



Draft Resource Committee Meeting Minutes

Held hybrid

24 January 2025 at 09.00am

Present in person

Russell Jones (Chair)
Sandy Bremner

Lauren McCallum (Deputy Chair)
Dr Hannah Grist

Present virtually

Jackie Brierton

Michael Williamson

Apologies

None

In Attendance

Grant Moir, Chief Executive Officer
David Cameron, Director of Corporate Services and Deputy Chief Executive Officer
Kate Christie, Head of Organisational Development
Louise Allen, Head of Finance and Corporate Operations
Brenna Jessie, Digital Content Manager
Mariaan Pita, Executive Support Manager
Karen Johnstone, Clerk to the Board

Apologies

None

Minutes from the previous meeting for approval

1. The minutes from the previous meeting on the 04 October 2024 were approved with no amendments.



Matters arising not covered from previous meeting

2. None

Actions from previous meetings	
17 May 2024	
Paper 2 i. The committee would like updates about the Peatland restoration grants and more information of the different types of restoration undertaken.	Completed Update will be given to Performance Committee
Paper 5 i. Board members would like to see Eólas to read through the policies available or have a handbook available for Board Members to read.	Completed
09 August 2024	
Paper 1 i. Update committee on 25 / 26 and 26 / 27 budget when an update from Scottish Government becomes available.	Complete: board in December and current agenda
Paper 3 i. Mentioning the board members in the paper to make it clear these values and principles refer to both staff and board members. Circulate with board member once finalised. ii. Add the word "actions" to the last paragraph - our next phase of work through our organisational development and people strategy will be to seek appropriate ways to develop the culture through appropriate behaviours, policies and actions.	Completed
	Completed
04 October 2024	
Paper 1 i. Update committee on 25 /26 and 26/27 budget when an update from Scottish Government becomes available.	Completed 2025/26 budget development presented to Board in December 2024



Paper 4	
i. Bring back more Information to the committee on the lone working and accident and Incident procedure once all staff members are trained in the new system.	Completed Committee content with information shared in Health and Safety Committee minutes.

Declarations of interest

3. No declarations of interest were made.

Personal use of social media policy (Paper 3)

4. Brenna Jessie, Digital Communications Manager presented the paper which sets out expectations for the personal use of social media by staff and board members at the Cairngorms National Park Authority as members of a public sector organisation in Scotland. It seeks to provide clarity and support social media users to help balance their online presence with their role as an employee / board member of the organisation.
5. The Resources Committee discussed the paper and made the following comments:
- a) Board members commended the policy noting it navigates difficult areas which are constantly developing and changing, giving good framework to deal with challenges being faced.
 - b) Deputy CEO and Director of Corporate Services noted the standards commission has been reviewing Board Members' digital profiles along with the code of conduct and social media interactions, highlighting the aspiration to create a document that applied to Board Members and staff and questioned if a separate policy would work better. Board Members agreed that there should be a universal policy across both Board Members and staff.
 - c) Discussions were had around misuse, sharing and copyrights of webcasts as this has been discussed within the Moray Council. Deputy CEO and Director of Corporate Services asked for the monitoring officer from Moray Council to share their guidance on this to allow it to be reviewed from a standards perspective by the Park Authority.
 - d) A Board Member questioned staff's views on the policy noting there are legal challenges of whether employers can implement these restrictions. Digital Communications Manager noted this will go to the next Staff Consultative Forum



(SCF) meeting to discuss and get further feedback. Head of Organisational Development noted if they were challenged, they would seek legal advice as this is a new policy.

