

## **Notice of Meeting and Agenda Clyde Muirshiel Park Authority Joint Committee**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 01 December 2017	11:30	CMR2, Renfrewshire House, Cotton Street, Paisley,

KENNETH GRAHAM  
Clerk of the Joint Committee

### **Membership**

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

Councillor Andy Steel (Chair): Councillor David Wilson (Vice Chair): Councillor Todd Ferguson (Vice Chair).

### **Further Information**

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

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

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

### **Members of the Press and Public**

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

## **Members**

Please report to the Customer Service Centre where you will be met and directed to the meeting venue.

## 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.

- |          |   |                |
|----------|---|----------------|
| <b>1</b> | <b>Minute of Joint Committee</b>  | <b>5 - 8</b>   |
|          | Minute of meeting of the Joint Committee held on 1 September 2017.  |                |
| <b>2</b> | <b>Minute of Consultative Forum</b>   | <b>9 - 12</b>  |
|          | Minute of meeting of the Consultative Forum held on 1 September 2017  |                |
| <b>3</b> | <b>Budget Monitoring</b>  | <b>13 - 16</b> |
|          | Report by The Treasurer   |                |
| <b>4</b> | <b>Pricing Policy for Clyde Muirshiel Park 2018</b>   | <b>17 - 22</b> |
|          | Report by Interim Park Manager  |                |
| <b>5</b> | <b>Quarterly Absence Statistics</b>   | <b>23 - 26</b> |
|          | Report by Interim Regional Park Manager   |                |
| <b>6</b> | <b>Quarterly Health and Safety Report</b>   | <b>27 - 28</b> |
|          | Report by Interim Regional Park Manager   |                |
| <b>7</b> | <b>Special Olympic Success</b>  | <b>29 - 30</b> |
|          | Report by Interim Regional Park Manager   |                |
| <b>8</b> | <b>Date of Next Meeting</b>   |                |
|          | The next meeting of the next meeting of the Joint Committee will be held at 11.30am on 16 February 2018 in Renfrewshire House, Cotton Street, Paisley |                |





## Minute of Meeting Clyde Muirshiel Park Authority Joint Committee

Date	Time	Venue
Friday, 01 September 2017	11:30	Cunninghame House, North Ayrshire Council, Irvine, KA12 8EE

### PRESENT

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

### CHAIR

Councillor Andy Steel, Chair, presided.

### IN ATTENDANCE

D Gatherer, Interim Regional Park Manager; L Forsyth, (North Ayrshire Council); F Carlin, Head of Planning & Housing Services, M Ball, Senior Accountant, E Currie, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council); and M Ferris, Senior Audit Manager (Audit Scotland).

### 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 23 June 2017.

In relation to item 9 – Quarterly Health and Safety Report – the Interim Regional Park Manger advised that Renfrewshire Council had put measures in place in an attempt to rectify the problem with water ingress at Clyde Muirshiel Visitor Centre. The situation would be monitored and would be reported in future quarterly reports submitted to the Joint Committee.

### **DECIDED:**

(a) That the Minute be approved; and

(b) That it be noted that Renfrewshire Council had put measures in place in an attempt to rectify the problem with water ingress at Clyde Muirshiel Visitor Centre and that the situation would be monitored and reported in future quarterly reports submitted to the Joint Committee.

## 2 **MINUTE OF CONSULTATIVE FORUM**

There was submitted the Minute of the meeting of the Consultative Forum held on 23 June 2017.

**DECIDED:** That the Minute be noted.

## 3 **AUDITED ACCOUNTS 2016/17**

Under reference to item 5 of the Minute of the meeting of this Joint Committee held on 23 June 2017 there was submitted a report by the Treasurer relative to the annual accounts for the Joint Committee for 2016/17.

The report intimated that the audit certificate issued by Audit Scotland provided an unqualified opinion that the annual accounts presented a true and fair view of the financial position of the Joint Committee as at 31 March 2017, in accordance with the accounting policies detailed in the accounts. A report on the 2016/17 audit by Audit Scotland was also attached to the report.

