

National Park Authority Board Meeting

Draft Minutes of Meeting held at

2:30pm on 19th June 2017

Callander Youth Project, 6 Bridgend, Callander



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

In Attendance: Park Authority Staff:
Gordon Watson (GW), Chief Executive Officer
Jaki Carnegie, Director of Corporate Services
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), Finance and Performance Manager – Agenda item 8-12
Sharon McIntyre (SMcl), Committee Officer (Clerk)

Apologies: David Warnock (DW)

Item	Action	Action by
1	Welcome and Apologies The Convener opened the meeting by welcoming all attendees. The Convener welcomed members of the public and confirmed the protocols of holding a Board meeting in public. The Convener introduced himself, the Vice Convener, CEO and the Governance and Legal Manager. Apologies were noted from DW.	
2	Declarations of Interest No declarations of interest were made.	
3	Minutes of Meeting held on 13th March 2017 The minutes were proposed by BE and seconded by DMcK.	
4	Matters Arising	

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	JC introduced the matters arising and members discussed the open actions. DECISION: Members agreed to note the report.	
5	Deputation Request The deputation request that had been made and included on the agenda was withdrawn prior to the meeting.	
6	2016/17 Draft Annual Report and Accounts 6.1 Draft Annual Report LM introduced the Draft Annual Report. Members discussed and welcomed the accessible format and content. ACTION: Stirling City Deal to be changed to Stirling City Region Deal. JC welcomed suggestions from members regarding the format of the Annual Report for future years. 6.2 Draft Annual Accounts LM advised that the annual accounts are due to be presented to the Audit Committee on Tuesday 27 th June. Our external auditors have requested that a desktop asset revaluation is performed. This is a late request and the materiality of this is currently being discussed. CM presented the Draft Annual Accounts. Members discussed the number of complaints received. CB advised that Delivery Group monitor these closely. Following member comment and discussion. LM noted the high level of opinion received for the six internal audits carried out in 2017 and thanked the team. DECISION: Board members agreed to: <ul style="list-style-type: none"> - Approve the Annual Report; - Note the draft Annual Accounts for 2016/17 (subject to final External Audit clearance); - Note that they anticipate the Audit Committee recommending 	AM

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	<p>the accounts are signed by the Chief Executive following consideration of the final draft by the Audit Committee on 27th June 2017; and</p> <ul style="list-style-type: none"> - Note that the Board will be informed of any material changes to the accounts following final clearance by External Audit. 	
7	<p>Board Governance</p> <p>7.1 Committee Membership</p> <p>The Convener introduced the report advising that a further member for Audit Committee is sought. AA volunteered to join this committee.</p> <p>The Convener informed members that following his departure from Delivery Group, BR had expressed an interest in joining the Delivery Group.</p> <p>The Convener advised that WN was now the Chair of the National Park Partnership Plan Steering Group.</p> <p>DECISION: Members agreed the appointment of AA to the Audit Committee and BR to the Delivery Group.</p> <p>7.2 Board Members Daily Fees</p> <p>The Convener introduced the paper, advising the recommendation from Remuneration Committee is there will be no uplift in Board member fees. Members raised that they were uncomfortable with the process of deciding their own remuneration. The Convener advised that discussion around Board remuneration will continue with Scottish Government.</p> <p>DECISION: Members agreed to approve the recommendation from the Remuneration Committee that there will be no uplift in Board Members daily fees for 2017/18; and</p> <p>ACTION: Remuneration Committee will consider the principles of Board remuneration and engage with Scottish Government regarding the Scottish Government Pay Policy for Senior Appointments.</p>	Convener

