



Notice of Meeting and Agenda Clyde Muirshiel Park Authority Joint Committee

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

KENNETH GRAHAM
Head of Corporate Governance

Membership

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

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.

Further Information

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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 | 3 - 8 |
| | Minute of meeting of the Clyde Muirshiel Park Authority Joint Committee held on 11 September, 2015. | |
| 2 | Revenue Budget Monitoring | 9 - 12 |
| | Report by Treasurer. | |
| 3 | Quarterly Absence Statistics | 13 - 18 |
| | Report by Interim Park Manager. | |
| 4 | Quarterly Health & Safety Report | 19 - 28 |
| | Report by Interim Park Manager. | |
| 5 | Pricing Policy for Clyde Muirshiel Regional Park 2016/17 | 29 - 34 |
| | Report by Interim Park Manager. | |
| 6 | Park Authority Joint Committee Meeting Dates 2016 | 35 - 36 |
| | Report by Clerk. | |
| 7 | Date of Next Meeting | |
| | Note that the next meeting of the Joint Committee will be held on 19 February, 2016 at 10.30 am. | |



Minute of Meeting Clyde Muirshiel Park Authority Joint Committee

Date	Time	Venue
Friday, 11 September 2015	10:30	Barnbrock Farm, Clyde Muirshiel Park Headquarters, Barnbrock Farm, Kilbarchan, PA10 2PZ

PRESENT

Councillors Bibby, Caldwell, Andy Doig and Gilmour (Renfrewshire Council); Councillors Nelson and Wilson (Inverclyde Council); and Councillor Dickson (North Ayrshire Council).

CHAIR

Councillor Gilmour, Chairman, presided.

IN ATTENDANCE

D Gatherer, Interim Park Manager; F Carlin, Head of Planning, F Johnston, Senior Accountant, G Borland, Accountant and E Currie, Senior Committee Services Officer (all Renfrewshire Council) and C Sharp (North Ayrshire 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 Clyde Muirshiel Park Authority Joint Committee held on 5 June, 2015.

DECIDED: That the Minute be approved.

2 **NOTE OF INQUORATE MEETING**

There was submitted the note of the inquorate meeting of the Clyde Muirshiel Park Authority Consultative Forum held on 5 June, 2015.

DECIDED: That the note of the inquorate meeting be noted.

3 **REVENUE BUDGET MONITORING**

There was submitted a revenue budget monitoring report by the Treasurer in respect of the Joint Committee for the period 1 April to 24 July, 2015.

DECIDED: That the report be noted.

SEDERUNT

Councillor Dickson (North Ayrshire Council) entered the meeting during consideration of the following item of business.

4 **AUDITED ANNUAL ACCOUNTS**

Under reference to item 3 of the Minute of the meeting of this Joint Committee held on 5 June, 2015 there was submitted a report by the Treasurer relative to the annual accounts for the Joint Committee for 2014/15. The report intimated that the Audit Certificate issued by Audit Scotland provided an unqualified opinion that the abstract of accounts presented a true and fair view of the financial position of the Joint Board as at 31 March, 2015, in accordance with the accounting policies detailed in the accounts. A report on the 2014/15 audit by Audit Scotland was also attached to the report and indicated that there were no matters arising from the audit which required specific reporting to members.

DECIDED: That the audited annual accounts 2014/15 be approved for signature and the report by Audit Scotland be noted.

5 **ABSENCE STATISTICS**

There was submitted a report by the Regional Park Manager relative to the quarterly absence statistics for the Regional Park Authority for the period 23 March to 21 June, 2015. The report provided information relating to the absence statistics and reasons for absence.

DECIDED:

- (a) That the absence statistics for the period 23 March to 21 June, 2015 be noted; and
- (b) That it be noted that the Regional Park Manager would submit a report relative to the next quarterly absence statics to the next meeting of the Joint Committee to be held on 4 December, 2015.

6 CAMPSITE AT BARNBROCK

There was submitted a report by the Regional Park Manager relative to a restriction in the use of the campsite at Barnbrock Farm to organised groups only, being those taking part in group activity organised by Clyde Muirshiel's Outdoor Activity team or Countryside Ranger team.

