



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

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 27 May 2016	10:30	Barnbrock Farm, Clyde Muirshiel Park Headquarters, Barnbrock Farm, Kilbarchan, PA10 2PZ

KENNETH GRAHAM  
Clerk to the Joint Committee

### **Membership**

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

Chair – Councillor Gilmour.

### **Further Information**

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

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

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

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

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

## Items of business

### Apologies

Apologies from members.

### Declarations of Interest

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

- |          |                                                                            |                |
|----------|----------------------------------------------------------------------------|----------------|
| <b>1</b> | <b>Minute of Joint Committee</b>                                           | <b>5 - 8</b>   |
|          | Minute of meeting of the Joint Committee held on 19 February 2016.         |                |
| <b>2</b> | <b>Minute of Consultative Forum</b>                                        | <b>9 - 12</b>  |
|          | Minute of Consultative Forum held on 19 February 2016.                     |                |
| <b>3</b> | <b>Unaudited Annual Accounts 2015/16</b>                                   |                |
|          | Report by Treasurer. (Not available - copy to follow).                     |                |
| <b>4</b> | <b>Audit Scotland Annual Audit Plan 2015/16</b>                            |                |
|          | Report by Treasurer. (Not available - copy to follow).                     |                |
| <b>5</b> | <b>Internal Audit Annual Report 2015/16</b>                                | <b>13 - 24</b> |
|          | Report by Chief Auditor.                                                   |                |
| <b>6</b> | <b>Health and Safety Plan 2015/16 and Health and Safety Plan 2016/17</b>   | <b>25 - 32</b> |
|          | Report by Interim Regional Park Manager.                                   |                |
| <b>7</b> | <b>Quarterly Health and Safety Report</b>                                  | <b>33 - 40</b> |
|          | Report by Interim Regional Park Manager.                                   |                |
| <b>8</b> | <b>Quarterly Absence Statistics</b>                                        |                |
|          | Report by Interim Regional Park Manager. (Not available - copy to follow). |                |

<b>9</b>	<b>Pedal the Park 2016</b>	<b>41 - 44</b>
	Report by Interim Regional Park Manager.	
<b>10</b>	<b>Uplands Project</b>	<b>45 - 46</b>
	Report by Interim Regional Park Manager.	
<b>11</b>	<b>Appointment of Auditor</b>	<b>47 - 50</b>
	Report by Clerk.	
<b>12</b>	<b>Consultative Forum Members</b>	<b>51 - 54</b>
	Report by Clerk.	
<b>13</b>	<b>Date of Next Meeting</b>	
	Note that the next meeting of the Joint Committee will be held at 10.30 am on Friday 2 September 2016 in the Greenock Cut Visitor Centre, Cornalees Bridge, Inverclyde.	





## Minute of Meeting Clyde Muirshiel Park Authority Joint Committee

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

### PRESENT

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

### CHAIR

Councillor Gilmour, Chairman, presided.

### IN ATTENDANCE

D Gatherer, Interim Regional Park Manager; F Carlin, Head of Planning & Housing Services, D Forbes, Senior Accountant, E Currie, Senior Committee Services Officer and K Brown, Committee Services Officer (all Renfrewshire Council); M McNab, (Inverclyde Council); and C Sharp (North Ayrshire Council).

### APOLOGIES

Councillors Wilson (Inverclyde Council) and Dickson (North Ayrshire Council).

### DECLARATIONS OF INTEREST

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

### SEDERUNT

Councillor Nelson entered the meeting during consideration of the following item.

**1 CLYDE MUIRSHIEL PARK AUTHORITY JOINT COMMITTEE**

There was submitted the Minute of the meeting of the Joint Committee held on 4 December 2015.

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

**2 CLYDE MUIRSHIEL PARK AUTHORITY CONSULTATIVE FORUM**

There was submitted the Minute of the meeting of the Consultative Forum held on 4 December 2015.

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

**3 REVENUE ESTIMATES 2016/17**

There was submitted a report by the Treasurer relative to the revenue estimates for the Joint Committee for the financial year 2016/17.

The report intimated that following the initial findings of a review into the Park's management and governance structure requisition levels for member authorities for 2015/16 had been reduced by 5.8%. A further reduction in requisition of 14.3% was proposed for 2016/17. A review of the staffing structure in early 2015/16 had resulted in the release of four members of staff under the Voluntary Early Retirement/Voluntary Redundancy scheme, which had facilitated the achievement of the majority of the savings required to deliver the proposed reduction in requisition for 2016/17.

Appendix 1 to the report detailed the individual member authority requisition levels and Appendix 2 to the report detailed the revenue estimates 2016/17.

**DECIDED:**

(a) That the 2016/17 revenue estimates, as detailed in Appendix 2 to the report, and the requisitions for member authorities, as detailed in Appendix 1 to the report, be approved; and

(b) That it be noted that any decision on requisitions would be subject to ratification by member Councils and that the Interim Regional Park Manager would report back to the Joint Committee on the implications for park services should any member Council agree any alteration to the level of requisition recommended by the Joint Committee.

**4 REVENUE BUDGET MONITORING**

There was submitted a revenue budget monitoring report by the Treasurer in respect of the Joint Committee for the period 1 April 2015 to 8 January 2016.

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

## **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 21 September to 31 December 2015. The report provided information relating to the absence statistics and reasons for absence.

### **DECIDED:**

(a) That the quarterly absence statistics for the period 21 September to 31 December 2015 be noted; and

(b) That it be noted that the Interim Regional Park Manager would submit reports relative to absence statistics 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 October to December 2015 which detailed accident statistics, management action and training.

The report intimated that there had been no RIDDOR reportable accidents this quarter and that one member of staff had slipped on the entry surface at Barnbrock and this had subsequently been power washed to prevent a recurrence.

The report highlighted that there had been a marked improvement in the water ingress at the roof of Muirshiel Visitor Centre and that further investigations were required to fully rectify the problem.

