
CAIRNGORMS NATIONAL PARK AUTHORITY

FOR DECISION

Title: BUSINESS CONTINUITY: REVIEW OF STANDING ORDERS

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Purpose

This paper presents a review of the Board's and Planning Committee's Standing Orders for consideration by the Board in the context of Business Continuity Planning considerations necessitated by risk management of the Coronavirus outbreak. The paper follows notification of review of Standing Orders agreed by the Board at its meeting of 6 March 2020.

Recommendations

The Board is asked to:

- a) **Agree to the temporary variation to Standing Orders of the Board and its Planning Committee should that be required by the Authority's responses to manage impacts of the Coronavirus outbreak;**
- b) **Agree the proposed implementation arrangements for Business Continuity Plan purposes set out in this paper and Annex 2, to incorporate any amendments approved by the Board;**
- c) **Agree that the Business Continuity Arrangements adopted through this process should be added as a standing response plan within the Authority's Business Continuity Plan for management of the Authority's governance arrangements in the event of any similar risk of disruption as a consequence of pandemic events or significant disruption to travel;**
- d) **Agree the amendment to Standing Orders set out in paragraph 6 of this paper to implement the approved Business Continuity arrangements.**

Executive Summary

1. The Board agreed to review Standing Orders at its meeting on 6 March 2020, on receipt of the Business Continuity Advice note set out at Annex 1 to this paper. This paper follows up the Board's approval at the 6 March meeting to formally review Standing Orders and to arrange for the suspension of Standing Orders as may be necessitated by the Authority's management of the Coronavirus outbreak.
2. There are two key considerations arising from the risk management around the Coronavirus outbreak: public health policy and / or the Authority's own assessed response to the evolving situation may require a cessation of face to face meetings;

the escalation of ill health could result in significant reduction in availability of members and staff to support meetings.

3. The Authority issued an advice note to members on 5 March which formed the basis of the Board's agreement to review Standing Orders at this meeting. For completeness and transparency, this advice note is reproduced at Annex One to this paper.
4. For reference, current standing orders for the Board may be accessed at:
<https://cairngorms.co.uk/resource/docs/boardpapers/14062019/190614CNPABdPaper4Annex1BoardStandingOrders.pdf>

Proposed Business Continuity Arrangements and Implementation

5. The proposed adaptations to Standing Orders required to deal with a Business Continuity event around a pandemic, and managing the wider societal impacts of public policy measures seeking to manage a pandemic, are set out in Annex 2 to this paper. Annex 2 also sets out the proposed arrangements whereby adaptations to standing orders would be implemented.

Amendment to Standing Orders

6. In order to implement the Business Continuity arrangements agreed by the Board following their consideration of proposals set out in Annex 2, the following addition to current Standing Orders is proposed.
 48. Paragraph 47 does not apply to the implementation of the Board's agreed Business Continuity arrangements set out at [insert weblink]. These arrangements have been approved by the Board using these standing orders and will be implemented according to the agreed procedures incorporated in those Business Continuity arrangements.

David Cameron

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