

Notice of Meeting and Agenda

Clyde Muirshiel Park Authority Joint Committee

Date	Time	Venue
Friday, 16 February 2018	11:30	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Clerk of the Joint Committee

Membership

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

Councillor Andy Steel (Chair): Councillor David Wilson (Vice Chair): Councillor 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

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

Members of the Press and Public

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

Items of business

Apologies

Apologies from members.

Declarations of Interest

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

- | | | |
|-----------|---|----------------|
| 1 | Minute of Joint Committee | 5 - 8 |
| | Minute of meeting of the Joint Committee held on 1 December 2017. | |
| 2 | Minute of Consultative Forum | 9 - 12 |
| | Minute of meeting of the Consultative Forum held on 1 December 2017. | |
| 3 | Revenue Budget Monitoring | 13 - 16 |
| | Report by Treasurer. | |
| 4 | Revenue Estimates 2018/19 to 2020/21 | |
| | Report by Treasurer. (not available - copy to follow) | |
| 5 | Audit Scotland Annual Audit Plan 2017/18 | 17 - 32 |
| | Report by Audit Scotland. | |
| 6 | Clyde Muirshiel Regional Park Risk Management Plan and Risk Register | 33 - 50 |
| | Report by Interim Regional Park Manager. | |
| 7 | Quarterly Absence Statistics | 51 - 54 |
| | Report by Interim Regional Park Manager. | |
| 8 | Quarterly Health and Safety Report | 55 - 56 |
| | Report by Interim Regional Park Manager. | |
| 9 | Special Olympics 2019 | 57 - 58 |
| | Report by Interim Regional Park Manager. | |
| 10 | Tag 'n' Track | |
| | Presentation. | |
| 11 | Date of Next Meeting | |
| | Note that the next meeting of the Joint Committee will be held at 11.30 am on 22 June 2018 in North Ayrshire Council, Cunninghame House, Irvine KA12 8EE. | |



Minute of Meeting Clyde Muirshiel Park Authority Joint Committee

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

PRESENT

Councillors Tom Begg, Andy Doig, James MacLaren (substitute for Councillor Binks) and Andy Steel (Renfrewshire Council); Innes Nelson and David Wilson (Inverclyde Council); and Todd Ferguson (North Ayrshire Council).

CHAIR

Councillor Andy Steel, Chair, presided.

IN ATTENDANCE

D Gatherer, Interim Regional Park Manager; L Forsyth, Cultural Development Officer (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).

APOLOGIES

Councillors Bill Binks (Renfrewshire Council) and Donald L Reid (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 1 September 2017.

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 1 September 2017.

DECIDED: That the Minute be noted.

3 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 13 October 2017.

The report intimated that gross expenditure was currently £39,000 overspent and income was currently £52,000 over-recovered resulting in a net underspend of £13,000. It was noted that the projected year-end position was an estimated underspend of £19,000.

DECIDED: That the report be noted.

4 PRICING POLICY FOR CLYDE MUIRSHIEL PARK 2018

There was submitted a report by the Interim Regional Park Manager relative to the proposed pricing policy for 2018, a copy of which formed the appendix to the report.

The report intimated that the scoping exercise carried ensured that the Park remained competitive in the market whilst income was maximised. A concession rate was available for most activities to allow disadvantaged groups to access services.

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 recognised.

5 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 19 June to 17 September 2017. The report provided information relating to the absence statistics and reasons for absence.

DECIDED:

(a) That the quarterly absence statistics for the period 19 June to 17 September 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.

6 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 July to September 2017.

The report intimated that there had been no RIDDOR reportable accidents or occupational diseases, one accident involving a member of staff and nine accidents involving visitors. There had been no health and safety related courses delivered and one toolbox talk 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 within Renfrewshire Council.

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

DECIDED:

(a) That it be noted that there had been no RIDDOR reportable accidents, no occupational diseases and a further 10 accidents/incidents 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.

7 SPECIAL OLYMPIC SUCCESS

There was submitted a report by the Interim Regional Park Manager relative to the success of the Scottish Special Olympic sailing squad.

The report intimated that the squad were coached and trained at Castle Semple and had won two silver and a bronze medal at the Special Olympic GB National Games in Sheffield in August 2017.

DECIDED:

(a) That the continued development of Special Olympic training within the Park to local people and those from further afield be recognised; and

(b) That the Park's continued efforts to increase income and provide a quality service to current and new visitors be recognised.

8 DATE OF NEXT MEETING

DECIDED: That it be noted that the next meeting of the Joint Committee would be held at 11.30 am on 16 February 2018 in Renfrewshire House, Cotton Street, Paisley.



Minute of Meeting Clyde Muirshiel Park Authority Consultative Forum

Date	Time	Venue
Friday, 01 December 2017	10:00	CMR2, Renfrewshire House, Cotton Street, Paisley,

PRESENT

Councillor Andy Steel (Renfrewshire Council); Councillors Innes Nelson and David Wilson (both Inverclyde Council); Ross Anderson (Scottish Rural Property & Business Association); Kerry MacKendrick (Lochwinnoch Community Council); Graeme Randall (Sport Scotland); Douglas Blair (Largs Community Council); Sybil Simpson and Nigel Willis (both Save Your Regional Park) and Roger Hissett (Scottish Wildlife Trust - Ayrshire Branch).

CHAIR

Councillor Innes, Chair, presided.

IN ATTENDANCE

D Gatherer, Interim Regional Park Manager; and Elaine Currie, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (both Renfrewshire Council).

APOLOGIES

Councillor Todd Ferguson (North Ayrshire Council); Donald Cochrane (Scottish National Farmers Union); Gerry McAuley (RSPB Scotland) and Patricia Perman (Largs Community Council).

DECLARATIONS OF INTEREST

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

1 **MINUTE**

There was submitted the Minute of the meeting of the Consultative Forum held on 1 September 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 **FORESTRY APPLICATION IN CLYDE MUIRSHIEL REGIONAL PARK AND WILD LAND AREA - HALKSHILL AND BLAIRPARK**

Under reference to item 5 of the Minute of the meeting of this Consultative Forum held on 1 September 2017 Douglas Blair, Largs Community Council advised the Forum of the up-to-date position of the Environmental Impact Assessment in relation to the forestry application for Halkshill and Blairpark.

He intimated that representatives of Forestry Commission Scotland and the applicant would meet with Largs Community Council on 13 December 2017. It was proposed that details of the meeting be issued to members of the Consultative Forum should they wish to attend. This was agreed.

