

**CAIRNGORMS NATIONAL PARK AUTHORITY**

**DRAFT Minutes of the Staff Consultative Forum**

**Held via Lifesize  
11:30am, on Monday 7 November 2022**

**Present**

David Cameron  
Ed Swales  
Heather Trench  
Janet Hunter (Board Member)  
Kate Christie  
Lucy Ford  
Pip Mackie  
Richard Hardy (Prospect)

**Apologies**

Adam Streeter-Smith  
Alix Harkness  
Deirdre Falconer (Board Member and chair of Resources Committee)

**Item 1:**

**Welcome and Apologies**

1. David Cameron (DC) welcomed the group. He thanked Carolyn Caddick (previous Board member) for her contributions to the SCF. It was noted that Janet Hunter (Board Member and Deputy Convenor) was standing in as Board representative, as Deirdre Falconer was unable to attend.
2. Apologies were received from the above.

**Item 2:**

**Review of Minutes of 27 June 2022 Meeting and Matters Arising**

3. Minutes were agreed and action points were reviewed.
4. It was noted that the GoS office building was quite chilly today, and staff asked if the heating could stay on over weekends to prevent Mondays being so cold, DC will pick this up with the Facilities team.
5. Richard Hardy joined the meeting.

**Item 3:**

**Paper 2: Pay Award Offer: October 2022**

6. Kate Christie (KC) introduced the paper and asked for feedback.

- a. The consolidated award being welcomed.
  - b. Concern regarding the larger gap in percentage pay award between salary bands D & E and that those staff in Band G getting more than those in Band F - if the principle was for the higher bands to get a lower percentage, then this was not being carried out. DC confirmed that the pay offer was for a permanent increase to salaries. The pay offer had been spread across the bands but with cognisance about the range of increases and it had been weighted towards lower bands. However, being mindful of the cost-of-living crisis affecting all staff. Other organisations pay offers to staff had been looked at including those from Scottish Government and COSLA. It was confirmed that the Band F & G total award was 3% and that for Band E was 3.4%.
  - c. A query if there were any steer from Scottish Government on what next year's pay award was likely to be. KC advised that all public bodies were required to complete survey regarding the public sector pay policy and what had been implemented to date. The expectation was that next year's pay award may be lower but there may be an opportunity to look at doing things in a different way. DC advised that the guidance currently expected would be that pay awards would have to be absorbed in a relatively flat line budget situation.
  - d. Richard Hardy advised that the increase to the 5% pay cap by Scottish Government had been due to public sector union pressure. He advised that the CNPA had made good use of the space the organisation had to work with and thanked CNPA management for progressing the implementation of the the pay award without having to "be asked" to do this He advised that next year's financial pay award picture would potentially be incredibly difficult. DC recognised that both next year's budget and pay award may be challenging and conversations would be held with staff as soon as information was available.
7. The paper was accepted with the pay award would be implemented in November pay; backdated to 1 October.

#### **Item 4:**

##### **Paper 2: New Normal Survey Results (Sept 2022)**

8. Kate Christie (KC) introduced the paper and asked for feedback.
  - a. A query if more IT equipment at hot desks included keyboards / mice etc. to save staff carrying equipment being carried to / from the office. KC confirmed this would be included. DC advised that the IT team were now holding a larger buffer stock of laptops to cover the long delivery times currently being experienced. KC commented that there were still gaps in some pieces of kit due to long delivery times
9. KC thanked everyone for their feedback on the paper.

#### **Item 5:**

##### **Discussion: Health and Safety Update**

10. There were no updates from employer. H&S Committee meeting every quarter and minutes posted on R drive, with circulation to SMT and the Resources Committee.

