

Minute of Meeting

Clyde Muirshiel Park Authority Joint Committee

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

PRESENT

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

CHAIR

Councillor Andy Steel, Chair, presided.

IN ATTENDANCE

D Gatherer, Interim Regional Park Manager and H Douglas, Tag 'n' Track Officer (both Clyde Muirshiel Regional Park); A MacArthur, Head of Finance, F Carlin, Head of Planning and Housing Services, V Howie, Finance Business Partner Development and Housing Services), S Jones, Regeneration Manager, E Currie, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council); M McNab, Acting Head of Safer and Inclusive Communities (Inverclyde Council); Dr A Sutton, Education Services (North Ayrshire Council) and S Afzal, Auditor (Audit Scotland).

APOLOGY

Councillor David Wilson (Inverclyde Council).

DECLARATIONS OF INTEREST

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

ORDER OF BUSINESS

In terms of Standing Order 15, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 10 of the agenda prior to item 1 of the agenda.

1 TAG 'N' TRACK

Hayley Douglas, Tag 'n' Track Officer, Clyde Muirshiel Regional Park, gave a presentation updating members on all aspects of the Tag 'n' Track project.

DECIDED: That the presentation be noted.

2 MINUTE OF JOINT COMMITTEE

There was submitted the Minute of the meeting of the Joint Committee held on 1 December 2017.

DECIDED: That the Minute be approved.

3 MINUTE OF CONSULTATIVE FORUM

There was submitted the Minute of the meeting of the Consultative Forum held on 1 December 2017.

DECIDED: That the Minute be noted.

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 2017 to 5 January 2018.

The report intimated that gross expenditure was currently £38,000 overspent and income was currently £52,000 over-recovered resulting in a net underspend of £14,000. It was noted that the projected year-end position was an estimated underspend of £17,000.

DECIDED: That the report be noted.

5 REVENUE ESTIMATES 2018/19 TO 2020/21

There was submitted a report by the Treasurer relative to the revenue estimates for the Joint Committee for the financial year 2018/19.

The report intimated that the financial outlook in the medium term was characterised by uncertainty and at this point, the level of pay award and the level of requisition income, both major areas of financial risk for the Joint Committee were unknown.

The requisition income available to the Park Authority had reduced in recent years, acknowledging the financial pressures that councils had been facing and also an increasingly commercial approach to the operations of the park. The Treasurer had proposed a further 9.5% reduction from the 2017/18 requisition level to each partner council in advance of the formal requisition being agreed by the Joint Committee. This proposal was noted as being acceptable by Renfrewshire and Inverclyde Councils, however North Ayrshire Council had intimated a £60,000 (59%) reduction in their requisition.

It was noted that a reduction in requisition on this scale called into question the financial sustainability of the Park Authority in its current form and the report proposed that the Interim Regional Park Manager be instructed to seek additional in-year savings in order to continue to manage in-year expenditure within the resources available; that the Interim Regional Park Manager develop a report for consideration by the Joint Committee as soon as possible but not later than September 2018 and that this report outline options and recommendations with regards the future operation and governance of the Park Authority recognising the reduced level of requisition income available.

The budget had been constructed on the basis of assumptions detailed in the report. Appendix 1 to the report detailed the requisitions for constituent authorities and Appendix 2 to the report detailed the revenue estimates 2018/19 for the Joint Committee.

Councillor Brooks, seconded by Councillor Donald L Reid, moved that the report be not approved and that the Treasurer submit a report to the next meeting of the Joint Committee reflecting the pro-rata share of constituent authorities.

Councillor Andy Doig, seconded by Councillor Steel, moved as an amendment that the requisitions for constituent authorities, as detailed in Appendix 1 to the report, and the 2018/19 revenue estimates, as detailed in Appendix 2 to the report, be approved; that it be noted that any decision on requisitions would be subject to ratification by constituent authorities and that the Interim Regional Park Manager report back to the Joint Committee on the implications for park services should any constituent authority agree any alteration to the level of requisition recommended by the Joint Committee; that the Interim Regional Park Manager develop options to address the unallocated savings outlined in the report; and that the Interim Regional Park Manager submit a report to the Joint Committee no later than September 2018 outlining options and recommendations for the future governance and operation of the Park and the Joint Committee which recognised the financial constraints outlined in this report.

