

**CAIRNGORMS NATIONAL PARK AUTHORITY
BOARD MEETING 20 SEPTEMBER 2019
ANY OTHER BUSINESS
SUMMARY OF BOARD MEMBERS REPRESENTATIONAL RESPONSIBILITIES**

Purpose of Paper

This paper follows on from the approval of the new Board Fees Policy approved by the Board on the 28 June 2019 and presents a summary of the current position regarding Board Members' responsibilities for representing the Authority.

Information

The Board agreed at the meeting of 28 June 2019 to a policy of a "base" annual allocation of 30 days time spent by members on core Board business, with the potential for a "top up" of a maximum of 6 additional days for members undertaking additional representational responsibilities on behalf of the Board.

The duties and responsibilities covered by the 30 base days have been outlined in the Board Fees Review paper considered by the Board in June. This includes Board meetings, Board Business Days, Visit and Development Days, Planning Committee meetings and visits, and other corporate committees.

The approved paper set out proposals for implementation of the policy in paragraphs 7-13. Paragraph 7c set out that that Board Members who currently had less than six days of additional responsibilities would be given the opportunity to discuss additional roles prior to the implementation of the policy on 1st October 2019.

All Board members were emailed to set out the current understanding of their representational responsibilities, and to seek:

- confirmation of accuracy of current understanding of roles;
- feedback on whether members have any wider engagements with internal groups or external organisations they would like to relinquish;
- feedback if members would be interested in taking on further roles and responsibilities.

A summary of the position as at 19 September is set out with this paper.

The fee payment arrangement underpinned by members' representational responsibilities will commence from 1 October 2019. The intention is to pay each member's fees, inclusive of top up time allocations, on the basis of equal monthly payments, except in the cases of one off conferences/events where the top-up will be paid at the end of the quarter.

Relevant papers for reference are available at:

- <https://cairngorms.co.uk/resource/docs/boardpapers/28062019/190628CNPABdPaperIAABoardFeesReviewRecommendation%20-%20xmcc.pdf>
- <https://cairngorms.co.uk/resource/docs/boardpapers/28062019/190628CNPABdPaperIAnnexIOffsettingBoardFeesReview.pdf>

Recommendation

In line with paragraph 7c of the paper approved on the 28th June 2019, the Board is asked to agree the new appointments set out in the paper below in italics.

Xander McDade, Convener
19 September 2019

Board Members' Representational Responsibilities

Roles in bold are not counted towards the top-up and have separate remuneration arrangements. New proposed appointments are in italics.

| Board Member | Representational Responsibilities (top up time in brackets for fee policy review purposes) | Total Top-up |
|---------------------|---|---------------------|
| Xander McDade | Convener – responsibilities set out in the management statement and membership of other external groups including NPUK as Board Convener <ul style="list-style-type: none"> - Chair of Governance Group (4 days) - Additional Corporate Committee Membership (2 days) | 6 days |
| Geva Blackett | Deputy Convener - responsibilities set out in the management statement <ul style="list-style-type: none"> - Chair Comms & Brand (3 days) - Cairngorm Business Partnership (3 days) - OATS Board (3 days) - Cairngorms Tourism Partnership (1 day) | 6 days |
| Willie Munro | - Chair of Finance & Delivery (4 days) - Governance Group (2 days) - Visit Aberdeenshire (2 days) | 6 days |
| Janet Hunter | - Chair of Cairngorms Tourism Partnership (2 days) - Comms & Brand Group (1.5 days) - Outdoor Access Trust for Scotland (3 days) | 6 days |
| Judith Webb | - Chair of Audit & Risk (4 days) - Governance Group (2 days) - Cairngorms Nature Strategy Group (3 days) - Chair of Cairngorms Upland Advisory Group (3.75 days) | 6 days |
| Gaener Rodger | - Vice Chair of Audit & Risk (2 days) - Cairngorms Youth Action Group (3 days) - Volunteer Cairngorms (1 days) | 6 days |
| Fiona Mclean | - Badenoch Great Place Scheme (3 days) - Comms & Brand Group (1.5 days) - <i>Highland Community Planning Partnership (2 days)</i> - <i>Equalities Champion (1 day)</i> | 6 days |

CAIRNGORMS NATIONAL PARK AUTHORITY
Governance Committee Paper 2 Annex 1 11/02/22

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| Doug McAdam | <ul style="list-style-type: none"> - Capercaillie HLF Group (2 days) - Cairngorms Nature Strategy Group (3 days) - Vice Chair Comms & Brand Group (1.5 days) | 6 days |
| Anne Macdonald | <ul style="list-style-type: none"> - Cairngorm Upland Advisory Group (2.25 days) | 2.25 days |
| Willie McKenna | <ul style="list-style-type: none"> - Vice Chair of Staffing & Recruitment (2 days) - Cairngorm & Glenmore Partnership (0.5 days) - Staff Consultative Forum (2 days) - Aviemore & Vicinity CC (1.5 days) | 6 days |
| Deirdre Falconer | <ul style="list-style-type: none"> - Badenoch Great Place Scheme (3 days) - Blair Atholl CC (0.5 days) - Killiecrankie CC (0.5 days) - Kingussie CC (0.5 days) - Laggan CC (0.5 days) - Newtonmore CC (0.5 days) - Dalwhinnie CC (0.5 days) - Kincaig CC | 6 days |
| John Kirk | <ul style="list-style-type: none"> - Comms & Brand Group (1.5 days) - Community Councils (4.5 days) | 6 days |
| Eleanor Mackintosh | <p>Planning Committee Convener – attendance of a number of groups as Planning Convener including Developers Forum</p> <ul style="list-style-type: none"> - Tomintoul & Glenlivet Landscape Partnership (6 days) - Comms & Brand Group (1.5 days) - Governance Group (2 days) - Association Of Cairngorms Communities (1.5 days) - Local Outdoor Access Forum (1 day) | 6 days |
| Ian McLaren | <ul style="list-style-type: none"> - Vice Chair of Finance & Delivery (2 days) - Inveresk CCs (1 day) - Kirriemuir Landward East CC (1 day) - Kirriemuir Landward West CC (1 day) | 5 days |
| Pippa Hadley | <ul style="list-style-type: none"> - Kincaig CC (dual mandate - 0.75 day) | 2.25 days |

CAIRNGORMS NATIONAL PARK AUTHORITY
Governance Committee Paper 2 Annex I 11/02/22

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|-----------------|---|----------|
| | <ul style="list-style-type: none"> - Laggan CC (dual mandate - 0.75 day) - Kingussie CC (dual mandate - 0.75 day) – from November 2019 | |
| John Latham | <ul style="list-style-type: none"> - Aberdeenshire Community Planning Partnership (2 days) - Inclusive Cairngorms (1 day) - Active Cairngorms (1 day) - Association of Cairngorm Communities (1.5 days) | 5.5 days |
| Derek Ross | <ul style="list-style-type: none"> -Cairngorm Youth Action Group (3 days) -Cairngorm Leader Action Group (3 days) | 6 days |
| Peter Argyle | <ul style="list-style-type: none"> - Vice Convener of Planning (5 days) | 5 days |
| Carolyn Caddick | <ul style="list-style-type: none"> - Chair of Staffing & Recruitment (4 days) - Governance Group (2 days) - Staff Consultative Forum (2 days) | 6 days |