

# National Park Authority

## Audit Committee Meeting

Agenda Item 4



### Matters Arising

#### *Paper for noting*

The following actions were noted at the previous meeting on 6<sup>th</sup> December 2016.

Item No	Action	Current status	Open / closed
4	<b>Matters Arising</b> Members agreed that it would be helpful to investigate GK's offer to run a Session on Risk. JC will take this forward.	The suggestion is that this would take place later in the year. "Reviewing the effectiveness of the Audit Committee" training is being proposed to be scheduled in line with the June Audit Committee.	Open
4	<b>Matters Arising</b> Board Members who have not yet attended the 'On Board' Training Session should receive a written reminder of Board's compliance requirement (GW).	Bob Ellis and Hazel Sorrell have confirmed attendance for the On Board training scheduled for 16 <sup>th</sup> March 2017. All other members have attended the On Board training.	Closed
4	<b>Matters Arising</b> Updates on Board member training will be provided within Matters Arising on an on-going basis.	Lindsay Morrison is scheduled to attend the Scottish Government Audit Committee Chairs' Networking/Peer Learning Event on the 16 <sup>th</sup> March 2017 and James Stuart is scheduled to attend the Scottish Government Chairs' Networking/Peer Learning Event on 28 <sup>th</sup> March 2017.  Planning & Access Committee members will receive a briefing on the Scottish Government Planning Reform Consultation on Monday 27 <sup>th</sup> February 2017.	On-going
4	<b>Matters Arising</b> Internal Audit Plan – Internal Audit Opinion wording will be presented to the March Audit Committee (CM).	This is included on the Agenda.	Closed

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Item No	Action	Current status	Open / closed
5	<b>Final Internal Audit Plan</b> <ul style="list-style-type: none"> <li>Business Continuity/Resilience / Health and Safety and Control Risk Self-Assessment of General Financial areas will be presented to the March Audit Committee meeting.</li> <li>The Employee Licences / Vehicle Checks audit will be presented to the June Audit Committee meeting.</li> </ul>	<p>This is included on the Agenda.</p> <p>Scheduled for June Audit Committee</p>	<p>Closed</p> <p>Open</p>
6	<b>Attendance Management</b> Committee members were interested in reviewing any statistics available in relation to the use of the Employee Assistance Programme. The service provider will be contacted and asked for any available management information / data on usage (JC/CF/EW).	<p>2015/16 – 3 staff</p> <p>2016/17 – 3 staff supported (April to January 2017)</p>	Closed
8	<b>Outstanding Actions Update</b> It was agreed that the Fixed Asset Policy should be updated by June 2017 (CM).	<p>The Operational Plan for 2017/18 includes the development of an Asset Management Plan and an Asset Management Database scheduled for completion by December 2017. It is recommended that the fixed asset policy / procedure updates are integrated with this work to support an efficient use of staff and system resources and prevent duplication of effort. This is presented at Agenda Item 9 for agreement by members.</p>	Closed

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Item No	Action	Current status	Open / closed
10	<b>Review of Corporate Risk Register</b> It was agreed that the Risk Register will be updated for Committee Members by the end of January 2017 in order that this can be presented to the Board in March 2017 (JC).	The Draft Corporate Risk Register is included on the Audit Committee and Board March Agendas.	Closed

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