

# National Park Authority Board Meeting

**Draft Minutes of Meeting held at  
9.30am on 14<sup>th</sup> September 2020  
Lifesize Webcast**



**Present:**

James Stuart (Convener)	William Nisbet (WN) (Depute Convener)
Heather Reid (HR)	Bob Darracott (BD)
Graham Lambie (GL)	Christopher Spray (CS)
David McCowan (DMcC)	Claire Chapman (CC)
Martin Earl (ME)	Diane Docherty (DD)
Sarah Drummond (SD)	Ronnie Erskine (RE)
Bobby Good (BG)	Billy Ronald (BR)
Murray Lyle (ML): <i>Agenda items 4 – 7 and 16</i>	

**Observing:** Mark Borthwick (MB)

**In Attendance:** National Park Authority Staff:  
Gordon Watson (GW), Chief Executive Officer – Agenda item 5 onwards  
Pete Wightman (PW), Director of Corporate Services  
Stuart Mearns (SM), Director of Rural Development & Planning  
Simon Jones (SJ), Director of Conservation and Visitor Operations  
Anna MacLean (AM), Head of Communications  
Sharon McIntyre (SMcI), Committee Clerk (Proper Officer)  
Eilidh McKerry (EMcK), Financial & Performance Manager – Agenda items 7 & 10  
Nik Turner (NT), Litter Prevention Manager – Agenda item 8  
Charlotte Wallace (CW), Volunteering, Engagement & Programme Manager – Agenda item 9

**Apologies:** Danny Gibson (DG); Ellen Morton (EM)

**Deputation:** Nick Kempe (NK) – Agenda item 16

Item	Action	Action by
1	<p><u>Session 1: 9.30am – 11am</u></p> <p><b>Welcome and Apologies</b></p> <p>The Convener opened the meeting by welcoming all attendees to the virtual Board meeting.</p> <p>The Convener advised that this meeting was able to take place in this format as a result of:</p> <ul style="list-style-type: none"><li>- Board Standing Order 25 which allows for meetings in exceptional circumstances (with agreement of the Convener) to be held as a virtual meeting;</li><li>- The Board in a decision by correspondence has agreed that the provisions of Standing Order 25 will apply for the duration</li></ul>	

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	<p>of the social distancing restrictions and that Board and Committee meetings will be held virtually during this time.</p> <ul style="list-style-type: none"><li>- The Coronavirus (Scotland) Act 2020 denotes that public are to be excluded from a meeting of a local authority whenever it is likely that, if members of the public were present, there would be a real and substantial risk to public health due to infection or contamination with coronavirus. As our offices are closed at this time as a result of the Coronavirus pandemic, we hope that by providing a live webcast of this meeting allows for the public to view proceedings as they would normally without a risk to health.</li></ul> <p>The Convener welcomed any members of the public and the Youth Committee viewing the virtual meeting.</p> <p>The Convener advised MB is observing this meeting as part of the Board Shadowing Initiative through Inclusion Scotland and the Scottish Government Public Appointments Team.</p> <p>The Convener then asked Board members and National Park staff participating in the virtual meeting to introduce themselves.</p> <p>The Convener advised that apologies have been received from Danny Gibson and Ellen Morton.</p> <p>JS advised he is the Convener and Chair of this meeting, WN and HR are the Vice-Conveners and SMcl is Proper Officer.</p> <p>The Convener informed Members that our GW, CEO was invited by the Cabinet Secretary, Fergus Ewing to join a roundtable discussion regarding Visitor Management this morning and will therefore be joining the meeting at approximately 10:45am. The Convener therefore proposed that <i>Agenda Item 5: Update paper: CEO Update inclusive of Visitor Management Update</i> will be taken on GW joining the meeting.</p> <p>The Convener noted that another update to the agenda which Members are aware of, is the receipt of a deputation request. This has been included on the agenda as <i>Agenda Item 16 – Deputation</i> although the Convener proposed, as has been outlined to Members and the prospective speaker that this agenda item will be taken after <i>Agenda Item 4 – Matters Arising</i>.</p> <p>The Convener advised Members that an element of flexibility to the running order of the meeting will be required as a result of these unanticipated changes.</p>	

