



Draft minutes of the Resources Committee meeting

**Held at Cairngorms National Park Authority office, Grantown-on-Spey
Hybrid**

29 August 2025 at 09.00am

Present in person

Russell Jones (Chair)

Lauren McCallum (Deputy Chair)

Kenny Deans (substitute for Hannah Grist)

Michael Williamson

Sandy Bremner

Derek Ross

Present online

Jackie Brierton

In attendance

Grant Moir, Chief Executive Officer

David Cameron, Deputy Chief Executive Officer and Director of Corporate Services

Kate Christie Head of Organisational Development

Louise Allen, Head of Finance and Corporate Operations

Karen Johnstone, Clerk to the Board

Apologies

Hannah Grist

Welcome and introductions

1. The Chair welcomed everyone to the meeting of the Resources Committee.



Approval of minutes of previous meetings

2. The draft minutes from the previous meeting on 16 May 2025 were approved with no amendments.

Matters arising not covered elsewhere

3. There were no matters arising.
4. The Chair announced that Deputy CEO and Director of Corporate Services had shared a draft of the social media Policy with himself, and the Board Convener and the final policy has now been shared with the full Board. Committee Members were all content with the policy.

Actions from 24 January 2025 meeting:

Paper 3

- i. Share FOI policy with Board members to highlight the work being done in this area.

Closed – FOI update to Audit / Risk Committee June 25 will cover this.

Information set out in [Paper-6-FOISA_Complaints.pdf](#)

Paper 1

- i. Return to committee the new policy on staff recognition and reward once available.

Open. Policy still in development

Paper 2

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

Complete

Paper 5

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

Open



Action points from 16 May 2025

Matters Arising

At para 4 c)

- i. Provide an advice note to Board Members to give a clear understanding that the personal use of social media policy is supplementary guidance for best practise.

Currently in development - should be issued prior to next meeting.

Declarations of interest

5. There were no declarations of interest.

Budget monitoring (Paper 1)

6. Louise Allen, Head of Finance and Corporate Operations presented the paper which sets out an overview of the Park Authority's budget management position at the end of July - month four of the 2025/26 financial year.
7. The Resources Committee discussed the paper and made the following comments:
 - a) Clarity was sought around the £300,000 underspend from 2024/25, if this was deducted from the 2025/26 budget. Head of Finance and Corporate Operations explained this was treated as cash in advance which can be drawn down and the 2025/26 budget remains the same. Deputy CEO and Director of Corporate Services explained that the Peatland budget was the most difficult to manage to an outturn by the end of the year due to a variety of dependant factors. It was also noted also that the funding is ring-fenced and can only be applied to delivery of peatland restoration.
 - b) A Board Member commented on point 16 a, regarding Community Led Local Development (CLLD) funding, noting that this is Cairngorms Trust funding and not Park Authority funding. Deputy CEO and Director of Corporate Services explained that the Park Authority is the accountable body for CLLD funding. Around £60,000 of the funding is claimed by the Park Authority to cover a proportion of the staff costs for administration of the fund. It was suggested that the wording was changed to make it clearer that this is not a financial resource over which the Park Authority has control – decisions on application of the funding are made by the Cairngorms Trust. Head of Finance and Corporate Operations agreed.



- c) Board Convener commented on the recent announcement of the Transport Funding acknowledging the exhaustive efforts from the staff, thanking them all for their hard work on this. Committee members all echoed the comments.
- 8. The Resources Committee noted the paper agreeing to the recommendations:
 - a) Consider the budget management position for 2025/26.
- 9. Action Points Arising: None.

2024/25 estimated outturn (Paper 2)

- 10. Louise Allen, Head of Finance and Corporate Operations presented the paper which sets out the current cash outturn position for the 2024/25 financial year.
- 11. The Resources Committee discussed the paper and made the following comments:
 - a) CEO credited both the finance and operational teams for their work ensuring spend passed through the system, noting that a £14,000 variation is impressive given the scale of the budget.
- 12. The Resources Committee noted the paper agreeing to the recommendations:
 - a) Note the cash outturn position for the 2024/25 financial year.
- 13. Action Points Arising: None.

Cairngorms National Park Authority Equal Pay Audit 2024/25 (Paper 3)

- 14. Kate Christie, Head of Organisational Development presented the paper as the Park Authority reports annually on its Gender Pay Gap, using staff data from 31 March each year. Whilst it is not a legal requirement for the Park Authority to publish this report (only organisations with more than 250 staff have to publish their gender pay gap data), it is good practice to monitor the gender pay gap, not only with regards to informing future policy direction, but also to support our Public Sector Equality Duty, and particularly outcome one - "we will have an increasingly diverse workforce with more under-represented groups working for us, supported by an inclusive culture, where all existing, new and prospective staff are treated equitably, and feel that they belong".
- 15. The Resources Committee discussed the paper and made the following comments:



