

# 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 3<sup>rd</sup> December 2019.

Item No	Action	Current status	Open / closed
4	<p><b>Matters Arising</b></p> <p>Members agreed to close off the approval of accounting policies (item 5.4) from the 5<sup>th</sup> March Committee meeting as this will be covered within the Policies list and will be on the Agenda for discussion at the March Committee meeting.</p>	Action closed and removed from Matters Arising.	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>	Members of the Planning & Access Committee received procedural training on Monday 27 <sup>th</sup> January 2020.	Ongoing
6	<p><b>Outstanding Actions Update Appendix 1 – Internal Audit Recommendations</b></p> <p>As raised at the previous meetings, the nature of managing access issues and complaints remains difficult to quantify and therefore there may be difficulty in identifying a meaningful KPI. Members noted that discussions are taking place and that the Access Manager may investigate whether other access authorities have KPIs. Members are interested to hear the feedback from those discussions.</p>	<p>The Access and Governance Teams have agreed on two KPIs, starting April 2020, to measure for the next 6 months/year in line with the internal audit recommendations. Following a national audit we have found that no other Access Authorities appear to be measuring KPIs around case resolution so we will simply measure against service.</p> <p>The KPIs will be:</p> <ul style="list-style-type: none"> <li>• Minimum of 2 LAF meetings a year</li> <li>• 95% Access Enforcement in line with process which includes; acknowledgement within 10 days; investigation initiation (high priority 10-20 days, medium 20-30 days, low 20-40 days), and contact at resolution or 6 month trigger</li> </ul>	Complete

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Item No	Action	Current status	Open / closed
6	<p><b>Outstanding Actions Update</b>  <b>Appendix 1 – Internal Audit Recommendations</b>            Members requested that just titles are referred to in the responsibility column.</p>	Noted and paper updated.	Closed
8	<p><b>2019/20 Annual Accounts Timetable Approach</b>            It was agreed that PW/EMcK should investigate what the sequencing is for other bodies reviewing their annual accounts and report back to Committee. Members agreed that this would provide them with more reassurance on their agreed approach if they knew what other organisations are doing.</p>	Verbal update will be provided at the meeting.	Open

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