### **DECIDED:**

(a) That it be noted that there were no RIDDOR reportable accidents or occupational diseases and a low number of other accidents considering the range of activities that took place in the Park; and

(b) That it be noted that the problem of water ingress at Muirshiel Visitor Centre continued to be under investigation and had improved following repairs.

## **7 DEVELOPMENT OF OFF-ROAD CYCLING WITHIN THE REGIONAL PARK**

There was submitted a report by the Interim Regional Park Manager relative to the potential for further development of services within the Park in the area of off-road cycling and cycle touring.

The report intimated that following positive feedback from an online survey to enable more off-road cycling and cycle touring a working group had been established with representatives from Inverclyde Council, North Ayrshire Council, Renfrewshire Council, Renfrewshire Leisure, Scottish Cycling, Developing Mountain Biking in Scotland and local cycling and cycle shops.

The report detailed the plan in relation to the development of more off road cycling and cycle touring and the proposed measures of success.

A discussion took place relative to the mobile messaging app 'Meetup', an online home for local community groups organising outings and other activities such as hikes and biking trips. It was proposed that the Interim Regional Park Manager investigate the possible use of 'Meetup' as part of the development of off-road cycling within the Park.

**DECIDED:**

(a) That the Joint Committee support the continued development of services within the Park to local people and those from further afield;

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

(c) That the Interim Regional Park Manager investigate the possible use of 'Meetup' as part of the development of off-road cycling within the Park.

**8 DATE OF NEXT MEETING**

**DECIDED:** That it be noted that the next meeting of the Clyde Muirshiel Park Authority Joint Committee would be held at 10.30 am on 27 May 2016 in Barnbrock Farm.





## Minute of Meeting Clyde Muirshiel Park Authority Consultative Forum

Date	Time	Venue
Friday, 19 February 2016	11:30	Cunninghame House, North Ayrshire Council, Irvine, KA12 8EE

### PRESENT

Councillors Gilmour (Renfrewshire Council), Nelson (Inverclyde Council) and Marshall (North Ayrshire Council); R Anderson (Scottish Rural Property and Business Association); D Cochrane (Scottish National Farmers Union); G McAuley (RSPB Scotland); K McKendrick (Lochwinnoch Community Council); S Rawlings (Sustrans); D Blair and P Perman (Largs Community Council); and S Simpson (Save Your Regional Park).

### IN ATTENDANCE

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

### APOLOGIES

Z Bhatia (RSPB Scotland); Lord Glasgow (Kelburn Country Centre); A McWilliam (Parkdean Holidays); Sir Ludovic Shaw Stewart (Ardgowan Estates) and H Graham (Ramblers Association).

### DECLARATIONS OF INTEREST

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

## **NOTE OF INFORMAL MEETING**

Prior to the commencement of the meeting, Councillor Gilmour referred to the note of an informal meeting of some members of the Consultative Forum held on 15 January 2016 which had been circulated. He proposed that the points detailed in this note be discussed prior to consideration of the items of business detailed in the agenda for this meeting.

There followed a discussion regarding the key points raised in the note of the informal meeting, during which a copy of the Minute of Agreement between Renfrewshire, Inverclyde and North Ayrshire Councils which constituted the Park Authority Joint Committee was circulated to members in order to clarify the statutory position.

Councillor Gilmour intimated that at a future meeting the Joint Committee would consider whether governance documents, of which the Minute of Agreement was one, required to be updated or amended. He advised members of the Consultative Forum that they could raise any future concerns with him as Chair of the Joint Committee or the Interim Regional Park Manager.

### **DECIDED:**

(a) That it be noted that at a future meeting the Joint Committee would consider whether governance documents, of which the Minute of Agreement was one, required to be updated or amended; and

(b) That it be noted that members of the Consultative Forum could raise any future concerns with him as Chair of the Joint Committee or the Interim Regional Park Manager.

## **1 APPOINTMENT OF CHAIR**

The Clerk sought nominations for the position of Chair of the Clyde Muirshiel Park Authority Consultative Forum. S Simpson nominated Councillor Gilmour as Chair of the Consultative Forum. There being no other nominations, it was agreed that Councillor Gilmour be appointed as the Chairperson.

**DECIDED:** That Councillor Gilmour be appointed as the Chair of the Clyde Muirshiel Park Authority Consultative Forum for a period of one year.

Councillor Gilmour then took the Chair.

## **2 APPOINTMENT OF VICE CHAIR**

The Chair sought nominations for the position of Vice Chair of the Clyde Muirshiel Park Authority Consultative Forum. S Simpson nominated G McAuley as Vice Chair of the Consultative Forum. There being no other nominations, it was agreed that G McAuley be appointed as the Vice Chair.

**DECIDED:** That G McAuley be appointed as the Vice Chair of the Clyde Muirshiel Park Authority Consultative Forum for a period of one year.

### 3 **DEVELOPMENT OF OFF ROAD CYCLING WITHIN THE REGIONAL PARK**

There was submitted a report by the Interim Regional Park Manager relative to the potential for further development of services within the Park in the area of off-road cycling and cycle touring.

The Interim Regional Park Manager advised that at the meeting of the Joint Committee held immediately prior to this meeting of the Consultative Forum, the Joint Committee had decided (a) that it be agreed that the Park Authority would support the continued development of services within the Park to local people and those from further afield; and (b) that it be noted that the Park Authority recognised the Park's continued efforts to increase income and provide a quality service to current visitors and attract new visitors.

**DECIDED:** That this matter be noted.

### 4 **ANY OTHER COMPETENT BUSINESS**

Councillor Gilmour raised the issue regarding the potential need to review the membership of the Consultative Forum. It was agreed that the membership would remain as it currently stood and that a report regarding the membership of the Consultative Forum be submitted to the next meeting of the Joint Committee to be held on 27 May 2016.

**DECIDED:** That it be agreed that a report regarding the membership of the Consultative Forum be submitted to the next meeting of the Joint Committee to be held on 27 May 2016.

