

## **CAIRNGORMS NATIONAL PARK AUTHORITY BOARD FEES POLICY FOR PAYMENT OF BOARD FEES BASED ON ATTENDANCE**

### **Introduction**

1. The Cairngorms National Park Authority (CNPA) Board agreed at its budget meeting on 10 March 2017 to adopt a system of payment of Board fees on the basis of attendance at meetings rather than the current policy of a standard monthly fee payment. This policy, approved by the Staffing and Recruitment Committee on 24 March, sets out the procedure for attendance based payments being made.

### **Attendance Assessment and Fee Payment Process**

2. Board fees from 1 April 2017 will continue to be paid on a monthly basis.
3. With effect from June 2017 and every quarter thereafter (i.e. Board fee payments made in September, December, March and June) an assessment will be made of attendance at “required” meetings. A list of required meetings is set out at Appendix One to this policy.
4. The Clerk to the Board will prepare a quarterly attendance schedule and record all attendances, authorised absences and absences on that schedule for submission to the Payroll Officer.
5. Where all expected meetings have been attended by a Board member, the third monthly payment for that quarter will be made in full.
6. In the event of unauthorised absence(s) from any meetings over the three month period, a proportionate reduction in fees payable to account for any and all absences in the quarter will be made to the fees otherwise payable in the third month of each quarter.
7. Should the number of absences exceed the value of fees payable in the third month of each quarter, the balance of deductions due will be made from the first and if necessary second months of the following quarter.
8. For avoidance of doubt, only meetings that take place will result in any potential liability for deduction of fees for non-attendance. Where meetings do not take place as a consequence of lack of business need, bad weather etc., there will be no deduction of fees from the standard quarterly total of 9 days.

### **Authorised Absences**

9. The following are agreed as authorised absences for which no deductions from fees will be implemented:
  - a) Required attendance at other meetings or events on CNPA business;
  - b) Inability to attend due to severe weather conditions impacting on safe travel;

- c) An agreed absence from a meeting authorised in advance by the Convenor of the CNPA Board, or Depute Convenor where the Convenor is not contactable<sup>1</sup>; and
- d) In exceptional circumstances, and where issues preventing attendance could not be foreseen, a Board member may seek retrospective agreement from the Convenor that they were unable to attend and therefore the absence is authorised.

### **Equalisation of Responsibility and Third Party Organisations**

- 10. The Convenor will seek to ensure that all members carry a broadly equivalent degree of responsibility for attending meetings. Board, board discussion and Planning Committee meetings are standard for all members. Most members also have a role on one of the three statutory corporate Committees of Finance and Delivery, Audit and Risk, and Staffing and Recruitment. However, the skills and experience of some members can sometimes be better deployed to representing the Authority on the Boards of other organisations. As such, the attendance on these third party organisations Boards may take the place of CNPA corporate committee attendance.
- 11. Where a member is specifically required to attend the meetings of a third party organisation as part of their required CNPA attendance under this policy, a member will be explicitly informed by the Convenor or Chief Executive that their attendance at these meetings is a required attendance for purposes of fee eligibility.
- 12. In such circumstances, it is the member's sole responsibility to arrange for appropriate evidence of attendance to be forwarded timeously to the Clerk to the Board. Such evidence could be a meeting minute recording attendance, travel documents etc.

### **Board Office Bearers: Convenor, Depute and Planning Committee Convenor**

- 13. For those Board members who occupy specific offices carrying additional allocation of days and therefore fees, the attendance assessment will be made on the "basic" fees of 3 days per month only. The delivery of additional duties associated with these offices is not impacted by this policy.

### **Dispute Resolution**

- 14. Any query on the level of fees paid can be made to the Authority's payroll officer.
- 15. Should any dispute arise as a consequence of the operation of this policy, the Board Convenor and the Director of Corporate Services, as Standards Officer, should both be notified, with the Director of Corporate Services responsible for investigating the dispute and liaising as required with the Convenor.

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<sup>1</sup> (This is a broad description. It is intended to provide for instances where the CNPA's objective to be an equal opportunities organisation may be breached by not supporting Board members. For example, this could cover inability to attend as a result of care for dependents, urgent medical appointments, attendance at religious events and so on.)

## **Implementation and Review**

16. This policy becomes operational with effect from issue, 3 April 2017.
17. This policy implementation will be reviewed for effectiveness throughout 2017/18 as the first year of operation.
18. In particular, the Staffing and Recruitment Committee will review operations after 6 months, while the Finance and Delivery Committee will consider the financial implication of operation throughout the year within its quarterly review of financial performance.

## **CAIRNGORMS NATIONAL PARK AUTHORITY BOARD FEES POLICY FOR PAYMENT OF BOARD FEES BASED ON ATTENDANCE**

### **List of Required Meetings**

1. The following are agreed by the Board as required meetings for attendance to support payment of Board fees.
2. The tariff associated with each meeting represents the proportion of a full day fee which will be deducted for non-attendance without authorisation.

<b>Meeting</b>	<b>Tariff</b>
Formal Board meeting: full day / half day	1.0 / 0.5
Board business meeting/informal board meeting: full day / half day	1.0 / 0.5
Planning Committee	0.75
Audit and Risk Committee	0.5
Finance and Delivery Committee	0.5
Staffing and Recruitment Committee	0.5
Appointment to Board or Chair of external organisation	0.5

3. A maximum tariff of 1.5 will be applied to any single day where multiple meetings are arranged into the same date for efficiency of travel and diary management.
4. Board evening meetings are explicitly excluded from this policy. It is noted that these sessions may have specific difficulty for members with dependent care responsibilities. Similarly, evening meetings or meetings that would require exceptional arrangements such as overnight stays will be exempted from these arrangements given their potential impacts on carer responsibilities.
5. Any questions on payments arising from this policy should be put to the Authority's Payroll Officer, Mark Tucker (01479 870501) [MarkTucker@cairngorms.co.uk](mailto:MarkTucker@cairngorms.co.uk)

Version 1.1 July 2017 review (reducing tariff values to a 1.5 daily maximum)