

A meeting of the

## **WECA Audit Committee**

will be held on

**Date: Thursday, 25 February 2021**

**Time: 10.30 am**

**Place: Zoom virtual meeting, to be broadcast on the WECA YouTube channel**

Please note that the 25 February 2021 WECA Audit Committee will be broadcast via this link:

<https://youtu.be/OyBOxRuXvr4>

Cllr Geoff Gollop, Bristol City Council (Chair)  
Cllr Gary Hopkins, Bristol City Council  
Mark Hatcliffe, Independent Member of WECA Audit Committee  
Cllr Andy Wait, Bath and North East Somerset Council  
Cllr Tom Davies, Bath and North East Somerset Council  
Cllr Mark Bradshaw, Bristol City Council  
Cllr Cleo Lake, Bristol City Council  
Cllr Brenda Massey, Bristol City Council  
Cllr Donald Alexander, Bristol City Council  
Cllr John Ashe, South Gloucestershire Council  
Cllr John O'Neill, South Gloucestershire Council  
Cllr Brenda Langley, South Gloucestershire Council

**Enquiries to:**

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Tel: 0117 456 6982

**Members of the public may:**

- 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 clear working days before the date of the meeting.
- Inspect agendas, reports and minutes of 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 of up to four years from the date of the meeting.
- Have access to a list setting out the decision making powers the WECA has delegated to their officers and the title of those officers.
- 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](mailto:democratic.services@westofengland-ca.gov.uk)

## **1. WELCOME AND INTRODUCTIONS**

## **2. APOLOGIES FOR ABSENCE**

*To receive apologies for absence from Members.*

## **3. 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.*

## **4. MINUTES OF THE MEETING HELD 10 DECEMBER 2020**

5 - 8

*To consider and approve the minutes from the 10 December 2020 meeting of the West of England Combined Authority Audit Committee.*

## **5. ITEMS FROM THE PUBLIC (QUESTIONS; PETITIONS; STATEMENTS)**

*Note: WECA virtual public committee meetings are currently being arranged as 'Zoom' video conferencing meetings, broadcast on the WECA YouTube channel.*

*Please note: the 25 February 2021 West of England Combined Authority Audit Committee will be broadcast via this link:*

<https://youtu.be/OyBOxRuXvr4>

### **WRITTEN PUBLIC QUESTIONS**

*1. Any member of the public can submit a maximum of two written questions to this meeting.*

*2. The deadline for the submission of questions is 5.00 pm, at least 3 clear working days ahead of a meeting. For this meeting, the deadline for questions is 5.00 pm on Friday 19 February 2021.*

*3. Questions should be addressed to the Chair of the meeting and e-mailed to [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)*

*4. Under the direction of the Chair, wherever possible, written replies to questions will be sent to questioners by the end of the working day prior to the meeting.*

*5. Please note - under WECA committee procedures, there is no opportunity for oral supplementary questions to be asked at committee meetings.*

*6. Questions and replies will be circulated to committee members in advance of the meeting and published on the WECA website.*

### **PUBLIC STATEMENTS**

*1. Any member of the public may submit a written statement (or petition) to this meeting.*

*2. Please note that one statement per individual is permitted.*

*3. Statements must be submitted in writing and received by the deadline of 12 noon on the working day before the meeting. For this meeting, the deadline for statements is 12 noon on Wednesday 24 February 2021. Statements should be emailed to*

[democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)

4. Statements will be listed for the meeting in the order of receipt. All statements will be sent to committee members in advance of the meeting and published on the WECA website.

5. Please note – if any member of the public wishes to ‘attend’ the virtual meeting to orally present their statement, they are asked please to notify the WECA Democratic Services team of this by 12 noon on the working day before the meeting at latest.

6. In presenting a statement at the meeting, members of the public are generally permitted to speak for up to 3 minutes each if they so wish. The total time available for the public session at this meeting is 30 minutes. Within the time available, every effort will be made to enable individuals to verbally present their statements; at the discretion of the Chair, speaking time may sometimes be reduced depending on how many public items are received.

## **6. CHAIR'S BUSINESS / ANNOUNCEMENTS**

### **7. AUDIT PLAN CONSULTATION**

9 - 12

*This report updates the Audit Committee on the methodology used to create the Internal Audit Plan and asks for comments on areas or themes they would like to be considered within the plan for 2021/22.*

### **8. RISK MANAGEMENT FRAMEWORK**

13 - 26

*To provide an annual update to Audit Committee on WECA's approach to managing risk.*

### **9. MONITORING & EVALUATION FRAMEWORK**

27 - 38

*To report on the annual review and update of the WECA Monitoring & Evaluation Framework*

### **10. AUDIT PROGRESS REPORT AND SECTOR UPDATE**

39 - 60

*This paper provides the WECA Audit Committee with a report on progress in delivering Grant Thornton's responsibilities as our external auditors.*

## **11. FUTURE MEETING DATES**

*Proposed meeting dates for 2021/22:*

*(All Meetings to commence at 10:30am, timings will be adjusted if necessary depending on level of business, etc. ). All dates subject to change.*

*Thursday 27 May 2021 [this is a provisional date. The date of this meeting will be confirmed in due course]*

*Wednesday 22 September 2021*

*Thursday 9 December 2021*

*Wednesday 23 February 2022*

**Next meeting: 27 May 2021 [to be confirmed]**