- e) Board Members asked if there was scope or value for training available for staff and Board members alike. Digital Communications Manager and Head of Organisation Development agreed that this would be critical training as this is a very important area supporting a wide demographic of staff and Board Members. It was also raised that Board members have multiple jobs "wearing many hats" and struggle on how to tackle social media while maintaining good relationships, therefore specific training in this area would be arranged. The Board Convener endorsed the training and officers agreed. The Deputy CEO and Director of Corporate Services cautioned that while members may have a number of different roles, they should always be aware that they cannot control which role they are perceived to have by someone looking at any activity on social media. As a board member of the Park Authority, they may perceive to be acting as such irrespective of their intention.
- f) Discussions were had around creating more relatable content on social media to explain what Park Authority employees do each day. Digital Communications Manager agreed and noted that there will be a social media post going out this week sharing what Rangers do and more content like this will follow.
- g) Questions were raised if there were other similar sized organisations who have similar policies in place. Digital Communications Manager noted there had been a review carried out across the sector and found the Park Authority seem to be ahead in reviewing and modernising their policy resulting in other organisations reaching out to bring their policies in line with the Park Authority.
- h) A Board Member raised the question relating to private WhatsApp groups discussing Park Authority related issues or business and if this policy would be related. The CEO noted that this policy does not apply to this however there is a Freedom of Information (FOI) policy in place which relates to information on WhatsApp. This will be promoted to Board Members to highlight what work is being done around this area.

6. The Resources Committee noted the paper.

7. Action point arising

- i. Staff and Board Member training on navigating social media while adhering to the policy.



- ii. Monitoring officer from Moray Council to share their guidance on misuse, sharing and copy rights of webcasts with Deputy CEO and Director of Corporate Services.
- iii. Share FOI policy with Board members to highlight the work being done in this area.

Budget Monitoring (Paper 1)

- 8. Louise Allen, Head of Finance and Corporate Operations presented the paper which set out an overview of the Park Authority's budget management position at the end of December - month 9 of the 2024/25 financial year.
- 9. The Resources Committee discussed the paper and made the following comments:
 - a) A board member questioned if the savings from staff vacancies and recruitment delays could be used to reward current staff. CEO noted that the Park Authority is still under budget restrictions until the end of March, however, is hopeful to reorganise the staff and board gathering in the summer, following the previous cancellation. It was highlighted that owing to the pay policy, there was no scope to reward staff in a financial way.
 - b) Deputy CEO and Director of Corporate services commented that the HR team are currently working on a project relating to staff reward and recognition and once further along in the process, this will be brought to the Resources Committee.
- 10. The Resources Committee agreed to the recommendations to:
 - a) Consider the budget management position for 2024/25.
- 11. Action point arising
 - i. Return to committee the new policy on staff recognition and reward once available.

Development of 2025/26 budget (Paper 2)

- 12. Louise Allen, Head of Finance and Corporate Operations presented the paper which sets out the current position of the Park Authority's 2025/26 financial year budget development. It provides the Committee with the opportunity to consider the overall budget position together with the impact of any key assumptions made in establishing budget estimates at this point in the 2025/26 budget development process.
- 13. The Resources Committee discussed the paper and made the following comments:



- a) CEO highlighted that the budget has changed positively for the Park Authority, noting the budget from Transport Scotland has been reapproved meaning the design funding for Active Travel will be able to proceed. This leads to assessing the budget to consider in what areas funds could potentially be reallocated. Currently considering the Climate Adaptation Fund, Peatland resources and Visitor Infrastructure Improvement. An update on the Nature Restoration fund will be available at the end of February and will be brought to the Board in March.
- b) Discussions were had around the potential funding from National Insurance Contributions; however, it was noted these are ongoing discussions with Scottish Government and UK Government and if funds were to come from this area, it would not greatly impact the Park Authority.
- c) A Board Member questioned if there was active engagement with Local Authorities in relation to the tourism levy. CEO confirmed there was lots of consultation with Highland Council as they are currently the most advanced, noting this will come to the Formal Board in March.
- d) A Board Member requested an informal session for Board members to understand the budget process and risk modelling more fully. Head of Finance and Corporate Operations agreed to holding a training session for board members.

14. The Resources Committee agreed to the recommendations:

- a) The Resources Committee is invited to review the position achieved in development of the 2025/26 financial year budget and provide any feedback to officers prior to the presentation of the budget proposals to the full board in March 2025.

15. Action point arising

- i. Arrange for a budget monitoring information session with board members.

