

Board Governance Positions and Committee Membership

Agenda Item 5

National Park Authority Board Meeting

9 December 2024

Paper for decision

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1. Purpose

- 1.1. The purpose of this agenda item is to elect or appoint Board Members to specific leadership roles on the Board, its Committees and Groups, and nominated representatives to the Loch Lomond & The Trossachs Countryside Trust and Loch Lomond & The Trossachs Local Access Forum.

2. Recommendation(s)

- 2.1. To **approve** each of the appointments set out in the table below, for which each received one nomination only:

Term	Role	Nominee
With immediate effect to December 2026	Chair of Planning and Access Committee	Claire Chapman
	Chair of Audit and Risk Committee	Ronnie Erskine
	Depute Chair of Audit and Risk Committee	<i>No Valid Nominations</i>
	Chair of Futures Group	Sarah Drummond
	Depute Chair of Futures Group	Shonny Paterson
	Countryside Trust Representative	Christopher Spray
	Local Access Forum Representative	David Fettes

2.2. To **hold an election** consisting of Richard Johnson and William Sinclair under Standing Orders 16(a-e) for the role of Depute Chair of Planning and Access Committee, with the successful candidate taking the role with immediate effect to December 2026.

2.3. To **approve** the following Committee and Group membership, with immediate effect until December 2026:

Planning and Access Committee	Audit and Risk Committee	Futures Group
Claire Chapman Chris Spray Martin Earl Hazel Sorrell William Sinclair David Fettes David Mackie Richard Johnson Ronnie Erskine Colin Lee Shonny Paterson	Ronnie Erskine Maurice Corry William Sinclair David Mackie Martin Earl Chris Spray	Sarah Drummond Colin Lee Rhona Brock Shonny Paterson Sid Perrie

2.4. To **note** that the membership of the Chairs and Executive Group, as set out in its terms of reference, includes the Convener, Depute Convener, Chairs of each Committee and Group, and the Executive Team.

2.5. To **note** that no valid nominations were received for the position of Depute Chair of Audit and Risk Committee and this position will remain

vacant until a valid nomination or nominations are received, and the appointment subsequently confirmed by the Board, following an election if necessary.

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

- 3.1. Ensuring that Board governance positions are filled in line with the relevant processes and that there is appropriate membership of committees/groups which allows them to function effectively supports good governance which underpins all Outcomes and Priorities of the National Park Partnership Plan and Our 5-year Plan.

4. Background

- 4.1. Appointments to the Board governance positions at 2.1 above were last undertaken and approved at the December 2022 Board Meeting on a two-year basis, due for re-appointment at the December 2024 Board Meeting. As per the standing orders, the Convener and Depute Convener positions were elected on a three-year basis.
- 4.2. There will be an election for the role of Depute Chair of the Planning and Access Committee, which had two nominations. All the other roles had one nomination only and Board approval is being sought for each nominee to take up their respective post.
- 4.3. All submitted preferences have been considered in the proposals for committee and group membership, with each Member appointed to their first preference if stated and no Member appointed to their third preference.
- 4.4. A set of Board Role Profiles (Appendix 1) were approved by the Board at the March 2022 meeting and were recirculated to all Members as part of the nomination process. They aim to promote clarity of roles, a skills-based approach to nominations and increased accessibility and inclusion.

5. Election Process

- 5.1. 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:
 - 5.1.1 Only Members who are present and have heard all presentations from prospective candidates may vote;
 - 5.1.2 Members must not cast more than one vote on each round of voting;

- 5.1.3 To be elected, a candidate must gain an absolute majority of the votes cast by those Members present and voting;
- 5.1.4 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;
- 5.1.5 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.
- 5.1.6 Following the close of the nomination period on 18th November 2024 there were two nominees (Richard Johnson and William Sinclair) for Depute Chair of the Planning and Access Committee, which will require an election before appointment.

6. Risks

- 6.1. There is an organisational governance risk associated with failing to ensure elected Board leadership positions are filled and that committee and groups have appropriate membership arrangements which allow them to function effectively.

7. Next steps

- 7.1. Incoming post holders will be provided with handover and briefings by existing post holders, Chairs, and/or Executive Team members, as appropriate.
- 7.2. Committee and Group meeting invitations will be updated for the new memberships and Chairs will be in touch with Members to discuss any questions or training needs.
- 7.3. Nominations will be sought for the vacant position of Depute Chair of Audit and Risk Committee.
- 7.4. Nominations, elections and appointments of the Convener and Depute Convener will take place in the lead up to and during the Board Meeting of December 2025.
- 7.5. Nominations, elections and appointments of the roles set out at 2.1 will take place in the lead up to and during the Board Meeting of December 2026.

8. Appendices

Appendix 1 – Board Role Profiles

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