUTHORITY			
Description (1)	Agreed Annual Budget (2)	Year to Date Budget (3)	
£000's	£000's	£000's	
Employee Costs	825	614	
Property Costs	55	41	
Supplies & Services	148	109	
Contractors and Others	15	11	
Transport & Plant Costs	42	33	
Administration Costs	71	28	
Payments to Other Bodies	1	0	
GROSS EXPENDITURE	1,157	836	
Contributions from Local Authorities	-808	-808	
Other Income	-349	-258	
INCOME	-1,157	-1,066	
TRANSFER (TO)/FROM RESERVES	0	-230	
Bottom Line Position to 8th January 2016 is an underspend of			£000's 20
Anticipated Year End Budget Position is an underspend of			21
Opening Reserves			(20)
Projected Increase in Reserves			(21)
Projected Closing Reserves			(41)

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 19 February 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 21 September to 31 December 2015.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 Consider the quarterly absence statistics for 21 September to 31 December 2015.
- 2.2 Should receive further regular reports on the Park's absence statistics.

3.0 Background:

- 3.1 The Park Authority was informed in Jan 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 21 September to 31 December 2015, 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	14 (3)	2.17 (0.49)	0 (1)	0 (0.13)	2 (5)	0.79 (1.71)	16 (9)	0.93 (1.75)
Medically certificated	7 (6)	1.09 (0.98)	73 (1)	11.15 (0.13)	0 (0)	0 (0)	80 (7)	2.19 (0.34)
Industrial injury	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
Total	21 (9)	3.26 (1.48)	73 (2)	11.15 (0.27)	2 (5)	0.79 (1.71)	96 (16)	3.12 (2.09)
Work days available	644.5 (609.5)		655 (750)		254 (292)		1553.5 (1651.5)	
No. of employees	14 (15)		13 (14)		5 (6)		32 (35)	
Absence rate (days per employee per quarter)	1.5 (0.6)		5.6 (0.14)		0.4 (0.83)		3.0 (0.46)	

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

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

Quarter ending	March 2015	June 2015	September 2015	December 2015 (current)
Days lost per employee	0.8	1.5	0.5	3.0
Absence rate %	2.1	3.1	1.2	6.0

Quarter ending	March 2014	June 2014	September 2014	Dec 2015
Days lost per employee	1.6	0.7	0.8	0.7
Absence rate %	3.8	1.4	1.5	1.4

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

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

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

It should be noted that this is the first time absence rates have been high within the Regional Park, in the last two years, although it still remains slightly 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 2014/15 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 the highest it has been in the last two years. This is primarily due to one member of staff being off on long term sickness. All absences are managed under the provisions of Renfrewshire Council's Supporting Attendance Guidelines.

Contribution to the National Outcomes of report on Quarterly Absence Statistics.
Completed by: W D Gatherer, Regional Park Manager Date 19 February 2016.

1. We live in a Scotland that is the most attractive place for doing business in Europe	
2. We realise our full economic potential with more and better employment opportunities for our people	
3. We are better educated, more skilled and more successful, renowned for our research and innovation	
4. Our young people are successful learners, confident individuals, effective contributors and responsible citizens	
5. Our children have the best start in life and are ready to succeed	
6. We live longer, healthier lives	
7. We have tackled the significant inequalities in Scottish society	
8. We have improved the life chances for children, young people and families at risk	
9. We live our lives safe from crime, disorder and danger	
10. We live in well-designed, sustainable places where we are able to access the amenities and services we need	
11. We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others	
12. We value and enjoy our built and natural environment and protect it and enhance it for future generations	
13. We take pride in a strong, fair and inclusive national identity	
14. We reduce the local and global environmental impact of our consumption and production	
15. Our public services are high quality, continually improving, efficient and responsive to local people's needs	The statistics show a disappointing increase in absence in this quarter which will impact on service efficiency. This is primarily due to one member of staff being on long term sick leave.

