
CAIRNGORMS NATIONAL PARK AUTHORITY

FOR DECISION

Title: COMMITTEE AND FORUM MEMBERSHIP

Prepared by: Jane Hope, Chief Executive

Purpose:

To review membership of Committees and Forums.

Recommendations

That Members:

- a) Consider if they wish to sit on a Committee and if appropriate, offer to do so at the meeting on 26 October; and
- b) Collectively agree membership of all Committees at the meeting.

Executive Summary

As a matter of practice, CNPA Committee membership is reviewed annually, made particularly important this autumn as there are several vacancies. At the same time it makes sense to review members' attendance at various Forums on which CNPA either formally has a seat or attends as a matter of policy.

COMMITTEE AND FORUM MEMBERSHIP – FOR DECISION

1. The CBPA Board has 3 formal **committees** – finance, audit and Staffing and Recruitment. Membership is reviewed annually in the autumn (October). Committees are subsets of the Board, and have delegated authority to make certain decisions on behalf of the Board. They are an important means of ensuring Board retains oversight of important matters for which it is collectively responsible, while not burdening full Board meetings with matters of detail.
2. The Finance Committee and Audit Committee meet quarterly, and as with Board meetings, business is conducted in public. It follows that any Board member may attend even if not a member of the Committee.
3. The Staffing and Recruitment Committee meets as required, which tends to be 2 or 3 times a year. These meetings are also in public, although there are occasions when the nature of the business requires them to be in private.
4. Chairs of Committees are elected by each Committee annually, at the first meeting following the annual approval by the Board of membership.
5. There are also a number of **forums/groups** on which the CNPA is represented. These are of mixed origin, and in some cases are organized and led by CNPA (e.g. Brand Development Group); in other cases we have a seat by right because of our close involvement in the subject (e.g. COAT and CLOAF); and in others we attend because we are interested and/or want to be supportive but without taking over ownership (e.g. Inclusive Cairngorms, CDAG, Land Management Forum). But the important distinction from Committees is that these forums/groups are not subsets of the Board, and have no delegated responsibility for decisions on behalf of the CNPA Board. They are no less important than the Committees – indeed as a means of engagement with others they are essential – but in governance terms it is important to recognise that distinction.
6. There are 4 vacancies on Committees arising from recent changes in Board membership. The table below shows where these vacancies arise; it also shows the existing members, but without making the assumption that Members will wish to stay on these Committees – they are of course free to say they wish to come off. There are no current vacancies that I am aware of on other forums.
7. If it would be helpful, Members should feel free to discuss with the Convener or myself.

CAIRNGORMS NATIONAL PARK AUTHORITY

Paper 5 26/10/12

Cttee/Forum	Current Membership	Comments
Committees		
Finance	Eleanor Mackintosh David Green Gregor Rimell <i>Vacancy</i> <i>Vacancy</i>	Meets quarterly at 9am, before a Board of Planning meeting. Approves financial commitments (within delegated limits); monitors financial management in-year.
Audit	Angela Douglas Gordon Riddler Brian Wood Gregor Hutcheon <i>Vacancy</i>	Meets quarterly, 8.30am before a Board or Planning meeting. Oversees internal control and management systems, through reports from auditors. Sign off annual contracts.
Staffing and Recruitment	Duncan Bryden (as Convener) Brian Wood (as Dep. Convener) Kate Howie Katrina Farquhar <i>Vacancy</i>	Meets about twice a year, or as otherwise required to approve major staffing policy, oversee HR aspects of organisation, and recruit senior staff.
Forums etc (Note: not CNPA Forums)		
COAT	David Cameron (as Director Corporate Services) Gregor Hutcheon	CNPA has 2 places on board of Directors – no changes currently needed.
Cairngorms LOAF	Gordon Riddler	Statutory forum required under Part I of Land Reform Act, so give advice and assistance in respect of access rights
Sustainable Tourism Forum	[Jaci Douglas] (chair)	Group brings partners together – does not have to be chaired by CNPA; but should have a member in attendance.
Land Management Forum	Eleanor Mackintosh Angela Douglas	
Inclusive Cairngorms	Gordon Riddler	
CDAG	Katrina Farquhar Alternative: Gordon Riddler	
Internal/Quasi Internal		
Staff consultative Forum	Brian Wood Kate Howie	
Brand Development Group	David Green Eleanor Mackintosh Gregor Hutcheon	First meeting autumn 2012(tbc) at which chair will be determined.

8. There is no extra remuneration for being on these committees/groups.

Context

9. The Board delivers its role in a range of ways, but the two substantial elements are decision making, and engagement. This paper deals with only the mechanisms for some of the decision making (i.e. Committees) and for some aspects of engagement (forums). The intention is to consider other aspects of Board operation in due course, notably at the November informal board day.

Jane Hope

8 October 2012

janehope@cairngorms.co.uk