### 5 **DATE OF NEXT MEETING**

**DECIDED:** That it be noted that the next meeting of the Consultative Forum would be held at 11.30 am, or at the conclusion of the Joint Committee meeting, whichever was the later, on 27 May 2016 in Barnbrock Farm.



**CLYDE MUIRSHIEL PARK AUTHORITY**

**To: JOINT COMMITTEE**

**Date: 27 May 2016**

**Report by  
Chief Auditor**

**INTERNAL AUDIT ANNUAL REPORT 2015/16**

**1. SUMMARY**

- 1.1 The Public Sector Internal Audit Standards require the Chief Auditor to prepare a report, at least annually, to senior management and the Board on the internal audit activity's purpose, authority, and responsibility, as well as performance relative to its plan.
- 1.2 The annual report must also provide an annual audit opinion on the overall adequacy and effectiveness of the Clyde Muirshiel Park Authority's internal control environment.
- 1.3 The Annual Report for Clyde Muirshiel Park Authority is attached at Appendix 1 and outlines the role of Internal Audit, the performance of the Internal Audit Team, the main findings from the internal audit work undertaken in 2015/16, and contains an audit assurance statement.

**2. RECOMMENDATIONS**

- 2.1 Members are invited to consider and note the contents of the Annual Report.
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# **Clyde Muirsheil Park Authority Internal Audit Annual Report 2015-2016**

**Finance & Resources  
Internal Audit**

**May 2016**





**Clyde Muirsheil Park Authority**  
**Internal Audit Annual Report 2015/2016**

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## **Clyde Muirsheil Park Authority**

### **Internal Audit Annual Report**

**1 April 2015 – 31 March 2016**

## **1. Introduction**

- 1.1 As host Authority, Renfrewshire Council provides an internal audit service to Clyde Muirshiel Park Authority. This includes:
- The compilation of an annual audit plan following consideration and evaluation of those areas of greatest risk in the organisation's operation, and consultation with the Regional Park Manager, Clyde Muirshiel Park Authority;
  - Delivery of the planned audit assignments;
  - Follow up of previous audit recommendations;
  - Provision of any ongoing advice and support on audit and risk management related matters;
  - Provision of an Annual Report and Assurance Statement, and presentation to elected members at the Clyde Muirshiel Park Authority.
- 1.2 The Service operates in accordance with the Public Sector Internal Audit Standards which defines Internal Audit's role as:
- “.....an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.”
- 1.3 In line with the Standards, the purpose of this Annual Report is to report on:
- The outcome of the planned Internal Audit reviews 2015/16 relating to Clyde Muirshiel Park Authority;
  - The outcome of Internal Audit reviews of supporting Renfrewshire Council corporate systems;
  - Internal audit performance ;
  - Planned audit work for 2016/17;
  - The annual assurance statement which provides an opinion on the overall adequacy and effectiveness of the Board's internal control environment.

## **2. Responsibilities of Management and Internal Audit**

- 2.1 It is the responsibility of management to ensure that the areas under their control is adequate and effective and that there is a sound system of internal

control which facilitates the effective exercise of the organisation's functions and which includes arrangements for the management of risk.

- 2.2 Internal Audit is not a substitute for effective control exercised by management as part of their responsibilities. Internal Audit's role is to independently assess the adequacy of the risk management, internal controls and governance arrangements put in place by management and to undertake sufficient work to evaluate and conclude on the adequacy of those controls for the period under review.

### 3. Internal Audit Activity during 2015/2016

- 3.1 One specific review was undertaken during 2015/16, in relation to the annual stocktake at Castle Semple Visitors Centre. The main findings in relation to this review is summarised in table 1 below:

**Table 1**

<b>Audit Area</b>	<b>Conclusion</b>
Stocktaking	<ul style="list-style-type: none"><li>• <b>Satisfactory Level of Assurance</b></li><li>• No key risks were identified. A few good practice recommendations were made, which once implemented, will strengthen the overall effectiveness of internal control.</li></ul>

- 3.2 The Annual Report for 2013/2014 was submitted to the Authority on 5 June 2015.
- 3.3 The implementation rate of audit recommendations is a measure of operational culture and effectiveness. During 2015/16, 12 recommendations were followed up. Of these 10 (84%) have been implemented, 1 (8%) was partially complete, subject to completion at a later date, and will be followed up in 2016/17. One recommendation was considered to be redundant after seeking advice from Finance and Resources.
- 3.4 Internal Audit also carried out reviews of the main corporate systems operating within Renfrewshire Council which support the Authority's activity. The main findings in relation to these are summarised in table 2 below and Renfrewshire Council management have agreed to implement the audit recommendations made in relation to each review:

**Table 2**

<b>Audit Area</b>	<b>Conclusion</b>
Payroll	<ul style="list-style-type: none"> <li>• <b>Satisfactory Level of Assurance</b></li> <li>• No key risks were identified. A few good practice recommendations were made, which once implemented, will strengthen the overall effectiveness of internal control.</li> </ul>
Cash Collection and Banking	<ul style="list-style-type: none"> <li>• <b>Satisfactory Level of Assurance</b></li> <li>• No key risks were identified. A few good practice recommendations were made, which once implemented, will strengthen the overall effectiveness of internal control.</li> </ul>
Corporate Governance (Review of adequacy and effectiveness)	<ul style="list-style-type: none"> <li>• <b>Satisfactory Level of Assurance</b></li> <li>• Internal Audit have reviewed the adequacy and effectiveness of the Code and confirmed that the Council complies with the requirements of the Local Code of Corporate Governance. In addition, it is evident that the Local Code has been subject to review and updating in line with national guidance and developments in best practice.</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>• <b>Reasonable Level of Assurance</b></li> <li>• Key risks related to closer monitoring arrangements with the external claims handlers and formalisation of the roles and responsibilities in relation to potential fraud.</li> </ul>
Debt Management	<ul style="list-style-type: none"> <li>• <b>Reasonable Level of Assurance</b></li> <li>• The key risk relates to the controls over debt suppression. Recommendations have been made in relation to roles and responsibilities, segregation of duties, and regular reviews of suppressed debts.</li> </ul>

