

# Chairs and Executive Meeting Terms of Reference



June 2018

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## 1. Membership and Quorum

- 1.1. The Chairs and Executive Meeting is covered by the Standing Orders for the National Park Authority Board as well as these Terms of Reference. The Chairs and Executive Meeting is a standing non-statutory group of the Board, and is advisory only.
- 1.2. The Chairs and Executive Meeting membership will comprise the Convener, the Depute Convener and Chairs of the Park Authority's Committees and Groups, the Chief Executive and members of the Executive Team. Other members may be co-opted onto the group as necessary.
- 1.3. The group may ask any other officers of the organisation to attend to assist it with its discussions on any particular matter. In addition, should external input be required the Executive Team will ensure this is provided as appropriate.
- 1.4. The Chairperson shall be the Convener. In the Convener's absence, the Deputy Convener shall assume the role of Chairperson.
- 1.5. A quorum of three Meeting Members shall be required in order for a meeting of the group to take place. One of those three group Members must be either the Convener or Depute Convener.
- 1.6. The composition and effectiveness of the group will be periodically reviewed by the Board. There is no limit on the length of time a member may serve on the Chairs and Executive Meeting, so long as they remain a member of the Park Authority Board.

## 2. Meetings

- 2.1. It is likely that the Chairs and Executive Meetings will meet around 4 times per year and as a non-statutory group meetings will be not held in public. Meetings will be timed to ensure effective reporting to and advice on decision-making to the full Board meetings.
- 2.2. The Convener, in consultation with the Chief Executive, may convene additional meetings as he/she deems necessary. The Chief Executive or the Board may also ask the Chairs and Executive Meetings to convene further meetings to discuss particular issues on which they want the Chairs and Executive Meetings advice.
- 2.3. A summary of action points will be taken.

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### **3. Purpose**

- 3.1. The Chairs and Executive Meetings provides a responsive grouping of Board members and Executive Team staff in order to be able to discuss emerging issues in relation to the management of governance and priority issues or developments; to maintain the sustainability and security of the organisation; and to advise the Board on strategic risk or opportunities.
- 3.2. The Chairs and Executive Meetings will report to the Board. The Meeting is a non-statutory meeting.

### **4. Responsibilities**

- 4.1. The primary responsibilities of the Chairs and Executive Meeting will be:-
  - 4.1.1. To contribute to the thinking around the development of strategy and policies;
  - 4.1.2. To provide assistance and advice to the Convener on emerging Board/Authority business;
  - 4.1.3. To provide ongoing support and advice to the Executive team in support of Board/Authority business;
  - 4.1.4. To contribute to agenda planning for meetings of the National Park Authority as appropriate;
  - 4.1.5. To advise the Convener in the exercise of the right under Standing Order 29 of the Standing Orders for the Loch Lomond and The Trossachs National Park Authority to call a special meeting of the Board to consider an urgent item of business, or the right under Standing Order 50 to ask Members to make an urgent decision by correspondence;
  - 4.1.6. Provide advice and guidance on Draft Annual Operating Plan and Budget, and the Mid-Year Budget;
  - 4.1.7. To monitor any high risk areas of concern outwith the cycle of Board Meetings;

### **5. Information Requirements**

- 5.1 To achieve the above, the Chairs and Executive Meeting will be provided with such reports as it needs to conduct its business.

### **6. Reporting Arrangements**

- 6.1 The Convener will report on the Chairs and Executive Meeting activities to the Park Authority Board as appropriate.