

# Audit Committee Annual General Meeting



**Date:** 26 June 2015

**Time:** 9.30 am

**Venue:** Brunel House, St Georges Rd, Bristol BS1 5UY

**Labour**

**Liberal Democrat**

**Conservative**

**Green**

**Councillor Brain**

**Councillor Hopkins**

**Councillor Alexander**

**Councillor Thomas**

**Councillor Means**

**Councillor Mead**

**Independent**

**Members :**

**Ken Guy and**

**Brenda McLennan**

If you have any questions about this agenda please contact the officer shown below.

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

**Democratic Services Officer: Steve Gregory**

**Contact tel no: 922 4357**

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Produced by Democratic Services

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# Agenda



## 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.

### 1. Election of Chair

To receive nominations for the election of Chair for the 2015/16 municipal year.

### 2. Election of Vice Chair

To receive nominations for the election of Vice-Chair for the 2015/16 municipal year.

### 3. Apologies for absence, substitutions and introductions

### 4. Membership of the Committee

To note the members appointed to serve on the Committee for the 2015/16 municipal year.

### 5. Terms of Reference

To note the attached terms of reference for the Committee which were agreed by the Full Council at its meeting on 26 May 2015.

### 6. Dates and Times of Meetings - 2015/16

To note the dates of meetings for 2015/16 (all at 9.30 am) as detailed below –

2015	2016
10 July	29 January
25 September	11 March
27 November	29 April

### 7. Public forum

(Time limit for this item: 30 minutes)

Any member of the public or councillor may participate in Public Forum. The detailed arrangements are set out in the **Public Information Sheet** at the back of this agenda. Please note that the following deadlines will apply in relation to this meeting:-

#### Questions:

Written questions must be received 3 clear working days prior to the meeting. For this meeting, this means that your question(s) must be received in this office at the latest by **5 pm on 22 June 2015.**



**Petitions and statements:**

Petitions and statements must be received on the working day prior to the meeting. For this meeting this means that your submission must be received in this office at the latest by **12.00 noon on 25 June 2015**.

The notice should be addressed to Legal & Democratic Services, c/o the Democratic Services Team, Brunel House St Georges Road Bristol BS1 5UY and marked for the attention of Steve Gregory.

**6. Declarations of interest**

To receive any declarations of interest.

**7. Minutes – 24 April 2015**

Page No 9

To confirm as a correct record.

**8. Action sheet – 24 April 2015**

Page No 18

To note actions.

**9. Whipping**

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

**10. Work Programme**

Page No 19

**11. Grant Thornton – 2014-15 progress report**

Page No 22

**12. Internal Audit Plan 2015/16**

Page No 38

**13. Benefit Fraud Investigation annual report 2014-15**

Page No 60

**14. Members Standard items**

*No report to consider*

**15. Information Items****(i) CIPFA Audit Committee update**

Page No 68

**16. Date of next meeting**

Friday 10<sup>th</sup> July 2015 at 9.30 am



## AUDIT COMMITTEE

### Terms of Reference

#### Overview

The Audit Committee is a non-statutory committee independent of the council's executive and scrutiny and it reports to full council. Its purpose is to provide independent assurance to the council in relation to:-

1. The effectiveness of the council's governance arrangements, risk management framework and internal control environment including overseeing:
  - risk management strategies
  - anti-fraud arrangements
  - whistle-blowing strategies
  - internal and external audit activity;
2. The effectiveness of the council's financial and non-financial performance to the extent it affects exposure to risk and poor internal control;
3. The annual governance statement;
4. The review and approval of the annual statement of accounts, confirming the appropriate accounting policies have been followed, including the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

#### Functions

Full Council has delegated the following functions to the Audit Committee:

- Duty to review and consider the effectiveness of the council's system of internal control and approve the annual governance statement; review and consider the effectiveness of the council's internal audit; consider and approve the statement of accounts (Accounts and Audit (England) Regulations 2011 S.I. 2011/817).
- Assist the council in its statutory duty to promote and maintain high standards of conduct by members and co-opted members.
- Advise the council on the adoption or revision of the Code of Conduct for Members and any associated codes or protocols and monitoring their operation.
- Advise and training members on the Code of Conduct.
- Consider and determine any allegations of misconduct by a member of council (which could be a breach of the code of conduct) if the Monitoring Officer requests assistance.
- Consider nominations made by Group Whips for the conferring of the title "Honorary Alderman" and "Honorary Alderwoman" and making recommendations to Full Council thereon.



- To monitor the register of members interests.
- To advise and assist as required in the selection of the Lord Mayor.
- To grant dispensations pursuant to section 33(2) of the Localism Act 2011 where:
  - (i) without the dispensation, the representation of different political groups on the body transacting the business would be so upset as to alter the outcome of any vote on the matter.
  - (ii) that the authority considers that the dispensation is in the interests of persons living in its area; or
  - (iii) where the Committee considers that it is otherwise appropriate to grant a dispensation.
- Responsibility for ensuring effective scrutiny of the Council's Treasury Management Strategy and policies.
- Involvement in the appointment/dismissal of the Chief Internal Auditor.
- Involvement in monitoring the performance of the Chief Internal Auditor.



# Public Information Sheet

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 Brunel House 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 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, Brunel House St Georges Road Bristol 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 copied to 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.

**By participating in public forum business, we will assume that you have consented to your name and the details of your submission being recorded in the papers circulated to the 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.**



**We will try to remove personal information 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 in 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.

### **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 two 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 means 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.

