



Draft Minutes of the Governance Committee Meeting

Held at Cairngorms National Park Authority office, Grantown on Spey
hybrid

9 February 2024 at 3.15pm

Present

Sandy Bremner (Convener)

Eleanor Mackintosh (Deputy Convener)

Russell Jones

Fiona McLean

Chris Beattie

In Attendance

Grant Moir, CEO

David Cameron, Director of Corporate Services and Deputy CEO

James Ade, Clerk to the Board

Apologies

Kenny Deans

Welcome and introduction

1. Sandy Bremner, Board Convener, welcomed everyone to the meeting of the Governance Committee.

Declarations of interest

2. None



Minutes and Note of Previous Meetings & Matters Arising

3. The minutes of the 3 November 2023 meeting, held via video conferencing, were approved with no amendments.
4. Action points from previous meetings:
 - a) **At Para 19a** In Hand – Planning Committee Induction training to be up to existing Board Members as a refresher.
 - b) **At Para 19b** In Hand – Second Board Effectiveness session with the Board and Senior Staff facilitated by David Robertson of WildThinking to be scheduled for May 2024.

20 January meeting

 - c) **At Para 9i** Review our Governance Responsibility Framework. Director of Corporate Services to bring a paper to a future meeting to reconsider. In Progress – this is now combined with the internal audit work on assurance mapping and will be brought back to Committee at a later date.
 - d) **At Para 15i** Clerks to Board (January / February 2024): agenda item for review of planning committee arrangements. Open
5. Actions: None.

Application of Meeting Substitutes Policy to Governance Committee (Paper 1)

6. David Cameron, Director of Corporate Services and Deputy CEO presented a paper that considered the application of the policy to allow substitutes for meetings of the Governance Committee.
7. The Governance Committee discussed the update and made the following comments and observations:
 - a) Due to the position of Deputy Convener and Deputy Planning Convener being filled by the same Board Member, a discussion was had on whether there should be an option other Members be able to act as substitutes for these positions. However, it was agreed that as this situation would only be for a limited period of time, this would not be necessary.



8. The Committee unanimously agreed to the paper's recommendations, allowing for Deputy Chairs of Committees or Deputy Planning Committee Convener to stand in for the respective Committee Chair / Planning Committee Convener should they be unavailable for a meeting and thanked the Director of Corporate Services and Deputy Chief Executive for the update.

Actions:

- i. Follow up to Board meeting to adopt change.

AOCB

9. None

Date of Next meeting: 1 March 2024

Meeting concluded at 3.22pm

The convener put forward a motion to move to a confidential session due to legal privilege.

Eleanor Mackintosh seconded this motion.