Procurement & Creditors (Corporate Purchase Cards)	<ul style="list-style-type: none"> <li>• <b>Reasonable Level of Assurance</b></li> <li>• The key risks relate to record keeping and roles and responsibilities in relation to some areas require to be clarified. It has been recommended that a working group is established to review procedures.</li> </ul>
Authorised Signatories	<ul style="list-style-type: none"> <li>• <b>Reasonable Level of Assurance</b></li> <li>• The majority of transactions tested were appropriately authorised. Recommendations were made to ensure that the database is brought up to date in relation to changes in service personnel and to restrict authorisations to appropriate levels of staff that have sufficient knowledge both of the operational requirement for the provision of the goods/services concerned and of the need for proper certification and control.</li> </ul>
Corporate Governance (Employee Code of Conduct)	<ul style="list-style-type: none"> <li>• <b>Reasonable Level of Assurance</b></li> <li>• The employee code of conduct is currently being revised. Recommendations were made in relation to ensuring all employees sign for the revised code and there is a process to ensure on-going awareness.</li> </ul>

#### 4. Review of Internal Audit Performance

- 4.1 Internal Audit produces regular reports on its performance during the year against a range of measures set annually by the Director of Finance and Resources. These are set out in the following table.

**Table 3**

Internal Audit Performance 2015/16		
Performance measure	Target 2015/16	Actual 2015/16
% of audit assignments	95%	96.9%

completed by target date		
% of audit assignments completed within time budget	95%	97.7%
% of audit reports issued within three weeks of completion of audit field work	95%	99.3%
% completion of audit plan for the year*	95%	95.1%

\* this measures the completion percentage as at 31 March. 100% of the plan is ultimately delivered through the finalisation of the outstanding elements in the new financial year.

The figures in table 3 show that all targets have been achieved.

4.2 The Chief Auditor is required to develop and maintain a quality assurance and improvement programme that covers all aspects of the internal audit including conformance with the standards. The Chief Auditor is currently undertaking a self assessment exercise in preparation for the planned external quality assessment due to commence in May 2016.

#### 4.3 External Audit

External Audit's review of the internal audit service concluded that the internal audit service operates in accordance with the Public Sector Internal Audit Standards (PSIAS) and has sound documentation standards and reporting procedures in place.

#### 4.4 Customer Service

Internal Audit issues customer satisfaction surveys at the conclusion of assignments. These measure the level of satisfaction with the way in which the audit was conducted and with the audit report's findings and recommendations. A total of 14 surveys had been issued during the 2015/16 year, and 8 were returned. Returned survey forms showed that 100% of auditees were satisfied with the service provided against a target of 100%.

#### 4.5 Risk Management

The responsibility for co-ordinating risk management activity across the council and its associated bodies lies with internal audit. Risk management performance is detailed in Renfrewshire Council's risk management annual report.

### 5. Planned Work for 2016/17

5.1 Following a risk based assessment of the activities of Clyde Muirshiel Park Authority and consultation with the Regional Park Manager, one specific internal audit review is planned for 2016/2017, in relation to the governance arrangements. Time has also been provided for ad-hoc financial advice,

reactive investigative work, follow-up of previous audits and risk management advice.

5.2 An annual report for 2015/2016 will also be provided to the Authority.

## **6. Audit Assurance Statement**

- 6.1 Internal Audit has performed its work in accordance with the role defined in paragraph 1.2. The audit work performed has been reported to the Regional Park Manager, and to the Authority in this annual report. Where areas for improvement in internal control have been identified appropriate recommendations have been made, and accepted for action by management.
- 6.2 In view of the continued challenges common to all public bodies, there will be a requirement for the council and the bodies for which it is host authority to exercise very close scrutiny over expenditure, and this area will continue to receive due internal audit attention.
- 6.3 It is not feasible for the system of internal control to be without any weakness. It is important to balance the risks involved in accepting systems limitations with the consequences if a problem emerges. Internal Audit recognises this and assesses this in its reporting mechanism.
- 6.4 In this context, it is considered that a reasonable level of assurance can be placed upon the adequacy and effectiveness of Clyde Muirshiel Park Authority's internal control, risk management and governance arrangements, as evidenced by:-
- The results of the audit work in 2015/16 in relation to the corporate systems which supported the Clyde Muirshiel Park Authority's activities and to specific work carried out in relation to those activities.
  - Management action to respond to audit recommendations.
  - The regular review and updating of the Local Code of Corporate Governance by the Council in accordance with the CIPFA/SOLACE framework for corporate governance requirements and of the corporate governance arrangements within Clyde Muirshiel Park Authority.

Signed

Chief Auditor

Date 27 May 2016



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# CLYDE MUIRSHIEL PARK AUTHORITY

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Report to: Joint Committee  
On: 27<sup>th</sup> May 2016

Report  
By  
Regional Park Manager

SUBJECT: Report on Annual Health and Safety Plan 2015 to 2016  
Submission of 2016 to 2017 Health and Safety Plan

1.0 Purpose of Report:

- 1.1 To inform members of the Joint Committee of the Park Authority's progress in implementing the 2015 to 2016 Health and Safety Plan.
- 1.2 To submit the 2016 to 2017 Health and Safety Plan.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 note the progress made in implementing the key tasks as set out in the Health and Safety Plan for 2015 to 2016.
- 2.2 note the Health and Safety plan for 2016 to 2017 and endorse the Parks efforts to meet the key tasks as set out in the Plan.

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 as a member of Renfrewshire Council's Corporate Health and Safety Committee compile an annual Health and Safety Plan in order provide a framework to continuously improve Health and Safety within the park.

