

DRAFT MINUTES OF THE PERFORMANCE COMMITTEE MEETING of

THE CAIRNGORMS NATIONAL PARK AUTHORITY

**held at Grantown on Spey
on 25th November 2022 at 13.25**

PRESENT

Willie Munro (Chair)
Douglas McAdam (Vice-Chair)
Janet Hunter

Xander McDade
Anne Rae Macdonald
Willie McKenna

In Attendance:

Grant Moir, CEO
David Cameron, Director of Corporate Services
Colin McClean, Head of Land Management
Andy Ford, Director for Nature, and Climate Change
Catriona Strang, Clerk to the Board

Apologies:

David Clyne, Head of Heritage Horizons: Cairngorms 2030,
Lisa McLissac, Data, Reporting and Governance Manager

Welcome

1. The Chair welcomed everyone to the meeting of Performance Committee. New members have been spoken to based on subject interest and a paper setting out planned future committee memberships distributed to governance committee, with the current membership of the Committee as is for this meeting.

Declaration of Interests

2. Doug McAdam noted for transparency existing entries in his Register of Interests with a bearing on the following items:
a) Paper 1 - HH project - Independent Chair of the South Grampian Deer Management Group: a remunerated interest.
b) Paper 3 - sits on the Capercaillie Board as CNPA Board Representative.
Neither of these matters were considered to represent a conflict of interest and Doug McAdam therefore noted that he would participate in the consideration of both items mentioned.

Minutes of Last Meetings held – for approval

3. The draft Minutes of the last meeting held on 12th August 2022 were agreed with two amendments
a) Para 6. Amended to state that the committee agreed the recommendations
b) Para 20. Inclusion of Highland Council and Police Scotland at end of sentence.

Matters Arising

4. The following outstanding action were agreed as closed with remaining matters to be addressed noted in the table at the end of this minute
 - a) 29 October 2021
 - i. **Para 41i**– CEO to look again at the HH Advisory Panel membership and to have in place for the meeting on 13th May 2022. David Clyne, Head of Heritage Horizons Programme Manager explained they are still looking for a farming rep. Hoped to be in place for the next advisory panel meeting. In place - a new representative from All The Elements equalities group.
 - b) 11 February 2022
 - i. **Para 19iv)** – Director of Corporate Services to look further into the living wage as a requirement for the future and report back to the Committee. Director of Corporate Services looking at KPIs and would have result in next few weeks. Noted Living Wage is a requirement for direct LEADER grant recipients.
 - ii. **Para 30i)** – Chair, Vice-Chair and Director of Corporate Services to discuss the reporting of the Performance Committee and bring it back to the Committee. Noted the standard format of reporting to the Committee had been agreed.

Heritage Horizons Programme Update (Paper 1)

5. David Cameron, Director of Corporate Service introduced the paper which updated the Committee on the Q3 2022 Heritage Horizons: Cairngorms 2030 Programme and the planned development work to end December 2022. David highlighted the performance RAG rating at the beginning of paper with the great majority of programme elements operating within acceptable risk tolerance. He drew attention to the requirement to look at staff employment contracts when moving on to the delivery phase. The bid deadline for delivery phase has moved to August 2023.
6. The Performance Committee discussed the paper and made the following comments and observations:
 - a) A members highlighted significant increase in costs due to inflation and how this was being managed within the budget figures.
 - b) Director of Corporate Service noted that this was a challenge and costs will be impacted by inflation. The completed programme bid profile will include an explicit assumption of inflation over the next 4-5 years and inflation cost provision. The programme team are in communication with National Heritage Lottery Fund about this matter as part of the bid development.
 - c) A member asked if National Heritage Lottery Fund has a strategy in place for all its project to mitigate inflation.

- d) Director of Corporate Service noted that the effect of inflation is on the current development stage of the programme rather than delivery phase. The bid for the delivery phase will need to anticipate future inflation movement, whereas we are currently seeking to accommodate existing inflation impacts within the fixed programme budget.
- e) A member asked where the funding for the proposed extension of staff contracts is coming from.
- f) Director of Corporate Service confirmed there as a funding envelope in the budget to accommodate this. There was delay in recruitment so funding is available within programme budget for extension to bid submission date, but there is a cost consequence to the park due to the start of the delivery phase being delayed.
- g) A member asked that a review of the funding and where the project sits is presented at the next performance committee.
- h) Director of Corporate Services noted that the resources committee sees figures on the project and how much support is required. The performance committee will then see this as well as a check point where the development phase and preparation of the delivery phase in March. After both committee a report will be presented at the full board dealing with the submission of the Delivery Phase bid. Audit and Risk committee will also be looking at HH programme risks that may escalate the overall risk to the Park Authority and merit inclusion on the Cairngorms NPA strategic risk register.
- i) Confirmation that Janet Hunter will be a representative on the Heritage Horizon Project Board.
- j) A member asked if the relation to Sustrans the synchronisation of funding date had been resolved.
- k) Director of Corporate Service confirmed there was no conclusive progress as the timeline from National Heritage Lottery fund has changed. This remains an ongoing matter. There remains a strong expectation that we will get funding for later stages.