It was further proposed that the update provided be noted; that a further update be provided at the next meeting of the Consultative Forum to be held on 16 February 2018; and that the Interim Regional Park Manager contact the John Muir Trust to make them aware of the meeting being held in Largs on 13 December 2017. This was also agreed.

DECIDED:

(a) That the update provided by Largs Community Council be noted and that a further update be provided at the next meeting of the Consultative Forum to be held on 16 February 2018;

(b) That details of the meeting be issued to members of the Consultative Forum should they wish to attend; and

(c) That the Interim Regional Park Manager contact the John Muir Trust to make them aware of the meeting being held in Largs on 13 December 2017.

4 **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 1 September 2017 it was noted that no responses had been received from planning officers in the three member councils and that a report on this matter would be submitted to a future meeting of the Joint Committee.

It was proposed that the Head of Planning and Housing Services, Renfrewshire Council be requested to submit a report relative to this matter to the next meeting of the Joint Committee to be held on 16 February 2018 and that it be noted that the Chair would raise this matter with planning officers from Inverclyde Council. This was agreed.

DECIDED:

(a) That it be noted that no responses had been received from planning officers in the three member councils and that a report on this matter would be submitted to a future meeting of the Joint Committee;

(b) That the Head of Planning and Housing Services, Renfrewshire Council be requested to submit a report relative to this matter to the next meeting of the Joint Committee to be held on 16 February 2018; and

(c) That it be noted that the Chair would raise this matter with planning officers from Inverclyde Council.

5 MINUTE OF AGREEMENT

Under reference to item 9 of the Minute of the meeting of this Consultative Forum held on 1 September 2017 it was noted that the review of the Minute of Agreement was ongoing and that the Head of Planning and Housing Services, Renfrewshire Council would submit a report to a future meeting of the Joint Committee.

It was proposed that as this matter had been ongoing for some time, the Head of Planning and Housing Services, Renfrewshire Council be requested to submit a report to the next meeting of the Consultative Forum to be held on 16 February 2018 on the current position of the review of the Minute of Agreement. This was agreed.

DECIDED:

(a) That it be noted that the review of the Minute of Agreement was ongoing and that the Head of Planning and Housing Services, Renfrewshire Council would submit a report to a future meeting of the Joint Committee; and

(b) That as this matter had been ongoing for some time, the Head of Planning and Housing Services, Renfrewshire Council be requested to submit a report to the next meeting of the Consultative Forum to be held on 16 February 2018 on the current position of the review of the Minute of Agreement.

6 PARK SIGNAGE

Under reference to item 10 of the Minute of the meeting of this Consultative Forum held on 1 September 2017 the Interim Regional Park Manager advised that he had been in discussion with the Tourism Officers at both North Ayrshire and Renfrewshire Councils. He had still to discuss this matter with the Tourism Officer at Inverclyde Council.

He further advised that there was currently no budgets available for park signage at North Ayrshire and Renfrewshire Councils and that he would now look at other funding streams for the provision of park signage.

It was proposed that the Interim Regional Park Manager investigate the possibility of establishing a 'Friends of the Regional Park Group' who would not only raise funds for projects such as park signage but also raise the profile of the Regional Park and report back his findings to a future meeting of the Consultative Forum. This was agreed.

DECIDED:

(a) That the update provided by the Interim Regional Park Manager be noted; and

(b) That the Interim Regional Park Manager be requested to investigate the possibility of establishing a 'Friends of the Regional Park Group' who would not only raise funds for projects such as park signage but also raise the profile of the Regional Park and report back his findings to a future meeting of the Consultative Forum.

7 INTRODUCTION OF CROSS COUNTRY SKIING AT CASTLE SEMPLE

Under reference to item 6 of the Minute of the meeting of this Consultative Forum held on 1 September 2017 the Interim Regional Park Manager advised that additional accommodation would be required in order to facilitate the introduction of cross country skiing at Castle Semple. He would continue to investigate all options and report back to the Consultative Forum if the situation changed.

DECIDED: That the update provided by the Interim Regional Park Manager be noted.

8 MEMBERSHIP OF THE CONSULTATIVE FORUM

Members were advised that both Fairlie Community Council and Save the Gretas had intimated that they wished to become members of the Consultative Forum.

The Chair proposed that both organisations become members of the Consultative Forum and this was agreed.

DECIDED: That both Fairlie Community Council and Save the Gretas become members of the Consultative Forum.

9 CYCLING CONSULTANCY

The Interim Regional Park Manager advised that he had forwarded the draft document relative to the development of off-road cycling within the Regional Park to Forestry Commission Scotland for comment.

DECIDED: That the matter be noted.

10 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 16 February 2018 in Renfrewshire House, Cotton Street, Paisley.

CLYDE MUIRSHIEL PARK AUTHORITY

To: Joint Committee

On: 16 February 2018

Report by: The Treasurer

Heading: Revenue Budget Monitoring Report to 5 January 2018

1. Summary

- 1.1 Gross Expenditure is currently £38,000 overspent and income is £52,000 over recovered resulting in a net underspend of £14,000. 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 Current Position | Net Underspend £14,000 |
| <i>Previously Reported</i> | <i>Net Underspend £13,000</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

The projected year end position is an estimated underspend of £17,000.

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2017/18
1st April 2017 to 5th January 2018

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		
	£000's	£000's	£000's	£000's	£000's	£000's	(7)	%
Employee Costs	737	523	545	0	545	(22)	-4.3%	overspend
Property Costs	50	31	24	0	24	7	22.4%	underspend
Supplies & Services	143	84	114	0	114	(30)	-36.0%	overspend
Contractors and Others	15	4	4	0	4	(0)	-5.1%	overspend
Transport & Plant Costs	49	29	27	0	27	2	7.2%	underspend
Administration Costs	84	25	19	0	19	6	23.6%	underspend
Payments to Other Bodies	1	0	0	0	0	0	0.0%	breakeven
GROSS EXPENDITURE	1,079	695	733	0	733	(38)	-5.5%	overspend
Contributions from Local Authorities	(693)	(625)	(625)	0	(625)	0	0.0%	breakeven
Other Income	(386)	(309)	(361)	0	(361)	52	16.8%	over-recovery
INCOME	(1,079)	(934)	(986)	0	(986)	52	5.6%	over-recovery
TRANSFER (TO)/FROM RESERVES	0	(239)	(253)	0	(253)	14	5.9%	over-recovery

£000's

Bottom Line Position to 5th January 2018 is an underspend of

14

Anticipated Year End Budget Position is an underspend of

17

Opening Reserves

(81)

Projected Increase in Reserves

(17)

Projected Closing Reserves

(98)

CLYDE MUIRSHIEL PARK AUTHORITY

To: Joint Committee

On: 16 February 2018

Report by: Audit Scotland

Heading: Annual Audit Plan 2017-18

1. Summary

- 1.1 The Annual Audit Plan 2017-18 for the Joint Committee is submitted for Members' information. The Plan outlines Audit Scotland's planned activities in their audit of the 2017-18 financial year.
- 1.2 The Annual Audit Plan 2017-18 includes a section on Audit Issues and Risks. Within this section Audit Scotland have identified a risk of "Management override of controls". This risk is being included in the audit plans of all bodies which Audit Scotland are working with in light of updated international standards on auditing. The inclusion of this risk is not a reflection of increased risk within Clyde Muirshiel Park Authority. Audit Scotland has confirmed that they have not found any issues on this in previous years.

