

Top-up/Offsetting Allocations

- Guidance:
- i. Board Members cannot claim for the same duty twice e.g. a conference cannot be used to offset missing a Board Visit Day and then be claimed for top-up;
 - ii. Board Members with a dual mandate e.g. LA Councillors can only claim 50% of the value for a top-up/offset for a duty they would be reasonably expected to attend in another capacity e.g. a Community Council meeting in their ward;
 - iii. Board Members cannot claim top-up/offset for duties which are considered part of the core 30 days;
 - iv. To ensure consistency, any top-up/offsetting must be agreed in advance by the Board Convener (or Deputy Convener in their absence);
 - v. For duties not specified in the list below, it shall be for the Board Convener (or Deputy Convener in their absence) to decide an appropriate allocation;

Duty	Allocation per Meeting	Number of occasions per annum	Approx. per annum
Conference Attendance	1 day for each day of the conference		
Attendance of a Community Council	0.25 day per meeting (0.125 day per meeting for those with a dual mandate)	Max 6 paid a year per CC.	1.5 days per CC
Member of Communications & Brand Group/Membership of additional Corporate Committee	0.5 day per meeting (only eligible if in addition to membership of a corporate committee)	3	1.5 days
Member of Staff Consultative Forum	0.5 day per meeting	4	2 days
Member of Outdoor Access Trust for Scotland (OATS) Board	0.75 day per meeting	4	3 days
Member of Cairngorms Nature Strategy Group	0.75 day per meeting	4	3 days
Member of Active Cairngorms Delivery Partnership	0.5 day per meeting	2	1 day
Member of Cairngorms Tourism Partnership	0.5 day per meeting (+ additional 0.5 day for Chair per meeting)	2	1 day (+ 1 additional day for Chair)
Member of Cairngorm and Glenmore Partnership	0.5 day per meeting	1	0.5 day
Member of Cairngorm LEADER Action Group (CLAG)	0.75 day per meeting	4	3 days
Attendance of Community Planning Partnership	0.5 day per meeting attended	4	Up to 2 days
Member of Tomintoul & Glenlivet Landscape Partnership	0.5 day per meeting	12	6 days
Member of Inclusive Cairngorms	0.5 day per meeting	2	1 day
Nominee to Cairngorm Business Partnership	0.5 day per meeting	4-6	2-3 days

CAIRNGORMS NATIONAL PARK AUTHORITY
Formal Board Paper I Annex I 28th June 2019

Member of Cairngorms Upland Advisory Group (CUAG)	0.75 day per meeting attended (+ additional 0.5 day for Chair per meeting)	3	2.25 days (+1.5 days for Chair)
Member of Association of Cairngorms Communities (AoCC)	0.5 day per meeting	3	1.5 days
Member of Local Outdoor Access Forum (LOAF)	0.5 day per meeting	2	1 day
Observer of Visit Aberdeenshire Board	0.5 day per meeting	4	2 days
Member of Volunteer Cairngorms Reference Group	0.5 day per meeting	2	1 day
Member of Capercaillie HLF Group	0.5 day per meeting	4	2 days
Member of Badenoch Great Place Scheme Project Board	0.5 day per meeting	6	3 days
Supporter of Cairngorms Youth Steering Group	0.5 day per meeting	6	3 days
Chair of Corporate Committee/Comms & Brand Group	1 day per meeting	4	4 days
Vice Chair of Corporate Committee/Comms & Brand Group	0.5 day per meeting	4	2 days
Vice Chair of Planning Committee	0.5 day per meeting	10	5 days
Membership of Governance Group	0.5 day per meeting	4	2 days