



EIR Ref: 2018/003

28th February 2018

REQUEST UNDER ENVIRONMENTAL INFORMATION (SCOTLAND) REGULATIONS 2004

I refer to your request for information, received by email on 31st January 2018. The information you have requested is environmental information, as defined in Regulation 2 of the Environmental Information (Scotland) Regulations 2004 (EIRs). The Park Authority has an obligation to deal with your request under the EIRs and an option to also deal with your request under the Freedom of Information (Scotland) Act 2002 (FOISA), unless the public interest lies in dealing with your request solely under the EIRs. We consider that the public interest in dealing with your request solely under the EIRs outweighs the public interest in also dealing with your request under FOISA, on the basis that the public interest is not served by duplicating consideration of your request under both regimes. We have therefore applied the exemption in section 39(2) of FOISA and dealt with your request under the EIRs alone.

Your specific request and the response from the National Park Authority are provided below.

"In FOI 2016-002 response, the LLTNPA provided me with a list of the dates of the Board Business sessions which had taken place in private between 2010 and the end of 2015 and a list of the topics discussed (which I attach for ease of reference).

I would now like to request a similar list of all meetings of Board Members which have taken place in private in 2016 and 2017 and the topics discussed. I am aware that the practice of holding business sessions before public Board Meetings appears to have terminated - which I think is a very positive step forward - but I am seeking to get an accurate idea of what other meetings, however named, might be taking place, how often and what they are discussing. If there is any doubt about what is meant by a meeting, I would suggest that any meeting organised through the Park Authority to discuss Board business which involved 3 or 4 Board Members should be counted as a Board Meeting (ie I am not looking for list of meetings where Board Members might have met other organisations) but if you have a better definition of this I would be happy to hear it. Once I have a list of the meetings and topics discussed, hopefully in similar format to FOI 2016-002 I may then submit further information requests on specific subjects but what I don't want to do is burden your team for looking out whatever information exists when this might not be of interest.

LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY

National Park Headquarters, Carrochan, Carrochan Road, Balloch, G83 8EG Long: 4°34'24"W Lat: 56°00'12"N
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*In making this request I would also point out I recognise it is legitimate for the Board to meet at certain times in private and I am not questioning the legal provisions for the Board to hold part of advertised meetings in closed session. At the same I am aware that the LLTNPA advertises and holds far fewer meetings in public than the CNPA, which for example, holds both Finance and Delivery and Staffing and Recruitment meetings in public. These, I would guess, are covered by your delivery group and **in suggesting my request could be defined as meetings involving 3 or more board members, I was intending that the Delivery Group would be covered.**"*

In addition to meetings held in public, a list of other meetings held in 2016 and 2017 by the Park Authority that Board members attended is shown below. Our Board members have been involved in other events including induction training sessions and a visit to Cairngorms National Park. Board members also attend Stakeholder Forum meetings. However these additional events based on the terms of your email request, above, have not been considered relevant in this case.

- Board Business Session
- Informal Briefing
- Briefing Session
- Delivery Group
- Delivery Sub group
- Your Park update
- Strategy Group meeting

A list of topics covered at the above meetings is attached in Appendix A.

Yours sincerely

Governance & Legal Team
Loch Lomond & The Trossachs National Park Authority

Review Procedure

If you are dissatisfied with this decision, or the way in which the Authority has dealt with your request, you are entitled to require the Authority to review its decision. Please note that in order for a review to take place you are required to:

- Send your request for review in writing, setting out in full the reasons why you are requesting a review.
- Submit your review request within 40 working days of either the date on which you received a response from the Authority or the date by which you should have received a response under the terms of the Freedom of Information (Scotland) Act 2002, whichever is the later.
- address your review request to:

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Governance & Legal Team
Loch Lomond & The Trossachs National Park Authority
National Park Headquarters
Carrochan
Carrochan Road
Balloch
G83 8EG
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The review will be handled by staff who were not involved in the original decision. You will receive notice of the result of your review within 20 working days.

If you are not satisfied with the response to your request for review, you can contact the Scottish Information Commissioner, the independent body which oversees the Freedom of Information (Scotland) Act 2002, at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Tel: 01334 464610
Website: www.itspublicknowledge.info
E-mail: enquiries@itspublicknowledge.info

Online appeal portal: www.itspublicknowledge.info/Appeal

EIR 2018-003 Appendix A

Board Business Session	Topics covered
2016	
14 th March	Convener update Standards Commission Drumlean Connonish Goldmine Your Park Commercial Development Update National Park Partnership Plan progress
13 th June	Convener update Your Park update Corporate Risk Register workshop National Park Partnership Plan update
24 th October	Convener update Your Park update – camping development strategy Local Development Plan National Park Partnership Plan update
12 th December	Convener update Scottish Government budget update Your Park update National Park Partnership Plan Governance development
2017	
13 th March	Convener update Scottish Government update Commercial and asset strategy update National Park Partnership Plan Board Agenda questions Your park Annual operating plan/draft budget
19 th June	Governance Commercial strategy discussion Board agenda Annual report and accounts Callander session Callander partnership – overview of current priorities and activity Q&A followed by discussion on key projects City deal – new bridge and Callander South Growth Landscape partnership Community action planning Callander youth project
18 th September	Board Governance facilitated session Farewell reception
11 th December	Board Governance Corporate plan Diversity research Festive reception
Informal Briefing	
2016	

