

# National Park Authority Board Meeting



**Draft Minutes of Meeting held at  
10:00am on 12<sup>th</sup> March 2018  
National Park Headquarters, Balloch**

Present: James Stuart (Convener) Angus Allan (AA)  
William Nisbet (WN) (Vice Convener) Billy Ronald (BR)  
Petra Biberbach (PB) Ellen Morton (EM)  
David Warnock (DW) Barbara Morgan (BM)  
David McCowan (DMcC) Diane Docherty (DD)  
David McKenzie (DMcK) Graham Lambie (GL)  
Lindsay Morrison (LM) Murray Lyle (ML) - part  
Colin Bayes (CB) Danny Gibson (DG) - part

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  
Melanie Barbour (MB), Governance and Legal Manager  
Eilidh McKerry (EMcK), Management Accountant – Agenda item 1-6 and 10  
Sharon McIntyre (SMcI), Committee Officer (Clerk)

Apologies: None

Item	Action	Action by
1	<p><b>Welcome and Apologies</b></p> <p>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.</p> <p>The Convener introduced himself, the Vice Convener, CEO and the Governance and Legal Manager.</p> <p>The Convener advised that there were no apologies although DG would be joining the meeting at 10:30am and ML would be leaving the meeting at 12.</p> <p>The Convener proposed taking agenda item 10 after agenda item 6. Members were in agreement.</p> <p>The Convener proposed that agenda item 15 would be handled as a confidential item in closed session from which officers and members of the public would be excluded. MB read the resolution to allow agenda item 15 to be held in closed session. Members were in agreement.</p>	
2	<p><b>Declarations of Interest</b></p> <p>DW advised of a potential interest in agenda items 5 and 6 as a result of his</p>	

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	<p>involvement with Strathard Heritage Initiative.</p> <p>DMcC and EM declared an interest in agenda item 15, these interests remain as previously advised at the meeting on 11<sup>th</sup> December 2017.</p> <p>GL advised of a potential interest in agenda item 11 as a committee member of Rural Stirling Housing Association.</p>	
3	<p><b>Minutes of Meeting held on 11<sup>th</sup> December 2017</b></p> <p>EM advised that the minute requires to be updated to show a difference between Ellen Morton and Eilidh McKerry whose initials are currently the same in the minute.</p> <p><b>ACTION:</b> Minute to be updated to show difference in initials between Ellen Morton and Eilidh McKerry.</p> <p>DMcK proposed that members leaving the room but returning shortly thereafter should be removed from the minute. MB advised for good governance this matter should be included.</p> <p>The minutes were proposed by GL and seconded by CB.</p> <p>EMcK joined the meeting and a member of the public.</p>	SMcI
4	<p><b>Matters Arising</b></p> <p>GW introduced the matters arising and members discussed the open actions.</p> <p><b>DECISION:</b> Members agreed to note the report.</p>	
5	<p><b>Draft 2018/19 Annual Operational Plan</b></p> <p>CB and GW introduced the Draft 2018/19 Annual Operational Plan. Members discussed the format and content , the alignment with the National Park Partnership Plan (NPPP) and featuring 2018 Year of Young People.</p> <p><b>DECISION:</b> Members agreed to approve the 2018/19 Annual Operational Plan.</p>	

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6	<p><b>Draft 2018/19 Budget</b></p> <p>EMcK presented the draft budget for 2018/19 for approval.</p> <p>DG joined the meeting.</p> <p>EMcK and GW responded to member comment regarding the budget line for the Year of Young People and Published Materials and as to whether these could be broken down further.</p> <p><b>ACTION:</b> EMcK to review the budget line for Published Materials with a view to breaking this down further.</p> <p><b>DECISION:</b> Members reviewed and noted the information contained within the report and Appendix 1, and agreed to approve the budget delegating non-material adjustments to the Convener and Executive Team.</p>	EMcK
10	<p><b>Financial Report</b></p> <p>CB and EMcK presented the Financial Report on the management accounts for 9 months to 31 December 2017 advising operational costs are in line with the budget and 50k of savings have been achieved. Members discussed the year end process.</p> <p><b>ACTION:</b> Report to be produced for May Delivery Group on the management of capital projects.</p> <p><b>DECISION:</b> Members agreed to having reviewed and noted the information contained within this report and Appendix 1.</p>	EMcK
7	<p><b>Climate Change Action Plan 2018/19</b></p> <p>AA and SJ introduced the report. Members discussed that under section 6 we should promote best practise in this area. Members advised that a mechanism to measure impact would be beneficial. The involvement of Local Councillors as links to Local Authority plans was encouraged as well as the use of the Sustainable Scotland Network. The impact of policies on climate change considerations was discussed.</p> <p><b>DECISION:</b> Members agreed to note the Climate Change Action Plan</p>	