The report intimated that Clyde Muirshiel Park Authority Joint Committee had operated the campsite at Barnbrock Farm since 1990. The campsite was open seven days per week from April to October. Facilities on the site included eight wooden shielings, space for seven tent pitches and general utilities for washing and cooking. The site was not suitable for trailer tents, caravans or campervans. Income from the campsite was variable and the campsite operated at a loss.

The report detailed the campsite income, running costs, deficit and campsite user numbers from 2010 to 2014.

ADJOURNMENT

The meeting adjourned at 10.55 am to allow members to visit the campsite and reconvened at 11.10 am.

A discussion took place relative to the Regional Park Authority working with other groups to make the campsite viable; identifying other fields for wild camping; keeping the campsite open to members of the general public on local bank holiday weekends; marketing of the campsite; the use of a volunteer site warden; and using the campsite as a retreat venue.

DECIDED:

- (a) That consideration of the report be continued; and
- (b) That the matters raised be investigated and that the Regional Park Manager submit a report on these matters to the next meeting of the Joint Committee to be held on 4 December, 2015.

7 SPINAL INJURY SCOTLAND PROGRAMME

Under reference to item 10 of the Minute of the meeting of this Joint Committee held on 5 June, 2015 there was submitted a report by the Regional Park Manager relative to the development of the Spinal Injury Scotland programme.

The report intimated that Spinal Injury Scotland was a charity which supported people with spinal injuries once they were discharged from the Queen Elizabeth Spinal Unit in Glasgow. The primary role of the charity was to give members information on all opportunities for them to participate in sport and facilitate this process. In late 2014 the charity had been awarded £10,000 by Awards for All to run a 40 day activity programme at Castle Semple. The programme had been running for a few months with great success and feedback from all who had taken part.

An accessible sport festival was held on 19 August, 2015 with 45 wheelchair users taking part in the range of activities on offer. Park staff were supported by members of the spinal injury unit, volunteer coaches from the Scottish Canoe Association and 15 members of the team from Digby Brown, Solicitors, who were sponsoring the event. The event was attended by the Minister for Sport and Mental Health, Jamie Hepburn, the west area manager for Scottish Disability Sport and the clinical director of the Queen Elizabeth University Hospital.

DECIDED: That the continued efforts to increase income using the existing staff skill base within Clyde Muirshiel and Clyde Muirshiel's reputation as a centre for excellence for accessible sport be noted.

SEDERUNT

Councillor Wilson left the meeting during consideration of the following item of business.

8 ANNUAL REPORT 2014/15

There was submitted a report by the Regional Park Manager relative to the Clyde Muirshiel Park Authority annual report which provided details of the activities of the Park Authority and its staff in 2014/15.

DECIDED: That the annual report 2014/15 be noted.

9 UPDATE ON REVIEW OF REGIONAL PARK

Under reference to item 6 of the Minute of the meeting of this Joint Committee held on 20 February, 2015 there was submitted a report by the Head of Planning, Renfrewshire Council providing an update in terms of the ongoing review of the Regional Park's activities and resources.

The report intimated that the review carried out in 2014/15 suggested that the Regional Park's activities could be demonstrated more effectively through a streamlined strategy that in turn would inform appropriate governance and management structures. Following discussion between officers of the three constituent authorities it was considered that three strategic priorities for development and investment were emerging against broad themes of education; leisure activity; and environmental management.

Work was underway to align the activity and resources required to promote these three strategic themes and this would be reported to a future meeting of the Joint Committee to allow the Joint Committee to agree its priority activities and take advantage of the income generation opportunities that would sustain the ongoing success of the Regional Park.

At the meeting of the Joint Committee held on February, 2015 it was also agreed that work would be undertaken with officers from the three constituent authorities with a view to informing the future strategy and investments for the Regional Park and the report detailed the activities which had commenced.

DECIDED:

(a) That the report be noted;

(b) That a workshop be undertaken at the next meeting of the Joint Committee to be held on 4 December, 2015 to fully advise members of the detail of the Regional Park review; and

(c) That following this workshop, members of the Clyde Muirshiel Park Authority Consultative Forum be informed of the decisions taken by the Joint Committee.

