



Audit and Risk Management Committee

Date: TUESDAY, 17 SEPTEMBER 2013
Time: 1.45pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Jeremy Mayhew (Chairman)
Alderman Nick Anstee (Deputy Chairman)
Alderman Ian Luder
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
Ray Catt (Ex-Officio Member)
Roger Chadwick (Ex-Officio Member)
Hugh Morris (Ex-Officio Member)
Jamie Ingham Clark

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. **DECLARATIONS BY MEMBERS UNDER THE CODE OF CONDUCT**
3. **MINUTES OF THE PREVIOUS MEETING**
To agree the public minutes and non-public summary of the meeting held on 23 July 2013.

For Decision
(Pages 1 - 6)
4. **OUTSTANDING ACTIONS OF THE COMMITTEE**
Report of the Town Clerk.

For Information
(Pages 7 - 10)
5. **STRATEGIC RISK 1: FAILURE TO RESPOND TO A TERRORIST ATTACK AND STRATEGIC RISK 13: FAILURE TO MANAGE EFFECTIVELY THE NEGATIVE IMPACTS ARISING FROM PUBLIC ORDER AND PROTEST**
Report of the Town Clerk

For Information
(Pages 11 - 20)
6. **INTERNAL AUDIT SATISFACTION REVIEW**
Report of the Chamberlain

For Information
(Pages 21 - 26)
7. **INTERNAL AUDIT RECOMMENDATIONS FOLLOW UP REPORT**
Report of the Chamberlain

For Information
(Pages 27 - 40)
8. **INTERNAL AUDIT UPDATE REPORT**
Report of the Chamberlain

For Information
(Pages 41 - 62)
9. **ANTI-FRAUD AND INVESTIGATION UPDATE REPORT**
Report of the Chamberlain

For Information

(Pages 63 - 66)
10. **RISK MANAGEMENT UPDATE**
Report of the Chamberlain

For Decision
(Pages 67 - 98)

11. **COMMITTEE WORK PROGRAMME**

Report of the Town Clerk

For Decision
(Pages 99 - 102)

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

13. **ANY OTHER BUSINESS WHICH 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 the Schedule 12A of the Local Government Act.

For Decision

Part 2 - Confidential Agenda

15. **ANTI-FRAUD AND INVESTIGATION UP-DATE REPORT - PART 2**

Report of the Chamberlain

For Information
(Pages 103 - 108)

16. **CASH HANDLING AND BANKING AUDIT - UPDATE REPORT**

Report of the Chamberlain

For Information
(Pages 109 - 116)

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

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