

# Chairs and Executive Meetings' Temporary Terms of Reference and List of Powers



Applicable following Board decision April 2020 - to 14<sup>th</sup> September 2020  
In response to COVID-19/Coronavirus Crisis

---

## 1. Membership and Quorum

- 1.1. The Chairs and Executive Meeting is governed by the Standing Orders for the National Park Authority Board subject to any necessary change to those Standing Orders as these Terms of Reference and List of Powers require. The Chairs and Executive Meeting is delegated and empowered until 14<sup>th</sup> September 2020 to take decisions on behalf of the Board where these are required urgently between scheduled Board meetings. This delegation will include powers to temporarily amend Board, Planning and Access Committee and the Local Review Body Standing Orders to facilitate virtual meetings while in-person meetings are restricted by the COVID-19/Coronavirus crisis. Any formal decisions taken will be reported to the next available Board meeting. The Chairs and Executive Meeting will continue to also provide an advisory role for the Executive of the National Park Authority. These powers will be delegated to it until 14<sup>th</sup> September 2020 when the Board may either meet to extend the time or the Chairs and Executive Meeting will revert back to its previous approved Terms of Reference (June 2018).
- 1.2. The Chairs and Executive Meeting membership will comprise the Convener, the Depute Convener, Vice-Convener, ~~and~~ the Chairs, Depute Chairs and ~~and~~ Vice-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. The Convener, ~~or~~ Depute Convener, Vice-Convener or in exceptional circumstances elected Chairs, ~~-~~ shall agree with the CEO the meeting agendas and any reports required in advance of each meeting.
- 1.3. Decisions will normally be by consensus of attending Board Members as part of the Chairs and Executive Meeting and only participating Board Members shall be entitled to vote. If it is not possible to reach consensus, the matter will be decided on a vote by an overall majority of Board Members. Only attending Board Members will be able to vote and generally this will be done by verbal confirmation. Should a vote be required then Board Standing Orders paragraphs 53-61 voting procedures shall apply.
- 1.4. The Chairs and Executive Meeting 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.
- 1.5. The Chairperson shall be the Convener. In the Convener's absence, ~~one of the Depute Convener or Vice Convener available~~ Deputy Conveners shall assume the role of Chairperson. In the event neither the Convener, Depute Convener or Vice

# Chairs and Executive Meetings' Temporary Terms of Reference and List of Powers

Applicable following Board decision April 2020 - to 14<sup>th</sup> September 2020  
In response to COVID-19/Coronavirus Crisis

---

Convener is able to attend a meeting, the remainder of the group may in exceptional circumstances (subject to a quorum of 4) elect a Chair and convene a meeting.

- 1.6 A quorum of four Chairs and Executive Meeting Members shall be required in order for a Chairs and Executive Meeting to take place. ~~One of those four Board Members must be either the Convener or one of the Depute Conveners.~~
- 1.7 The composition and effectiveness of Chairs and Executive Meetings will be periodically reviewed by the Board. There is no limit on the length of time a Board Member may serve on the Chairs and Executive Meeting, so long as they remain a Member of the Park Authority Board. The Vice-Chairs shall participate in the meeting while the temporary Terms of Reference apply.
- 1.8 At the start of every Chairs and Executive Meeting, Members should declare if they have any interest in any item on the agenda. If such an occasion arises, the Member should decide if in the context of the matter being considered, and having regard to the terms of the Code of Conduct for Members, if they should continue to attend the meeting and participate in the discussion and voting or, take no part in the discussion and voting of the Committee in relation to that item and withdraw fully from the meeting. Members should refer to the Board Standing Orders and the Code of Conduct for Members for further guidance.

## 2. Meetings

- 2.1. The frequency of these meetings will be determined by the Convener, Depute Convener, Vice-Convener ~~or in exceptional circumstances -elected~~ meeting Chair 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, ~~or~~ Depute Convener, Vice-Convener or in exceptional circumstances elected meeting Chair, 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 at any Chairs and Executive Meeting. Any decisions taken will be reported to the next available full Board meeting.

Commented [S.MCI1]: Line below removed should an elected Chair be convening the meeting this would not be applicable.

# Chairs and Executive Meetings' Temporary Terms of Reference and List of Powers

Applicable following Board decision April 2020 - to 14<sup>th</sup> September 2020  
In response to COVID-19/Coronavirus Crisis

---

- 2.4. The Chairs an Executive Meeting will take place by telephone (conference) call or other electronic means when unable to be held in person.

## 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. For the period referred to in paragraph 1.1 the Meeting will take urgent decisions on behalf of the Board in response to restrictions and events associated with the COVID-19/Coronavirus crisis which affect National Park operations, projects and services as well as the conduct of Board and Committee business.
- 3.2. The Chairs and Executive Meetings will report all decisions taken to the next available Board meeting.

## 4. Responsibilities and Powers

- 4.1. The primary responsibilities and powers of the Chairs and Executive Meeting will be:-
- 4.1.1. To contribute to the thinking around the development of strategy and policies of the National Park Authority;
  - 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;

## **Chairs and Executive Meetings' Temporary Terms of Reference and List of Powers**

Applicable following Board decision April 2020 - to 14<sup>th</sup> September 2020  
In response to COVID-19/Coronavirus Crisis

---

- 4.1.7. To monitor any high risk areas of concern out with the cycle of Board Meetings;
- 4.1.8. To take any urgent Board-level decisions required by the Executive between scheduled full Board meetings.
- 4.1.9. To approve any temporary amendments to Standing Orders of the Board, Committees or the Local Review Body considered necessary by the Chairs and Executive Meeting. Notwithstanding this provision, no Standing Order may be varied or amended if this would contravene any statutory or other legal provision or direction made by Scottish Ministers.

### **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.