10 DATE OF NEXT MEETING

DECIDED:

(a) That it be noted that the next meeting of the Clyde Muirshiel Park Authority Joint Committee be held on 4 December, 2015; and

(b) That this meeting commence at 9.30 am.

11 VALEDICTORY

The Convener referred to David O'Neill's imminent retirement from the Park Authority and paid tribute to his service to the Park Authority. On behalf of the Park Authority the Convener thanked David for his contribution to the development of the Park Authority.

CLYDE MUIRSHIEL PARK AUTHORITY

To: Joint Committee

On: 4 December 2015

Report by: The Treasurer

Heading: Revenue Budget Monitoring Report to 16 October 2015

1. Summary

- 1.1 Gross Expenditure is breakeven and income is currently £5,000 over recovered resulting in a net underspend of £5,000. 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 £5,000 |
| <i>Previously Reported</i> | <i>Net underspend £4,000</i> |

The variance in expenditure is primarily due to underspends in Employee Costs and an over recovery within Other Income, partially offset by overspends in Transport & Plant Costs and Administrative Costs.

The underspend in Employee Costs relates to an underspend in Training costs.

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

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

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

4.2 Projected Year End Position

The projected year end position shows a surplus of £15,000, due to the increased income offset by a projected overspend within Administration Costs.

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2015/16
1st April 2015 to 16th October 2015

JOINT COMMITTEE : CLYDE MUIRSHIEL PARK AUTHORITY

Description (1)	£000's	Agreed Annual Budget (2)	Year to Date Budget (3)	Year to Date Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance		
		£000's	£000's	£000's	£000's	£000's	£000's	(7)	%
Employee Costs		825	410	421	-16	405	5	1.2%	underspend
Property Costs		55	24	22	1	23	1	4.2%	underspend
Supplies & Services		148	81	82	0	82	-1	-1.2%	overspend
Contractors and Others		15	5	5	0	5	0	0.0%	breakeven
Transport & Plant Costs		42	22	25	0	25	-3	-13.6%	overspend
Administration Costs		70	22	24	0	24	-2	-9.1%	overspend
Payments to Other Bodies		1	0	-1	1	0	0	0.0%	breakeven
GROSS EXPENDITURE		1,156	564	578	-14	564	0	0.0%	breakeven
Contributions from Local Authorities		-808	-606	-454	-152	-606	0	0.0%	breakeven
Other Income		-348	-155	-160	0	-160	5	3.2%	over-recovery
INCOME		-1,156	-761	-614	-152	-766	5	0.7%	over-recovery
TRANSFER (TO)/FROM RESERVES		0	-197	-36	-166	-202	5	2.5%	over-recovery

£000's

Bottom Line Position to 16th October 2015 is an underspend of
Anticipated Year End Budget Position is an underspend of

5
15

Opening Reserves
Projected Increase in Reserves
Projected Closing Reserves

(20)
(15)
(35)

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 4 December 2015

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 22 June to 20 September 2015.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 Consider the quarterly absence statistics for 22 June to 20 September 2015.
2.2 Should receive further regular reports on the Park's absence statistics.

3.0 Background:

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

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

4.0 Quarterly Absence Statistics and context:

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

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

- 4.2 The quarterly absence statistics for the Park Authority 22 June to 20 September 2015, with the previous quarter's statistics in brackets, are:-

	APT&C Office based		APT&C outdoor		Manual		TOTAL	
Type of absence	Lost work days	% loss	Lost work days	% loss	Lost work days	% loss	Lost work days	% loss
Self certificated	3 (11.5)	0.49 (1.75)	1 (0)	0.13 (0)	5 (5)	1.71 (1.55)	9 (16.5)	0.93 (1.75)
Medically certificated	6 (39)	0.98 (5.95)	1 (0)	0.13 (0)	0 (0)	0 (0)	7 (39)	2.19 (0.34)
Industrial injury	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
Total	9 (50.5)	1.48 (7.70)	2 (0)	0.27 (0)	5 (5)	1.71 (1.55)	16 (55.5)	3.12 (2.09)
Work days available	609.5 (655.5)		750 (800.5)		292 (322.5)		1651.5 (1778.5)	
No. of employees	15 (15)		14 (16)		6 (6)		35 (37)	
Absence rate (days per employee per quarter)	0.6 (0.53)		0.14 (1.12)		0.83 (0.11)		0.46 (1.5)	

