Corporate Policy Review
Agenda Item 9

National Park Authority Audit and Risk Committee
Tuesday 3rd June 2025

Paper for noting

Contents

1. Purpose

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

1.1.1. Progress against the Corporate Policy Review Plan for 2024/25;

1.1.2. Corporate Policy Review Plan for 2025/26

2. Recommendation(s)

2.1. Members are asked to note the report.

3. Contribution to National Park Partnership Plan and/or Our Corporate Plan

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

4. Background

4.1. Audit & Risk Committee previously approved the 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 and detailing progress against the previous year's plan.

5. Progress update

5.1. <u>2024/25 Review Plan and updates - Appendix 1</u>

5.1.1. As per the paper submitted in June 2024, we planned to review 32 policies in 2024/25; this was made up of thirteen carried over from 2023/24 and 19 policies on their standard review cycle.

5.1.2. Of those 32 policies, we have completed 26.

5.1.3. The six that have not been reviewed or developed in 2024/25 will be carried forward into 2025/26. The main reasons for non-completion have been related to ongoing staffing capacity challenges.

5.1.4. The 2024/25 plan for policy reviews is at **Appendix 1.**

5.2. <u>2025/26 Review Plan – Appendix 2</u>

5.2.1. In 2025/26, we plan to review 25 policies; this is made up of six carried over from 2024/25 and 19 policies on their standard review cycle.

5.2.2. Polices carried over from 24/25 have been noted as such in **Appendix 2**.

5.3. <u>Corporate Policy Review 5 Year Plan – Appendix 3</u>

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; there are often business critical activities which are required to take priority over policy reviews. This will continue to be monitored by the Corporate Performance Manager to help achieve our deadlines.

7. Next steps

7.1. We will provide a report to committee in June 2026, alongside the plan for 2026/27.

8. Appendices

8.1. Appendix 1 - Review Plan 2024/25

8.2. Appendix 2 - Review Plan 2025/26

8.3. Appendix 3 - 5 year Corporate Policy Review Plan

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