**DECIDED:** That the audited accounts 2016/17 be approved for signature and the report by Audit Scotland be noted.

## 4 **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 21 July 2017.

The report intimated that gross expenditure was currently £11,000 overspent and income was currently £21,000 over-recovered resulting in a net underspend of £10,000.

**DECIDED:** That the report be noted.

**5 CLYDE MUIRSHIEL REGIONAL PARK DRAFT ANNUAL REPORT 2016/17**

There was submitted a report by the Interim Regional Park Manager relative to the Clyde Muirshiel Regional Park Annual Report 2016/17 which detailed the work of the Park Authority and its staff during the year. A copy of the annual report formed the appendix to the report.

**DECIDED:**

(a) That the report be noted and that the Joint Committee continue to support the Regional Park in its development; and

(b) That the Regional Park's continued efforts to provide services effectively be noted.

**6 CLYDE MUIRSHIEL REGIONAL PARK DRAFT RISK REGISTER MANAGEMENT PLAN AND RISK REGISTER**

There was submitted a report by the Interim Regional Park Manager relative to the Clyde Muirshiel Regional Park Risk Management Plan and Risk Register, a copy of which was appended to the report.

The report intimated that Audit Scotland had recommended that risk management arrangements be reviewed and that a risk register and formal risk management plan be implemented by 1 September 2017. The Interim Park Manager and Renfrewshire Council's Risk Manager had developed a risk management plan which identified and quantified the risks to the Park going forward and a risk register which put forward recommendations to reduce/control the risks and monitor progress.

**DECIDED:**

(a) That the Risk Management Plan and Risk Register, which formed the appendix to the report, be noted; and

(b) That the efforts to reduce risk to the Park and its services be noted.

**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 20 March to 18 June 2017. The report provided information relating to the absence statistics and reasons for absence.

**DECIDED:**

(a) That the quarterly absence statistics for the period 20 March to 18 June 2017 be noted; and

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

**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 2017.

The report intimated that there had been no RIDDOR reportable accidents or occupational diseases. There were eleven incidents involving visitors. There had been no health and safety related courses or toolbox talks delivered during the period.

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

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

**DECIDED:**

(a) That it be noted that there had been no RIDDOR reportable accidents, no occupational diseases and eleven incidents involving visitors during the period; and

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

**9 PRESENTATION - TAG 'N' TRACK**

The Interim Regional Park Manager advised that the Tag-n-Track officer was unable to attend the meeting and deliver the presentation on the Tag-n-Track project as she was attending a school visit.

**DECIDED:** That the presentation on the Tag-n-Track be delivered at a future meeting of the Joint Committee.

**10 DATE OF NEXT MEETING**

**DECIDED:** That it be noted that the next meeting of the Joint Committee would be held at 11.30 am on 1 December 2017 in Renfrewshire House, Cotton Street, Paisley.





## Minute of Meeting Clyde Muirshiel Park Authority Consultative Forum

Date	Time	Venue
Friday, 01 September 2017	10:00	Cunninghame House, North Ayrshire Council, Irvine, KA12 8EE

### **PRESENT**

Councillor Andy Steel (Renfrewshire Council); Councillor Innes Nelson (Inverclyde Council); Councillor Todd Fergusson (North Ayrshire Council); Ross Anderson (Scottish Rural Property & Business Association); Gerry McAuley (RSPB); Kerry MacKendrick (Lochwinnoch Community Council); Nigel Willis (Save Your Regional Park); Andrew Adair (Largs Community Council); and Roger Hissett (Scottish Wildlife Trust – Ayrshire Branch).

### **CHAIR**

In the absence of the Chair, Councillor Andy Steel, Vice-chair, presided.

### **IN ATTENDANCE**

D Gatherer, Interim Regional Park Manager; F Carlin, Head of Planning & Housing Services, Elaine Currie, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

### **APOLOGIES**

Donald Cochrane (Scottish National Farmers Union); Andrew MacLeman (Gryffe Valley Rotary Club); Sybil Simpson (Save Your Regional Park); Douglas Blair and Patricia Perman (Largs Community Council); and Barry Fleeting (Sport Scotland).

### **DECLARATIONS OF INTEREST**

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

## **SEDERUNT**

Councillor Innes Nelson entered the meeting prior to consideration of the following item of business.

