



# Draft minutes of meeting held at 10am on 13th September 2021 – Live webcast

## Agenda Item 3

### National Park Authority Board Meeting 13th September 2021

Paper for information

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<b>Present</b> .....	<b>1</b>
<b>Apologies</b> .....	<b>1</b>
<b>In Attendance - National Park Authority Staff</b> .....	<b>2</b>
<b>Items and Actions</b> .....	<b>2</b>
<b>Session 1: Introduction and Decision Papers (10am – 11.30am)</b> .....	<b>2</b>
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<b>Present</b>
James Stuart (Convener)
Heather Reid (HR)
Bob Darracott (BD)
Martin Earl (ME)
Danny Gibson (DG)
Ronnie Erskine (RE)
William Nisbet (WN) (Depute Convener)
Diane Docherty (DD) – Agenda Items 1-8
Murray Lyle (ML)
Sarah Drummond (SD)
Billy Ronald (BR)
David McCowan (DMcC)
Chris Spray (CS)
Claire Chapman (CC)
Alistair Berrill (AB)

<b>Apologies</b>
Iain Shonny Paterson
Bobby Good

<b>In Attendance - National Park Authority Staff</b>
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Gordon Watson (GW), Chief Executive Officer
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Pete Wightman (PW), Director of Corporate Services
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Stuart Mearns (SM), Director of Place
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Simon Jones (SJ), Director of Environment and Visitor Services
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Douglas Smith (DS), Board & Committee Manager & Proper Officer
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Lesa Hartland (LH), PA & Moderator
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Jane Cook (JC), Executive & Business Support Manager & Moderator
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Margaret Gallacher (MG), Minute Clerk
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Eilidh McKerry (EMcK), Financial & Performance Manager – Agenda items 5, 6 & 11
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<b>Items and Actions</b>
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<b>Session 1: Introduction and Decision Papers (10am – 11.30am)</b>
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<u>Item 1: Welcome and Apologies</u>
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The Convener opened the meeting by welcoming all attendees to the virtual Board meeting.

The Convener advised that this meeting was able to take place in this format as a result of:

- Board Standing Order 25 which permits participation by Members at board meetings to be either in person or by video or audio link;
- The Board agreed at the 14<sup>th</sup> September 2020 Board meeting that the Board, Committee, and Local Review Body meetings will continue to be held virtually, until government restrictions on physical distancing are lifted such that in person meetings can be held safely;
- The Coronavirus (Scotland) Act 2020 provides that members of the 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. We hope that by providing a live webcast of this meeting we are allowing members of the public to view proceedings as they would normally without a risk to health.

The Convener welcomed any members of the public and the Youth Committee viewing the virtual meeting.

The Convener then asked Board members and National Park staff participating in the virtual meeting to introduce themselves.

Apologies have been received from Iain Shonny Paterson and Bobby Good. DD advised she will leave the meeting after Session 1.

## **Items and Actions**

JS advised he is the Convener and Chair of this meeting, WN is the Vice-Convener, GW is CEO and DS is Proper Officer.

### Item 2: Declarations of Interest

No declarations of interest were noted.

### Item 3: Minutes of Meeting held on 14th June 2021

HR is listed as Vice Convener of the meeting and this no longer applies.

**Action:** Minutes to be amended to reflect this.

The minutes were proposed by CS and seconded by CC.

**DECISION:** Members agreed to approve the minutes with the exception of ML, SD and AB who were not in attendance at the meeting.

### Item 4: Matters Arising

PW introduced the matters arising. There are two items still open and these will be progressed during the next quarter. Members were invited to note the report.

**DECISION:** Members agreed to note the report.

### Item 5: 2020/21 Draft Annual Report and Accounts

The paper was introduced by PW and EMcK. Discussion and questions from Members followed.

CS felt that some items i.e. the Edinburgh Declaration, Future Nature and the Biodiversity Report are not given enough importance in the Annual Report and should be nearer the beginning of the report.

**Action:** PW to review the commentary in the report to ensure the correct balance of items reported.

JS recorded his thanks to EMcK and the Finance team in pulling the reports together during this challenging period.