2 Recommendations

- 2.1 The Joint Committee is asked to note the Annual Audit Plan 2017-18 by Audit Scotland.

Clyde Muirshiel Park Authority Joint Committee

Annual Audit Plan 2017/18



 AUDIT SCOTLAND

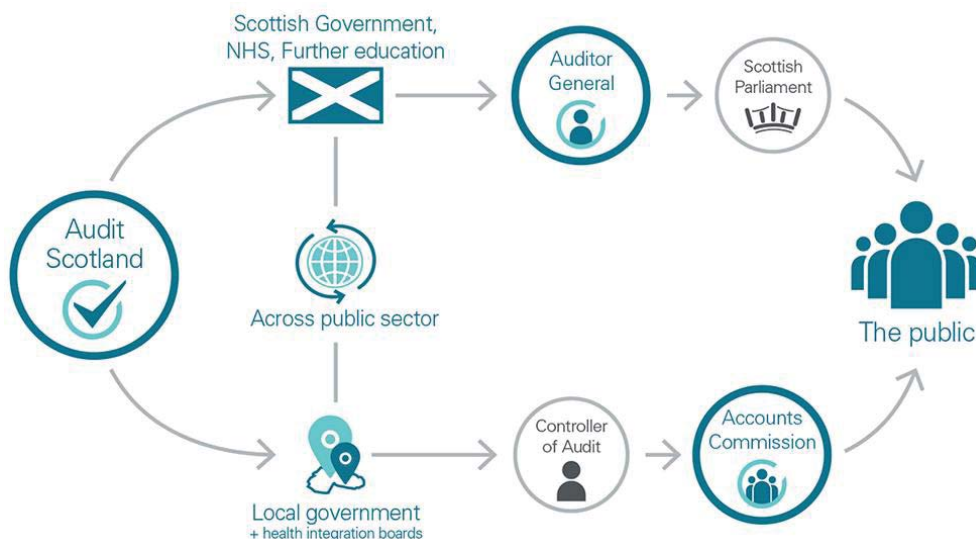
Prepared for Clyde Muirshiel Park Authority Joint Committee

February 2018

Who we are

The Auditor General, the Accounts Commission and Audit Scotland work together to deliver public audit in Scotland:

- The Auditor General is an independent crown appointment, made on the recommendation of the Scottish Parliament, to audit the Scottish Government, NHS and other bodies and report to Parliament on their financial health and performance.
- The Accounts Commission is an independent public body appointed by Scottish ministers to hold local government to account. The Controller of Audit is an independent post established by statute, with powers to report directly to the Commission on the audit of local government.
- Audit Scotland is governed by a board, consisting of the Auditor General, the chair of the Accounts Commission, a non – executive board chair, and two non – executive members appointed by the Scottish Commission for Public Audit, a commission of the Scottish Parliament.



About us

Our vision is to be a world – class audit organisation that improves the use of public money.

Through our work for the Auditor General and the Accounts Commission, we provide independent assurance to the people of Scotland that public money is spent properly and provides value. We aim to achieve this by:

- carrying out relevant and timely audits of the way the public sector manages and spends money
- reporting our findings and conclusions in public
- identifying risks, making clear and relevant recommendations.

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Risks and planned work

1. This annual audit plan contains an overview of the planned scope and timing of our audit and is carried out in accordance with International Standards on Auditing (ISAs), the [Code of Audit Practice](#), and any other relevant guidance. This plan identifies our audit work to provide an opinion on the financial statements and related matters and meet the wider scope requirements of public sector audit

2. The wider scope of public audit contributes to conclusions on the appropriateness, effectiveness and impact of corporate governance, performance management arrangements and financial sustainability.

Audit risks

3. Based on our discussions with staff, attendance at committee meetings and a review of supporting information we have identified the following main risk areas for Clyde Muirshiel Park Authority Joint Committee (CMPA). We have categorised these risks into financial risks and wider dimension risks. The key audit risks, which require specific audit testing, are detailed in [Exhibit 1](#).

Exhibit 1

2017/18 Key audit risks

Audit Risk	Source of assurance	Planned audit work
Financial statement issues and risks		
1 Risk of management override of controls ISA 240 requires that audit work is planned to consider the risk of fraud, which is presumed to be a significant risk in any audit. This includes consideration of the risk of management override of controls in order to change the position disclosed in the financial statements.	Owing to the nature of this risk, assurances from management are not applicable in this instance.	Detailed testing of journal entries. Review of accounting estimates. Focused testing of accruals and prepayments. Evaluation of significant transactions that are outside the normal course of business.
2 Risk of fraud over income CMPA has a number of funding sources which includes income generation. The extent of income means that, in accordance with ISA 240, there is an inherent risk of fraud that requires an audit response.	Income is closely monitored and discussed at budget monitoring meetings. Significant differences from actuals compared to projected income are investigated.	Analytical procedures on income streams. Detailed testing of revenue transactions focusing on the areas of greatest risk.

