

AUDIT AND RISK MANAGEMENT COMMITTEE – Action Tracker November – 2024

Items from meeting held on 8 July 2024			
ITEM	Action	Officer and target date	
18. Non-Public Questions	Arrange meeting with the Chairs of the City School Boards on financial controls	<p>Head of Internal Audit – February 2024</p> <p>Update – the Financial Services Director undertook to speak to the Chairs</p> <p>July 2024 Update - A recommendation was made to arrange separate meetings with the heads and chairs of the committees to ensure future meetings take place.</p> <p>September 2024 - An extension until October has been requested to finalise the meeting. It is suggested that either the head or the bursar of the schools attend the next Audit Risk Management Committee meeting should diary conflicts not be resolved.</p>	Officers have still been unable to arrange meetings with the Chairs

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<p><b>5. Outstanding Actions</b></p>	<p>Review Induction Process for New Members</p>	<p>Town Clerk September 2024 -Induction process for new members would be reviewed when new members join. It was suggested to organise a meeting of the nominations and effectiveness sub-committee before the November meeting to discuss ideas for the induction process.</p> <p>November 2024 – Due to diary clashes and close timings, it has not been possible to arrange a NESC meeting. Suggested approach to consider January or February dates for Members to consider.</p>	
<p><b>5. Outstanding Actions</b></p>	<p>Terms of Reference Review</p>	<p>Town Clerk September 2024 – Town Clerk suggested that the TOR be brought to Novembers meeting to agree.</p>	

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<p><b>7. City Bridge Accounts</b></p>	<p>Declarations</p>	<p>The Chamberlain September 2024 - it was mentioned that there were still 15 declarations of interest which were outstanding, agreed that this issue should be escalated to the Chief Commoner due to its recurrence.</p>	
<p><b>8. Internal Audit Update</b></p>	<p>Internal Audit Plan</p>	<p>Head of Audit &amp; Risk Management September 2024 - Internal Audit Plan to be completed by the end of September and circulated to the ARM Committee prior to the next meeting.</p>	
<p><b>9. Risk Management</b></p>	<p>CR36 – Protective Security</p>	<p>Chief Strategy Officer September 2024 – Further detail on risk mitigation for CR36 to be provided at the next meeting.</p>	