

A meeting of the

West of England Combined Authority Audit Committee

will be held on

Date: Thursday, 2 March 2023

Time: 10.30 am

Place: Bristol City Council Council Chamber, City Hall

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

Cllr Geoff Gollop, Bristol City Council
Cllr Mark Bradshaw, Bristol City Council
Cllr Sarah Classick, Bristol City Council
Cllr Jonathan Hucker, Bristol City Council
Cllr Brenda Massey, Bristol City Council
Cllr David Wilcox, Bristol City Council
Cllr Rob Appleyard, Bath & North East Somerset Council
Cllr Hal MacFie, Bath & North East Somerset Council
Cllr John Ashe, South Gloucestershire Council
Cllr John O'Neill, South Gloucestershire Council
Cllr Matthew Riddle, South Gloucestershire Council
Mark Hatcliffe, Independent Member of Audit Committee

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West of England Combined Authority Audit Committee Agenda

YOU HAVE THE RIGHT TO:-

- Attend all West of England Combined Authority, 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 Combined Authority and all Combined Authority 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 Combined Authority, 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 the Combined Authority, Committees and Sub-Committees
- Have access to a list setting out the decisions making powers the Combined Authority 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. 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

5 - 10

To consider and approve the minutes from 12 December 2022 of the West of England Combined Authority Audit Committee.

5. ITEMS FROM THE PUBLIC (QUESTIONS, STATEMENTS, PETITIONS)

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 24 February 2023**.

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 1 March 2023**. 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.

6. AUDIT COMMITTEE - REVIEW OF EFFECTIVENESS 11 - 24

This report updates the Audit Committee on best practice requirements to carry out a self-assessment and evaluation of the effectiveness of the Audit Committee. To be presented by Internal Audit.

7. INTERNAL AUDIT PLAN - 2023/24 25 - 38

This report updates the Audit Committee on the methodology used to create the Internal Audit Plan and asks for Member input on activities, areas or themes they would like to be considered within the Internal Audit plan for 2023/24. To be presented by Internal Audit.

8. THE WEST OF ENGLAND COMBINED AUTHORITY AUDIT PROGRESS REPORT AND SECTOR UPDATE 39 - 50

This paper provides the West of England Combined Authority's Audit Committee with Grant Thornton's progress on delivering its responsibilities as external auditors for year ending 31 March 2022.

9. RISK MANAGEMENT & INFRASTRUCTURE RISK REGISTER 51 - 58

To present the current Infrastructure Directorate Risk Register and to provide an update on the Combined Authority's Corporate Risk Register.

10. RESPONSE TO AUDIT FINDINGS & ACTION PLAN 59 - 70

At its meeting on 9 December 2022, the West of England Combined Authority Committee approved the attached emerging action plan developed in response to the findings of the recent external audit report. The Committee agreed that the action plan should be presented to Audit Committee to consider and review with feedback presented back to Combined Authority Committee on 17 March 2023.

11. AUDIT COMMITTEE FORWARD WORK PLAN 71 - 76

The report presents to the Audit Committee a forward work plan covering the next financial year 2023-2024.

Next meeting: Date Not Specified