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	2018/19.	
<b>8</b>	<p><b>Governance</b></p> <p><b>8.1 Proposed Governance Structure</b></p> <p>GW introduced the Proposed Governance Structure following a review of governance arrangements.</p> <p>Members sought clarification that no meeting was scheduled for the 18<sup>th</sup> June. GW confirmed that the June meeting of the Board will take place on the 14<sup>th</sup> June.</p> <p><b>DECISION:</b> Members agreed to:</p> <ul style="list-style-type: none"> <li>- The proposed Governance Structure as advised below under section 3.1.</li> <li>- The proposed meeting dates for 2018 (Appendix 1).</li> </ul> <p><b>8.2 Terms of Reference – Audit &amp; Risk Committee</b></p> <p>GW advised that a review of the terms of reference for the Audit &amp; Risk Committee has been undertaken and the updated terms of reference are now presented to the Board.</p> <p><b>DECISION:</b> Members:</p> <ul style="list-style-type: none"> <li>- Considered the revised Terms of Reference for the Audit Committee and</li> <li>- Approved the revised Terms of Reference for the Audit Committee.</li> </ul> <p><b>8.3 Depute Chair of Delivery Group</b></p> <p>GW advised that one valid nomination was received for the role of the Depute Chair of the Delivery Group. Members are asked to approve this appointment.</p> <p><b>DECISION:</b> Members approved the appointment of DG to the role of Depute Chair of Delivery Group commencing 12<sup>th</sup> March 2018.</p> <p><b>8.4 Depute Chair of Planning &amp; Access Committee, Audit &amp; Risk Committee and Delivery Group Membership</b></p>	

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	<p>The Convener requested an adjournment of 5 minutes to allow Members to discuss the appointment of a Depute Chair of the Planning &amp; Access Committee, an Audit &amp; Risk Committee member and a Delivery Group member.</p> <p>Following discussion, GL advised that he wished to be considered for the role of the Depute Chair of the Planning &amp; Access Committee. PB proposed and CB seconded this appointment.</p> <p>BM advised that she wished to become a member of the Audit &amp; Risk Committee. LM and DMcC seconded this appointment.</p> <p>DD advised that she wished to become a member of the Delivery Group. CB and LM seconded this appointment.</p> <p><b>DECISION:</b> Members agreed that:</p> <ul style="list-style-type: none"> <li>- GL was appointed as the Depute Chair of the Planning &amp; Access Committee.</li> <li>- BM became a member of the Audit &amp; Risk Committee; and</li> <li>- DD became a member the Delivery Group.</li> </ul> <p>ML left the meeting.</p>	
9	<p><b>Organisational Update</b></p> <p>GW introduced the Organisational Update advising that this would be the last report in this format to the Board. Members discussed points from the Organisational Update including the successful approval of the NPPP by Scottish Government and thanked staff for their work on this.</p> <p>Members discussed volunteers as a valuable resource and the opportunity of building on this. SJ advised that this service is currently at capacity although this could be explored.</p> <p><b>ACTION:</b> Exploration to take place regarding the expansion of the volunteer service.</p> <p>SJ introduced the Your Park appendix, providing an update on the project. Members were keen to see the Camping Development Strategy aligned with the NPPP and for this to be brought back to the Board.</p> <p><b>ACTION:</b> Camping Development Strategy to be aligned with the National</p>	<p>SJ</p> <p>SJ</p>

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	<p>Park Partnership Plan and presented to the Board.</p> <p><b>DECISION:</b> Members agreed to note the report.</p>	
11	<p><b>Planning &amp; Access Committee Update</b></p> <p>PB provided an update on the recent cases and reports presented to committee and provided Scottish Government planning updates.</p> <p>DW provided an update on the Local Access Forum and advised that a Board member will be required on this group from July.</p> <p>GW advised that the Drumlean court appeal against access enforcement concluded and the Park Authority is awaiting decision.</p>	
12	<p><b>Audit &amp; Risk Committee Update</b></p> <p>LM advised that the internal audit of the Camping Management Byelaws produced two low findings regarding clearer signage and that more than one member of staff should be able to report to the Procurator Fiscal. The internal audit plan and external audit plan were agreed.</p>	
13	<p><b>Delivery Group Update</b></p> <p>CB advised that the key items addressed by the Delivery Group were Your Park, the Gateway Centre, seasonal recruitment, the campsite at Loch Chon, the new campsite at Loch Achray, new permit areas and motorhome provision. CB provided points to note to members from the Delivery Group reports.</p> <p>CB highlighted to members that a visit is planned to Loch Chon and Loch Achray for Board members on Wednesday 23<sup>rd</sup> May and encouraged members to attend.</p>	
14	<p><b>Any Other Business</b></p> <p>DMcK advised that discussions are taking place with Professor Alan Dunlop regarding the Cowal Fixed Link project being combined with the proposal of a fixed link between Scotland and Northern Ireland.</p>	

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<b>Item</b>	<b>Action</b>	<b>Action by</b>
	EM and DMcC left the room.	
<b>15</b>	<b>Closed session minute of meeting held on 11<sup>th</sup> December 2017</b>  Agenda item 15 was held in closed session.	
<b>16</b>	<b>Date of Next Meeting:</b>  Thursday 14 <sup>th</sup> June 2017.	

Signed \_\_\_\_\_

**James Stuart, Convener**