



Audit and Risk Management Committee

Date: TUESDAY, 4 NOVEMBER 2014
Time: 1.45 pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Alderman Nick Anstee (Chairman)
Nigel Challis (Deputy Chairman)
Alderman Charles Bowman
Roger Chadwick (Ex-Officio Member)
Hilary Daniels (External Member)
Revd Dr Martin Dudley
Jamie Ingham Clark
Oliver Lodge
Alderman Timothy Hailes
Alderman Ian Luder
Kenneth Ludlam (External Member)
Caroline Mawhood (External Member)
Jeremy Mayhew (Ex-Officio Member)
Hugh Morris (Ex-Officio Member)
Graeme Smith

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Lunch will be served in the Guildhall Club at 1pm
NB: Part of this meeting could be the subject of audio video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES OF THE PREVIOUS MEETING**
To agree the public minutes and non-public summary of the meeting held on 9th September 2014.

For Decision
(Pages 1 - 6)
4. **CITY'S CASH FINANCIAL STATEMENTS**
Report of the Chamberlain.

Please note that this report is contained within a Supplementary Document Pack.

For Decision
5. **DELOITTE'S FINAL REPORTS ON THE AUDIT OF THE CITY FUND AND PENSION FUND**
Report of the Chamberlain.

For Information
(Pages 7 - 66)
6. **INTERNAL AUDIT CHARTER - REVIEW AND UPDATE**
Report of the Chamberlain.

For Decision
(Pages 67 - 86)
7. **2015/16 INTERNAL AUDIT PLANNING**
Report of the Chamberlain.

For Information
(Pages 87 - 100)
8. **CASH HANDLING AND BANKING AUDIT - INTERNAL AUDIT FOLLOW UP REPORT**
Report of the Chamberlain.

For Information
(Pages 101 - 108)

9. **AUDIT AND RISK MANAGEMENT COMMITTEE SURVEY**

Report of the Town Clerk.

For Decision
(Pages 109 - 116)

10. **OUTSTANDING ACTIONS OF THE COMMITTEE**

The Committee is asked to note the outstanding actions list.

For Information
(Pages 117 - 118)

11. **COMMITTEE WORK PROGRAMME**

The Committee is asked to note the work plan for 2014/15.

For Decision
(Pages 119 - 122)

12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

14. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

15. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Part 3 - Confidential Agenda

17. **SERVICE BASED REVIEW PROPOSALS - CHAMBERLAIN'S DEPARTMENT**

Report of the Chamberlain.

For Decision

18. **INTERNAL AUDIT - SERVICE BASED REVIEW**

Report of the Chamberlain.

For Decision