17 th August	<p>Overview of camping development proposal</p> <p>Workshop on camping provision</p> <p>Charges and commercial models</p> <p>Feedback from workshop</p> <p>Signage and branding</p> <p>Next steps and project governance</p>
Briefing Session	
2016	
19 th September	<p>Camping investment priorities</p> <p>Camping permit operation</p> <p>Branding and signage</p> <p>Summing up and next steps</p>
Delivery Group	
2016	
10 th February	<p>High risk projects review</p> <p>LIVE Park</p> <p>Your Park</p> <p>Gateway centre</p> <p>The Mountains and the People</p> <p>Progress report: quarter 3</p> <p>2015/16 financial report: Quarter 3</p> <p>Draft annual operational plan</p> <p>Draft budget</p> <p>Delivery group terms of reference</p>
25 th May	<p>Matters arising</p> <p>Your Park</p> <p>High Risk Projects Review</p> <p>LIVE Park</p> <p>Gateway centre</p> <p>Annual operational plan 2015/16 Progress report: quarter 4</p> <p>2015/16 Quarter 4 Financial report</p> <p>2016/17 budget update</p>
22 nd August	<p>Matters arising</p> <p>Your Park</p> <p>High Risk Projects review</p> <p>LIVE Park</p> <p>Gateway centre</p> <p>Annual operational plan 2015/16 progress report</p> <p>2016/17 financial report: Quarter 1</p>
23 rd November	<p>Your Park</p> <p>Progress report</p> <p>Update from the stakeholder forum</p> <p>High risk projects review</p> <p>Gateway centre</p> <p>National Park Partnership Plan</p> <p>Annual Operational Plan 2015/16 progress report</p> <p>Financial report: Quarter 2 and revised</p>

	budget 2016/17
8 th February	Your Park Progress report High risk projects review Gateway centre National Park Partnership Plan Annual operational Plan 2016/17 progress report 2016/17 financial report Quarter 3 Draft 2017/18 annual operational plan Draft budget
24 th May	Your Park progress report High risk projects review Gateway centre National Park Partnership plan Annual Operational Plan 2016/17 progress report 2016/17 financial report: Quarter 4 2017/18 budget update
23 rd August	Your park progress report High risk projects review Gateway centre National Park Partnership plan Annual Operational Plan 2016/17 progress report 2017/18 financial report: Quarter 1
22 nd November	Your park progress report High risk projects review Gateway centre National Park Partnership plan 2018-23 Annual Operational Plan 2016/17 progress report Financial report: Quarter 2 and revised budget 2017/18
Delivery Sub group	
2016	
12 th September	Proposed remit- terms of reference Camping facilities investment priorities Camping permits – operation and charging
2017	
24 th January	Your Park progress update Your Park communications plan update
31 st July	Your Park Progress report – update across all work areas Proposed future site investment plans Byelaw reports and fixed penalty notices
Your Park update	
2017	
8 th February	Loch chon site visit Tour of site facilities Signage suite for camping management zones Staff roles Your Park update Booking system

	Communication plans Site development
Strategy Group meeting	
2016	
17 th February	Your park update Commercial update Governance development Drumlean Standards commission update
10 th May	National Park partnership plan update Your Park update – provisions and risks Commercial update Estate and asset management – gateway centre Standards commission update Governance development Revised terms of reference
17 th August	Convener update Your Park update Commercial projects update – Gateway centres Board self-evaluation Board member fees
13 th September	Your park project governance – further considerations Board workshop session on 19 th September Current priorities and resource pressures Convener succession planning
14 th October	Whistleblowing Communications planning/management Delivery sub group OSIC decision Succession planning
2017	
15 th February	Convener update Your Park update
17 th May	Your Park update Board governance Short term – next 6 months Committee membership Vacancies and succession Member roles Medium and longer term – next 1-5 years Executive team structure Commercial strategy
15 th November	Board Governance Committee appointments Election of interim deputy Chair of Planning & Access Committee Election of interim deputy Chair of Delivery Group Local access forum representative Major planning applications update National Park Partnership plan update

	Corporate plan update Diversity research
16 th November	Convener update Your Park update and preparation for Dec Board paper Scottish Government update Spending review 2017/18 budget RAFE update and future of forestry Brexit discussions Governance development 50/50 by20/20 Boar self-evaluation actions Social impact pledge
Remuneration Committee	
2016	
17 th February	Board members daily fees
10 th May	Board members daily fees 2016/17 CEO 2015/16 annual performance evaluation and 2016/17 objectives Revised terms of reference
2017	
15 th February	Chief Executive end of year performance review
17 th May	Chief Executive 2017/18 objectives Board members daily fees 201/18