

National Park Authority Audit Committee Meeting

Agenda Item 4



Matters Arising

Paper for noting

The following actions were noted at the previous meeting on 4th March 2014.

Item No	Action	Current status	Open / closed
6.	CM to ensure that responses to internal audit recommendations are robust.	Complete. Internal audit report was reviewed and minor change suggested accepted by KPMG.	Closed
7.	NA to follow up by checking availability for meeting on 24 th June to ensure meeting will be quorate.	Complete. Nicola checked with Members and was advised that the meeting would be quorate.	Closed
8.	FL & JC to raise frequency/ constitution of committees/groups at a future Board Business Session.	This will be considered as part of the Board discussion on the proposed Board/Committee calendar for 2015, which is proposed to be presented to the September meeting.	Open
9.	LM to recommend the annual report and revised risk register to the board for approval.	Approved at the March Board meeting.	Closed
10.	CM to present a paper to Audit Committee members on internal audit options following discussion with CNPA.	Paper issued to Audit Committee on 6 May. Recommendation to extend KPMG contract following a successful meeting was accepted.	Closed

The following actions were noted prior to the previous meeting on 4th March 2014.

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	CM to investigate streamlining payment authorisation	The suggested system, policy and procedure changes that will	Open

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	procedures.	facilitate less administration tasks whilst maintaining controls will form part of the Finance & Performance Team operational objectives for 2014/15.	
27 October 2011			
8.	Jaki Carnegie to lead on development of Complaints Procedure/ Vexatious Individuals policy, and add these to a future agenda.	A new Complaints Handling procedure is now in place. This procedure introduces a standardised approach to handling complaints, which complies with the Scottish Public Services Ombudsman (SPSO) guidance on a model complaints handling procedure. Members can view the new procedure on our website.	Closed

Author: Peter Stevenson, Governance Manager
Executive Sponsor: Jaki Carnegie, Director of Corporate Services