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

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

Quarter ending	Dec 2014	March 2015	June 2015	September 2015 (current)
Days lost per employee	0.7	0.8	1.5	0.5
Absence rate %	1.4	2.1	3.1	1.2

Quarter ending	Dec 2013	March 2014	June 2014	September 2014
Days lost per employee	2.1	1.6	0.7	0.8
Absence rate %	4.8	3.8	1.4	1.5

The absence rate for this current quarter is significantly lower than the previous quarter, and is also lower than for the same period in the last year. It should be noted, that the overall average absence rates for 2014/15 periods above show improvement over those for the same periods in 2013/14 i.e. 3.4 days & 1.9% per employee in 2014/15; 5.2 days and 2.9% per employee in 2013/14).

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

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

It should be noted that the absence rates in comparable industry sectors are markedly higher than those within Clyde Muirshiel, where the absence rate is less than half of the Local Government rate. It is no longer possible to provide comparison information from Audit Scotland for the 3 constituent Local Authorities. Since 2014 comparative performance information for Local Government has been reported through the Improvement Service's Local Government Benchmarking Framework. However this report only gives a flat rate average of 10 days per employee per year across all Scottish Local Government Sectors and does not detail absence rates for individual local

authorities. The figure for 2014/15 is not available and has therefore not been included in the comparison table above.

- 4.5 It should be borne in mind that several factors can influence the statistics in any particular quarter. The Regional Park has a small staff complement, therefore one or two long term absences can have a significant impact on the figures.
- 4.6 It should also be noted that efficiencies resulting in a reduction in staffing numbers may also have an impact on absence rates.

5.0 Conclusion:

- 5.1 The absence rate for this current quarter is lower than the previous quarter. All absences are managed under the provisions of Renfrewshire Council's Supporting Attendance Guidelines.
- 5.2 The Park Authority's absence statistics for 2014 are consistently much lower than the available private sector and Local Government benchmarks provided by the Chartered Institute of Personnel and Development.

Contribution to the National Outcomes of report on Quarterly Absence Statistics.
 Completed by: W D Gatherer, Regional Park Manager Date 4 December 2015.

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

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 4 December 2015

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 2015.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 note that there were no RIDDOR reportable accidents or occupational diseases and a low number of other accidents considering the range of activities that take place in the Park.
- 2.2 note the impact of the reduction in staffing levels on the Health & Safety processes within the Park.
- 2.3 note that the problem of water ingress at Muirshiel Visitor Centre continues to be under investigation.

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

3.0 Background:

- 3.1 The Park Authority is a member of Renfrewshire Council's Corporate Health and Safety Committee. This meets quarterly and is attended by representatives of the council's departments and the joint boards and joint committees.

4.0 Quarterly Health and Safety Monitoring Report:

- 4.1 The quarterly Health and Safety monitoring report is normally presented to the Park Authority as part of the regular meetings cycle:-

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

- 4.2 The summary monitoring report to Renfrewshire Corporate H&S Committee is presented as Appendix 1 for the consideration of the Joint Committee. The report details accident statistics, management action and training.
- 4.3 There were no RIDDOR reportable accidents. During this quarter, 2 visitors sustained minor injuries from slips, trips and falls; 1 visitor sustained a minor injury when they were hit with a dinghy mast when activity clients were de-rigging a boat; 1 visitor sustained a minor burn whilst using a kelly kettle during a ranger led activity.
- 4.4 There were no RIDDOR reportable occurrences of occupational disease. 1 staff member suffered a recurrence of a pre-existing aspergillus infection, it should be noted that his existing working conditions did not cause or contribute to the recurrence.
- 4.5 An investigation into the May incident where a member of staff was injured during an archery activity has now been completed, and appropriate recommendations have been implemented. All staff have also been reminded of the reporting procedure to be followed in the event of a serious incident.
- 4.6 Water ingress at the roof of Muirshiel Visitor Centre is still occurring and this issue continues to be under investigation.
- 4.7 1 Health & Safety related course was attended and no Toolbox Talks were delivered during the period July to September 2015 (by comparison 2 courses and 1 Toolbox talk were attended in the same period in 2014).

