



**AUDIT COMMITTEE MEMBERS:**

Councillor Emmett (LD)  
Councillor Blythe (LD)  
Councillor Hassell (LD)  
Councillor Brain (L)  
Councillor Gollop (C)  
Brenda McLennan – Independent Member  
Ken Guy – Independent Member

Reply Karen Blong  
Tel No: 0117 92 23846  
Fax: 0117 92 22146  
TextBox 0117 3574444  
Email: Karen.blong@bristol.gov.uk

Date 8<sup>th</sup> April 2010

(LD = Liberal Democrat L = Labour, C = Conservative)

Dear Member,

**AUDIT COMMITTEE**

You are invited to attend the meeting of the Audit Committee to be held on **Friday, 16<sup>th</sup> April 2010 at 9.30am** in a Committee Room at the Council House, College Green, Bristol BS1 5TR.

The agenda for the meeting is set out overleaf.

Yours sincerely,

Karen Blong  
Democratic Services Officer

## **PUBLIC INFORMATION SHEET**

The attention of the public is drawn to the sheet at the back of the agenda giving information on the emergency evacuation procedures, attending meetings and inspecting reports and background papers.

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE, SUBSTITUTIONS AND INTRODUCTIONS**

### **2. PUBLIC FORUM**

*Time Limit for this item - 30 minutes*

**Any local resident or councillor, may present a petition or submit a statement on the work of the committee, provided that they have given notice in writing or by electronic mail not later than 12.00 noon on the working day before the meeting. In the case of a statement, a copy of the statement should be included.**

The notice should be addressed to the Democratic Services Team, Room 220, Council House, Bristol, BS1 5TR, and marked for the attention of Patricia Jones.

### **3. DECLARATIONS OF INTEREST**

- to receive any declarations of interest from members.

### **4. MINUTES OF THE AUDIT COMMITTEE HELD ON 15<sup>TH</sup> JANUARY 2010**

- to be confirmed as a correct record and signed by the Chair.

### **5. WHIPPING**

- to give notice of any matters included on this agenda on which political groups intend to exercise a party whip.

### **6. CHAIRS BUSINESS**

- to receive brief announcements or information updates from the Chair as necessary.

**7. WORK PROGRAMME**

- to receive an updated work Programme

**8. EVIDENCING THE DELIVERY OF VALUE FOR MONEY (VFM) IN PARTNERSHIPS IN BRISTOL**

- to comment on the draft proposals

(Report of the Service Director – CAA/UofR)

**9. GRANT THORNTON – 2008- 09 GRANTS REPORT**

- to note and comment on the report

(Report of the Strategic Director of Resources)

**10. GRANT THORNTON – REVIEW OF AUDIT COMMITTEE EFFECTIVENESS**

- to comment on the draft assessment undertaken by Grant Thornton

(Report of the Strategic Director of Resources)

**11. GRANT THORNTON AND AUDIT COMMISSION - WEST OF ENGLAND PARTNERSHIP – REVIEW OF GOVERNANCE ARRANGEMENTS**

- to note and comment on the joint report

(Report of the Strategic Director of Resources)

**12. GRANT THORNTON – PROGRESS REPORT**

- to note and comment on Grant Thornton's progress report

(Report of the Strategic Director of Resources )

**13. GRANT THORNTON'S AUDIT FEE LETTER 2010-11**

- to note and comment on Grant Thornton's Audit Fee Letter for 2010-11.

(Report of the Strategic Director of Resources)

**14. AUDIT COMMITTEE DRAFT ANNUAL REPORT TO COUNCIL 2009/10**

- to comment on the form and content of the draft report

(Report of the Strategic Director of Resources)

**15. REVIEW AND IMPLEMENTATION OF GRANT THORNTON RECOMMENDATIONS**

- to note and comment on management's progress with implementation of Grant Thornton's high priority recommendations.

(Report of the Strategic Director of Resources)

***INFORMATION REPORTS***

**16. HEALTH AND WELLBEING PARTNERSHIP BOARD RISK REGISTER**

- to note the risk register

(Report of the Strategic Director of Resources)

**17. DATE OF NEXT MEETING**

- Friday 18<sup>th</sup> June 2010 at 9.30am.

# **AUDIT COMMITTEE**

## **TERMS OF REFERENCE**

### **Overview**

**The purpose of the Audit Committee is to provide independent assurance to the council in relation to:-**

- 1. The effectiveness of the council's governance arrangements, risk management framework and internal control environment including overseeing:
  - risk management strategies**
  - anti-fraud arrangements**
  - whistle-blowing strategies**
  - internal and external audit activity;****
- 2. The effectiveness of the council's financial and non-financial performance to the extent it affects exposure to risk and poor internal control;**
- 3. The annual governance statement;**
- 4. The review and approval of the annual statement of accounts, confirming the appropriate accounting policies have been followed, including the external auditor's report to those charged with governance on issues arising from the audit of the accounts.**

### **Functions**

**Full Council has delegated the following functions to the Audit Committee:**

**Duty to approve the authority's statement of accounts, income and expenditure and balance sheet, or record of payments and receipts (as the case may be) (The Accounts and Audit Regulations 2003 S.I. 2003/533).**

# Public Information Sheet - Public Meetings

## Emergency Evacuation Procedure

- (i) In the event of a **fire** you will hear a **continuous alarm**.
- (ii) **Do not panic** - members, officers and the public should leave the building promptly and in a quiet and orderly fashion using the nearest available escape routes and assemble **behind the Central Library** beyond the Norman Archway.  
**Lifts must not be used under any circumstances.**

Please note: alarms are tested every Monday at 9.30am (for approx. 30 seconds). These arrangements apply to meetings held in the Council House, College Green. Where the meeting is held elsewhere, local arrangements will apply.