Audit Risk	Source of assurance	Planned audit work
<p>3 Risk of fraud over expenditure</p> <p>ISA 240 presumes a risk of fraud over income which is expanded to include fraud over expenditure in the public sector by the Code of Audit Practice</p> <p>The risk of fraud over expenditure applies due to the variety and extent of expenditure incurred by CMPA in delivering services.</p>	<p>Expenditure is closely monitored and discussed at budget monitoring meetings. Significant differences from actuals compared to projected expenditure are investigated.</p>	<p>Analytical procedures on expenditure streams.</p> <p>Detailed testing of expenditure transactions focusing on the areas of greatest risk.</p>
Wider dimension risks		
<p>4 Financial sustainability</p> <p>Financial reports to members highlight uncertainties around future funding, capacity issues in income generation, and increased pressure on available resources. It is likely future savings will need to be made to achieve a breakeven position and maintain reserves at an appropriate level.</p>	<p>The Park Authority and Park Manager continue to closely monitor the financial position, and actively discuss this with member local authorities in order to ensure financial obligations are fulfilled.</p>	<p>Review of budget monitoring reports during the year and comment on the financial position within the annual audit report.</p>
<p>5 General Data Protection Regulation</p> <p>The General Data Protection Regulation (GDPR) becomes enforceable from May 2018. The regulation makes changes to data protection laws and the ways in which entities address data protection compliance. Failure to comply with the regulation can result in significant sanctions.</p> <p>Ensuring compliance with the regulation is resource intensive and will require a designated Data Protection Officer (DPO). CMPA will need to ensure it is prepared for GDPR and has the necessary arrangements in place for the enforcement date.</p>	<p>Renfrewshire Council will provide support to the Joint Committee for GDPR.</p>	<p>Attendance at Joint Committee meetings and review of Joint Committee meeting papers.</p> <p>Discussions with management to monitor and discuss developments.</p>

Reporting arrangements

4. Audit reporting is the visible output for the annual audit. All annual audit plans and the outputs as detailed in [Exhibit 2](#), and any other outputs on matters of public interest will be published on our website: www.audit-scotland.gov.uk.

5. Matters arising from our audit will be reported on a timely basis and will include agreed action plans. Draft management reports will be issued to the relevant officer(s) to confirm factual accuracy.

6. We will provide an independent auditor's report to the Joint Committee and Accounts Commission setting out our opinions on the annual accounts. We will provide the Joint Committee and Accounts Commission with an annual report on the audit containing observations and recommendations on significant matters which have arisen in the course of the audit.

Exhibit 2

2017/18 Audit outputs

Audit Output	Target date	Joint Committee Date
Annual Audit Plan	2 February 2018	16 February 2018
Annual Audit Report	17 August 2018	7 September 2018
Independent Auditor's Report	17 August 2018	N/A

Audit fee

7. The proposed audit fee for the 2017/18 audit of CMPA is £1,749 (2016/17: £1,727). In determining the audit fee we have taken account of the risk exposure of CMPA, the planned management assurances in place and the level of reliance we plan to take from the work of internal audit. Our audit approach assumes receipt of the unaudited financial statements, with a complete working papers package on 23 June 2018.

8. Where our audit cannot proceed as planned through, for example, late receipt of unaudited financial statements or being unable to take planned reliance from the work of internal audit, a supplementary fee may be levied. An additional fee may also be required in relation to any work or other significant exercises outwith our planned audit activity.

Responsibilities

Joint Committee and Accountable Officer

9. Audited bodies have the primary responsibility for ensuring the proper financial stewardship of public funds, compliance with relevant legislation and establishing effective arrangements for governance, propriety and regularity that enable them to successfully deliver their objectives.

10. The audit of the financial statements does not relieve management or the Joint Committee as those charged with governance, of their responsibilities.

Appointed auditor

11. Our responsibilities as independent auditor are established by the 1973 Act for local government, and the Code of Audit Practice (including supplementary guidance) and guided by the auditing profession's ethical guidance.

12. Auditors in the public sector give an independent opinion on the financial statements and other specified information accompanying the financial statements. We also review and report on the arrangements within the audited body to manage its performance, regularity and use of resources. In doing this, we aim to support improvement and accountability.

Audit scope and timing

Financial statements

13. The statutory financial statements audit will be the foundation and source for the majority of the audit work necessary to support our judgements and conclusions. We also consider the wider environment and challenges facing the public sector. Our audit approach includes:

- understanding the business of CMPA and the associated risks which could impact on the financial statements
- assessing the key systems of internal control, and establishing how weaknesses in these systems could impact on the financial statements
- identifying major transaction streams, balances and areas of estimation and understanding how CMPA will include these in the financial statements
- assessing the risks of material misstatement in the financial statements
- determining the nature, timing and extent of audit procedures necessary to provide us with sufficient audit evidence as to whether the financial statements are free of material misstatement.

14. We will give an opinion on the financial statements as to whether they:

- give a true and fair view in accordance with the applicable law and the 2017/18 Code of the state of affairs of CMPA as at 31 March 2018 and of its deficit on the provision of services for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted by the 2017/18 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.



Materiality

15. We apply the concept of materiality in planning and performing the audit. It is used in evaluating the effect of identified misstatements on the audit, and of any uncorrected misstatements, on the financial statements and in forming our opinion in the auditor's report.

16. We calculate materiality at different levels as described below. The calculated materiality values for CMPA are set out in [Exhibit 3](#).

Exhibit 3

Materiality values

Materiality level	Amount
Planning materiality – This is the calculated figure we use in assessing the overall impact of audit adjustments on the financial statements. It has been set at 1% of gross expenditure for the year ended 31 March 2017 based on the audited accounts for 2016/17.	£11,400
Performance materiality – This acts as a trigger point. If the aggregate of errors identified during the financial statements audit exceeds performance materiality this would indicate that further audit procedures should be considered. Using our professional judgement we have calculated performance materiality at 75% of planning materiality.	£8,500
Reporting threshold (i.e. clearly trivial) – We are required to report to those charged with governance on all unadjusted misstatements in excess of the 'reporting threshold' amount.	£1,000

Source: Audit Scotland



17. We review and report on other information published with the financial statements including the management commentary, annual governance report and the remuneration report. Any issue identified will be reported to the Joint Committee.

Timetable

18. To support the efficient use of resources it is critical that a financial statements timetable is agreed with us for the production of the unaudited accounts. An agreed timetable is included at [Exhibit 4](#) which takes account of submission requirements and planned Joint Committee dates:

Exhibit 4

Financial statements timetable

 Key stage	 Date
Consideration of unaudited financial statements by those charged with governance	22 June 2018
Latest submission date of unaudited annual accounts with complete working papers package	23 June 2018
Latest date for final clearance meeting with Treasurer/Officers	6 July 2018
Agreement of audited unsigned annual accounts	17 August 2018
Issue of Annual Audit Report including ISA 260 report to those charged with governance	17 August 2018
Independent auditor's report signed	8 September 2018

Internal audit

19. Auditing standards require internal and external auditors to work closely together to make best use of available audit resources. We seek to rely on the work of internal audit wherever possible and as part of our planning process we carry out an assessment of the internal audit function. Internal audit is provided by the internal Audit section of Renfrewshire council.

