



Draft Minutes of the Governance Committee

Held at Cairngorms National Park Authority office, Grantown on Spey

Virtual

18 August 2023 at 9.30am

Present

Sandy Bremner (Convener)

Janet Hunter (Deputy Convener)

Gaener Rodger

Fiona Mclean

Xander McDade

In Attendance

Grant Moir, CEO

David Cameron, Director of corporate Services and Deputy CEO

Kate Christie, Head of Organisational Development

Oliver Davis, Head of Communications

James Ade, Clerk to the Board

Apologies

Russell Jones

Kenny Deans

Welcome and introduction

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

Declarations of interest

2. Fiona Mclean declared an interest in Item 5.
Reason: Member of the Scotland committee for the National Lottery Heritage Fund.



Minutes and Note of Previous Meetings & Matters Arising

3. The minutes of the 3 March 2023 meeting, held via video conferencing, were approved with no amendments.
4. The note of the previous meeting, 26 May 2023, held via correspondence, were approved with no amendments.
5. 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 2023.

12 August 2022 meeting

 - c) **At Para 20i** Director of Corporate Services to make addition to Audit & Risk Committee Terms of Reference. - Closed
 - d) **At Para 25i** Board Convener to hold a further detailed discussion with Planning Committee Convener and Vice-Convener and Deputy Board Convener on what a Board Consultation may look like. - Closed
 - e) **At Para 28i – Closed** Board Representation on External Groups to be updated once new Board Members are in post. - Closed

20 January meeting

 - f) **At Para 9i** Review our Governance Responsibility Framework. Director of Corporate Services to bring a paper to a future meeting to reconsider. - Open
 - g) **At Para 12i** Director of Corporate Services to draft a follow up paper required to set out potential options for the Governance Committee. - Open
 - h) **At Para 15i** Clerks to Board (January / February 2024): agenda item for review of planning committee arrangements. Open
 - i) **At para 19ii** Head of Communications to look at communication messaging around appropriate places to take bikes linking to Director of Corporate Services follow up (24(ii)).
6. Actions: None.



Communications update (Paper 1)

7. Olly Davies, Head of Communications presented an update of current communications activity and outlined a number of key priorities for the Q4 of 2023.
8. The Governance Committee discussed the update and made the following comments and observations:
 - a) Members noted that while the Cairngorms Nature Festival was a success there was a significant resource commitment by the Authority and Members were concerned this may be impacted further by changing the date. The Head of Communications informed the Committee that options are being explored around sharing workload, with partners delivering key events and the Park Authority managing others. Additionally, there is some discussion with stakeholders about whether to move the time of year for the festival as May is now part of the busy season. It was also noted that May typically gave good weather for the festival and was well timed for many relevant activities. While May was recognised as a busier month, it was still thought to be outside of the peak accommodation and visitor season, and therefore supporting a spread of economic activity through the year.
 - b) Members noted the good work on equalities issues and recommended that it was fed back to the advisory panel. Head of Communications will feedback to the equalities advisory panel on work completed.
 - c) A member queried whether the interpretation projects are new initiatives or replacing existing ones. Head of Communications responded that these are new projects.
 - d) Members supported the work being done by the Cairngorms National Park Authority on trying to achieve consistency in wildfire messaging with partners.
9. The Convener concluded the discussion and thanked the Head of Communications for the update.
10. Actions:
 - i. Head of Communications will feedback to the equalities advisory panel on work completed.

AOCB

11. None.



Date of Next meeting: 3 November 2023

Motion to move to a confidential session – legal privilege

Public session concluded at 10:27am

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Staff register of interests (Paper 2)

1. David Cameron, Director of Corporate Services presented a review of the Cairngorms National Park Authority's Staff Register of Interest.
2. The Governance Committee discussed the paper and made the following comments and observations:
 - a) Committee Members, whilst pleased that this body of work brought the Cairngorms National Park Authority in line with other public bodies and good practice, noted their dissatisfaction that aspects of board dynamics had led to this work having to be undertaken, with the previous system of control operating very effectively until interventions had forced these changes.
3. The Convener concluded the discussion and thanked the Director of Corporate Services for the update.
4. Actions: None.

AOCB

5. Xander McDade informed the Committee that he had high assurance that there had been a leak from a Board Member about internal information and is exploring options around handling the situation. Committee Members discussed board culture, a focus on collective responsibility for delivering the board's outcomes and National Park's aims.

Date of Next meeting: 3 November 2023

Meeting concluded at 10:27am