

# **CAIRNGORMS NATIONAL PARK AUTHORITY**

## **DRAFT Minutes of the Staff Consultative Forum**

**Held via Lifesize  
11:00am, on Monday 27 June 2022**

### **Present**

Alix Harkness  
Carolyn Caddick  
David Cameron  
Deirdre Falconer  
Ed Swales  
Kate Christie  
Lucy Ford  
Pip Mackie

### **Apologies**

Adam Streeter-Smith  
Heather Trench  
Richard Hardy

### **Item 1:**

#### **Welcome and Apologies**

1. David Cameron (DC) welcomed the group, and apologies were received from the above.

### **Item 2:**

#### **Review of Minutes of 7 March 2022 Meeting and Matters Arising**

2. Minutes were agreed and action points were reviewed.
3. Lockers – have arrived and are due to be installed and trialled in the top floor extension space. If the trial is successful, more will be bought for other office spaces.

### **Item 3:**

#### **Paper 1: Right to Disconnect**

4. Kate Christie (KC) introduced the paper and asked for feedback.
  - a. No points were raised and the charter was accepted.
5. The paper was accepted.

### **Item 4:**

#### **Paper 2: New Normal Survey Results**

6. Kate Christie (KC) introduced the paper and asked for feedback. It was advised that this would be kept under review on regular basis. She advised that Katherine

Willing had pulled together a booklet on hybrid working, the office spaces available and what they may be used for. This will be included in the induction pack and has been circulated to all staff.

- a. A request that the booking system for hot desk seating in extension be expanded to rest of building. It was advised that Resource Central will be used for meeting rooms and when fully functional, can be used as an app on mobile phones. The old building has dedicated spaces for teams with hot desks located in meeting rooms. Therefore the hot desk spaces for the old building can be booked through Outlook/Resource Central.
- b. It was recognised the huge challenge that new normal working had brought and the positive place the organisation was now in.
- c. Clarification of why there was more pressure on desk space - if less desks were now in place or more staff in post? It was confirmed that the organisation now employed more staff due in part to the peatland programme and Heritage Horizons.

7. KC thanked everyone for their feedback on the paper.

#### **Item 5:**

##### **Discussion: IT Issues Microsoft 365 / GIS**

8. Ed Swales asked for an update regarding the current organisational position on GIS. David Cameron (DC) responded:
  - a. It was confirmed that there was a contractual relationship with LLTNPA for GIS. The CNPA had funded an additional post in the GIS team at LLTNPA, in order to get a fuller shared service approach. It was felt that it would be better for integration purposes to have the role placed within the existing team.
  - b. MT are looking at the strategic GIS approach in due course and the wider GIS users in organisation and a clearer written statement will be produced in the coming weeks.
  - c. It was acknowledged that there had been an 18 month delay on taking this forward due to recruitment processes and outsourcing investigations.
9. DC gave update on MS365. He advised that there had been a note to staff circulated few weeks ago. Training on MS365 had been arranged for staff and this was still ongoing, the purpose was to familiarise staff with main points of SharePoint / One Drive. The approach to overall records management and the transition to MS365 was still requiring further investigation. Staff had previously been advised that the date for the R drive to be archived (made read only) would be 1 August. However, this was looking to be postponed to allow the new Governance, Data & Reporting Manager to familiarise self with the specific details. The delay would possibly be for 2/3 months and until work on Metadata had been undertaken.
10. DF left meeting.
11. d Swales raised the issue of the facility to record virtual meetings (via Teams) and FOI / EIR implications. DC advised that it was ok to record meetings on basis that all participants are aware and approved it. He confirmed that any recording would

be within scope of FOI/EIR request and therefore could be released and made public. All staff would be made aware of this via the staff newsletter.

**Item 6:**

**Discussion: Staff Induction Process**

12. The staff induction process was raised, with concern that some new members of staff were missing key information and it was quite administrative and not very engaging.
  - a. Pip Mackie (PM) responded that following this being raised a survey had been sent to staff who had recently joined the organisation, as they were best placed to give feedback on the process. The feedback would be looked at to see if there were any areas of concern and/or improvement. KC advised that the survey results would be collated and presented at the next SCF meeting.
  - b. PM advised that during lockdown the induction process had been overhauled to make it appropriate for delivering virtually. This now included timelines for induction. It was recognised that some parts of the induction were administrative. However, many of these had to be done for Health & Safety and organisational purposes e.g. reading policies.
  - c. KC advised that a large amount of responsibility sat with line managers for the induction process and the success of it was very much dependent on an individual's line manager and was therefore out with the control of the HR team.

**Item 7:**

**Discussion: Driving Licence Requirement**

13. The requirement for a driving licence to be essential in order to apply for some posts was raised. This was felt to be an issue due to the backlog for driving tests due to Covid.
  - a. KC advised that this had also come up through Equality Advisory Panel in terms of fuel poverty. It was advised that this is being looked at and the HR team assess the need for a driving licence for a role on a case by case basis.
14. DF joined meeting

**Item 8:**

**Discussion: Milk**

15. KC advised that pre-Covid milk was provided by CNPA. This hadn't been able to be reimplemented due to staff work pattern changes and staffing in the admin team. It had been announced 2 weeks ago that CNPA would now provide semi-skimmed milk for staff. Mariaan Pita, the Executive Support Manager, had kindly agreed to collect it and bring it into the office.

