

TERMS OF APPOINTMENT AS A MEMBER OF THE LOCH LOMOND AND THE TROSSACHS NATIONAL PARK AUTHORITY

1 ROLE OF THE BOARD

- 1.1 As one of a number of members (collectively referred to here as 'the Board') that constitute the Loch Lomond and The Trossachs National Park Authority ('the Authority') you will provide effective leadership, direction, support and guidance to the Authority and to ensure that the policies and priorities of the Minister and the Scottish Government are implemented.

2 DUTIES/RESPONSIBILITIES

- 2.1 As a member of the Authority ('Member') you will provide active leadership to the Authority and promote commitment to its core values, policies and objectives and ensure it meets Ministerial aims. The functions and duties of the Authority are set out in the National Parks (Scotland) Act 2000 and relevant orders made under that Act.
- 2.2 You will provide a strong 'challenge function', carefully scrutinising plans and underlying assumptions before decisions are taken. In exercising this role you will, where necessary, challenge the Chief Executive, other senior officers and other Members (including, where relevant, the convener).
- 2.3 Specific responsibilities may vary depending on the approach adopted by the Board under the leadership of the convener but, unless agreed otherwise, you will:
- prepare for, and attend, meetings of the Authority;
 - attend meetings of the Authority's committees, and other informal meetings and seminars on behalf of the Authority;
 - assist in the development, approval and monitoring of the Authority's Corporate Plans and Business Plans, in line with the policies in the National Park Plan and demonstrating links to the National Outcomes;
 - approve, where appropriate, a statement of accounts for each financial year on the basis determined by the Scottish Government;
 - monitor the financial position against budget allocations and key financial targets and take corrective action where required;
 - establish good partnership working with other organisations with an interest in the National Park and as required participate in reference groups, discussion forums and open meetings;

- deal with planning matters that are the responsibility of the Authority;
- elect a convener and deputy convener from among the Members;
- occasionally serve on appointment panels for senior staff;
- on rare occasions hear staff appeals (disciplinary, grievance etc);
- on rare occasions take part in special inquiries into particular cases, problems and complaints;
- other relevant tasks reasonably required to be undertaken by the Board.

3 ACCOUNTABILITY

- 3.1 You will help to ensure that the Authority is run effectively and efficiently. As a Member you are accountable to the Scottish Ministers and must act within their policy framework. You are personally and corporately accountable for your actions and decisions as a Member.

Role Description for National Park Authority Board Members

About The National Park and National Park Authority

Loch Lomond & The Trossachs National Park is a specially designated area of rich biodiversity, spectacular lochs and landscapes and a wealth of cultural heritage enjoyed by millions of visitors every year. It is also a living and working Park for its 16,000 residents, its businesses and communities.

The statutory purpose of the National Park Authority is to ensure delivery of the four National Park aims in a collective and co-ordinated way. The aims of the National Park, as set out in the National Parks (Scotland) Act 2000, are:

- To conserve and enhance the natural and cultural heritage;
- To promote sustainable use of the natural resources of the area;
- To promote understanding and enjoyment (including enjoyment in the form of recreation) of the special qualities of the area by the public; and
- To promote sustainable social and economic development of the communities of the area.

Loch Lomond & The Trossachs National Park Authority is a relatively small non-departmental public body (130 staff and core funding from Scottish Government of £8M a year). It is charged with ensuring that collective responsibility for the special designation of this area is upheld by all stakeholders in the Park. The Park Authority relies heavily on engagement and collaboration with the Park's other much larger partners (including other government agencies and the four local authorities within its boundaries) in order to achieve its objectives of:

- Conservation
- Visitor experience
- Rural development

More information about Loch Lomond & The Trossachs National Park and its Authority can be found at www.lochlomond-trossachs.org. If you would like to speak to someone about the role of a board member, please telephone the Chief Executive of the National Park Authority, Fiona Logan, at 01389 722600.

Board Members

Board members come from three different sources and bring unique skills to our board: The Scottish Government is proposing to make changes to the size of the board and draft orders have been laid in Parliament to reduce the size of the board to 17 members from 2 October 2010. The membership consistent with this will be:

Ministerial Appointees six board members, appointed by Scottish Government Ministers, to bring a national perspective to the board and specific expertise from a range of subjects relevant to the Park, such as: nature conservation; outdoor recreation; rural business development and enterprise; planning and land use; education; communication; and business management. Ministerial appointees will also represent and champion the interests and objectives of the Park Authority on national forums, with national partners and at Government level.

Local Authority Nominees six board members nominated from the four local authorities within the Park boundaries (Argyll and Bute, Stirling, West Dunbartonshire, and Perth and

Kinross) and appointed by Ministers. They are expected to cement the key strategic relationship between the Park Authority and its partner local authorities. Local authority nominees are expected to champion and deliver National Park Authority objectives in the local authorities they represent and bring the local authority perspective and expertise to the National Park board.

Locally Elected five board members will join the board following elections in June 2010 (postal ballot with the count on 1 July) for the five wards in the National Park (Cowan and North Loch Lomond; Breadalbane and The Trossachs; Callander; East Loch Lomond and Port of Menteith; and West Loch Lomond and Balloch). Locally-elected members bring to the board the valuable understanding and perspective of the Park's local businesses and communities but also champion, represent and help deliver Park Authority objectives within the wards they represent.