The Head of Finance, Renfrewshire Council, recommended that the Joint Committee approve the revenue estimates 2018/19 prior to constituent authority budget meetings which were being held in February/March 2018.

Following further discussion and in terms of Standing Order 20, Councillors Brooks and Donald L Reid, being the mover and seconder of the motion, then withdrew their motion.

DECIDED:

(a) That the requisitions for constituent authorities, as detailed in Appendix 1 to the report, and the 2018/19 revenue estimates, as detailed in Appendix 2 to the report, be approved;

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

(c) That the Interim Regional Park Manager develop options to address the unallocated savings outlined in the report; and

(d) That the Interim Regional Park Manager submit a report to the Joint Committee no later than September 2018 outlining options and recommendations for the future governance and operation of the Park and the Joint Committee which recognised the financial constraints outlined in this report.

6 AUDIT SCOTLAND ANNUAL AUDIT PLAN 2017/18

There was submitted a report by the Treasurer relative to the annual audit plan 2017/18 for the Joint Committee which outlined Audit Scotland's planned activities in their audit for the 2017/18 financial year.

The report highlighted that the annual audit plan 2017/18 included a section on Audit Issues and Risks and that within this section Audit Scotland had identified a risk of 'management override of controls'. This risk had been included in the audit plans of all bodies which Audit Scotland worked with, in light of updated international standards on auditing. The inclusion of this risk was not a reflection of increased risk within the Joint Committee and Audit Scotland had confirmed that they had not found any issues on this in previous years.

DECIDED: That Audit Scotland's annual audit plan 2017/18 be noted.

7 CLYDE MUIRSHIEL REGIONAL PARK RISK MANAGEMENT PLAN AND RISK REGISTER

Under reference to item 6 of the Minute of the meeting of this Joint Committee held on 1 September 2017 there was submitted a report by the Interim Regional Park Manager relative to the Clyde Muirshiel Regional Park Risk Management Plan and Risk Register, a copy of which was appended to the report.

It was noted that paragraph 1.2 of the Risk Management Plan should reflect that the Risk Register would be approved on a bi-annual basis and not on an annual basis as stated.

DECIDED:

(a) That the report be noted;

(b) That the Park's efforts to reduce risk to the Park and its services be recognised; and

(c) That it be noted that paragraph 1.2 of the Risk Management Plan should reflect that the Risk Register would be approved a bi-annual basis and not on an annual basis as stated.

8 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 18 September to 31 December 2017. The report provided information relating to the absence statistics and reasons for absence.

DECIDED:

(a) That the quarterly absence statistics for the period 18 September to 31 December 2017 be noted; and

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

9 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 2017.

The report intimated that there had been no RIDDOR reportable accidents; two incidents involving staff and two incidents involving visitors. There had been three health and safety related courses held during the period which seven members of staff had attended and one toolbox talk delivered during the period.

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

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

DECIDED:

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

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

10 SPECIAL OLYMPICS 2019

Under reference to item 7 of the Minute of the meeting of this Joint Committee held on 1 December 2017 there was submitted a report by the Interim Regional Park Manager advising that due to the success at the Sheffield national games, the sailors who were coached and trained at Castle Semple, had been selected to be part of Team GB for the Special Olympic World Games in Abu Dhabi in March 2019.

DECIDED:

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

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

(c) That Castle Semple's status as a nationally recognised centre of excellence in performance disability sport be recognised.

11 **DATE OF NEXT MEETING**

DECIDED: That it be noted that the next meeting of the Joint Committee would be held at 11.30 am on Friday 22 June 2018 in the Council Chambers, North Ayrshire Council, Cunninghame House, Irvine KA12 8EE.