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**CAIRNGORMS NATIONAL PARK AUTHORITY**

**DRAFT Minutes of the Staff Consultative Forum**

**Held via MS Teams  
11:00am, on Monday 19 June 2023**

**Present**

Adam Streeter-Smith  
David Cameron  
Ed Swales  
James Lee  
Kate Christie  
Mariaan Pita  
Pip Mackie  
Richard Hardy (Prospect)

**Apologies**

Janet Hunter (Board Member)  
Nasim Mehrabi

**Item 1:**

**Welcome and Apologies**

1. David Cameron (DC) welcomed the group and the new reps, James and Nasim. He expressed thanks to the existing reps for staying on and to Heather and Lucy, who had recently stood down. for the time they gave whilst part of the group.
2. Apologies were received from the above.

**Item 2:**

**Review of Minutes of 20 March 2023 Meeting and Matters Arising**

3. Minutes were agreed and action points were reviewed.

**Item 3:**

**Paper 1: Reasonable Adjustments Passport Policy**

4. Kate Christie (KC) introduced the policy which sits alongside the Neurodiversity Policy and advised that it had been developed through the



internal equality and diversity group. The policy seeks to support continuity through the organisation and can be developed at any point for staff, including short term use. The following points were raised:

- a. Concern that timescales for requirements not being actioned as quickly as they could be by line managers. KC advised that up until this point reasonable adjustments have been covered in the Absence Management Policy, this proposed policy draws this out and should encourage adjustments to be actioned promptly.
  - b. Clarification sought as to how this policy relates to recruitment. KC responded that there are several opportunities for an individual to declare if they require any reasonable adjustments during the recruitment and onboarding process. The HR team will also look at how to make this clearer in recruitment adverts to encourage people to come forward with any requirements that they may have.
5. DC thanked everyone for the feedback and the policy was adopted.

#### **Item 4:**

##### **Paper 2: Review of Hybrid Working**

6. KC introduced the paper and advised that the hybrid approach appeared to be working well. It was now time to make a policy decision on this and MT are minded to convert the hybrid approach to permanent policy. Feedback was provided as follows:
  - a. Conflicting views about whether another staff survey should be carried out. KC proposed developing a draft policy for consultation with staff. At that point staff would have the opportunity to comment on the policy and propose amendments. This was agreed.
  - b. The need for staff to understand the distinction between the approach to hybrid working and the flexible working policy. It was clarified that the default position in the hybrid working policy was that staff can work between home and office 50/50. If staff wished to work more than 50% at home then there was a need to submit a flexible working request and this would be set out in the policy. The need to manage the risk that some staff may not be content with this and therefore other policies need to support that position. KC advised that so far there have been few FW requests received-and that it's not expected to receive a huge amount more.



7. DC thanked everyone for their input and feedback. It was confirmed that a policy would be developed and staff consulted on it.

**Item 5:**

**Verbal Update: 2023/24 Pay Award Process**

8. DC advised the he was conscious that the organisation was currently behind the timeline regarding the 23/24 pay award. As previously explained, this was due to delays on Scottish Government (SG) pay strategy (which set out that the total cost of the basic award was currently limited to 5% of the organisation's baseline paybill). Work had been undertaken on what the organisation could do within the SG pay strategy and this will be presented to the Resources Committee meeting on 30 June to consider the options. DC advised that the organisation would reopen the pay award for discussion should the national position change (as had happened last year with additional mid-year pay award). Alternatively, the pay award could be delayed for national approach to be agreed but this would mean that any pay award would be delayed until later in year.
9. The following points were raised:
  - a. Richard Hardy gave an update on the background conversations taking place. He advised that the pay strategy that had come out from SG made explicit reference to it being the guiding strategy not just for civil / public servants but also for teachers / NHS workers (printed after the agreed deal with teachers at 7%), there were therefore lots of conversations taking place. A meeting had taken place with the Deputy First Minister and a meeting with the First Minister had been scheduled. He advised that he was not able to give a full update due to confidentiality surrounding the negotiations, which would continue throughout June.
  - b. Clarification was sought from staff as to what the pay award would mean for staff. It was advised that the proposal was likely to be that staff eligible for progression would get the contractual minimum progression award (1.5%) but the basic (cost of living) award total cost to the organisation was limited to 5% of baseline payable, with basic awards being set out in the pay strategy at a floor of 2% and max of 5%, average of 3.5%. The basic award would be tiered across the salary bands (as had been done previously) and would not be a flat rate for all staff. Possible options would be for the pay award to implemented in line with current proposals now (backdated to April)



