

**MINUTES OF THE RESOURCES
COMMITTEE MEETING of
THE CAIRNGORMS NATIONAL PARK AUTHORITY**

**held via Lifesize Video Conferencing
on 11th February, 2022 at 10.30am**

PRESENT

Deirdre Falconer (Chair)
Carolyn Caddick (Vice Chair)
Derek Ross
Pippa Hadley

Ian McLaren
Xander McDade (Convenor)
Geva Blackett

In Attendance:

David Cameron, Director of Corporate Services, CNPA
Kate Christie, Head of Organisational Development, CNPA
Grant Moir, Chief Executive Officer, CNPA
Lynn Anderson, Minute Clerk, CNPA

Apologies:

No apologies

Welcome and Apologies

1. The Chair welcomed everyone to the meeting.

Declaration of Interests

2. There were no interests declared.

Minutes of last meeting held – for approval

3. The draft Minutes of the last meeting held on 29th October were agreed, proposed by Deirdre Falconer, seconded by Carolyn Caddick.

Matters Arising

4. Amendments to the terms of reference have now been consolidated into a paper and will be presented to the Governance Committee when space on the Governance Committee agenda allows for this.
5. Confidential papers have been marked in red as confidential.

21/22 Budget Monitoring (Paper 1)

6. David Cameron, Director of Corporate Services, introduced the paper which presents an overview of the Cairngorms NPA budget management position at the end of the third quarter of the current 2021/22 financial year as at 31 December, 2021.
7. The Resources Committee is asked to:
 - i. Consider the budget management position for 2021/22 ;

- ii. Identify any strategic risks or implications posed for the Board's delivery of its strategic objectives which may require additional management action;
 - iii. Note the implemented reduction in the Authority's resource grant funding of 2% and that management have plans in place to accommodate this action within a continued break-even financial target.
8. The Resources Committee discussed the paper and made the following comments and observations:
 9. A member commented that, as the reduction in grant aid is small, there should be no savings made in delaying recruitment as this can put extra pressure on existing staff.
 10. Members noted that this time of year is difficult: the money is all allocated however this needs converted to ensure the spend is made before the end of the financial year.
 11. The Director of Corporate Services confirmed there is no impact on recruitment or our recruitment plans, even though the grant in aid reduction of 2% is meaningful. The delays in spend being made is largely due to lead times working with partners and finalising investment plans and grant awards.
 12. The Chair thanked the Director of Corporate Services for the paper.
 13. The Resources Committee indicated they were all happy with the budget management position. They identified no additional strategic risks and noted the expected 2% reduction in the Authority's grant resource funding.

22/23 Budget Forward Plan (Paper 2)

14. The Director of Corporate Services introduced this paper which presents an overview of the of the Cairngorms NPA's budget position for the 2022/23 financial year.
15. The Resources Committee is asked to:
 - i. Consider the budget position for 22/23;
 - ii. Identify any strategic risks or implications posed for the Board's delivery of its strategic objectives which may require additional management action;
 - iii. Identify any specific budget issues to be considered in development of final 2022/23 budget proposals to be presented to the board in March 2022.
16. The Director of Corporate Services asked members to note that the budget for the coming year is in a relatively formative stage. The paper gives the Resources Committee sight of where we are at in terms of drawing the budget together to achieve our intended aim of a break even position.
17. The Resources Committee discussed the paper and made the following comments and observations:

18. A member asked whether there was likely to be any expenditure in terms of ventilation within our buildings?
19. The Director of Corporate Services confirmed that this is something that is being looked at as part of the new normal project. There is a working group which is looking at the deployment of our facilities and how we use the offices as we move out of the covid business continuity period. There are no plans for spend on artificial means of ventilation but this may change as staff begin to use the office more.
20. Members were asked to note that staff will begin to use the office more fully from 1st March and there will be a continual review in the first 3 months which will allow staff to feedback on their experience of being back in the office.
21. The Chair asked whether there is a possibility of there being no resource funding for peatland? Would this mean the funding would need to be found from somewhere else? Would this impact on the staff involved and would these staff members be re-deployed elsewhere in the organisation?
22. The Director of Corporate Services explained that it would be extremely unlikely that there would be no resource funding at all for peatland restoration. It is more likely to be a reduction in funding and this should not impact on staff. If there is a significant reduction which would impact project delivery we would need to flag this to the board to discuss how we go about managing that resource gap.
23. A member asked when the paper talks about staffing cost in the initial expenditure projections, is this talking about permanent staff rather than project staff as their costs will be included in the projects.
24. The Director of Corporate Services confirmed that the paper looks at the level of staff investment that falls against our core grant in aid resource, and excludes staff funded directly by projects.
25. The Chair queried the figure in Table I under Cairngorms Capercaillie Project.
26. The Director of Corporate Services confirmed the figure should be £305,000 rather than £315,000.
27. The Chair expressed concern around expenditure and development proposals as set out in Item 10.
28. The Director of Corporate Services explained that it is difficult to compare one set of figures on Operational Plan investment for this year, 2021/22, directly against the figures for next year due to there being movement in the expenditure position between the different categories to get the best fit on where it fits within the National Park Partnership evolution. The budget proposals which will go to the Board in March will have a more detailed operational plan summary which will show the lines of activity against each operational plan heading. The key highlight activity will show where it fits within the new National Park Partnership Plan categorisation.

29. The Resources Committee noted the budget position for 2022/23. They identified no additional strategic risks or specific budget issues.

Updated Organisational Chart (Paper 3)

30. Kate Christie, Head of Organisational Development introduced this paper by confirming that there has been a lot of staff movement over the last 6 months and this organisational chart reflects the staff complement at the current time.
31. There was a request that this organisational chart be circulated for information to all staff board members and the Head of Organisation Development was happy to take the committees steer on that.
32. Committee members confirmed they were happy with this suggestion however asked for it to be noted in the covering email that this is for information only.
33. A member asked why some of the positions are highlighted in yellow?
34. The Head of Organisational Development confirmed these posts were specifically posts related to the Heritage Horizons programme. Whilst these posts work together on the programme the posts all sit in different directorates which is different to other project staff.
35. The Convenor asked whether the Executive Management Team line management structure should include the Head of Communications.
36. The Chief Executive Officer confirmed this was a mistake and would be corrected.
37. A member suggested that when the paper is circulated it could include a key to all project staff and this should feature at the beginning of the document.

SCF Minutes (Paper 4)

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

H&SC Minutes (Paper 5)

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

Equalities –

40. The Head of Organisational Development had hoped to bring the revamped equality main stream report which gets published every 4 years however although it is progressing well, it is not quite ready. The intention is to bring this to the May meeting of the Resources Committee.
41. The Head of Organisation Development updated the Committee letting members know that 3 new members have been recruited to the External Advisory Panel. A face to face meeting is planned for 27th May at Badaguish and it is hoped that some board members might attend. More details will follow in due course
42. An internal Equality, Diversity and Inclusion Advocacy Group has been recently constituted. This group comprises of 10 staff members and shows good

representation across equality characteristics. It is intended to be a safe place for minorities to share their opinions and views that might help to inform our policy and decision making.

43. The Chief Executive Officer, Grant Moir confirmed that we are in the process of tendering for equalities training for staff and board in due course