



For Information

Title: Board Committee's annual reports to the Board

Prepared by: Mariaan Pita, Executive Support Manager

Purpose

1. This paper presents the annual report of the Governance Committee, Performance Committee and Resources Committee to Board members for comment.

Recommendations

2. The Board is asked to note the Annual Reports to the Board from the:
 - a) Governance Committee
 - b) Performance Committee
 - c) Resources Committee

Background

3. In line with internal audit recommendations and as an element of the remit of the Committees, each Committee submits an annual report covering its activities and reflecting on its operations over the course of the last year to the full board. This paper presents the report for the Governance Committee, Performance Committee and Resources Committee over the last annual cycle.

Mariaan Pita

12 March 2025

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For information

Title: Committee Annual Report

Prepared by: Mariaan Pita, Executive Support Manager

Purpose

1. This paper represents the draft Annual Report of the Governance Committee to the members for comment prior to circulation to the full board.

Recommendations

2. The Committee is asked to:
 - a) Consider the draft annual report of the Governance Committee.
 - b) Agree any amendments to the draft prior to circulation to the full board.

Background

3. In line with internal audit recommendations and as an element of the remit of the Committees, each Committee submits an annual report covering its activities and reflecting on its operations over the course of the last year to the full board. This paper presents the report for the Governance Committee which has now completed the annual cycle.



Governance Committee Annual Report to the Board for Period November 2023 to October 2024

Activity in period

1. The Committee met a total of four times up to and including the meeting of 16 August 2024 in the period covered by this report.
2. The Committee has sought assurance over the following key aspects of the Park Authority's operations and Governance arrangements over the course of the reporting period:
 - a) Chairs Open discussion.
 - b) Application of Policy to allow substitutes for meetings.
 - c) Communication strategy and its implementation.
 - d) Review of Code of Conduct and guidance.
 - e) Board development, evaluation and training.
 - f) Director appointment processes.
 - g) Board appointment processes, including complaint handling on this matter.
 - h) Progress on procurement action plan.

Review of Activities and Commentary

3. The Committee appointed a sub-committee of three members to oversee the recruitment of the Director of Planning and Place. This included agreeing the job description, advert and salary to take responsibility for interviewing and selecting the successful candidate in conjunction with members of the Executive Team.
4. Key areas of Board development and evaluation have been discussed, resulting in an agreement to do horizon scanning annually. Additionally, training provision for 2025 has been established, which includes Code of Conduct training.
5. The Committee has had a consistent membership over the course of the period covered by this report. This annual report is more a factual record of the activities of the Committee over the period, rather than a qualitative evaluation of the work of the Committee.



6. Part of the Committee's role is to oversee the governance arrangements within the Authority ensuring arrangements remain appropriate to the needs and fulfil the requirements of Scottish Government in governance of a Non-Departmental Public Body.
7. There have been no instances of need for escalation of concerns around any items of business considered by the Committee to the full board. Some minor matters have been made known to other committees to enhance coordinated assurance over organisational performance.

Conclusions

8. This annual report is a relatively factual statement of business conducted over the period in question, rather than any evaluation of the value of the Committee as an element of the Park Authority's governance and assurance systems.
9. The Committee will consider its role and contribution to the Park Authority's governance and assurance framework over the coming year.

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16 January 2025



For information

Title: Committee Annual Reports

Prepared by: Mariaan Pita, Executive Support Manager

Purpose

1. This paper presents the draft Annual Report of the Performance Committee to members for comment prior to circulation to the full board.

Recommendations

2. The Committee is asked to:
 - a) Consider the draft annual report of the Performance Committee.
 - b) Agree any amendments to the draft prior to circulation to the full board.

Background

3. In line with internal audit recommendations and as an element of the remit of the Committees, each Committee submits an annual report covering its activities and reflecting on its operations over the course of the last year to the full board. This paper presents the report for the Performance Committee which has now completed the annual cycle.



Performance Committee Annual Report to Board for Period October 2023 to October 2024

Activity in period

1. The Committee met four times up to and including the meeting of 20 September 2024 in the period covered by this report.
2. The Committee has sought assurance over the performance of the following programmes and major projects where the Park Authority is either lead delivery body, or holds significant responsibility as a lead applicant and / or accountable body for funding deployed:
 - a) Cairngorms 2030 including updates by theme leads.
 - b) Cairngorms Beaver Project.
 - c) Cairngorms Capercaillie Project.
 - d) Cairngorms Community Led Local Development (CLLD) and Cairngorms Trust delivery.
 - e) Forward looking at schedule of committee items.
 - f) Delivery of statutory duties as conferred by the Land Reform (Scotland) Act 2003.
 - g) Cairngorm and Glenmore Strategy.
 - h) Cairngorms Peatland ACTION Programme.

