



meeting in November and presenting the draft internal audit plan 2015/20 for Members' comments.

The Committee discussed the progress made in completing the internal audit reviews scheduled for the current and previous years and noted their concern that there remained outstanding planned audits from both the 2013/14 and 2014/15 plans. The Head of Audit & Risk Management recognised Members' concerns and reassured the Committee that, with the exception of the two items which had been deferred as set out in the schedule (Milton Court Income and Procurement of Goods and Services), the schedule would be completed by 31 March 2015. He also assured Members that the two items which had been deferred until the 2015/16 audit year would also be completed during the first quarter of that year.

The Committee discussed the prioritisation of the outstanding work and agreed that the order of priority for the outstanding audits should be: SITS Maintenance and Access Control, Procurement Cards, Asset Management (of musical instruments), Petty Cash, and finally the Student Bar.

The Committee agreed that the Head of Audit & Risk Management should provide the Committee with an update on progress of the audit work at the beginning of April. It was also agreed that the Committee would present their concerns regarding the delay to the completion of the audit work for 2013/14 to the Board of Governors.

The Committee noted that there was currently one outstanding amber priority recommendation. This recommendation had arisen from the recent assurance review of Sundial Court income and expenditure. It was expected that this recommendation would be completed by the end of January.

The Chairman noted that there had been a recent audit review of the Barbican Centre's risk of PBX fraud, and the Committee was informed that the Guildhall School did not have its own PBX system.

The Committee then considered the proposals for the audits for 2015 to 2020. The Committee discussed whether the current provision of 50 audit days per year was appropriate, given that it was very rare that issues of concern arose from audits associated with the School. The Head of Audit & Risk Management agreed to assess whether the number of audit days provided could be sensibly reduced, although he cautioned that it would be preferable to complete the 2013/14 and 2014/15 audits before undertaking this work. It was agreed that the Head of Audit and Risk Management would review appendix 3 to the report and provide a revised proposed audit plan for 2015 to 2020 at the Committee's next meeting.

In response to questions around the scope of audits, the Head of Audit & Risk Management advised that he was keen to progress from the current position of solid traditional audit work, to a stage where audits were adding value to systems or processes based on their knowledge of best practice in other

departments and organisations. However, this would require some time to alter the approach of the team.

During discussions around the performance of Milton Court, the Principal advised that sales of the public performance programme at Milton Court were currently unsatisfactory and that efforts were being made to improve the quality of the offering and improve the situation. The Principal did note however that the facility had already proven itself extremely popular as a conference venue.

**RESOLVED** – That the progress of the current internal audit plan be noted.

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

There were no questions.

6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no urgent items.

7. **EXCLUSION OF THE PUBLIC**

**RESOLVED** – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act as follows:-

Item	Paragraph
8 - 11	3

8. **NON PUBLIC MINUTES**

The non-public minutes of the meeting held on 3 November 2014 were approved.

9. **ANNUAL TRANSPARENT APPROACH FOR COSTING (TRAC) - RETURN FOR ACADEMIC YEAR 2013-2014**

The Committee considered and approved the submission of the annual return to the Higher Education Funding Council for England, as set out at Appendix A to the report.

10. **GUILDHALL SCHOOL OF MUSIC & DRAMA RISK REGISTER**

The Committee noted a report of the Chief Operating & Financial Officer advising Members of the risk management system in place at the Guildhall School of Music & Drama, updating on the significant risks that have been identified, and setting out measures for mitigation of these risks.

11. **FINANCE REVIEW**

The Committee noted a report of the Chief Operating and Financial Officer setting out the period 8 finance review for 2014/2015.

**12. NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE AUDIT & RISK MANAGEMENT COMMITTEE**

There were no questions.

**13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no urgent items.

**The meeting ended at 12.40 pm**

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Chairman

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