

**A meeting of the
WECA Audit Committee**

will be held on

Date: Tuesday, 25 June 2019

Time: 1.00 pm

Place: The Library, City Hall, Bristol City Council Offices

Notice of this meeting is given to members of the West of England Audit Committee as follows

Cllr Donald Alexander, Bristol City Council
Cllr Brian Allinson, South Gloucestershire Council
Cllr John Ashe, South Gloucestershire Council
Cllr Mark Bradshaw, Bristol City Council
Cllr Tom Davies, Bath and North East Somerset Council
Cllr Geoff Gollop, Bristol City Council
Cllr Tim Kent, Bristol City Council
Cllr Cleo Lake, Bristol City Council
Cllr Brenda Massey, Bristol City Council
Cllr John O'Neill, South Gloucestershire Council
Cllr Andy Wait, Bath and North East Somerset Council

Enquiries to:

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Rivergate 3
Temple Way
Bristol, BS1 6ER
Email: democratic.services@westofengland-ca.gov.uk
Tel: 01174286210

West of England Combined Authority Committee Agenda

YOU HAVE THE RIGHT TO:-

- Attend all WECA, Committee and Sub-Committee meetings unless the business to be dealt with would disclose 'confidential' or 'exempt' information.
- Inspect agendas and public reports five days before the date of the meeting
- Inspect agendas, reports and minutes of the WECA and all WECA Committees and Sub-Committees for up to six years following a meeting.
- Inspect background papers used to prepare public reports for a period public reports for a period of up to four years from the date of the meeting. (A list of background papers to a report is given at the end of each report.) A background paper is a document on which the officer has relied in writing the report.
- Have access to the public register of names, addresses and wards of all Councillors sitting on WECA, Committees and Sub-Committees with details of the membership of all Committees and Sub-Committees.
- Have a reasonable number of copies of agendas and reports (relating to items to be considered in public) made available to the public attending meetings of WECA, Committees and Sub-Committees
- Have access to a list setting out the decisions making powers the WECA has delegated to their officers and the title of those officers.
- Copy any of the documents mentioned above to which you have a right of access. There is a charge of 15p for each side of A4, subject to a minimum charge of £4.
- For further information about this agenda or how the Council works please contact Democratic Services, telephone 0117 42 86210 or e-mail: democratic.services@westofengland-ca.gov.uk

OTHER LANGUAGES AND FORMATS

**This information can be made available in other languages, in large print, braille or on audio tape.
Please phone 0117 42 86210**

Guidance for press and public attending this meeting

The Openness of Local Government Bodies Regulations 2014 mean that any member of the public or press attending this meeting may take photographs, film or audio record proceedings and may report on the meeting including by use of social media (oral commentary is not permitted during the meeting as it would be disruptive). This will apply to the whole of the meeting except where there are confidential or exempt items, which may need to be considered in the absence of the press or public.

If you intend to film or audio record this meeting please contact the Democratic Services Officer named on the front of the agenda papers beforehand, so that all necessary arrangements can be made.

Some of our meetings are webcast. By entering the meeting room and using the public seating areas you are consenting to being filmed, photographed or recorded. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators.

An archived recording of the proceedings will also be available for viewing after the meeting. The Combined Authority may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

To comply with the Data Protection Act 2018, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator.

1. EVACUATION PROCEDURE

In the event of a fire, please await direction from the West of England Combined Authority staff who will help assist with the evacuation. Please do not return to the building until instructed to do so by the fire warden(s).

2. MEMBERSHIP OF COMMITTEE - TO NOTE

The Membership of the Committee is printed on the front sheet of the agenda and Members are asked to note the membership for 2019/20.

3. ELECTION OF CHAIR

The Committee to elect a Chair for municipal year 2019/20.

4. ELECTION OF VICE-CHAIR

Having elected a Chair, the Committee to elect a Vice-Chair for municipal year 2019/20.

5. APOLOGIES FOR ABSENCE

To receive apologies for absence from Members.

6. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Members who consider that they have an interest to declare are asked to: a) State the item number in which they have an interest, b) The nature of the interest, c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest. Any Member who is unsure about the above should seek advice from the Monitoring Officer prior to the meeting in order to expedite matters at the meeting itself.

7. COMMITTEE TERMS OF REFERENCE - TO NOTE

5 - 6

The Audit Committee's Terms of Reference to be noted.

8. MINUTES OF PREVIOUS MEETING - TO CONFIRM AS A CORRECT RECORD

7 - 12

To consider and approve the minutes from 21 February 2019 of the West of England Combined Authority Audit Committee.

9. ITEMS FROM THE PUBLIC

Members of the public can speak for up to 3 minutes each. The total time for this session is 30 minutes so speaking time will be reduced if more than 10 people wish to speak.

*If you wish to present a petition or make a statement and speak at the meeting, you are required to give notice of your intention by noon on the working day before the meeting by e-mail to democratic.services@westofengland-ca.gov.uk. For this meeting, this means that your submission must be received in this office by **12noon on Monday 24 June 2019**.*

*If you wish to ask a question at the meeting, you are required to submit the question in writing to democratic.services@westofengland-ca.gov.uk no later than 3 working days before the meeting. For this meeting, this means that your question(s) must be received in this office by **5pm on Wednesday 19 June 2019**.*

10. PETITIONS

Any member of the public in the West of England Combined Authority may present a petition at a West of England Combined Authority Audit Meeting.

11. EXTERNAL AUDIT PROGRESS REPORT 13 - 40

Grant Thornton is the appointed external auditor for the West of England Combined Authority. Their audit plans, progress on delivery, key findings and recommendations and scale of fees are reported periodically to the audit committee.

12. INTERNAL AUDIT ANNUAL REPORT 18/19 41 - 48

This is the Annual Report of the Internal Audit function detailing progress against the Plan, a summary of audit performance and key issues, as well as the formal opinion on the internal control framework.

13. INTERNAL AUDIT PLAN 19/20 49 - 66

To present the Internal Audit Plan for 2019/20 for approval.

14. COUNTER FRAUD STRATEGY 67 - 84

The West of England Combined Authority, (WECA), is regularly reviewing and enhancing its corporate governance arrangements. In response to a recommendation by Internal Audit, we are proposing that the Audit Committee endorse the adoption of a Counter Fraud Strategy as detailed as Appendix 1 to this report.

15. DATES OF FUTURE MEETINGS

Audit Committee meets four times a year.

The next meeting is scheduled for 10am on Wednesday 31 July 2019.

Members are asked to agree the other meeting dates for 2019/20. Suggested for November 2019 and February 2020.

Next meeting: Wednesday, 31 July 2019