## **CHAIR**

Councillor Andy Steel vacated the Chair and Councillor Innes Nelson took the Chair.

### **1 MINUTE**

There was submitted the Minute of the meeting of the Consultative Forum held on 23 June 2017.

**DECIDED:** That the Minute be approved.

### **2 MATTERS ARISING**

There were no matters arising.

**DECIDED:** That it be noted that there were no matters arising.

### **3 LOCHWINNOCH ACTIVE TRAVEL HUB**

Under reference to item 6 of the Minute of the meeting of the Consultative Forum held on 23 June 2017 the Interim Regional Park Manager advised that this project was not progressing as the proposed partners were no longer participating in the provision of a Lochwinnoch Active Travel Hub.

**DECIDED:** That the update be noted.

### **4 HOUSING DEVELOPMENT AT BEECHBURN, JOHNSHILL, LOCHWINNOCH**

Under reference to item 7 of the Minute of the meeting of this Consultative Forum held on 23 June 2017 the Interim Regional Park Manager distributed copies of the objection letter submitted by the Regional Park Manager to Renfrewshire Council in relation to the planning application for the erection of a residential development (in principal) at the north boundary at Beechburn, Johnshill, Lochwinnoch.

It was noted that at the meeting of Renfrewshire Council held on 20 April 2017 it was decided that the planning application be refused.

**DECIDED:** That the update be noted.

## **SEDERUNT**

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

**5 FORESTRY APPLICATION IN CLYDE MUIRSHIEL REGIONAL PARK AND WILD LAND AREA - HALKSHILL AND BLAIRPARK**

Under reference to item 8 of the Minute of the meeting of the Consultative Forum held on 23 June 2017 it was noted that an update would be provided at the next meeting of the Consultative Forum to be held on 1 December 2017.

**DECIDED:** That an update be provided at the next meeting of the Consultative Forum to be held on 1 December 2017.

**6 INTRODUCTION OF CROSS COUNTRY SKIING AT CASTLE SEMPLE**

Under reference to item 10 of the Minute of the meeting of this Consultative Forum held on 23 June 2017 it was noted that the Interim Regional Park Manager would submit a report on this matter to a future meeting of the Joint Committee.

**DECIDED:** That the Interim Regional Park Manager submit a report on this matter to a future meeting of the Joint Committee.

**7 REPRESENTING CLYDE MUIRSHIEL REGIONAL PARK AT PUBLIC INQUIRIES**

Under reference to item 7 of the Minute of the meeting of this Consultative Forum held on 23 June 2017 a discussion took place regarding whether the Chair of the Joint Committee and the Interim Regional Park Manager could represent the Regional Park at an inquiry.

The Head of Planning and Housing Services, Renfrewshire Council advised that it would be more appropriate for a member of the Consultative Forum or a person appointed by the Consultative Forum to represent the views of the Regional Park at an inquiry.

The Chair and other members of the Forum intimated that it was their view that the Regional Park should be represented by the Chair of the Joint Committee or the Interim Regional Park Manager at an inquiry.

The Chair proposed that the Clerk be advised that it was the view of the Consultative Forum that the Regional Park Authority be represented at all planning inquiries which impacted on the Regional Park. Further that the Clerk consult planning officers of all three councils on this matter and that a report be submitted to the next meeting of the Joint Committee to be held on 1 December 2017 detailing what steps required to be taken to enable the Park Authority to be represented at all planning inquiries which impacted on the Regional Park. This was agreed unanimously.

**DECIDED:**

(a) That the Clerk be advised that it was the view of the Consultative Forum that the Regional Park Authority be represented at all planning inquiries which impacted on the Regional Park; and

(b) That the Clerk consult planning officers of all three councils on this matter and that a report be submitted to the next meeting of the Joint Committee to be held on 1 December 2017 detailing what steps required to be taken to enable the Park Authority to be represented at all planning inquiries which impacted on the Regional Park.

**8 CO-OPERATION BETWEEN RSPB GARNOCK VALLEY PROJECT AND CLYDE  
MUIRSHIEL REGIONAL PARK**

A discussion took place as to whether or not the Regional Park was participating in a landscape partnership scheme led by the RSPB working to enhance, improve access to, and promote natural and cultural heritage around the River Garnock.

