

# National Park Authority Board Meeting



**Draft Minutes of Meeting held at  
2:00pm on 13<sup>th</sup> June 2016  
National Park Headquarters, Balloch**

Present: Linda McKay (Convener) Petra Biberbach (PB)  
William Nisbet (WN) (Vice Convener) Martin Earl (ME)  
George Freeman (GF) James Stuart (JS)  
David McKenzie (DMcK) Bob Ellis (BE)  
Lindsay Morrison (LM) James Robb (JR)  
Billy Ronald (BR) Fergus Wood (FW)  
David McCowan (DMcC) Colin Bayes (CB)  
Angus Allan (AA)

In Attendance: Park Authority Staff:  
Gordon Watson (GW), Chief Executive Officer  
Simon Jones (SJ), Director of Conservation and Visitor Operations  
Stuart Mearns (SM), Head of Rural Development & Planning  
Anna MacLean (AM), Head of Communications  
Amanda Aikman (AAik), Governance and Legal Manager  
Catriona Morton (CM), Financial Performance Manager  
Charlotte Wallace, Visitor Policy and Engagement Manager – Agenda item 8  
Claire Travis, Visitor Operations Manager – Agenda item 9  
Mairi Bell, Head of Visitor Experience – Agenda item 17  
Sharon McIntyre (SMcl), Committee Officer (Clerk)

Apologies: David Warnock (DW) Hazel Sorrell (HS)

Item	Action	Action by
1	<p><b>Welcome and Apologies</b></p> <p>The Convener opened the meeting by welcoming all attendees. SMcl confirmed apologies from DW and HS.</p> <p>The Convener welcomed members of the public and confirmed the protocols of holding a Board meeting in public.</p> <p>The Convener introduced herself, the Vice Convener, CEO and the Governance and Legal Manager.</p>	
2	<p><b>Declarations of Interest</b></p> <p>The Convener invited declarations of interest.</p> <p>The Convener, DMcC, ME, BR, and DMcK declared a potential interest in agenda item 8 as they each own a residential property within the Park.</p> <p>FW declared an interest as a landowner within a camping management zone with an interest in loch shore campsite provision on his land. FW advised that he would leave the meeting for agenda item 8.</p>	


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	<p>JS declared a potential interest in agenda item 8, as a Board member of the Scottish Sports Association.</p> <p>WN declared a potential interest in agenda item 10, he has a financial interest in respect of the Royal Society for the Protection of Birds.</p> <p>The Convener indicated that there might be a perceived conflict for all Board members in relation to agenda item 6, however clarified that the Board is obliged to give consideration to this matter.</p> <p>The Convener proposed that agenda item 17 would be handled as a confidential item in closed session from which officers and members of the public would be excluded. AAik read the resolution to allow agenda item 17 to be held in closed session. Members were in agreement that agenda item 17 should be held closed session.</p>	
<b>3</b>	<p><b>Minutes of Meeting held on 14<sup>th</sup> March 2016</b></p> <p>The minutes were proposed by BE and seconded by GF.</p>	
<b>4</b>	<p><b>Matters Arising</b></p> <p>AAik introduced the report.</p> <p>The Convener advised that item 6, the setting of Board member fees, has been raised with the Public Bodies Unit and the Convener is awaiting an update.</p> <p>Members raised whether item 16, a Board member visit to the Cairngorms National Park Authority, would take place. GW confirmed that dates in late September/October are being discussed.</p> <p><b>DECISION:</b> Members agreed to note the report.</p>	
<b>5</b>	<p><b>Scheme of Delegation – Planning</b></p> <p>SM and AAik introduced the report. PB confirmed that the Planning &amp; Access Committee had reviewed and approved the revisions made. Members queried any changes to the scope of the Scheme of Delegation. AAik confirmed there have been no changes to the types of application considered</p>	

