

# National Park Authority Board Meeting



**Draft Minutes of Meeting held at  
10.00am on 15<sup>th</sup> June 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)  
Ellen Morton (EM) - part Martin Earl (ME)  
Diane Docherty (DD) Murray Lyle (ML) - part  
Sarah Drummond (SD) Ronnie Erskine (RE)  
Bobby Good (BG)

Observing: Mark Borthwick (MB)

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

Apologies: Danny Gibson (DG)  
Billy Ronald (BR)

Item	Action	Action by
1	<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 of the social distancing restrictions and that Board and Committee meetings will be held virtually during this time.</li><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</li></ul>	

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	<p>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.</p> <p>The Convener welcomed any members of the public 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 formally introduced and welcomed Councillor Good to the National Park Authority Board and to this meeting. Councillor Good has been appointed by Scottish Ministers following nomination by Argyll &amp; Bute Council.</p> <p>The Convener then asked Board members and National Park staff participating in the virtual meeting to introduce themselves.</p> <p>JS advised he is the Convener and Chair of this meeting, WN and HR are the Vice-Conveners, GW is CEO and SMcl is Proper Officer.</p> <p>The Convener advised that apologies had been received from DG, BR and the Youth Committee.</p>	
2	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>	
3	<p><b>Minutes of Meeting held on 16<sup>th</sup> March 2020</b></p> <p>The minutes were proposed by WN and seconded by CS, with the following amendment:</p> <p><b>ACTION:</b> To complete the record of the March Board meeting, the titles of each March Board agenda item that was taken by correspondence and those deferred to later meetings should be added to the minutes.</p> <p><b>DECISION:</b> All members were in agreement to approve the minute.</p>	SMcl
4	<p><b>Matters Arising</b></p> <p>GW introduced the matters arising.</p>	

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	<p><b>DECISION:</b> Board Members agreed to note this report.</p>	
5.	<p><b>Decision paper: COVID -19 Pandemic – Decisions by correspondence</b></p> <p>PW introduced the paper advising that the paper outlines the items requiring ratification by the Board following decisions taken by correspondence, in accordance with section 50 of the National Park Authority Standing Orders, as a result of the COVID-19/Coronavirus crisis.</p> <p>Board members present at the Monday 16<sup>th</sup> March 2020 Board meeting were asked to confirm and minute recommendation 2.1.1:</p> <p><i>To note the following papers which were issued for the Monday 16<sup>th</sup> March 2020 Board meeting:</i></p> <ul style="list-style-type: none"> <li>- Agenda Item 10 – <a href="#">Financial Report</a> inclusive of Appendix 1: <a href="#">Management Accounts: 9 months to 31 December 2019</a></li> <li>- Agenda Item 11 – <a href="#">Annual Operational Plan Progress Report</a> and Appendix 1: <a href="#">Annual Operational Plan Progress Report February 2020</a></li> <li>- Agenda Item 12 – <a href="#">Corporate Focus (Health and Safety)</a></li> <li>- Agenda Item 13 – <a href="#">Climate Change Action Plan – Annual Report 2019/20</a> and Appendix 1: <a href="#">National Park Authority Climate Change Action Plan 2019-20</a></li> <li>- Agenda Item 14 – <a href="#">Outdoor Recreation Plan Update Paper</a></li> </ul> <p><b>DECISION:</b> Recommendation 2.1.1 was confirmed and minuted by WN, GL, DMcC, BD, ME, CC, HR, CS and JS.</p> <p>Board Members were asked to confirm and minute recommendations 2.1.2 to 2.1.5 to:</p> <p>2.1.2 <i>Note and endorse the actions taken by officers in response to the unfolding COVID-19/Coronavirus crisis as set out in Appendix 1 (confidential).</i></p> <p>2.1.3 <i>Appoint from the 8<sup>th</sup> April 2020 to approve and for a temporary period the nominated Members set out in Paragraph 3.8 of the attached covering paper (to be reviewed by 14<sup>th</sup> September 2020)</i></p> <ul style="list-style-type: none"> <li>i. <i>Heather Reid as an additional Vice-Convener,</i></li> <li>ii. <i>Claire Chapman as Vice-Chair of Planning and Access Committee,</i></li> <li>iii. <i>Christopher Spray as an additional Vice-Chair of Audit and Risk Committee.</i></li> </ul> <p>2.1.4 <i>Approve from the 8<sup>th</sup> April 2020 the amended temporary Terms of Reference and Membership of the Chairs and Executive Meeting and</i></p>	