Review of Activities and Commentary

3. Key areas of the Park Authority managed and partner led activities have been identified for reporting with a template reporting structure finalised and maintained over the course of the period. Use of existing reports submitted to project boards and other structures has been maximised to minimise additional reporting burdens on staff.
4. The current membership of the Committee has been established. This annual report is more a factual record of the activities of the Committee over the period, rather than a qualitative evaluation of the work of the Committee.
5. 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. Generally, performance reports have been positive. Activity on significant programmes and projects has



generally secured agreed objectives with minor deviations noted, as has been more fully represented in corporate performance reporting to the full board.

6. The Committee has agreed a planned scope of activity for the coming year, covering the following areas of the Park Authority's activities:
 - a) Cairngorms 2030 – with quarterly updates from theme leads delving deeper into their projects for a better understanding.
 - b) Peatland restoration programme.
 - c) Community Led Local Development and Cairngorms Trust.
 - d) Cairngorms Beaver project.
 - e) Deer management / venison subsidy scheme.
 - f) Other one-off reports on key project activities as identified by members from time to time.

Conclusions

7. The Performance Committee has operated over the period to provide the elements of governance and assurance systems as set out in the terms of reference for board committees.
8. Current members believe they have a clear focus for the year ahead and have scoped the forward agenda for the Committee accordingly.
9. The Committee's members have expressed their gratitude for the support of officers provided over the year; for full and clear papers; and for effective, helpful engagement at meetings.

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26 November 2024
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For information

Title: Resources committee annual report

Prepared by: Mariaan Pita, Executive Support Manager

Purpose

1. This paper presents the annual report of the Resources Committees to members for comment prior to circulation to the full board.

Recommendations

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

Background

3. In line with internal audit recommendations and as an element of the remit of the Committees, each Committee submits an annual report covering its activities and reflecting on its operations over the course of the last year to the full board. This paper presents the report for the Resources Committee over the last annual cycle.



Resources Committee Annual Report to Board for Period November 2023 to October 2024

Activity in Period

1. The Committee met on five times up to and including the special meeting of 04 October 2024 in the period covered by this report.
2. 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) Budget monitoring for both 2022/23 and 2023/24.
 - b) Budget management and development of future budget estimates.
 - c) Strategic risk management and mitigation considerations around the Planning Service and delivery of our planning functions.
 - d) Draft financial outturn position for 2023/24.
 - e) The organisational development and people strategy 2024-2027.
 - f) Delivering the Cairngorms National Park Authority's Equality Duties, including scrutiny of the Park Authority's Equal Pay Audit.
 - g) Staff engagement, including Staff Consultative Forum discussions.
 - h) Park Authority values and culture review.
 - i) Health and Safety operations.
 - j) Staff turnover and staff absence monitoring.
 - k) Staff pay and pay awards.
 - l) Periodic updates on the staff and Board pay awards that was approved in October with effect from 01 April 2024.
3. The Park Authority continues to focus on the potential to secure significant inward grant funding and private finance in support of its activities.
4. Following information received from Scottish Government regarding financial changes due to budget controls a budget review was carried out in August 2024 following confirmation that the Nature Restoration Fund not being available to the Park Authority, with consequent reductions in anticipated income for the year.



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 Committees within their remits as necessary.
6. This annual report is more a factual record of the activities of the Committee over the period, rather than a qualitative evaluation of the work of the Committee.
7. 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 resources.
8. 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 two, providing the board with assurance over the management and controls exercised within these areas of the Park Authority's operations.
9. The Committee has not identified any changes required to its terms of reference over the course of this reporting period.

Conclusions

10. The operation of the Resources Committee has provided an important and effective element of the Park Authority's 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. Current members believe 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 appreciates the support of officers throughout the year, particularly for their comprehensive and clear papers as well as constructive engagement during meetings.



Cairngorms
National Park Authority

Ùghdarras Pàirc Nàiseanta a'
Mhonaidh Ruaidh

Paper 6 Resources Committee
24 January 2025

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08 January 2025

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