### 4.0 Health and Safety Plan monitoring Report:

- 4.1 Significant progress on this years plan has been achieved. These achievements have included risk assessments completed for all park activities including those of the retail and catering section for the first time. ( for a full report on progress please see appendix 1)

### 5.0 Health and Safety Plan for 2016 to 2017

- 5.1 Taking into account progress made last year the 2016 to 2017 Health and Safety plan has been compiled. This plan will continue to provide the framework for further improvements in Health and Safety within the park. (for the full Health and Safety Plan please see appendix 2 ).

### 6.0 Conclusion

- 6.1 The Park continues to strive to improve Health and Safety using a number of mechanisms including compiling an annual Health and Safety Plan. This plan provides a focus for all staff for the coming year.

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	
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 plans contribute 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 plans contribute 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	
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 planning is a component of quality public services



## Clyde Muirshiel Health & Safety Plan April 2015- March 2016

H&S OBJECTIVE	KEY TASK/EVENT	COMPLETION DATE PLANNED    ACTUAL	RESPONSIBILITY	STATUS AT March 2015	PERFORMANCE INDICATORS	TARGET
ESTABLISH COMPREHENSIVE RISK ASSESSMENT DOCUMENTATION	Review and update Park Risk Assessments that are not already in the approved format	31 March 2016	All staff through Line Managers	A mixture of various Risk Assessment formats currently in place.	Percentage of Risk Assessments in approved format  This has been achieved. Shop risk assessments compiled for the first time.	75%  80%
ESTABLISH A CENTRALISED ARCHIVE FOR RISK ASSESSMENT DOCUMENTATION	Ensure all reviewed Risk Assessments are fully Authorised, Controlled and Archived	31 March 2016	Admin Officer, Line Managers, H&S Coordinator, Interim Park Manager	Non -conformity identified	Percentage of Risk Assessments archived  This has not been achieved.	75%  50%
ESTABLISH COMPREHENSIVE SAFE WORKING PROCEDURES DOCUMENTATION	Ensure reviewed Risk Assessments have associated Safe Working Procedure documentation where required.	31 March 2016	All staff through Line Managers	Not all existing Safe Working Procedures have been derived from Risk Assessment documentation	Percentage of required Safe Working Procedures created or updated from new format Risk Assessments  This has been achieved.	75%  80%
ESTABLISH A CENTRALISED ARCHIVE FOR SAFE WORKING PROCEDURES DOCUMENTATION	Ensure all reviewed Safe Working Procedures are fully Authorised, Controlled and Archived	31 March 2016	Admin Officer, Line Managers, H&S Coordinator, Interim Park Manager	Non -conformity identified	Percentage of Safe Working Procedures archived  This has not been achieved	100%  50%

HEALTH AND SAFETY TRAINING AND DEVELOPMENT PROGRAMME	Adopt Individual Training Needs Assessment process	30 Sep 2015		Interim Park Manager, Health & Safety Coordinator, Admin Officer	Current Park system not structured as advised by Renfrewshire Council.	Individual Training Needs Assessment process in place <b>This has not been achieved</b>	100%  <b>0%</b>
	Assess Park staff	28 Feb 2016		Line Managers		Percentage of staff assessed <b>This has not been achieved</b>	75%  <b>0%</b>
	Identify appropriate courses or other training	31 Mar 2016		Line Managers, Admin Officer, Individuals		Percentage of identified training sourced. <b>This has not been achieved</b>	75%  <b>0%</b>
INSPECTION PROGRAMME	Carry out H&S Site Inspections at the Park Visitor Centres, HQ and Lunderston Bay	31 March 2016		H&S Coordinator, Site Managers and Unison Safety Rep	Required by Park H&S Policy	Percentage of Site Inspections completed <b>This has been partially completed</b>	100%  <b>80%</b>
HEALTH & SAFETY REPORTS	Prepare quarterly Health and Safety reports	July 2015 Oct 2015 Jan 2016 April 2016		Health and Safety Planning Group	Agreed quarterly requirement	Report to Clyde Muirshiel Park Authority and Renfrewshire Council <b>This has been achieved</b>	100%  <b>100%</b>
	Prepare annual Health and Safety report	May 2016		Health and Safety Planning Group	Agreed annual requirement	Report to Clyde Muirshiel Park Authority . <b>This has been achieved.</b>	100%  <b>100%</b>

## Clyde Muirshiel Health & Safety Plan April 2016- March 2017

H&S OBJECTIVE	KEY TASK/EVENT	COMPLETION DATE PLANNED    ACTUAL	RESPONSIBILITY	STATUS AT March 2015	PERFORMANCE INDICATORS	TARGET
<b>ESTABLISH COMPREHENSIVE RISK ASSESSMENT DOCUMENTATION</b>	Review and update Park Risk Assessments that are not already in the approved format	31 March 2017	All staff through Line Managers	A mixture of various Risk Assessment formats currently in place.	Percentage of Risk Assessments in approved format	95%
<b>ESTABLISH A CENTRALISED ARCHIVE FOR RISK ASSESSMENT DOCUMENTATION</b>	Ensure all reviewed Risk Assessments are fully Authorised, Controlled and Archived	31 March 2017	Admin Assistant, Technical Assistant, Line Managers, Park Manager	Non -conformity identified	Percentage of Risk Assessments archived	75%
<b>ESTABLISH COMPREHENSIVE SAFE WORKING PROCEDURES DOCUMENTATION</b>	Ensure reviewed Risk Assessments have associated Safe Working Procedure documentation where required.	31 March 2017	All staff through Line Managers	Not all existing Safe Working Procedures have been derived from Risk Assessment documentation	Percentage of required Safe Working Procedures created or updated from new format Risk Assessments	95%
<b>ESTABLISH A CENTRALISED ARCHIVE FOR SAFE WORKING PROCEDURES DOCUMENTATION</b>	Ensure all reviewed Safe Working Procedures are fully Authorised, Controlled and Archived	31 March 2017	Admin Assistant, Technical Assistant, Line Managers, Park Manager	Non -conformity identified	Percentage of Safe Working Procedures archived	100%

