



Committee/Group Membership and Internal Board Elections

Agenda Item 6

National Park Authority Board Meeting

26 September 2022

Paper for decision

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1. Purpose

- 1.1. To update Committee/Group membership following the election of Board Members on 8 July 2022 and the resultant change in Board membership.
- 1.2. To provide Members with information about the upcoming process for the election of:
 - Convener and Depute Convener
 - Chair and Depute Chair of Planning and Access Committee
 - Chair and Depute Chair of Audit and Risk Committee,
 - Chair and Depute Chair of Futures Group
 - Local Access Forum Member
 - Countryside Trust Representative
- 1.3. To outline the temporary governance makeup in place until the internal Board elections

2. Recommendation(s)

- 2.1. Members are asked to approve the update to committee membership as outlined at 4.4.
- 2.2. Members are asked to note the timeline and process for the internal Board elections scheduled for December 2022.

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

- 3.1. Proactively ensuring that there is appropriate membership of committees/groups and that they function effectively supports good governance which underpins all Outcomes and Priorities of the National Park Partnership Plan and Our 5-year Plan 2018-23.

4. Background

- 4.1. Following the Board Elections held on 8 July 2022, four new Members joined the National Park Authority Board (David Fettes, David Mackie, Richard Johnson and Sid Perrie). Iain Shonny Paterson was elected to the fifth ward, and subsequently resigned his position as a Local Authority-nominated Member. Five Members (David McCowan, Willie Nisbet, Bob Darracott, Martin Earl and Billy Ronald) ceased to be Members of the Board on that date.
- 4.2. The term for our current Local Authority-nominated Members will come to an end on 30 September 2022. Five Members (Murray Lyle, Bobby Good, Diane Docherty, Danny Gibson and Alistair Berrill) will cease to be Members on that date. Their replacements (appointments to be confirmed by Scottish Ministers) will join the Board from 1 October 2022. There will be two Members nominated from Argyll and Bute Council, two Members from Stirling Council, one Member from West Dunbartonshire Council and one Member from Perth and Kinross Council.
- 4.3. Five Ministerially Appointed Members' terms have been extended by Scottish Ministers until 31 October 2026 (Chris Spray, Ronnie Erskine, Claire Chapman, Sarah Drummond and Heather Reid). The term of our sixth Ministerially Appointed Member, James Stuart, will end on January 31 when he will have reached the maximum of eight years on the Board for ministerial appointees. The Scottish Government will be running an open recruitment process to identify a new Board member to take up post from 1 February 2023.
- 4.4. As a result of Board membership change, a number of vacancies have arisen on the Board's Committees and Groups. The Board are asked to approve the following updates to Committee and Group membership:

4.4.1 Planning and Access Committee – David Fettes, David Mackie and Richard Johnson to be appointed as committee members

4.4.2 Audit and Risk Committee – David Fettes and David Mackie to be appointed as committee members

4.4.3 Futures Group – Sid Perrie and Richard Johnson to be appointed as committee members

4.4.4 Further Committee and Group appointments will be proposed at the December Board meeting to reflect the new Local Authority nominees and any appropriate changes based on governance needs and Member preferences, as set out in paragraph 6.9 below.

4.5. Internal Board elections to Chair and Depute Chair roles and appointments to Committees/Groups were undertaken in December 2020 for a period of 2 years. The change to membership outlined in 4.1 to 4.3 has had an impact on those appointments ahead of the internal elections/appointments scheduled for December 2022. For clarity, the situation with each position is:

4.5.1 Convener

- James Stuart will serve as Convener of the Board until 31st January 2023, when his Convener and Board appointment term ends and he will no longer be a Member of the Board.
- His successor as Convener will be elected by the Board from amongst Members at the Board Meeting of 12 December 2022, with the person elected assuming the role from 1st February 2023. This appointment is for three years.

4.5.2 Depute Convener

- Following Willie Nesbit's departure from the Board on 8th July 2022, this position is vacant. In accordance with the Board Standing Orders, this appointment will be made at the next December Board meeting of the National Park Authority.
- Given the level of Board change, this will give all newly appointed Members appropriate time to familiarise themselves with the Role Profiles ahead of considering nominations and voting.
- The role was recently refined (Role Profiles, Appendix 1) and tied more closely with the Convener through an interlinked portfolio designed to get the best out of both positions. This would also allow any unsuccessful candidate for Convener to run for Depute Convener should they wish to do so.

- If the Convener is unable to chair a particular meeting before then, where the Depute Convener would ordinarily take over chairing responsibility, a Member would be elected from those present to deputise for the duration of the meeting, in line with our Standing Orders.
- An election for the position of Depute Convener will be held at the Board meeting on 12 December 2022 for a period of 3 years.

