AGENDA

Meeting: Audit and Review Committee

Membership: Liz Appleton Hall, Lizzie Bushby, Mark Corner, Robert Heseltine, David Ireton, Allen Kirkbride, Ian Mitchell, Jim Munday (Chair), Andrew Murday, Yvonne Peacock and Steve Shaw-Wright, Graham Simpkins

Venue: **Yorkshire Dales National Park Authority Offices, Yoredale, Bainbridge, Leyburn DL8 3EL**

Date/Time: **Tuesday 23 April 2024 at 10.30am**

✧ **Please see the attached "*NOTES FOR MEMBERS OF THE PUBLIC AND AUTHORITY MEMBERS*"** ✧

BUSINESS

Part One – "Procedural" items	**Indicative Duration**	**Page No**
1. Apologies for absence		
2. Minutes of meeting held on 14 November 2024		1
3. Public Questions / Statements		
4. Declarations of lobbying		
Part Two – Items/Reports which require a decision from Members		
5. Annual Governance Statement	*15 mins*	5
6. Set Programme of reviews 2024-25	*15 mins*	19
Part Three – Items/Reports which are for Members to note		
7. Internal Audit Annual Report 2023-24	*15 mins*	25

8. Complaints and Compliments *10 mins* 41

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9. Urgent business – where the Chair has agreed that there are special circumstances

David Butterworth
Chief Executive
National Park Office,
Yoredale, Bainbridge
10 April 2024

Audit & Review Committee Terms of Reference

To act on behalf of the Authority as follows:

a) reviewing the Authority's performance in pursuing its policies and objectives, in particular those in the Corporate Plan; and reporting to the Authority, its Committees or Sub-Committees, as appropriate;
b) acting as the lead Committee on the implementation and monitoring of the Authority's performance assessment process;
c) leading on improvement, planning and learning from major projects and on-going programmes;
d) instigating a programme of reviews in areas where the Authority is under-performing, needs to reduce costs, and/or needs to improve value for money, and report back to the Authority;
e) advising the Authority on its corporate governance policies and agenda, and implementing and managing the Authority's agreed policies in this area including overseeing its risk management strategy and anti-fraud and corruption policy, reviewing and considering the Annual Governance Statement and considering the Annual Governance Report;
f) arranging for the audit, both internal and external, of the Authority's affairs, including financial controls and accounts;
g) receiving all external and internal audit plans and reports, and monitoring the implementation of audit recommendations; and
h) monitoring the Authority's complaints procedure, and as appropriate, determining any claims of maladministration and appropriate remedies.