

# National Park Authority Board Meeting



Agenda Item 8.1

## Proposed Governance Structure

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### *Paper for decision*

#### 1. Introduction

- 1.1 Following a review of governance arrangements, a diary for Board and Committee dates has been prepared and requires to be approved. The review has led to some adjustments to terms of reference and agenda business for the Board and some Committees.

#### 2. Recommendation

Members are invited to approve:

- 2.1 The proposed Governance Structure as advised below under section 3.1.
- 2.2 The proposed meeting dates for 2018 (Appendix 1).

#### 3. Background

- 3.1 The proposed changes outlined in this report have been assisted by the comments and inputs made by members in recent workshop sessions. The proposed adjustments seek to ensure there is a good balance of Board time divided between the scrutiny of the organisation's performance, discussion and development of policy and strategy and in engaging with issues and stakeholders in the National park. They also seek to ensure that the full Board is well sighted and informed on organisation performance while still delegating more detailed responsibilities appropriately to statutory and non-statutory Committees. The following changes are proposed.

#### 3.2 **Board**

There will be 3 Board meetings (March, June and December) with full standard agendas. There will be two further Board days focussed on strategy and Board development. One day will be fixed (proposed for September), the other will be at a date to be determined and normally focussed on a visit to engage on a particular issue or with invited partners/stakeholder representatives. Strategic Board days will not have a standard agenda of Board papers, but may have a formal meeting element if a decision is required or a paper discussed on a policy or strategy matter.

The standard Board agenda will change to include more structured reporting on organisation performance including a monitoring report on the delivery of the Annual Operational Plan. Additionally there will be a rotation of specific reports on the

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organisation's compliance with its statutory responsibilities and associated performance targets (e.g. planning, health and safety etc). These reports will also provide updates on activities to enhance and innovate in our delivery of services. These will replace the previous Organisation Update report.

A new CEO Report will summarise significant issues affecting the Park Authority's operating environment.

It should be noted that it is anticipated that a major development planning application will be received during the course of the year which will require an additional special Board meeting to be called and this will be notified once the determination timescales are known.

### 3.3 Statutory Committees – Audit and Risk/Planning and Access

There are no changes proposed to these Committees or the cycle of meetings required.

### 3.4 Delivery Group

The Delivery Group will meet three times a year (May, November and February). The Group will receive detailed reports on larger projects which involve significant risks requiring appropriate scrutiny. Additionally reports will be prepared if there are significant issues emerging during the year which materially affect the delivery of the Annual Operating Plan. Similarly if there are issues arising in respect of the Authority's statutory responsibilities and compliance these will also be reported.

### 3.5 Chairs and Executive Meeting

Meetings will be held as required (expected to be no more than quarterly) to provide an opportunity to discuss the management of Board and Committee business and agendas. This will involve all Committee Chairs and will be chaired by the Board Convener. This will also provide guidance on the handling of significant items of business expected to come before the Board. Examples would include the draft Annual Operating Plan and Budget. This meeting will replace the previous Strategy Group.

### 3.6 Terms of Reference

If Members agree these changes then Terms of Reference will be presented to the next Board meeting which will reflect changes to the Delivery Group and the new

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Chairs and Executive meeting. This will also include a review of conventions for publishing agendas and related reports.

**Appendix 1** – Proposed meeting dates for 2018

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