Health and Safety Committee minutes (Paper 4)

16. Kate Christie, Head of Organisational Development presented the paper and noted that this is a standard item that comes to the Committee to provide oversight of the meeting and of Health and Safety matters generally.

17. The Resources Committee discussed the paper and made the following comments:

- a) A question was raised regarding the driving at work training and what was involved, asking if skills such as changing tyres were included. Head of Organisational Development noted there was different types of training for



different roles. It was explained that changing tyres was not included in training as staff would follow protocol and call services for assistance.

- b) A question was raised regarding the tick information being circulated with staff seasonally, noting that with changing seasons and warm winters the timing of circulation of this guidance may need to vary. Head of Organisational Development highlighted that this information is available and accessible to all staff all year round on the intranet, however a reminder is shared in March. All new staff complete a form relating to their role and if PPE is required and this is updated annually for any additional requirements.
- c) A Board Member questioned at what point of the recruitment process is the Driver and Vehicle Licensing Agency (DVLA) certificate requested from candidates. Head of Organisational Development noted that the Park Authority do not carry out mandatory health checks. The biggest risk staff undertake is driving, therefore an annual DVLA check is required, if a staff member had a condition, they would have to notify the DVLA of this. This process starts after a candidate has been appointed as part of their onboarding process and will only be allowed to use a car if this has been provided.

18. The Resources Committee noted the paper.

19. Action point arising: None.

Staff Consultative Forum minutes (Paper 5)

20. Kate Christie, Head of Organisational Development, introduced this paper and noted that this is a standard item that comes to the Committee to provide oversight of the meeting and of Staff Consultative Forum matters generally.

21. The Resources Committee discussed the paper and made the following comments:

- a) Board Members praised the endometriosis policy being in place, noting how difficult a condition it is. Head of Organisational Development commented that the policy was developed from the bottom up, coming from staff who have lived experience with this condition.
- b) A question was raised regarding an action point relating to credit union, if this was requested from staff and if this is a structure to be looked at as a park-wide facility. Deputy CEO and Director of Corporate Services noted that this action was a staff suggestion but has not progressed yet. However, work will be carried out to identify and engage with credit unions to investigate if this can be offered to



staff and park-wide. Board Member, Jackie Brierton offered support to Deputy CEO and Director of Corporate Services to investigate this as an option.

22. The Resources Committee noted the paper.

23. Action point arising

- ii. Deputy CEO and Director of Corporate Services and Jackie Brierton to investigate the possibility of Credit Unions for staff and park-wide.

Resources Committee annual report (Paper 6)

24. Mariaan Pita presented the paper which presents the annual report of the Resources Committees to members for comment prior to circulation to the full board.

25. The Resources Committee agreed to the recommendations:

- a) Consider the draft annual report of the Resources Committee.
- b) Agree any amendments to the draft prior to circulation to the full board.

26. Action point arising: None.

AOCB

27. None.

Date of next meeting

28. The meeting ended at 10.18am

29. The next meeting will take place on 16 May 2025

Motion for confidential session to be set out will be to protect confidentiality of staff pay and conditions proposals prior to formal negotiations.

Resources Committee action points:

Actions from today's meeting:	
Paper 3	
iii. Staff and Board Member training on navigating social media while adhering to the policy.	



<p>iv. Monitoring officer from Moray Council to share their guidance on misuse, sharing and copy rights of webcasts with Deputy CEO and Director of Corporate Services.</p> <p>v. Share FOI policy with Board members to highlight the work being done in this area.</p>	
<p>Paper 1</p> <p>i. Return to committee the new policy on staff recognition and reward once available.</p>	
<p>Paper 2</p> <p>i. Arrange for a budget monitoring information session with board members.</p>	<p>Session has been arranged for 08 May. This has been offered to all interested Board Members.</p>
<p>Paper 5</p> <p>i. Deputy CEO and Director of Corporate Services and Jackie Brierton to Investigate the possibility of Credit Unions for staff and park wide.</p>	