

National Park Authority

Audit & Risk Committee Meeting

Agenda Item 4



Matters Arising

Paper for noting

The following actions were noted at the previous meeting on 4th December 2018 and 5th March 2019.

Item No	Action	Current status	Open / closed
4	Matters Arising Updates on Board member training will be provided within Matters Arising on an on-going basis.	A briefing for members was provided on the Local Development Plan on Monday 25 th March 2019. Outdoor Recreation and Visitor Management training took place on Tuesday 23 rd April 2019. A Corporate Risk Workshop took place on Friday 17 th May 2019. Placemaking, Community Engagement, Volunteering and Education training took place on Wednesday 5 th June 2019.	Ongoing
4	Matters Arising JC agreed to write to Board Members to advise that they should be responsible for their own car insurance when conducting any Park Authority business travel using their own vehicle. Members will be asked to submit copies of their Business Insurance as well as their licences.	Letters issued to Board members at 18 th March 2019 Board meeting.	Closed
5.1	Revised Terms of Reference Section 3.2 of the revised Terms of Reference for the Audit & Risk Committee to be updated to detail 'The Committee will report to the Board and Accountable Officer after each meeting via a verbal update at the Board meeting followed by circulation of the draft minute'. (Finance Manager).	Revised Terms of Reference updated and approved at June Board.	Closed

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5.2	Revised Terms of Reference Draft Audit & Risk Committee minute to be circulated within four weeks to Audit & Risk Committee. (Clerk)	Noted	Closed
5.3	Revised Terms of Reference Accounting policies relevant to annual accounts to be circulated to Audit & Risk Committee in advance of the review of the annual accounts. (Finance Manager)	Members received the accounting policies with the Annual Accounts and were discussed as part of the audit review of accounts on 11 June.	Closed
5.4	Revised Terms of Reference Accounting policies to be approved at March 2020 Audit & Risk Committee meeting. (Finance Manager)	Will remain open until March 2020	Open
6.1	Internal Audit Report - Ranger Deployment Clarification to be sought regarding the terminology of the 'zero hours contract' detailed in section 2.3.7 of the report for bank rangers. (HR Manager)	We do not issue zero hours contracts so the terminology in the report is inaccurate. We use Casual Working Agreements and the difference is that under a casual working agreement there is no obligation on the employer to offer work to the individual and, crucially, no obligation on the individual to accept work that is offered. A zero hours contract will typically (but not necessarily) differ from a standard casual working agreement in that, while the employer is under no obligation to offer work, the individual is usually obliged to be available and to accept the work when it is offered.	Closed
6.2	Internal Audit Report - Ranger Deployment Consideration of regular password changes for other documents/systems that the Park Authority may be using. (JC)	The password was changed at the start of the 2019 season. The Ranger service has confirmed that they will change the password at the close of each season to ensure	Closed

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		that seasonal rangers will not be able to access the account.	
6.3	Internal Audit Report - Ranger Deployment A short covering paper to be provided for Internal Audit Reports for future Audit & Risk Committee meetings. (Finance Manager)	Covering paper included in the papers.	Closed
7	Outstanding Actions Update The timescale for completion of action number 10 for procurement was updated to June 2019. (Finance Manager)	Updated to June 2019	Closed
8	Draft Internal Audit Plan 2019/20 Internal Audit Plan to be mapped in conjunction with creation of 2019/20 Corporate Risk Register. (JC)	Corporate Risk Register reviewed at Board meeting on 17 th June.	Open
10	Draft Governance Statement The names of our five ministerial appointments to be detailed in Governance Statement. (Finance Manager)	Updated	Closed
11	Draft Audit & Risk Committee Annual Report to the Board Discussion to take place with the Sponsor Team regarding the timeline of the production of the annual report and accounts. An update will then be provided at the September Audit & Risk Committee meeting. (JC)	The draft framework agreement requires draft annual accounts to be submitted to SG by 30 June and final accounts by 30 September therefore we do not need to raise this issue with the Sponsor Team and can make a decision on the timing ourselves.	Closed
The following items were discussed under Confidential matters. The papers for this part of the session are confidential however the matters arising do not disclose any sensitive or commercial content and therefore a separate confidential matters arising has not been produced.			
15	Audit & Risk Committee members to contact RE or email Committee Clerk email address to advise if there are any gaps in knowledge/skills/experience that	No update has been received from Members at this time.	Open

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	are not being fulfilled through existing knowledge/ experience and/or current training and development. Based on feedback, the National Park Authority would aim to support any knowledge/development gaps. (ARC Members)		

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