<b>HEALTH AND SAFETY TRAINING AND DEVELOPMENT PROGRAMME</b>	Adopt Individual Training Needs Assessment process	30 Sep 2016		Park Manager, Admin Assistant.	Current Park system not structured as advised by Renfrewshire Council.	Individual Training Needs Assessment process in place	100%
	Assess Park staff	28 Feb 2017		Line Managers		Percentage of staff assessed	75%
	Identify appropriate courses or other training	31 Mar 2017		Line Managers, Admin Assistant, Individuals		Percentage of identified training sourced.	75%
<b>INSPECTION PROGRAMME</b>	Carry out H&S Site Inspections at the Park Visitor Centres, HQ and Lunderston Bay	31 March 2017		Site Managers and Unison Safety Rep	Required by Park H&S Policy	Percentage of Site Inspections completed	100%
<b>HEALTH &amp; SAFETY REPORTS</b>	Prepare quarterly Health and Safety reports	May 2016 Sept 2016 Dec 2016 Mar 2017		Park Manager, Admin Assistant.	Agreed quarterly requirement	Report to Clyde Muirshiel Park Authority and Renfrewshire Council	100%
	Prepare annual Health and Safety report	May 2017		Park Manager	Agreed annual requirement	Report to Clyde Muirshiel Park Authority	100%



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# CLYDE MUIRSHIEL PARK AUTHORITY

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Report to: Joint Committee  
On: 27<sup>th</sup> May 2016

Report  
By  
Regional Park Manager

SUBJECT: QUARTERLY HEALTH AND SAFETY REPORT

1.0 Purpose of Report:

- 1.1 To inform members of the Joint Committee of the Park Authority's quarterly health and safety monitoring report for Jan to Mar 2016.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 note that there were no RIDDOR reportable accidents or occupational diseases and a low number of other accidents considering the range of activities that take place in the Park.
- 2.2 note that the problem of water ingress at Muirshiel Visitor Centre continues to be under investigation but has improved following repairs.

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

### 3.0 Background:

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

### 4.0 Quarterly Health and Safety Monitoring Report:

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

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

- 4.2 The summary monitoring report to Renfrewshire Corporate H&S Committee is presented as Appendix 1 for the consideration of the Joint Committee. The report details accident statistics, management action and training.
- 4.3 There were no RIDDOR reportable accidents. During this quarter, 1 member of staff slipped on ice on the steps at Castle Semple. ( this happened while the member of staff was putting down salt to prevent slipping)
- 4.4 Water ingress at the roof of Muirshiel Visitor Centre is still occurring. Further investigations are required to fully rectify the problem.
- 4.5 During the period Jan – Mar 2016 two Health & Safety related courses were attended. These were strimmer and Hedge cutter training. In total 10 members of staff took part. One Health & Safety related Toolbox Talk was delivered.
- 4.6 Clyde Muirshiel Regional Park continues to work with Renfrewshire Council Health & Safety Officers to align its Health & Safety policies, plans and accident prevention programs with those currently in use within Renfrewshire Council. The Park produces a Health and Safety Plan annually to provide focus and direction for continuous improvement.

5.0 Conclusion:

- 5.1 This quarterly report shows a continued low accident rate in the Park, and the implementation of the 2015-16 Health & Safety plan should ensure that this trend continues.





**To: RENFREWSHIRE CORPORATE HEALTH AND SAFETY COMMITTEE**

**On:**

**CLYDE MUIRSHIEL REGIONAL PARK HEALTH & SAFETY REPORT  
Jan - Mar 2016**

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

**1. Accident Statistical Information including violence and aggression reports**

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

As can be seen in the table below, during the period of Jan to Mar 2016 there were no RIDDOR reportable incidents and one injury to Park staff.

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

**2. Accident prevention programs**

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

### **3. Training**

During the period Jan to Mar 2016 two Health & Safety related courses were attended. These were Hedge cutter and Strimmer training with 10 members of staff attending. One Health & Safety related Toolbox Talks were also delivered.

### **4. Occupational Health**

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

No HSE reportable occupational diseases were recorded during in this quarter.

### **5. Update on CMRP Health & Safety Management**

During periods of heavy rainfall, water has continued to penetrate the roof at Muirshiel Visitor Centre. Some repairs have been done and the source of the problem has still to be confirmed. Both a plumber and a slater have initiated repairs.

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

<u>Section 1</u> Health and safety training courses (training planner)	2 <sup>nd</sup> ¼ July – Sept	3 <sup>rd</sup> ¼ Oct- Dec	4 <sup>th</sup> ¼ Jan – Mar	1 <sup>st</sup> ¼ Apr – June
Accident investigation				
Display screen equipment assessment				
Fire risk assessment				
Fire wardens training				
Risk assessment				
Manual handling - (objects) risk assessment				
Violence and aggression				
Working safely accredited by IOSH				
Supervising safely accredited by IOSH				
<u>Section 2</u> Health and safety training courses available on request				
Managing safely accredited by IOSH				
Construction safety awareness				
Manual handling risk assessment (people)				
COSHH awareness				
Quality of working life (stress) risk assessment				
Corporate policy on alcohol and substance misuse				
Manual handling (objects) practical training				
Risk Management				
<u>Section 3</u> Any other appropriate health and safety training courses, or bespoke courses				
Risk Assessment (refresher on new format)				
Hedge cutter training			5	
Strimmer training			5	
British Canoe Union Orientation				
Chainsaw - Felling Medium Size Trees		1		
Ladder Awareness		16		
PA1 and PA6 / Stem injection and ecoplugs pesticide use		4		
Elementary Food Hygiene (outdoor)				
Food Hygiene Certificate		11		
First Aid at Work – 2 Day Refresher				
First Aid at Work – 3 Day		1		
Feeling Fitter refresher				
Induction (inc Health & Safety)				
Kayak/Canoe 4 star instructor training				
RYA Senior Instructor Training				
Tree climbing/felling/safety				
White Water Safety & Rescue Training				
Walk Leader Training				
Managing Grievance and Discipline				