**Item 9:**

**Discussion: Health and Safety Update**

16. There were no updates from employer. It was advised that there was a meeting coming up at end-July, staff will be asked for discussion items nearer the time.

17. The increased number of Covid cases was raised and the need for clearer guidance around access to office. KC advised that staff could be reminded about the current guidance, though there is no current requirement for people to test. It would be recommended that if staff feel unwell to undertake a lateral flow test and CNPA will reimburse the cost. It would also be recommended that, in terms of protecting the workspace, staff should not attend the office if they or a family member is feeling unwell. This guidance would include not attending work and sharing vehicles for those staff who are field-based and also a reminder about wiping desks, leaving windows open etc.
18. The possibility of having lateral flow tests available in the office was raised. However, this had implications for potentially positive members of staff coming in to collect them.

**Item 10:**

**Discussion: Leadership**

19. No issues were raised.

**Item 11:**

**Discussion: Equalities**

20. KC advised that mandatory equalities training would soon be launched with 5 dates to be available later in July/August. Staff would be able to select a date to suit them. The training would look at beliefs, challenging beliefs and how as a staff group, we can be as inclusive as possible. An email would be circulated explaining the training and booking details. The training would be delivered in person whilst the future training for Board members and Line Managers would be virtual due to practical reasons (with a live trainer) (2 x ½ days). Further discussion could take place whether 1 full days face to face training would be preferred.
21. KC advised that CNPA had signed up to the LGBT charter. Staff will receive an email from LGBT Youth for a 3 hour training session. The training is not mandatory, but we do need 70% of staff to undertake it in order to progress with the Charter. The training will run through August and staff are requested to encourage colleagues to undertake it.

**Item 12:**

**AOB**

22. No items were raised.

**The meeting concluded at 12:10pm.**

Ref	Action	Responsible	Due Date
<b>24.09.18 Para 9c</b>	Data Breach Policy: A toolbox talk to be arranged on the policy after a staff meeting. To be done after March Staff meeting. 05.10.20: Ongoing	KC	Dec 18

	<p>To be kept on – review with hybrid working and return to office</p> <p><b>27.06.22: Remove – core training requirements will be looked at by HR team and brought back to future meeting</b></p> <p><b>Complete</b></p>		
<b>24.06.19 Para 7</b>	<p>Mental Health First Aid Policy: Additions to policy: Review in one year's time Inclusion of flow diagram. 15.06.20: Ongoing 06.10.20: Ongoing <b>06.12.21: Ongoing – MHFA training last week, policy to be looked at with new MHFA and reviewed in New Year</b></p>	KC	
<b>09.12.19 Para 4h</b>	<p>Travel &amp; Subsistence Policy: Include a worked example of an expenses claim. 15.06.20: Ongoing 05.10.20: Ongoing 06.12.21: Ongoing <b>27.06.22: With finance team for feedback prior to reissue – mileage rates 45p per mile dependent on HMRC for amend to rates, if move above entirety of payment would be taxable</b></p>	DC	Mar 20
<b>09.12.19 Para 6</b>	<p>Amend Terms &amp; 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 <b>27.06.22: Ongoing</b></p>	KC	June 20
<b>16.03.20 Item 4</b>	<p>Volunteering Policy: Mike Woolvin to have a discussion with other partner organisations regarding signing up to CNPA's volunteering policy. 05.10.20: Ongoing 06.12.21: Ongoing <b>27.06.22: Remove – Becky Wilson now in post and events now overtaken</b></p> <p><b>Complete</b></p>	KC/MW	Sept 20
<b>27.09.21 Item 5 Para 12</b>	Columbia Kit:	DC/KC	April 22

	<p>End date for Columbia sponsorship deal to be investigated and future options for uniform/PPE to be investigated.</p> <p>06.12.21: clarify already PPE procs in place for add kit to be purchased</p> <p><b>27.06.22: Confirmation from NP Partnerships – still offering discounted rate at end of sponsorship deal, pending any new sponsorship being arranged.</b></p> <p><b>Complete</b></p>		
<b>06.12.21 Para 17</b>	<p>Active Travel: Update on active travel staff support via the return to office project.</p> <p><b>27.06.22: Remove – this was regarding opening of showers, they are now open. Facilities staff looking into e-bike storage provision.</b></p> <p><b>Complete</b></p>	KC	Mar 22
<b>06.12.21 Para 19</b>	<p>Electric Car Salary Sacrifice Scheme Future updates to be brought back to SCF</p> <p><b>27.06.22: Finance team looking into and any proposal will be brought to MT</b></p>	KC	June 22
<b>06.12.21 Para 22</b>	<p>Equalities: Email to be sent to staff advising members of the internal equality advocacy group</p> <p><b>27.06.22: Done</b></p> <p><b>Complete</b></p>	KC	Jan 22
<p><b>07.3.22 Para 5b</b></p> <p><b>Para 5I</b></p>	<p>Best Companies Survey: KC and DC to propose individual team discussions of the results attended by KC at a future senior management team meeting. KC and DC to further discuss re-surveying particular sections of the survey.</p> <p><b>27.06.22: Ongoing</b></p>	<p>KC and DC</p> <p>KC and DC</p>	
<b>27.06.22 Para 12a</b>	Staff Induction Process	PM	Sep 22

	Feedback from staff survey on induction process to be presented at SCF		
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