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 19 February 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 October to December 2015.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 Note that there were no RIDDOR reportable accidents or occupational diseases and a low number of other accidents considering the range of activities that take place in the Park.
- 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 There were no RIDDOR reportable accidents. During this quarter, one member of staff slipped on the entry surface at Barnbrock. This has subsequently been power washed to prevent a recurrence.
- 4.4 Water ingress at the roof of Muirshiel Visitor Centre is still occurring. However following a visit by a plumber and a slater there has been a marked improvement. Further investigations are required to fully rectify the problem.
- 4.5 During the period Oct – Dec 2015 five Health & Safety related courses were attended. These ranged from Chainsaw handling training to Food Safety and Hygiene for Catering, in all 33 members of staff took part in this training. Three Health & Safety related Toolbox Talks were also 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. However the reduction in staffing levels has slowed progress. The Health & Safety Plan has now been put place for 2015-16 to address this and the Park's Health & Safety Committee has expressed confidence that the targets will be met.

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.

Appendix 1



To: RENFREWSHIRE CORPORATE HEALTH AND SAFETY COMMITTEE

On: June 2014

CLYDE MUIRSHIEL REGIONAL PARK HEALTH & SAFETY REPORT October - December 2015

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

1. Accident Statistical Information including violence and aggression reports

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

As can be seen in the table below, during the period of October to December 2015 there were no RIDDOR reportable incidents and one injury to Park staff.

Type of Accident	Number of Accidents (Staff)	Number of Accidents (Visitors/Volunteers)	% of Total Accidents
Slip/Trip/Fall	1	0	100%
TOTALS	1		100%

2. Accident prevention programs

Clyde Muirshiel Regional Park continues to work with Renfrewshire Council Health & Safety Officers to align its Health & Safety policies, plans and accident prevention programs with those currently in use within Renfrewshire Council.

3. Training

During the period October – December 2015 five Health & Safety related courses were attended. These ranged from Chainsaw handling training to Food Safety and Hygiene for Catering, in all 33 members of staff took part in this training. Three Health & Safety related Toolbox Talks were also 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 and drip on to electrical fixtures at Muirshiel Visitor Centre. Some repairs have been done and the source of the problem has still to be confirmed. Both a plumber and a slater have initiated repairs.

Appendix A: Provision of Training - July 2015 to June 2016

<u>Section 1</u> Health and safety training courses (training planner)	2 nd ¼ July – Sept	3 rd ¼ Oct- Dec	4 th ¼ Jan – Mar	1 st ¼ Apr – June
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)				
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				
First Aid at Work – 3 Day		1		
Feeling Fitter refresher				
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				

Contribution to the National Outcomes of report on H&S monitoring.
 Completed by W D Gatherer, Regional Park Manger Date 19 February 2016.

1. We live in a Scotland that is the most attractive place for doing business in Europe	
2. We realise our full economic potential with more and better employment opportunities for our people	H&S monitoring and reporting contributes to the achievement of our economic potential and our opportunities for our people.
3. We are better educated, more skilled and more successful, renowned for our research and innovation	
4. Our young people are successful learners, confident individuals, effective contributors and responsible citizens	
5. Our children have the best start in life and are ready to succeed	
6. We live longer, healthier lives	H&S monitoring and reporting contributes to the safety and welfare of staff and visitors.
7. We have tackled the significant inequalities in Scottish society	
8. We have improved the life chances for children, young people and families at risk	
9. We live our lives safe from crime, disorder and danger	H&S monitoring and reporting contributes to the safety and welfare of staff and visitors.
10. We live in well-designed, sustainable places where we are able to access the amenities and services we need	H&S monitoring and reporting contributes to the development of well-designed, sustainable places.
11. We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others	
12. We value and enjoy our built and natural environment and protect it and enhance it for future generations	
13. We take pride in a strong, fair and inclusive national identity	
14. We reduce the local and global environmental impact of our consumption and production	
15. Our public services are high quality, continually improving, efficient and responsive to local people's needs	H& S monitoring and reporting is a component of quality public services.

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 19th February 2016

Report
By
Regional Park Manager

SUBJECT: Development of Off Road Cycling within the Regional Park

1.0 Purpose of Report:

- 1.1 To advise members of the Joint Committee of the potential for further development of services within the Park in the area of off road cycling and cycle touring.

