

From: Chair of the Audit and Risk Committee

To: Shareholder Representative – Cllr Cheney

Chair of Bristol City Council’s Audit Committee – Cllr Mead

BCC Chief Internal Auditor

Period

1st April 2018 – 31st March 2019

Members:

Independent Non-Executive member - Frank Rodriguez (Chairman)

Council Appointed Non-Executive members – Cllr Tom Brook

Supported by

Managing Director

PA to Directors

Finance Director

Finance Controller

SHEQ Consultant

Meeting dates

15th August 2018 - Completed meeting notes and action logs available on request.

14th September 2018 - Completed meeting notes and action logs available on request.

12th December 2018 - Completed meeting notes and action logs available on request.

17th January 2019 - Completed meeting notes and action logs available on request.

23rd May 2019

22nd August 2019

21st November 2019

Programme of activity

- Our programme of audit activities for 2018 and 2019 are attached for your reference.
- Meeting notes and actions logs are available for review upon request.

Finance Review

- We have regular financial reviews in-line with the BWC programme of activities as noted above.
- Our 2019 annual financial audit will take place on 23rd April 2019 and a report and action log will be published following this audit review.
- Implementation of actions will follow accordingly.

Risk Management

- BWC can confirm that its Risk Register is completed and up-to-date. This is regularly reviewed in-line with the programme of activities.
- Risk Management issues are also regularly reviewed at Board meetings and reported in the minutes and action logs accordingly.

Actions – across the portfolio

- BWC confirms that the company audit and risk logs are appropriately managed at multiple levels:
 - Level 1 – Company Audit Committee
 - Level 2 – Development and Functional Heads
 - Level 3 – Appointed Business Improvement Teams
- Reports and action logs providing evidence of a managed process are available on request.

Whistle blowing policy

- BWC confirms the existence of its whistle blowing policy. This enables a clear pathway for communication and escalation of events. In addition, it provides direction for addressing and resolving any event in a timely and effective manner.
- The policy is available upon request.

Conclusion

BWC have established a clear framework for the audit committee and its programme of activities. This is captured in our Audit Committee Charter, which is reviewed and updated on an annual basis. This enables BWC to review and modify the effectiveness of its audit and risk plans from a business wide prospective. We regularly invite both internal and external specialist auditors across a number of the business functions, providing us with independent and impartial information, advice and guidance (IAG).

Our resulting action plans are “live” and progressively managed at all levels.

As Chairman of the BWC audit committee, I believe that our plans and “Charter” represent a clear statement of commitment and, on behalf of BWC, I would like to assure our Shareholder of our continued commitment to a robust business audit process and actionable plans.

Yours sincerely



Frank Rodriguez

Chair of the Audit and Risk Committee

ATTACHEMENTS

1. Audit programme 2018 and 2019
2. Audit Committee Charter, updated January 2019