



## Audit and Risk Management Committee

**Date:** TUESDAY, 2 JUNE 2015  
**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  
Deputy Jamie Ingham Clark  
Oliver Lodge  
Alderman Timothy Hailes  
Alderman Ian Luder  
Kenneth Ludlam (External Member)  
Caroline Mawhood (External Member)  
Jeremy Mayhew (Ex-Officio Member)  
Graeme Smith  
Jeremy Mayhew (Ex-Officio Member)  
Roger Chadwick (Ex-Officio Member)

**Enquiries:** Julie Mayer  
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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 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. **MINUTES OF THE PREVIOUS MEETING**  
To agree the public minutes and non-public summary of the meeting held on 28 April 2015.

**For Decision**  
(Pages 1 - 6)
4. **OUTSTANDING ACTIONS OF THE COMMITTEE**

(Pages 7 - 8)
5. **COMMITTEE WORK PROGRAMME**

(Pages 9 - 10)
6. **TO APPOINT A MEMBER TO THE PERFORMANCE AND RESOURCE MANAGEMENT (SUB) OF THE POLICE COMMITTEE**  
Town Clerk to be heard.

**For Decision**
7. **HEAD OF INTERNAL AUDIT OPINION AND ANNUAL REPORT (INCLUDING A PROGRESS REPORT)**  
Report of the Head of Internal Audit and Risk Management.

**For Information**  
(Pages 11 - 20)
8. **ANNUAL GOVERNANCE STATEMENT**  
Report of the Town Clerk and the Chamberlain.

**For Decision**  
(Pages 21 - 42)
9. **CORPORATE RISK REGISTER REVIEW**  
Report of the Chamberlain.

**For Decision**  
(Pages 43 - 56)
10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
12. **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

13. **CYBER FRAUD**

Report of the Chamberlain.

*(This report, which was originally an appendix to last Month's regular 'Anti-fraud Investigations Update' was deferred to this meeting of the Committee)*

**For Information**

(Pages 57 - 60)

14. **DECISIONS TAKEN UNDER URGENCY/DELEGATED SINCE THE LAST MEETING OF THE COMMITTEE**

Report of the Town Clerk.

**For Information**

(Pages 61 - 62)

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**

### Members Only

17. **PRIVATE MEMBER MEETING WITH THE HEAD OF INTERNAL AUDIT**