It was noted that staff from the Regional Park were involved in discussions on possible future projects.

**DECIDED:** That the position be noted.

**9 MINUTE OF AGREEMENT**

The Head of Planning and Housing Services, Renfrewshire Council advised that the review of the Minute of Agreement was ongoing and that a report would be submitted to a future meeting of the Joint Committee.

**DECIDED:**

(a) That it be noted that the review of the Minute of Agreement was ongoing; and

(b) That the Head of Planning and Housing Services, Renfrewshire Council would submit a report to a future meeting of the Joint Committee.

**10 PARK SIGNAGE**

A discussion took place regarding the lack of signage to the Regional Park and how this should be co-ordinated by the three member councils.

The Interim Regional Park Manager advised that he would meet with the Tourism Officers from the three member councils and submit a report on the provision of signage to the Regional Park to a future meeting of the Joint Committee.

**DECIDED:** That the Interim Regional Park Manager meet with the Tourism Officers from the three member councils and submit a report on the provision of signage to the Regional Park to a future meeting of the Joint Committee.

**11 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 1 December 2017 in Renfrewshire House, Cotton Street, Paisley.

## CLYDE MUIRSHIEL PARK AUTHORITY

**To:** Joint Committee

**On:** 1 December 2017

**Report by:** The Treasurer

**Heading:** Revenue Budget Monitoring Report to 13 October 2017

### 1. Summary

- 1.1 Gross Expenditure is currently £39,000 overspent and income is £52,000 over recovered resulting in a net underspend of £13,000. This is summarised in point 4.

### 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 | <b>Current Position</b>    | <b>Net Underspend £13,000</b> |
|     | <i>Previously Reported</i> | <i>Net Underspend £10,000</i> |

The variance is due to an underspend in Property Costs, Transport Costs and Administrative Costs and an overspend in Employee Costs and Supplies and Services, which has been offset by an over recovery in Other Income.

The overspend in Employee Costs and Supplies and Services relates to expenditure associated with the Tag and Track and Lunderston Play Area projects, which has been offset by the over recovery of income within the Other Income budget.

The underspend in Property Costs, Transport and Plant Costs and Administration Costs relates to the decrease in insurance costs following the renewals process that was undertaken. The Park is now covered within the Renfrewshire Council insurance policy and recharged a proportion of the relevant policies.

The over recovery within Other Income relates to the project income for Tag and Track and Lunderston Play Area.

## **4.2 Projected Year End Position**

At this stage in the financial year, the projected year end position is an estimated underspend of £19,000.

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RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2017/18  
1st April 2017 to 13th October 2017

JOINT COMMITTEE:CLYDE MUIRSHIEL PARK AUTHORITY

Description (1)	Agreed Annual Budget (2)	Year to Date Budget (3)	Year to Date Actual (4)	Adjustments (5)	Revised Actual (6)=(4+5)	Budget Variance (7)		
	£000's	moo's	£000's	moo's	£000's	moo's	%	
Employee Costs	737	361	383	0	383	(22)	-6.0%	overspend
Property Costs	50	25	20	0	20	5	19.7%	underspend
Supplies & Services	143	68	98	0	98	(30)	-44.9%	overspend
Contractors and Others	15	3	3	0	3	0	10.9%	underspend
Transport & Plant Costs	49	19	17	0	17	2	10.0%	underspend
Administration Costs	84	19	13	0	13	6	30.8%	underspend
Payments to Other Bodies	1	0	0	0	0	0	0.0%	break-even
GROSS EXPENDITURE	1,079	495	534	0	534	(39)	-7.9%	overspend
Contributions from local Authorities	(693)	(520)	(309)	(211)	(520)	0	0.0%	break-even
Other Income	(386)	(201)	(322)	69	(253)	52	25.9%	over-recovery
INCOME	(1,079)	(nt)	(631)	(142)	(773)	52	7.2%	over-recovery
TRANSFER (TO)/FROM RESERVES	0	(226)	(97)	(142)	(239)	13	5.8%	over-recovery

moo's

Bottom Line Position to 13th October 2017 is an underspend of 13

Anticipated Year End Budget Position is an underspend of 19

Opening Reserves

Projected Increase in Reserves

Projected Closing Reserves

(81)

