

## CAIRNGORMS NATIONAL PARK AUTHORITY

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### FOR DECISION

**Title:** MEMBERSHIP AND REMIT OF COMMITTEES

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

### Purpose

The annual review of membership and remit of the CNPA committees.

### Recommendations

- a) That membership of Committees is modified slightly as proposed;
- b) Remits remain unchanged (Annex 1);
- c) That activities of the Committees are reported back to the Board in the following ways:
  - an annual report from the Audit Committee around December each year;
  - quarterly reports from the Finance Committee are incorporated into the quarterly reports to the Board on delivery of the operational plan; in addition, all Members continue to receive Finance Committee papers.
  - No reports from the staffing and recruitment committee (as items are usually confidential), but specific/significant developments will be reported on an ad hoc basis to the whole Board.

### Executive Summary

Four operational Committees were established in June 2003, and the Board agreed in September 2004 that these should be reviewed annually. Some slight changes in membership are proposed, following express wishes of Members; there are no proposed changes in remit.

Committees have delegated powers, as set out in their remits, but new arrangements for keeping the whole Board informed of decisions by Committees are proposed.

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## MEMBERSHIP AND REMIT OF COMMITTEES

### Background

1. The Board established four operational committees in June 2003, with the agreement that these would be reviewed annually in September.
2. The Committees in question are:
  - a) The Audit Committee
  - b) The Finance Committee
  - c) The Staffing & Recruitment Committee
  - d) The Planning & Development Control Committee

### Proposed Changes - Membership

3. In keeping with the preferences expressed by Members, the following changes are proposed:

Audit Committee:	Sheena Slimon to step down – Sue Walker to join;
Finance Committee	Andrew Thin to step down – Bruce Luffman to join;
Staffing & Recruitment	Douglas Glass and Bruce Luffman to step down – Sandy Park to join. Membership of this committee was 6; it is proposed to reduce membership to 5 to bring in line with other Committees.
Planning Committee	To remain a Committee of the whole Board.
4. Full membership of each Committee is shown in Annex 1. Remits are also show – no changes are proposed.

### The Planning and Development Control Committee

5. The Planning Committee was established as a committee of the whole Board, on the basis that the CNPA would by definition only be calling in and determining planning applications “of significance to the Park’s aims”; these would be relatively few and would, especially in the early days of the Park, be difficult decisions while policy was still being established. It therefore made sense for all Board members to be involved.
6. During the past year the Board has considered forming a smaller committee/group to deal with planning, but concluded that for a variety of reasons, the Committee should remain one of the whole Board. In short, those reasons for consistency of decisions, and because of lack of clarity in the secondary legislation which, according to several sets of legal advice, precludes the formation of a small group just to deal with call-ins. This conclusion, with the reasons set out in full, was communicated to the Scottish Executive.
7. On the plus side, fortnightly meetings result in a more even flow of business, and shorter agendas than would be the case with monthly meetings. A review of our performance in delivering our planning function, is outstanding, and will be brought to the Committee in due course.

## **Reporting from Committees**

8. Committees have delegated powers as set out in the remits in Annex 1. However, it is important that the rest of the Board is aware of their work. It is proposed that activities are reported back to the Board in the following ways:
  - a) an annual (written) report from the Audit Committee around December each year;
  - b) quarterly reports from the Finance Committee to be incorporated into the quarterly reports to the Board on delivery of the operational plan, so there is a more obvious tie-up between delivery and expenditure; in addition, all Members continue to receive Finance Committee papers as at present..
  - c) No reports from the staffing and recruitment committee are proposed as items are usually confidential, but specific/significant developments will be reported on an ad hoc basis to the whole Board.

## **Chairs of Committees**

9. Note that in accordance with previously agreed arrangements (see Annex 1), at the first meeting of each Committee following agreement to this paper, the Committee will elect its chair (for ratification at the next Board meeting). For the Planning Committee, this means that the first agenda item at the 7 October meeting will be election of Chair and Deputy.

**Jane Hope**  
**9 September 2005**

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## CNPA AUDIT COMMITTEE

- Membership:** 5 (quorum 3)
- Members:** Eric Baird  
Sally Dowden  
*Sheena Slimon – replace with Sue Walker*  
Bob Wilson  
Duncan Bryden
- Staff in Attendance:** Chief Executive (Accountable Officer) – non voting  
Head of Corporate Services - non voting
- External Attendance:** To include external auditor (Auditor General for Scotland) and internal auditor as required.
- 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;
  - d) To monitor the adequacy of the CNPA's internal control systems;
  - e) 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.
- Committee Life:** Permanent, but with a review of membership, chairmanship and remit each year (in September).

## CNPA FINANCE COMMITTEE

- Membership:** 5 (quorum 3)
- Members:** Andrew Thin  
Joyce Simpson  
David Selfridge  
Eleanor Mackintosh  
Gregor Rimell
- Staff in Attendance:** Finance Manager – non voting  
Head of Corporate Services - 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 and report to the CNPA board once per quarter;
  - d) Seek approval of the CNPA board to the annual accounts.
- Committee Life:** Permanent, but with a review of membership, chairmanship and remit each year (in September).

## CNPA STAFFING AND RECRUITMENT COMMITTEE

- Membership:** 5 (quorum 3)
- Members:** Andrew Thin  
Eric Baird  
Anne MacLean  
David Green  
*Douglas Glass – to step down, replaced by Sandy Park*  
*Bruce Luffman – to step down*
- External Attendance:** For appointment of the Chief Executive, the Committee should include the Head of Environment Group, Scottish Executive (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 CNPA Board on 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 procedures, and as otherwise required
  - d) To oversee the recruitment of senior staff (Heads of Group 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, chairmanship and remit each year (in September).

## CNPA PLANNING AND DEVELOPMENT CONTROL COMMITTEE

**Membership:** The whole CNPA Board

**Staff in Attendance:** Head of Planning  
Planning Officers as required

**Remit:**

- a) The determination of planning applications called in by the CNPA. This includes: applications for planning permission; listed buildings consent; conservation area consent; advertisement consent; review of minerals consents; prior notifications of applications for the demolition of buildings; erection of farm/forestry buildings; the development of Crown land;
- b) The approval of enforcement actions or the serving of any other notices under the Planning Act which may control the development of a site;
- c) The approval of non-statutory planning policy documents such as statutory planning advice, design guides or other interim policy statements;
- d) The approval of formal responses to consultations on statutory planning related matters such as Scottish Executive consultations on NPPGs (National Planning Policy Guidance), PANs (Planning Advice Notes) and other policy documents in cases where there may be an adverse impact on the CNPA's interests;
- e) The approval of formal requests to consultations by neighbouring local authorities on structure plans and neighbouring local plans in cases where there may be an adverse impact on the CNPA's interests;
- f) The approval of TPOs (Tree Preservation Orders).
- g) To receive advice from the Head of Planning (or staff to whom the Head of Planning has delegated authority) and decide whether or not to call in planning applications made within the Park area, for determination by the CNPA;

**Committee Life:** Permanent, but with a review of membership, chairmanship and remit each year (in September).