



# Minutes of the Resource Committee Meeting

Held at Cairngorms National Park Authority and Virtually

10 November 2023 2.30pm

## Present

Russell Jones (Chair)

Xander McDade

Hannah Grist

Sandy Bremner (Board Convener)

Derek Ross

Lauren McCallum

## In Attendance

Grant Moir, CEO

David Cameron, Director of Corporate Services and Deputy CEO

Louise Allen, Head of Finance and Corporate Operations

Kate Christie, Head of Organisational Development

James Ade, Clerk to the Board

## Apologies

None

## Minutes from the previous meeting for approval

1. The minutes from the meeting on the 11 August 2023 were approved with no amendments.

## Matters arising not covered from previous meeting

2. No matters arising

## Declarations of interest

3. No declarations of interest were made.

## Voting of Committee Vice Chair



4. Russell Jones nominated Lauren MacCallum to become Vice Chair of the Resources Committee, seconded by Sandy Bremner. Lauren MacCallum accepted the nomination.

## **Budget Monitoring**

5. Louise Allen, Head of Finance and Corporate Operations, presented the paper which sets out an overview of the Park Authority's budget management position at the end of the second quarter of the 2023/24 financial year and highlighted the following:
  - a) Significant underspend against our phased budget in terms of expenditure, which continues the pattern of expenditure found in previous years.
  - b) Pressure on staff costs due to less staff turnover and vacancy savings than anticipated.
  - c) Operational plan showing committed spend of around £3.3 million as of the end of October, around half of the annual budget.
  - d) Likely underspend in the peatland restoration programme – the forecast underspend will be confirmed with Scottish Government by the end of the calendar year to allow for any changes in funding allocations to be managed.
6. The Resources Committee discussed the paper and made the following comments:
  - a) The Chair of the Resources Committee questioned if the underspend on peatland restoration can be carried forward to the next financial year. The Head of Finance and Corporate Operations responded that Officers were in the process of asking Scottish Government on this point.

## **Recommendations**

The Resources Committee was asked to:

- a) Consider the budget management position for 2023/24.
7. The Committee noted the paper.
  8. Action point arising: none

## **2022/2023 Estimate Outturn**

9. Louise Allen, Head of Finance and Corporate Operations presented the paper giving an update on the estimated outturn position for the 2022/23 financial year, informing



the Committee that the figures in this paper remain subject to external audit and any significant changes will be presented to the Committee in January 2024.

10. The Resources Committee welcomed the update and had no comments on the paper.

## **Recommendations**

The Resources Committee was asked to:

- a) Consider the estimated outturn position for the 2022/23 financial year

11. The Committee noted the paper.

12. Action point arising: none

## **Resources Committee annual report to board**

13. David Cameron, Director of Corporate Services & Deputy Chief Executive presented the draft Annual Report of the Resources Committee to the Board.

14. The Resources Committee discussed the paper and made the following comments:

- a) A Member raised that they would like it to be reflected that the Committee had dealt with items of business over the year, including the pay negotiations, which had a significant impact on the Authority and which Staff and Members worked hard on. The Member added that it would be good to show the Board the due diligence taken and therefore should be reflected in the report. The Director of Corporate Services & Deputy Chief Executive responded that he would be happy to draw out weight of some of the matters in the report and the due diligence taken by Members.

## **Recommendations**

The Committee was asked to:

- a) Review the draft Annual Report to the Board and agree any amendments prior to submission to the board in November.

15. The Committee agreed to the officer's recommendations.

16. Action Point Arising: none



## Staff Consultative Forum Minutes

17. Kate Christie, Head of Organisational Development, introduced this paper and noted that this is a standard item that comes to the Committee to provide oversight of the meeting and of our engagement with staff.

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

## Health & Safety Committee Meeting Minutes

19. Kate Christie, Head of Organisational Development, introduced this paper, explaining that the Board have overall responsibility for the health and safety of staff, and it was therefore considered appropriate for them to have oversight of the H&SC meeting minutes.

20. The Resources Committee discussed the minutes and made the following comments:

- a) The Chair asked whether there was a defibrillator in the National Park Authority Office. The Head of Organisational Development responded that while there is one outside the Co-Operative in Grantown, there was not a defibrillator in the building but she would be happy to look into getting one as there was appetite for that within the Committee.

21. The Committee noted the Minutes from the Health and Safety Committee.

22. Action Point Arising:

- i. The Head of Organisational Development to look into purchasing a defibrillator to the Cairngorms National Park Authority Grantown Office and present this to the Resources Committee.

## AOCB

None

23. **Date of next meeting:** 26 January 2024

**Motion to move onto confidential session for reason of dealing with personal and confidential data**

Public session closed at 2.46pm