

**APPROVED MINUTES OF THE FINANCE AND
DELIVERY COMMITTEE MEETING of
THE CAIRNGORMS NATIONAL PARK AUTHORITY**

**held at Cairngorm Hotel, Aviemore
on 11th March 2016 at 9am**

PRESENT

Peter Argyle (Convener)
Gregor Rimell

Eleanor Mackintosh

In Attendance:

Grant Moir, CEO
David Cameron, Director of Corporate Services
Danie Ralph, Finance Manager
Brian Wood, Board Member
Alix Harkness, Clerk to the Board

Apologies: Kate Howie Angela Douglas

Welcome and Introduction

1. David Cameron advised that in the absence of the Convener and in accordance with Standing Orders, nominations were invited for a stand in Convener for the purpose of this meeting.
2. Peter Argyle was nominated by Gregor Rimell and seconded by Eleanor Mackintosh. It was agreed that Peter Argyle would convene the Finance & Delivery Committee meeting.
3. The Convener welcomed everyone to the meeting and apologies were noted.

Minutes of Last Meeting – Approval

4. The Minutes of the last meeting on 29 January 2016 were approved with no amendments.

Matters Arising

5. There were no matters arising.
6. The Convener provided an update on the Action Points from the previous meeting:
 - Action Point at Para. 26i: Closed – the need for David to contact HIE regarding timing of funding contributions had been overtaken. Danie had corresponded with them and was content that all is working as it should.

Declaration of Interests

7. There were no interests declared.

Finance Monitoring: 11 Months to 29 February 2016 (Paper 1)

8. Danie Ralph introduced this Paper which presents a summary review of income and expenditure, including a summary of Operational Plan expenditure, for the 11 months to 29 February 2016, together with the revised income and expenditure projected outturn at 31 March 2016. He highlighted the following points:
 - a) On track for outturn target of £182,000 surplus.
 - b) The Scottish Government is eager to ensure final outturn is as close to projections as possible.
 - c) The Finance team were currently chasing for invoices to ensure projection and monitoring figures were as accurate as possible.
 - d) It is hoped to be in the position to provide the Finance & Delivery Committee with variances from 1st April 2016.
9. In discussion the following points were debated:
 - a) The risk of clawing back funding should budgets be underspent or the impact of this on future years Grant and Aid.
 - b) The need to move to paperless meetings and the possibility of asking Board Members what their needs are and using any money being saved to directly pay for any gaps in equipment that would support Board Members into moving to a paperless system.
10. **The Finance and Delivery Committee agreed that the position looked healthy and noted:**
 - a) **the results of the 11 months period to 29 February 2016;**

- b) the analysis of the **Operational Plan net expenditure by programme for the 11 months period to 29 February 2016; and,**
- c) the **projected outturn for the year based on the remaining 1 month of the financial year ended 31 March 2015.**

11. Actions:

- i. **Board Members 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.**
- ii. **For the costs of the Board equipment to be factored into the budget for next financial year as a priority.**

2016/ 17 Budget (Paper 2)

- 12. David introduced the Paper which supports the further consideration of the Authority's proposed budget for 2016/17 prior to consideration by the Board. He made reference to the Board Paper 2 which further substantiates this item on the Agenda. He highlighted the following:
 - The core expenditure was down £30,000 on last year.
 - Confirmation that the Scottish Government Pay Policy Unit had approved our pay proposals and this had now gone for final sign off.
- 13. In discussion the following points were debated:
 - a) Agreement that there is little wiggle room in the budget and priorities given that many of the priorities have been agreed in previous years and span over several years of the Corporate Plan.
 - b) The ability to increase staff numbers yet decrease staff costs by looking at newly vacant posts on a case by case basis and, where appropriate to work requirements, review job descriptions and levels of responsibility with consequent reduction in job grade level.
 - c) The timetable for confirming the future budget that it expected to be a three year budget to catch up with the UK Spending Review.
 - d) Agreement that despite foreseen further cuts in budgets in future years, with health and education being protected, it is hoped that the Authority would be well placed to continue delivering and levering in sufficient funding for the work of the Authority to continue.
 - e) Confirmation that the budgets in each programme are closely monitored and revised when appropriate.

- f) The current planning protocol with local authorities whereby the NPA receives typically 60% of the planning fees, and whether this remained appropriate. Members noted that local authorities continued to undertake some elements of the planning process even where applications were called in, such as neighbour notifications. Overall it was recognised that planning fees in no way covered the cost of delivering the work around the applications.
- g) Agreement that Kate Christie should be congratulated for her quick work on negotiating the pay proposals.

14. Members considered the draft proposals to the Board.

15. Actions:

- i. **Following the Planning Review, the percentage split of Planning Fees to be reviewed.**
- ii. **Kate Christie to be congratulated and thanked for all her hard work on negotiating the pay proposals.**

AOCB

16. There were no items of competent business.

Date of Next Meeting

17. The next Finance and Delivery Committee meeting will take place on Friday 10th June 2016 in the Beaton Craigie room, Ballater.
18. The meeting concluded at 9.35hrs.