

TERMS OF REFERENCE

CNPA FINANCE AND DELIVERY COMMITTEE

Membership: 5 (quorum 3)
Members: **to be confirmed**

Staff in Attendance: Chief Executive
Finance Manager – non voting
Corporate Services Director - 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, seeking to ensure use of available annual resources is maximised;
- d) To take oversight on behalf of the Board of delivery against the Corporate and Operational plans, including review of development, implementation and reporting of performance management systems;
- e) To review initial design and planned outcomes of key projects, ensuring project initiation plans are appropriate to contribute to delivery of the Authority's corporate objectives; and
- f) To consider project implementation reviews and to determine what lessons for improvement in project design and delivery may be applied from findings of such reviews to future projects.

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