

AUDIT AND RISK MANAGEMENT COMMITTEE – Action Tracker February – 2025

Items from meeting held on 4 November 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</p>	<p>Officers have still been unable to arrange meetings with the Chairs</p>

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		should diary conflicts not be resolved.	
5. Outstanding Actions	Review Induction Process for New Members	<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>	
5. Outstanding Actions	Terms of Reference Review	Town Clerk September 2024 – Town Clerk suggested that the TOR be brought to	

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		Novembers meeting to agree.	
7. City Bridge Accounts	Declarations	<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>4 November 24 - Officers updated that the number of related party declarations had been reduced from 15 to 8, and further action would be escalated to the Chief Commoner</p>	
8. Internal Audit Update	Internal Audit Plan	<p>Head of Audit & 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>	