

**Bristol City Council**

**Minutes of the Meeting of the Audit Committee**

**11<sup>th</sup> July 2014**

**Present:**

Councillors Lesley Alexander, Charlie Bolton, Mark Brain, Phil Hanby, Barbara Janke, Olly Mead and Jason Budd

Independent Member – Ken Guy and Brenda McLennan

Also in attendance:

Councillor Geoff Gollop - Assistant Mayor, Max Wide - Strategic Director Business Change, Peter Gillett - Service Director, Finance and S 151 Officer, Robert Woollatt - Finance , Melanie Henchy-McCarthy - Chief Internal Auditor, Alison Mullis - Chief Internal Auditor, Gail Turner – Grant Thornton

**20. Apologies for Absence and Substitutions**

Apologies were received from Christopher Eskill – Independent Standards Member

**21. Declarations of Interest**

None were received.

**22. Minutes of the Audit Committee held on the 27<sup>th</sup> June 2014**

**Matters Arising**

Cllr Gollop stated that the Pensions issue is unlikely to be resolved in the near future.

Referring to the Audit Commission Consultation on Auditor Appointment, the Chair stated that he did not think that the Minute fully reflected the views of the Committee. He therefore suggested that he reword the statement for inclusion in the Minutes and the letter of response to the audit Commission. This was agreed.

Referring to the Public Forum Statement submitted, the Chief Internal Auditor confirmed that Internal audit would investigate the Section 106 process.

It was noted that Cllr Hanby was not in attendance.

Ken Guy suggested that provisional dates for Meetings in June and July 2015 be circulated. This was agreed.

It was noted that the Internal Audit Annual Report should read 2013/14 (not 2012/13).

**Resolved - that the Minutes be agreed in principle, subject to the agreed amendments be incorporated prior to them being signed by the Chair.**

### **23. Public Forum**

Nothing was received.

### **24. Chair's Business**

The Chair advised that Grant Thornton were running training sessions in Bristol on the day of the Meeting (11<sup>th</sup> July), Taunton on 16<sup>th</sup> July and Dorchester on 23<sup>rd</sup> July.

### **25. Action Sheet**

Noted.

### **26. Work Programme**

It was agreed that a report on the Green Capital including Governance Arrangements be brought to a future Meeting, possibly for information on 23<sup>rd</sup> September with further information on 7<sup>th</sup> November.

It was noted that the Risk Management Annual report would be considered on 7<sup>th</sup> November.

### **27. Members Conduct – Standard Item**

There was no report under this item.

### **28. Draft Annual Governance Statement 2013/14**

The Committee considered the above report.

The Chief Internal Auditor introduced the report and summarised it for everyone.

During the debate and questioning the following points were made:

- Good progress has been made since last year and the actions have been more targeted, however dates concerning when actions are to be completed should be included

- In relation to the Metrobus Project, it was noted that although the issues from 2012/13 have now been addressed, there is a continuing watching brief on the project; funding information can be provided and circulated
- The Constitution was reviewed by Legal Services in consultation with the Mayor and the Party Group Leaders prior to the changes being agreed by Council
- The SRA's received by the Assistant Mayors can be included with details of their responsibilities

**Resolved - (1) that the draft Annual Governance Statement be approved as a fair reflection of the internal control and governance environment during 2013/14 and to date, prior to it being finalised and signed by the Mayor, city Director and the S 151 Officer in September 2014; and**

**(2) that the final Annual Governance Statement be brought back as an information item in September unless significant changes are required due to control issues/resolutions arising between July and September.**

## **29. Corporate Risk Register Development**

The Committee considered the above report.

The Chief Internal Auditor introduced the report and summarised it for everyone.

Strategic Director Business Change outlined the Risk Registers.

During the debate and questioning the following points were made:

- The Risk Register is an automated software programme and the report is a word processed document - the programme present the information in a different way
- The Register will be considered again by the Committee at its Meeting on 7<sup>th</sup> November
- The document is evolving and all issues will be revisited
- The LEP issues are behind schedule - the funding has only just been announced; the LEP will produce its own accounts, although it is part of the West of England Partnership; more information on financial governance should be investigated; dividing tasks among Local Authorities could be considered although the risks of doing this would have to be assessed
- The Chair suggested that It is intended to Strategic Director Business Change and Service Director, Finance look at various partnership governance arrangements

- It is intended to bring the Corporate and Directorate Risk Registers together through ELT; the Audit Committee would then monitor the Corporate Risk Register and the Scrutiny Commissions would monitor the Directorate Risk Registers

**Resolved - that the comments and views of the Committee be noted and taken into account.**

The meeting ended at 12.55 pm.

Chair