

# National Park Authority Board Meeting

Agenda Item 5

## Board Standing Orders – Proposed Amendment

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### *Paper for decision*

#### 1. Introduction

The Standing Orders for the Board were updated and approved at the 14<sup>th</sup> June 2018 Board meeting. The Standing Orders specify that the Governance Manager shall be the Proper Officer for the Board. Duties include ensuring that the public shall have appropriate access to meetings and documents of the Board, overseeing the election of Members and presiding over the process of electing a Convener and Depute Convener of the Board. The Governance Manager post is currently vacant and the Standing Orders require an amendment to allow the Chief Executive to appoint other officers to perform this role.

#### 2. Recommendation

Members are invited to approve the proposed amendment to the Board Standing Orders as set out in paragraph 4.1 below and to note that the Chief Executive will appoint the Director of Corporate Services as the Proper Officer as an interim measure.

#### 3. Contribution to National Park Partnership Plan and Our 5-year Plan

Proactively ensuring up to date and fit for purpose Standing Orders delivers the good governance that underpins all Outcomes and Priorities of the National Park Partnership Plan 2018-23 and Our 5-year Plan.

#### 4. Background

4.1 The Standing Orders for the Board require to be amended to allow the Chief Executive discretion to assign the Proper Officer responsibility to an individual officer regardless of job title. An additional amendment is proposed to reflect the fact that the Board may receive legal advice from other officers. It is therefore proposed to amend paragraphs 5 and 9 of the Standing Orders as follows;

“In accordance with to schedule 1, paragraph 12(3) of the Act, the ~~Governance Manager has been~~ Chief Executive shall appointed as Proper Officer of the Board for the purposes of Part IIIA of the Local Government (Scotland) Act 1973 (the “1973 Act”). This means that the Proper Officer is responsible for ensuring that the public shall have appropriate access to meetings and documents of the Board.”

“The ~~Governance Manager~~ Proper Officer shall also have the right to attend all Board meetings and committee meetings (but shall have no voting rights). ~~The Governance Manager may be called upon to provide legal advice to the Board on any matter or piece of business under consideration.~~”

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5. Conclusion

If Members are minded to approve the recommended amendment then this will allow the Chief Executive to appoint the Director of Corporate Services as the Proper Officer as an interim measure.

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