

CAIRNGORMS NATIONAL PARK AUTHORITY

DRAFT Minutes of the Staff Consultative Forum

**Held via Lifesize
11:00am, on Monday 6 December 2021**

Present

David Cameron (Chair)
Kate Christie
Deirdre Falconer
Pip Mackie
Adam Streeter-Smith
Alix Harkness
Ed Swales
Heather Trench
Lucy Ford
Richard Hardy (Prospect Rep) (arrived at 11:30)

Apologies

Carolyn Caddick

Item 1:

Welcome and Apologies

1. The Chair welcomed everyone to the meeting. Apologies were received from the above people.

Items 2:

Minutes of Last Meeting & Action Points

2. The minutes from the previous SCF were approved and the action points updated.

Item 3:

Paper 1: 35 Hour Working Week

3. David Cameron (DC) introduced the item, advised that the budget was expected to be published by Scottish Government (SG) on Thursday 9 December for implementation in 2023 and invited feedback.
4. The following feedback was provided:
 - a) Staff were generally positive about the questions to be asked.

- b) Concern had been expressed over resourcing and that this may be disproportionately spread across the organisation particularly regarding statutory functions.
- c) Concern that this may replace a pay increase. Kate Christie (KC) advised that as far as the CNPA were aware there had been no indication from the SG Finance Pay Policy team that a reduction in hours would replace pay awards, but she said she would advise the FPP team of staff concerns in this regard.
- d) Concern that staff may not be as accessible to other colleagues/members of the public if they reduce their working hours.

Richard Hardy joined the meeting.

- e) A reduction in working hours may see staff less inclined to participate in Active Travel due to the additional time required.
 - f) Any reduction in annual leave entitlement may be seen as a penalty and if SG are not requesting this then it should not be raised. DC advised that there was no guidance from SG on the questions to ask and therefore the draft set out to cover as many bases as possible. Richard Hardy raised concern about asking questions for information which was not required at this point in time. DC advised that he would reflect on these questions before the questions were presented to staff.
 - g) The need to gauge if staff are generally supportive of a move to a 35 hour week rather than going straight into asking what staff would be willing to trade to get the reduction in hours.
 - h) Staff may prefer a better cost of living pay award than a reduction in hours.
 - i) Potential for the pay award to be a percentage across the board to encourage employers to look at the 35 hour week.
5. David Cameron thanked everyone for their feedback and advised that the document would be reviewed, including how it would sit under any pay award. A formal consultation was expected to commence in January.

Item 4:

Paper 2: Secondment & Redeployment Principles

- 6. Kate Christie introduced the paper and invited feedback.
- 7. The following feedback was provided:
 - a) Clarification at what point a secondment would become permanent. DC confirmed there was no standard timeframe and it would depend on the job in question.
 - b) Clarification if secondments could be extended indefinitely. It was confirmed that it was unlikely though there may be periods of extension, if for example a role was dependent on funding and additional funding allowed for an extension.
 - c) Clarification if the incumbent could choose to move back to their previous role at the end of the secondment, even if it were to be extended. It was advised that the individual is not obliged to continue in the role at the end of the

secondment but any move would have to be mutually agreeable for both the employee and organisation.

- d) Clarification if an individual's substantive role had considerably changed over the period of the secondment if the individual may have to reapply for the role. It was advised that this would have to be assessed at that point in time.
- e) Consideration needs to be given to the person backfilling the secondees role and how any changes would be cascaded. DC confirmed that timescales were built into the process with a 3 month horizon to look at posts.
- f) The secondees needing to recognise that their substantive role may change over time and be aware of that risk. DC advised that the HR team kept oversight of any changes to job descriptions which may impact on secondees. It was advised that any backfill role was usually recruited for the same length of time as the secondment.

8. Kate Christie thanked everyone for their feedback.

Item 5:

Verbal Update: Pay Policy Expectations

- 9. Kate Christie advised that we were expecting the SG Finance Pay Policy to be published on 9th December and that the fact sheet would be circulated to staff once published.

Item 6:

Discussion: Video Conferencing Systems

- 10. A staff rep asked if any other video conferencing systems were being looked at to replace Lifesize.
- 11. DC responded that Lifesize had been part of a joint procurement prior to Covid 19. The CNPA IT team were busy developing an approach to Microsoft 365 which would include Teams and it was the intention to move across to this at some point. Staff would be advised further in the New Year.
- 12. Richard Hardy advised that Teams could sometimes be quite bandwidth heavy, which impacted on users with limited internet connection. DC advised that Lifesize may be retained as a back up system.

