

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

**Tuesday, 25 September 2018**

**Minutes of the meeting of the Nominations Sub Committee of the Audit and Risk Management Committee held at the Guildhall EC2 at 12.00 pm**

**Present**

**Members:**

Randall Anderson	Kenneth Ludlam
Alexander Barr (Deputy Chairman)	Caroline Mawhood
Alderman Ian Luder (Chairman)	

**Officers:**

Julie Mayer	- Town Clerk's Department
Pat Stothard	- Head of Internal Audit and Risk Management

**1. APOLOGIES**

There were no apologies

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

There were no declarations.

**3. MINUTES**

The minutes of the meeting held on 17 July 2018 were approved.

**4. TERMS OF THE AUDIT AND RISK MANAGEMENT COMMITTEE MEMBERS**

Members noted the current terms of Audit and Risk Management Committee Members, noting that Alderman Nick Anstee and Deputy Chairman, Alexander Barr's terms were due to expire in 2019. The Town Clerk agreed to check Mr Barr's term and, subsequent to the meeting, advised that he was appointed at the end of 2017, for 2 years, for a term expiring in 2019.

**5. ITEMS FOR INCLUSION IN THE COMMITTEE'S SKILLS AUDIT**

Members considered the CIPFA Guidelines in respect of criteria for inclusion in a skills audit, together with an example produced internally, for another City Corporation Committee. During the discussion, Members agreed which criteria might be included in the skills audit questionnaire; being mindful of excluding 'non-accountants', noting how the Committee benefitted from a diverse skills mix. Members also agreed on the importance of listening, as well as general communicating skills, and the need for political awareness. There was also an acceptance of a learning curve for all new Members, and the availability of induction sessions which Members had found very helpful.

6. **EXTERNAL MEMBER OF AUDIT AND RISK MANAGEMENT COMMITTEE  
ROLE DESCRIPTION AND PERSON SPECIFICATION**

Members noted the current role description and person specification for an External Member and made some suggestions for updating and aligning it to the CIFA Guidelines discussed above. It was suggested there be some flexibility in respect of 'former' Court Members and City Corporation Employees; possibly amending this to 'recent'.

The Town Clerk agreed to draft a skills audit questionnaire and re-draft the person specification, for Members further consideration. Member agreed that the outcome of the Skills Audit would inform the 'desirable' criteria on the person specification. There was a further suggestion that this should also align with the broader direction of travel of the City Corporation.

Members then agreed the following timelines

- **October 2018** – Court approval to appoint External Deputy Chairman, Hilary Daniels for a third term, expiring in 2022; noting that Kenneth Ludlam's third term would expire in 2020 and Caroline Mawhood in 2021.
- **October/November 2018** – Members of the Audit and Risk Management Committee be asked to complete a skills audit, with the results to be discussed at the Nominations Sub Committee on 15<sup>th</sup> January at 12 noon. (NB. The Audit and Risk Committee is scheduled to meet at 2pm on this date)
- **January 2019 meeting of the Nominations Sub Committee and early Spring 2019** – finalise the job specification, based on outcome of the skills audit and agree an advertisement/choice of media.

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 were no items.

**The meeting closed at 12.45 pm**

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Chairman

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