(19)

(100)





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# CLYDE MUIRSHIEL PARK AUTHORITY

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Report to: Joint Committee  
On: 1 December 2017

Report  
By  
Regional Park Manager

## **SUBJECT: - Pricing Policy for Clyde Muirshiel Regional Park 2018**

### 1.0 Purpose of Report:

- 1.1 To advise members of the Joint Committee of the proposed pricing policy for 2018 (see appendix 1).

### 2.0 Recommendation:

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

### 3.0 Background:

Clyde Muirshiel Park has historically reviewed its prices annually. This is done before the end of the calendar year so we can ideally introduce the new prices at the beginning of the calendar year.

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

#### 3.1 Measures of success will include:

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

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

### 4.0 Conclusion:

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

Service or product for 2018	2018 Standard	change from 2017	2018 Concession	change from 2017
Hire of Pico, Optimist (minimum stage 3 or level 2 cert required).....(half day)	£22	<b>+£2</b>		
Group Kayak Hire per hour per kayak	£12	<b>+£2</b>		
Group Canoe Hire per hour per canoe	£12	<b>+£0</b>		
Group Wet Suit Hire per hour per suit	£8	<b>+£2</b>		
Instructor day rate (9:00-4:30pm)	£210	<b>+£10</b>		
Instructor overnight rate	£60	<b>+£5</b>		
Instructor late night centre opening (4:30-8:30pm)	£50	<b>+£5</b>		
<b>Sailing</b>				
Level 2, 3 or Seamanship Dinghy Prep (1 Day)	£75	no change	£60	no change
RYA Dinghy Level 1, 2, 3, (2 Days)	£135	no change	£108	no change
RYA Seamanship Skills, (2 Days)	£135	no change	£108	no change
RYA Start Racing (2 Days)	£135	no change	£108	no change
RYA Level 2 Powerboat, (2 Days)	£150	no change	£120	no change
RYA Level 1 Powerboat (1 Day)			£70	no change
RYA Safety Boat Course, (2 Days)	£200	no change	£160	no change
RYA 3 Day Sailing Course Adult	£175	no change	£140	no change
RYA 4 Day Sailing Course Adult	£225	no change	£180	no change
Single Hander Clinic (1 Day)	£60	no change	£48	no change
RYA Junior Scheme Stage 1, 2, 3, (2 Days)			£85	no change
<b>Paddle sport</b>				
BCU 1 Star Award (1 Day)	£70	no change	£56	no change
BCU 2 Star Training (2 Days)	£85	no change	£68	no change
BCU 2 Star Assessment (1 Day)	£60	no change	£48	no change
BCU 3 Star Kayak Inland Training (2 Days)	£120	no change	£96	no change
BCU 3 Star Kayak River Training (2 Days)	£120	no change	£96	no change
BCU 3 Star Canoe Training (2 Days)	£120	no change	£96	no change
BCU 3 Star Canoe River Assessment (1 Day)	£80	no change	£64	no change
BCU 3 Star Kayak River Assessment (1 Day)	£80	no change	£64	no change
Guided Paddles, Weekend Trips (One Overnight)	£225	no change	£180	no change
Foundation Safety and Rescue Training	£55	no change	£44	no change
BCU Level 1 Coaching Course	£300	no change		
BCU Level 2 Coaching Course	£300	no change		

