



Draft minutes of the Resources Committee meeting

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

In person

13 February 2026 at 10.00am

Present in person

Lauren McCallum (Deputy Convener)	Jackie Brierton
Hannah Grist	Ian McLaren
Eleanor Mackintosh (Sub for Sandy Bremner)	Derek Ross

In attendance

Grant Moir, Chief Executive Officer
Kate Christie Head of Organisational Development
Louise Allen, Head of Finance and Corporate Operations
Karen Johnstone, Clerk to the Board

Apologies

Russell Jones (Chair)	Sandy Bremner
-----------------------	---------------

Welcome and introductions

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

Approval of minutes of previous meetings

2. The draft minutes from the previous meetings on 07 November 2025 and 16 January 2026 were approved with no amendments.



Matters arising not covered elsewhere

3. There were not matters arising.

Actions from 24 January 2025 meeting:	
Information set out in Paper-6-FOISA_Complaints.pdf	
Paper 1 i. Return to committee the new policy on staff recognition ad reward once available.	Policy still under consideration, but Staff Benefits document has been developed and circulated, which already sets out a number of existing benefits
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 29 August 2025	
At para 15 g i. Capture if staff are moving on to more senior roles out with the Park Authority in future reports.	In hand - will be reported in 2026 Staff Retention paper.
Action points from 7 November 2025	
At para 12 i. Dry runs of new procedures intentionally triggering health and safety trials to be considered by the Health and Safety Committee.	Open, and tabled for March Health and Safety Committee meeting
At para 16	



i. Director of Corporate Services and Deputy CEO to have a chat offline with Michael Williamson about the hybrid car scheme.	Open
ii. Head of Organisational Development to share with the Committee the document which details the benefits staff get and how this compares to other comparable companies.	Actioned

Declarations of interest

4. There were no declarations of interest.

Budget monitoring (Paper 1)

5. 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 December - month nine of the 2025/26 financial year.
6. The Resources Committee discussed the paper and made the following comments:
- a) A Board Member asked whether returning peatland restoration budget might have implications for future funding. CEO explained this would not particularly affect funding as the spending is estimated at the beginning of the year, and budget revisions are carried out in Autum. If there are funds available, they are handed back and this allows them to be redeployed elsewhere.
 - b) A Board Member raised concern that 81% of spend has been committed, leaving 19% of funds to be spent within six weeks. Head of Finance and Corporate Operations explained that expenditure for the 19% has been planned however the orders have not been placed yet on these. Discussions were had around an alternative if spending cannot happen. CEO explained that there are recurring essentials that can be brought forward into expenditure for this year to free up expenditure for next year, so monies will always be allocated.
 - c) A Board Member questioned the Cairngorms 2030 (C2030) funds and if the Resources Committee had an oversight on this. Head of Finance and Corporate Operations explained that is part of National Lottery Heritage Fund (NLHF) and there is a reckoning at the end of the project. CEO agreed to bring a report looking back at the last financial year to the next Committee.



- d) Clarity was sought regarding Mott Macdonald, if the money has to be spent within the next six weeks or if that can be carried forward. Head of Finance and Corporate Operations explained that money has to be spent, however Mott Macdonald is monitoring this carefully and ensuring that this will be spent by 31 March.
 - e) Clarity was sought regarding the overspend of £17,000 in facilities capital. Head of Finance and Corporate Operations explained this was a profiling difference measured the way spend happened in the previous year, and that a variance of this size does not give concern.
 - f) Clarity was sought regarding the £658.00 spend in ecological restoration from the budget of £60,000. Head of Finance and Corporate Operations explained this is for woody structures to be used in rivers to slow flow, however it is proving difficult to get these delivered to the areas they are needed. However, the team are confident this will be completed by the end of the year.
7. The Resources Committee noted the paper agreeing to the recommendations:
- a) Consider the budget management position for 2025/26.
8. Action Points Arising:
- i. Bring a paper to the next Committee meeting on the C2030 budget monitoring.

Budget development 2026/27 (Paper 2)

9. Louise Allen, Head of Finance and Corporate Operations presented the paper which updates the Resources Committee on progress made towards development of the budget for 2026/27.
10. The Resources Committee discussed the paper and made the following comments:
- a) CEO noted that they are still waiting on confirmation of the Nature Restoration Fund (NRF) bid to be agreed. Hopeful this should be confirmed in March.
11. The Resources Committee noted the paper agreeing to the recommendations:
- a) Review the position achieved in development of the 2026/27 financial year budget.