Adequacy of Internal Audit

20. A review of the internal audit function at Renfrewshire Council will be carried out by the Renfrewshire Council audit team in early 2018. This will provide assurance over whether the internal audit function operates in accordance with Public Sector Internal Audit Standards (PSIAS) and had sound documentation and reporting procedures in place.

Audit dimensions

21. Our audit is based on four audit dimensions that frame the wider scope of public sector audit requirements as shown in [Exhibit 5](#). Due to the nature and size of Scotland Excel, we have assessed the extent of wider dimensions work and concluded that a reduced scope, as outlined in paragraph 53 of the Code of Audit Practice, can be applied.

Exhibit 5

Audit dimensions



Source: Code of Audit Practice

22. In the local government sector, the appointed auditor's annual conclusions on these four dimensions will help contribute to an overall assessment and assurance on best value.

Financial sustainability

23. As auditors we consider the appropriateness of the use of the going concern basis of accounting as part of the annual audit. We will also comment on CMPA's financial sustainability in the longer term. We define this as medium term (two to five years) and longer term (longer than five years) sustainability. We will carry out work and conclude on:

- the effectiveness of financial planning in identifying and addressing risks to financial sustainability in the short, medium and long term
- the appropriateness and effectiveness of arrangements in place to address any identified funding gaps
- whether CMPA can demonstrate the affordability and effectiveness of funding and investment decisions it has made.

Financial management

24. Financial management is concerned with financial capacity, sound budgetary processes and whether the control environment and internal controls are operating effectively. We will review, conclude and report on:

- whether CMPA has arrangements in place to ensure systems of internal control are operating effectively
- whether CMPA can demonstrate the effectiveness of budgetary control system in communicating accurate and timely financial performance
- how CMPA has assured itself that its financial capacity and skills are appropriate
- whether CMPA has established appropriate and effective arrangements for the prevention and detection of fraud and corruption.

Governance and transparency

25. Governance and transparency is concerned with the effectiveness of scrutiny and governance arrangements, leadership and decision – making and transparent reporting of financial and performance information. We will review, conclude and report on:

- whether CMPA can demonstrate that the governance arrangements in place are appropriate and operating effectively
- whether there is effective scrutiny, challenge and transparency on the decision – making and finance and performance reports
- the quality and timeliness of financial and performance reporting.

Value for money

26. Value for money refers to using resources effectively and continually improving services. We will review, conclude and report on whether:

- CMPA can provide evidence that it is demonstrating value for money in the use of its resources
- CMPA can demonstrate that there is a clear link between money spent, output and outcomes delivered
- CMPA can demonstrate that outcomes are improving
- there is sufficient focus on improvement and the pace of it.

Independence and objectivity

27. Auditors appointed by the Accounts Commission or Auditor General must comply with the Code of Audit Practice and relevant supporting guidance. When auditing the financial statements auditors must also comply with professional standards issued by the Financial Reporting Council and those of the professional accountancy bodies. These standards impose stringent rules to ensure the

independence and objectivity of auditors. Audit Scotland has in place robust arrangements to ensure compliance with these standards including an annual “fit and proper” declaration for all members of staff. The arrangements are overseen by the Director of Audit Services, who serves as Audit Scotland’s Ethics Partner.

28. The engagement lead for CMPA is Mark Ferris, Senior Audit Manager. Auditing and ethical standards require the appointed auditor to communicate any relationships that may affect the independence and objectivity of audit staff. We are not aware of any such relationships pertaining to the audit of CMPA.

Quality control

29. International Standard on Quality Control (UK and Ireland) 1 (ISQC1) requires that a system of quality control is established, as part of financial audit procedures, to provide reasonable assurance that professional standards and regulatory and legal requirements are being complied with and that the independent auditor’s report or opinion is appropriate in the circumstances.

30. The foundation of our quality framework is our Audit Guide, which incorporates the application of professional auditing, quality and ethical standards and the Code of Audit Practice (and relevant supporting guidance) issued by Audit Scotland and approved by the Auditor General for Scotland. To ensure that we achieve the required quality standards Audit Scotland conducts peer reviews, internal quality reviews and is currently reviewing the arrangements for external quality reviews.

31. As part of our commitment to quality and continuous improvement, Audit Scotland will periodically seek your views on the quality of our service provision. We welcome feedback at any time and this may be directed to the engagement lead.

Adding Value

32. Through our audit work we aim to add value to CMPA. We will do this by ensuring our Annual Audit Report provides a summary of the audit work done in the year together with clear judgements and conclusions on how well CMPA has discharged its responsibilities and how well it has demonstrated the effectiveness of its arrangements. Where it is appropriate we will recommend actions that support continuous improvement and summarise areas of good practice identified from our audit work.

Clyde Muirshiel Park Authority Joint Committee

Annual Audit Plan 2017/18

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CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 16 February 2018

Report
By
Regional Park Manager

SUBJECT: Clyde Muirshiel Regional Park Draft Risk Management Plan and Risk Register Report.

1.0 Purpose of Report:

- 1.1 To advise members of the Joint Committee status of the risk management plan for the Park.

2.0 Recommendation:

- 2.1 That the Park Authority notes the contents of the report.
- 2.2 That the Park Authority recognises the Park's efforts to reduce risk to the Park and its services.

3.0 Background:

Following recommendations from the Auditors the Park has with the assistance of Renfrewshire Councils Risk Manager developed a risk management plan which identifies and quantifies the risks to the Park going forward and also a risk register which puts forward recommendations to reduce/ control the risks and also is a useful tool to monitor progress.

For Risk Management Plan see appendix 1

For Risk Register see attached appendix

It was agreed that the Park Manager should report on this plan on a biannual basis

Members wishing further information regarding this report should contact Mr David Gatherer, Regional Park Manager, Clyde Muirshiel Park Authority, 01505 842882.

4.0 Conclusion:

- 4.1 The Park continues to look at risks to the Park and to try and eliminate/ control these risks so quality services continue to be provided for visitors.



Risk Management Plan

April 2017

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Appendix 1: 8

1. Risk management arrangements within Clyde Muirshiel Park Authority

- 1.1 During 2016-17 the Park Authority has been reviewing its risk management arrangements and has been considering a number of recommendations in this regard made by both internal and external auditors. As a result a new risk management policy and strategy has been developed and this will be submitted to the Park Authority for approval at its planned meeting, on 1 September 2017.
- 1.2 If the new risk policy and strategy is approved in September then a Strategic Risk Register will be approved by the Park Authority on an annual basis with an annual update report also submitted, and the risk register will be reviewed by the Park Manager and his management team on a quarterly basis.
- 1.3 Individual risk owners will review the risks that they are responsible for on an ongoing basis.

