



For Decision

Title: Board Member Fee Policy

Prepared by: David Cameron, Deputy Chief Executive and Director of Corporate Services on behalf of Resources Committee

Purpose

This paper presents a review of the Cairngorms National Park Authority's Board Member Fee Policy undertaken by the Board's Resources Committee at its meeting of 25 July 2023. The paper seeks approval from the board of decisions taken by the Committee on the management of members' time available for Park Authority business and associated payment of board fees.

Recommendations

The Board is asked to:

- a) Agree the increase in base level time input by Park Authority board members from 30 days each year to 32 days each year, with associated increase in fee payments.
- b) Note that the specific top-up provisions previously included in members' fee allocations for attendance at community council meetings will be removed in reflection of the increase in the base level of time input to be provided by all members.
- c) Agree automatic deductions to fee payments where attendance at Park Authority board and committee meetings falls below 90% as a consequence of non-authorized absences.
- d) Note changes proposed to the time allocations for Board Convener, Board Deputy Convener and Planning Committee Convener.

Information

1. The board's Resources Committee approved proposals on management of board members' time availability and payment of board members' fees brought forward by the then Convener, Xander McDade, at its meeting held 25 July. The full paper presented to the committee meeting is set out at Annex One to this paper.



2. Changes agreed by the Resources Committee to current management of board members' time input to the Park Authority and consequent payment of members' fees are as set out in the recommendations for decision in this paper. The board are asked to approve the decision of the Resources Committee to increase 'base' time allocations for members to 32 days each year, which will then be implemented with effect from 1 October 2023.
3. The increase in the base number of days for members is intended to reflect a standard allocation of time for members' involvement in community engagement.
4. In terms of recommendation c) above, and to implement the proposal set out at 2.3a of Annex One, it is proposed that the following process will be applied:
 - a) The Clerks to the Board will monitor attendance and notify the Convener, Deputy Convener, Chief Executive and Deputy Chief Executive in any instance where a members' attendance appears to have fallen below 90% in a rolling 6 month period. The Chief Executive's and Deputy Chief Executive's involvement in this process is to reflect their responsibility for payroll processing only, as any payroll instructions must be authorised by these senior managers. Neither the Chief Executive nor Deputy Chief Executive have any role in determining whether any fee adjustments are to be made.
 - b) Where that position is confirmed by the Convener, the Clerks to the Board will notify the member concerned of the position and of the fees to be deducted in the month falling at the end of the relevant quarter: June, September, December, March.
 - c) Fees deducted shall equate to the assessed number of days attendance below the expected attendance of 90%. For example, if a member is expected to provide 16 days over the preceding six month period, the requirement for at least 90% attendance equates to 14.4 days of time input. Where actual attendance after adding in authorised absences is calculated as 13 days over the preceding six months, the deduction shall be calculated as 1.4 days of fees due.
 - d) Subject to resolution of any points of clarification or correction arising from the notification of the position to the member concerned, the Deputy Chief Executive will issue an appropriate payroll instruction to amend fee payments.



Board Offices Attracting Increased Remuneration

5. The board is asked to note that the Resources Committee agreed to submit proposals to the Scottish Government to seek approval to proposed changes in the levels of fees paid to the holders of the Board Convener, Board Deputy Convener and Planning Committee Convener roles. Proposed changes are as follows:
 - a) Board Convener: increase from 2 days per week to 2.5 days per week effective from 1 August 2023 - the commencement of appointment of the next
 - b) Board Deputy Convener: increase from 1 additional day per month to 2 additional days per month effective from 8 September 2023 - the commencement of appointment of the next Deputy Convener.
 - c) Planning Committee Convener: reduction from 12 additional days each year to 10 additional days each year to reflect new Planning Committee schedule, effective from November 2023 - the commencement of appointment of the next Planning Committee Convener. The Resources Committee agreed this position rather than the reduction proposed in the paper submitted to the Committee as an appropriate time allocation for this role.

6. All proposals summarised above are subject to consideration and approval by Scottish Government under established processes for oversight of arrangements for board members' fees within Non-Departmental Public Bodies. This includes the dates from which any change may be implemented in addition to the level of fee payment associated with roles. The paper supporting the changes to time allocations for these roles considered and approved by the Resources Committee is set out at Annex Two to this paper.

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For Resources Committee