<b>Junior Kayak</b>				
BCU Paddle Power Start (2hrs)			£17	<b>+£2</b>
BCU Paddle Power Passport (2 Days)			£84	<b>+£2</b>
BCU Paddle Power Discover (2 Days)			£84	<b>+£2</b>
<b>Group Taster Sessions (per person)</b>				
1hr	£20	no change	£16	no change
2hr	£25	no change	£20	no change
3hr	£30	no change	£24	no change
4hr	£35	no change	£28	no change
5hr	£40	no change	£32	no change
	<b>2018 Standard</b>	change from 2017	<b>2018 Concessions</b>	change from 2017
<b>Wheelie boat 1 hr mins</b>			£40	no change
Full day Multiactivity Course			£160	no change
Multiactivity 5 half days			£98	no change
Map and Compass/ G.P.S (1 day)	£50	no change	£40	no change
<b>First Aid Courses</b>				
First Aid 3 Day Course (12 Grp £950)	£120	no change	£96	no change
First Aid 1 Day Course (12 Grp £350)	£50	no change	£40	no change
RYA Small Craft First Aid (1 day)	£50	no change	£40	no change
<b>Boat Storage</b>				
Canoe/Kayak (1 Month)	£15	no change	£12	no change
Canoe/Kayak (1 Year)	£150	no change	£120	no change
Windsurfer (1 Month)	£20	no change	£16	no change
Windsurfer (1 Year)	£200	no change	£160	no change
<b>Duke of Edinburgh.....(per person for expedition)</b>	<b>from £75</b>	n/a		
<b>Willow Weaving or Leather Work (3 hours)</b>	£75	no change		
<b>Bush Craft Introduction (3 hours)</b>	£75	no change		
<b>Intro Green Woodworking or Carving (3 hours)</b>	£75	no change		
<b>Changing Room.....Inside</b>	£5	no change	£4	no change
<b>Changing Room.....Exclusive Use Outside</b>	<b>£110</b>	<b>+£10</b>		
<b>Educational visits/ Per head</b>	<b>£2.50</b>	no change		

<b>Fishing Permit</b>	(1	£5	no change	£4	no change
Day)					
	(1	£50	no change	£40	no change
Year)					
<b>Food</b>					
Coffee/Tea + Biscuit		£2.10	<b>+\$0.15</b>		
Coffee/Tea + Scone		£3.10	<b>+\$0.15</b>		
Packed Lunch		£4.95	no change		
Platter Lunch		£7.10	<b>+\$0.15</b>		



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# CLYDE MUIRSHIEL PARK AUTHORITY

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Report to: Joint Committee  
On: 1 December 2017

Report  
By  
Regional Park Manager

## **SUBJECT: QUARTERLY ABSENCE STATISTICS**

### 1.0 Purpose of Report:

- 1.1 To inform members of the Joint Committee of the quarterly absence statistics for the most recently completed quarter, from 19 June to 17 September 2017.

### 2.0 Recommendation:

That members of the Joint Committee:

- 2.1 Consider the quarterly absence statistics for 19 June to 17 September 2017.
- 2.2 Should receive further regular reports on the Park's absence statistics.

### 3.0 Background:

- 3.1 The Park Authority was informed in January 2011 of a change in the reporting of absence statistics.
- 3.2 With effect from the start of the 2011/12 year the statistics are to be presented to the Park Authority Joint Committee for its consideration.

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

### 4.0 Quarterly Absence Statistics and context:

- 4.1 The timing of the Joint Committee meetings will enable the following pattern of absence reporting:-

Joint Committee meeting	Absence quarter reported
September	April, May & June
December	July, Aug & Sept.
February	Oct, Nov & Dec.
June	Jan, Feb & March

- 4.2 The quarterly absence statistics for the Park Authority 19 June to 17 September 2017, 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	0 (4)	0 (0.79)	0 (3)	0. (0.40)	0 (0)	0 (0)	0 (7)	0 (0.47)
Medically certificated	12 (12)	2.48 (2.38)	58 (78)	7.84 (10.43)	0 (10)	0 (4.31)	70 (100)	4.69 (6.74)
Industrial injury	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
Total	12 (16)	2.48 (3.18)	58 (81)	7.84 (10.83)	0 (10.0)	0 (4.31)	70 (107)	4.69 (7.21)
Work days available	483 (503.5)		739.5 (748)		271 (232)		1493.5 (1483.5)	
No. of employees	12 (12)		15 (15)		5 (6)		32 (33)	
Absence rate (days per employee per quarter)	1.00 (1.33)		3.87 (5.4)		0 (1.67)		2.19 (3.24)	

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

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

Quarter ending	December 2016	March 2017	June 2017	September 2017
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				(current)
Days lost per employee	0.25	1.7	3.24	2.19
Absence rate %	0.51	4.62	7.21	4.69

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

The absence rate for this current quarter is lower than the previous quarter, and higher than the same period last year. This figure is lowering and should lower further as the person who was on long term sickness is now back at 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

This shows a decrease from last quarter. This is again primarily the result of long term absence of one member of staff. However this member of staff is now better and back at work.

