Agenda

Meeting: Audit and Review Committee

Membership: Lizzie Bushby, Mark Corner, Robert Heseltine, David Ireton, Allen Kirkbride, Ian Mitchell, Andrew Murday, Yvonne Peacock, Steve Shaw Wright, Graham Simpkins

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

Date/Time: 26 November 2024 10:30 a.m.

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

Part One – Procedural Items		**Indicative Time**	**Page No**
1.	Apologies for absence		
2.	Minutes of the meeting held on 16 July 2024.		1
3.	Public Questions / Statements		
4.	Declarations of lobbying		
Part Two – Items / Reports which require a decision from members			
5.	Performance Review of Delegated Statutory Highways Duties	20 mins	5
6.	Performance Review of Carbon Reduction Plan	20 mins	21
7.	Major Project Review of Westmorland Dales Landscape Partnership	15 mins	33
8.	Annual Governance Report	10 mins	99
9.	Annual Risk Management Review	10 mins	121
10.	Corporate Plan 2024/25 – 6-month progress report	20 mins	149

Part Three – Items/ Reports for Members to note

11.	Local Audit Backlog – Rebuilding Assurance	5 mins	165
12.	Audit Strategy Memorandum 2023/24	10 mins	177
13.	Customer Service Excellence Award	5 mins	217
14.	Audit Results Report 2022/23 – Late Item	5 mins	224

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

David Butterworth
Chief Executive
National Park Authority Office
Yoredale, Bainbridge
13 November 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.

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.

Committee Membership and Member Champions

as at 1 October 2024

Member	Appointing body	Planning	Audit & Review	Finance & Resources	Standards
M'ship/Quorum→		*17/7*	*12/6*	*13/6*	*5/3*
Bateman, Libby	SoS(P)	✓		✓	
Bushby Lizzie	SoS	✓	✓		
Corner Mark	SoS	✓	✓		✓
Foster Richard	NYC	✓		✓	
Heseltine Neil	SoS(P)	S1		✓	
Heseltine Robert	NYC	✓	✓		
Hutton Julie	SoS	✓		✓	
Ireton David	NYC	✓	✓		✓
Jackson Peter	LCyC	S2		✓	
Kirkbride Allen	SoS(P)	✓	✓		✓
Mitchell Ian	W&F	✓	✓		✓
Murday Andrew	NYC	✓	✓		
Myers Simon	NYC	S1		✓	
Noland David	NYC	✓		✓	
Parsons Stuart	NYC			✓	
Peacock Yvonne	NYC	✓	✓		
Purcell Jenny	LCC	✓		✓	
Sedgwick Karin	NYC			✓	
Shaw-Wright Steve	NYC	✓	✓		✓
Simpkins Graham	W&F	✓	✓		
Twine Derek	SoS	✓		✓	
Vacancy	SoS				
Vacancy	SoS				
Vacancy	W&F				

LCyC=Lancaster City Council; LCC= Lancashire County Council; NYC= North Yorkshire Council.
SoS=Secretary of State; SoS(P)=Secretary of State (Parish); W&F=Westmorland & Furness Council

CHAIRS AND DEPUTY CHAIRS		
Date elected	***Chair***	***Deputy Chair***
Authority (25/06/24)	Derek Twine	Lizzie Bushby
Planning (16/07/24)	Ian Mitchell	Allen Kirkbride
Audit and Review (16/07/24)	Mark Corner	
Finance and Resources (01/10/24)	Julie Hutton	Libby Bateman
Standards (05/12/23)	Steve Shaw Wright	-

MEMBER CHAMPIONS		
Area of responsibility	***Member appointed***	***Term of appointment***
Natural Environment	Mark Corner	June22 – June25
Cultural Heritage	Libby Bateman	Dec22 – Dec25
Recreation Management	Lizzie Bushby	Dec22 – Dec25
Promoting Understanding	Vacancy	
Development Management	Andrew Murday	Oct24 - Oct27
Sustainable Development	Richard Foster	Apr23 – Apr26
Corporate Management	Julie Hutton	Dec21 – Dec24

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