

**AUDIT AND RISK MANAGEMENT COMMITTEE OF THE BOARD OF
GOVERNORS OF THE GUILDHALL SCHOOL OF MUSIC & DRAMA**

Monday, 1 July 2013

**Minutes of the meeting of the Audit and Risk Management Committee of the
Board of Governors of the Guildhall School of Music & Drama held at
Guildhall, EC2 on Monday, 1 July 2013 at 1.45pm**

Present

Members:

Jeremy Simons (Chairman)
Christina Coker
Neil Constable
Angela Starling

Officers:

Rakesh Hira	- Town Clerk's Department
Professor Barry Ife	- Principal, Guildhall School of Music and Drama
Sandeep Dwesar	- Guildhall School of Music & Drama
Clive Russell	- Guildhall School of Music & Drama
Michael Dick	- Guildhall School of Music & Drama
Sarah Wall	- Guildhall School of Music & Drama
Paul Nagle	- Chamberlain's Department

1. APOLOGIES

There were no apologies.

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

There were no declarations.

3. ELECTION OF DEPUTY CHAIRMAN

In accordance with Standing Order No. 30 Neil Constable was duly elected Deputy Chairman for the ensuing year.

4. PUBLIC MINUTES

The public minutes of the meeting held on 18 January 2013 were approved as a correct record.

Matters Arising

Cycle of Reports

The Chief Operating & Financial Officer was continuing to look into the possible changes to the cycle of reports to better meet the annual cycle of tasks.

Internal Audit

It was noted that the 2013/14 audit plan was processed under delegated authority by the Town Clerk in consultation with the Chairman and Deputy Chairman.

5. INTERNAL AUDIT UPDATE

A report of the Chamberlain which provided the Committee with an update on the progress of the Internal Audit reviews undertaken within the Guildhall School since the last report submitted in January 2013 was considered.

The Head of Audit and Risk Management explained that the internal audit project on IS/IT Security/Strategy/Operations was scheduled to take five days and not 15 days as set out in the report. In relation to the project on the procurement of goods and services it was noted that the review would look at how the School sourced goods and services as well as process orders and payments and how this process linked in with the new CLPS. A separate internal audit review would be looking at the CLPS Purchase Order and payment process overall. In relation to processing orders and payments it was noted that there had been issues with processing payments and that this was being discussed with the Head of the CLPS to resolve the issue and an update would be provided at the next meeting.

In response to a question by a Governor, the Principal highlighted that the outcome of the review on safeguarding had been generally positive with a recommendation to have an overarching safeguarding policy.

RESOLVED – That Members note the work that internal audit had undertaken and the plans for the current year.

6. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE AUDIT & RISK MANAGEMENT COMMITTEE

There were no questions.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

8. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following items of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

9. NON PUBLIC MINUTES

The non-public minutes of the meeting held on 18 January 2013 were approved.

10. MILTON COURT PROJECT - RISK REGISTER

The Committee received a report of the Director of Strategic Projects.

11. **GUILDHALL SCHOOL OF MUSIC & DRAMA - RISK REGISTER**
The Committee received a report of the Head of Estates and Facilities Management.
12. **FINANCE REVIEW**
The Committee received a report of the Chief Operating & Financial Officer.
13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE AUDIT & RISK MANAGEMENT COMMITTEE**
A question was raised in relation to the risk register.
14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no urgent items.

The meeting ended at 2.54pm

Chairman

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