**Item 6:**

**Discussion: Leadership**

11. DC gave an update on the recent Board changes. There had been a few changes due to the local elections held in May and some local authority appointed members terms came to an end on 30 Sept. New Members had been appointed (1 October) and their biographies were now available on the CNPA website. A number of the ministerial appointees' terms were due to finish at the end of October, all these members had been reappointed for varying terms (6mths to 4 years). The public appointment process was due to launch at the end of November and new appointees were expected to join in April 2023.
12. DC advised that work had commenced on the Corporate Plan and it was due to go to Board meeting on 25 November to get general direction of travel. The Corporate Plan was due to be adopted in March 2023 and a look at first year of budget (24/25) from that plan.

**Item 7:**

**Discussion: Equalities**

13. KC advised that most staff had now been through the equalities training (delivered by JRS KnowHow). There was to be a mop up session held in December and a session for Board members in April 23. The Board Session would be delivered in person.
14. KC advised that SMT and the LGBT Ambassadors had now undertaken live LGBT Youth training. Feedback received from the online (webinar) training had been very positive, 31 people had completed the online training and this would be opened up again for more staff to undertake. The online training could take place in either December or January and KC sought views on when staff felt would be most appropriate (the internal equality group would also be consulted). Staff agreed that December would be preferable.

**Item 8:**

**AOB**

**STAFF SOCIAL GROUP**

15. A request for the setting up of a staff social committee was received. The group would be responsible for arranging informal lunch talks, social gatherings, Christmas party etc. DC happy for staff to form a committee if they wish and recognised that some staff wouldn't want to be involved in all elements of organising social events e.g. some may just wish to help with Christmas. KC added that many new staff have joined since lockdown and an invite for people to come forward would be included in the Wednesday Wellbeing email. She advised that the HR team don't have the capacity to take this on but will help coordinate evolution of new group.
16. The internal recruitment process was raised and that staff don't seem to see many opportunities being circulated from NatureScot, LLTNPA & SEPA. Therefore this may mean that staff from these other organisations are not necessarily seeing our vacancies. KC advised that all internal vacancies are sent to the individual organisations but we don't have control over how partner organisations choose to

share this information. It was advised that LLTNPA has withdrawn from the internal pool. KC will raise this matter with EELG group at next meeting.

17. DC suggested that the next scheduled SCF meeting (for December) be postponed until January 23. This was agreed.

**The meeting concluded at 12:25pm.**

<b>Ref</b>	<b>Action</b>	<b>Responsible</b>	<b>Due Date</b>
<b>24.06.19 Para 7</b>	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 <b>07.11.22: Ongoing</b>	KC	
<b>09.12.19 Para 4h</b>	Travel & Subsistence Policy: Include a worked example of an expenses claim. 15.06.20: Ongoing 05.10.20: Ongoing 06.12.21: Ongoing 27.06.22: With finance team for feedback prior to reissue – mileage rates 45p per mile dependent on HMRC for amend to rates, if move above entirety of payment would be taxable <b>Complete and reissued</b>	DC	Mar 20
<b>09.12.19 Para 6</b>	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 27.06.22: Ongoing <b>07.11.22: Ongoing</b>	KC	June 20
<b>06.12.21 Para 19</b>	Electric Car Salary Sacrifice Scheme Future updates to be brought back to SCF  27.06.22: Finance team looking into and any proposal will be brought to MT <b>07.11.22: Still progressing</b>	KC	June 22
<b>07.3.22 Para 5b</b>	Best Companies Survey:	KC and DC	

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**Resources Committee Paper 4 9 December 2022**

<p><b>Para 5I</b></p>	<p>KC and DC to propose individual team discussions of the results attended by KC at a future senior management team meeting.          KC and DC to further discuss re-surveying particular sections of the survey.</p> <p>27.06.22: Ongoing  <b>07.11.22: Ongoing</b></p>	<p>KC and DC</p>	
<p><b>27.06.22</b>  <b>Para 12a</b></p>	<p>Staff Induction Process          Feedback from staff survey on induction process to be presented at SCF</p>	<p>PM</p>	<p>Sep 22</p>
<p><b>07.11.22</b>  <b>Para 16</b></p>	<p>Internal recruitment          Circulation of posts to be raised at next EELG meeting</p>	<p>KC</p>	<p>Jan 23</p>