
CAIRNGORMS NATIONAL PARK AUTHORITY

FOR DECISION

Title: Committee Memberships

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Purpose

The purpose of this paper is to propose revisions to membership of the Board's Audit, Finance and Staffing and Recruitment Committees, in line with the Board's agreed practice of reviewing the operation and membership of Committees annually.

Recommendations

That the Board:

- a) Approves the Committee memberships set out in Annex 1;
- b) Approved the revised terms of reference for the Audit Committee set out in Annex 2;
- c) Notes the revised operational arrangements for the Audit Committee, intended to allow it to take on its role in reviewing the delivery of the Authority's Organisational Greening Action Plan and reviewing the work on climate change being undertaken within the Park.

Executive Summary

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

The paper also highlights the Audit Committee's considerations as to how best to discharge the additional responsibilities for oversight of delivery of the Authority's Organisational Greening Action Plan and reviewing progress of work more widely on climate change being undertaken within the Park. The paper sets out revised terms of reference for the Audit Committee which reflects these additional responsibilities.

COMMITTEE MEMBERSHIPS FOR DECISION

Background

1. The Board agreed in September 2004 that the membership and remit of its Committees should be reviewed annually.
2. The purpose of this paper is to propose revised memberships of these Committees, in particular seeking to fill vacancies on Committees. The paper also highlights a proposed change to the terms of reference and working pattern of the Audit Committee, following the Board's request that it have some oversight of the work within the National Park on Climate Change.

Committee Membership

3. There are two vacancies on the Finance Committee and two on the Audit Committee. It is proposed that Board members join the following Committees:

Ross Watson – Audit Committee
Fiona Murdoch - Audit Committee
Mary McCafferty – Finance Committee
Dave Fallows – Finance Committee

4. Proposed memberships have been based on expressions of interest received from members. Where there have been insufficient expressions of interest to fill vacancies on Committees, additional names have been suggested. A revised set of Committee memberships is set out at Annex 1 to this paper.
5. **The Board is asked to approve the Committee memberships set out in Annex 1.**

Audit Committee Review of Climate Change and Terms of Reference

6. The Board agreed that the Audit Committee should take on oversight of delivery of the Authority's Organisational Greening Action Plan at its meeting in March 2006. Following consideration of the Authority's Operational Plan for 2007/08 and the importance of addressing climate change within that, the Board also agreed that a joint staff / Board member sub-group progressing climate change work may be most conveniently done through the Audit Committee, which already includes oversight of greening issues within its remit, but not as part of its existing scheduled meetings, in order that other Board members may attend if they wished.
7. The Audit Committee agreed a revision to its terms of reference to accommodate these responsibilities, as set out at point "j" in Annex 2.

8. **The Board is requested to approve the revised terms of reference for the Audit Committee set out in Annex 2.**
9. The Audit Committee has considered the time available to it to discharge both its “traditional” responsibilities and these new responsibilities of reviewing progress on addressing climate change. The Committee decided at its meeting of 24 August that it would begin to meet on days outside of the established Board and Committee meeting cycle, in order that a formal Audit Committee meeting could be held in the morning and an informal session could be held in the afternoon to consider climate change issues. Officers are currently building this into the meeting cycle for 2008 which will come to the Board in November, while seeking an appropriate date to reschedule the Audit Committee due on 14 December 2007.
10. No changes to the terms of reference of other Committees are required at this time.

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COMMITTEES OF THE CNPA (proposed from 5 October 2007)

Audit Committee

Eric Baird	
Nonie Coulthard	
Sue Walker	
Ross Watson	(Bob Wilson left CNPA August 2007)
Fiona Murdoch	(Duncan Bryden stepping down)

Finance Committee

Eleanor Mackintosh	
Mary McCafferty	(Gregor Rimell left CNPA May 2007)
Dave Fallows	(David Selfridge left CNPA August 2007)
Bruce Luffman	
David Green	

Staffing & Recruitment Committee

Eric Baird	
Anne MacLean	
David Green	
Sandy Park	
Bob Kinnaird	

CNPA AUDIT COMMITTEE

Proposed revision to Terms of Reference (*additions in italics*)

- Membership:** 5 (quorum 3)
- Staff in Attendance:** Chief Executive (Accountable Officer) – non voting
Head of Corporate Services - non voting
- External Attendance:** To include external auditor and internal auditor as required. These representatives 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 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).
 - g) To oversee the CNPA's risk management and corporate governance arrangements.
 - h) To provide advice to the Accountable Officer on completion of the Statement of Internal Control.
 - i) To review major findings of other relevant audit reports or Parliamentary Committee findings, insofar as they affect the overall performance of the Authority.
 - 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, chairmanship and remit each year.