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	<p><i>List of Powers as set out in Appendix 2 (inclusive of the attached tracked changes), 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.</i></p> <p>2.1.5 Agree that the provisions of Standing Order 25 will apply for the duration of the social distancing restrictions and that Board, Committee meetings and the Local Review Body will be held virtually during this time.</p> <p><b>DECISION:</b> Recommendations 2.1.2 to 2.1.5 were confirmed and minuted by the Board.</p>	
6.	<p><b>Update paper:</b> CEO Update</p> <p>GW introduced the paper. Discussion from Board members followed.</p> <p><b>DECISION:</b> Board members agreed to note the contents of the report.</p> <p><i>Lunch break: 12.30pm – 1.30pm</i></p> <p><i>SJ left the meeting</i></p>	
7.	<p><u>Session 2: 1.30pm – 3.30pm</u></p> <p><b>Decision paper: National Park Covid-19 Recovery Plan and 2020/21 Annual Operating Plan Re-Prioritisation</b></p> <p>The paper was introduced by GW and PW. Discussion from Board members followed.</p> <p><b>ACTIONS:</b> Members requested the following updates to the reprioritised Annual Operating Plan:</p> <ol style="list-style-type: none"> <li>1) Specific activities to reflect current work on litter and camping to be included under sections 3.3 and 3.4.</li> <li>2) The Executive to consider how to report and track mitigation activities associated with the COVID-19 risks.</li> <li>3) The June 2020 Audit &amp; Risk Committee meeting to review the COVID-19 risks alongside the 2019/20 Corporate Risk Register.</li> </ol>	Executive Team

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	<p>4) Staff to consider whether toilets near to the boundary of the National Park should be added to the Toilets page on the National Park Authority website.</p> <p><i>ML left the meeting.</i></p> <p><b>DECISION:</b> Board Members agreed to: Approve the attached Recovery Plan and re-prioritised Annual Operating Plan 2020/21 (Appendix 1) and note the assessment of Corporate risk in light of COVID-19, in addition to completion of the above actions.</p>	
8.	<p><b>Update paper: Financial update – 2019/20 year end</b></p> <p>PW introduced the following papers</p> <ul style="list-style-type: none"> <li>a) Management Accounts March 2020</li> <li>b) Annual Accounts Timeline</li> </ul> <p>Discussion from Board members followed and the following recommendations were provided:</p> <p>2.1. It is recommended that members review and note the information contained within this report, Appendix 1 (Management Accounts) and Appendix 2 (Annual Accounts Timetable).</p> <p>2.2. The Board is asked to note that the provisional year-end financial position is an underspend of £75k (before non-cash and capital adjustments). This position is unaudited. The underspend arose as a result of the COVID-19 pandemic.</p> <p>2.3. We will be finalising the financial position.</p> <p><b>DECISION:</b> Board Members agreed to recommendations 2.1 to 2.3.</p>	
9.	<p><b>Update paper: 2020/21 Budget Update</b></p> <p>PW introduced the paper:</p> <ul style="list-style-type: none"> <li>a) Revised Budget 2020/21 Forecasts</li> </ul> <p><i>EM left the meeting.</i></p> <p>Discussion from Board members followed and the following summary and recommendations were provided:</p> <p>2.1 We expect that the pandemic will lead to a large reduction in our income, particularly from rent, charges, and fees. In total, depending on the length of the crisis, we anticipate that our income could fall by over £400,000.</p>	

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	<p>2.2 We recommend that the Board notes our proposed approach to this budget challenge, which is set out in Section 6 of this paper.</p> <p>2.3 We will keep the Chairs and Executive Group up to date with any progress, and will report again to the September Board meeting.</p> <p><b>DECISION:</b> Board Members agreed to note recommendations 2.1 to 2.3.</p>	
<b>10.</b>	<p><b>Any Other Business</b></p> <p>The Convener informed Members that as of 30<sup>th</sup> June 2020, EM intends to step down as Chair of the Planning &amp; Access Committee but will remain as a member of the Committee.</p> <p>The Convener and Board members thanked EM for the contribution she has made during her time as Chair of the Planning &amp; Access Committee.</p> <p>SMCl will be writing out in due course to seek nominations for this role.</p>	
<b>11.</b>	<p><b>Date of Next Meeting</b></p> <p>To be confirmed.</p>	
	<p><b>Closing Comments</b></p> <p>The Convener closed the meeting by thanking everyone for their continued work during these challenging times.</p>	

Signed \_\_\_\_\_

**James Stuart, Convener**