



Audit and Risk Management Committee

Date: TUESDAY, 5 MARCH 2013
Time: 1.45pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Jeremy Mayhew (Chairman)
Alderman Ian Luder (Deputy Chairman)
Alderman Nick Anstee
Nigel Challis
Hilary Daniels (External Member)
Revd Dr Martin Dudley
Deputy Robin Eve
Oliver Lodge
Kenneth Ludlam (External Member)
Caroline Mawhood (External Member)
Jeremy Simons
Alderman Simon Walsh
Deputy Douglas Barrow (Ex-Officio Member)
Ray Catt (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

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBER DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THIS AGENDA**
3. **MINUTES OF THE PREVIOUS MEETING**
To agree the public minutes and summary of the meeting held on 5 February 2013.

(Pages 1 - 6)
4. **STRATEGIC RISK 2 - SUPPORTING THE BUSINESS CITY**
Report of the Director of Economic Development

For decision
(Pages 7 - 12)
5. **OUTSTANDING ACTIONS OF THE COMMITTEE**
Report of the Town Clerk.

For information
(Pages 13 - 16)
6. **CHIEF OFFICER EXPENSE CLAIMS**
Report of the Town Clerk

For information
(Pages 17 - 24)
7. **RISK MANAGEMENT UPDATE**
Report of the Chamberlain

For information
(Pages 25 - 60)
8. **MANAGING RISKS FOR EXHIBITIONS WITH VALUABLE DISPLAYS**
Report of the Chamberlain

For information
(Pages 61 - 64)
9. **INTERNAL AUDIT UPDATE REPORT**
Report of the Chamberlain

For information
(Pages 65 - 84)

10. **INTERNAL AUDIT RECOMMENDATIONS FOLLOW-UP REPORT**
Report of the Chamberlain

For information
(Pages 85 - 96)
11. **ANTI-FRAUD AND INVESTIGATIONS UPDATE REPORT**
Report of the Chamberlain

For information
(Pages 97 - 104)
12. **ANNUAL GOVERNANCE STATEMENT - METHODOLOGY**
Report of the Chamberlain

For decision
(Pages 105 - 124)
13. **DELOITTE'S ANNUAL GRANT CERTIFICATIONS LETTER**
Report of the External Auditor

For information
(Pages 125 - 132)
14. **STRATEGIC RISK 6 - PROJECT RISK**
Report of the Town Clerk

For decision
(Pages 133 - 150)
15. **COMMITTEE WORK PROGRAMME**
Report of the Town Clerk.

For information
(Pages 151 - 152)
16. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
17. **ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS URGENT**

Part 2 - Non-Public Agenda

18. 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.

19. NON-PUBLIC MINUTES OF THE PREVIOUS MEETING

To agree the non-public minutes of the meeting held on 5 February 2013.

For Decision
(Pages 153 - 156)

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

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