

National Park Authority

Audit & Risk Committee Meeting

Agenda Item 4



Matters Arising

Paper for noting

The following actions were noted at the previous meeting on 4th December 2018.

Item No	Action	Current status	Open / closed
4	Matters Arising Updates on Board member training will be provided within Matters Arising on an on-going basis.	A Board Training Plan has been established and is currently being progressed. All Board members are invited and recommended to attend these sessions. Effective Audit & Risk Committee training is taking place on the morning of 5 th March. Claire Chapman will be attending the Scottish Government Board Member Induction Workshop on Wednesday 13 th March 2019.	Ongoing
4	Matters Arising Members noted the position with HMRC and were content for the Executive to continue discussions and advise Board as appropriate. JB agreed to find out how the Local Authorities deal with expenses. (JC/JB)	Exploratory work is continuing. An update will be provided to members at the meeting.	Open
4	Matters Arising JC agreed to write to Board Members to advise that they should be responsible for their own car insurance when conducting any Park Authority business travel using their own vehicle. Members will be asked to submit copies of their Business Insurance as well as their licences.		
5	Audit and Assurance Committee Handbook 1. The Committee Terms of Reference will be revised to	On the Agenda for discussion.	Closed

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	<p>reflect the changes in the Handbook and will be reported to the March 2019 Committee for consideration including any beneficial suggestions for a change in the timing of standard agenda items.</p> <p>2. Draft Assurance Framework will be presented for approval at a Closed Session at the end of the meeting.</p> <p>3. Discussion to take place on the Competency Framework in the Handbook at Annex G for the Committee to identify any training needs either collectively or individually also under closed session at the end of the meeting.</p>		
6/7/8	<p><u>Internal Audit Reports</u></p> <p>Recommendations from the Access, Procurement and Greenspace Internal Audit reports will be transferred over into the list of Outstanding Actions.</p>	Complete. Refer to the Outstanding Actions list.	Closed
9	<p><u>Outstanding Actions Update</u></p> <p>CM to liaise with the Internal Audit Team to ensure that they are content that the financial actions are now complete.</p>	CM and CMcD met on 14 February and CMcD confirmed content that outstanding actions have been shown as complete	Closed

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