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2	<b>Declarations of Interest</b>  There were no declarations of interest.	
3	<b>Minutes of Meeting held on 15<sup>th</sup> June 2020</b>  The minutes were proposed by DMcC and seconded by SD.  <b>DECISION:</b> BR advised that as he was not present at the last meeting he would withhold from approving the minute. All other members were in agreement to approve the minute.	
4	<b>Matters Arising</b>  PW introduced the matters arising, advising all items have been completed with the exception of the meeting to discuss business as usual items which are no longer tracked in the Annual Operational Plan. This meeting was originally scheduled for October but has now been arranged for 28 <sup>th</sup> September.  <b>DECISION:</b> DMcC unable to confirm due to technical issue. All other Members agreed to note this report.  <i>ML joined the video conference and confirmed he had no declarations of interest.</i>	
16	<b>Deputation – late paper</b>  The Convener introduced the deputation and advised that Members were required to vote on whether to hear the deputation.  <b>DECISION:</b> Following a vote, all Members agreed to hear the deputation.  Mr Kempe presented his deputation and discussion by Members followed.  The Convener summarised the discussion by advising that the CEO report inclusive of the visitor management update and the litter prevention strategy will continue to review the points raised in this meeting while a Board strategy session proposed for November will explore in more detail the issues experienced during this season.	
6	<b>Update paper: Annual Operational Plans</b>  PW introduced:  a) 2020/21 Annual Operational Plan Progress Report and Green Recovery Update	

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	<p><b>ACTION:</b> Following discussion by the Board, the following action was noted:</p> <p>Grant Scheme – summary document to be produced to outline what the grant scheme covers and the projects funded.</p> <p>i) <b>DECISION:</b> ML unable to confirm due to technical issue. All other Members agreed to note the contents of the report.</p> <p>PW introduced:</p> <p>b) 2019/20 Annual Operational Plan Final Report</p> <p><b>ACTIONS:</b> Following discussion by the Board, the following actions were noted:</p> <p>i) Motorhome project – this project was cancelled due to funding not being received. The language in the report is to be changed to reflect the reason for the cancellation of the project.</p> <p>ii) Postponed items (e.g. Ideas Lab, West Highland Way) - summary document to be produced to show the status of projects as not all postponed items are carried forward.</p> <p><b>DECISION:</b> Members agreed to note the contents of the report.</p> <p><i>Coffee break: 11am – 11.30am</i></p>	<p>Executive Team</p> <p>Executive Team</p> <p>Executive Team</p>
5.	<p><u>Session 2: 11.30am – 1.50pm</u></p> <p><b>Update paper: CEO Update inclusive of Visitor Management Update</b></p> <p>The paper was introduced by GW and discussion followed.</p> <p><i>ML no longer on video conference due to technical issue.</i></p> <p>The Convener thanked staff for their continued work during these unprecedented times.</p> <p><b>DECISION:</b> Members agreed to note the contents of the report.</p>	
7.	<p><b>Decision paper: 2020/21 Budget Review and Financial Update</b></p> <p>The paper was introduced by GW and PW with EMcK available for points for detail.</p> <p><i>ML joined video conference.</i></p>	

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	<p>Following a lengthy discussion by Members, RE proposed an amendment to the first point of the recommendation through the addition of the wording:</p> <p><b><i>'subject to confirmation of additional funding from Scottish Government to address the proposed budget deficit by 31<sup>st</sup> October 2020'</i></b></p> <p>It was also agreed that a further point should be added:</p> <p><b><i>'Expects the organisation to operate based on this budget until this time'</i></b>.</p> <p>The amendment was seconded by CS.</p> <p>The Convener asked the Board to indicate their preference for the proposed amendment to the officer's recommendation. Members advised of their preference with 8 members indicating a preference for the proposed amendment to the officer's recommendation and 7 members indicating a preference for the recommendation in the report. The officer's recommendation inclusive of the proposed amendment was therefore agreed.</p> <p><b>DECISION:</b> the Board:</p> <ul style="list-style-type: none"> <li>- Approves the proposed revised budget for 2020/2021 as set out in Appendix 1, which includes a projected deficit of £398,000 subject to confirmation of additional funding from Scottish Government to address the proposed budget deficit by 31<sup>st</sup> October 2020;</li> <li>- Expects the organisation to operate based on this budget until this time;</li> <li>- Notes and agrees that officers continue to engage with Scottish Government to assist with addressing this deficit;</li> <li>- Notes the Management Accounts to 30 June 2020 as set out in Appendix 2</li> </ul> <p><i>Lunch break: 1:50pm – 2:15pm</i></p>	
8.	<p><u>Session 3: 2:15pm – 4pm</u></p> <p><b>Decision paper: Litter Prevention Strategy</b></p> <p>AM and NK introduced the paper, discussion from Members followed.</p> <p><b>ACTIONS:</b> The following actions were noted:</p> <ul style="list-style-type: none"> <li>- The numbering of the headings from page 5 onwards require updated.</li> <li>- The Vision on page 2 should be updated to read '...all stakeholders are invested in preventing litter and waste....' To mirror the rest of the document instead of only waste as it currently reads.</li> </ul>	<p>NK NK</p>