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

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



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# CLYDE MUIRSHIEL PARK AUTHORITY

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Report to: Joint Committee  
On: 27<sup>th</sup> May 2016

Report  
By  
Regional Park Manager

SUBJECT: Pedal the Park 2016

1.0 Purpose of Report:

- 1.1 To advise members of the Joint Committee of the further development of services within the park for mainstream and assisted needs groups of all ages delivered jointly by the Ranger Service and the Activities Team.
- 1.2 To advise members that the participants of this event will be an annual one from now on as it has become well established.
- 1.3 To inform members that the event raised £1210 for CLIC Sargent cancer care for children, see quote below from CLIC

2.0 Recommendation:

- 2.1 That the Park Authority supports the continued development of cycling related services within the park to local clients and those from further afield.
- 2.2 That the Park Authority recognises the Park's continued efforts to increase income using the existing staff skill base within the park and note the integration of staff teams in this process.

Members wishing further information regarding this report should contact Mr David Gatherer, Regional Park Manager, Clyde Muirshiel Park Authority, 01505 61479

### 3.0 Background:

Pedal the park is now established as a popular sportive event in the west of Scotland area. Using feedback from the 2015 event we devised 2 variations of the route, a 75km and a 100km. The 100km was by far the most popular with around 80% of the 250 cyclists opting for the longer route.

Feed stations were located at Greenock cut centre with many cyclists using the facilities en-route. We had great support from Duke of Edinburgh volunteers who offered to help marshal the route along with a few members of the Ride63 cycle club.

Park staff worked tirelessly throughout the day to ensure that everything ran smoothly and the riders had a well-managed event to enjoy.

A time trial event was also held at Castle Semple for our para cyclists and they were joined by the Scotland West Special Olympics cycling squad for the event.

The feedback from CLIC sargent ;

"Well done guys!! Just to put things into perspective; £300 could pay for an average family stay of 11 days in a Home from Home – close to where their child is receiving cancer treatment. Your total could provide this service to 4 families which is absolutely amazing!"

### 3.1 Measures of success will include;

- Number of mainstream cyclists who take part
- Number of ASN cyclists who take part
- Feedback from the online survey that was sent out after the event
- Visitor centre numbers increase due to the event and following the event from increased cycling participation
- Media coverage of the event
- How many cyclists sign up for the 2017 event
- How much money is raised for our chosen charity

### 4.0 Conclusion:

- 4.1 Within the Park ethos of continually looking to develop services and in the light of reduced resources within the park, staff and management have come up with a service development which will utilise existing resources while developing client markets.
- 4.2 This new service will be one of the ways the park celebrates and develops cycling. Cycling participation in Scotland has increased 142% since 2009 and this is an area that needs developed within the park, a showcase event will help to achieve this.

Contribution to the National Outcomes of Report: Pedal the Park 2016

1. We live in a Scotland that is the most attractive place for doing business in Europe	Pedal the Park has promoted participants and organisers with an attractive place to spend their leisure time.
2. We realise our full economic potential with more and better employment opportunities for our people	The event attracted entry fees.
3. We are better educated, more skilled and more successful, renowned for our research and innovation	The event provide a goal for training programmes.
4. Our young people are successful learners, confident individuals, effective contributors and responsible citizens	Participants, staff and volunteers worked effectively together to ensure a successful event
5. Our children have the best start in life and are ready to succeed	Skill develop opportunities, team working and goal setting are provided by PTP
6. We live longer, healthier lives	Active learning, recreation and healthy lifestyles are all at the fore.
7. We have tackled the significant inequalities in Scottish society	Pedal the Park is attractive to all sectors of Scottish society including those with ASN and those in SIMD areas.
8. We have improved the life chances for children, young people and families at risk	Young people can increase their skills and competence levels.
9. We live our lives safe from crime, disorder and danger	The event provides an alternative for some participants, to crime and disorder.
10. We live in well-designed, sustainable places where we are able to access the amenities and services we need	Increasing the number of people cycling will be encouraged by this event.
11. We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others	Sportive etiquette encourages a responsibility for their own actions and impact on others
12. We value and enjoy our built and natural environment and protect it and enhance it for future generations	The natural landscapes of the Regional Park are appreciated and fostered by participants.
13. We take pride in a strong, fair and inclusive national identity	The provision of a hand bike time trail ensured an inclusive event.
14. We reduce the local and global environmental impact of our consumption and production	Increasing bike use reduces the need to use fossil fuel for transport.
15. Our public services are high quality, continually improving, efficient and responsive to local people's needs	The project directly delivers on this outcome as evidenced by its monitoring and reporting.



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# CLYDE MUIRSHIEL PARK AUTHORITY

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**Report to: Joint Committee**  
**On: 27<sup>th</sup> May 2016**

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

## **SUBJECT: UPLANDS PROJECT**

### 1.0 Purpose of Report:

- 1.1 This report seeks to update Members of the Joint Committee on the consideration given to a potential “Upland Project” that was subject to a Report to the Joint Committee on 12<sup>th</sup> September 2014.

### 2.0 Recommendation:

That members of the Joint Committee:-

- (i) Note that following consideration by officers of the Regional Park and relevant Council staff that the “Upland Project” referred to the Joint Committee in September 2014 will not be pursued, and
- (ii) That the Joint Committee note that the Park Manager will continue to investigate and pursue opportunities for new and emerging projects that support the aims the Regional Park in relation to leisure activity, health, education, outdoor learning and environmental management.

