

National Park Authority Board Meeting



**Final Minutes of Meeting held at 2.00pm on 16th June 2014
Brig o' Turk Village Hall, Brig o' Turk**

Present: Linda McKay (Convener) Colin Bayes
Owen McKee (Depute Convener) Fergus Wood
David McKenzie William Nisbet
Angus Allan George Freeman
Lindsay Morrison Kate Sankey
James Robb David McCowan
Martin Earl Petra Biberbach
Bob Ellis Hazel Sorrel

In Attendance: Fiona Logan Gordon Watson
Jaki Carnegie Tony McInnes
Peter Stevenson Nicola Arnott
Bridget Jones Scott Nisbet

Apologies: David Warnock

Item	Title / Discussion	Action by
1	<p>Welcome and Apologies</p> <p>The Convener opened the meeting and welcomed all those present. Apologies were received from David Warnock.</p>	
2	<p>Declarations of Interest</p> <p>None</p>	
3	<p>Minutes of Meeting held on 17th March 2014</p> <p>The minutes were agreed as an accurate record of the meeting and were proposed by George Freeman and seconded by David McKenzie.</p>	
4	<p>Matters arising</p> <p>Jaki Carnegie introduced the report. Members noted the closed actions and updates were given on the following open actions:</p> <p><u>Action from meeting on 17th February 2014</u></p> <p>Jaki Carnegie reported that the Induction and OnBoard training will be progressed in the Autumn. Action to be closed.</p> <p><u>Action from meeting on 17th March 2014</u></p> <p>Scott Nisbet reported that the designed landscapes and views from the road project were not publicised locally but that publicising project work is now a standard item on the team meeting agendas. Action to be closed.</p> <p>DECISION: Members noted the report.</p>	

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5	<p>2013/2014 Draft Annual Report and Accounts</p> <p>Jaki Carnegie introduced the report and advised that they are presented to Members for final revision and comment prior to being presented to Audit Scotland. She gave an overview of the report and advised that the revaluation of assets has resulted in a non-cash deficit. Depending on the type of asset they have been valued at either Existing Use Value (EUV) or Depreciated Replacement Cost (DRC). Jaki advised that these property asset valuations are based on the replacement value of completed assets and do not take site preparation and associated infrastructure costs into account, as they would not be required, in theory, to be undertaken again. Lindsay Morrison, Chair of the Audit Committee, requested the following updates to be made to the Annual Report and Accounts before publication:</p> <ul style="list-style-type: none"> • Removal of the second set of four bullet points on page 2 of the Annual Report. • Staff costs to be listed before Board Member costs in order to list them proportionately. • The employer contribution to pension costs to be clarified on page 40 of the Annual Accounts. <p>ACTION: Amendments to be made to the Annual Accounts as noted above.</p> <p>DECISION: Members noted the draft Annual Report and Accounts for 2013/14 (subject to final External Audit clearance).</p> <p>Members noted the accounts are anticipated to be recommended by the Audit Committee to be signed by the Chief Executive following consideration of the final draft by the Board’s Audit Committee on the 24th June 2014.</p> <p>Members noted that the Board will be informed of any material changes to the accounts in the finalisation process.</p> <p>Members noted that it is the Chief Executive’s personal responsibility to sign the accounts under the Management Statement and Financial Memorandum with Scottish Government, taking into consideration the views of professional advisors, auditors and Board and Audit Committee members.</p>	<p>JC</p>
6	<p>Commercialisation</p> <p>This agenda item was held in closed session.</p>	

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7	<p>Chief Executive Officer’s Report</p> <p>Fiona Logan introduced the report and invited questions and comments from Members. Members queried 2.1.6 of the report regarding a recent employment tribunal and the timing of when the Board should be alerted to such matters was discussed. The Convener stressed the importance of confidentiality on HR matters but suggested that the associated financial and reputational risks to the organisation should feed through the risk register for consideration by the appropriate committees. She also felt that there should be timely notification to Board members of any significant HR issues likely to be in the public domain. Jaki Carnegie suggested that the Delivery Group HR update should and would be used in future to communicate HR matters such as this.</p> <p>It was noted that all locally elected Members seats are being contested in all five wards and Fiona Logan advised that the elections have been widely publicised as they presented an opportunity to publicise the work of the National Park.</p> <p>DECISION: Members noted the report.</p>	
8.	<p>Audit Committee Update</p> <p>Lindsay Morrison, Chair of the Audit Committee, gave a verbal update on the work of the Audit Committee in the last quarter. He advised that KPMG have been appointed as internal auditor for a period of one year. He reported that Jaki Carnegie and Catriona Morton recently met with the National Park’s new Account Manager at KPMG.</p> <p>DECISION: Members noted the report.</p>	
9.	<p>Delivery Group Update</p> <p>Colin Bayes, Chair of the Delivery Group, gave a verbal update on the work of the Delivery Group during the last quarter. He reported that the Delivery Group have monitored the income and expenditure accounts and he commended the organisation on behalf of the Delivery Group for successfully utilising additional year end funds in 2013/14. He reported that the Delivery Group have been monitoring the Corporate Plan report and that 100 objectives from 142 objectives have been successfully delivered in 2013/14. He advised that the Delivery Group have considered reports on Loch Lubnaig North and South project and that there are opportunities to improve partnership working with national agencies. He advised that the increase in the number of hydro scheme planning applications during Quarter 3 has impacted on planning performance statistics; however, the results for 2013/14 for the year as a whole evidenced an overall improvement relative to</p>	