4.8 Clyde Muirshiel Regional Park continues to work with Renfrewshire Council Health & Safety Officers to align its Health & Safety policies, plans and accident prevention programs with those currently in use within Renfrewshire Council. However the reduction in staffing levels has slowed progress. The Health & Safety Plan has now been put place for 2015-16 to address this and the Park's Health & Safety Committee has expressed confidence that the targets will be met.

5.0 Conclusion:

5.1 This quarterly report shows a continued low accident rate in the Park, and the implementation of the 2015-16 Health & Safety plan should ensure that this trend continues. However consideration should be given to the impact of both recent and further planned staffing reductions on Health & Safety and their possible effect on attaining the targets set within the 2015-16 Health and Safety plan.

Contribution to the National Outcomes of report on H&S monitoring.

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



To: RENFREWSHIRE CORPORATE HEALTH AND SAFETY COMMITTEE

On: 5 November 2015

CLYDE MUIRSHIEL REGIONAL PARK HEALTH & SAFETY REPORT July - September 2015

This report is prepared by Clyde Muirshiel Regional Park in accordance with the terms of reference for the Corporate Health and Safety Committee, the purpose of which is to evaluate ongoing health and safety performance. Clyde Muirshiel does not have access to Renfrewshire Council's electronic reporting, so accidents and incidents are recorded on a paper based system.

1. Accident Statistical Information including Violence and Aggression reports

There were four minor accidents during the period July to September 2015, three of which took place while delivering outdoor activities to the public. Perhaps the most concerning of these was when a passerby was hit with a dinghy mast when clients were de-rigging a boat. The location for de-rigging boats has been altered to reduce the likelihood of such an incident being repeated. The Park has recently acquired a much larger power boat for wheelchair users. This boat is more affected by cross winds and it has been noted that additional care is required when positioning the boat onto the cradle to avoid any potential accidents.

Type of Accident	Number of Accidents (Staff)	Number of Accidents (Visitors/Volunteers)	% of Total Accidents
Slip/Trip/Fall	0	2	50%
Struck by moving object	0	1	25%
Burns/ Scalds	0	1	25%
TOTALS	0	4	100%

2. Accident prevention programs

Appendix 1

Clyde Muirshiel Regional Park continues to its Health & Safety Policy, Plans and accident prevention programs with those currently in use within Renfrewshire Council.

An internal Health & Safety Incident Investigation has been completed into a client being threatened with a bow and arrow and an Outdoor Activity Instructor being shot in the leg. During the investigation it was noted that there was a general lack of urgency in providing information and this significantly delayed production of the report. Also the investigation highlighted a number of failings in the operation of the Park's incident reporting process. Specific recommendations have been made to address these issues.

3. Training

One Health & Safety related course and no Toolbox Talks were delivered during the period July to September 2015.

4. Occupational Health

Clyde Muirshiel Park uses the Occupational Health Service where appropriate, but there were no referrals and no 'Did-Not-Attend' incidences during the period.

A member of staff at Castle Semple Centre was diagnosed with an Aspergillus lung infection (an HSE reportable occupational disease). However no source of Aspergillus spores was identified at Castle Semple Centre and it is thought that the infection was a recurrence of a previously reported condition. During the inspection of the building by Corporate Landlord wet rot fungus was found in various locations in the building.

5. Update on CMRP Health & Safety management

It has been noted in previous reports that staff cuts have impacted on various aspects of Health & Safety. One effect has been that the reviewing, updating and archiving of Risk Assessments and Safe Working procedures has progressed more slowly than anticipated. However a Health & Safety Plan has been put place for 2015-16 to address this and the Park's Health & Safety Committee has expressed confidence that the targets will be met.

There will be some further reduction in capacity as the Park's Health & Safety Coordinator, David O'Neill, is soon to leave the service through the VR/VER scheme. However the Interim Park Manager, David Gatherer, has indicated that he will be picking up the Health & Safety duties and responsibilities. He has previously completed IOSHH Managing Safely course and one of the Senior Instructors, David Hill has a degree in Health & Safety so there will continue to be Health & Safety expertise available within the park staff.

