



Mr N Kempe  
nickkempe1@gmail.com  
FOI Ref: 2015/021

27<sup>th</sup> May 2015

Dear Mr Kempe,

### **REQUEST UNDER FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

Thank you for your eighth request for information under the Freedom of Information (Scotland) Act 2002, received by email on 27<sup>th</sup> April 2015. Your specific requests and the relevant information held by the National Park Authority are provided below.

**“Please could you clarify the status of the Project Board, who was on it (both staff and board members), when it first met and copies of all meeting minutes.**

In terms of the status of the Project Board, it is accountable to our Executive Team for the ultimate success of the Your Park project. The Project Board also have responsibility for the overall direction of the project. Meetings are held at key milestones within the project.

The membership of the Your Park Project Board has comprised of the following staff:

<b>Member</b>	<b>Role</b>
Mr Gordon Watson	Project Sponsor – Chair (Current CEO and previously Director of Operations)
Ms Fiona Logan	Project Board member – (Previous CEO until leaving the organisation in Jan 2015)
Ms Bridget Jones	Project Board member (Head of Visitor Management)
Ms Jaki Carnegie	Project Board member (Director of Corporate Services)

An update on project progress is given to every meeting of the Delivery Group alongside other major Park projects. The Delivery group takes oversight of delivery of the business against key performance indicators in the areas of delivery of Park Authority objectives, financial performance and staff resource management. This group also oversees at a strategic level programme and budget development and monitors on a quarterly basis delivery against the context of the Park Authority's Corporate Plan and Business Plan, helping to ensure outputs demonstrate best value for resources employed.

The Project Board first met on the 3<sup>rd</sup> April 2014.

Minutes are not taken at Project Board meetings. Instead, action lists are generated during each meeting. It was agreed by the Project Board that this was a more effective method of capturing the range of actions from the meetings, and allowed the tracking of actions to be incorporated into

### **LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY**

National Park Headquarters, Carrochan, Carrochan Road, Balloch, G83 8EG Long: 4°34'24"W Lat: 56°00'12"N  
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the wider project management process.

**Please could you therefore clarify whether there have been any other non-public meetings of the Board or members of it that have considered the proposals and if so, please provide details of who was involved and any meeting notes. What I am asking you for is details of any other meetings, besides those of the main Board and Project Board, where Board members discussed the Your Park proposals.**

Park Authority Board members regularly attend non-public meetings, where updates on a range of issues are given relating to the on-going business of the Park Authority. A list of the dates of such meetings and the Board members who attended is attached in Appendix A.

The meetings where Board members attended, which included updates in relation to the Your Park proposals are:

- Board briefing sessions – papers are not produced and meeting notes are not recorded of briefing sessions.
- Strategy Group meetings – these are high level internal discussions on all aspects of Park Authority business, involving key strategic plans. There may be action points for Park Authority staff arising from these meetings.
- Your Park meetings – meeting notes are not recorded of briefing sessions.

Strategy Group meetings, as explained above, are high level discussions on all aspects of Park Authority business. These meetings are an opportunity for senior management and Board members to discuss the business of the Park Authority.

As such, it is considered that the release of any recorded information in relation to these meetings would inhibit these discussions, and mean that Board Members and senior staff would be constrained in their ability to perform their duties in considering strategic and sensitive matters. This information is therefore considered exempt from disclosure under S30(b)(i)(ii) of the Freedom of Information (Scotland) Act 2002.

It is recognised that there is a strong public interest in the Your Park consultation, with media interest and information requests received by the Park Authority on this subject. The Your Park consultation involves consideration of legal and environmental issues which have implications for both residents and visitors to the National Park. The Park Authority has to take the views of all interested parties into account, and is using the responses received to its recent consultation on the subject to inform the Your Park proposals.

It is considered that the release of internal discussions between Board members and Park Authority staff about the Your Park project would inhibit effective communication regarding this and other projects in future and put at risk the important relationship between the Park Authority Board and staff.

Yours sincerely

Information Officer

info@lochlomond-trossachs.org

### Review Procedure

If you are dissatisfied with this decision, or the way in which the Authority has dealt with your request, you are entitled to require the Authority to review its decision. Please note that in order

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for a review to take place you are required to:

- Send your request for review in writing, setting out in full the reasons why you are requesting a review.
- Submit your review request within 40 working days of either the date on which you received a response from the Authority or the date by which you should have received a response under the terms of the Freedom of Information (Scotland) Act 2002, whichever is the later.
- address your review request to the Director of Corporate Services:

Jaki Carnegie  
Loch Lomond & The Trossachs National Park Authority  
National Park Headquarters  
Carrochan  
Carrochan Road  
Balloch  
G83 8EG  
E-mail: [info@lochlomond-trossachs.org](mailto:info@lochlomond-trossachs.org)

The review will be handled by staff who were not involved in the original decision. You will receive notice of the result of your review within 20 working days.

If you are not satisfied with the response to your request for review, you can contact the Scottish Information Commissioner, the independent body which oversees the Freedom of Information (Scotland) Act 2002, at:

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS  
Tel: 01334 464610  
Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)  
E-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

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