

---

# CAIRNGORMS NATIONAL PARK AUTHORITY

---

## FOR DECISION

**Title:** COMMITTEE AND FORUM MEMBERSHIP

**Prepared by:** Jane Hope, Chief Executive

**Purpose:**

To review membership of Committees and forums.

**Recommendations**

That the Board approve membership as set out in the paper.

**Executive Summary**

As a matter of practice, CNPA Committee membership is reviewed annually, made particularly important this autumn as there are several vacancies. At the same time it makes sense to review members' attendance at various Forums on which CNPA either formally has a seat or attends as a matter of policy.

---

## COMMITTEE AND FORUM MEMBERSHIP – FOR DECISION

1. The CBPA Board has 3 formal **committees** – finance, audit and Staffing and Recruitment. Membership is reviewed annually in the autumn (October). Committees are subsets of the Board, and have delegated authority to make certain decisions on behalf of the Board. They are an important means of ensuring Board retains oversight of important matters for which it is collectively responsible, while not burdening full Board meetings with matters of detail.
2. The Finance Committee and Audit Committee meet quarterly, and as with Board meetings, business is conducted in public. It follows that any Board member may attend even if not a member of the Committee.
3. The Staffing and Recruitment Committee meets as required, which tends to be 2 or 3 times a year. These meetings are also in public, although there are occasions when the nature of the business requires them to be in private.
4. Chairs of Committees are elected by each Committee annually, at the first meeting following the annual approval by the Board of membership.
5. There are also a number of **forums/groups** on which the CNPA is represented. These are of mixed origin, and in some cases are organized and led by CNPA (e.g. Brand Management Group); in other cases we have a seat by right because of our close involvement in the subject (e.g. COAT and CLOAF); and in others we attend because we are interested and/or want to be supportive but without taking over ownership (e.g. Inclusive Cairngorms, CDAG, Land Management Forum). But the important distinction from Committees is that these forums/groups are not subsets of the Board, and have no delegated responsibility for decisions on behalf of the CNPA Board. They are no less important than the Committees – indeed as a means of engagement with others they are essential – but in governance terms it is important to recognise that distinction.
6. There are several vacancies arising from recent changes in Board membership. Having consulted Members on who wished to be on which committee or forum, the proposed memberships are shown below. Given that several members expressed an interest on being on Forums which do not have vacancies, note that there are two further changes in circumstances which may yet be relevant: the Brand Management Group is meeting in September to review its remit and direction, and changes in membership and chair may arise from that (Bob Kinnaird has agreed to chair this as his last meeting), and there will be a new Board Member appointed around October, who may bring skills which would be useful on a committee or forum.

**CAIRNGORMS NATIONAL PARK AUTHORITY**

Paper 2 02/09/11

<b>Cttee/Forum</b>	<b>Current Membership</b>	<b>Comments</b>
<b>Committees</b>		
<b>Finance</b>	Eleanor Mackintosh D Green Gregor Rimell Marcus Humphrey Mary McCafferty	Meets quarterly at 9am, before a Board or planning meeting. Approves financial commitments (within delegated limits); monitors financial management in-year.
<b>Audit</b>	Ian Mackintosh Angela Douglas Gordon Riddler Brian Wood Gregor Hutcheon	Meets quarterly, 8.30am before a board or planning meeting. Oversees internal control and management systems, through reports from auditors. Sign off annual accounts.
<b>Staffing &amp; Recruitment</b>	David Green (as Convener) Brian Wood ( as Dep Conv) Kate Howie Katrina Farquhar	Meets about twice a year, or as otherwise required to approve major staffing policy, oversee HR aspects of organisation, and recruit senior staff.
Forums etc (Note: not CNPA forums)		
<b>COAT</b>	D Cameron Gregor Hutcheon	CNPA has 2 places on Board of Directors - no changes currently needed.
<b>Cairngorms LOAF</b>	Gordon Riddler	
<b>Sustainable Tourism Forum</b>	Jaci Douglas (chair)	Group brings partners together – does not have to be chaired by CNPA; but should have a member in attendance.
<b>Land Management Forum</b>	Eleanor Mackintosh Angela Douglas	
<b>Inclusive Cairngorms</b>	Gordon Riddler	
<b>CDAG</b>	Katrina Farquhar Alternates: - Marcus Humphrey, - Gordon Riddler	
Internal/Quasi Internal		
<b>Staff Consultative Forum</b>	Brian Wood Kate Howie	
<b>Brand Management Group</b>	Bob Kinnaird (Chair) - leaving Eleanor Mackintosh Willie McKenna Duncan Bryden Dave Fallows	Bob K will chair meeting in September, which will advise on future of group and project. Then seek agreement of Board in October/Nov on way forward, including membership and remit etc.

7. There is no extra remuneration for being on these committees/groups.

**Context**

8. The Board delivers its role in a range of ways, but the two substantial elements are decision making, and engagement. This paper deals with the mechanisms of some of the decision making (i.e. Committees) and for engagement (forums). The intention is

to consider other aspects in due course. Following the programme of summer field visits, Board meetings over the following months will consider (along with other “normal” business):

- a) Emerging long term strategy for the Park (as consultation on National Park Plan evolves;
  - b) Role of the CNPA in delivering that, which leads to consideration of our priorities for the next CNPA Corporate Plan;
  - c) How we make best use of Board Members’ time (3 days a month) and in particular how we make best use of Board meeting days;
  - d) The CNPA engagement strategy.
9. Further information will follow on how these discussions will be programmed into the next 6 months.

**Jane Hope**

**August 2011**

janehope@cairngorms.co.uk