



# Corporate Document Review (previously Corporate Policy Review) Agenda Item 11

National Park Authority Audit and Risk Committee  
Tuesday 2 June 2026

Paper for noting

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## 1. Purpose

- 1.1. The purpose of this paper is to set out;
  - 1.1.1. The revised approach to the Corporate Document Review process;
  - 1.1.2. Corporate Policy Review Plan for 2026/27.

## 2. Recommendation(s)

- 2.1. Members are asked to **note** the report and revised approach.

## 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 received updates annually at its June meeting on the review status of more than 70 documents labelled as 'policies' internally [in a paper titled Corporate Policy Review]
- 4.2. Following feedback from Members at the meeting of June 2025 about the categorisation and labelling of policies and the approval level of board and committee oversight required, a revised approach to the presentation of this information has been undertaken for 2026/27 and going forward.
- 4.3. An audit of all our existing strategic and operational documents was undertaken with a view to consolidating naming conventions. Naming practice for the documents considered was inconsistent and included:
  - Plan
  - Strategy
  - Route Map
  - Policy
  - Guidance
  - Procedure
  - Process
- 4.4. Five labels were created to apply to each document reviewed to help provide clarity about the level at which it receives approval and oversight:
  - Strategic Document – Statutory
  - Strategic Document - Strategic Direction
  - Operational Strategy
  - Operational Policy
  - Operational Process/Guide
- 4.5. Operational 'Policies' were consolidated and rationalised so that the procedures, process and guidance (which in some cases have been named 'policies' previously) sit underneath them. ARC will only now receive status updates on the operational policy grouping, as per the new Operational Policy Review Schedule at Appendix 1 (a reduction to 18 from 73). The list of documents previously reported to ARC as 'policies' under the previous Corporate Policy review Process is included in **Appendix 1** to allow members to see the change of approach.
- 4.6. The oversight and categorisation of the documents reviewed are set out in the Document Categorisation Matrix at **Appendix 2** and range from Board oversight to operational oversight in teams.

## 5. Corporate Document Review

### 5.1. 2026/27 Operational Policy Review Schedule - Appendix 1

- 5.1.1. This document outlines the revised set of Operational Policy Documents as a result of the process set out above. It details whether they are stand-alone or have a further set of operational processes and/or guides which support the overarching operational policy, to be developed internally and approved by management.
- 5.1.2. A result of the review and reorganisation of organisational documents is a reduction in the number of 'policies' listed for Audit and Risk Committee to note the status of from 73 to 18. This achieves the aim of allowing ARC to be sighted on operational policy documents status at an appropriate level, rather than the previous level, which was too operationally in-depth.
- 5.1.3. The colour-coding in the Review Schedule indicates the timeframe for review of each operational policy document:
- Priority (red) is given to those which require attention in 2026/27, including where their updating relates to ongoing audit recommendations. Once reviewed and updated, these documents will be placed into the five-year review cycle.
  - Medium priority (amber) is where a need for review has been identified but not deemed to be an immediate priority – these reviews will take place by the end of 2028/29. Once reviewed and updated, these documents will be placed into the five-year review cycle.
  - Lower priority (green) is those operational policy documents which have most recently been reviewed and reorganised as part of our ongoing work in this area – these documents will be reviewed again by the end of 2030/31.
- 5.1.4. Pages two and three detail the 73 documents previously listed as 'policies' under the process being replaced.

### 5.2. Document Review Matrix – Appendix 2

- 5.2.1. This document was produced as part of the process set out above and details the categories of the labels to be applied to all our organisational documents, both strategic and operational.

5.2.2. Also detailed is the Purpose, Approval Level, Oversight Level and Audience for each document, as well as examples for each category of label.

## **6. Next steps**

6.1. We will provide a progress report to Committee in June 2027, outlining the further refinement of the process and progress made.

## **7. Appendices**

7.1. Appendix 1 - 2026/27 Operational Policy Review Schedule

7.2. Appendix 2 - Document Review Matrix

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