



# Corporate Policy Review

## Agenda Item 9

### National Park Authority Audit and Risk Committee

Tuesday 6<sup>th</sup> June 2023

Paper for noting

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#### 1. Purpose

1.1. The purpose of this paper is to set out;

1.1.1. Progress against the Corporate Policy Review Plan for 2022/23;

1.1.2. Corporate Policy Review Plan for 2022/23.

#### 2. Recommendation(s)

2.1. Members are asked 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 Years 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, as follows:

- a) Each policy will be allocated a risk rating of low, medium, or high. The rating is based on the level of organisational risk associated with a delay to a review of the policy.
- b) As a rule of thumb, high risk policies will be reviewed annually, medium risk policies every three years, and low risk policies every five years. If there are particular reasons to update an individual policy sooner or later than these timescales, we will adjust our approach accordingly. An earlier or later review could arise from an identified management need (e.g. efficiency, effectiveness or broader corporate goals), from an internal audit of an area, or from changes to the external environment (e.g. new statutory requirements).
- c) At a minimum, policy reviews will check that the policy is still compliant with statutory requirements and in line with broader organisational development since its last review. In some cases policy reviews may be more comprehensive depending on the priorities of the organisation or the level to which the external environment has changed.
- d) Each year at its June meeting, we will present the Audit & Risk Committee with our policy review plan for the year, setting out which policies will be reviewed through the year.
- e) We will provide progress reports to the Audit & Risk Committee at the December meeting and at the June meeting. The reports will highlight which policies on the annual plan have been reviewed and which have not.

## 5. Progress update

### 5.1. 2022/23 Review Plan - Appendix 1

- 5.1.1. As per the paper submitted in March 2022, there were 15 policies required to be reviewed in 2022/23. In addition to this, there were nine policies carried over from 2021/22, meaning that there were in total 24 policies requiring review in 2022/23.
- 5.1.2. Of those 24 policies, we have completed 17. A further four new policies have been developed within the year; these relate to Health and Safety and HR.
- 5.1.3. The seven that have not been reviewed in 2022/23 will be carried forward into 2023/24, and these pertain to finance, estates and communications.
- 5.1.4. The 2022/23 plan for policy reviews is at **Appendix 1**, which gives more details as what was complete and progress on those that are outstanding.
- 5.1.5. Policies marked with an asterisk were policies carried over from 2021/22.

### 5.2. 2023/24 Review Plan and progress updates – Appendix 2

- 5.2.1. In 2023/24, we plan to review 34 policies; this is made up of seven carried over from 2022/23 and 27 policies on their standard review cycle. In addition to this, there are four new policies planned for development.

5.2.2. Already in 2023/24, we have reviewed seven policies, and a further three are awaiting final approval.

5.3. Corporate Policy Review 5 Year Plan – Appendix 3

5.3.1. For completeness, we have included at Appendix 3 an overview of all policies maintained by the National Park Authority, and the schedule with which they are reviewed in accordance with.

**6. Risks**

6.1. Staff capacity to review the policies has remained the biggest risk to this process; whilst capacity has increased which has alleviated some challenges, there are often business critical activities which are required to take priority over policy reviews. This will be closely monitored by the Corporate Performance Manager to help achieve our deadlines.

**7. Next steps**

7.1. We will update the Committee in December on progress against the 2023/24 plan, and provide a final report in June 2024, alongside the plan for 2024/25.

**8. Appendices**

8.1. Appendix 1 - Review Plan 2022/23

8.2. Appendix 2 - Review Plan 2023/24

8.3. Appendix 3 - 5 year Corporate Policy Review Plan

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