7. **The committee noted the paper.**

8. **Action Points Arising:**

- a) **For future reporting, ensure within the RAG rating system the colour is written on top of the colour for DDA compliance and explanation of RAG rating system.**

Cairngorms Peatland Action Programme Delivery (Paper 2)

9. Colin McClean, Head of Land Management introduced the paper which presents the latest delivery update for the Cairngorms Peatland ACTION Programme for 2022-23.
10. The Performance Committee discussed the paper and made the following comments and observations:
 - a. A member asked about the monitoring of Methane released into the air on an estate in the park.
 - b. Head of Land Management confirmed there are several research projects taking place.
 - c. A member asked if there was progression on the use of wool within any projects.
 - d. Head of Land Management confirmed that they were in contact with a land manager who is currently using wool and monitoring its use.
 - e. A member was keen to see the development of wool and use any learning from estates that are using it currently. Two members had visited the project on the Mar Lodge Estate and have seen the use of wool there.
 - f. A member asked if we have the numbers of trainees who have secured employment with contractors and if this can be shared through media channels?
 - g. Head of Land Management confirmed that we have a list of contractors but not aware of information on the number of trainees progressing to employment.
 - h. Andy Ford, Director of Nature and Climate, confirmed that we can seek to collate the information, as skills and development is one of the indicators in the NPPP. The numbers will be reported within the green economy element of the NPPP Monitoring Framework in due course.
 - i. A member asked if the trainees had come from a land management background or different industry?
 - j. Director of Nature and Climate responded that contractors are anonymous during competition / procurement assessment, but postcode information is given and is shown as new entry in the green economy.
 - k. A member asked if there was an educational certification
 - l. Director of Nature and Climate confirmed that UHI and SFC are developing a Further Education programme in Peatland Restoration.
 - m. A member asked why there is an underspend and if this can be held onto at the end of the financial year.
 - n. Head of Land Management confirmed the underspend was due to delays in staff recruitments, delays in contracts starting, and some of the budget will be handed back to Scottish Government.

- o. Director of Corporate Service confirmed that the funding to be returned is capital from the Scottish Government, while some provision will be held back for any claims arising in response to the increase in costs. With agreement from the Scottish Government, there is possibility the funding returned in 2022/23 can be reprofiled into the coming years.
- p. Head of Land Management confirmed there is a limiting factor in scaling up the programme as there is a maximum to the number of projects each staff member can handle.
- q. Andy Ford noted that this was a constraint for the future and design work would likely eventually move to the private sector as this part of the economy developed a more mature private sector supply.
- r. A member asked why two projects had not yet started.
- s. Head of Land Management confirmed that the contractors were working on other projects
- t. Chair passed on thanks to all involved

Recommendation

- a) **The Performance Committee is asked to note the programme update.**

The committee noted the paper.

11. Action Points Arising: None

Cairngorms Capercaillie Project Paper 3

- 12. Andy Ford, Director for Nature, and Climate Change introduced the paper which presents the latest delivery updates on the Cairngorms Capercaillie Project.
 - a) The project has an extension in time until December 2023, while there will be no additional work or budget added. All financial consequences of the extension will be accommodated within the current budget. The team are currently moving on to legacy mapping and areas of work within the NPPP. There will be overlap with the Scientific Advisory Committee, and we are awaiting release of their report.
- 13. The Performance Committee discussed the paper and made the following comments and observations:
 - a) A member asked if the green plastic being used in Carrbridge was the correct material to use.
 - b) Director for Nature and Climate Change confirmed the use of the plastic as an alternative during the fence removal activity, which is on-going.

- c) A member asked if the public perception of the project was correct and if they were aware of the success of the project?
- d) Director for Nature and Climate Change responded that the project aim was get communities involved in capercaillie conservation and this has been successful with behavioural change and business involvement. The overall numbers of capercaillie have fallen during the project but this is from genetic and predator causes. The project is achieving all agreed and funded aims and no other group is completing work in this area.
- e) A member asked if a single A4 paper could be shared with the board members headlining the key aims and message of the project
- f) Director for Nature and Climate Change he would prepare a short briefing papers and direct to the website.
- g) A member asked if there are any challenges in other areas of the park.
- h) Director for Nature and Climate Change confirmed that Carrbridge community were delivering their own actions independently. There has been positive work with Mountain Biking, with Cairngorms Business Partnership and Deeside Land management are both included. The next phase is speaking with dog walking community.
- i) A member asked if the staff changes had any impact on budget.
- j) Director for Nature and Climate Change confirmed there was no impact on core resources and change was accommodated with budget envelope.
- k) Director for Nature and Climate Change informed the committee that the Scientific report is in the last stage prior to the Minister receiving it, we do not know the timescale to receive a copy.

Recommendations

The Performance Committee is asked to review delivery updates and consider:

- a) progress towards the project's agreed purposes.**
- b) any strategically significant impacts on delivery of the CNPA's Corporate Plan and National Park Partnership Plan;**
- c) any material impacts on the CNPA's strategic risk management.**

The committee noted the paper.

14. **Action Points Arising:** Director for Nature and Climate Change to prepare a single page briefing on project aims.

AOCB

None.

Date of Next Meeting

15. The next meeting of the Performance Committee 10th March 2023.
16. The meeting concluded at 14:37 hours.

Action Points arising from previous meetings:

Date of Meeting	Action	Responsible Officer	Current Status	Comment
11th February 2022	Para 19i) - Audit of Footpath Maintenance to come back to Committee at some point in future.		Open	Report to be brought back to committee. Director of Corporate Services to confirm timeline with SMT for Committee Schedule Report at next SMT, anticipated report at next meeting.
11th February 2022	Para 19ii) - Report relating to Visit Scotland funding to be brought to the Committee.		Open	Report to be brought back to committee. Director of Corporate Services to confirm timeline with SMT for Committee Schedule Director of Corporate Services will bring back to next meeting.
11th February 2022	Para 19iii) Open - Look at Green Funding particularly via Heritage Horizons.		Open	Report to be brought back to committee. Director of Corporate Services to confirm timeline with SMT for Committee Schedule Director of Corporate Services confirmed the committee will see a draft of the delivery phase application prior to submission in August 2023.
13th May 2022	Para 16 a) Transfer of the 'Design & Build' Service into the private sector over time should be reviewed regularly		Open	Timescale of reporting Director of Corporate Services to confirm timeline with SMT for Committee Schedule