



Corporate Policy Review Process 2021/22 – Update

Agenda Item 10

National Park Authority Audit & Risk Committee Meeting
Tuesday 7th September 2021

Paper for noting

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1. Purpose

- 1.1. The purpose of this paper is to provide an update on progress of corporate policy reviews, as agreed at the March 2021 Audit & Risk Committee.

2. Recommendation

- 2.1. To note the report.

3. Contribution to National Park Partnership Plan and/or Our 5-year Plan

- 3.1. This contributes towards the commitment within Our 5 Year Plan to continuously improve and develop resilient systems, processes and services.

4. Background

- 4.1. At the December 2020 Audit & Risk Committee meeting we presented a new process for updating the Committee on progress on policy reviews.
- 4.2. At the March Audit and Risk Committee we presented our policy review plan for 2021/22, setting out which policies will be reviewed throughout the year.

5. Progress Update

- 5.1. As reported in March 2021, we have 18 policies that require review in 2021/22. Of these, 14 are “On Track” to be completed in the required timeframe. 2 are currently “Behind Schedule” and 1 is “At Risk”. 1 has been completed.
- 5.2. In addition to this, there are 2 policies planned for development; 1 is “On Track”, the other “Behind Schedule”. A further policy is awaiting review by External Legal before adoption and implementation.
- 5.3. The need for an Asset Management Policy is under review; this is currently “Behind Schedule”.

6. Risks

- 6.1. Staff capacity to review the policies remains the biggest risk to this process. Whilst this has increased over the course of Q1, which will help ensure we have the resources needed to complete these reviews, there is the additional pressures of the visitor season and project work. We expect to see progress increase from October onwards.

7. Next steps

- 7.1. We will provide a final report in March 2022.

8. List of appendices

- 8.1. Appendix 1 – 2021/22 Corporate Policy Review Update (as of August 2021)

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Appendix 1: 2021/22 Corporate Policy Review Update (as of August 2021)

Document	Last Review	Status	Comments
Governance			
Digital preservation	Planned for development	Behind Schedule	Due to other workload priorities arising from the pandemic this policy is currently in draft and on hold. It will be progressed with input from ICT Manager , reflecting the planned implementation of new tools including Microsoft 365
Unacceptable Behaviour	20/21	On Track	Passed to external lawyers for review
Records Management Plan	19/20	On Track	Plan is updated annually and sent to the National Records office for review. Next update to NRS is scheduled for March 2022
Staff Register of Interests	16/17	On Track	A review of this policy was undertaken by the Information Manager in 2020 with feedback received from HR. Finance input required, but not possible until later in the year. Corporate Performance Manager to take forward.
Fraud, Bribery and Corruption	17/18	Behind Schedule	Current version of this policy may have been written by former Governance Manager. Agreed that this sits with Legal for review.
Estates			
Business Continuity Plan	19/20	Behind Schedule	Initial review commencing in August once staff back from seasonal leave - focus on staff details, COVID lessons learned and layout/formatting. IT section to be completed by ICT.
Building Security, CCTV, Access and Key Control	Planned for development	On Track	This is drafted but was delayed due to the COVID 19 and staff resourcing situation so development paused until the new Facilities Manager started. New deadline agreed for 21/22 FY so status to back 'on track'. Lower priority than Fire Safety so review of that one will be completed first.
Fire Safety	20/21	On Track	Identified as high priority by H&S Adviser and Facilities Manager and work has started to progress this. This includes picking up outstanding Fire Warden actions which paused when lockdown started.
ICT			
Cyber incident response plan	20/21	On Track	Was created in 21/22 and is just needing to be formally signed off

Finance			
Accounting for Property, Plant and Equipment and Intangible Assets	18/19	At Risk	Need to identify resource and project plan for new leasing standard IFRS16 - project risk re resource availability. Policy will be amended following analysis of standard and amendments to current accounting policy.
Asset Management (need under review)	17/18	Behind Schedule	Purpose to be revisited
Procurement	18/19	On Track	
Budget and Financial Monitoring	17/18	At Risk	New finance resource identified but not in place full time until Jan 21. Capacity may delay update
VAT	In draft	On Track	Small risk that capacity may delay update
Health & Safety			
Health and Safety	20/21	On Track	
Infection at Work	16/17	On Track	
HR			
Drug, Alcohol and Substance Misuse	17/18	On Track	
Job Evaluation	17/18	On Track	
Maternity Procedure	17/18	On Track	
Pay and Allowance	17/18	Complete	
Retirement	17/18	On Track	
Communications			
Social Media	18/19	On Track	Planned for after the visitor season - Q3/4
Visitor Operations			
Protecting Vulnerable Groups	18/19	On Track	Potential service review of this area of work, scheduled prior to Jan 2022. Review of corresponding policy likely to happen in Q4
Volunteer	20/21	On Track	In final review stage. Should be finalised by end Aug 2021.
Risk ratings:			
High Risk - 1 year review			
Medium risk – 3 year review			
Low risk – 5 year review			