- and if the pay strategy changes implement any increase later on, or, staff to wait for pay strategy to be amended (if this happens) to reflect other public sector organisations and then backdate to April.
- c. If the organisation had moved to settle the pay award and then pay strategy were to change, discussions would be reopened, and proposals brought back to SCF.
  - d. The risk that those staff in the middle of pay band structure will be penalised if there's not a reasonable offer that CNPA can work with. DC gave assurance that the organisation had been looking at a reasonable settlement offer to everyone across the pay bands.
  - e. The risk that new staff may struggle get to top of band in any meaningful timescale if the progression award was kept at the contractual minimum for subsequent pay awards. DC advised that the organisation had been quite successful in implementing progression awards and had made relatively few balloon payments to get staff to top of their salary band in the committed journey time. It was recognised that progression awards will have to be looked at carefully in subsequent years to get staff to top of pay bands in time given (either 4 or 6 years).
10. DC thanked everyone for their input and feedback. He advised that it was envisaged to provide an update to staff in the first half of July. If an interim SCF meeting was needed to discuss the pay award, this would be convened.

**Item 6:**

**Discussion: Health and Safety Update**

11. It had recently been highlighted that a new member of staff had not received the appropriate PPE process as included in the induction checklist. The H&S Committee discussed this at their May meeting. Following this, KC wrote to all line managers to remind and update them of this policy and the requirement to carry out a personal risk assessment and identify if specific PPE was required. The PPE policy allows for the purchase of kit and any additional training that may be required, as necessary to an employee's role. It was recognised that a lot of new staff joined the organisation and reminder to line managers regarding their responsibilities was necessary.

**Item 7:**

**Discussion: Leadership**



12. DC advised that the new Members had recently joined the Board following a round of ministerial appointments. There was another public appointment round to be carried out over the summer (2 more appointments).
13. DC advised that in July he would be leading on work focussing on organisational values and culture and revisiting what that means and how this is portrayed. DC will come back to SCF in Sept with more information.

**Item 8:**

**Discussion: Equalities**

14. KC advised that the contract with JRS KnowHow had now been completed and closed. During the equalities training staff had the opportunity to use Slido and make comments, following these JRS KnowHow had produced a Q&A and useful resources and these would be circulated to staff later this month.
15. KC advised that CNPA now had a partnership agreement in place with Black Professional Scotland. This would include targeted recruitment, further training and a mentor programme - all would be explored in the near future.
16. CNPA were taking a stall at Highland Pride, taking place in Inverness on 22 July. Staff in attendance would be Kate Christie, Pip Mackie, David Clyne, Becky Wilson and Olly Davies. Attendance at Pride had been identified as an action through the LGBT Charter plan. Focus will be on showcasing the work of the Authority generally, as well as the LGBT Charter Action Plan
17. Equalities update report had been published in April, and was due to go to the Board later in the week. It had been a useful and interesting process and highlighted that there was a lot of work going on. The report brought together all the work the organisation was doing. It would be looked at how to present this information to staff in an easily digestible format.

**Item 9:**  
**AOB**

18. There were no items raised.

**The meeting concluded at 12:15pm.**



Ref	Action	Responsible	Due Date
<b>09.12.19</b> <b>Para 6</b>	Amend Terms & Conditions: Any staff dealing with payroll to be consulted regarding having a specific confidentiality clause inserted into their contract. 05.10.20: Ongoing 06.12.21: Ongoing 27.06.22: Ongoing 07.11.22: Ongoing 25.01.23: Ongoing <b>20.03.23: Update: Wording has now been provided by lawyers and discussions are ongoing.</b> <b>19.06.23: Still in discussion</b>	KC	June 20
<b>06.12.21</b> <b>Para 19</b>	Electric Car Salary Sacrifice Scheme Future updates to be brought back to SCF  27.06.22: Finance team looking into and any proposal will be brought to MT 07.11.22: Still progressing 25.01.23: Ongoing <b>20.03.23: Update: Support had been received from NatureScot who had recently launched a similar scheme. Any proposals would go to MT then be brought back to SCF</b> <b>19.06.23: still progressing</b>	KC	June 22
<b>27.06.22</b> <b>Para 12a</b>	Staff Induction Process Feedback from staff survey on induction process to be presented at SCF 25.01.23: Ongoing 20.03.23: Ongoing <b>19.06.23: Ongoing</b>	PM	Sep 22
<b>23.03.23</b> <b>Para 14</b>	Shed at Rear of Building Dust issues to be raised with Facilities team	KC	Mar 23



	<b>19.06.23: Floors now been sealed. Complete</b>		
<b>23.03.23 Para 25</b>	Pigeonholes Current system to be looked at and revised if necessary. <b>19.06.23: Ongoing</b>	KC	June 23