YORKSHIRE DALES
National Park Authority

Agenda

Meeting: Audit & Review Committee

Membership: Lizzie Bushby, Mark Corner, Robert Heseltine, David Ireton, Allen Kirkbride, Simon Myers, Yvonne Peacock, Steve Shaw-Wright, Graham Simpkins

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

Date/Time: Tuesday 15 July 2025 at 10:30 a.m.

Please see the attached - Notes for Members of the Public & Authority Members

		Indicative Time	Page No
Part One – Procedural Items			
1.	Election of Chair		
2.	Election of Deputy Chair		
3.	Attendance: a) Apologies for absence		
4.	Minutes of the meeting held on 15 April 2025.	1	
5.	Public Questions / Statements		
6.	Declarations of lobbying		
Part Two – Items / Reports which require a decision from members			
7.	Review of Authority Performance	5	30 mins
8.	Internal Audit – 2025/26 Audit Plan	31	15 mins
9.	Internal Audit Charter	49	15 mins
10.	Customer Service Excellence	63	15 mins
11.	Performance Review – Late item	71	15 mins
12.	External Audit 2024/25 Plan – Late Item	–	20 mins

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13. Urgent Business – where the Chair has agreed there are special circumstances

David Butterworth
Chief Executive
National Park Authority Office
Yoredale, Bainbridge
02 July 2025

Terms of Reference Audit and Review Committee

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 approving 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 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.

Notes for Members of the Public and Authority Members

1. Agenda and meeting papers

The agenda and all public reports for meetings of the Authority (and each of its Committees) are normally available for public inspection five working days before the meeting, posted on the Authority's website. A limited number of copies will be available for reference at each meeting.

2. Public Questions/Statements

The National Park Authority has allocated up to 15 minutes at the start of meetings to allow members of the public the opportunity to ask questions and/or to make statements that relate to the work of the Authority or the appropriate Committee.

Anyone wishing to ask a question or make a statement must submit the question/statement, to the Chief Executive, by 9:00 a.m. on the working day before the meeting.

A response to the question/statement will normally be provided at the meeting. If a reply cannot be given at the meeting, a written response will be provided to the member of the public within 7 days of that meeting and published on the Authority's website.

You can submit a question/statement by sending an email to committees@yorkshiredales.org.uk, by sending your request by post to Chief Executive, YDNPA, Yoredale, Bainbridge, Leyburn, North Yorkshire DL8 3EL, by phone on 0300 456 0300 or in person to the Authority's offices in Bainbridge. Please make sure you include your question or statement and give your name, address and a contact telephone number.

For anyone registered to speak at the meeting, please wait until the Chair calls you at the appropriate time. Please do not try to interrupt or speak over someone else. Each speaker will have up to three minutes.

3. The above procedure is in addition to the opportunity to participate at Planning Committee meetings – see separate Public Participation at Planning Committee Meetings guide).This relates to more detailed information for Public Speakers specifically relating to planning applications being considered by Planning Committee.

4. Declarations of Interest:

Authority Members should make any declarations of interest at the start of the appropriate item.

5. Public and Press Attendance:

We have a limited number of places for members of the public and press to attend meetings as observers, to ensure compliance with both health and safety guidance and fire safety. Registered public speakers will have priority for these spaces.

For those who are not registered speakers, if you wish to attend as an observer of a meeting, either as a member of the public or press, please contact the Committees Officer (details below) no later than 12 noon the day before the meeting. Any remaining places will be allocated on a first come first served basis.

Please do not attend if you have symptoms of Covid or another similarly transmissible disease, in the interests of general infection control and to respect the wellbeing of others.

Instructions on what to do in the event of a fire will be given at the start of the meeting. Please go straight to the designated assembly point as not doing so may delay checks that everyone is accounted for.

6. Filming/Recording of Meetings:

The National Park Authority routinely audio-records all full Authority meetings and Planning Committee meetings.

Filming / recording of Authority, Committee and Sub-Committee meetings is permitted, provided it does not disrupt the smooth running of the meeting. The Chair reserves the absolute right to ask for filming / recording of a meeting to cease, if in their opinion, continuing to film or record would be disruptive to, or prejudicial to, the proceedings. Ultimately, the Chair may suspend or adjourn the meeting.
Anyone filming a meeting is asked to only focus on those actively participating.

Those attending National Park Authority meetings should be aware that they may be filmed and that attendance at the meeting signifies agreement to this.

The Authority cannot accept responsibility for the content of any recording made, once it has been taken away from the Authority's premises,

If you have any general enquiries/comments about the above or the way in which the Authority's decision-making processes operate, please contact the Committees Officer by post (to Yoredale, Bainbridge, Leyburn, DL8 3EL); telephone 0300 456 0030; or email: **committees@yorkshiredales.org.uk**