

National Park Authority

Audit Committee Terms of Reference



February 2016

1. Membership and Quorum

- 1.1. The Audit Committee is covered by the Standing Orders for the National Park Authority Board as well as these Terms of Reference. The Audit Committee is a statutory and standing committee of the Board.
- 1.2. The Audit Committee will comprise up to 6 members, one of whom will be appointed as Chair and one as Depute Chair. The composition and effectiveness of the Committee will be periodically reviewed by the Board. There is no limit on the length of time a member may serve on the Committee, so long as they remain a member of the Park Authority Board. The quorum for a meeting will be any 3 members.
- 1.3. In addition to the members, meetings will be attended by the Accountable Officer (Chief Executive), and normally by the Director of Corporate Services and other officers as required, as well as representatives of Internal and External Audit. A note-taker will also attend. None of the non-member attendees have any voting rights.
- 1.4. Other attendance by internal staff and external advisers will be as requested by the Committee. Non-voting members can be co-opted onto the Committee.
- 1.5. The Committee may ask any or all of the officials who normally attend to withdraw to facilitate discussions on any matter. The note-taker would usually remain.

2. Meetings

- 2.1. The Audit Committee will meet up to four times a year and meetings will be held in public unless the Committee wishes to consider exempt/confidential matters. The Chair may convene additional meetings of the Committee.

3. Purpose

- 3.1. The Audit Committee will provide scrutiny and oversight of statutory compliance responsibilities by monitoring and reviewing risk, control and corporate governance and provide robust assurance in these areas to the Park Authority Board. The work of the Committee will complement the conduct of internal and external audit and the process of preparation and approval of the Annual Report and Accounts.
- 3.2. The Audit Committee will report to the Board. The Board remains responsible and accountable for the financial, organisational and business performance of the Park Authority.
- 3.3. The Audit Committee has delegated authority from the Board to undertake or commission work necessary to enable it to fulfil its purpose, or to take what advice (including external advice) it considers necessary to discharge its duties subject to budgetary approval.

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- 3.4. The Audit Committee will offer opinions and recommendations on the way the management of risk, control and governance is conducted.

4. Responsibilities

The remit of the Audit Committee is as follows:

- 4.1. Corporate Governance and Controls
 - 4.1.1. To provide assurance to the Park Authority Board on corporate governance and financial probity.
 - 4.1.2. To confirm the adequacy of the internal control systems and to promote best practice in internal control.
 - 4.1.3. To receive reports on and advise the Board of any fraud, bribery or corruption, successful or attempted.
 - 4.1.4. To ensure that relevant systems are in place for the effective performance monitoring of Corporate and Operational Plan objectives by the Delivery Group.
- 4.2. Internal Audit
 - 4.2.1. To agree the appointment of an internal auditor.
 - 4.2.2. To oversee the development of internal audit plans and advise the Board of the agreed plans.
 - 4.2.3. To review the scope, efficiency and effectiveness of the work of internal audit.
- 4.3. External Audit and Annual Report
 - 4.3.1. To receive and consider the annual report.
 - 4.3.2. To review the external audit strategy and plan.
 - 4.3.3. To review the external auditor's annual report and management letter and to monitor action on the implementation of the agreed recommendations.
- 4.4. Best Value
 - 4.4.1. To oversee progress on Best Value.
 - 4.4.2. To oversee the financial reporting process to ensure balance, transparency and integrity of published financial information.
- 4.5. Risk Management
 - 4.5.1. To review and monitor the process of risk management to provide reassurance to the Board risk is being appropriately managed and adequately controlled.
- 4.6. Whistle Blowing
 - 4.6.1. To receive reports on issues raised through whistle-blowing and any outcomes and resultant actions.
- 4.7. Code of Conduct
 - 4.7.1. To oversee the Register of Members' Interests including gifts and hospitality.