### 3.0 Background:

- 3.1 Members will recall that on 12<sup>th</sup> September 2014, a paper was presented to the Joint Committee which summarised a potential partnership opportunity to manage the upland areas of the park.
- 3.2 A proposal that had emerged through discussions with the Park Manager and the private sector related to a range of proposals which sought to, inter alia:
- increase the breeding hen harriers in the Renfrewshire Heights SPA and Site of Special Scientific interest.
  - re-vegetate a heather/grass mix over several thousand acres
  - provide populations of red grouse for commercial activity

- reintroduce black grouse and grey partridge
- work towards the reintroduction of red squirrels in the area
- improve sheep and cattle performance
- provide employment and financial betterment in the rural community
- improve public access across the park area, linking the visitor centres and providing walking and cycling routes that can be accessed by all
- deliver a model for the Scottish Government's 'Land Use Strategy' that reduces reliance on subsidy and improves the viability of rural communities

3.3 A project plan was submitted to Officers which suggested a partnership between land managers, Clyde Muirshiel Regional Park, Newton Rigg College and the private sector.

3.4 In September 2014, it was recognised that the project plan submitted was incomplete with many elements not fully scoped or costed and it was clear that further investigation was required to ascertain if the plan or parts of the plan were feasible.

3.5 Within this context, after further investigation by Park and Council officers, it is considered that many aspects of the proposal may have been challenging to deliver. In particular this includes:

- The scale of the plan and roles and responsibilities for all suggested parties was unclear. Confirmation of landowners/stakeholders support was not clarified.
- Timescales and programming were not realistic, particularly in relation to obtaining statutory consents and securing the required funding package.
- The business case for elements of the plan eg the proposed distillery, railway track and commercial grouse shooting had not been fully scoped or costed.

#### 4.0 Conclusion

4.1 The "Upland Project" as presented to the Park Authority on 12<sup>th</sup> September 2014 will not proceed as further investigation has indicated that, the project is not feasible.

4.2 The Park Manager will however continue to investigate and pursue projects that reflect the key aims and role of the Park in terms of the emerging priorities of leisure activity and health, education and outdoor learning and environmental management.

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

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# CLYDE MUIRSHIEL PARK AUTHORITY

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Report to: Joint Committee  
On: 27<sup>th</sup> May 2016

Report  
By  
Regional Park Manager

SUBJECT: Pedal the Park 2016

1.0 Purpose of Report:

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- 2.1 That the Park Authority supports the continued development of cycling related services within the park to local clients and those from further afield.
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- How many cyclists sign up for the 2017 event
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### 4.0 Conclusion:

- 4.1 Within the Park ethos of continually looking to develop services and in the light of reduced resources within the park, staff and management have come up with a service development which will utilise existing resources while developing client markets.
- 4.2 This new service will be one of the ways the park celebrates and develops cycling. Cycling participation in Scotland has increased 142% since 2009 and this is an area that needs developed within the park, a showcase event will help to achieve this.

Contribution to the National Outcomes of Report: Pedal the Park 2016



1. We live in a Scotland that is the most attractive place for doing business in Europe	Pedal the Park has promoted participants and organisers with an attractive place to spend their leisure time.
2. We realise our full economic potential with more and better employment opportunities for our people	The event attracted entry fees.
3. We are better educated, more skilled and more successful, renowned for our research and innovation	The event provide a goal for training programmes.
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13. We take pride in a strong, fair and inclusive national identity	The provision of a hand bike time trail ensured an inclusive event.
14. We reduce the local and global environmental impact of our consumption and production	Increasing bike use reduces the need to use fossil fuel for transport.
15. Our public services are high quality, continually improving, efficient and responsive to local people's needs	The project directly delivers on this outcome as evidenced by its monitoring and reporting.



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# CLYDE MUIRSHIEL PARK AUTHORITY

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Report to: Joint Committee  
On: 27 May 2016

Report  
by  
Clerk

## **SUBJECT: CONSULTATIVE FORUM MEMBERS**

### **1. Summary**

- 1.1 At the meeting of the Consultative Forum held on 19 February 2016, a discussion took place relative to the potential need to review the membership of the Consultative Forum. At that meeting it was agreed that a report regarding membership of the Consultative Forum be submitted to the meeting of the Joint Committee to be held on 27 May 2016.
- 1.2 The Minute of Agreement of the Clyde Muirshiel Park Authority Joint Committee states that:

'The Park Consultative Forum shall consist of up to 35 members including the Chair and two Vice Chairs of the Park Authority who shall be ex officio members of the Park Consultative Forum. The Park Authority shall co-opt up to a further 32 non local authority members who shall be representative of the national interest in the countryside, tourism, recreation and conservation in the Clyde Muirshiel area and of appropriate local interests within that area. Without prejudice to the foregoing generalities the interests to be represented may include: farming, land ownership, enterprise, tourism, rambling, voluntary organisations, outdoor sports, protection of the natural heritage, wildlife and of the coastal strip.
- 1.3 Membership of the Consultative Forum currently stands at 23 members as detailed in the appendix to the report.

### **2. Recommendation**

- 2.1 That the current membership of the Consultative Forum be noted.



## CONSULTATIVE FORUM MEMBERS

ORGANISATION	NAMED REPRESENTATIVE
Renfrewshire Council	Councillor Christopher Gilmour
Inverclyde Council	Councillor David Wilson
North Ayrshire Council	Councillor Anthea Dickson
Scottish Rural Property & Business Association	Ross Anderson
VisitScotland	Annique Armstrong
RSPB Scotland	Gerry McAuley and Zul Bhatia
Bell Ingram Limited	Geoff Brown
Scottish National Farmers Union	Donald Cochrane
The Conservation Volunteers	Sandra Garner
Kelburn Country Centre	Earl of Glasgow
Lochwinnoch Community Council	Kerry MacKendrick
Ramblers Association	Hilary Graham
Sustrans	No named representative as yet
SportScotland	John Kent
Largs Community Council	Douglas Blair
Gryffe Valley Rotary Club	Andrew McLeman
Parkdean Holidays	Andrew McWilliam
Inverkip/Wemyss Bay Community Council	Alison Clark
Save Your Regional Park	Sybil Simpson
Inverclyde Local Access Forum	Guilia Canata
Ardgowan Estates	Sir Ludovic Shaw Stewart
Scottish Water	No named representative

