



Nominations and Effectiveness Sub Committee of the Audit and Risk Management Committee

Date: MONDAY, 26 FEBRUARY 2024

Time: 9.00 am

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

Members: Alderman Prem Goyal, OBE (Chairman)
Naresh Hari Sonpar (Deputy Chairman)
Gail Le Coz (External Member)
Karen Sanderson (External Member)
Alderman and Sheriff Bronek Masojada
Paul Singh

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Ian Thomas CBE
Town Clerk and Chief Executive

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 minutes of the previous meeting held on 13 March 2023.

For Decision
(Pages 3 - 4)

4. **RE-APPOINTMENT OF AN EXTERNAL MEMBER (2ND TERM)**

Report of the Town Clerk.

For Decision
(Pages 5 - 6)

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

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

7. **EXCLUSION OF THE PUBLIC**

MOTION – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

For Decision

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

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

NOMINATIONS AND EFFECTIVENESS SUB COMMITTEE OF THE AUDIT AND RISK MANAGEMENT COMMITTEE

Monday, 13 March 2023

Minutes of the meeting of the Nominations and Effectiveness Sub Committee of the Audit and Risk Management Committee held at the Guildhall EC2 at 9.30 am

Present

Members:

Alderman Alexander Barr (Chairman) Gail Le Coz (External Member)
Alderman Prem Goyal, OBE (Deputy
Chairman)

Officers:

Matthew Lock	- Chamberlain's Department
Dionne Corradine	- Town Clerk's Department
Tabitha Swann	- Town Clerk's Department
Ben Dunleavy	- Town Clerk's Department

1. APOLOGIES

Apologies for absence were received from Deputy Rehana Ameer and Karen Sanderson.

2. MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 24 February 2022 were approved as a correct record.

4. TERMS OF REFERENCE OF THE NOMINATIONS AND EFFECTIVENESS SUB COMMITTEE

Members received the terms of reference of the Sub-Committee.

Resolved, that – the terms of reference be noted.

5. RE-APPOINTMENT OF AN EXTERNAL MEMBER (2ND TERM)

Members received a report of the Town Clerk concerning the appointment of an External Member.

Resolved, that – Members recommend to the Audit and Risk Management Committee, for onward recommendation to the Court of Common Council, that Dan Worsley be appointed as an External Member of the Audit and Risk Management Committee for a second term, expiring in April 2026.

6. EFFECTIVENESS REVIEW

Members received a report of the Town Clerk concerning the effectiveness and skills of the Audit and Risk Management Committee.

Members discussed the report and agreed that it would be sensible to arrange a new effectiveness and skills survey of the Committee. It was suggested that the CIPFA self-assessment of good practice would be a helpful mechanism by which to conduct an effectiveness review. Several new areas to add to the skills survey were suggested, including skills related to risk management and sustainability.

In terms of outcomes from the review, the Head of Internal Audit suggested that the results could inform the Committee's Annual Report. If the skills survey revealed that the Committee was weak in certain areas, these could be addressed by training for Members, though the Chairman warned that this would have budgetary implications.

RESOLVED, that – Members approve to run a new skills and effectiveness survey of the Audit and Risk Management Committee.

7. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE

There were no questions.

8. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

The meeting closed at 9.37 am

Chairman

Contact Officer: Ben Dunleavy

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Agenda Item 4

Committee:	Date:
Nominations and Effectiveness Sub Committee of the Audit and Risk Management Committee	26 February 2024
Subject: Re-Appointment of an External Member (2nd Term)	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	8
Does this proposal require extra revenue and/or capital spending?	No
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: Town Clerk	For Decision
Report author: Ben Dunleavy	

Summary

In April 2024, the current term of an External Member on the Audit and Risk Management Committee, Gail Le Coz, is due to expire. Ms Le Coz also serves as the one of the Committee's Deputy Chairs. This is Ms Le Coz's first term as an External Member, and she is eligible to serve a further two terms (of three years each). Ms Le Coz has expressed a willingness to serve on the Audit and Risk Management Committee for a second term.

Recommendation

The Sub-Committee is asked to consider whether they would recommend to the Audit and Risk Management Committee, for onward recommendation to the Court of Common Council, that Gail Le Coz be appointed as an External Member of the Audit and Risk Management Committee for a second term, expiring in April 2024.

Ben Dunleavy
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