

National Park Authority

Audit & Risk Committee Meeting

Agenda Item 6



Outstanding Actions Update

Paper for information

1. Purpose

The purpose of this paper is to provide an update on the outstanding actions arising from internal audit work.

2. Recommendation

Members are asked to note this report.

3. Contribution to Our 5 Year Plan

This contributes towards the delivery of Our 5 Year Plan by ensuring that we improve the processes we use to achieve our aims and objectives following robust and regular reviews by Internal Audit.

4. Outstanding Actions (Appendix 1)

4.1 All six outstanding internal audit actions are low risk. Two of them are partially complete. However, some of the internal audit actions are now facing significant delays.

4.2 We have pushed back implementation of the new Boat Registration database by a year. The project is progressing, but faced delays as we diverted staff to our COVID response. As a result, it will not be ready for our January 2021 annual renewals, and we instead are targeting January 2022.

4.3 The review of the Environmental Monitoring Framework templates (associated with monitoring the effectiveness of the camping byelaws) has also been pushed back by a year. This has been deprioritised in order to focus on preparing our visitor management approach and strategy for the 2021 season in response to COVID.

4.4 We have also pushed back the implementation of external theft procedures. We are currently recruiting for a new Facilities Manager who will take this forward once in post.

4.5 The external audit recommendations are also included in the outstanding actions and these do not receive a risk rating. They are both on track.

National Park Authority

Audit & Risk Committee Meeting

Agenda Item 6

Outstanding Actions Update

5. Policy Review

- 5.1 The list of policies and review dates is attached at **Appendix 2**. In the past quarter one policy review was completed on time. The following timetable changes are also noted:
- Room Hire and Booking Policy: review deprioritised due to no room hire currently occurring and Facilities Manager role vacant
 - Procurement policy: review timetable moved in order to consider impacts of EU trade negotiations
 - Volunteer policy: behind schedule but review has begun
- 5.2 We are also reviewing a large number of Health and Safety policies. These were originally scheduled to be complete in September and October, but staff sickness has delayed this. Review is currently underway with the use of an external adviser and a target delivery of December.
- 5.3 We are proposing a new process for the Audit and Risk Committee to review the policy list, which is on the meeting agenda for further discussion.

Author and Executive Sponsor: Pete Wightman, Director of Corporate Services