

CAIRNGORMS NATIONAL PARK AUTHORITY PERFORMANCE COMMITTEE

FOR DECISION

Title: PERFORMANCE COMMITTEE ANNUAL REPORT TO BOARD

Prepared by: DAVID CAMERON, DIRECTOR OF CORPORATE SERVICES & DEPUTY CHIEF EXECUTIVE

Purpose

This paper presents the draft Performance Committee Annual Report to the Board for the period of August 2021 to August 2022.

Recommendations

The Performance Committee is asked to review the draft Annual Report to the Board and agree any amendments prior to submission to the board in September. programme delivery.

Activity in Period

1. The Performance Committee was established following a review of the Cairngorms NPA's board committee structures over the first quarter of 2021/22.
2. The Committee met for the first time in August 2021 and has met a total of five times up to and including the meeting of 12 August 2022.
3. The Committee has sought assurance over the performance of the following programmes and major projects where the Cairngorms NPA leads deliver or holds significant responsibility as a lead applicant and / or accountable body for funding deployed:
 - a. Cairngorms Capercaillie Project;
 - b. Cairngorms LEADER and Cairngorms Trust delivery;
 - c. Badenoch Great Place Project;
 - d. Cairngorms Peatland ACTION Programme;
 - e. Cairngorms 2030 Heritage Horizons Programme;
 - f. Evolution of Community Led Local Development Funding approaches.
4. The Committee has also considered the following aspects of its operations:
 - a. Review of terms of reference.
 - b. Development of a standard format of programme and project reporting to the committee.

- c. Development of a performance dashboard for overview of performance by the committee.
- d. Development of private finance approaches.
- e. Initial consideration of criteria for identifying appropriate areas to report to the committee.

Review of Activities and Commentary

- 5. The Committee, as a new aspect of the Cairngorms NPA assurance processes, has worked over the year to understand its remit and its role in the context of other committees and governance structures and evolve appropriate reporting structures and points of focus. Overall, the committee feels it has been successful in this work. Appropriate areas of overlap with other committees on resource and risk management have been recognised and minimised. Key areas of the Cairngorms NPA managed and partner led activities have been identified for reporting with a template reporting structure established. Use of existing reports has been maximised to minimise additional reporting burdens on staff.
- 6. The Committee had a consistent membership over the course of the year with excellent attendance and engagement by members in matters covered.
- 7. The Committee has not identified any changes required to its terms of reference over the course of this reporting period.
- 8. There have been no instances of need for escalation of concerns to the full board, while some minor matters have been made known to other committees to enhance coordinated assurance over organisational performance. Generally, performance reports have been positive. Activity on significant programmes and projects has generally secured agreed objectives with minor deviations noted, as has been more fully represented in corporate performance reporting to the full board.
- 9. The initial scheduling of four committees on the same day has been challenging for timing of meetings; keeping meetings to time while allowing full and valuable discussions to take place; and on officer support time. The change to holding performance committee meetings as part of a schedule of three committees is welcomed and will be monitored for effectiveness.
- 10. The Committee has evolved a standard format for reporting over the year, based on experience and feedback over several committee cycles and the development of a template by the Director of Corporate Services with the approval of the Senior Management Team.

Conclusions

- 11. The operation of the Performance Committee has provided an important and effective additional element of assurance to the Cairngorms NPA's governance and assurance systems. This has been reinforced by preliminary internal audit reports on performance management conducted in the year and to be reported to the Audit and Risk Committee.

12. The Committee believes there are no significant changes needed in the Committee's operations over the coming year. Committee members will continue to work with senior officers to evolve and adapt reporting structures as required.
13. The Committee is grateful to the support of officers provided over the year, for full and clear papers and effective, helpful engagement at our meetings.
14. The committee has been keen to foster a trusting and collaborative approach to its work and, as a result, it has been possible to have some very full, open and frank discussions on some of the reports it has considered.

David Cameron

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davidcameron@cairngorms.co.uk

v1.1 Chair Review comments reflected
