

Report of Chief Executive

Subject:
Operational Review Committee: Terms of Reference

Purpose of report

To amend the Terms of Reference for the Operational Review Committee following the recent review of the Authority's risk management processes by its Internal Auditors.

Background

Members will recall that it had been agreed with the Authority's Internal Auditors that the following areas would be reviewed for 2021/22:

- Estates delivery
- IT strategy
- Risk management

The draft risk management report was considered at a Members' Workshop on the 17th November 2021, where Members received a detailed presentation by the Internal Auditors on how they considered the Authority should identify, manage and monitor potential and/or perceived risks to the operation and governance of the Authority.

Current situation

At present, both the Audit and Corporate Services Review Committee and the Operational Review Committee review the risk register (see appendix A). Our Internal Auditors consider this to be not only a duplication of effort, but could lead to different views and outcomes, leading to difficult situations for management and updating of the risk register. They recommend that one Committee only should review the risk register, but that the Authority should have sight of it at least bi-annually.

Those Members present at the risk management workshop on the 17th November agreed that this should be the way forward, and considered that the Audit and Corporate Services Review Committee should be the vehicle for so doing.

Financial considerations

The adoption of this report will raise no financial implications.

Risk considerations

Although no such situations have arisen in the past, having two Committees review the Authority's risk register could lead to difficulties in identifying, managing and monitoring appropriate risks. This could, ultimately, impinge on the Authority's ability to operate to a high standard of governance.

Human Rights/Equality/Welsh language issues

The Authority will be able to demonstrate that it works to a high standard of governance and that it is efficient, effective and transparent in its business. There is no anticipated negative impact on the protected characteristics.

Biodiversity implications/Sustainability appraisal

No anticipated negative impact.

Conclusion

That, in future, the management of the Authority's risk register should fall to the Audit and Corporate Services Review Committee.

RECOMMENDATION:

That Members agree to amend the Terms of Reference for the Operational Review Committee to reflect the recommendation of the Authority's Internal Auditors.

(For further information, please contact Tegryn Jones, Chief Executive)

APPENDIX A

AUDIT AND CORPORATE SERVICES REVIEW COMMITTEE (NPA 11/06/14)

Role

To exercise the powers and duties of the Authority in relation to the following functions:

1. Regulatory Framework
 - To monitor the Authority's performance against the National Park Management Plan
 - To oversee the production of the Annual Governance Statement and to monitor the Authority's performance against the associated Action Plan
 - To monitor the Authority's performance against the annual Strategic Grant Letter
 - To monitor performance against the Welsh Government's Standards relating to the Welsh language
 - To monitor performance against the Authority's adopted Service Standards
2. Audit Activity
 - To consider reports from the Wales Audit Office (e.g. the Annual Improvement Report, Annual Audit Letter) and to monitor the Authority's performance thereon
 - To consider reports from Internal Audit on the Authority's financial systems and controls
3. Finance
 - To consider quarterly reports on the Authority's financial performance and budgetary matters
 - To monitor the Authority's performance in relation to its Annual Statement of Accounts
4. Human Resources
 - To monitor the Authority's performance:
 - against its adopted HR policies
 - in relation to Health and Safety
5. Information Technology
 - To monitor the Authority's performance in relation to its Information Technology Strategy
6. Performance Management
 - To consider quarterly reports on the *Ffynnon* performance management system and to monitor the Authority's performance thereon

- To review the Authority's Risk Register in terms of Audit and Corporate functions and make any recommendations to the National Park Authority to change levels of risk
 - To consider reports of the meetings of the Continuous Improvement Group
7. Communications
- To monitor the Authority's performance in relation to Communications and Marketing
8. Other issues
- To review any issue referred to it by the National Park Authority, any of its Committees or the Chief Executive Officer
 - To determine an Authority response on any proposals that affect the National Park or the Authority, its powers, duties, functions and responsibilities, particularly but not exclusively, from central, regional or local government, neighbouring authorities, partnerships and other external bodies where the proposals are relevant to the functions of the Committee and where the Chief Executive considers that such response should be determined by the Committee

Mode of operation

The Committee will comprise 9 Members of the Authority (6 PCC and 3 WG), to be selected and/or confirmed at the Annual General Meeting each year

The Committee will meet on a quarterly basis and provide reports to the Authority on its performance

Note

The exercise of such powers and duties exclude:

- matters specifically reserved to be exercised by the Authority
- matters delegated to another Committee or Sub-Committee
- matters that the Chief Executive Officer considers should be referred to a meeting of the Authority for determination

OPERATIONAL REVIEW COMMITTEE *(NPA 11/06/14)*

Role

1. To monitor performance and make recommendations to the National Park Authority in relation to the functions of:
 - Development Management
 - Park Direction
 - Park Delivery
 - Discovery

unless already covered by the Audit and Corporate Services Review Committee

2. To review the Authority's Risk Register in terms of the functions of the services referred to in 1 above, and make any recommendations to the National Park Authority to change levels of risk
3. To review the Authority's financial performance in relation to the functions of the services referred to in 1 above
4. To review any issue referred to it by the National Park Authority, any of its Committees or the Chief Executive Officer
5. To determine an Authority response on any proposals that affect the National Park or the Authority, its powers, duties, functions and responsibilities, particularly but not exclusively, from central, regional or local government, neighbouring authorities, partnerships and other external bodies where the proposals are relevant to the functions of the Committee and where the Chief Executive considers that such response should be determined by the Committee

Mode of operation

The Committee will comprise 9 Members of the Authority (6 PCC and 3 WG), to be selected and/or confirmed at the Annual General Meeting each year. In addition, representatives of Amgueddfa Cymru-National Museum Wales may sit on the Committee (with no voting rights) when matters concerning Oriel y Parc are being considered

The Committee will meet on a quarterly basis and provide reports to the Authority on its performance

Note

The exercise of such powers and duties exclude:

- matters specifically reserved to be exercised by the Authority
- matters delegated to another Committee or Sub-Committee
- matters that the Chief Executive Officer considers should be referred to a meeting of the Authority for determination

