

# CAIRNGORMS NATIONAL PARK AUTHORITY

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## FOR INFORMATION

**Title: ELECTION OF CONVENER AND REVIEW OF COMMITTEE MEMBERSHIP**

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

### **Purpose**

To inform Members of the process and timetable for:

- a) election of the new Convener; and
- b) annual review of Committee membership

### **Recommendations**

That the Board note the processes as described, and that Members let the Chief Executive know of their wish to step down or join Committees of the Board.

### **Executive Summary**

Election of the Convener will take place as the first item of business at the meeting on 8 September.

A paper on revised membership will be put to the Board for agreement on 8 September.

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## ELECTION OF CONVENER AND REVIEW OF COMMITTEE MEMBERSHIP– For Information

### Election of Convener

1. Following Andrew Thin's appointment as Chair of SNH, and his resignation from the CNPA at the end of August, the election of a new Convener will take place as the first item of business in accordance with standing orders at the Board meeting on 8 September (at Kingussie).
2. Your attention is drawn to paragraphs 4-6 of the CNPA standing orders which set out the process. In particular, please note:
  - a) The duration of the Convenership and Deputy Convenership is three years. The post of Deputy Convener is not affected in this case – the current deputy was elected in September 2004, and will therefore continue in post until September 2007.
  - b) Nominations will be taken at the meeting (which for this item is chaired by the Proper Officer). Any member may, at the meeting, propose another NPA member for the post of Convener, and there must be a seconder.
3. The time input of the Convener, and the basis for payment, was agreed by the Board in 2003 as 2 days a week (and Deputy Convener 1 day a week). Members are paid on the basis of 3 days a month.

### Committees

4. The CNPA has four operational committees, and have agreed that membership and remit should be reviewed every year in September. It is proposed that changes to membership/remit are agreed at the Board meeting on 8 September. The purpose of this paper is to serve notice of this, and to ask Members to let the Chief Executive know if they wish to stand down from a Committee or become a Member of a Committee.
5. The departure of Andrew Thin will leave a vacancy on the Staffing and Recruitment Committee and the Finance Committee. There will in due course be a new Member appointed by Scottish Ministers to replace the vacancy on the Board – the new appointment may well appreciate the chance to sit on a Committee. That aside, Members are asked to consider if they are prepared to be part of Committee. Current memberships are attached.
6. Proposals on any changes in Membership will be put to the Board for agreement on 8 September. The Convener of each Committee is elected by the members of that Committee at the first meeting following 8 September, and ratified by the Board thereafter.

7. The Planning Committee is a Committee of the whole Board – nevertheless it is covered by the same rules as the other Committees. Election of the Convener and Deputy Convener will therefore be taken at the Planning Committee on 22 September.

**Jane Hope**  
**28 July 2006**

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## COMMITTEES OF THE CNPA (at 31 July 2006)

### **Audit Committee**

Eric Baird (C)  
Nonie Coulthard  
Sue Walker  
Bob Wilson  
Duncan Bryden

### **Finance Committee**

Eleanor Mackintosh (C)  
Gregor Rimell  
David Selfridge  
Bruce Luffman  
Andrew Thin

### **Staffing & Recruitment Committee**

Andrew Thin (C)  
Eric Baird  
Anne Maclean  
David Green  
Sandy Park

### **Planning Committee**

Committee of the whole Board  
Current Convener: Andrew Thin  
Current Deputy: Sandy Park

Notes:

1. Membership is reviewed annually, with a Board paper seeking approval in September.
2. Conveners of Committees are agreed by the Committees themselves, at the Committee meeting immediately following (1), and this is then reported to/ratified by the Board.