

Report to	Standards & Audit Committee
Date	13 September 2012
By	Chief Executive Officer
Title of Report	Terms of Reference for a review into the set up of the South Downs National Park Authority (SDNPA)
Purpose of Report	To approve the terms of reference for an internal audit review of the SDNPA set up

Recommendation: The Committee is recommended to:

1. approve the terms of reference for an internal audit review of the SDNPA set up

1. Introduction

- 1.1 The South Downs National Park Authority (SDNPA) become operational on the 1 April 2011.
- 1.2 In advance of this period, there was a twelve month period of establishment where a team of interim Officers began to put in place the necessary processes to allow the Authority to take full operation on the 1 April 2011.
- 1.3 The Authority is now in a position to look back over that period and consider if there are any lessons it, and other bodies, can learn from the set up. This is part of the SDNPA approach to continuous improvement and will allow us to embed any good practice and implement any areas of improvement that may be found.

2. Terms of Reference

- 2.1 In order to guide the review, terms of reference have been compiled. These can be found in **Appendix I**.
- 2.2 The review will be carried out by the Internal Audit team with support from Officers and Members as required.

3. Resources

- 3.1 The review will be undertaken by the Internal Audit team and the cost covered from the internal audit budget within the financial services contract.
- 3.2 The Director of Corporate Services will have regular oversight of the project and liaise directly with the Head of Internal Audit throughout its duration.
- 3.3 The Standards and Audit Committee will be presented with a report of the review's findings at its meeting in December 2012.

4. Risk Management

- 4.1 The review forms part of a best practice approach to learning from action. It will help the SDNPA with its continuous improvement and may offer learning's that will allow us to improve processes and procedures and reduce risk.

5. Human Rights, Equalities, Health and Safety

- 5.1 None.

6. External Consultees

6.1 None.

TREVOR BEATTIE
Chief Executive Officer

Contact Officer: Helene Rossiter

Tel: 07887 415149

email: helene.rossiter@southdowns.gov.uk

Appendices Appendix I – Terms of Reference – Review of the set up of SDNPA

SDNPA Consultees Director of Corporate Services, Director of Planning, Director of Strategy and Partnerships, Head of Operations, Chief Finance Officer, Deputy Chief Finance Officer, Monitoring Officer & Senior Solicitor, Head of Internal Audit