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8	<p>Organisational Update</p> <p>GW introduced the Organisational Update, highlighting:</p> <ul style="list-style-type: none">- We have been supporting our partners in the submission of the stage 2 bid for Callander Landscape Partnership.- National recognition of our best practice planning work ensuring Ecological Clerk of Works oversight of hydro developments- Loch Lomond & The Trossachs Countryside Trust have completed a new section of shared use cycle path at Tyndrum, forming part of the Pilgrims Way.- Communities continue to be engaged in the implementation of the Local Development Plan.- Consultation on the draft National Park Partnership Plan 2018-23 is ongoing. <p>Members highlighted the frustrations regarding litter in the National Park. The Convener advised that a summit is proposed as part of the draft National Park Partnership Plan to work with our partners and that he is mindful of this ongoing issue.</p> <p>SJ introduced the Your Park appendix, providing an update on the project since this became operational on 1st March 2017. Members discussed the survey responses from people who had stayed in a permit area and welcomed the responses received.</p> <p>Following member comment and discussion the Board:</p> <p>DECISION: Agreed to note the report.</p>	
9	<p>Financial Report</p> <p>CM presented the management accounts for the year ended 31st March 2017. Officers responded to member questions relating to Callander Landscape Partnership and section 7.4 regarding net additions and, after discussion:</p> <p>DECISION: The Board agreed to note the information contained within this paper and the financial information in Appendix 1.</p>	

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10	<p>2017/18 Final Budget</p> <p>CM advised members that this budget incorporates the changes presented at the 13th March 2017 Board meeting.</p> <p>JR proposed a motion to move an amendment to the recommendation, to request that the Convener and Chief Executive open discussions with Scottish Ministers reduce the number of members on the Board by suspending the Scottish Government appointment of local authority nominees and the ministerial appointment vacancy until the Minister receives a formal proposal from the Board therefore releasing £50k per annum from savings in Member fees.</p> <p>AAik requested that the noting of the paper as presented was taken separately to this additional proposal.</p> <p>DECISION: Board members agreed to:</p> <p>Note the information contained within the report and Appendix 1.</p> <p>GW informed members that the composition of the Board is detailed in the National Parks (Scotland) Act 2000 and Designations Orders (2002 and 2010) a change to the composition of the Board would require a change to both primary and secondary legislation.</p> <p>Members discussed that the intervening period prior to appointments being filled would be the preferred time to discuss the composition of the Board. Members were in agreement that further discussion on the composition of the Board was required and requested that GW and the Convener open these discussions with Scottish Government.</p> <p>Following discussion, the Convener outlined JR's amendment to the recommendation. BE seconded the amendment to the recommendation.</p> <p>ACTION: Board members agreed the amendment that as a matter of urgency the Chief Executive and Convener open discussions with the Minister to reduce Board size and suspend the appointment of the Local authority nominees and Scottish Government appointment until the Minister receives a formal proposal from the Board.</p>	GW/JS

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11	Planning & Access Committee Update PB provided an update on the recent cases and reports presented to committee. PB advised that training continues to be scheduled.	
12	Audit Committee Update LM advised that there were no further updates from Audit Committee other than the points covered by previous agenda items.	
13	Delivery Group Update CB advised that the key items addressed by the Delivery Group were Your Park, the Gateway Centre, LIVE Park, the National Park Partnership Plan and the progress report for the 2017/18 Annual Operational Plan. From the 111 measurements of success in the 2016/17 Annual Operational Plan 85 are complete, 2 are on track, 15 are behind schedule and 11 have been cancelled (2 of the measures have 2 ratings). Points to note are the effective delivery of the objectives in the Annual Operational Plan while operating with staff vacancies, the decrease in the number of black grouse over the last 5 years and the increase in complaints and freedom of information requests.	
14	Any Other Business DMcK advised that a meeting is scheduled with the Minister for transport regarding funding an economic feasibility study. DMcK will circulate any updates to the Board. CB advised that members from Keep Norway Beautiful will be in Scotland in the Autumn and this provides an opportunity to meet with them. DMcC provided an update regarding the Arrochar and Luss Trust hydro scheme.	
15	Date of Next Meeting: Monday 18 th September 2017.	

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Signed _____

James Stuart, Convener