

**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:** 17th April 2014

(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, 2nd May at 9.30 am 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

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. Minutes of the Audit Committee meetings held on 14th February 2014 **(page 8)**

- 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. Action sheet** (page 21)
- to agree the action sheet updated from the previous meeting.
- 8. Final Work Programme 2013/14** (page 25)
- to agree the work programme.
- 9. The Draft 2014/15 Audit Committee Work Programme** (page 29)
- to note the provisional dates and format for the 2014/15 Audit Committee meetings as contained in the draft Work Programme.
- 10. The extension of the current Independent Member appointments to the Audit Committee** (page 35)
- the report seeks approval from the Audit Committee to extend the current Independent Members appointments for up to three years.
- 11. The Appointment of Honorary Aldermen** (page 38)
- to endorse the proposals.
- 12. Update on Code of Conduct matters**
- No matters to consider.*
- 13. Grant Thornton's Fee Letter for 2014-15** (page 44)
- to consider the Audit Fee Letter which sets out the proposed audit fee and outlines work programme for 2014-15.
- 14. Grant Thornton's Progress Report for 2013-14** (page 49)
- to considers the planned work and progress to date in:
 - The financial statements audit
 - The Value for Money (VfM) conclusion work.

- 15. Grant Thornton's Audit Plan 2013-14** *(page 65)*
- to consider the Plan which sets out the work Grant Thornton will carry out discharging their responsibilities to give an opinion on the Council's financial statements and a conclusion on the Council's arrangements for achieving value for money.
- 16. Project Specification - Review of Governance Arrangements - Phase 2** *(page 81)*
- to comment on Grant Thornton's project specification on Review of Governance Arrangements Phase 2.
- 17. Treasury Management Briefing** *(page 90)*
- to note the update.
- 18. Control and Governance – Progress Update** *(page 103)*
- to note the continuing progress to address the issues raised by Internal and External Auditors in the financial year 2012/13.
- 19. Corporate Risk Register – Progress Update** *(page 107)*
- to note the progress in reviewing the Corporate Risk Register.
- 20. Audit Committee Draft - Annual Report to Council 2013/14** *(page 112)*
- to comment on the form and content of the Audit Committee's draft annual report to Full Council.
- 21. Date of next meeting**
- This is the last meeting of the 2013 /14 Municipal Year.
 - The first meeting of the 2014/15 municipal year will be on Friday, 27th June 2014.

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

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; 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 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

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