



# Draft minutes of meeting held at 10am on 13 June 2022

## Agenda Item 3

### National Park Authority Board Meeting 26 September 2022

#### Paper for information

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<b>Present</b>
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James Stuart (JS) (Convener)
Heather Reid (HR)
Bob Darracott (BD)
Danny Gibson (DG)
Ronnie Erskine (RE)
William Nisbet (WN) (Depute Convener)
Billy Ronald (BR)
David McCowan (DMcC)
Claire Chapman (CC)
Christopher Spray (CS)
Martin Earl (ME)
Sarah Drummond (SD)
Iain Shonny Paterson (ISP)
Zain Sehgal (ZS)

<b>Apologies</b>
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Diane Docherty
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Murray Lyle
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Alistair Berrill
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<b>In Attendance - National Park Authority Staff</b>
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Gordon Watson (GW), Chief Executive Officer
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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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Anna MacLean (AMac), Director of Engagement & Innovation
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Pete Wightman (PW), Director of Corporate Performance
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Douglas Smith (DS), Board & Committee Manager & Proper Officer
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Margaret Gallacher (MG), Minute Clerk
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Deborah Sandals (DSa), Place Projects Manager – Agenda item 5
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Kenny Auld (KA), Head of Visitor Services – Agenda item 9
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Nik Turner (NT), Behaviour Change Manager – Agenda item 9
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Samantha Stubbs (SS), Corporate Performance Manager – Agenda items 10 & 11
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Eilidh McKerry (EMcK), Financial & Performance Manager – Agenda item 12
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<b>Items and Actions</b>
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<b>Session 1: 10:00am – 11:30am</b>
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<b>Item 1: Welcome and Apologies</b>
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The Convener opened the meeting by welcoming all attendees to this meeting of the National Park Authority Board.

As with our previous meetings since the start of the pandemic, this meeting was available for members of the public to view via a livestream on our website. As we are still awaiting the technology to be installed in this room to allow us to stream the meeting in high quality audio and visual, there was an external company with us who enabled us to broadcast the meeting.

The Convener welcomed the members of the public in attendance in the room and those watching online and reminded members of the public that while they were able to observe the meeting, they were not able to participate directly in the proceedings.

JS highlighted that the Board were joined today for the first time by Zain Sehgal, who has joined the Board on a year-long pilot project looking at diversifying our decision making. Zain will participate in meetings but does not have voting rights.

## Items and Actions

JS also highlighted that this was the final meeting for a number of our directly-elected Members who are not standing for re-election in the ongoing Board election. He thanked them for their contributions over the years.

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

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

The Convener advised Board members that it is proposed agenda items 16-19 will be held in closed session. DS advised of the resolution Members required to vote on to allow agenda items 16-19 to be held in a closed, confidential session.

**DECISION:** All Members agreed to hold agenda items 16-19 in a closed, confidential session.

### Item 2: Declarations of Interest

DMcC indicated a previously stated conflict of interest relating to the vacant asset at Luss Visitor Centre and was excused for the consideration of Item 19 during the afternoon's confidential session.

HR declared her involvement with the Countryside Trust and advised the CEO report includes National Park decision making and discussions relating to that body. This does not exclude HR from voting.

### Item 3: Minutes of Meeting held on 14 March 2022

The minutes were proposed by CC and seconded by HR.

**DECISION:** Members agreed to **approve** the minutes.

### Item 4: Matters Arising

PW introduced the matters arising.

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

### Item 5: National Park Place Programme

The paper was introduced by SM and DSa.

A detailed discussion and questions from Members followed.

## Items and Actions

**DECISION:** Members agreed to

1. **Approve** the content of the position statement, Appendix 1 National Park Place Programme, A Place-based Approach to Visitor Infrastructure Investment, setting out a longer-term strategic approach to raising standards of infrastructure in the National Park, and therefore the way in which investment of the National Park Authority budget will be directed, and that of funders and partners influenced.

2. **Note** the contents of background reports; Appendix 2 –Joint Response Visitor Management Plan 2022 – Extract; Appendix 3 – West Loch Lomond Strategic Tourism Infrastructure Study (Consultants Technical Report to inform the work of the Programme); and Appendix 4 – East Loch Lomond Strategic Tourism Infrastructure Study (Consultants Technical Report to inform the work of the Programme).

### **Item 6: Loch Lomond & The Trossachs National Park Code of Conduct (updated)**

The paper was introduced by PW and DS.

Discussion from Members followed.

**DECISION:** Members agreed to **approve** the revised Code of Conduct for subsequent approval by Scottish Government and adoption by the National Park Authority.

### **Item 7: Board Appointments 2022 Update and Board Role Profiles**

The paper was introduced by PW and DS.

Discussion and questions from Members followed.

**ACTION:** DS to adjust the language to clarify whether Board commitment is over and above Committee time.

**DECISION:** Members agreed to

1. **Note** the progress and status of the appointment procedures for Board Members taking place in 2022.

2. **Approve** the adoption of the Role Profiles for Board Member, Convener, Depute Convener, Chair of Planning and Access Committee (and Local Review Body), Chair of Audit and Risk Committee, Chair of Futures Group,

## Items and Actions

Depute Chair of Planning and Access Committee, Depute Chair of Audit and Risk Committee and Depute Chair of Futures Group.

*Comfort break – 11:30am – 11:45 am*

### Session 2: 11:45 am – 1:00pm

#### Item 8: CEO Report

The paper was introduced by GW.

Detailed discussion and questions from Members followed.

**ACTION:** Finalisation of the dates for the Board to meet.

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

#### Item 9: Litter Prevention and Review and Legacy

The paper was introduced by AMac, NT and KA.

Discussion and questions from Members followed.

**DECISION:** Members agreed to **note**

1. The achievements and learnings from the three years of the Litter Prevention Manager role.
2. The challenges that remain.
3. How the National Park Authority will embed litter prevention within our wider visitor management, estates management and place-based approach in future.

#### Item 10: 2021/22 Annual Operating Plan End of Year Report

The paper was introduced by PW and SS.

There followed discussion and questions from Members.

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

#### Item 11: 2022/23 Annual Operating Plan Progress Report

The paper was introduced by PW and SS.

Questions and discussion from Members followed.

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

**Items and Actions****Item 12: Finance Update**

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

**DECISION:** Members agreed to note this report, the updated budget for 2022/23 (Appendix 1) and the Management Accounts as at 31 March 2022 (Appendix 2).

*Lunch – 1:00pm – 1:45pm*

**Session 3: 1:45pm – 2:15pm****Item 13: Committee and Group Highlights – Verbal Updates**

Verbal updates were provided by the Chairs of the various Committees about the significant activity they have undertaken since the last Board meeting.

**Item 14: Any Other Business**

No other business items.

**Item 15: Date of Next Meeting**

The date of the next Board meeting will be a Special Meeting on Monday 18<sup>th</sup> July 2022, to be held virtually and streamed live for members of the public.

**Closing of Meeting**

Before closing the meeting, JS reminded Members and the public that the next session will be a confidential session.

Signed

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**James Stuart, Convener**