2. Report on risk management objectives

- 2.1. CMPA's risk management objectives are shown below with an update on activity that we have undertaken or are undertaking in this regard:
 - (1) To ensure our risk management policy and strategy is fit for purpose
We have developed a new risk management policy and strategy for the Park Authority with guidance and support provided by Renfrewshire Council's Risk Manager.
 - (2) To ensure our risk management processes support the Park Authority's business objectives
We have adopted a standardised risk management process that can be readily applied to all areas of the Park Authority's strategy.
 - (3) To ensure that our people are supported to report and manage risk
We have risk management as a standing item on team meetings to ensure our people are supported to talk about risk.
We have ongoing support from Renfrewshire Council's Health and Safety Team and access to relevant training.
We have engaged with Renfrewshire Council's Risk Manager and have access to their risk management training and development opportunities.
 - (4) To ensure that our risks are handled well and good outcomes are achieved
We will monitor employee accidents/ incidents for ratio of staff who have not incurred a work-related injury to Full Time Equivalent.

3. Summary report on previous year's Risk Management Plan

- 3.1. This section has been inserted for use in future years; it is not possible for 2017/18 since this is a new document.

4. Current internal and external business context the Park Authority

- 4.1. Information in this section has been developed with support from Renfrewshire Council's Risk Manager, with an analysis of the Park Authority's current external and internal business environment.
- 4.2. In terms of the external business environment, we have considered a number of factors in line with the PESTLE¹ tool. In the main, the aspect that has greatest influence for the Park Authority currently is the economic environment. There are a number of different funding streams that the Park Authority has successfully accessed in the past, (for example Sportscotland's funding of clients who use the services, LEADER, and Heritage Lottery Fund). There is ongoing uncertainty around how these funding streams will continue in the current economic climate and this may impact not only on current levels of service but the future aspirations of the Park Authority.
- 4.3. In terms of the internal business environment we have reviewed a number of data sources to consider any emerging risk. In the main:
- the health and safety performance is good.
 - staff attendance levels have generally been good.
 - in terms of claims there have been no significant claims raised against the Park Authority for a considerable time.
 - in terms of complaints, there have been 17 and in the main, these have related to the standard of facilities and infrastructure such as paths and boardwalks; and toilets.
 - the availability of a skilled workforce is good; nevertheless increased demand has shown a shortage of staff with required skills/ qualifications.
- 4.4. In addition to the above, the main challenge in terms of achieving the business priorities lies around the present condition and maintenance requirements of the current infrastructure and the need for further infrastructure to accommodate increased demand.
- 4.5. On the basis of the above business context, the Park Authority has identified the key risks to be recorded within the risk register going forward from 01/04/2017.

5. The risk register going forward from 01/04/2017

- 5.1. The risk register is provided in Appendix 1. The risks are categorised under the headings noted below, reflecting the Park Authority's business objectives:
- Leisure Activity and Health
 - Education and Outdoor Learning
 - Environmental Management
- 5.2. In addition to the above there is a section within the risk register for any significant risks that are inherent to the type of activities and services offered by the Park Authority.
- 5.3. In summary, the evaluation the Park Authority's risks shows the risk profile at 01/04/2017 as:

Evaluation:	Low	Moderate	High	Very High	Total
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¹ (Political, Economical, Social, Technological, Legislative and Environmental Risk)

No. of Risks:	0	3	5	0	8
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- 5.4. The top five risks (in terms of potential significance) are:
- (1) Lack of facilities may result in inability to develop/ deliver activities. Lack of changing facilities at peak times will prevent the Park from taking on all client requests.
 - (2) Key options for the future provision of the commercial product (retail section), need to be pursued otherwise there is an ongoing risk that the product will not meet expectations and maximise profit. Infrastructure, maintenance work and capital expenditure are required for development of retail section if it is to reach its full potential.
 - (3) Lack of staff may result in inability to develop activities. Recruiting and retaining appropriately qualified staff to meet demand is proving difficult, partly due to difficulties retaining staff and partly due to lack of available qualified staff.
 - (4) If key decisions are not made timeously in relation to properties there is a risk that opportunities to invest with partners in new assets will be missed. The lack of appropriate facilities at required sites is proving to limit service. Underutilised buildings require disposal and over utilised buildings require upgrading.
 - (5) Lack of staff/ resources may limit the amount of surveys/ projects that can be undertaken. The resource available for surveys is reducing due to other work pressures.
- 5.5. The planned risk treatment activity, which is required to further control or reduce the risks, is included within the register in Appendix 1.
- 5.6. Information relating to the risks evaluated as being 'significant', i.e. 'high' and 'very high' risks (or equivalent) will be reported to the Park Authority on an annual basis.

Appendix 1:

Risk Register going forward from 01/04/2017

Ref	Risk Statement	Responsible Officer	Existing Control Measures	Net Eval't'n	Planned action	By Whom	By When
	[Cause] may lead to/ may result in [effect].	[Title]	<ul style="list-style-type: none"> [Measures already in place to prevent/ reduce likelihood of occurrence] [Measures already in place to mitigate effects in the event of occurrence] 	Text (#)	<ul style="list-style-type: none"> [e.g. New preventative or mitigating measures to be introduced/ developed] [e.g. New ongoing monitoring measures to be introduced or a bespoke audit to be undertaken to check controls' effectiveness] 	[Title]	[00/00/0000]
Leisure Activity and Health							
Outdoor leisure activities will be resourced and developed in line with market demand.	Lack of staff may result in inability to develop activities. Lack of facilities may result in inability to run additional courses.	Park Manager/ Senior Activity Instructors	<ul style="list-style-type: none"> Ongoing discussion/ collaboration with Colleges to ensure trained personnel available for employment. Recruitment Drive to attract more instructors. Ongoing discussion with Unitary Authorities to maintain funding. Continued involvement with Local sports clubs group (SSAP) to provide additional changing facilities. 		<ul style="list-style-type: none"> Continue to work with colleges to provide students with qualifications that allow them to provide services in the Park. Continue to look for alternative funding streams. Continue to support SSAP to provide changing facilities. 	Senior Instructors	
Work in partnership with health services to facilitate health improvement activities.	Lack of Qualified/ trained staff may result in inability to run these health programmes.	Park Manager/ Senior Rangers	<ul style="list-style-type: none"> Ongoing training of staff to enable provision of programmes. Ongoing discussion with unitary authorities to maintain funding. 		<ul style="list-style-type: none"> Continue to look for alternative funding streams. 		
Capitalise on opportunities to improve the Park's assets and infrastructure.	If key decisions are not made timeously in relation to properties there is a risk that opportunities to invest with partners in new assets will be missed.	Renfrewshire Council	<ul style="list-style-type: none"> Review of assets ongoing. 				
Maximise income generation via commercial	Key options for the future provision of the commercial product (retail section), need to be pursued	Park Manager/ Marketing Officer	<ul style="list-style-type: none"> Commercial activity monitored and improvements implemented within organisational constraints. 		<ul style="list-style-type: none"> Continue to look at ways to maximise profit. 	Park Manager / Marketing Officer	