## Public Access Information

Please contact the Democratic Services Officer named on the agenda if you require further information regarding the following:

## Attendance at Meetings - Local Government (Access to Information) Act 1985

Meetings are open to the public and a limited amount of seating is available in each meeting room. You may however be asked to leave the meeting if any "exempt" (private) business is considered. This will normally be shown on the agenda.

## Inspection of Papers - Local Government (Access to Information) Act 1985

If you wish to inspect the minutes or reports (other than those which are exempt) relating to any item on this agenda please contact either the Democratic Services Officer (phone number at the top of the agenda sheet) or the Modern Records Office (tel: 0117 9222376). The background papers listed in a report may also be inspected. Please notify the Democratic Services Officer if you wish to see these. He/she will arrange with the report author for papers to be made available to you at a mutually convenient time.

We can also arrange for copies of individual reports or minutes to be supplied to you or for an annual subscription to the papers for any meeting. A charge will be made for this service. Alternatively, all meeting information may be inspected on the council's internet website at: **[www.bristol.gov.uk](http://www.bristol.gov.uk)**

## Other formats and languages and assistance for those with hearing impairment

Committees papers can be provided in other formats (e.g. large print, audio tape, braille etc) or in community languages, upon request. Please contact the Democratic Services Officer if you would like such papers giving as much notice as possible. It should be noted that re-formatting or translation of papers before the date of a particular meeting cannot be guaranteed.

Committee rooms in the Council House are fitted with infra-red induction loops to assist people with hearing impairment. These can be used with either a neck loop (for hearing aid users) or with a handset. The Democratic Services Officer will be able to provide you with these. Hearing aid users need to switch the hearing aid to the "T" position.

## Public Forum

If you are a resident in Bristol you can make a **statement** or present a **petition** to any meeting, provided that:-

- (i) you give written notice to us, including the subject matter of your statement or petition no later than **12.00 noon on the working day before the meeting starts** \* and
- (ii) the statement or petition concerns a matter which is the responsibility of the commission/committee concerned.

(\* NB - if the meeting is on a Monday then your submission will need to be with us by 12.00 noon latest on the preceding Friday)

You may also ask a **question** of the chair at a scrutiny meeting. This must be submitted to us in writing not less than 6 clear working days before the date of the meeting. A written response will be available 1 hour before the meeting which will be circulated to all who are present.

Statements, petitions and questions which relate to specific items on the agenda will be taken into account by the meeting when it considers the item concerned.

Statements, petitions or questions that do not relate to an item on the agenda for the meeting at which they are presented are discouraged, but may still be submitted. The scrutiny meeting will decide how these should be dealt with (eg by correspondence or by a future report etc).

The Chair of the meeting has discretion to allow statements petitions and questions from members of the public who are not residents of Bristol if they have a business address in the city or can demonstrate some other genuine interest in an agenda item. He/she also has discretion to take statements, petitions and questions in an appropriate order (ie not necessarily in order of receipt). The meeting may enter a dialogue with members of the public **during the public forum** if appropriate. The public forum session may last for up to 30 minutes, although the Chair, with the consent of the meeting, can extend this timescale.



**Please note that** by participating in public forum business, it will be assumed that your consent is given to the recording in the minutes of the meeting of your name and the details of your submission. A copy of your full written submission will also be included with the agenda papers for the meeting which are placed in the official minute book (the public record) and will also be included on the Council's web site with the other documents for the meeting concerned.

### **Process during and after the meeting :**

Public forum items are normally the first substantive item of business on the agenda and are usually taken in the order in which they have been received. The Chair will call each submission in turn. When invited to speak, if making a statement you should ensure that your presentation is short and concise and focuses on the key issues that you would like members to consider. This will have the greatest impact - please try to avoid reading out a lengthy text from a piece of paper.

Remember that your time allocation may have to be strictly limited if there are a lot of submissions before the meeting.

You do not have to speak or even attend the meeting at which your public forum submission is being taken. However, you should be aware if you do not present it, then it will **not be read out** unless the Chair specifically asks for this to happen. It will nevertheless be noted by members.

As most people who participate in public forum remain present for the debate on the agenda item in which they are interested, and because minutes of the meeting are normally published on the Council's website in 5 clear working days, it is not our normal practice to write to individuals afterwards. However, if you would like to receive an official response as to what happened to your submission at the meeting, please advise the Democratic Services Officer named on the agenda, and ensure that they have your full address or e-mail details. We will then contact you within 7 working days. Alternatively you may phone them (see contact number on front of agenda) to confirm the outcome.

## Register of Interests

To ensure an accountable, open and transparent local democracy, a Register of Interests for Councillors, Co-optees and Advisers is available for public inspection. Please contact the Democratic Services Officer named on the agenda if you wish to view the Register.