

# Audit Committee

## Agenda



**Date:** Monday, 25 November 2019

**Time:** 2.00 pm

**Venue:** Committee Room 9, First Floor - City Hall,  
College Green, Bristol, BS1 5TR

### Distribution:

**Councillors:** Mark Brain, Nicola Bowden-Jones, Chris Jackson, Olly Mead, Liz Radford, Harriet Clough, Clive Stevens, Peter Abraham, Adebola Adebayo and Simon Cookson

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

**Issued by:** Allison Taylor, Democratic Services

City Hall, PO Box 3167, Bristol BS3 9FS

Tel: 0117 92 22237

E-mail: [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk)

**Date:** Friday, 15 November 2019



# Agenda

## 1. Welcome, Introductions and Safety Information

(Pages 5 - 6)

## 2. Declarations of Interest

To note any declarations of interest from the 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 declarations 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 agree the minutes of the previous meeting as a correct record.

(Pages 7 - 12)

## 4. Action sheet

(Pages 13 - 14)

## 5. Public Forum

Up to 30 minutes is allowed for this item

Any member of the public or Councillor may participate in Public Forum. The detailed arrangements for so doing are set out in the Public Information Sheet at the back of this agenda. Public Forum items should be emailed to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk) and 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 **19 November 2019**.

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 **22 November 2019**.

## 6. Work Programme

To note the work programme.

(Pages 15 - 16)



7. **CRR11 - Infrastructure Delivery Risk - Update**  
(Pages 17 - 20)
8. **Part 4 (c) Policy and Budget Framework procedure Rules - To Follow**
9. **Administrative Changes to the Constitution.**  
(Pages 21 - 56)
10. **Proposed Changes to Bristol City Council Procurement Rules**  
(Pages 57 - 92)
11. **Key decision definition in Constitution**  
(Pages 93 - 99)
12. **External Audit - Update Report**  
(Pages 100 - 104)
13. **Internal Audit Charter and Strategy**  
(Pages 105 - 125)
14. **Internal Audit Quality Assurance Improvement Programme**  
(Pages 126 - 138)
15. **Internal Audit Activity Report for Period 1st April 2019 to 31st October 2019**  
(Pages 139 - 152)
16. **Counter Fraud and Investigations Team - Counter Fraud Update Report**  
(Pages 153 - 177)
17. **Audit Committees Half Yearly Report to Full Council - Draft**  
(Pages 178 - 183)
18. **Treasury Management Mid-Year report 2019/20**  
(Pages 184 - 198)
19. **Exclusion of Press and Public**

That under s.100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item(s) of business on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in



paragraph(s) 3 (respectively) of Part 1 of schedule 12A of the Act.

**20. Exempt Minutes - Internal Audit Assurance Summary - IT Transformation Programme (ITTP)**

**(Pages 199 - 201)**