Role and work of Board Members

Regardless of the origin of their appointment, all board members are required to:

- Work with the Authority Leadership Team to **set the vision and objectives for the National Park**, through the preparation and oversight of the National Park Plan (which is approved by Ministers), which provides an agreed plan of action for partners.
- **Set the strategic direction for the work of the National Park Authority**, with the Leadership Team and through the approval and oversight of the Corporate and Business Plan and through consideration and approval of strategic policy for the National Park.
- **Add value to the work of the organisation's staff** through constructive challenge and advice in Board and Committee meetings, and other forms of joint working with staff and particularly senior management.
- **Take collective responsibility for the Authority's decisions** on planning, development control and other matters, including participating as required in formal decision processes in the Planning and Access committee or other committees.
- **Champion and represent the National Park Authority and the National Park externally** acting as ambassadors for the Park.
- **Oversee and ensure good financial performance of the organisation** (including production of annual accounts).
- Comply at all times with the requirements of the Authority's **Code of Conduct for Board Members**.
- Attend approved **training and development activities**.

Board members' tasks will vary. The following indicates the range of work that members may be called upon to undertake:

- Attend National Park Authority board, committee and governance meetings and other seminars on behalf of the board.
- Establish good partnership working with other organisations and groups with an interest in the National Park and, as required, participate in working groups, discussion forums and open meetings.
- Take responsibility for matters relating to the planning functions for which the Authority has responsibility. Candidates should be aware that while planning matters are currently delegated to a sub-set of members, in the new board structure all members may be involved on the Planning and Access Committee.

- Approve and monitor the Authority's Corporate and Business Plans (in line with the policies in the National Park Plan).
- Approve a statement of accounts for each financial year in accordance with Government guidance and directions.
- Monitor financial and budget performance and other key financial targets; initiate and authorise corrective action where that is required.
- Elect the Convener and Deputy Convener.
- Serve on appointment panels for senior staff, as required.
- Be involved in staffing/HR processes where required under the Authority's approved policy and scrutinise overall HR and staff management.
- Take part in special inquiries into particular cases, problems and complaints, as required.

While all National Park Authority board members are charged with ensuring effective and proper governance of the organisation, they also have a significant role to play as champions for the Park and its Authority in any forum they attend.

Members are expected to attend full board and committee meetings regularly and be able and willing to chair meetings as and when requested to do so by the Convener. Members are expected to give the commitment of time necessary to play a full part in such meetings and in the other activities of the National Park Authority.

Standards of Conduct

Members are required to make a full public disclosure of any interests that bear on their general role on the board; this information will be posted on the Authority's website. Board members will be expected to observe the National Park Authority's Code of Conduct. The Code of Conduct is based on the nine key principles of conduct underpinning public life:

- Selflessness
- Integrity
- Objectivity
- Accountability and stewardship
- Openness
- Honesty
- Leadership
- Public service
- Respect.

For further details of how these principles apply, please see *On Board – Guide for Board Members of Public Bodies in Scotland*, available on the Scottish Government's website: www.scotland.gov.uk/Publications/2006/07/11153800/0.

Terms of office

The terms of office for board members vary:

- a) The term of appointment for the six Ministerial appointees will be four years from 2 October 2010.
- b) The term of office for the five locally elected members is four years from 1 July 2010.

c) The term of appointment for the six local authority nominees will be two years from 2 October in order to bring these appointments in line with the year of local authority elections 2010.

New board members will receive induction training and supporting material covering issues such as roles and responsibilities, accountability and governance arrangements. Mandatory training in planning matters will also be provided for all members, whether or not they serve on the Planning and Access Committee since major applications may require consideration by the full board.

Remuneration and Conditions

The appointment is non-pensionable and attracts for 2009-10 a daily rate of £199.35 for a commitment of 2 to 3 days per month. Payments are paid a month in arrears. Remuneration rates are reviewed annually in line with Scottish Government Pay Policy for senior appointments.

Board meetings are normally held quarterly at Carrochan, the National Park Headquarters in Balloch, West Dunbartonshire. Board members are expected to travel within the National Park to other meetings as required (and to comply with the National Park Authority's environmental management scheme – EMS – wherever possible). There may be occasional evening and weekend commitments. Expenses incurred as a result of carrying out the duties of the appointment will be reimbursed including actual travel and subsistence, dependent carer or child care expenses.

Political and Public Activities of Board Members

Members are expected not to occupy paid party political posts or hold particularly sensitive or high roles in a political party. Otherwise they are free to engage in political activities provided they are conscious of their general public responsibilities and exercise a proper discretion, particularly with regard to the work of the National Park Authority.

If members accept nomination for the House of Commons, the Scottish Parliament or the European Assembly then they are expected to resign.

Any member of a Board who is doubtful about the propriety of any political activity should seek guidance from the Scottish Government

Performance and Appraisal

Board members are subject to an annual appraisal process whereby performance is assessed by the Convener, which enables focus on continued delivery of National Park Authority objectives to be maintained.

Members' levels of attendance at National Park board and other meetings are subject to public scrutiny through publication in the National Park Authority's annual report.