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	<p>under the scheme of delegation.</p> <p><b>DECISION:</b> Members agreed to the revised Scheme of Delegation for Planning and noted that the Scheme of Delegation for Access will be brought to a later Board meeting for consideration.</p>	
6	<p><b>Board Member Daily Fees</b></p> <p>AAik introduced the Board Member Daily Fees paper. Members sought confirmation on the maximum rate of the Band three level of payment.</p> <p><b>ACTION:</b> Board Member Daily Fees paper to be brought back to the Board for decision inclusive of information on the maximum rate of the Band 3 level of payment.</p>	Elaine Wade
7	<p><b>2015/16 Draft Annual Report and Accounts</b> </p> <p><b>7.1 Draft Annual Report</b></p> <p><b>7.2 Draft Annual Accounts</b></p> <p>GW introduced the Draft Annual Report and Accounts and advised that these would be presented to Audit Committee for final approval.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>- SJ to confirm statistic in Annual Report on page 5 which details 'restoring more than 35km of eroded peatland.'</li> <li>- Official text at the start of the Annual Report to be reviewed.</li> </ul> <p>Members noted the reduction in planning fees. SM advised that this has been re-profiled for the forthcoming year.</p> <p>CM responded to member questions and comment. LM advised that the Audit Committee had met to review advisory questions and were satisfied with these. LM noted that the accounts are presented in accordance with Scottish Government guidelines.</p> <p>Members discussed the challenge of achieving gender equality on the Board and how this can be addressed. PB suggested the Convener, HS and herself would be willing to offer information and support to any prospective candidates.</p> <p><b>DECISION:</b> Members agreed to:</p> <p>a) Approve the Annual Report;</p>	SJ AM+GW

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	<p>b) Note the draft Annual Accounts for 2015/16 (subject to final External Audit clearance);</p> <p>c) Note that we anticipate the Audit Committee to recommend the accounts are signed by the Chief Executive following consideration of the final draft by the Audit Committee on 21<sup>st</sup> June 2016; and</p> <p>d) Note that the Board will be informed of any material changes to the accounts following final clearance by External Audit.</p> <p><i>FW left the meeting.</i></p>	
8	<p><b>Your Park</b></p> <p>SJ introduced the report.</p> <p><i>CB left and returned to the meeting.</i></p> <p>Members discussed:</p> <ul style="list-style-type: none"> <li>- The implementation of the digital system, access to this from remote locations and alternative options for purchasing permits.</li> <li>- Engagement with communities.</li> <li>- The delivery of this project in conjunction with our partners in accordance with the project timeline.</li> </ul> <p><b>DECISION:</b> Members agreed to note the report.</p> <p><i>FW returned to the meeting.</i></p>	
9	<p><b>Reducing Litter in the National Park</b></p> <p>SJ introduced the report regarding reducing litter in the National Park. Members discussed the issue of litter in the National Park and the specifications of the Fixed Penalty Notice.</p> <p>Councillors on the Board (FW, ME, JR, GF and BE) offered their support in communication with Local Authorities in relation to litter issues.</p> <p><b>ACTION:</b> Councillors on the Board (Fergus Wood, Martin Earl, James Robb, George Freeman, Bob Ellis and Hazel Sorrell) to be advised of all communication and engagement with local authorities on litter related issues.</p>	Officers