Item 7:

Discussion: Active Travel

- 13. A staff rep asked for an update on how the organisation could support staff with Active Travel.
- 14. DC responded that this was being looked at through facilities management via various groups, including the return to office project, and an update would be brought back to the next SCF meeting.

Item 8:**Discussion: Electric Car Salary Sacrifice Scheme**

15. A staff rep asked if the organisation could look into an Electric Car Salary Sacrifice Scheme.
16. KC advised that the organisation were aware of various schemes through the EELG People Group. However, they would need to be investigated further due to the high value involved and the complexity of the schemes. The SCF would be kept updated.

Item 9:**Discussion: ELMS**

17. A staff rep raised that frustration had been expressed from members of staff with some of the courses not marking as complete or that the assessments were difficult to complete.
18. KC advised that ELMS was an effective overall package. However, the courses are currently under review to address the issues raised. It was also noted that a reliable internet connection was recommended before undertaking a course.

Item 10:**H&S Update**

19. KC advised staff that the H&S Committee continued to meet quarterly and the minutes and are available for staff to access on the R drive.
20. No other issues were raised.

Item 11:**Leadership**

21. No points were raised.

Item 7:**Equalities**

22. KC advised that the internal equalities advocacy group now had 10 members on it and the first meeting was due to be held in January. An email would be sent to all staff advising who the staff reps are and any notes of the meeting would be considered through the SCF.

Item 8:**AOB**

23. No points were raised.

24. The meeting concluded at 12:40.

Ref	Action	Responsible	Due Date
24.09.18 Para 9c	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 To be kept on – review with hybrid working and return to office	KC	Dec 18
24.06.19 Para 7	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 06.12.21: Ongoing – MHFA training last week, policy to be looked at with new MHFA and reviewed in New Year	KC	
09.12.19 Para 4h	Travel & Subsistence Policy: Include a worked example of an expenses claim. 15.06.20: Ongoing 05.10.20: Ongoing 06.12.21: Ongoing	DC	Mar 20
09.12.19 Para 6	Amend Terms & 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, but should be issued shortly	KC	June 20
16.03.20 Item 4	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	KC/MW	Sept 20
16.03.20	Best Companies Staff Survey:		

<p>Item 5</p>	<p>Consultation events to be facilitated for Bands A-C regarding engagement. 05.10.20: Ongoing 06.12.21: Agree to remove, overtaken by C19</p> <p>Contact Best Companies for the definition of 'Giving Something Back' and advise staff of the definition prior to the next survey being undertaken. 05.10.20: Ongoing 06.12.21: Remove – will be looked at for next survey</p> <p>06.12.21: Overtaken by BC survey 2021 issued – can now survey every quarter, results soon be out</p> <p>Complete</p>	<p>KC</p> <p>KC</p>	<p>Sept 20</p> <p>Sept 20</p>
<p>05.10.20 Item 3 Para 2b</p> <p>Para 2j</p>	<p>Covid 19: Organisational Working</p> <p>Fit for purpose assessment to be undertaken of all software in use.</p> <p>Staff teams to be set up to discuss collaborative working solutions 07.06.21 Ongoing 06.12.21: fit for purpose assessment took place over Summer 2021. Coolab work sols done through return to office project.</p> <p>Complete</p>	<p>IT</p> <p>KC/DC</p>	<p>Mar 21</p> <p>Mar 21</p>
<p>27.09.21 Item 2 Para 3</p>	<p>Action Points: To be gone through to check if still relevant 06.12.21: Complete</p>	<p>DC/KC/ PM</p>	<p>Nov 21</p>
<p>27.09.21 Item 3 Para 5a</p>	<p>Return to Office Project: Inclusion of guidance as to how office/home work agreement should be reached and clarification of HR involvement. 06.12.21: Complete</p>	<p>KC</p>	<p>Oct 21</p>
<p>27.09.21 Item 5 Para 12</p>	<p>Columbia Kit:</p>	<p>DC/KC</p>	<p>April 22</p>

	<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>		
06.12.21 Para 17	<p>Active Travel: Update on active travel staff support via the return to office project.</p>	KC	Mar 22
06.12.21 Para 19	<p>Electric Car Salary Sacrifice Scheme Future updates to be brought back to SCF</p>	KC	June 22
06.12.21 Para 22	<p>Equalities: Email to be sent to staff advising members of the internal equality advocacy group</p>	KC	Jan 22