

# National Park Authority Audit Committee Meeting

Agenda Item 4



## Matters Arising

### *Paper for noting*

The following actions were noted at the previous meeting on 26<sup>th</sup> November 2013.

Item No	Action	Current status	Open / closed
7.	The Risk Register will be submitted to the Board for discussion in December 2013.	The Risk Register was discussed at December Board's Business session and further revised following this feedback. The most current draft is provided at Agenda Item No 8 - Appendix 1.	Closed

The following actions were noted prior to the previous meeting on 26<sup>th</sup> November 2013.

Item No	Action	Current status	Open / closed
30 April 2013			
4.	PS to ensure that the next stage of NPA Board Development follows on from the session at Ardoch.	Following from discussions at the Board meeting in February 2014, it was proposed that induction and development training will take place following the September ministerial appointment/ reappointment and June local election processes. The refreshed On Board guidance has not yet been published.	Open
05 March 2013			
5.1	CF to investigate streamlining payment authorisation procedures.	The suggested system, policy and procedure changes that will facilitate less administration tasks whilst maintaining controls will form part of the Finance & Performance Team operational objectives for 2014/15.	Open
27 October 2011			
8.	Jaki Carnegie to lead on development of Complaints Procedure/ Vexatious Individuals policy, and add these to a future agenda.	Work has commenced on updating the organisation's Complaints Procedure to reflect the SPSO's Model Complaints Handling Procedure. This will also include a Commendation Procedure to reflect occasions where staff or the Authority make a positive contribution.	Open

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Item No	Action	Current status	Open / closed
		The Vexatious Individuals Policy will be developed alongside the changes to the Complaints Procedure.	

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