



Draft Minutes of the Resource Committee Meeting

Held at Cairngorms National Park Authority and Virtually

11 August 2023 3.35pm

Present

Russell Jones (Chair)

Xander McDade

Hannah Grist

Sandy Bremner (Board Convener)

Derek Ross

Eleanor Mackintosh

In Attendance

Grant Moir, CEO

David Cameron, Head of Corporate Services and Deputy CEO

Louise Allen, Head of Finance

Kate Christie, Head of Organisational Development

Catriona Strang, Clerk to the Board

Apologies

Janet Hunter (Acting Vice Chair)

Lauren McCallum

Minutes from the previous confidential meeting for approval

1. The minutes from the meeting on the 25 June 2023 were approved.

Matters arising not covered from previous meeting

2. No matters arising

Declarations of interest

3. No declaration of interest



Budget Monitoring

4. David Cameron, Head of Corporate Services and Deputy CEO presented the paper which sets out an overview of the Park Authority's budget management position at the end of the first quarter of the 2023/24 financial year and highlighted the following:
 - a) since the paper issue there has been significant movement in peatland grant offers being awarded by the Park Authority in support of land managers' works contracts.
 - b) The pay remit discussions are underway with Scottish Government, with the cost of any remit expected to be covered under the existing budget estimates.
 - c) Overall, budget monitoring position for the period is in line with expectations.
5. The Resources Committee had no discussion or comments on the paper.

Recommendations

The Resources Committee is asked to:

- a) Consider the budget management position for 2023/24.
6. The Committee agreed to the officer's recommendations.
 7. Action Point Arising: none

2022/2023 Estimate Outturn

8. David Cameron, Head of Corporate Services and Deputy CEO presented the paper giving an update on the estimated outturn position for the 2022/23 financial year.
9. The Resources Committee had no discussion or comments on the paper.

Recommendations

The Resources Committee is asked to:

- a) Consider the estimated outturn position for the 2022/23 financial year
10. The Committee agreed to the officer's recommendations.
 11. Action Point Arising: none



Cairngorms National Park Authority Workforce Management Strategy

12. Kate Christie, Head of Organisational Development, presented the workforce management strategy which refreshes the strategy approved in December 2018, and highlighted the following as key points of change since the last strategy was approved:
- a) the reduction in working hours from 37.5 – 35 hours
 - b) the relative low staff turnover.
 - c) 50% of staff joined the organisation in the last two year with 19% of staff with the organisation for more than 10 years. The staff profile shows a good mix of new and retained skills and experience.
 - d) Recruitment challenges with a combination of factors including contract length for some specific recruitments, more widespread difficulty securing housing and poor public transport limiting connections to the office. The recruitment environment is currently particularly challenging with specialist Planning posts as there is a shortage of trained planners coming from university. Furthermore, the cases within the authority are more complex than in a local authority, where there are also more hierarchical structures and therefore greater opportunity for career development. Having career grading posts especially within planning specialist roles has helped mitigate some of these challenges - i.e. where the incumbent is remunerated at band C at graduate entry level and then after a period of gaining requisite skills and experience, is remunerated at band D.
 - e) Currently developing the Organisational Development strategy and will bring back to the committee.
13. The Resources Committee discussed the paper and made the following comments:
- a) A member asked if there are connectivity issues for hybrid workers. Head of Organisational Development confirmed that all staff are provided with a laptop and mobile phone, and we have moved to Teams with ZScaler App which allows remote access to the work drive as if you were in the office. Transition to SharePoint for document management is moving forward. Overall there are no connectivity limitations for hybrid working.
 - b) A member asked about the SharePoint and one drive transition. David Cameron, Head of Corporate Services and Deputy CEO confirmed that the new information manager is in place and the migration will be completed in the next 12 months, with the 'Rdrive' becoming a static archive. The transition project is prioritising collaborative working within and outwith the organisation.



- c) A member asked about salary comparison to other organisation within the planning team. Grant Moir, CEO confirm that private organisations can pay more than public bodies, it was noted that the authority's planning team is small and there is less scope for career progression. Head of Organisational Development confirmed it is a national issue with less young people going into the planning profession and we are looking at working with universities to take on a graduate planner.
- d) A member asked if we are actively targeting university departments in recruitment. Head of Organisational Development noted that it is dependent on the role as some require specific targeted recruitment. For interns we've promoted roles through 'Adopt an Intern' and they promote these roles to the alumni of all the further and higher education institutions in Scotland. We have also been working with schools both within and outwith the park area on CV's and interview skills.
- e) A member noted previous discussion about provision of technical grade for the retention of staff. Head of Organisation Development confirmed that this was not possible within the job evaluation system, which had 7 established grades and specific criteria for evaluating a job into that grade. The HR team and Deputy Chief Executive continued to give thought to how to progress the Resources Committee's request to consider the salary position to support recruitment and retention of targeted high-risk roles and would report back to the Committee as soon as possible.
- f) A member noted that there has been an increase in young people joining the organisation. Head of Organisational Development confirmed that would continue to focus on our Youth Employment Strategy, whereby we have specific targets to meet regarding apprenticeships, internships and graduate placements.
- g) A member asked what social media platforms were used for promoting recruitment. Head of Organisation development confirmed that the organisation promoted on X (formerly Twitter), Facebook, the Park Authority's jobs website, and through specialised recruitment agencies. It was noted that work is being undertaken to rebuild the website.
- h) A member asked if there were other social media platforms that could be used like TikTok or LinkedIn. Head of Organisational Development noted that TikTok may not get to the target audience, while we do promote opportunities on LinkedIn depending on the position.



Recommendations

The Board Is asked to:

- a) Note the strategy

14. The Committee noted the strategy document.

15. Action Point Arising: none

Staff Consultative Forum Minutes

16. Kate Christie, Head of Organisational Development, introduced this paper and noted that this is a standard item that comes to the committee to provide oversight of the meeting and of our engagement with staff.

17. The chair noted that typically two members of Resources Committee are nominated to attend the SCF meeting, and we are still required to identify two members to do this.

18. The Convener confirmed this had been circulated to board members for note of interest and will be resolved in the next week.

19. Minutes were noted – no further discussions/actions.

Health & Safety Committee Meeting Minutes

20. Kate Christie, Head of Organisational Development introduced this paper, explaining that the Board have overall responsibility for the health and safety of staff, and it was therefore considered appropriate for them to have oversight of the H&SC meeting minutes.

21. Minutes were noted – no further discussions/actions.

AOCB

22. Vice chair for committee - if members can consider if they would like to be vice chair and note their interest and this will be ratified at the next committee.

23. **Date of next meeting:** 10 November 2023



The meeting ended at: 16:19