



For decision

Title: Resource committee annual report to board
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Purpose

This paper presents the draft Annual Report of the Resources Committee to the Board.

Recommendations

The Resources Committee is asked to review the draft Annual Report to the Board and agree any amendments prior to submission to the board in September.

Draft Resources Committee Annual Report to Board for Period August 2022 to October 2023

Activity in Period

1. The Resources Committee was established following a review of the Cairngorms National Park Authority's board committee structures over the first quarter of 2021/22. The Committee combined many of the responsibilities of the previous Finance and Delivery and Staffing and Recruitment Committees.
2. The Committee met on five times up to and including the meeting of 11 August 2023.
3. The Committee has sought assurance over the following key aspects of the Cairngorms National Park Authority's operations over the course of the reporting period:
 - a) Staff pay response to the cost of living crises and supplementary pay award effective from 1 October 2022;



- b) Staff pay award with effect from 1 April 2023;
 - c) Scrutiny of the business case for realignment of pay bands F and G against sector benchmarks;
 - d) Development of 2023/24 budget;
 - e) Budget monitoring for both 2022/23 and 2023/24;
 - f) Draft financial outturn position for 2022/23;
 - g) Delivering the Cairngorms National Park Authority's Equality Duties, including scrutiny of the Park Authority's Equal Pay Audit;
 - h) Staff engagement, including Staff Consultative Forum discussions;
 - i) Evolution of staff terms and conditions, particularly around the development of 35 hour working week proposals;
 - j) The Right to Disconnect Charter;
 - k) Health and Safety operations;
 - l) Staff Turnover and staff absence monitoring.
4. The Committee also continued discussion around the potential for developing commercial income and the committee's future consideration of this aspect of the Authority's activity toward the end of this reporting period. This area of activity has not been explored extensively while the Park Authority continues to focus on the potential to secure significant inward grant funding and private finance in support of its activities.

Review of Activities and Commentary

- 5. Overall, the committee feels it has been successful in discharging its remit and performing an appropriate and valuable element of the Park Authority's governance and assurance processes. Appropriate areas of overlap with other committees on performance and risk management have been recognised and minimised, with matters passed on between Committee's within their remits as necessary.
- 6. The Committee had a variable membership over the course of the year, reflecting the significant turnover in board membership in the period. Committee Chair and Vice Chair also changed in the period.
- 7. The Committee covered a wide range of subject areas over the course of the period of this report, as illustrated by the summary of topics covered at point 3, providing



the board with assurance over the management and controls exercised within these areas of the Park Authority's operations.

8. The Committee has not identified any changes required to its terms of reference over the course of this reporting period.
9. There have been no instances of need for escalation of concerns to the full board, while some minor matters have been made known to other committees to enhance coordinated assurance over organisational performance.

Conclusions

10. The operation of the Resources Committee has provided an important and effective element of the Cairngorms National Park Authority's governance and assurance systems. The Committee's focus on the combination of financial and staff resource management provides for a comprehensive scrutiny of the management of these areas, while allowing for members to provide integrated strategic direction and support in the forward planning of these key resources.
11. The Committee believes there are no significant changes needed in the Committee's operations over the coming year. Committee members will continue to work with senior officers to evolve and adapt reporting structures as required.
12. The Committee is grateful to the support of officers provided over the year, for full and clear papers and effective, helpful engagement at our meetings.

David Cameron

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