

Cairngorms National Park Authority
Business Continuity: Review of Standing Orders

Annex 2

Board and Planning Committee Decision Making

- I. In the event of the Authority implementing its Business Continuity Plan with regard to the operation of the Board and Planning Committee governance and decision making processes as a consequence of response to a public health incident or pandemic, or widespread suspension of travel arrangements, the following amendments to Standing Orders shall apply. Numbered references in square brackets refers to the appropriate paragraph of the Board's Standing Orders approved in June 2019. Notes in italics are presented as explanatory comments for clarity of operational expectations should there be cause to implement these Business Continuity Actions.

<https://cairngorms.co.uk/resource/docs/boardpapers/14062019/190614CNPABdPaper4AnnexIBoardStandingOrders.pdf>

- a. [15] shall be suspended and meetings of the Authority and its Committees deemed not open to the public for reasons of public health protection and the efficient conduct of public business.
 - i. *All papers including agendas and approved minutes shall continue to be published on the Authority's website in the usual way for continuation of transparency unless the normal reasons of confidentiality are satisfied, in which case papers in question shall not be published.*
 - ii. *Private meetings will allow for alternate meeting arrangements to be put in place, for example telephone or video conference meetings.*
- b. Implementation of the Business Continuity Plan measures for Board governance and decision making shall be deemed to satisfy Standing Orders [10] allowing attendance in exceptional circumstances by telephone or video conference presence.
- c. [9] shall be suspended and quorum for Board and Planning Committee meetings shall be set at a minimum of 7 members present and able to be heard by all members and officers participating.
 - i. *Reduction in quorum recognises the potential for a large number of members to be unable to participate as a consequence of their own illness and / or care for dependents.*
 - ii. *Reduction in quorum also recognises the need to effectively manage meetings comprising members and supporting officers.*
- d. [4] shall be suspended in the event of any Board or Committee Convener / Chair or Deputy Convener / Chair becoming vacant during a period of implementation of these Business Continuity measures and elections shall be deferred until the first meeting of the Board under normal operations.
 - i. *This reinforces provision in [10] that attendance must be in person for elections of office bearers.*
- e. Arrangements in place through [21] shall continue to be deployed to determine the Convenor / Chair of meetings held under these Business Continuity arrangements.

- f. [45] shall be suspended for meetings of Finance and Delivery, Staffing and Recruitment and Audit and Risk Committees. The quorum for such meetings shall be set at a minimum of 3 members present.
 - g. [26] shall be suspended on the implementation of these Business Continuity arrangements.
 - i. *Implementation of arrangements will effectively deem that it is not possible to arrange a meeting for the duration of the implementation of business continuity processes. Therefore, each decision point need not be agreed in advance by the Convener / Deputy Convener – recognising that both may not be available at the same time during period of the implementation of this response plan.*
2. The following procedure shall be used in implementing these Business Continuity arrangements:
- a. At least two of the following Board office bearers shall identify that circumstances require the implementation of Business Continuity Plans (BCP) for the continued operation of Board and Committee meetings:
 - i. Board Convener;
 - ii. Board Deputy Convener;
 - iii. Planning Committee Convenor;
 - iv. Planning Committee Deputy Convenor;
 - b. The Board Convenor and / or Deputy Convenor may agree implementation of these BCP arrangements for all Board and Committee meetings;
 - c. The Planning Committee Convenor and / or Planning Committee Deputy Convenor may agree implementation of these BCP arrangements as they impact on Planning Committee meetings only;
 - d. The proposal to implement BCP arrangements should specify the proposed end point of the arrangements being in place.
 - e. Agreement to implement these BCP arrangements must be supported by at least one of the following senior officers:
 - i. The Chief Executive;
 - ii. Director of Corporate Services;
 - iii. Head of Organisational Development.
 - f. Following agreement being established between required members and senior officers, one of the three senior officers identified at 2e shall coordinate an email to all members seeking their approval that agreed BCP plans for Board operation are implemented. Quorum requirements at [10] remain in force for such approval and therefore at least 10 members must respond to confirm application of BCP arrangements. Of this number, the Board members establishing the approval to initiate action are deemed to represent approvals towards the required quorum.
 - g. Senior officers will confirm the result of the email decision making process and whether the BCP arrangements are therefore now in force.
 - h. The period of implementation of BCP arrangements may be extended as required and agreed by the Board. A decision to extend arrangements shall be taken within the arrangements established for business continuity of Board and Committee business set out at 1 and rely on quorum arrangements established within the BCP arrangements.