

DRAFT MINUTES OF THE FINANCE AND DELIVERY COMMITTEE MEETING of

THE CAIRNGORMS NATIONAL PARK AUTHORITY

**held in the Mike Sheridan room, Albert Hall, Ballater
on 10th June 2016 at 9.30am**

PRESENT

Peter Argyle
Angela Douglas

Kate Howie (Convener)
Eleanor Mackintosh

In Attendance:

Grant Moir, CEO
David Cameron, Director of Corporate Services
Daniel Ralph, Finance Manager
Alix Harkness, Clerk to the Board

Apologies: Gregor Rimell

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 11 March 2016 were approved with no amendments.

Matters Arising

3. The Convener requested an update on the provision of variances from 1st April 2016 as detailed in paragraph 8d) of the minute of the meeting on 11 March 2016. Danie advised that this would be forthcoming once the final accounts had been signed off.
4. The Convener provided an update on the Action Points from the previous meeting:
 - a) **Action Point at Para. 11i:** Open: Board Members have still to be asked what they need by way of equipment or computer programmes to enable them to move to a paperless system for Board & Committee Papers. David advised that he had arranged a meeting to move this along with Helen Rees, Governance &

Corporate Performance Manager and Sandy Allan, IT Manager in the next couple of weeks to move this forward.

- b) **Action Point at Para. 11ii:** Discharged: The costs of the Board equipment have been factored into the budget for next financial year as a priority.
- c) **Action Point at Para. 15i:** Open: the percentage split of Planning Fees to be reviewed, following the Planning Review. The Planning Review is not completed.
- d) **Action Point at Para. 15ii:** Discharged: Kate Christie was congratulated and thanked for all her hard work on negotiating the pay proposals.

Declaration of Interests

- 5. None

Finance Monitoring: 2 Months to 31 May 2016 (Paper 1)

- 6. Daniel introduced this Paper which presents a summary review of income and expenditure for the 2 months to 31 May 2016. He reported that the finances were on track at this stage in the year and that from June 2016 variances would begin to come out as any variations in original delivery plans begin to emerge. He went onto report that typically in September the operational plan expenditure, and specifically those associated with Ranger Grants, would peak.
- 7. In discussion the following points were debated:
 - a) The timetable for receiving the outstanding Heritage Lottery Fund monies in respect of the Tomintoul & Glenlivet Landscape Partnership.
 - b) Praise for the support that Marion McDonald, Tomintoul & Glenlivet Landscape Partnership Development Officer and Daniel Ralph, Finance Manager together had provided to the Tomintoul & Glenlivet Landscape Partnership. Recognition that the Tomintoul & Glenlivet Trust would not have been able to do it alone given the complexity of finances needed.
 - c) Suggestion to make the Flags detailed in Annex 1 of the report to say the word 'Green/ Amber/ Red' rather than coloured circles to enable Members who print their papers off in black and white to still be able to understand the direction at a glance.
- 8. **The Finance and Delivery Committee noted:**
 - a) **the results of the 2 months period to 31 May 2016;**
 - b) **the position on projects.**

9. Actions:

- i. Daniel to ensure that in future papers the flags spell out the colour that they represent to enable accessibility for those who print off papers in black and white.**

2016/ 17 Draft Out Turn Figures (Paper 2)

10. David introduced the Paper which presents a summary review of income and expenditure for the 12 months to 31 March 2016 and a report on the operational expenditure for the year. He highlighted that discussions had taken place with Audit Scotland around the classification of the scenic routes installations. They had debated whether to write them off as revenue, or classify as heritage assets or operational assets. Audit Scotland's view was that they should be classed as operational assets, and while David's original analysis had indicated that they might be heritage assets he was content to adopt the Audit Scotland technical team's view. He explained that they would be valued and treated in the same way as the entry point marker project; the asset value being the construction cost to build the structures. He reported that from an accounting point of view, both parties were happy to have it in the balance sheet.
11. In discussion the following points were debated:
 - a) An explanation as to the reasoning behind the delay in receiving Sustrans grants. Daniel explained that it was down to a timing difference, Sustrans pay out in arrears of spend and this caused a differential result from 2014-15 to 2015-16 with the majority of project expenditure in 2014-15 and income primarily in 2015-16.
 - b) The ground rent lease agreements with the Crown Estate for the entry point markers coming up for renewal.
 - c) The ability to continue to reduce staff costs. Grant advised that when someone leaves the organisation the post is reviewed on a case by case basis. There have been recent instances where vacant posts that were originally part time but paid at a higher band have been changed to provide a full time post at a lower grade thus keeping staff costs the same yet increasing the staff resource.
 - d) Suggestion was made that in order for recognition of the support the Authority gives to projects such as the Cairngorms LAG, Cairngorms Outdoor Access Trust (COAT) and the Tomintoul & Glenlivet Landscape Partnership Trust that the benefactors of such projects publically give credit to the Authority for the support given.
12. **The Finance & Delivery Committee noted**
 - a) **The draft final results for the 12 months to 31 March 2016.**