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	<p>2012/13.</p> <p>Members discussed the issues at Loch Lubnaig North regarding the camping area. Gordon Watson advised that feedback from visitors has been very positive. He advised that the site is open from 8am to 8pm and the facilities at ‘The Cabin’ are available from 8am to 4pm. He reported that there has been good compliance with the new parking regime with few attempts being made at roadside parking. He advised that there have been some issues with drainage at the site, which are in the process of being rectified to allow the campsite to be fully operational.</p> <p>DECISION: Members noted the report.</p>	
10	<p>Planning and Access Committee Update</p> <p>Owen McKee, Chair of the Planning and Access Committee gave a verbal update on the work of the committee during the last quarter and advised that a ‘respite home’ at Loch Venachar was approved at the last committee meeting. He advised that planning training for Members could potentially be required pending the results of the local elections in July as there are five locally elected Members on the committee. He reported that Kate Sankey will be leaving the Planning & Access Committee as her term of office will end in September.</p> <p>He also reported that Iain Nicolson will be retiring from his post and thanked him on behalf of the Planning & Access Committee for his support and wished him a happy retirement.</p> <p>DECISION: Members noted the report.</p>	
11	<p>Conservation and Land Use Update</p> <p>Scott Nisbet, Head of Conservation, gave an overview of the report and highlighted the recent business planning and investment event that had been held at HQ which was organised by the Land Use team. He reported that a biodiversity event is planned for Queen Street train station in Glasgow. He invited questions and comments from Members:</p> <p>Members asked for further detail on 2.2.3 of the report regarding Pulpit Rock and asked about the timescales for completion of the project. Gordon Watson advised that there are timescales that the contractor has to comply with.</p> <p>James Robb commended the team on the level of content which was included in the report.</p>	

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12	<p>Visitor Experience Update</p> <p>Bridget Jones introduced the report and invited questions and comments from Members.</p> <p>Linda McKay commended the team on the John Muir Conference and advised that she had received very positive feedback about the event. Owen McKee reported that positive comments about the event where also made at the ANPA conference.</p> <p>Gordon Watson reported that the Scenic Routes launch will take place on 25th June but that Richard Lochhead would be unable to attend the event. He reported that a National Park welcome feature would be installed at Glasgow Airport and a launch event would be arranged.</p> <p>Bridget Jones, Head of Visitor Experience, would be advised that the seasonal rangers have now commenced their summer season and that a new Ranger Service Manager has been appointed.</p> <p>Colin Bayes commented that the Rangers’ reports that are published through the Board Bulletin are very helpful and complimented the Ranger staff that were involved in compiling the reports.</p> <p>DECISION: Members noted the report.</p>	
13	<p>Rural Development Update</p> <p>Gordon Watson introduced the report and advised that staff have taken the LivePark consultation for the Main Issues Report to many external events and consultation responses have also been invited by social media.</p> <p>Members discussed liaison with the LEADER LAGs and the timetable for the submission of Business Plans to Scottish Government was noted. He advised that Officers are liaising with the LAGs and their communities.</p> <p>DECISION: Members noted the report.</p>	

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14	<p>AOB</p> <p>Fergus Wood announced that this year's International Angling Festival would be based at Lake of Menteith.</p> <p>Fergus Wood raised the issue of rural pharmacies and advised that these present a potential threat to services in rural areas.</p> <p>Members asked that thanks be recorded to Iain Nicolson, who is retiring and Peter Stevenson, who is leaving the National Park.</p>	
17	<p>Date of Next Meeting</p> <p>Linda McKay advised Members to hold 6th October as a provisional additional date for a Board meeting in their diaries.</p>	

Signed _____

Linda McKay
Convener