

## TERMS OF REFERENCE

### CNPA AUDIT & RISK COMMITTEE

**Membership:** 6 (quorum 3)  
**Members:** to be confirmed

**Staff in Attendance:** Chief Executive (Accountable Officer) – non-voting  
Corporate Services Director – non-voting  
Finance Manager – non-voting

**External Attendance:** To include external auditor and internal auditor as required. These representatives also have the right to free and confidential access to the Chair of the Committee.

**Remit:**

- a) To agree appointment of an internal auditor;
- b) To oversee and monitor the development of the CNPA's internal audit plan (in accordance with the Scottish Public Finance Manual);
- c) To receive and consider reports by the internal auditor; review the adequacy of management responses to issues identified by audit activity, and to review arrangements for monitoring implementation of agreed recommendations;
- d) To monitor the adequacy of the CNPA's internal control systems;
- e) To consider the appointment and annual fees of external auditors, review the planned activity of the Authority's external auditors and to consider reports by the external auditor on the CNPA's annual accounts and other matters;
- f) To oversee the CNPA's arrangements for ensuring use of resources economically, efficiently and effectively (as required by s.19 of the National Parks (Scotland) Act 2000), and arrangements to comply with guidance on delivery of Best Value;
- g) To oversee the CNPA's risk management and corporate governance arrangements;
- h) To provide advice to the Accountable Officer on completion of the Governance Statement, and to consider any wider issues arising on the Authority's final accounts prior to their being signed by the Accountable Officer;
- i) To review major findings of other relevant audit reports or Parliamentary Committee findings, insofar as they affect the overall performance of the Authority; and
- j) To review the CNPA's work on implementing the Authority's Organisational Greening plans and the progress of work addressing climate change issues agreed within the Park Plan.

**Committee Life:** Permanent, but with a review of membership and chairpersonship every three years.

## TERMS OF REFERENCE

### CNPA STAFFING AND RECRUITMENT COMMITTEE

**Membership:** 6 (quorum 3)

**Members:** to be confirmed

**Staff in Attendance:** Chief Executive (Accountable Officer) – non-voting  
Corporate Services Director – non-voting  
Head of Organisational Development – non-voting

**External Attendance:** For appointment of the Chief Executive, the Committee should include an agreed representative of Scottish Government (since the appointment is subject to approval by Scottish Ministers).

**Remit:**

- a) To oversee and monitor the HR (human resources) systems put in place for the CNPA, including in particular the pay and grading system, performance appraisal system and related performance related pay system;
- b) To advise the Director of Corporate Services on behalf of the CNPA Board on negotiation of annual pay awards;
- c) To provide an interface between staff representative group(s) and the Board, and play a role in arbitrating on staffing issues as set out on the organisation's policy and procedures; and
- d) To oversee the recruitment of senior staff (Directors and Chief Executive) including agreeing the job descriptions, adverts and salary; to take responsibility for interviewing and selecting the successful candidates, and seeking the endorsement of the whole CNPA Board (and of Scottish Ministers in the case of the Chief Executive).

**Committee Life:** Permanent, but with a review of membership and chairpersonship every three years.

## TERMS OF REFERENCE

### CNPA FINANCE AND DELIVERY COMMITTEE

**Membership:** 6 (quorum 3)  
**Members:** to be confirmed

**Staff in Attendance:** Chief Executive – non-voting  
Finance Manager – non-voting  
Corporate Services Director – non-voting

**Remit:**

- a) To oversee the preparation of annual budgets for the CNPA;
- b) To oversee the preparation of the corporate plan and seek approval of the whole CNPA Board prior to submission to Scottish Ministers;
- c) To monitor income and expenditure during the year against budget, seeking to ensure use of available annual resources is maximised;
- d) To take oversight on behalf of the Board of delivery against the Corporate and Operational plans, including review of development, implementation and reporting of performance management systems;
- e) To review initial design and planned outcomes of key projects, ensuring project initiation plans are appropriate to contribute to delivery of the Authority's corporate objectives; and
- f) To consider project implementation reviews and to determine what lessons for improvement in project design and delivery may be applied from findings of such reviews to future projects.

**Committee Life:** Permanent, but with a review of membership and chairpersonship every three years.