- b) **The analysis of the new Operational Plan expenditure, by programme, for the year.**

13. Actions: None.

Update of Cairngorms LEADER Programme and Cairngorms Trust (Paper 3)

- 14. David Cameron introduced the Paper which presents an update on the development and delivery of the Cairngorms LEADER programme, in the context of wider national development of the LEADER programme structure. He advised that it also presents an update on the establishment of a charitable organisation by the Cairngorms Local Action Group. He advised that the paper would be going to the Board on 24th June 2016. Presentation of the paper to Committee now allowed for any specific issues of delivery and financial risk to be discussed prior to the Board. He highlighted that the following points:
 - a) the key milestone was that the Local Action Group (LAG) had gone live with its LEADER programme;
 - b) of the five applications submitted four had been approved and one had been deferred at the LAG meeting in May;
 - c) the template for Letters of Offer had been issued by the Scottish Government the week before this Committee meeting, which meant that letter of offer of grant could now be sent out to applicants; and
 - d) the implications for the Finance & Delivery Committee would be as a result of the remaining uncertainty in the LEADER network on some matters of financial eligibility as this could enhance financial risk to the Authority should there be eligibility issues causing any grants made to not be recoverable.

- 15. In discussion the following points were debated:
 - a) Clarification as to the roles of the Advisory network and the Monitoring network and the make-up of these networks. David advised that the Advisory network consisted of a listing of bodies not on the LAG but who could provide some legal and contextual background to the LAG. He added that the Monitoring network was the LAG.
 - b) The processes for ensuring that the project is correctly monitored to avoid mishaps. David confirmed that there was a clear set of monitoring procedures in place, claims and project outputs would also be monitored. He added that the Authority's internal auditors would carry out a check annually, the Scottish Government would be putting in place their own accreditation unit visits to each LAG and in addition there would be the Authority's external Auditor carrying out checks.
 - c) The financial risks to the Authority around the EU eligibility issues.

- d) Congratulations for receiving approval for charitable status from OSCR on the Cairngorms Local Action Group Trust. Agreement that the Board Convener write to David Greene on Cairngorms Trust headed paper to announce the good news of a concept that he had instigated when he was Convener of the Board.
- e) The governance and make-up of the directors on the Cairngorms Trust. David advised that the CNPA Board has one nominated director and that there are no other public body nominations other than the Authority's. There are currently 11 Directors and the maximum is 16. He advised that the current LAG split is 66% private and 33% public.

16. The Finance & Delivery Committee noted the information on the development of the Cairngorms LEADER programme and establishment of the Cairngorms Trust.

17. Actions:

- i. **Peter Argyle on behalf of the Board to write to David Green to inform him of the developments surrounding the formation of the Cairngorms Trust.**

AOCB

18. Grant advised the Finance & Delivery Committee that he had recently attended a meeting of the RAFE Board. He advised that it was likely that there would be another spending review coming up. He added that there would be a lot of work to do over the coming months to work out the costs involved should, as a result of the Planning Review, the Authority be given full planning powers. It was agreed that a copy of the minute where the Board agreed to go for full Planning powers together with a copy of the response be circulated around the Board to refresh their memories.

19. The Convener thanked David Cameron and Daniel Ralph for their hard work on the accounts.

20. Actions:

- i. **A copy of the minute where the Board agreed to go for full Planning powers together with a copy of the response for the Planning review to be circulated to the Board.**

Date of Next Meeting

21. The next Finance and Delivery Committee meeting will take place on Friday 7th October 2016 in the Community Hall, Boat of Garten.
22. The meeting concluded at 10.45hrs.