

# Audit Committee

## Agenda



**Date:** Monday, 26 November 2018

**Time:** 2.30 pm

**Venue:** Room 1P05, 1st Floor - City Hall, College Green, Bristol, BS1 5TR

### **Distribution:**

**Councillors:** Mark Brain, Olly Mead, Anthony Negus, Steve Pearce, Liz Radford, Afzal Shah, Clive Stevens, Richard Eddy, Adebola Adebayo and Simon Cookson

**Copies to:** Mike Jackson (Executive Director of Resources and Head of Paid Services), Denise Murray (Service Director - Finance & Section 151 Officer), Tim O'Gara (Director - Legal and Democratic Services), Nancy Rollason (Service Manager Legal), Jonathan Idle, Melanie Henchy-McCarthy, Alison Mullis, Chris Holme (Director: Finance (Interim)), Tony Whitlock and Lucy Fleming (Head of Democratic Engagement)

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**Date:** 16 November 2018.



# Agenda

## 1. Apologies and safety information

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.

(Pages 5 - 6)

## 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

To approve as a correct record the following minutes:-

(Pages 7 - 23)

- 18 Sept 2018
- 16 October 2018.



#### 4. Action sheet

To note Actions Sheets for the following meetings:-

**(Pages 24 - 32)**

18 September 2018;  
16 October 2018.

#### 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 **Tuesday 20 November 2018**.

Petitions and statements - Petitions / written statements must be submitted by 12.00 noon on **Friday 23 November 2018**.

#### 6. Work Programme 2018/19

**(Pages 33 - 34)**

#### 7. Business Continuity Report

**2.40 pm**

**(Pages 35 - 48)**

#### 8. Grant Thornton - Audit Progress Report and Sector Update

**3.00 pm**

**(Pages 49 - 65)**

#### 9. Internal Audit Half-Year Activity Report for the period of 1st April to 31st October 2018

**3.20 pm**

**(Pages 66 - 95)**

#### 10. Internal Audit Half Year Investigation and Counter Fraud Update Report

**3.50 pm**

**(Pages 96 - 107)**

#### 11. Internal Audit Quality Assurance Improvement Programme

**4.20 pm**

**(Pages 108 - 120)**

#### 12. Internal Audit Updated Charter, Terms of Reference and Strategic Statement

**4.35 pm**

**(Pages 121 - 136)**



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|--------------------------------------------------------------------------------------|------------------------------------------------|
| <b>13. Treasury Management Mid-Year Report 2018/19</b>                               | <b>4.50 pm</b><br><b>(Pages 137 - 151)</b>     |
| <b>14. Annual Report of Local Government and Social Care<br/>Ombudsman Decisions</b> | <b>5.05 pm</b><br><br><b>(Pages 152 - 189)</b> |