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	<b>DECISION:</b> Members agreed to approve the Litter Prevention Strategy and note the ongoing focus on litter and flytipping as an integrated Visitor Management issue.	
9.	<p><b>Update paper: Mission Zero Target Setting</b></p> <p>HR introduced the paper followed by an update from CW. CW advised the route map will be brought to the December Board meeting. Discussion from Members followed.</p> <p><b>DECISION:</b> Members agreed to note progress on our Mission Zero Route Map.</p>	
11.	<p><b>Update paper: 2019/20 Audit &amp; Risk Committee Annual Report</b></p> <p>RE introduced the paper, discussion from Members followed.</p> <p>The Convener acknowledged the work of the Audit &amp; Risk Committee and thanked the team for their work.</p> <p><b>DECISION:</b> Members agreed to note the contents of the report.</p>	
10.	<p><b>Decision paper: 2019/20 Draft Annual Report and Accounts</b></p> <p>PW and EMcK introduced the paper, discussion from Members followed.</p> <p><b>ACTION:</b> The Convener requested that feedback was provided to the external auditors with regard to receiving late requirements.</p> <p><b>DECISION:</b> Members agreed to:</p> <ul style="list-style-type: none"> <li>- Approve the Annual Report;</li> <li>- Note the draft Annual Accounts for 2019/20 (subject to final External Audit clearance and consideration by Audit &amp; Risk Committee);</li> <li>- Note that we anticipate the Audit &amp; Risk Committee will on 8<sup>th</sup> September 2020 recommend to the Board;</li> <li>- Consider and reaffirm the anticipated Audit and Risk Committee recommendation that the Annual Accounts are signed by the Chief Executive following External Audit clearance and resolution of outstanding matters;</li> <li>- Note that the Board will be informed of any material changes to the Annual Accounts following final clearance by External Audit by correspondence for information.</li> </ul>	PW/EMcK/ RE

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12.	<p><b>Decision paper: Review of Temporary COVID-19 Governance Arrangements</b></p> <p>PW introduced the paper, discussion from Members followed.</p> <p><b>DECISION:</b> Members agreed to the following recommendations:</p> <ul style="list-style-type: none"> <li>a) That the following temporary governance arrangements <u>come to an end</u> with effect from 14 September 2020: <ul style="list-style-type: none"> <li>i. The temporary Terms of Reference and membership of the Chairs and Executive Meeting and List of Powers including the delegation (in terms of Paragraph 17 of Schedule 1 to the National Parks (Scotland) Act 2000 as applied by the Loch Lomond and The Trossachs National Park Designation, Transitional and Consequential Provisions (Scotland) Order 2002) to the Chairs and Executive Meeting of powers to take urgent decisions on behalf of the Board and approve temporary amendments to Standing Orders for the Board and Planning and Access Committee and the Local Review Body in response to the COVID-19/Coronavirus crisis.</li> </ul> </li> <li>b) That the following temporary governance arrangements <u>continue</u> and are reviewed no later than 7 December 2020: <ul style="list-style-type: none"> <li>i. The temporary appointments of Heather Reid as an additional Vice-Convener, Claire Chapman as Acting Vice-Chair of Planning and Access Committee, and Christopher Spray as an additional Vice-Chair of Audit and Risk Committee.</li> <li>ii. The provisions of Standing Order 25 continue to apply, and Board, Committee, and Local Review Body meetings will continue to held virtually, until government restrictions on physical distancing are lifted such that in person meetings can be held safely.</li> </ul> </li> </ul>	
13.	<p><b>Decision paper: Planning &amp; Access Committee Chair</b></p> <p>PW introduced the paper. The Convener thanked BD for his contribution to the Committee as Acting Chair recently.</p> <p>BD noted his thanks to EM for her work on the Committee in the role of Chair.</p>	

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	<b>DECISION:</b> Members agreed to: <ul style="list-style-type: none"><li>- Approve Bob Darracott as the Chair of the Planning &amp; Access Committee commencing on 15<sup>th</sup> September 2020 until the December 2022 Board meeting.</li><li>- Note that Bob Darracott's current Board term ends 6<sup>th</sup> July 2022 and that should he not be reappointed to the Board following that date, we would undertake a process to identify a new Chair at that time.</li></ul>	
14.	<b>Any Other Business</b>  DMcC enquired if there was an update on repairing the architecture at the Stonymollan roundabout which has been damaged. GW advised this asset belongs to Transport Scotland although the Park Authority will continue to discuss this with Transport Scotland.	
15.	<b>Date of Next Meeting – Monday 7<sup>th</sup> December 2020</b>  The date of the next Board meeting will be Monday 7 <sup>th</sup> December 2020. An informal Board strategy session will be scheduled for mid-November.	
	<b>Closing Comments</b>  The Convener thanked everyone for their work during this extremely challenging time.	

Signed \_\_\_\_\_

**James Stuart, Convener**