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# CAIRNGORMS NATIONAL PARK AUTHORITY

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## FOR DECISION

**Title:** COMMITTEE MEMBERSHIPS AND FINANCIAL DELEGATION

**Prepared by:** David Cameron, Head of Corporate Services

### **Purpose**

The purpose of this paper is to propose revisions to memberships of the Board's Finance and Staffing and Recruitment Committees, and to propose a revised scheme of delegation for determining expenditure proposals.

### **Recommendations**

That the Board:

- a) Approves the Committee memberships set out in Annex 1; and
- b) Approves the proposed scheme of financial delegation set out in point 9.a) to 9.c).

### **Executive Summary**

This paper sets out proposed revised memberships of the Board's Finance and Staffing and Recruitment Committees, with the aim of filling vacancies on both these Committees.

The Finance Committee has reviewed its involvement in approving expenditure proposals, in order to ensure that members' involvement adds value to the process. This paper also seeks the Board's approval to proposed revisions to the scheme of delegation for determining expenditure proposals.

- a) Expenditure up to £10,000 will be delegated to officers, as at present.
  - b) For planned expenditure between £10,000 and less than £25,000, the proposal should be agreed by the Chair of the Finance Committee, the Chief Executive and the Head of Corporate Services. All expenditure proposals determined in this way will also be reported to the next full meeting of the Finance Committee for information.
  - c) For planned expenditure between £25,000 and £50,000, expenditure proposals must be approved at a meeting of Finance Committee members.
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## COMMITTEE MEMBERSHIPS AND FINANCIAL DELEGATION - FOR DECISION

### Background

1. The Board considered a paper at its meeting in August 2006, highlighting that the departure of Andrew Thin left vacancies on both the Finance Committee and the Staffing and Recruitment Committee. The current membership of all Committees, including Audit Committee, was set out and members invited to inform the Chief Executive if they wish to serve on one of these Committees, or if they wish to stand down from a Committee on which they currently serve.
2. The purpose of this paper is to propose revised memberships of these Committees.
3. The Finance Committee has also reviewed its role in considering expenditure proposals put forward by officers, and agreed that a revised scheme of delegation for determining expenditure approvals would be appropriate. This paper therefore seeks the Board's approval to these revised arrangements.

### Committee Membership

4. Since considering the membership of Committees in August, there have been no indications of any members wishing to stand down.
5. A revised set of Committee memberships is set out at Annex 1 to this paper. This proposes that David Green becomes a member of the Finance Committee, while the new member due to be appointed to the Board takes up membership of the Staffing and Recruitment Committee.
6. **Members are asked to approve the Committee memberships set out in Annex 1.**

### Finance Committee

7. The Finance Committee has reviewed its involvement in approving expenditure proposals, in order to ensure that members' involvement adds value to the process.
8. The Committee agreed that the process to date of all Committee members reviewing any expenditure proposals in excess of £10,000 did not make best use of members' time, and also encouraged members to become too involved in operational matters.
9. Accordingly, the Finance Committee agreed that a revised process for approving expenditure proposals should be adopted.
  - a) Expenditure up to £10,000 will be delegated to officers, as at present.
  - b) For planned expenditure between £10,000 and less than £25,000, the proposal should be agreed by the Chair of the Finance Committee, the Chief Executive and the Head of Corporate Services. All expenditure proposals determined in

this way will also be reported to the next full meeting of the Finance Committee for information.

- c) For planned expenditure between £25,000 and £50,000, expenditure proposals must be approved at a meeting of Finance Committee members.
10. The financial limits set out above represent planned total expenditure over the duration of an activity. Therefore, for example, a project for which funding was sought of £15,000 a year for two years would have a total value of £30,000 and would require to be determined, in accordance with point 9.c) above, by a meeting of the Committee.
  11. At present, the Board agreed in May 2004 that expenditure approvals above £25,000 should be determined by the full Board. The revised scheme of delegation proposed by the Finance Committee would therefore increase the level at which full Board approval for expenditure is required to expenditure in excess of £50,000. With the Board about to move to a cycle of formal meetings every 2 months, this change would seem to be appropriate. Moreover, Finance Committee papers are copied to all Board members. Any thoughts or concerns on specific expenditure proposals between £25,000 and £50,000 falling to be determined by the Committee could be fed into Committee members or officers prior to their being determined.
  12. **The Board is asked to agree the proposed scheme of financial delegation set out in point 9.a) to 9.c).**

**David Cameron**

20 November 2006

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**COMMITTEES OF THE CNPA (proposed from 1 December 2006)**

**Audit Committee**

Eric Baird  
Nonie Coulthard  
Sue Walker  
Bob Wilson  
Duncan Bryden

**Finance Committee**

Eleanor Mackintosh  
Gregor Rimell  
David Selfridge  
Bruce Luffman  
David Green

**Staffing & Recruitment Committee**

Eric Baird  
Anne Maclean  
David Green  
Sandy Park  
Vacancy – to be filled by new member