

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

**Monday, 30 April 2018**

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 Committee Room -  
2nd Floor West Wing, Guildhall on Monday, 30 April 2018 at 1.45 pm

**Present**

**Members:**

Christina Coker O.B.E. (Chairman)                      Neil Constable  
Marianne Fredericks (Deputy Chairman)

**In Attendance**

Deputy John Bennett  
Vivienne Littlechild  
John Scott

**Officers:**

Niki Cornwell	- Chamberlain's Department
Jo Hutchinson	- Guildhall School of Music and Drama
Martin Newton	- Town Clerk's Department
Jonathon Poyner	- Barbican Centre
Dominic Smith	- GSMD
Pat Stothard	- Head of Internal Audit and Risk Management
Sarah Wall	- Chamberlain's Department
Lynne Williams	- Principal, Guildhall School of Music and Drama

**1. IN CAMERA SESSION**

The first 15 minutes of the meeting took the form of an 'in camera' session with only Members of the Committee, the Head of Internal Audit and Risk Management and the Town Clerk present.

**ATTENDANCE AT MEETING**

The Chairman welcomed the Chief Commoner, John Scott and a member of the public in attendance at the meeting.

**2. APOLOGIES**

Apologies were received from Graham Packham.

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

There were no declarations.

#### 4. **PUBLIC MINUTES**

**RESOLVED** – That the public minutes of the meeting held on 31 January 2018 be approved, subject to an amendment to the Committee’s proposed terms of reference on page 3 to read –

“4. The Vice Principal, Director of Advancement on behalf of the Principal of the Guildhall School of Music & Drama, along with the Head of Finance and Business Administration (Chamberlain’s Department) and the Head of Internal Audit and Risk Management (Chamberlain’s Department) shall normally attend or be represented at meetings. When appropriate, such other representatives of the Guildhall School of Music & Drama and the City of London Corporation shall also attend.....”

The following matters were also raised:-

- The Principal confirmed that a joint Barbican / GSMD boards meeting would be held on 26 September 2018 to consider matters of common interest.
- Noted that the report on waivers would be submitted to the Committee’s July meeting.
- The Head of Internal Audit and Risk Management said that long-term work continued on risk appetite and that a further report would be made to the Committee in due course.
- Noted that a written officer response to the Committee’s request for more detailed information on data back-up and recovery systems testing (re Internal Audit update report) had very recently been received for consideration.

#### 5. **OUTSTANDING ACTIONS**

The Committee considered a report of the Town Clerk on outstanding actions and the following matters were raised:-

- The Town Clerk informed Members that the development of IT pedagogy and disaster recovery (IT backup) would be the subject of further reports, as risk focus discussion topics, at the July meeting.
- The Director of Operations and Buildings confirmed that the Committee would be updated on the health and safety risk register issue, as an agree risk focus topic at the July meeting.

RECEIVED.

#### 6. **INTERNAL AUDIT UPDATE**

The Committee considered the report of the Head of Internal Audit and Risk Management on the internal audit update and the following matters were raised:-

### Audit Plan 2017/18

- On the audit plan 2017/18, the Principal updated Members on student accommodation in the Wembley area. It was noted that students accepted that some accommodation may be further away from the City centre and that the Wembley area provided a suitable travel route back in. The Chairman asked that the accommodation strategy be referenced in the risk register.
- The Committee were informed that a report on the catering audit would be submitted to the July meeting.

### Schedule of Projects informing Audit Opinion

- Noted that Members would be alerted to any problems around corporate full assurance reviews prior to the July meeting as appropriate.

### Internal Audit Plan 2018/19 and Previous Audits

- In response to a question from a Governor on whether adequate days were available for the programme, the Principal said that discussions would take place with internal audit to identify specific parameters and 'firm up' the programme. She emphasised that further teaching space was the immediate priority. The Vice Principal, Director of Advancement said that additional information and data was required for input into the extended business plan. The Head of Internal Audit and Risk Management informed Members that the City's service level agreement set out the 50 day timescale for the audit annual plan, although there was scope to provide flexibility with the planned days.
- A Committee Member made the point about the usefulness of spot checks to give confidence and assurance that policies and procedure are being followed.

RECEIVED.

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

There were no questions.

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

There were no urgent items.

**9. EXCLUSION OF THE PUBLIC**

The Chairman thanked the member of the public present for his attendance.

**RESOLVED** – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the remaining 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.

10. **NON PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 31 January 2018 be approved.

11. **BARBICAN / GUILDHALL ALLIANCE**

With the agreement of the Chairman, the Committee considered the late report of the Vice Principal and Director of Guildhall Innovation on the Barbican/Guildhall Alliance.

RECEIVED.

12. **INFRASTRUCTURE INVESTMENT**

With the agreement of the Chairman, the Committee considered the late report of the Director of Operations and Buildings on infrastructure investment.

RECEIVED.

13. **STANDING ORDER 40**

With the approval of the Committee, the remaining business was discussed after the usual 2 hour time limit for meetings.

14. **RISK REGISTER**

With the agreement of the Chairman, the Committee considered the late report of the Principal on the Guildhall School Risk Register.

RECEIVED.

15. **FINANCE REVIEW**

With the agreement of the Chairman, the Committee considered an oral update of the Principal on the Finance review.

RECEIVED.

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

There were no questions.

17. **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 3.52 pm**

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Chairman

**Contact Officer: Martin Newton**  
**tel. no.: 020 7332 3154**  
**[martin.newton@cityoflondon.gov.uk](mailto:martin.newton@cityoflondon.gov.uk)**