

## REPORT OF CHIEF EXECUTIVE

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**SUBJECT:**  
**REVIEW COMMITTEES: TERMS OF REFERENCE**

Purpose of report

To agree the Terms of Reference for the Audit and Corporate Services Review Committee and the Operational Review Committee.

Background

Members will recall that a report was considered in February this year on the future of the Authority's Review Committees, when it was decided to reduce the number of Committees to two – the Audit and Corporate Services Review Committee, and the Operational Review Committee.

The new Review Committees will each comprise nine Members (6 County Council and 3 Welsh Government) and meet on a quarterly basis.

Current situation

There is now a need to agree the Terms of Reference of both Committees, and draft Terms are appended to this report.

Options

In terms of good governance, the National Park Authority and all of its Committees are required to have Terms of Reference.

Financial considerations

The adoption of this report will raise no financial implications.

Risk considerations

The absence of Terms of Reference will not enable Members to undertake their role efficiently and effectively, which could ultimately impinge on the Authority's ability to operate to a high standard of governance.

Compliance

The proposal complies with Corporate Objective 4: The National Park Authority, in consultation with residents, visitors and other partners, adapts to the reduced funding over the period 2014/16 while still maintaining good governance, quality services, and value for money.

Human Rights/Equality 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.

Welsh Language statement

The proposal will be delivered in accordance with the Authority's Welsh Language Policy.

Conclusion

The adoption of Terms of Reference will enable the Committees to operate effectively, efficiently and to a high standard of governance.

**RECOMMENDATION:**

**That Members adopt the appended draft Terms of Reference for the Audit and Corporate Services Review Committee and the Operational Review Committee.**

Background papers:

Report to National Park Authority: 5<sup>th</sup> February 2014

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

## AUDIT AND CORPORATE SERVICES REVIEW COMMITTEE

### 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**

### 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