

**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  
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**Fax No:** (0117) 922 2146  
**Email:** karen.blong@bristol.gov.uk  
**Date:** 6<sup>th</sup> February 2014

**INVITED TO ATTEND -****RESOURCES SCRUTINY COMMITTEE MEMBERS:**

Councillor Brain (L)	Councillor Emmett (LD)
Councillor Khan (L)	Councillor Wright (LD)
Councillor Naysmith (L)	Councillor Watson (C)
Councillor Hopkins (LD)	Councillor Weston (C)

**THE BRISTOL CITY COUNCIL REPRESENTATIVE ON THE AVON PENSION FUND COMMITTEE:**

Councillor Steve Pearce (L)

Dear Member,

**AUDIT COMMITTEE MEETING – RESOURCES SCRUTINY COMMITTEE MEMBERS INVITED TO ATTEND**

You are invited to attend a meeting of the Audit Committee to be held on;  
**Friday, 14<sup>th</sup> February 2014 at 9.30 am** in a Committee Room at the City Hall, College Green, Bristol BS1 5TR.

Members of the Resources Scrutiny Committee are invited to attend for agenda item number 9 – Employer costs of BCC employee pensions.

The agenda for the meeting is set out overleaf.

Yours sincerely

Karen Blong  
Democratic Services Officer

**Legal Services**

City Hall, College Green, Bristol  
BS1 5TR

**Liam Nevin**

Service Director,  
Legal Services

**Website**

[www.bristol.gov.uk](http://www.bristol.gov.uk)

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

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

- to receive any declarations of interest from members.

### **4. WHIPPING**

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

### **5. CHAIRS BUSINESS**

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

### **6. EMPLOYER COSTS OF BRISTOL CITY COUNCIL EMPLOYEE PENSIONS**

- to consider the report requested at the Audit Committee meeting on the 28<sup>th</sup> June 2013.

*Resources Scrutiny Committee Members and the Bristol City Council representative on the Avon Pension Fund Committee invited to attend.*

**7. MINUTES OF THE AUDIT COMMITTEE MEETINGS HELD ON 17<sup>th</sup> JANUARY 2014**

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

**8. INTERNAL AUDIT 3RD QUARTER REPORT**

- to note and comment on Internal Audit quarterly update report .

**9. THE APPOINTMENT OF HONORARY ALDERMEN**

- to endorse the proposals

**10. DATE OF NEXT MEETING**

- An Informal Statement of Accounts training session will take place on Friday, 7<sup>th</sup> March at 9.30 am.
- The next Audit Committee meeting will take place on Friday 25 April 2014, 9.30am.

# Public Information Sheet

## 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, 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

You can find papers for all our meetings on our website at [www.bristol.gov.uk](http://www.bristol.gov.uk)

You can also inspect papers at either the City Hall Reception or at our Record Office, “B” Bond Warehouse, Smeaton Road, Bristol, BS1 6XN; e-mail [bro@bristol.gov.uk](mailto:bro@bristol.gov.uk); telephone 0117 92 24236.



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

You can get committee papers in other formats (e.g. large print, audio tape, braille etc) or in community languages by contacting the Democratic Services Officer. Please give as much notice as possible. We cannot guarantee re-formatting or translation of papers before the date of a particular meeting.

Committee rooms in City Hall 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 headset. 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 written statement or present a petition to most meetings, provided that:

- the statement, or in the case of a petition the subject matter, is received by Democratic Services no later than **12.00 noon on the working day before the meeting** and
- the statement or petition is about a matter which is the responsibility of the committee concerned.

Statements and the subject matter of petitions should be e-mailed to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk) or sent to Bristol City Council, Democratic Services Section, Room 220, City Hall, College Green, Bristol, BS1 5TR, or faxed to 0117 92 22146.

Any statement submitted should be no longer than one side of A4 paper. If the statement is longer than this, then for reasons of cost, only the first sheet will be printed for Members of Council and made available at the Meeting. For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements as supporting paperwork.

**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.

### **Process during the meeting:**

- Public Forum is normally one of the first items on the agenda, although statements and petitions that relate to specific items on the agenda may be taken just before the item concerned.
- There will be no debate on statements or petitions.
- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- 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, if you do not present it, then it will **not be read out**. It will nevertheless be noted by Members.

### **Register of Interests**

The Register of Interests for Members is available on our website at [www.bristol.gov.uk](http://www.bristol.gov.uk)

If you wish to view the Register of Interest of any Co-optee please contact the Democratic Services Officer.