- b) Provide feedback to officers prior to the presentation of the budget proposals to the full board in March 2026.

12. Action Points Arising: None.

Draft Health and Safety Committee Minutes (Paper 3)

13. Kate Christie, Head of Organisational Development presented the paper which sets out the minutes from the Health and Safety Committee meeting on 24 November 2025.

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

- a) A Board Member questioned under the Children in the Office risk assessment what constitutes a child. Head of Organisational Development explained a child is from birth to 16 years old. The Park Authority wants to be able to support stakeholders to be able to attend meetings in the office and more recently there has been a request that some stakeholders can only attend if they can bring their children in with them, however parents are required to be with their children at all times, there is a wellbeing room available with changing tables and breast feeding facilitates. A Board Member questioned how this would impact teenagers being able to come in for work experience. Head of Organisational Development explained this was still encouraged and outwith the scope of this risk assessment.
- b) Staff were commended on AED training being provided for all staff for awareness and building confidence.
- c) Discussions were had around key learning following the all-terrain vehicle (ATV) incident. CEO explained that was a unique incident but highlighted that good communications and ensuring safe routes must be adhered to are of key importance. Head of Organisational Development explained that the Peatland team are exemplars of health and safety, and the report highlighted that the Park Authority had fulfilled all their health and safety obligations with regards to this incident.

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

- a) Note the minutes of the Health and Safety Committee.

16. Action Points Arising: None.



Draft Staff Consultative Forum Minutes (Paper 4)

17. Kate Christie, Head of Organisational Development presented the paper which sets out the minutes from the Staff Consultative Forum meeting on 03 December 2025.
18. The Resources Committee discussed the paper and made the following comments:
 - a) Discussions were had around the sabbatical policy and how a sabbatical is agreed upon. Head of Organisational Development explained the sabbatical must support development and benefit both the individual and the organisation. Staff members have to apply, then this has to be approved against set criteria. A Board Member questioned if other organisations had a similar policy, would the Park Authority provide this opportunity for them to have their sabbatical within the organisation. CEO confirmed that the Park Authority would provide this opportunity to others if it fit into a current project / activity.
 - b) A Board Member questioned if there are volunteer days available for staff. Head of Organisational Development explained all staff can take up to three volunteer days per year, which does not have to be within the National Park, however the Volunteer Officers encourage staff to engage in their activities.
 - c) A Board Member noted they would be interested in reports of the intake. Head of Organisational Development agreed to bring a report to the Committee next year on the uptake.
 - d) A Board Member commented on the change in the flexi and toil policy, noting this encourages staff to be in charge of their own wellbeing which is very important.
19. The Resources Committee noted the paper agreeing to the recommendations:
 - a) Notes the minutes of the Staff Consultative Forum.
20. Action Points Arising:
 - i. Bring back a report on uptake of the new sabbatical policy.

AOCB

21. A Board Member noted they feel conflict resolution / active listening training would be beneficial to Board Members to allow them to navigate through difficult conversations / situations.



Date of Next Meeting

22. The date of the next meeting is 15 May 2026 online.

23. *The meeting concluded at 10.56am*

Actions from 24 January 2025 meeting:	
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.	Policy still under consideration, but Staff Benefits document has been developed and circulated, which already sets out a number of existing benefits
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 29 August 2025	
At para 15 g i. Capture if staff are moving on to more senior roles out with the Park Authority in future reports.	In hand - will be reported in 2026 Staff Retention paper.
Action points from 7 November 2025	
At para 12 i. Dry runs of new procedures intentionally triggering health and safety trials to be considered by the Health and Safety Committee.	Open, and tabled for March Health and Safety Committee meeting



At para 16 i. Director of Corporate Services and Deputy CEO to have a chat offline with Michael Williamson about the hybrid car scheme.	Open
Action points from 13 February 2026	
Paper 1 – Budget Monitoring At para 6c i. Bring a paper to the next Committee meeting on the C2030 budget monitoring.	
Paper 4 – Staff Consultative Forum At para 18c i. Bring back a report on uptake of the new sabbatical policy.	