Appendix 1

Appendix A: Provision of Training - July 2014 to June 2015

<u>Section 1</u> Health and safety training courses (training planner)	3rd ¼ Oct- Dec	4 th ¼ Jan – Mar	1 st ¼ Apr – June	2 nd ¼ July – Sept
Accident investigation				
Fire risk assessment				
Fire wardens training				
Risk assessment				1
Manual handling - (objects) risk assessment				
Violence and aggression				
Working safely accredited by IOSH				
Supervising safely accredited by IOSH	1			
<u>Section 2</u> Health and safety training courses available on request				
Managing safely accredited by IOSH				
Construction safety awareness				
Manual handling risk assessment (people)				
COSHH awareness				
Quality of working life (stress) risk assessment				
Corporate policy on alcohol and substance misuse				
Manual handling (objects) practical training				
Risk Management				
<u>Section 3</u> Any other appropriate health and safety training courses, or bespoke courses				
Chainsaw - Felling Medium Size Trees				
Cycle Trainer Course				
Driving Electric Vehicles				
Elementary Food Hygiene (outdoor)				
Food Hygiene Certificate				
First Aid at Work – 2 Day Refresher				
First Aid at Work – 3 Day	1		1	
Feeling Fitter refresher				
Induction (inc Health & Safety)				
Kayak/Canoe 4 star instructor training				
Ladder Awareness			8	
Ladder Awareness & Inspection			15	
Mental Health refresher (Branching Out)				
Pesticide training			2	
RYA Instructor Training	1			
Stress Awareness	1			
Tree climbing/felling/safety				
White Water Safety & Rescue Training				
Walk Leader Training				
Managing Grievance and Discipline				

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 4 December 2015

Report
By
Regional Park Manager

SUBJECT: Pricing Policy for Clyde Muirshiel Regional Park 2016 to 2017

1.0 Purpose of Report:

- 1.1 To advise members of the Joint Committee of the proposed pricing policy for 2016 to 2017 (see appendix 1).
- 1.2 To inform members of the prices for some of the new services that we provide.

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 with a view to implementing the new pricing policy at the start of the financial year.

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

With the increase requirement to raise revenue within the Park we have done more extensive scoping exercises. The increase in our prices reflects this work.

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

- 3.1 Measures of success will include:
- Increased uptake of the services we provide
 - Increased income to the Park

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 increased scoping exercise will ensure we remain competitive in the market while maximising income for the services.

Contribution to the National Outcomes of Report: Pricing Policy 2016 to 2017
 Completed by: D. Gatherer, Regional Park Manager Date: 4 December 2015

1. We live in a Scotland that is the most attractive place for doing business in Europe	
2. We realise our full economic potential with more and better employment opportunities for our people	
3. We are better educated, more skilled and more successful, renowned for our research and innovation	
4. Our young people are successful learners, confident individuals, effective contributors and responsible citizens	
5. Our children have the best start in life and are ready to succeed	This pricing policy is competitive and should allow children to access our training.
6. We live longer, healthier lives	Participation in our services will contribute to healthier lifestyles.
7. We have tackled the significant inequalities in Scottish society	Concessionary rates will allow as many as possible to access our services.
8. We have improved the life chances for children, young people and families at risk	Access to our training will lead to improved life chances for some young people by increasing their skill and competence level to the point where they can pass on these skills.
9. We live our lives safe from crime, disorder and danger	
10. We live in well-designed, sustainable places where we are able to access the amenities and services we need	Concessionary rates will allow access to a wide range of participants.
11. We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others	This project enhances community involvement with participating groups.
12. We value and enjoy our built and natural environment and protect it and enhance it for future generations	Volunteering helps amongst other things to conserve and improve our natural environment.
13. We take pride in a strong, fair and inclusive national identity	
14. We reduce the local and global environmental impact of our consumption and production	
15. Our public services are high quality, continually improving, efficient and responsive to local people's needs	The project directly delivers on this outcome.

