

Committee(s): Audit and Risk Management Committee – For Information	Dated: 17/11/2025
Subject: Audit and Risk Management Committee Annual Work Programme	Public
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain’s Department?	n/a
Report of: Chamberlain	For Information
Report author: Matt Lock – Group Chief Internal Auditor	

Summary

While it is not possible to align the meeting schedule for 2026 with the cycle of business, some moderate adjustments to meeting dates can be made to better support this. Meeting dates and the timing of certain items of business will be arranged for 2027 and beyond to ensure a more efficient and effective schedule of activity.

Recommendation(s)

Members are asked to note the report, the suggested amendments to proposed Committee dates for 2026 and the revised schedule of meetings for 2027 and beyond.

Main Report

Background

1. Following discussion at the September meeting concerning the alignment of Committee meeting dates with the cycle of business, officers were empowered to review the proposed meeting dates for 2026 and identify a more suitable schedule. Officers have worked collaboratively to take this forward.

Current Position

2. Current proposed dates for the Audit and Risk Management Committee meetings in 2026 are:
 - 12 January 2026
 - 16 March 2026
 - 11 May 2026
 - 6 July 2026
 - 14 September 2026
 - 2 November 2026
3. The meetings in January and July fall far too close to the quarter end date, with report deadlines before the period ends, this does not allow time for data analysis

and report preparation for Q3 and Q1 updates respectively. The September meeting falls late for a Q1 update, yet too early for Q2. The March Committee, particularly only 2 weeks before year end, is too late to enable effective oversight in relation to Q3 work.

4. A more optimum schedule of business would be as follows (linking this to the municipal year), Members should note that this comprises 5 meetings rather than the existing 6:
 - Mid to late May
 - Mid to late July
 - Late September (ideally final week)
 - Mid to late November
 - Mid to late February
5. Options were considered for adopting this schedule for from January 2026, although this was not possible owing to a key item of business, Terms of Reference Review, that must be completed in time for onward reporting to Policy and Resources Committee.
6. Nonetheless, it is possible to look to move some of the existing meeting dates later in the scheduled months which Officers believe will help mitigate the likelihood of late report submission, particularly in relation to the Financial Statements.
7. The full work programme showing the planned items of business and their purpose is included as appendix 1 (existing dates).

Corporate & Strategic Implications

8. The Financial Statements are also reported to Finance Committee after consideration at Audit and Risk Management Committee and so Finance Committee dates in September and November may also need to be reviewed.

Conclusion

9. Members should note the proposed meeting cycle for 2026/27, aligning this to the operational cycle of business. It is not possible to optimise the schedule of meetings for the early part of 2026 as there is an essential item of business that must be considered in January.

Appendices

- Appendix 1 – Audit and Risk Management Committee Work Programme

Matt Lock

Group Chief Internal Auditor

T: 020 7332 1276

E: matt.lock@cityoflondon.gov.uk