2.0 Recommendation:

- 2.1 That the Park Authority supports the continued development of services within the Park to local people and those from further afield.
- 2.2 That the Park Authority recognises the Park's continued efforts to increase income and provide a quality service to our current visitors and attract new visitors.

Members wishing further information regarding this report should contact Mr David Gatherer, Regional Park Manager, Clyde Muirshiel Park Authority, 01505 614791.

3.0 Background:

Feedback from pedal the Park participants, Ride 63 members and people who responded to our online survey have been overwhelmingly in favour of developing routes across the Park to enable more off road cycling and cycle touring. We have formed a working group with representatives from Inverclyde Council, North Ayrshire Council, Renfrewshire Council, Renfrewshire Leisure, Scottish Cycling, Developing Mountain biking in Scotland and local cycling clubs and cycle shops. The group has met a couple of times over the past few months to discuss what the opportunities are and how to move forward.

It is envisaged that the plan will be in 3 phases

- Phase 1 would be to establish a safe cycle friendly route with adequate signage to ride from the new facility at Rankin Park in Greenock up to Greenock Cut Visitor Centre and access the existing routes and centre.
- Phase 2 will look at linking up Greenock Cut and Muirshiel Centre and potentially access to Brisbane Glen and develop circular routes round Muirshiel using existing track with joining sections being added as required.
- Phase 3 will be the final links between Muirshiel and Castle Semple to access NCR7 and provide a route to and from the new school in Kilbirnie along with a route to link to Glennifer Braes.

3.1 Measures of success will include:

- Attracting more cyclists to visit the Park and use the Park facilities.
- Successfully funding the project and increasing partnership working with interested parties.
- Re- development of Muirshiel Centre into a mountain bike hub/bunkhouse.
- Developing opportunities for local businesses to provide services that cyclists/walkers may want to make use of.
- Hosting and facilitating cycling events to bring more people to the area.

4.0 Conclusion:

4.1 Within the Park ethos of continually looking to develop services and in the light of reduced resources within the Park, staff and management have come up with a service development which will utilise existing resources while developing client markets.

4.2 Cycling is still one of the sports in Scotland that is growing at a rapid rate and this shows no signs of a slowdown. We believe there is a sound business case for the potential development.

Contribution to the National Outcomes of report on Off Road Cycling within the Regional Park. Completed by: W D Gatherer, Regional Park Manager.
Date 19th February 2016.

1. We live in a Scotland that is the most attractive place for doing business in Europe	Cycling development offers opportunities for expanding or new business
2. We realise our full economic potential with more and better employment opportunities for our people	Funding should be available to carry out the project and result in greater income to the Park and its partners.
3. We are better educated, more skilled and more successful, renowned for our research and innovation	
4. Our young people are successful learners, confident individuals, effective contributors and responsible citizens	The project will open up many opportunities for young people including cycling Duke of Edinburgh expeditions and school led cycling trips.
5. Our children have the best start in life and are ready to succeed	The project will have strong links to education and leisure departments in the 3 councils
6. We live longer, healthier lives	Cycling is a sport with proven health benefits to all
7. We have tackled the significant inequalities in Scottish society	Cycling is a sport open to anyone of any background, the project would be open to all
8. We have improved the life chances for children, young people and families at risk	
9. We live our lives safe from crime, disorder and danger	The facilities will be used by groups and organisations that take part in youth programmes and diversionary activities.
10. We live in well-designed, sustainable places where we are able to access the amenities and services we need	The project will take into account the long term growth potential of cycling and endeavour to build the facilities that will last and be open to expanding as future needs may require
11. We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others	The project will encourage responsible access as outlined in the outdoor access code and will engage the local cycling community in its ongoing development and maintenance.
12. We value and enjoy our built and natural environment and protect it and enhance it for future generations	The project will give more people access to the wild land and natural landscapes of the Park.
13. We take pride in a strong, fair and inclusive national identity	
14. We reduce the local and global environmental impact of our consumption and production	Cycling is a green form of transport and the project aims to link cycling with at least 6 train stations across the area
15. Our public services are high quality, continually improving, efficient and responsive to local people's needs	The project is driven by feedback and ideas from local people and is seen by many as an important local development.