Service or product for 2016	2016 Standard	change from 2015	2016 Concession	change from 2015
Hire of Pico, Optimist (minimum stage 3 or level 2 cert required).....(half day)	£18	no change		
Hire of Wayfarer (minimum RYA level 2 cert required)..... (half day)	£35	no change		
Group Kayak Hire per hour per kayak	£9	no change		
Group Canoe hire per hour per canoe	£11	no change		
Group Wet Suit hire per hour per suit	£5	no change		
Instructor day rate (9am till 4:30pm)	£175	no change		
Instructor overnight rate	£55	no change		
Instructor late night centre opening 4:30–8:30pm	£45	no change		
Sailing				
Level 2, 3 or seamanship Dinghy Prep.....(1 day)	£75	no change	£50	no change
RYA Dinghy Level 1, 2, 3, (2 Days)	£135	no change	£108	no change
RYA Seamanship Skills, (2 Days)	£135	no change	£85	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 Safety Boat Course, (2 Days)	£200	no change	£170	no change
RYA 3 Day Sailing Course Adult	£175	no change	£125	no change
RYA 4 Day Sailing Course Adult	£225	no change	£145	no change
Single hander clinic (1 Day)	£60	no change	£50	no change
RYA Junior Scheme Stage 1, 2, 3, (2 Day)			£85	no change
Paddle sport				
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	£45	no change
BCU Level 1 Coaching Course	£300	no change		
BCU Level 2 Coaching Course	£300	no change		
Junior Kayak				
BCU Paddle power start (2hrs)			£15	no change
BCU Paddle power passport (2 Days)			£80	no change
BCU paddle power discover (2 Days)			£80	no change
Group Taster Sessions (per person)				
1hr	£19	+ £1	£16	+£1
2hr	£23	+£1	£19	+£1
3hr	£28	+£1	£22	+£1
4hr	£37	+£1	£25	no change
5hr	£46	+£1	£30	no change

		2016 Standard	change from 2015	2016 Concessions	change from 2015
Wheelie boat 30 mins				£20	no change
Land Based Activity					
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
First Aid Courses					
First Aid 3 Day Course (12 Grp £ 950)		£120	no change	£80	no change
First Aid 1 Day Course (12 Grp £ 350)		£50	no change	£35	no change
RYA Small Craft First Aid (1 day)		£50	no change	£35	no change
Boat Storage					
Canoe/Kayak 1 Month		£15.	no change	£10	no change
Canoe/Kayak 1 Year		£150	no change	£100	no change
Windsurfer 1 month		£20	no change	£15	no change
Windsurfer 1 Year		£200	no change	£150	no change
Duke of Edinburgh...(per person for expedition)		from £75	n/a		
Willow Weaving or Leather Work 3 hours		£40	n/a		
Bush Craft Introduction..... 3 hours		£40	n/a		
Intro Green Woodworking or Carving 3 hours		£60	n/a		
Changing Room		£4	+£0.50	£3	+£0.50
Fishing Permit					
	1 Day	£5	+£3	£3	+£1
	1 Year	£50	+£24	£30	+£17
Camping & Shielings					
1 Family Tent (Max adults 2)		£12	no change		
Camping		£5	no change	£3	no change
Shielings Basic		£25	no change		
Shielings Standard		£35	no change		
Facility Block Solo hire		£100	no change		
Facility Block + shielings and /or tents (non excl)		£80	no change		
minimum total booking £160.00			no change		
Shielings Key Deposit		£20	no change	£20	no change
Whole Campsite Exclusive Use		£350	no change		
Food					
Coffee/Tea + Biscuit		£1.75	no change		
Coffee/Tea + Scone		£2.95	+£0.20		
Packed Lunch		£4.95	no change		
Platter Lunch		£6.75	n/a		

CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 4 December, 2015

Report by
the Clerk

SUBJECT: PARK AUTHORITY MEETINGS SCHEDULE 2016

1 Summary

- 1.1 The purpose of this report is to seek approval for the proposed dates for meetings of the Clyde Muirshiel Park Authority Joint Committee in 2016.

2 Recommendations

- 2.1 That meetings of Clyde Muirshiel Park Authority Joint Committee be held at 10.30 am on 19 February and 2 September, 2016 and that the Joint Committee decide venues for these meetings; and
- 2.3 That meetings of Clyde Muirshiel Park Authority Joint Committee be held at 10.30 am on 27 May and 2 December, 2016 at Barnbrock Farm prior to meetings of the Consultative Forum.

3 Background

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

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

