



# Draft Minutes of the Governance Committee Meeting

Held at Cairngorms National Park Authority office, Grantown on Spey

Virtual

3 November 2023 at 9.30am

## Present

Sandy Bremner (Convener)

Eleanor Mackintosh (Deputy Convener)

Russell Jones

Kenny Deans

## 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

Fiona McLean

## 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 18 August 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 2023.

**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 12i** Director of Corporate Services to draft a follow up paper required to set out potential options for the Governance Committee. Closed – this matter is linked to the work on governance and assurance arrangements covered in the previous action above.
  - e) **At Para 15i** Clerks to Board (January / February 2024): agenda item for review of planning committee arrangements. Open
  - f) **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)). - Closed: liaison with mountain bike groups ongoing led through Capercaillie Project.

**18 August meeting**

  - g) **At para 10i** Head of Communications will feedback to the equalities advisory panel on work completed. Closed
5. Actions: None.

## Communications update (Paper 1)

6. Oliver Davies, Head of Communications presented an update of current communications activity and outlined a number of key priorities for the next quarter.



7. The Governance Committee discussed the update and made the following comments and observations:
  - a) A member asked if there had been any significant changes requested by target audiences during workshops around developing a new website for the National Park. Head of Communications responded that following feedback there would now be two websites, one for information and the other more inspirational, celebrating the National Park and that it is a living, working landscape.
  - b) A member queried if the poem being commissioned to celebrate the 20<sup>th</sup> anniversary of the Cairngorms National Park would reflect the reality of what it is like to live and work here. Head of Communications responded that the poet has had as varied a group as possible to speak to in gaining inspiration for the poem, so that he can give a true reflection of what it is like to live and work here.
  - c) A member asked what learning had been taken from the beaver engagement process, due to recent negative comments by some farmers around beaver reintroduction. Head of Communications responded that a lot of work went into engaging with the National Farmers' Union of Scotland and specific farmers along with specific events for farmers. The volume and quality of engagement that was carried out suggests that the Park engaged well with this group on this issue.
8. The Convener concluded the discussion and thanked the Head of Communications for the update.
9. Actions: none

## **Annual Report (Paper 2)**

10. David Cameron, Director of Corporate Services and Deputy CEO, presented the Paper which outlined the work of the Committee for period August 2022 to November 2023.
11. The Governance Committee discussed the update and made the following comments and observations:
  - a) Members raised that the membership of the Committee was new and therefore cannot verify the accuracy of the report. Director of Corporate Services and Deputy CEO responded that he would change the report removing the more evaluative sections, leaving a more factual reflection of the work of the Committee. Members agreed with this approach.



12. The Committee approved the paper with the condition that the proposed evaluative sections would be removed.

## **AOCB**

13. Grant Moir, CEO, informed the Committee of the upcoming Formal Board agenda.

**Date of Next meeting:** 19 January 2024

Meeting concluded at 10.02am

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

Eleanor Mackintosh seconded this motion