



AUDIT COMMITTEE MEMBERS:

Councillor Lesley Alexander (C)
Councillor Charlie Bolton (G)
Councillor Mark Brain (L)
Councillor Phil Hanby (L)
Councillor Barbara Janke (LD)
Councillor Olly Mead (L)
Councillor Jason Budd (I)
Ken Guy – Independent Member
Brenda McLennan – Independent Member

Reply to: Norman Cornthwaite

Tel. No: (0117) 9222390

Fax No: (0117) 9222146

Email:

norman.cornthwaite@bristol.gov.uk

Date: 25th February 2015

(C = Conservative, G = Green, I = Independent, L = Labour, LD = Liberal Democrat)

Dear Member,

AUDIT COMMITTEE

You are invited to attend a meeting of the Audit Committee to be held on **Friday 6th March 2015 at 11.00 am** in a Committee Room, Brunel House, St Georges Road, P O Box 3176, Bristol, BS3 9FS. The postcode for satnav purposes is BS1 5UY.

Please note the change of time for the Meeting. There will now a Workshop for Members of the Audit Committee at 9.30 am. Please also note the venue.

The agenda for the meeting is set out overleaf.

Yours sincerely

Norman Cornthwaite

Norman Cornthwaite
Democratic Services Officer

Democratic Services

Fourth Floor, Clifton Wing, Brunel House,
St George's Road, P O Box 3176, Bristol.
BS3 9FS. Satnav postcode BS1 5UY.

Sanjay Prashar

Service Director, Legal
and Democratic Services

Website

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. Declarations of Interest

To receive any declarations of interest from Members.

3. Minutes of the Audit Committee held on 16th January 2015 (page 9)

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

4. 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 Section, 4th Floor Clifton Wing Brunel House, St George's Road, P O Box 3176, Bristol. BS3 9FS; postcode for satnav purposes is BS1 5UY; and marked for the attention of Norman Cornthwaite
norman.cornthwaite@bristol.gov.uk or
democratic.services@bristol.gov.uk

5. Action Sheet (page 13)

To receive the action sheet updated from the previous meeting

6. Work Programme (page 15)

To receive an updated work Programme

Members Conduct - Standards Item

No report to consider. The Monitoring Officer has dealt with 7 complaints since the last Audit Committee meeting, all of which have resulted in the Monitoring Officer deciding that no action be taken

having taken account of the complaint and the responses received from Councillors/the Mayor.

7. Annual Governance Statement 2013/14 – Action Plan Update (page 19)

To note the progress of actions undertaken to address the significant issues as identified in the 2013/14 Annual Governance Statement.

8. Grant Thornton – 2014-15 Progress report (page 39)

To note, and comment as appropriate, on Grant Thornton's progress report for 2014-15.

Information Items

Next Meeting

The next Meeting of the Committee is to be held on Friday 24th April 2015 at 9.30 am.

Public Information Sheet

Emergency Evacuation Procedure

Brunel House Emergency Evacuation Plan

In an emergency, evacuate the building using the nearest fire exit unless advised otherwise by the Chief Fire Warden or emergency services.

Fire Assembly Area

The assembly point is at the top of the Brandon Steep in the park area (or as advised by the Chief Fire Warden).

Fire Alarm Tests

Fire alarm is tested for no more than 15 seconds on each Tuesday at 9.30 am.

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 Brunel House Reception, St George's Road, Bristol BS1 5UY.

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 Brunel 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 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, 4th Floor Clifton Wing, Brunel House, PO Box 3176, Bristol BS3 9FS (Postcode for satnav purposes is BS1 5UY), 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.

Webcasting/Recording of meetings

Members of the public attending meetings or taking part in Public forum are advised that all Full Council and Cabinet meetings and some other committee meetings are now filmed for live or subsequent broadcast via the council's [webcasting pages](#). The whole of the meeting is filmed (except where there are confidential or exempt items) and the footage will be available for 2 years. If you ask a question or make a representation, then you are likely to be filmed and will be deemed to have given your consent to this. If you do not wish to be filmed you need to make yourself known to the webcasting staff. However, the Openness of Local Government Bodies Regulations 2014 now mean that persons attending meetings may take photographs, film and audio record the proceedings and report on the meeting. (Oral commentary is not permitted during the meeting as it would be disruptive) Members of the public should therefore

be aware that they may be filmed by others attending and that is not within the Council's control.