

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

**held via Lifesize Video Conferencing
on 13th August 2021 at 10.30am**

PRESENT

Deirdre Falconer (Chair)
Carolyn Caddick
Pippa Hadley

Ian McLaren
Derek Ross

In Attendance:

David Cameron, Director of Corporate Services, CNPA
Kate Christie, Head of Organisational Development, CNPA
Lynn Anderson, Minute Clerk, CNPA

Apologies:

Geva Blackett	Xander McDade
Grant Moir, CEO, CNPA	Danie Ralph, Finance Manager, CNPA

Welcome and Apologies

1. The Chair welcomed everyone to the first meeting of the Resources Committee.

Declaration of Interests

2. There were no interests declared.

Election of Committee Vice-Chair (Oral)

3. David Cameron, Director of Corporate Services, invited nominations to the position of Audit & Risk Committee Vice-Chair.
4. Carolyn Caddick was nominated by Deirdre Falconer and this was seconded by Ian McLaren.
5. As there were no other nominations, Carolyn Caddick was elected as Resources Committee Vice-Chair with immediate effect, for a period of 3 years.

Terms of Reference (Paper 1)

6. David Cameron introduced the paper which presents the Terms of Reference for all Committees of the Board.
7. The Resources Committee discussed the paper and made the following comments and observations:

- a) A member was happy to support but suggested that this might be the opportunity to explore the details underneath the paper and the committee should review the terms of reference in a year in case they need amended.
- b) David Cameron, Director of Corporate Services explained that the intention is for this committee to report annually to the Board. Any tweaks or amendments to the terms of reference should be fed into the annual report at the end of the first year.
- c) A member noted that the Health & Safety Committee and Staff Consultative Forum meeting minutes formed papers that went to the Staffing and Recruitment Committee previously as standing items but wondered whether the Equalities and Diversity items should feed into this committee or whether this would sit better within Governance?
- d) Kate Christie, Head of Organisational Development explained the Equality Mainstreaming Report is produced every 2 years and is published on the CNPA website. The HoOD suggested that this report should go to the full board and in addition an annual Equality Outcome update report should go to this committee, together with the annual Gender Pay Audit. The HoOD suggested this would be useful in terms of making sure we are keeping up to date with regards delivering our equalities outcomes before the production of the 2 year report. In addition she suggested that the 2 year Equality Mainstreaming Report should go to this committee for final review before taking it to the full Board. A member mentioned that bringing an annual equalities outcome update report to this committee would help ensure that we are fulfilling our obligations These suggestions were agreed by Committee
- f) A member mentioned that traditionally 2 Board Members from the Staffing & Recruitment Committee attended the Staff Consultative Forum (SCF) meetings. Currently, one of those members was not part of this new Resources Committee and wondered whether a member of this committee should take their place. The Director of Corporate Services confirmed this would be helpful, given alignment of this committee with staffing matters discussed at the SCF. There was also discussion about having an annual rolling changeover of Resources Committee members on the SCF, but that one of the members should be the chair of this committee

8. The Resources Committee:

- a) **Considered the terms of reference for the Resources Committee and discussed the work of the Committee for the year ahead.**
- b) **Agreed what the Committee might find useful to aid them.**

9. Action Points Arising:

- i. **Equalities Outcome report and Gender Pay Audit to be produced annually for the Resources Committee**
- ii. **Chair of the Equality Panel to be invited to the Resources Committee Meeting when the report is on the agenda for discussion**
- iii. **Biennial Equality Mainstreaming Report to be presented to full board, once signed off by Resources Committee.**
- iv. **Deirdre Falconer to replace Willie McKenna as board representative on SCF.**

Schedule of Business for the Year Ahead (Oral)

10. The Director of Corporate Services introduced this item which provided an overview on the business of the Resources Committee at each meeting.
11. The Resources Committee made the following comments and observations:
 - a) A member asked whether updates on Covid Recovery would be fed into this committee? The Director of Corporate Services explained that Covid Recovery as part of the business continuity reporting is tabled at the Audit and Risk committee. All board members should have an awareness of those papers.
 - b) A member commented that this committee would have sight of contractual changes to HR or Finance policy anyway through its involvement in SCF, and sight of SCF minutes.
 - c) The HoOD asked members to consider how the minutes for the Resources Committee should be produced given that some of the discussion will be confidential. The minutes of the Finance Committee were published on the website, however staffing and recruitment were not. In discussion it was considered that agendas and minutes would be split where necessary between public and confidential sections.
 - d) The Chair asked whether it might be possible to meet 3 weeks prior to the next meeting with the Director of Corporate Services and HoOD to set agenda and agree papers. The Director of Corporate Services explained that it would be possible to have a skeleton set of papers for review which can be used in terms of managing the meeting however any discussion on the content of the papers would need to take place at the meeting itself. Officers are responsible for finalising papers to meetings as the professional advisors to Board and the authors of the papers. There is an opportunity for members to input into the agenda as this will be set by the Chair if they wish to see something specifically on there.
12. **The Resources Committee agreed the schedule of Business for the year ahead.**
13. **Action Points arising:**
 - i. **The Director of Corporate Services to circulate to members the anticipated schedule of work for the year.**
 - ii. **Members agreed that there should be one set of minutes only with anything confidential redacted before being published.**
 - iii. **Members agreed that papers for the Resources Committee should be colour coded to ensure members are completely clear on what papers are confidential.**

AOCB

15. There were no items raised.

Date of Next Meeting

16. The next scheduled Resources Committee meeting will take place on Friday 29th October 2021.
17. The meeting finished at 11.17 hours.