

# National Park Authority Audit Committee Meeting

Agenda Item 4



## Matters Arising

### *Paper for noting*

The following actions were noted at the previous meeting on 27<sup>th</sup> June 2017.

Item No	Action	Current status	Open / closed
4	<p><b>Matters Arising</b></p> <p>Updates on Board member training will be provided within Matters Arising on an on-going basis.</p>	<ul style="list-style-type: none"> <li>- 'Reviewing the Effectiveness of the Audit Committee' training took place on Tuesday 27<sup>th</sup> June.</li> <li>- On Board training will be scheduled for all members including 6 new local authority members in October 2017.</li> <li>- Planning training will be scheduled for all members including 6 new local authority members in October / November 2017.</li> </ul>	On-going
6	<p><b>Internal Audit on Employee Licences / Vehicle Checks</b></p> <p>Guidance to be sought from Sponsor team regarding the recommended car insurance for Board members and for this guidance to then be circulated to members. (JC)</p>	This has not been progressed as yet.	Open
8	<p><b>Final Internal Audit Annual Report for 2016/17</b></p> <p>Members requested circulation of the assurance statements signed by the Executive Team on the operation of the internal financial controls for the services for which they were responsible during the year to 31 March 2017; and the assurance statement signed by the Chief Executive for the overall Park Authority for the year ended 31 March 2017.</p>	Circulated to Audit Committee members (7 <sup>th</sup> August 2017).	Closed

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8	<b>Final Internal Audit Annual Report for 2016/17</b> CMcD to circulate internal auditor client satisfaction questionnaire for future discussion.	CMcD has circulated the template. This will be used during 2017/18 once each audit has been completed.	Closed
9	<b>Outstanding Actions Update</b> JC to discuss completion of item 6 prior to February 2018 with Facilities Manager. This recommendation is 'Fire risk assessments should be carried out in line with review period and any recommendations implemented timeously'.	Review and update period planned for September 2017	Closed
13	<b>Final Accounts for the Financial Year ended 31<sup>st</sup> March 2017</b> Board members to be updated on the current position of the annual accounts.	Update provided in Board bulletin on Friday 30 <sup>th</sup> June 2017.	Closed
13	<b>Final Accounts for the Financial Year ended 31<sup>st</sup> March 2017</b> Final version of accounts expected to be issued to all Board Members by 31 August 2017.	Included in the papers.	Closed
16	<b>Update on Corporate Risk Register</b> Risk session to be arranged prior to next Audit Committee meeting.	Chair of Audit Committee has suggested that this doesn't take place at this time.	Open
<b>Closed Session</b>			
4	1. It was agreed that the pool of bank payment authorisers should be extended to the Executive team.	Procurement exercise undertaken. Intention is to implement new payment process within 4 weeks of contract award. An update will be provided at the meeting.	Closed
	2. External Audit will review the bank payment process as part of the 2016/17 external audit process.	Complete	Closed

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	3. Consideration of additional appropriate actions will be considered as part of the Internal Audit being scheduled for 2017/18.	Internal Audit complete. Report on the Agenda	Closed

**Author:** Catriona Morton, Financial Performance Manager  
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