

## **CAIRNGORMS NATIONAL PARK AUTHORITY BUSINESS CONTINUITY PLANNING**

### **AMENDMENTS TO BOARD STANDING ORDERS: PRESIDING OVER BOARD MEETINGS**

#### **Context and Purpose of Paper**

1. The Board agreed amendments to its Standing Orders in pursuance of the Authority's Business Continuity Plans (BCP) at its meeting in March 2020. Members agreed at that meeting that provisions established to identify which member should preside at meetings in the absence of the Convener and Deputy Convener should be made more explicit, as should the arrangements for senior officers who would act in support of Board operations. This paper sets out the proposed arrangements.

#### **Presiding Over Board Meetings**

2. Notice is given under section 21 of the Standing Orders that the member to preside over a Board meeting shall be as follows:
  - a. Xander McDade, Convener
  - b. Geva Blackett, Deputy Convener
  - c. Carolyn Caddick, Chair Staffing and Recruitment Committee
  - d. Eleanor Mackintosh, Planning Committee Convener
  - e. Judith Webb, Chair Audit and Risk Committee
  - f. Willie Munro, Chair Finance and Delivery Committee
3. For clarity, Xander McDade will preside over meetings as Convener unless not present at the meeting or not able to preside for any reason. In such circumstances, Geva Blackett will then preside unless not present or not able to preside for any reason, in which case the next member listed shall preside.
4. If for any reason none of the listed members are present or are not able to preside at the meeting then those members present shall appoint a member to preside, according to provisions of standing order 21.

#### **Senior Officer Support**

5. Standing orders also require the actions of senior officers to support the business of the Board and the effective operation of Board meetings. The following order of senior staff shall be deployed to provide this support and allow for any staff absences for any reason during the operation of the BCP provisions.
  - a. Grant Moir, Chief Executive and Accountable Officer
  - b. David Cameron, Director of Corporate Services and Proper Officer
  - c. Kate Christie, Head of Organisational Development
  - d. Murray Ferguson, Director of Planning and Rural Development
  - e. Peter Mayhew, Director of Conservation and Visitor Experience
  - f. Gavin Miles, Head of Planning and Communities

6. As with the order of members to preside over Board meetings, senior staff will be called on in the above order of precedence to provide the Board with any advice on its operations.

### **Implementation and Review**

7. These provisions shall remain in force only for the period of the BCP amendments to Standing Orders.
8. These provisions shall be incorporated into BCP arrangements for any future implementation of revisions to standing orders for BCP purposes.
9. These provisions shall be reviewed no later than 2 years from their date of implementation.
10. These provisions shall not have any effect on the operation of standing orders when the Authority's BCP arrangements are not in force.

David Cameron, 8 June 2020