Ref	Risk Statement	Responsible Officer	Existing Control Measures	Net Eval't'n	Planned action	By Whom	By When
	activity.						
	otherwise there is an ongoing risk that the product will not meet expectations and maximise profit.						
	(Context) Lack of Capital expenditure on infrastructure may prevent this.	Renfrewshire Council					
	Current Resource burden may make commercial activities unattractive.	Renfrewshire Council/ Park Authority					
Education and Outdoor learning							
Promote the Park as a platform for outdoor learning.	Lack of staff/ resources will limit the ability to promote the Park/ educational/ conservation services.	Marketing Officer/ Senior Rangers/ Countryside Officer	<ul style="list-style-type: none"> Senior Rangers continually improving product to meet customer needs (colleges and university visits). Provide information on events via various mediums including Website, "What's on Leaflet", Facebook, twitter, Notice boards etc. 		<ul style="list-style-type: none"> Continue to look at new ways to promote the Park's activities/ services. 	Marketing Officer/ Senior Rangers/ Countryside Officer	
Deliver, monitor and review a programme of informative events for visitors of all ages, linking into curriculum outcomes where appropriate.	Lack of staff/ resources will limit the ability to provide educational / conservation services.	Countryside Officer/ Senior Rangers	<ul style="list-style-type: none"> Staffs liaise with teachers, lecturers to ensure service meets their needs. Rangers work in partnership with teachers on specified projects including Eco schools. Countryside officer and Senior Rangers access funding to help provide services and improve infrastructure. 		<ul style="list-style-type: none"> Continue to access alternative funding for Service delivery and improved infrastructure. 		

		Smarter				
Use the Park's digital resources to maximise the scope for learning.						
Environmental Management						
Enhance the Park's natural heritage whilst safeguarding key species, habitats and landscape character.	Lack of staff/ resources may limit the amount of surveys/ projects that can be undertaken.	Park Manager/ Countryside Officer/ Senior Rangers	<ul style="list-style-type: none"> Limiting the amount of projects undertaken in line with resources available. Access alternative funding to deliver projects/ conservation improvements. Enable conservation volunteers to be self guided and access funding for projects. 	<ul style="list-style-type: none"> Continue to access funding for project delivery/ conservation improvements either individually or in partnership with others. 	Senior Rangers/ Countryside Officer	
Work collaboratively with other stakeholders involved in the provision of outdoor management.		Renfrewshire Council				

Risk Register

Report Type: Risks Report
Report Author: Karen Locke
Generated on: 31 March 2017




Priority 1: Leisure Activity and Health Objective 01 Outdoor leisure activities to be resourced and developed in line with market demand

Context	Linked Actions	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CMPA.RR17.01.01 Staffing levels		Lack of staff may result in inability to develop activities.	Clyde Muirshiel Park Manager	* Ongoing discussion/ collaboration with colleges to ensure trained personnel available for employment. * Recruitment Drive to attract more instructors.	3	4	12
Action Codes	Linked Actions	Risk Statement	Latest Note		Assigned To	Due Date	Status
CMPA.RR17.01.01a	Work with colleges to provide students with qualifications that allow them to provide services in the Park.		In collaboration with Kelburn college we are developing a rolling programme of student placement which will raise their skill level and provide coaching capacity for the Park. A new targeted recruitment drive has resulted in more applications for seasonal posts.		Clyde Muirshiel Park Manager	31-Mar-2018	
CMPA.RR17.01.01b	Look for alternative funding streams.		Clyde Muirshiel and Renfrewshire Council continue to look for funding streams that will allow development of services. Some success has been achieved with supported funding for training from British Marine.		Clyde Muirshiel Park Manager	31-Mar-2018	

Context	Linked Actions	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CMPA.RR17.01.02 Availability of facilities		Lack of facilities may result in inability to develop/ deliver activities.	Clyde Muirshiel Park Manager	* Ongoing discussion with Unitary Authorities to maintain funding. Continued involvement with Local sports clubs group (SSAP) to provide additional changing facilities.	4	4	16
Action Codes	Linked Actions	Risk Statement	Latest Note		Assigned To	Due Date	Status
CMPA.RR17.01.02a	Support SSAP to provide changing facilities.		This has proven to be unsuccessful at this stage and alternatives are now being sought to provide increased accommodation for activities		Clyde Muirshiel Park Manager	31-Mar-2018	


Priority 1: Leisure Activity and Health
Objective 02 Work in partnership with health services to facilitate health improvement activities

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CMPPA.RR17.02.03 Staffing for health programmes	Lack of Qualified/ trained staff for health programmes may result in inability to run these programmes.	Clyde Muirshiel Park Manager	*Ongoing training of staff to enable provision of programmes. *Ongoing discussion with unitary authorities to maintain funding.	2	4	8
Action Codes	Linked Actions	Latest Note		Assigned To	Due Date	Status
CMPPA.RR17.01.01b	Look for alternative funding streams.	Ongoing. Currently enough qualified staff to cope with demand.		Clyde Muirshiel Park Manager	31-Mar-2018	

Priority 1: Leisure Activity and Health
Objective 03 Capitalise on opportunities to improve the Park's assets and infrastructure

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CMPPA.RR17.03.04 Park assets and infrastructure	If key decisions are not made timeously in relation to properties there is a risk that opportunities to invest with partners in new assets will be missed.	Fraser Carlin	*Review of assets ongoing.	3	4	12
Action Codes	Linked Actions	Latest Note		Assigned To	Due Date	Status
		Ongoing				

Priority 1: Leisure Activity and Health
Objective 04 Maximise income generation via commercial activity

