

DRAFT MINUTES OF THE FINANCE AND DELIVERY COMMITTEE MEETING of

THE CAIRNGORMS NATIONAL PARK AUTHORITY

held at Community Hall, Boat of Garten

on 10th February 2017 at 9am

PRESENT

Peter Argyle

Angela Douglas

Kate Howie (Convener)

Eleanor Mackintosh

Gregor Rimell

In Attendance:

Grant Moir, CEO

David Cameron, Director of Corporate Services

Pete Crane, Head of Visitor Services

Danie Ralph, Finance Manager

Alix Harkness, Clerk to the Board

Emma Grant, Business Administration Apprentice

Apologies: None.

Welcome and Introduction

1. The Convener welcomed everyone to the meeting and apologies were noted.

Minutes of Last Meeting – Approval

2. The Minutes of the last meeting on 21 October 2016 were approved with no amendments.
3. The Minutes of the last Confidential meeting on 21 October 2016 were approved with no amendments and it was agreed that the topic was no longer confidential and therefore the minute could be made public.

Matters Arising

4. There were no matters arising.

5. David Cameron provided an update on the Cairngorm LEADER Programme discussion from the previous meeting:
 - The position had been revised slightly on the basis of the Cabinet Secretary's announcement; Scottish Government had agreed to honour all LEADER contracts until the date of exit from Europe which had been projected as being March 2019. All projects' expenditure up to and including February 2019 would be honoured. LEADER staff had communicated this information to all applicants and had been asking them to review their payment schedules.

Declaration of Interests

6. Eleanor Mackintosh declared an interest in Paper 2 Tomintoul and Glenlivet Landscape Partnership Project Update as a Board Member on the Tomintoul & Glenlivet Landscape Partnership Board.

Finance Monitoring: 10 Months to 31 January 2017 (Paper 1)

7. Danie Ralph introduced this Paper which presents a summary review of income and expenditure for the 10 months to 31 January 2017. He highlighted:
 - Mostly greens indicating on budget on the tracker with one or two reds highlighting spend above budget due to timing issues;
 - The overspend on rent within the building costs budget will decrease – this is a timing issue of rental payments not being matched to expected phasing;
 - With reference to Annex 3 Operational Plan commitments - three of the Services looks as if they have a significant underspend but this hides the fact that two of them have indicated savings. The Communications Service have not spent the budget set aside for branding and merchandising and the Planning Service have an underspend for their Legal fees budget; and
 - Today was the last day for Heads of Service to get requisitions in.
8. In discussion the following points were debated:
 - a) Clarification sought as to the meaning of 'VoIP' as detailed in paragraph 22: Voice over Internet Protocol
 - b) Confirmation that the apparent overspend on Audit and accountancy fees as detailed on Annex 4 of the paper was as a result of the full accrual of the external auditing costs.
 - c) A query relating to the travel and subsistence overspend as detailed in Annex 4 of the paper. Danie advised that it is again primarily a result of the way that

the variation is calculated showing a timing issue, although there was underlying pressure on the travel and subsistence budget. Members suggested that a note be added to explain that position.

- d) David advised that a couple of areas of expenditure that had been programmed for next financial year could be brought forward into this year to absorb some of the underspend, with a break even outturn still forecast. The underspends in Communications and Planning service areas had both been advised to finance well in advance and plans made to deal with budget reallocation. Overall, it was a positive variation that less money was being expended on legal fees and could be reallocated to operational plan investments.
- e) It was suggested that the audit on Board Members' needs to update technology that would help them move to a paperless system for board papers be considered as a priority. David confirmed that he had met with Helen Rees and Sandy Allan the previous week with this regard and that he hoped that Members would be approached with this regard in the next couple of weeks.

9. Peter Argyle arrived at this point.

10. **The Finance and Delivery Committee noted the results of the 10 months period to 31 January 2017 and the position on projects.**

11. **Action:**

- i. **Note to explain the way in which the variance is worked out with regards to Travel and Subsistence to be added to Annex 4.**

Tomintoul & Glenlivet Landscape Partnership (Paper 2)

11. Danie introduced the Paper which presents a summary of the development Phase of the Tomintoul & Glenlivet Landscape Partnership – the Tomintoul & Glenlivet Hidden Histories Project – since the permission to start the Delivery Phase. He confirmed that Jackie Webley was now in post as Programme Manager and that it was a four-year post.

12. In discussion the following points were debated:

- a) Confirmation was sought as to how much the contingency was for this high level project. Danie confirmed that it was £100,000.
- b) A discussion took place about the Crown Estate and the associated difficulties. Angela Douglas advised that she would be meeting with Amanda Brian and requested a briefing on the subject in advance so that she could bring it up with Amanda.

- c) Grant agreed to speak with -Faye Gonzales about attending Tomintoul & Glenlivet Board meetings as required.

13. The Finance & Delivery Committee noted the update of the Delivery Phase since Heritage Lottery Fund (HLF) permission to start on 23 November 2016.

14. Action:

- i. **Angela Douglas to talk to Amanda Brian and Grant Moir to telephone Faye Gonzalez.**

Project Closure: Cairngorm & Glenmore Strategy (Paper 3)

15. Pete Crane introduced the Paper which reviews the project which was to develop a Cairngorm and Glenmore Strategy and formally close this phase of our work in Cairngorm and Glenmore. He explained the lessons learnt.

16. In discussion the following points were debated:

- a) Resounding agreement that the paper was a really constructive critical review of the project.
- b) Suggestion made that the paper become a template for other projects. Agreement to highlight the Committee's comments on the paper to the Heads of Service at a forthcoming joint Management Team and Heads of Service meeting.
- c) What were the next steps to ensure that the lessons learnt would be carried forward and the further development of relationships? Pete advised that this paper would be tabled at the Project Board's meeting in March.
- d) Had the project been good value for money? Pete advised that it could only have been better with hindsight.

17. The Finance & Delivery Committee agreed to close the project and noted the lessons learnt and the next steps.

18. Action:

- i. **Paper to be taken to next Joint OMG and MT meeting to relay the Committee's comments.**

AOCB

19. There were no items of competent business.

Date of Next Meeting

20. The next Finance and Delivery Committee meeting will take place on Friday 24th February 2017 in the Albert Hall, Ballater.
21. Members agreed at this point to move into a closed session to consider an item of business classed as confidential.
22. The public part of this meeting finished at 9.50hours.