4.5.3 Chair of Planning and Access Committee and Local Review Body

- This position was vacated following Bob Darracott's departure from the Board on 8 July 2022.
- From that date, Claire Chapman, as Depute Chair, has been 'acting up' in the role of Chair and will continue to do so until her current appointment to the position of Depute Chair ends in December 2022.
- Should she be unable to attend a meeting during this period, a Member of the committee would be elected from those present to chair the meeting.
- An election for the position of Chair will be held at the Board meeting on 12 December 2022 for a period of 2 years.

4.5.4 Depute Chair of Planning and Access Committee and Local Review Body

- Claire Chapman's current appointment to this role ends in December 2022. An election for the position will be held at the Board meeting on 12 December 2022 for a period of 2 years.

4.5.5 Chair of Audit and Risk Committee

- Ronnie Erskine's current appointment to this role ends in December 2022. An election for the position will be held at the Board meeting on 12 December 2022 for a period of 2 years.

4.5.6 Depute Chair of Audit and Risk Committee

- Chris Spray's current appointment to this role ends in December 2022. An election for the position will be held at the Board meeting on 12 December 2022 for a period of 2 years.

4.5.7 Chair of Futures Group

- This position was vacated following Martin Earl's departure from the Board on 8 July 2022.

- The Futures Group has not met over the summer as organisational capacity has directed towards the development of Strategic Plans.
- Sarah Drummond, as Depute Chair, will deal with any Futures Group business should it arise before the December Board meeting.
- An election for the position of Chair will be held at the Board meeting on 12 December 2022 for a period of 2 years.

4.5.8 Depute Chair of Futures Group

- Sarah Drummond's current appointment to this role ends in December 2022. An election for the position will be held at the Board meeting on 12 December 2022 for a period of 2 years.

4.5.9 Local Access Forum Member

- The Local Access Forum is a statutory forum which is the responsibility of the National Park Authority. One Board Member is appointed to the committee
- Diane Docherty's appointment to this position will cease on 30 September 2022, when her appointment to the Board ends.
- An election for the position will take place at the Board meeting on 12 December 2022.

4.5.10 Countryside Trust Representative

- Loch Lomond and the Trossachs Countryside Trust is a registered Scottish charity and a company limited by guarantee.
- One Board Member, currently Heather Reid, is appointed as a representative of the Board to work with the Countryside Trust
- An election for the position of Countryside Trust Representative will take place at the Board meeting on 12 December 2022.

5. Risks

- 5.1. There is an organisational governance risk associated with this period of change in elected Board leadership positions. This risk is being managed through the nomination and electoral processes detailed in this paper and ongoing planning with the Convener.

6. Next steps

- 6.1. If approved, committee membership shall be updated with immediate effect.
- 6.2. Nominations for the positions to be elected at the December Board Meeting will open six weeks before the meeting, on 31 October 2022. All Members will receive email notification of the opening of nominations, including details of the process, the nomination forms and copies of the Board-approved Role Profiles, promoting skills-based appointments.
- 6.3. In accordance with Board Standing Order 16(a), any Member may nominate another Member, and a further Member must second the nomination for it to be valid.
- 6.4. Nominations will close on 21 November 2022. Members can be nominated for more than one position, however in accordance with Board Standing Order 16(d), any person elected as Convener shall be ineligible for election as Depute Convener. A Board paper will be produced following the close of nominations and published ahead of the meeting detailing the valid nominations received for each position.
- 6.5. In the event of only one candidate standing for a position, Members will be asked to vote to confirm the appointment.
- 6.6. In accordance with Board Standing Order 16(e), in the event of more than one candidate standing for a position, election will be a secret ballot, according to the following rules:
 - Only Members who are present and have heard all presentations from prospective candidates may vote;
 - Members must not cast more than one vote on each round of voting;
 - To be elected, a candidate must gain an absolute majority of the votes cast by those Members present and voting;
 - Where more than one round of voting is required, in each round the candidate with the lowest number of votes will be excluded. Where there is an equality of votes among those candidates who have least votes, the candidate to be excluded will be determined by lot;
 - Where there are only two candidates remaining and there is an equality of votes between them, the successful candidate for the office of Convener, Depute Convener, Chairs and Depute Chairs, as the case may be, will be determined by lot.
- 6.7. As voting is conducted in secret via a paper ballot, Members will need to be in physical attendance to cast their votes. In accordance with Board Standing Order 16(c) Members who are absent from the Board Meeting on the grounds

of extenuating circumstances may be considered for election in their absence, provided they have indicated to the Proper Officer their consent to being nominated and based on a majority vote by those Members present at the meeting in favour of their being considered for election.

- 6.8. Each Member who has a valid nomination will be entitled to make a short statement (up to five minutes) to the Board meeting outlining their plans for the role if elected.
- 6.9. Wider Committee and Group Membership will also be updated and proposed for approval at the December Board Meeting. All Members will be asked to confirm their preferences for Committee Membership with the Convener before Monday 21 November 2022.

7. Appendices

- 7.1. Board Role Profiles

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