

Cairngorms Capercaillie Project

Project Board meeting: Action points

Meeting date: 15 July 2020

Attendees: Andy Ford (Head of Conservation, CNPA)
Carolyn Robertson (Project Manager, CNPA)
Claire Smith (Senior Conservation Officer, RSPB)
Debbie Greene (Operations Manager, SNH)
Doug McAdam (CNPA Board member)
Pete Mayhew (Director of Conservation and Visitor Experience, CNPA)
Will Anderson (Chief Executive, Seafield and Strathspey Estates)

Venue: VC

National Lottery Heritage Fund (NLHF) feedback

- It was felt that it would be helpful to receive in writing the key points that were raised and discussed by the NLHF Committee at the project's second-round assessment.

Governance and management

- The current membership of the Project Board (all attendees listed) was confirmed as being fit for purpose for the delivery phase with the addition of two new members (to be recruited); one to provide additional expertise related to community development, and the other to provide additional support for advocacy and relationship building.
- The following were agreed as the Project Board's responsibilities for the delivery phase:
 - Reviewing project delivery against outcomes and milestones
 - Reviewing the project Risks and Issues Log
 - Strategic decision making
 - High level direction for communications
 - Internal and external advocacy
 - Strategic guidance and support for the Operational Management Team
 - Reviewing and authorising project budget forecasts
 - Reviewing and authorising grant awards (for habitat improvement)
 - Operating under a Memorandum of Agreement
- Project Board meetings will take place quarterly. Dates are to be confirmed in October, January, April and July and the key documents to be shared in advance of each meeting include a Highlight Report and the Risks and Issues Log.
- A representative from Scottish Forestry will be invited to join the Operational Management Team, in particular to support the assessment of applications for the project's grant scheme for habitat improvement.
- Andy Ford, representing Project Board and the CNPA Operational Management Group, will also join the Operational Management Team.

Memorandum of Agreement (MoA)

- The responsibilities of and relationship between the Operational Management Team and the Project Board will be described in more detail within the MoA.
- A second route by which strategic decisions can be made will be outlined in the MoA to ensure decisions can be made by Project Board outside of Project Board meetings if necessary.
- A section on 'Communications' will be included in the MoA which outlines the responsibilities of all partners related to communications, e.g. the process for signing-off comms and general ways of working to ensure a joined up and efficient approach to comms across the partnership.
- A statement will be included in the MoA regards the responsibility of project partners to act in the interests of the project and the spirit of partnership.
- Where necessary, it will be clarified in the MoA what will be co-ordinated or completed by the Project Team on behalf of partners, e.g. maintaining a central Risks and Issues Log.

Communications

- The general public will be included as an audience in the project's current communication plan, in addition to the specific audiences already listed. The Scottish Capercaillie Group, MSPs and the Species Champion for Capercaillie will also be included.
- The places where meeting notes will be published, i.e. the project website, will be listed in the plan, and a strapline for the project and links to high res logos will also be included for partners to use.

Next steps

1. Carolyn to update all relevant project documents to reflect the changes listed to governance and management, the MoA and communications plan.
2. Andy to update CNPA Operational Management Group and Management Team.
3. Carolyn to update NLHF.
4. Carolyn to invite Keir Smith (Scottish Forestry) to join the Operational Management Team.
5. Carolyn, Andy and Pete to work up the proposal to recruit two new members to the Project Board.
6. Doug to contact the Species Champion for Capercaillie.