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CMPPA.RR17.04.05 Commercial Product Context: * Lack of Capital expenditure on infrastructure. * Current Resource burden may make commercial activities unattractive.	Key options for the future provision of the commercial product (retail section), need to be pursued otherwise there is an ongoing risk that the product will not meet expectations and maximise profit.	Clyde Muirshiel Park Manager; Fraser Carlin	*Commercial activity monitored and improvements implemented within organisational constraints.	4	4	16
Action Codes	Linked Actions	Latest Note		Assigned To	Due Date	Status
CMPPA.RR17.04.05a	Look at ways to maximise profit of commercial product.	Condition report of buildings to be completed first prior to any development of Kitchen. This report has been scheduled.		Clyde Muirshiel Park Manager	31-Mar-2018	

Priority 2: Education and Outdoor Learning Objective 05 Promote the Park as a platform for outdoor learning						
Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CMPA.RR17.05.06 Staffing and Resources	Lack of staff/ resources will limit the ability to promote the Park/ educational/ conservation services.	Clyde Muirshiel Park Manager	*Senior Rangers continually improving product to meet customer needs (colleges and university visits). *Provide information on events via various mediums including Website, "What's on Leaflet", Facebook, twitter, Notice boards etc.	3	3	9
Action Codes	Linked Actions	Latest Note		Assigned To	Due Date	Status
CMPA.RR17.05.06a	Look at new ways to promote that Park's activities and services.	Rangers continue to promote and develop services. Muirshiel Munchkins for children under 5. Increased use of social media and website now mobile Friendly.		Clyde Muirshiel Park Manager	31-Mar-2018	
Priority 2: Education and Outdoor Learning Objective 06 Deliver, monitor and review a programme of informative events for visitors of all ages, linking into curriculum outcomes where appropriate						
Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CMPA.RR17.06.07 Staffing and Resources	Lack of staff/ resources will limit the ability to provide educational / conservation services.	Clyde Muirshiel Park Manager	*Staff liaise with teachers, lecturers to ensure service meets their needs. *Rangers work in partnership with teachers on specified projects including Eco schools. *Countryside Officer and Senior Rangers access funding to help provide services and improve infrastructure.	3	3	9
Action Codes	Linked Actions	Latest Note		Assigned To	Due Date	Status
CMPA.RR17.06.07a	Access alternative funding for Service delivery and improved infrastructure.	Work on self guides continue and see previous.		Clyde Muirshiel Park Manager	31-Mar-2018	
Priority 3: Environmental Management Objective 08 Enhance the Park's natural heritage whilst safeguarding key species, habitats and landscape character						
Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CMPA.RR17.08.08 Staffing and Resources	Lack of staff/ resources may limit the amount of surveys/ projects that can be undertaken.	Clyde Muirshiel Park Manager	*Limiting the amount of projects undertaken in line with resources available. *Access alternative funding to deliver projects/ conservation improvements. *Enable conservation volunteers to be self guided and access funding for projects.	4	3	12
Action Codes	Linked Actions	Latest Note		Assigned To	Due Date	Status
CMPA.RR17.08.08a	Access funding for project delivery/ conservation improvements either individually or in partnership with others.	Tag n Track funded programme implemented largely funded externally employing two people for two years to deliver.		Clyde Muirshiel Park Manager	31-Mar-2018	

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 16 February 2018

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 18 September to 31 December 2017.

2.0 Recommendation:

That members of the Joint Committee:

- 2.1 Consider the quarterly absence statistics for 18 September to 31 December 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 18 September to 31 December 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	10 (0)	1.80 (0)	11 (0)	1.63 (0)	0 (0)	0 (0)	21 (0)	1.41 (0)
Medically certificated	25 (12)	4.49 (2.48)	13 (58)	1.92 (7.84)	0 (0)	0 (0)	38 (70)	2.55 (4.69)
Industrial injury	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
Total	35 (12)	6.28 (2.48)	24 (58)	3.55 (7.84)	0 (0)	0 (0)	59 (70)	3.95 (4.69)
Work days available	557 (483)		675.5 (739.5)		259.5 (271)		1492 (1493.5)	
No. of employees	12 (12)		14 (15)		5 (5)		31 (32)	
Absence rate (days per employee per quarter)	2.9 (1.00)		1.7 (3.87)		0 (0)		1.9 (2.19)	

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	March 2017	June 2017	September 2017	December 2017 (current)
Days lost per employee	1.7	3.24	2.19	1.9
Absence rate %	4.62	7.21	4.69	3.95

Quarter ending	March 2016	June 2016	September 2016	December 2016
Days lost per employee	3.52	2.97	0.19	0.25
Absence rate %	7.5	5.8	0.38	0.51

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

- 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.

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 16 February 2018

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 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 four accidents/ incidents/ near miss; two involving staff and two 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 October to December 2017 there were no RIDDOR reportable accidents but two incident/ near miss involving Park staff and two incidents involving visitors.

Incidents varied this quarter; the staff incidents included a fire alarm activation at Castle Semple and an aggressive driver. The other incidents were the participation of a member of the public in an activity with a previous injury and a sheep worrying incident.

- 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 October to December 2017 three Health & Safety related courses were attended by seven members of staff. 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.

5.0 Conclusion:

- 5.1 This quarterly report shows a continued low accident rate in the Park.

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 16 February 2018

Report
By
Regional Park Manager

SUBJECT: Special Olympics 2019

1.0 Purpose of Report:

- 1.1 To advise members of the Joint Committee that our previous success with the Sheffield national games has led to our sailors being selected to be part of Team GB for the Special Olympic World games in Abu Dhabi, March 2019.

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.
- 2.3 That the Park Authority acknowledges Castle Semple's status as a nationally recognised centre of excellence in performance disability sport.

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

3.0 Background:

Following our sailor's success at the Special Olympic national games in Sheffield, they were given the opportunity to apply to become part of Team GB for the next world games in Abu Dhabi to be held in March 2019.

Applications were received by Special Olympic Great Britain from all over the UK and we are delighted that all 6 of our sailors from Sheffield have been selected to be part of the team. Coaching and development work for the GB Special Olympic sailing squad will be taking place at Castle Semple during 2018/19.

Some challenges lie ahead, mainly around funding. Each athlete & coach needs to pay £2000 toward the cost of going to the games. Our sailors come from local special schools e.g. Riverbrae, and in areas of deprivation so we will need to source funding to support them to get to the games.

3.1 Measures of success will include:

- Preparing the squad to sail on the world stage.
- Securing funding to support the sailors and coaches.
- Increasing access to sport for people with a disability.
- Further raising the profile of the Park as a national leader in accessible sport.

4.0 Conclusion:

- 4.1 The legacy of Race to the Games continues with the development of the GB sailing squad at Castle Semple. It should be noted that further development could be greatly enhanced with improvements in infrastructure at our Royal Yachting Association recognised accessibility sailing centre at Castle Semple.