

<b>Committee(s):</b>  Audit and Risk Management Committee– For decision	<b>Dated:</b>  12/01/2026
<b>Subject:</b> Recruiting External Representatives to the Audit & Risk Management Committee	<b>Public report:</b> For Decision
<b>This proposal:</b> <ul style="list-style-type: none"> <li>• <b>provides statutory duties</b></li> <li>• <b>provides business enabling functions</b></li> </ul>	- Enables an improved scrutiny function overseeing audit and risk
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	Approved Budgets
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	Yes
<b>Report of:</b>	The Chamberlain
<b>Report author:</b>	Matt Lock - Group Chief Internal Auditor; David Mendoza-Wolfson - Head of Chamberlain's Office

## Summary

Following multiple unsuccessful campaigns to recruit external representatives to the Audit and Risk Committee, a new approach is being recommended to open nominations, with no close date, until the roles are filled – utilising preliminary screening conversations before panel interviews.

## Recommendation

Members are asked to:

- Endorse *Option A*, to recruit external representatives to the Committee on an open, rolling basis, filling vacancies as suitable candidates apply – not within a fixed timeframe.

## Main Report

### Background

1. As per its Terms of Reference, the Audit & Risk Management Committee's Membership should include "three external representatives [...] with no voting rights".
2. For a Committee to be quorate at least one external representative must be present.
3. There has been a vacant external seat on the Committee for the entirety of the 2025/26 year to date, with two failed attempts to recruit a candidate to the role.
4. Officers were tasked with investigating the vacancy and reporting directly to the Grand Committee. As such, sub-Committee approval is not being sought in this instance.

### Current Position

5. The Committee is expecting another vacancy to open at the beginning of the 2026/27 civic year.

### Options

6. To minimise the risk of meetings not being quorate, continuing with a vacancy is not a realistically viable option, particularly in light of the likely additional vacancy from April 2026.
7. Therefore, in order to fill the vacancy, there are two viable options
  - a. Option A: Launch an open, rolling recruitment for external representatives. This option recognises that recruiting an external representative to the Committee is different to recruiting an Officer, and that a standard recruitment approach has not worked to date. This approach would enable a screening conversation with applicants to informally check their suitability before convening the panel interview. This would also be supported by the City Corporation's in-house 'head-hunter' service, and a different, more active approach by officers in identifying potential candidates.
  - b. Option B: Run another, more targeted, campaign. The City Corporation could hire specific head-hunters to lead a 'normal', time-limited recruitment campaign. Whilst this may be more effective than the previous, unsuccessful campaigns, it would be a more expensive endeavour than Option A.

### Proposals

8. Officers recommend Option A. This approach acknowledges that recruiting an external representative requires a different strategy to that of an Officer, and that previous standard campaigns have proven unsuccessful. A further advantage of this approach is that it allows for continuous recruitment toward the anticipated 2026 vacancy without necessitating a second, separate campaign.

9. This approach would require semi-frequent checks to ensure that candidates could be contacted on a regular basis to notify of advancement or rejection.
10. This campaign can be managed internally, with occasional posts on LinkedIn and other means of advertising vacancies explored if the direct approaches via the specialist recruitment team are unsuccessful.
11. The introduction of remuneration is not being proposed, reasonable expenses reimbursed in line with the City Corporation's *Protocol For The Provision Of Transport Support For Elected Members* would be available to external representatives to the Committee, as well as other benefits such as affiliate membership to the Guildhall Club.

### **Corporate & Strategic Implications –**

Strategic implications – Quorate meetings of the Audit & Risk Management are required to carry out essential functions.

Financial implications – Normal recruitment costs and reasonable expenses following successful recruitment

Resource implications – Officer time in managing an open recruitment campaign

Legal implications - None

Risk implications - Unsuccessful recruitment could lead to inquorate meetings, affecting the monitoring of the City Corporation's risk management strategy and assurance framework.

Equalities implications – Under the Equality Act 2010, all public bodies have a duty to ensure that when exercising their functions they have due regard to the need to advance equality of opportunity between people who share a protected characteristic and to take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people and encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low. Individuals from all backgrounds and protected groups would be welcome to apply, and the proposals contained in this report do not have any potential negative impact on a particular group of people based on their protected characteristics.

Climate implications - None

Security implications - None

### **Conclusion**

12. Following vacancies opening on the Committee and unsuccessful recruitment campaigns, Members are asked to endorse *Option A* to launch an open recruitment campaign for external representatives to the Audit & Risk Management Committee. This campaign would have no set close date, remaining open until there are no external vacancies on the Committee.

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