

A meeting of the

## **West of England Combined Authority Audit Committee**

will be held on

**Date: Monday, 4 March 2024**

**Time: 10.30 am**

**Place: 70 Redcliff Street**

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

Cllr David Addison, South Gloucestershire Council  
Cllr Andrew Brown, Bristol City Council  
Cllr Ben Burton, South Gloucestershire Council  
Cllr Tessa Fitzjohn, Bristol City Council  
Cllr Geoff Gollop, Bristol City Council  
Mark Hatcliffe, Independent Member of Audit Committee  
Cllr John Leach, Bath & North East Somerset Council  
Cllr Tim Rippington, Bristol City Council  
Cllr Adrian Rush, South Gloucestershire Council  
Cllr Toby Simon, Bath & North East Somerset Council  
Cllr David Wilcox, Bristol City Council

**Enquiries to:**

West of England Combined Authority  
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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](mailto: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. APPOINTMENT OF INDEPENDENT AUDIT COMMITTEE MEMBERS

7 - 12

The Committee is asked to recommend the approval of the appointment of Independent Audit Committee Members for formal endorsement by the West of England Combined Authority Committee.

## 3. WELCOME, MEMBERSHIP & APOLOGIES FOR ABSENCE

To confirm membership of the Committee and to receive apologies for absence from Members.

## 4. 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.

## 5. MINUTES

13 - 22

To consider and approve the minutes from 11 December 2023 of the West of England Combined Authority Audit Committee

## 6. ITEMS FROM THE PUBLIC (QUESTIONS, STATEMENTS AND 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 Tuesday 27 February 2024**.
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 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 Friday 1 March 2024**. 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 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.

**7. CHAIR'S ANNOUNCEMENTS**

To receive any announcements from the Chair

**8. REPORT BACK FROM MAIN COMMITTEE**

The Chair to report back from the Main Committee held on the 26 January 2024

**9. FORWARD PLAN**

23 - 28

The report presents to the Audit Committee Forward Work Plan.

**10. TRANSFORMATION PROGRAMME**

29 - 48

To receive an update on progress across the West of England Mayoral Combined Authority Transformation Programme.

The Chair has requested that, in order to expedite proceedings at the meeting itself, Members be asked to submit questions and comments in advance of the meeting on this paper.

**11. HEALTH AND SAFETY IMPROVEMENT PLAN**

49 - 62

To receive an update on the findings of a review of the Combined Authority's health and safety policy and practice, progress made against the associated Health and Safety Improvement Plan and to note the agreed governance and reporting arrangements for the Health and Safety Improvement Plan

**12. RISK MANAGEMENT FRAMEWORK**

63 - 96

To provide an update on the revised Risk Management Framework including setting the risk appetite for the West of England Combined Authority.

**13. RISK REGISTERS**

97 - 114

To present the Corporate and Strategy and Communications risk registers.

**14. TREASURY MANAGEMENT MONITORING REPORT Q3 2023/24**

115 - 126

This quarterly report provides a review of performance to 31 January 2024 and includes the new requirement in the 2021 Code, mandatory from 1 April 2023, of quarterly reporting of the treasury management prudential indicators.

The Chair has requested that, in order to expedite proceedings at the meeting itself, Members be asked to submit questions and comments in advance of the meeting on this paper.

**15. INTERNAL AUDIT PLAN 2024-25**

127 - 140

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 2024/25.

**16. INTERIM ANNUAL AUDIT COMMITTEE REPORT & SELF-ASSESSMENT 2023-24**

141 - 160

The purpose of the Annual Report 2023/24 is to bring together in one document a summary of the work undertaken by the Audit Committee. The production of the report complies with current best practice for Audit Committees. It allows the Audit Committee to demonstrate it has fulfilled its terms of reference and share its achievements with the main Mayoral Combined Authority Committee and is thought useful as a reminder to the organisation of the role of the committee in providing assurance about its governance, risk management, financial and business controls.

**17. BIRTHDAY BUS FARES SCHEME**

161 - 180

This report aims to provide the Audit Committee with an understanding of the timeline of events regarding the decision-making process behind the Birthday Bus Offer and to offer an update on its impact to date

**18. WESTLINK LESSONS LEARNT**

181 - 190

This report provides a background to the WESTlink Demand Responsive Transport (DRT) bus service and how lessons have been learnt since the service launched on 3 April 2023.

**19. POINTS TO REFER TO MAIN COMMITTEE**

Member to confirm any points they wish the Chair to raise on the Committee's behalf at the Authority's Committee meetings on 15 March 2024

**20. FEEDBACK SECTION**

Members to give feedback on the meeting

**Next meeting: TBC**