

National Park Authority Audit Committee Meeting



Final Minutes of Meeting held on 8th December 2015
John Muir Suite, Carrochan, Carrochan Road, Balloch

Present: Lindsay Morrison (Chair)
 David McCowan (DMcC)
 David McKenzie (DMcK) – *joined by telephone*

In Attendance: Gordon Watson, Chief Executive (GW)
 Catriona Morton, Financial Performance Manager (CM)
 Amanda Aikman, Governance Manager (AA)
 Asif Haseeb, Audit Scotland (AH)
 Kyle McAulay, Audit Scotland (KMCA)
 Matthew Swan, KPMG (MS)
 Jane Filshill, Executive Assistant (JF) (Clerk)

Apologies: Hazel Sorrell (HS)
 James Stuart (JS)
 Jaki Carnegie, Director of Corporate Services (JC)

Item	Title / Discussion	Action by
1	<p>Welcome and Apologies</p> <p>The Chair welcomed those present to the meeting and confirmed that the meeting was quorate. The Chair noted that JR has been replaced on the committee by JS. The Chair advised JS was unable to attend his first Audit Committee meeting due to pre-existing diary commitments.</p> <p>Apologies were received from HS and JS.</p> <p>The Chair also welcomed KMCA from Audit Scotland. KMCA is replacing KB as our Audit Scotland lead auditor.</p> <p>The Chair asked members for resolution to hold a confidential item of business. AA read the resolution act, Members agreed to this.</p>	
2	<p>Declarations of Interest</p> <p>None to record.</p>	
3	<p>Minute of previous meeting held on 8th September 2015</p> <p>The minute was agreed as an accurate record of the meeting and were proposed by DMcC and seconded by DMcK.</p>	
4	<p>Matters Arising</p>	

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	<p>CM presented paper advising all matters arising are now closed with the exception of one. Agreement has been previously reached for this to remain open for the time being.</p>	
5	<p>Complaints Handling – KPMG</p> <p>MS presented findings of recent Complaints Handling audit, stating that the report is very positive and one low risk finding was identified.</p> <p>MS commended the NPA for being well placed in handling complaints.</p> <p>DECISION: Members noted the report.</p>	
6	<p>Projects and Records Management - KPMG</p> <p>MS presented findings of follow up to previous internal audit recommendation surrounding Projects and Records Management. MS provided the Committee with reassurance that good progress is being made.</p> <p>MS confirmed one recommendation remains open, however, is content with the level of progress being made.</p> <p>DECISION: Members noted the report.</p>	
7	<p>Outstanding Actions Update</p> <p>CM introduced the report, confirming that the remaining two actions outstanding from 2011-2014. CM asked Members to note progress is being made. A draft Visitor Survey report is expected in Spring 2016 with the final report in Summer 2016. The Stakeholder Engagement Tracker system is expected to be in place by the end of the financial year and will be tested as part of the development of the new National Park Partnership Plan.</p> <p>CM advised 2014-2015 are planned to complete by end of the financial year.</p> <p>CM advised there are a very low number of 2015-2016 outstanding actions.</p> <p>DECISION: Members noted the report and agreed the actions and recommendations as detailed.</p>	

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8	<p>Audit Scotland Update</p> <p>AH advised members KMcA will now be the lead for audit planning, replacing KB.</p> <p>KMcA advised work has begun on planning 2015-2016 audit and a meeting has been arranged with JC and CM for 9th December 2015.</p> <p>KMcA advised audit fees for 2015-2016 will remain the same at £10,200.</p> <p>DECISION: The Chair recognised that the audit planning is organised and well planned and accepted the fees for 2015-2016.</p>	
9	<p>Any other Business</p> <p>a) Board Training</p> <p>DMcK asked The Chair about actions taken at Board Training on 7th December being included in the Audit. GW advised further discussion on these will happen at the Board Business Session scheduled for 14th December 2015.</p>	
10	<p>Confidential Item</p>	
11	<p>Date of Next Meeting</p> <p>The next Audit Committee meeting is scheduled for 8th March 2016 at 3pm.</p> <p>It was identified this date wasn't suitable.</p> <p>Action: New date to be issued to Members by 11th December 2015</p> <p>Afternote: The date of the next meeting was updated to Thursday 31st March 2016.</p>	JF

Signed _____
L. Morrison, Chair