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	<p><b>DECISION:</b> Members agreed to:</p> <ul style="list-style-type: none"> <li>a) Note the current arrangements for litter management in the Park.</li> <li>b) Note the current Park Authority responsibilities for litter.</li> <li>c) Note the updated RESPECT Your Park messaging and how this forms a key part of approaches to reducing litter in the National Park.</li> <li>d) Note the approach that the Park Authority will be taking in relation to its powers under the Environmental Protection Act 1990 (The EPA).</li> <li>e) Note contents of the Fixed Penalty Notice (FPN) Policy in Appendix 1.</li> <li>f) Approve the FPN Scheme of Officer Delegation as laid out in Appendix 2.</li> </ul>	
10	<p><b>Organisational Update</b></p> <p>GW introduced the Organisational Update highlighting key points from the report. GW responded to member questions and comment and, after discussion:</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>- Commercialisation strategy paper to be presented to the Board.</li> <li>- Explore for a day leaflet to be issued to Board members.</li> </ul> <p><b>DECISION:</b> The Board agreed to note the report.</p>	MK SMCl
11	<p><b>Financial Report</b></p> <p><i>JR left the meeting.</i></p> <p>CM presented the management accounts, as at the end of year to 31<sup>st</sup> March 2016. CM responded to member questions and comment and, after discussion:</p> <p><b>DECISION:</b> The Board agreed to note the information contained within this report and Appendix 1.</p>	
12	<p><b>Budget 2016/17 Update</b></p> <p><i>JR returned to the meeting. GF left the meeting.</i></p> <p>CM presented the draft budget for 2016/17 for approval. CM responded to member questions and comment and, after discussion:</p>	

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	<p><i>GF returned to the meeting.</i></p> <p><b>DECISION:</b> The Board agreed to:</p> <ul style="list-style-type: none"> <li>- Note the information contained within the report and Appendix 1 with a view to approval of the changes to the 2016/17 budget.</li> </ul>	
<b>13</b>	<p><b>Planning &amp; Access Committee Update</b></p> <p>PB provided an update on the recent cases presented to committee and the training undertaken by members. PB advised that she has been a member of the recent national review panel and that findings from the Planning Performance Report from Scottish Government will be shared with the committee. The President of the Royal Town Planning Institute recently visited the Park Authority and was impressed by the work of the Park Authority, WN and GF were in attendance.</p>	
<b>14</b>	<p><b>Audit Committee Update</b></p> <p>LM advised that the Audit Committee are focused on the finalisation of the Annual Accounts. LM expects unqualified results and will meet with the Auditors. LM noted that the Audit was well managed by JC and CM. LM informed members that Grant Thornton LLP have been appointed as external auditors for the Park Authority whilst West Dunbartonshire Council will be the new internal auditors.</p>	
<b>15</b>	<p><b>Delivery Group Update</b></p> <p>CB advised that the Delivery Group reviewed three key projects: Your Park, Gateway Centre and Live Park. CB noted from the 2015/16 Annual Operating Plan objectives, 44 are complete and 8 are behind schedule. Complaints regarding litter and toilets are the most frequent. The 2016/17 budget updates were reviewed. The average sickness absence per person has reduced from 10 days to 7 days. Online health and safety courses have now been completed by all staff.</p>	
<b>16</b>	<p><b>Any Other Business</b></p> <p>CM responded to an earlier member question in relation to agenda item 11 to explain the variance in project income in comparison to budget.</p>	

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	<p><b>- Park Authority Calendar of 2017 Board &amp; Committee Meetings</b></p> <p>AAik presented the proposed 2017 Board and Committee meeting calendar. Members enquired as to the school holidays included within the proposed calendar.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>- Holiday details for the four Local Authorities to be provided to GF.</li> <li>- The positioning of the Delivery Group meeting to take place on the same day as Strategy Group and Remuneration Committee was proposed.</li> </ul> <p><b>DECISION:</b> The Board agreed to note the information contained within this report although the Park Authority Calendar of 2017 Board &amp; Committee Meetings were not confirmed.</p> <p><i>The Convener advised that a comfort break would take place prior to continuing with the meeting.</i></p>	<p>AAik</p> <p>AAik</p>
17	<p><b>Confidential - Vacant Assets</b></p> <p>Agenda item 17 was held in closed session.</p>	
18	<p><b>Date of Next Meeting:</b></p> <p>Monday 19<sup>th</sup> September 2016. Afternote: This meeting was rescheduled to 24<sup>th</sup> October 2016.</p>	

Signed \_\_\_\_\_

**Linda McKay,  
Convener**