**DECISION:** Members agreed to:

## Items and Actions

- 1) Approve the Annual Report with the adjustment to balance;
- 2) Note the draft Annual Accounts for 2020/21 (subject to final External Audit clearance and consideration by Audit & Risk Committee);
- 3) Consider and reaffirm the anticipated Audit & Risk Committee recommendation (at the meeting on 7<sup>th</sup> September 2021) that the Annual Accounts are signed by the Chief Executive following External Audit clearance and resolution of outstanding matters;
- 4) 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.

### Item 6: Audit & Risk Annual Report

The paper was introduced by RE and EMcK. Discussion and questions from Members followed.

**DECISION:** Members agreed to note the contents of the report.

### Item 7: Virtual Meetings

The paper was introduced by PW and DS. Discussion and questions from Members followed.

**DECISION:** Members agreed to note the approach proposed in relation to virtual attendance at meetings for Board Members and members of the public from 1<sup>st</sup> October 2021.

### Item 8: Board Calendar Update – Revised 2022 Schedule and Draft 2023 Schedule

The paper was introduced by DS. There followed discussion and questions by Members.

ME asked if the September strategy days in 2022 and 2023 will include a Board meeting. JS advised that these days will be part Board and part strategy.

**Action:** Calendars to be updated to make this clearer.

**DECISION:** Members agreed to approve the provisional schedule of meeting dates for the National Park Authority Board, Committees and Groups for 2022 and 2023 attached as Appendix 1 and 2.

*DD left the meeting.*

*Comfort break – 11.30 – 11.45 am*

### **Session 2: Update Papers & Verbal Updates (11:45am – 1:00pm)**

## **Items and Actions**

### Item 9: CEO Report

The paper was introduced by JS and GW. There followed discussion and questions by Members.

**DECISION:** Members agreed to note the contents of the report.

### Item 10: 2021/22 Annual Operating Plan Progress Report

The paper was introduced by PW. There followed discussion and questions by Members.

ME noted there is no reference to the work that is being done on motorhome facilities and would like to see this included in the report.

**Action:** Information on motorhome facilities to be added to the December Annual Operational Plan progress report.

**DECISION:** Members agreed to note the contents of the report.

### Item 11: Financial Report

The paper was introduced by EMcK. There followed discussion and questions by Members.

**DECISION:** Members agreed to note this report and the Management Accounts for the quarter ended 30 June 2021 (Appendix 1).

### Item 12: Board Strategy Day 20th September 2021 – Verbal Update

GW outlined the plans for the Board Strategy Day on Monday 20th September 2021, to be held at HQ in Balloch.

HR asked about the logistics for the day – how much time will be inside, how much outside, how many people will be in the building, will we need to take a test etc.

GW advised for the interior part of the day we will use the library area which is double height and has large windows which will facilitate social distancing and ventilation. PW said the information being sent out will cover all of this. We will encourage the use of lateral flow tests and we have restricted access to staff that day to manage the numbers.

### Item 13: Any Other Business

- 1) HR mentioned the recent interview with Aiden Cronin of the Youth Committee with the Europarc Federation. This was on Twitter and is also on the

## Items and Actions

Europarc Federation website (see link below). It is very supportive of our Future Nature work especially from a youth perspective.

<https://www.europarc.org/news/2021/09/meet-the-youth-committee-of-the-loch-lomond-the-trossachs-national-park/>

- 2) RE talked about the five areas of self-assessment for the Board. JS advised that these will be included in the discussions at the Board Strategy Day and the subsequent paper to the board on Governance at the December Board.

### Item 14: Date of Next Meeting

The date of the next Board meeting will be Monday 13<sup>th</sup> December 2021.

### Confidential

#### Item 15: Minutes of Confidential Session held on 14th June 2021

There was no further discussion required and the minutes were approved.

The minutes were approved by CC and seconded by BD.

**DECISION:** Members agreed to approve the minutes. ML, SD and DMcC withheld from approving as they were not present at the meeting.

#### Item 16: Minutes of Confidential Session held on 28th June 2021

There was no further discussion required and the minutes were approved.

The minutes were approved by SD and seconded by CS.

**DECISION:** Members agreed to approve the minutes. HR, DD, BR, RE and DMcC withheld from approving as they were not present at the meeting.

Signed

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**James Stuart, Convener**