



AUDIT COMMITTEE MEMBERS:

Councillor Brain (L)
Councillor Khan (L)
Councillor Hanby (L)
Councillor Emmett (LD)
Councillor Hopkins (LD)
Councillor Weston (C)
Ken Guy – Independent Member
Brenda McLennan – Independent Member

Reply to: Karen Blong
Tel. No: (0117) 922 3846
Fax No: (0117) 922 2146
Email: karen.blong@bristol.gov.uk
Date: 20th June 2013

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

Dear Member,

AUDIT COMMITTEE

You are invited to attend a meeting of the Audit Committee to be held on **Friday 28th June 2013 at 2.00 pm** in a Committee Room at the City Hall formerly the Council House, College Green, Bristol BS1 5TR.
The agenda for the meeting is set out overleaf.

Yours sincerely

Karen Blong
Democratic Services Officer

Legal Services
City Hall formerly the Council House, College Green, Bristol BS1 5TR

Ian Pagan
Service Manager,
Democratic Services

Website
www.bristol.gov.uk

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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. ELECTION OF CHAIR & ELECTION OF VICE CHAIR

- a) to elect a Chair for the municipal year 2013/14;
- b) to elect a Vice-Chair for the municipal year 2013/14.

2. MEMBERSHIP OF THE COMMITTEE

- to note the names of members appointed to serve on the Committee for the 2013/14 municipal year.

3. APOLOGIES FOR ABSENCE, SUBSTITUTIONS AND INTRODUCTIONS

4. TERMS OF REFERENCE (page 13)

- to note the attached terms of reference for the Committee which were agreed by the Full Council at its meeting on .

5. DATES AND TIMES OF MEETINGS - 2013/2014

- to note the dates meetings for 2013/14 as detailed below;

2013	2014
Tuesday, 24 th September 2013 – 10.00 am	Friday, 17 th January 2014 – 2.00 pm
Friday, 8 th November 2013 – 2. 00 pm	Friday, 7 th March 2014 – 2.00 pm
	Friday, 11 th April 2014 – 2.00 pm

6. DECLARATIONS OF INTEREST

- to receive any declarations of interest from members.

7. MINUTES OF THE AUDIT COMMITTEE HELD ON THE 19 APRIL 2013 (page 15)

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

8. 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, City Hall formerly the Council House, Bristol, BS1 5TR, and marked for the attention of Karen Blong.

9. ACTION SHEET (page 35)

- to receive the action sheet updated from the previous meeting

10. WORK PROGRAMME (page 39)

- to receive an updated work Programme

11. MEMBERS CONDUCT - STANDARDS ITEM

- No report to consider

12. THE APPOINTMENT OF HONORARY ALDERMEN (page 43)

- to endorse the proposals

13. BUSINESS CONTINUITY ANNUAL REPORT (page 47)

- to update Members on;
 - the report the report and recommendations following Exercise Laveer;
 - critical service managers and the inclusion of a continuity related element within their PMDS, and;
 - the loss of the CPU GIS officer.

14. UPDATE ON INFORMATION SECURITY (page 65)

- To update Members on;
 - the Information Security Risk in the Corporate Risk Register;
 - the development of the Information Security Strategy;
 - future plans for Information Security Training;
 - the Information Asset Owners

15. CORPORATE RISK REGISTER (page 73)

- to review and approve the Corporate Risk Register and to note proposed changes to the risk review methodology

16. DRAFT STATEMENT OF ACCOUNTS YEAR ENDED 31 MARCH 2013 (page 107)

- to consider the draft Statement of Accounts for the year ended 31 March 2013

17. GRANT THORNTON'S AUDIT FEE LETTER FOR 2013-14 (page 217)

- to note and comment on the report setting out the proposed audit fee and outline work programme for 2013 - 14

18. GRANT THORNTON'S PROGRESS REPORT FOR 2012-13 (page 222)

- to consider the planned work and progress to date in the financial statement audit and the Value for Money conclusion work

19. BENEFIT FRAUD INVESTIGATION ANNUAL REPORT 2012-13 (page 228)

- to consider accepting changes made to the Benefit Fraud Policy Statement and reaffirm support for the counter fraud work being conducted by the Benefit Fraud Investigations Team

20. INTERNAL AUDIT PLAN 2013/14 (page 238)

- to consider the report which details the planning process and identifies key areas of focus for the year

21. ANNUAL GOVERNANCE STATEMENT 2012/13 (page 252)

- to approve the draft Annual Governance Statement as a fair reflection of the internal control and governance environment during 2012/13 and to date

22. INTERNAL AUDIT - ANNUAL REPORT 2012/13 (page 270)

- to note an comment on the report which provides details of the work completed by Internal Audit during 2012/13 and the Chief Internal Auditor's overall opinion on the control framework

Bristol City Council is committed to openness and will not withhold information unless there are good reasons for doing so. Item 24 (Appendix to Item 22) is not available to the press and the public because this report contains information relating to matters which could prejudice current or potential future legal proceedings and is not for publication by virtue of Part 1 of Schedule 12(a) to the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

23. EXCLUSION OF PRESS AND PUBLIC

- Recommended**
- that under Section 100A(4) of the Local Government Act, the public be excluded from the meeting for the consideration of the following item, on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act as amended by

the Local Government (Access to Information) (Variation) Order 2006.

Paragraph 7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**24. INTERNAL AUDIT - ANNUAL REPORT 2012/13 – APPENDICES
(page 274)**

- to consider the Internal Audit Annual Report Appendices

RETURN TO OPEN SESSION

INFORMATION REPORTS

25. CODE OF CORPORATE GOVERNANCE (page 298)

- to note the updated Code of Corporate Governance and to consider a request to support the proposal to transform the Code of Corporate Governance into an interactive web document

26. SOCIAL HOUSING FRAUD – DCLG FUNDING (page 316)

- to advise the Committee of the Council's successful bid to fund further Tenancy Fraud and misuse work.

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 City Hall formerly 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)

Committee 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

Other formats and languages and assistance for those with hearing impairment

Committee 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

Members of the public may make a **statement** or present a **petition** to any committee meeting, provided that:-

- (i) written notice is given 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 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 committee meeting. This must be submitted to us in writing not less than 3 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 and will be included subsequently, with the minutes of that meeting.

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

Statements and petitions that do not relate to an item on the agenda for the meeting at which they are presented are discouraged. They may still be submitted but will not be discussed. The committee 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 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 of your name and the details of your submission in the documentation that is circulated to committee. This information will also be made available at the meeting to which it relates and placed in the official minute book as a public record (and is available for inspection upon request with the other documents for the meeting concerned).

Where appropriate, we will endeavour to remove other personal details such as contact details. However, because of time constraints we cannot guarantee this and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Public Forum statements will not be posted on the Council's website.

Other committee papers may be placed on the Council's website and information contained within them may be searchable on the internet. Please note that for copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements as supporting paperwork.

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 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.

Please contact the Democratic Services Officer named on the agenda if you require any further information regarding the above.

Register of Interests

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