

# Audit Committee

## Agenda



**Date:** Thursday, 29 March 2018

**Time:** 2.00 pm

**Venue:** The Writing Room, City Hall

### **Distribution:**

**Councillors:** Barry Clark, Jos Clark, Ollly Mead, Steve Pearce, Liz Radford, Afzal Shah, & Clive Stevens

**Independent members:** Adebola Adebayo and Simon Cookson

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**Date:** 21 March 2018

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# Agenda

## 1. Welcome, apologies and safety information

2.00 pm

SAFETY INFORMATION – PLEASE NOTE:

1. There are no planned fire alarm tests or drills. If the alarm sounds, please exit the room via the main entrance lobby at the front of the building.
2. Please then exit the building via the front ramp and assemble at the fire assembly point, which is on the paved area between the side entrance of the cathedral and the roundabout at the Deanery Road end of the building.
3. Please follow the instructions of the fire wardens and security staff on hand. Please do not return to the building until instructed to do so by fire wardens.

## 2. Declarations of interest

To note any declarations of interest from councillors. They are asked to indicate the relevant agenda item, the nature of the interest and in particular whether it is a **disclosable pecuniary interest**.

Any declaration of interest made at the meeting which is not on the register of interests should be notified to the Monitoring Officer for inclusion.

## 3. Minutes of previous meeting

(Pages 4 - 13)

## 4. Action sheet from previous meeting

(Pages 14 - 15)

## 5. Public forum

Up to 30 minutes is allowed for this item. Public forum items must be about matters that fall within the remit of the Audit Committee.

Any member of the public or councillor may participate in public forum. Public forum items should be emailed to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk)

Please note that the following deadlines will apply in relation to this meeting:

Questions - Written questions must be submitted by 5.00 pm on Friday 23 March 2018 at latest.

Petitions and statements - Petitions / written statements must be submitted by 12.00 noon on Wednesday 28 March 2018 at latest.



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| <b>6. Work programme</b>  | <b>(Pages 16 - 18)</b>                         |
| <b>7. Bundred report and Annual Governance Statement tracker</b>          | <b>2.15 pm</b><br><b>(Pages 19 - 50)</b>       |
| <b>8. BDO's planning report to the Audit Committee 2017-18</b>            | <b>2.30 pm</b><br><b>(Pages 51 - 73)</b>       |
| <b>9. Internal Audit - draft plan 2018-19</b>                             | <b>2.50 pm</b><br><b>(Pages 74 - 99)</b>       |
| <b>10. Whistleblowing arrangements - annual review</b>                    | <b>3.10 pm</b><br><b>(Pages 100 - 104)</b>     |
| <b>*** BREAK ***</b>  | <b>3.30 pm</b>                                 |
| <b>11. Results of peer review of Internal Audit</b>                       | <b>3.40 pm</b><br><b>(Pages 105 - 137)</b>     |
| <b>12. Internal Audit activity report - 1 April 2017 - 1 March 2018</b>   | <b>4.10 pm</b><br><b>(Pages 138 - 169)</b>     |
| <b>13. Update on General Data Protection Regulations (GDPR) readiness</b> | <b>4.50 pm</b><br><br><b>(Pages 170 - 173)</b> |

