



## Audit and Risk Management Committee

**Date:** TUESDAY, 28 APRIL 2015

**Time:** 1.45 pm

**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:** *Membership to be confirmed at the Court of Common Council on 23<sup>rd</sup> April 2015*

Alderman Nick Anstee  
Nigel Challis  
Roger Chadwick (Ex-Officio Member)  
Hilary Daniels (External Member)  
Revd Dr Martin Dudley  
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

*Together with two Members to be appointed by the Court of Common Council on 23<sup>rd</sup> April 2015.*

**Enquiries:** Julie Mayer  
tel. no.: 020 7332 1410  
julie.mayer@cityoflondon.gov.uk

**Lunch will be served in the Guildhall Club at 1pm**  
**NB: Part of this meeting could be the subject of audio or 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. **ORDER OF THE COURT OF COMMON COUNCIL**  
Order of the Court of Common Council, of 23<sup>rd</sup> April 2015, appointing the Audit and Risk Management Committee and setting out its Terms of Reference – *to follow*.  
**For Information**
4. **ELECTION OF CHAIRMAN**  
To elect a Chairman pursuant to Standing Order No 29.  
**For Decision**
5. **ELECTION OF DEPUTY CHAIRMAN**  
To elect a Deputy Chairman pursuant to Standing Order No 30.  
**For Decision**
6. **MINUTES OF THE PREVIOUS MEETING**  
To agree the public minutes and non-public summary of the meeting held on 24 February 2015.  
**For Decision**  
(Pages 1 - 8)
7. **OUTSTANDING ACTIONS OF THE COMMITTEE**  
Report of the Town Clerk.  
**For Information**  
(Pages 9 - 10)
8. **COMMITTEE WORK PROGRAMME**  
Report of the Town Clerk.  
**For Information**  
(Pages 11 - 12)
9. **THE PONDS PROJECT: MANAGING RISK**  
A presentation from the Departments of Open Spaces and the Built Environment.  
**For Discussion**
10. **RISK MANAGEMENT UPDATE**  
Report of the Chamberlain.  
**For Information**  
(Pages 13 - 26)
11. **MEMBERS BRIEFINGS REPORTING ARRANGEMENTS**  
Head of Internal Audit and Risk Management.  
**For Decision**  
(Pages 27 - 38)
12. **INTERNAL AUDIT RECOMMENDATIONS FOLLOW-UP REPORT**  
Report of the Head of Internal Audit and Risk Management.  
**For Information**  
(Pages 39 - 46)
13. **INTERNAL AUDIT UPDATE REPORT**  
Report of the Head of Internal Audit and Risk Management.  
**For Information**  
(Pages 47 - 66)

14. **INTERNAL AUDIT INVESTIGATIONS UPDATE REPORT**

Report of the Chamberlain.

*Please note there is a non-public appendix to this report at Agenda Item 18.*

**For Information**

(Pages 67 - 74)

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

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

17. **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 the Schedule 12A of the Local Government Act.

**For Decision**

**Part 2 - Non-Public Agenda**

18. **INTERNAL AUDIT INVESTIGATIONS UPDATE REPORT - CYBER FRAUD**

Report of the Chamberlain (*non-public Appendix to Agenda Item 14*).

**For Information**

(Pages 75 - 78)

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

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