



Draft Minutes of the Governance Committee Meeting

Held at Cairngorms National Park Authority office, Grantown on Spey

Virtual

3 November 2023 at 9.30am

Present

Sandy Bremner (Convener)

Eleanor Mackintosh (Deputy Convener)

Russell Jones

Kenny Deans

In Attendance

Grant Moir, CEO

David Cameron, Director of Corporate Services and Deputy CEO

Kate Christie, Head of Organisational Development

Oliver Davis, Head of Communications

James Ade, Clerk to the Board

Apologies

Fiona McLean

Welcome and introduction

1. Sandy Bremner, Board Convener welcomed everyone to the meeting of the Governance Committee.

Declarations of interest

2. None



Minutes and Note of Previous Meetings & Matters Arising

3. The minutes of the 18 August 2023 meeting, held via video conferencing, were approved with no amendments.
4. Action points from previous meetings:
 - a) **At Para 19a** In Hand – Planning Committee Induction training to be up to existing Board Members as a refresher.
 - b) **At Para 19b** In Hand – Second Board Effectiveness session with the Board and Senior Staff facilitated by David Robertson of WildThinking to be scheduled for May 2023.
20 January meeting
 - c) **At Para 9i** Review our Governance Responsibility Framework. Director of Corporate Services to bring a paper to a future meeting to reconsider. In Progress – this is now combined with the internal audit work on assurance mapping and will be brought back to Committee at a later date.
 - d) **At Para 12i** Director of Corporate Services to draft a follow up paper required to set out potential options for the Governance Committee. Closed – this matter is linked to the work on governance and assurance arrangements covered in the previous action above.
 - e) **At Para 15i** Clerks to Board (January / February 2024): agenda item for review of planning committee arrangements. Open
 - f) **At para 19ii** Head of Communications to look at communication messaging around appropriate places to take bikes linking to Director of Corporate Services follow up (24(ii)). - Closed: liaison with mountain bike groups ongoing led through Capercaillie Project.
18 August meeting
 - g) **At para 10i** Head of Communications will feedback to the equalities advisory panel on work completed. Closed

5. Actions: None.

Communications update (Paper 1)

6. Oliver Davies, Head of Communications presented an update of current communications activity and outlined a number of key priorities for the next quarter.



7. The Governance Committee discussed the update and made the following comments and observations:
 - a) A member asked if there had been any significant changes requested by target audiences during workshops around developing a new website for the National Park. Head of Communications responded that following feedback there would now be two websites, one for information and the other more inspirational, celebrating the National Park and that it is a living, working landscape.
 - b) A member queried if the poem being commissioned to celebrate the 20th anniversary of the Cairngorms National Park would reflect the reality of what it is like to live and work here. Head of Communications responded that the poet has had as varied a group as possible to speak to in gaining inspiration for the poem, so that he can give a true reflection of what it is like to live and work here.
 - c) A member asked what learning had been taken from the beaver engagement process, due to recent negative comments by some farmers around beaver reintroduction. Head of Communications responded that a lot of work went into engaging with the National Farmers' Union of Scotland and specific farmers along with specific events for farmers. The volume and quality of engagement that was carried out suggests that the Park engaged well with this group on this issue.
8. The Convener concluded the discussion and thanked the Head of Communications for the update.
9. Actions: none

Annual Report (Paper 2)

10. David Cameron, Director of Corporate Services and Deputy CEO, presented the Paper which outlined the work of the Committee for period August 2022 to November 2023.
11. The Governance Committee discussed the update and made the following comments and observations:
 - d) Members raised that the membership of the Committee was new and therefore cannot verify the accuracy of the report. Director of Corporate Services and Deputy CEO responded that he would change the report removing the more evaluative sections, leaving a more factual reflection of the work of the Committee. Members agreed with this approach.



12. The Committee approved the paper with the condition that the proposed evaluative sections would be removed.

AOCB

13. Grant Moir, CEO, informed the Committee of the upcoming Formal Board agenda.

Date of Next meeting: 19 January 2024

Meeting concluded at 10.02am

The convener put forward a motion to move to a confidential session due to legal privilege

Eleanor Mackintosh seconded this motion



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 patten 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.

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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



Minutes of the Governance Committee Meeting

Held at Cairngorms National Park Authority office, Grantown on Spey
hybrid

9 February 2024 at 3.15pm

Present

Sandy Bremner (Convener)

Eleanor Mackintosh (Deputy Convener)

Russell Jones

Fiona McLean

Chris Beattie

In Attendance

Grant Moir, CEO

David Cameron, Director of Corporate Services and Deputy CEO

James Ade, Clerk to the Board

Apologies

Kenny Deans

Welcome and introduction

1. Sandy Bremner, Board Convener, welcomed everyone to the meeting of the Governance Committee.

Declarations of interest

2. None

Minutes and Note of Previous Meetings & Matters Arising

3. The minutes of the 3 November 2023 meeting, held via video conferencing, were approved with no amendments.



4. Action points from previous meetings:

- a) **At Para 19a** In Hand – Planning Committee Induction training to be up to existing Board Members as a refresher.
- b) **At Para 19b** In Hand – Second Board Effectiveness session with the Board and Senior Staff facilitated by David Robertson of WildThinking to be scheduled for May 2024.

20 January meeting

- c) **At Para 9i** Review our Governance Responsibility Framework. Director of Corporate Services to bring a paper to a future meeting to reconsider. In Progress – this is now combined with the internal audit work on assurance mapping and will be brought back to Committee at a later date.
- d) **At Para 15i** Clerks to Board (January / February 2024): agenda item for review of planning committee arrangements. Open

5. Actions: None.

Application of Meeting Substitutes Policy to Governance Committee (Paper 1)

- 6. David Cameron, Director of Corporate Services and Deputy CEO presented a paper that considered the application of the policy to allow substitutes for meetings of the Governance Committee.
- 7. The Governance Committee discussed the update and made the following comments and observations:
 - a) Due to the position of Deputy Convener and Deputy Planning Convener being filled by the same Board Member, a discussion was had on whether there should be an option other Members be able to act as substitutes for these positions. However, it was agreed that as this situation would only be for a limited period of time, this would not be necessary.
- 8. The Committee unanimously agreed to the paper's recommendations, allowing for Deputy Chairs of Committees or Deputy Planning Committee Convener to stand in for the respective Committee Chair / Planning Committee Convener should they be unavailable for a meeting and thanked the Head of Communications for the update.

Actions: follow up to Board meeting to adopt change



AOCB

9. None

Date of Next meeting: 1 March 2024

Meeting concluded at 3.22pm

The convener put forward a motion to move to a confidential session due to legal privilege.

Eleanor Mackintosh seconded this motion.