- a) Head of Organisational Development explained the paper would go to Senior Management Team (SMT) soon for a leadership discussion but was brought to the Resources Committee first.
- b) A Board Member commented that in a small organisation, such as the Park Authority, small changes can have the impact of distorting statistics disproportionately.
- c) A Board Member questioned if the Park Authority were proactively encouraging females to apply for Director / CEO roles. CEO explained there has been three Directors recruited in the last 15 years, and that the panel for recruitment was gender balanced with a short list for all the posts including males and females. In these three cases the best candidates were male. Heads of Service are encouraged to step up to Director roles internally when they become available and externally there are a good range of backgrounds applying for the roles – however, these can only be filled once a position becomes available.
- d) Head of Organisational Development explained that band E female staff have been offered training for women advancing into leadership, which should enhance their confidence to apply for Directorate roles when they are available.
- e) Discussions were had around job shares to which Head of Organisational Development explained most vacant posts are recruited on the basis that the Park Authority would be willing to consider job shares or part time hours of 30 hours per week. CEO explained due to the level of work required in a Director's role, this may be difficult to fulfil on part time hours, and this would be considered individually on a case-by-case basis.
- f) A Board Member thanked the staff for the hard work into making roles more appealing to women, especially policies like menopause and endometriosis, highlighting how progressive the organisation is.
- g) A Board Member asked if there was a way to capture if “leavers” are progressing to a more senior level outwith the organisation, which would help us to track the impact of our work to support women into leadership Head of Organisational Development explained that is not something that is currently reported, though this information is captured during exit interviews, however this could be reported and added to the future gender pay gap analyses.

16. The Resources Committee noted the paper agreeing to the recommendations:



- a) Consider the gender pay gap figures 2024/25

17. Action Points Arising:

- i. Capture if staff are moving on to more senior roles out with the Park Authority in future reports.

Health and Safety Committee Minutes (Paper 4)

- 18. Kate Christie, Head of Organisational Development presented the paper which sets out the minutes for the Health and Safety Committee meeting on 13 May 2025.
- 19. The Resources Committee discussed the paper and made the following comments:
 - a) A Board Member questioned if near misses have been captured and discussed or acted on. Head of Organisational Development explained that near misses are included in the accident and incident reporting, and this is evaluated at the meetings.
 - b) A Board Member sought clarity on the rangers receiving training on sexual harassment, if this was a precautionary training or due to an incident. Head of Organisational Development explained this was training that was being provided to expand skill sets, not due to any incidents.
- 20. The Resources Committee noted the paper agreeing to the recommendations:
 - a) Note the minutes from the Health and Safety Committee meeting.
- 21. Action Points Arising: None.

Staff Consultative Forum Minutes (Paper 5)

- 22. Kate Christie, Head of Organisational Development presented the paper which sets out the draft minutes from the Staff Consultative Forum meeting on 11 June 2025.
- 23. The Resources Committee discussed the paper and made the following comments:
 - a) Head of Organisational Development highlighted that the Gender Diversity policy was amended following the Equality and Human Rights Commission's (EHRC) interim guidance that was published after the recent Supreme Court ruling about the definition of sex. The amendments involved updating the definition of sex in the glossary and setting out that all toilets in the Grantown-on-Spey office are now single use, gender neutral toilets, which we were able to facilitate with some minor structural changes in the building. It



was reported that staff were very positive about the policy and the amendments. The policy was still “draft” to reflect that it could change further once the EHRC published its final guidance.

- b) CEO noted how unique it was to have the Staff Consultative Forum (SCF) as this is not common in other non-departmental public body's (NDPB) and hopeful the Park Authority can maintain this for as long as possible.

Mike Williamson joined the meeting at 9.44am

- c) Discussions were had around the union involvement in the SCF, Deputy CEO and Director of Corporate Services explained that the Park Authority has a voluntary recognition agreement with the Prospect union and that one of the staff reps sitting on the SCF is there as the union representative, but they have an equal voice to the non-union members. The external Prospect official is invited to and regularly attends the SCF meetings. But a “formal recognition” agreement typically involves consultation with union representatives only, which means non-unionised staff are not included in such consultations. Head of Organisational Development explained that there are seven staff representatives sitting in SCF and one union representative.
- d) Board Members shared support and thanks to the SCF for their discussions on complex issues and involvement. Committee members all supported the work done via the SCF.

24. The Resources Committee noted the paper agreeing to the recommendations:

- a) Note the minutes from the Staff Consultative Forum meeting.

25. Action Points Arising: None.

AOCB

26. None

Date of Next Meeting

27. The date of the next meeting is 07 November 2025.

28. *The meeting concluded at 09.49am*



Actions from 24 January 2025 meeting:	
Information set out in Paper-6-FOISA_Complaints.pdf	
Paper 1 ii. Return to committee the new policy on staff recognition and reward once available.	Open. Policy still in development
Paper 5 iii. Deputy CEO and Director of Corporate Services and Jackie Brierton to Investigate the possibility of Credit Unions for staff and park wide.	Open
Action points from 16 May 2025	
Matters Arising At para 4 c) iv. Provide an advice note to Board Members to give a clear understanding that the personal use of social media policy is supplementary guidance for best practise.	Currently in development - should be issued prior to next meeting.
Action points from 29 August 2025	
At para 15 g i. Capture if staff are moving on to more senior roles outwith the Park Authority in future reports.	

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