

# National Park Authority Audit Committee Meeting

Agenda Item 4



## Matters Arising

### *Paper for noting*

The following actions were noted at the previous meeting on 13<sup>th</sup> September 2016.

Item No	Action	Current status	Open / closed
4	<b>Matters Arising</b> The draft Annual Audit Committee Annual Report will be presented at the next Board meeting.	Committee Members confirmed that they were content for the report to be presented to the Board.	Closed.
4	<b>Matters Arising</b> Updates on Board member training will be provided within Matters Arising on an on-going basis.	Attendance at BDO 'Exploring Appetite' Breakfast Seminar, see matters arising below. On Board member has advised that they are no longer able to attend the 'On Board' Training on 5 <sup>th</sup> December so now looking at future training dates. Petra is attending the 'Developing Governance Capacity in Scotland's Public Sector – Building Brilliant Boards' conference on 18 <sup>th</sup> November and Billy Ronald has been invited to attend a Scottish Government Board Induction workshop on 1 <sup>st</sup> December in Edinburgh.	On-going
4	<b>Matters Arising</b> JC / LM to discuss and consider the next steps for Non-Executive Directors attendance at the free BDO 'Exploring Risk Appetite' Breakfast Seminar on Tuesday 20 <sup>th</sup> September 2016.	James Stuart attended the Seminar and has provided notes and presentations to JC.	Closed
5	<b>Draft Internal Audit Plan</b> Attendance Management and ICT Audit Reports to be available for the December Audit Committee meeting.	On the Agenda.	Closed

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5	<b>Draft Internal Audit Plan</b> JC to circulate background information to Audit Committee members on the WDC proposed team.	Biographies were circulated to members on 16 <sup>th</sup> September.	Complete
5	<b>Draft Internal Audit Plan</b> CM/CMcD to discuss and confirm the key performance indicators and also finalise the wording for the Internal Audit Opinion.	The key performance indicators have been discussed and one minor amendment made. The Final Internal Audit Plan is on the Agenda.  The wording of the Internal Audit Opinion is being considered by CMcD and will be agreed with CM/JC by the end of January for presentation to the March 2017 Audit Committee	Closed  Open
8	<b>Corporate Risk Register</b> The Corporate Risk Register is in progress and a report will be available at the December Audit Committee meeting.	On the Agenda for discussion.	Closed
9	<b>Best Value Update</b> Committee Members were content for CM to delete items 7 and 8 from the Best Value Action Plan. The Best Value Report will be presented to the June 2017 Audit Committee meeting.	Complete. Noted for the June 2017 Agenda.	Closed
10	<b>Draft Audit Committee Annual Report to Board</b> It was noted that CM should check the wording in section 3.5.4 / last bullet point within the Draft Annual	The report was checked and as this was a summary of the Audit Scotland report it was not appropriate to make the change.	Closed

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	Report by Audit Committee to the Board and amend to show that this was an approved budget.	Report was presented at the October Board Meeting.	
12	<b>Date of next meeting</b> DS to note DMcK apologies for the December Audit Committee.	Complete.	Closed

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