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 2016/17 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.

5.0 Conclusion:

- 5.1 The absence rate for this current quarter is lower than the previous quarter and it is expected to decrease further next quarter. All absences are managed under the provisions of Renfrewshire Council's Supporting Attendance Guidelines.

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# CLYDE MUIRSHIEL PARK AUTHORITY

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Report to: Joint Committee  
On: 1 December 2017

**Report**  
**By**  
**Regional Park Manager**

**SUBJECT: QUARTERLY HEALTH AND SAFETY REPORT**

1.0 Purpose of Report:

- 1.1 To inform members of the Joint Committee of the Park Authority's Quarterly Health and Safety monitoring report for July to September 2017.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 Note that there were no RIDDOR reportable accidents in the Park during this period and no occupational diseases. There were ten accidents/incidents; one involving staff and nine involving visitors.
- 2.2 Note that the problem of water ingress at Muirshiel Visitor Centre continues to be under investigation.

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.

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

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 During the period of July to September 2017 there were no RIDDOR reportable accidents but one incident involving Park staff and nine incidents involving visitors.

Incidents varied this quarter; the staff incident involved a member of staff being struck by a sailing boom on the knee. The other incidents involved small cuts to hand when using hand tools, clients falling off bikes and bruises as a result of contact with activity equipment.

- 4.3 Water ingress at the roof of Muirshiel Visitor Centre is still occurring. Further investigations are required to fully rectify the problem.
- 4.4 During the period July to September 2017 no Health & Safety related courses were attended. One tool box talk took place.
- 4.5 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 2016/17 Health & Safety plan should ensure that this trend continues.

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# CLYDE MUIRSHIEL PARK AUTHORITY

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Report to: Joint Committee  
On: 1 December 2017

Report  
By  
Regional Park Manager

## **SUBJECT: - SPECIAL OLYMPIC SUCCESS**

### 1.0 Purpose of Report:

- 1.1 To advise members of the Joint Committee of the success of the Scottish Special Olympic sailing squad, who were coached and trained at Castle Semple that won 2 silver and a bronze medal at the Special Olympic GB National Games in Sheffield August 2017.

### 2.0 Recommendation:

- 2.1 That the Park Authority supports the continued development of Special Olympic Training 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:

Castle Semple was approached by Special Olympic Scotland West to explore the possibility of creating a sailing squad to go to the GB national games during 2016. This came about as result of our sailability programme which is recognised across Scotland as a sector leading example of accessible sport. A squad was duly formed from the current crop of sailors from all the groups doing the sailability programme and specific race coaching was carried out over the following few months leading up to the games in Sheffield during August 2017. Around 2,600 athletes with intellectual disabilities of all ages and abilities came together from across the UK. They were supported over 4 days of competition by 800 coaches, 1000 volunteers, 200 officials and over 7,000 family & friends.

The sailing squad did an amazing job for a first go in a major competition with our 3 pairs of sailors winning 2 silver and a bronze medal.

Following the games success our Senior Instructor David Hill, who was head coach of the sailing squad at the games, was asked to become head coach of the GB sailing squad for the 2019 World Games to be held in Abu Dhabi. Team selection will be taking place over the next 6 weeks and following that process we expect a sizable portion of team GB's sailing squad to be based at Castle Semple for the training prior to the world games.

### 3.1 Measures of success will include:

- Having our current SO sailors selected to be part of the GB squad for the SO World Games in Abu Dhabi in March 2019.
- Securing funding to support the SO programme development.
- Increasing access to sport for people with a disability.
- Further raising the profile of the Park as a leader in accessible sport.

### 4.0 Conclusion:

- #### 4.1
- This shows again the effectiveness of the Park at capturing a niche market and developing services to stay ahead of competitors and through this bring more visitors to the Park and surrounding area.