

**CAIRNGORMS NATIONAL PARK AUTHORITY**

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**FOR DECISION**

**Title: BOARD MEMBER COMMITTEE / GROUP  
MEMBERSHIP & GOVERNANCE**

**Prepared by: GRANT MOIR, CHIEF EXECUTIVE**

**Purpose**

To agree Board membership of Committees and Groups for the next year and to agree to changes to the governance arrangements of the CNPA.

**Recommendations**

**Board members are asked to agree the following:**

- a) Membership of the Groups/Committees**
  - b) Changes to the governance arrangements of the CNPA**
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## **BOARD MEMBER COMMITTEE / GROUP MEMBERSHIP – FOR DECISION**

### **Internal & External Groups**

- I. The following table sets the current membership of the Board Committees and Groups that have a board representation.

	<b>Group/Committee</b>	<b>Current Board Representative</b>	<b>Staff Lead</b>
1	Finance & Delivery Committee	Rebecca Badger Peter Argyle Eleanor Mackintosh Xander McDade <b>Vacancy</b> <b>Vacancy (subject to para 5)</b>	David Cameron
2	Audit & Risk Committee	Dave Fallows (c) Janet Hunter John Latham Judith Webb <b>Vacancy</b> <b>Vacancy (subject to para 5)</b>	David Cameron
3	Staffing & Recruitment Committee	Peter Argyle Carolyn Caddick Geva Blackett Willie McKenna <b>Vacancy</b> <b>Vacancy (subject to para 5)</b>	Grant Moir David Cameron Kate Christie
4	Planning Committee	Eleanor Mackintosh (c) <b>Vacancy (dc)</b> All	Murray Ferguson Gavin Miles
5	Staff Consultative Forum	<b>Vacancy</b> (as Convener of S&RC) Carolyn Caddick (from S&R Committee)	Kate Christie David Cameron
6	Communications and Brand Group	Eleanor Mackintosh Dave Fallows Janet Hunter	Grant Moir Francoise van Buuren Pete Crane
7	Conveners Group	Xander McDade	Grant Moir

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Paper 3 7<sup>th</sup> December 2018

	<b>Group/Committee</b>	<b>Current Board Representative</b>	<b>Staff Lead</b>
		<b>Deputy Convener Board</b> Eleanor Mackintosh <b>Deputy Convener Planning</b> Dave Fallows <b>Chair of Staffing &amp; Recruitment</b> <b>Chair of Finance &amp; Delivery</b>	
8	Outdoor Access Trust for Scotland (OATS)	Janet Hunter	Pete Crane David Clyne
9	Cairngorms Nature Strategy Group	Judith Webb	Pete Mayhew Andy Ford
10	Active Cairngorms Delivery Partnership	Rebecca Badger	David Clyne
11	Cairngorms Tourism Partnership	Geva Blackett Janet Hunter	Murray Ferguson Pete Crane
12	Cairngorm and Glenmore Partnership	Willie McKenna	Grant Moir Pete Crane
13	Cairngorm LEADER Action Group (CLAG) Trust	<b>Vacancy</b>	David Cameron
14	Highland Community Planning Partnership	Xander McDade (as Board Convener)	Grant Moir
15	National Parks UK	Xander McDade	Grant Moir
16	Farmer & Land Management Events	Eleanor Mackintosh	Bruce McConachie Will Boyd-Wallis
17	Tomintoul and Glenlivet Landscape Partnership	Eleanor Mackintosh	Pete Mayhew Will Boyd Wallis
18	Inclusive Cairngorms	Janet Hunter	Al Smith
19	Cairngorms Upland Advisory Group (CUAG)	Judith Webb	Pete Mayhew Will Boyd-Wallis
20	Association of Cairngorms Communities (AoCC)	Dave Fallows Eleanor Mackintosh	Murray Ferguson
21	Communities' Planning Representatives Network (CPRN)	Eleanor Mackintosh	Murray Ferguson Gavin Miles
22	Developers Forum	Eleanor Mackintosh (as Planning Convener)	Murray Ferguson Gavin Miles

	<b>Group/Committee</b>	<b>Current Board Representative</b>	<b>Staff Lead</b>
23	Local Outdoor Access Forum (LOAF)	Eleanor Mackintosh	David Clyne Doug Stewart
24	VisitAberdeenshire	<b>Vacancy</b>	Murray Ferguson
25.	Volunteer Cairngorms Reference Group	<b>Vacancy</b>	Peter Crane
26.	Capercaillie HLF Group	Rebecca Badger	Pete Mayhew Andy Ford
27.	Badenoch Great Place Scheme Project Board	Dave Fallows	Murray Ferguson

2. There are a number of Committees with vacancies arising from the change in Board membership at the end of September 2018.
3. We are seeking a nomination to attend each of these Groups on behalf of the Board.

### **Governance Arrangements**

4. Following discussions with the Convener and Board members the following proposals are put before the Board for approval.
5. For the Finance & Delivery Committee, Audit & Risk Committee and Staffing & Recruitment Committee:
  - a) Make appointments to Committees for three rather than one year.
  - b) Make six rather than five appointments to Committees.
  - c) Committees appoint Chair and Vice-Chair. Chair and Vice-Chair will be used for the sub-committees to differentiate from the Board and Planning roles.
  - d) Chair and Vice-Chair should be elected for three years by the Committee
6. For the CNPA Board
  - a) Nomination Process for Convener and Deputy Convener Elections to be amended to require nomination process to be completed one week prior to the Board meeting at which elections will take place to allow the list of candidates to be circulated and considered by members prior to the meeting.
  - b) Standing orders to be more explicit on order in which Proper Officer will invite nominated candidates to speak and procedures for tie break.
  - c) Move to alternative vote for future Convener, Deputy-Convener elections following further work by Director of Corporate Services

- d) Increase board members links to communities in the Park. As part of ensuring that all communities in the Park have a direct contact with the CNPA Board it is suggested that individual Board members could be identified as being the primary contact point for communities within the Park. This linkage would be supported by Liz Henderson, Community Support Manager and other staff would continue to attend community meetings as appropriate to the business needs of the community and the Authority. This approach does not stop any member from attending a community event or meeting. It is to provide clarity to Community Councils, Community Development Trusts etc. about who to pick the phone up to in the first instance or to invite to come and speak about a Park related issue at a local meeting. This system if approved will be instigated post board elections in March 2019 and the details developed in the New Year.
7. Following the approval of the Board to the issues outlined above the Director of Corporate Services will amend Standing Orders where appropriate for final approval at the March 2019 Board meeting. Elections for Deputy Convener of the Board and Planning Committee will take place according to current Standing Orders, as set out in a separate paper to this Board meeting.
8. An “On Board” training session on Board Standards and the Code of Conduct has been arranged for Friday 5 April. This will allow for any new members who have not had this training to go through this key Board development process, and also provide refresher training for existing Board members. The date is timed to fall just after the direct elections.
9. Member training is also to be arranged for the Audit & Risk Committee to follow on from the revised membership being agreed by the Board in December.

**Grant Moir**  
**December 2018**