

**A meeting of the
WECA Audit Committee**

will be held on

Date: Thursday, 1 July 2021

Time: 10.30 am

**Place: Council Chamber, Bristol City Hall, College Green, Bristol BS1
5TR**

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

Cllr Rob Appleyard, Bath & North East Somerset Council
Cllr John Ashe, South Gloucestershire Council
Cllr Mark Bradshaw, Bristol City Council
Cllr Geoff Gollop, Bristol City Council
Cllr Alex Hartley, Bristol City Council
Mark Hatcliffe, Independent Member of WECA Audit Committee
Cllr Tim Kent, Bristol City Council
Cllr Brenda Langley, South Gloucestershire Council
Cllr Heather Mack, Bristol City Council
Cllr Brenda Massey, Bristol City Council
Cllr John O'Neill, South Gloucestershire Council
Cllr Joanna Wright, Bath & North East Somerset Council

Enquiries to:

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Email: democratic.services@westofengland-ca.gov.uk
Tel: 0117 456 6982

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. COMMITTEE MEMBERSHIP & APOLOGIES FOR ABSENCE

To note the committee's membership as set out on the agenda and to receive apologies for absence from Members.

3. ELECTION OF CHAIR FOR MUNICIPAL YEAR 2021/22

The WECA Audit Committee to elect a Chair for municipal year 2021/22.

4. ELECTION OF VICE-CHAIR FOR MUNICIPAL YEAR 2021/22

Having elected a Chair for the Municipal Year 2021/22, the WECA Audit Committee is requested to elect a Vice-Chair for the same period.

5. 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.

6. TERMS OF REFERENCE

To note the Terms of Reference for the WECA Audit Committee.

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7. MINUTES OF THE MEETING OF WECA AUDIT COMMITTEE HELD ON 25 FEBRUARY 2021

To consider and approve the minutes from 25 February 2021 of the West of England Combined Authority Audit Committee.

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8. ITEMS FROM THE PUBLIC

WRITTEN PUBLIC QUESTIONS (written procedure)

1. Any member of the public can submit a maximum of two written questions in advance of 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 25 June 2021.

3. Questions should be addressed to the Chair of the meeting and e-mailed to 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 the Combined Authority's committee procedures, there is no opportunity for oral supplementary questions to be asked at committee meetings.

6. The written questions and replies will be circulated to committee members in advance of the meeting and published on the Combined Authority 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 30 June 2021. Statements should be emailed to 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 Combined Authority website.

5. Please note:

If any member of the public wishes to attend the meeting to orally present their statement, they are asked please to notify the Combined Authority's Democratic Services team of this at the point when their statement is submitted and by 12 noon on the working day before the meeting at the very latest.

For those presenting their statements at the meeting, up to 3 minutes 'speaking time' is permitted for each statement. The total time available for the public session at this meeting is 30 minutes.

All members of the public attending to present statements are requested please to take a Covid-19 lateral flow test 24 hours before the day of the meeting.

9. 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.

10. EXTERNAL AUDIT PLAN FOR YEAR ENDING 31 MARCH 2021 15 - 40

The Authority's External Auditors, Grant Thornton, to present the Audit Plan for year ending 31 March 2021

11. INFORMING THE AUDIT RISK ASSESSMENT FOR WECA 2020/21 41 - 66

The purpose of this report is to contribute towards the effective two-way communication between the Combined Authority's external auditors and Audit Committee (as those charged with governance). The report covers some important areas of the auditor risk assessment where Grant Thornton, WECA's appointed auditors, are required to make inquiries of the Audit Committee under auditing standards.

12. DRAFT ANNUAL GOVERNANCE STATEMENT 2020/21 67 - 82

It is the responsibility of the audit committee to formally approve the authority's annual Statement of Accounts. This report contains the Annual Governance Statement which is an integral section of the accounts detailing the framework, and effectiveness, of the authority's governance arrangements.

13. STATEMENT OF ACCOUNTS DRAFT NARRATIVE REPORT 2020/21 83 - 102

It is the responsibility of the audit committee to formally approve the authority's annual Statement of Accounts. This report contains the draft narrative report which is the important opening section of the accounts explaining the activities and performance throughout the 2020/21 financial year.

14. INTERNAL AUDIT ANNUAL REPORT 2020/21 103 - 112

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

15. INTERNAL AUDIT PLAN 2021/22

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To present the Internal Audit Plan for 2021/22 for approval.

16. FINANCE (AGRESSO) SYSTEM CONTROLS

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To provide an update to the Audit Committee on the controls that have been put in place with regard to WECA's automated Finance System (Agresso)

17. DATES OF COMMITTEE

WECA Audit Committee will meet on the following dates in 2021/22 (all dates/times subject to change):

(All 10:30am)

Wednesday 22 September 2021

Thursday 9 December 2021

Wednesday 23 February 2022

Next meeting: Wednesday, 22 September 2021