

A meeting of the
**West of England Combined Authority
Audit Committee**

will be held on

Date: 26 April 2018

Time: 10:00am

Place: WECA Board Room, 3 Rivergate, Temple Quay, Bristol, BS1 6ER

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

Cllr Will Sandry, Bath & North East Somerset Council
Cllr Brian Simmons, Bath & North East Somerset Council
Cllr Donald Alexander, Bristol City Council
Cllr Harriet Bradley, Bristol City Council
Cllr Brenda Massey, Bristol City Council
Cllr Claire Hiscott, Bristol City Council
Cllr Geoffrey Gollop, Bristol City Council
Cllr Jerome Thomas, Bristol City Council
Cllr John O'Neill, South Gloucestershire Council
Cllr Roger Avenin, South Gloucestershire Council
Cllr John Ashe, South Gloucestershire Council

Enquiries to:

Democratic Services

West of England Combined Authority Office

3 Rivergate, Temple Quay, Bristol, BS1 6GD

Email: democratic.services@westofengland-ca.gov.uk

West of England Combined Authority Audit Committee Agenda

YOU HAVE THE RIGHT TO:-

- Attend all WECA Audit 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 Audit Committee 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. (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 the WECA Audit Committee.
- 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 Audit Committee.
- 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 Authority works please contact Joanna Greenwood, telephone 0117 428 6210 or e-mail: info@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 428 6210**

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 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 1998, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator.

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).

1. APOLOGIES FOR ABSENCE

To receive apologies for absence from Members.

2. 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.

3. MINUTES

To consider and approve the minutes from 25 January 2018 of the West of England Combined Authority Audit Committee and review Action List.

4. 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 Wednesday, 25 April 2018**.

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 Friday, 20 April 2018**.

5. 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.

6. INTERNAL AUDIT ANNUAL REPORT 2017/18

To consider the Internal Audit Annual Report 2017/18

7. INTERNAL AUDIT PLAN 2018/19

To consider the Internal Audit Plan for 2018/19

8. REPORT FROM THE EXTERNAL AUDITOR:

- i. Appendix 1 - Progress Report on 2016/17 and 2017/18 work
- ii. Appendix 2 - Fees Letter 2018/19
- iii. Appendix 3 - IAS 240 Letter

9. OUTTURN BUDGET REPORTING

To review the Outturn Budget Reporting for WECA and Joint Committee

10. ANY OTHER BUSINESS

Next meeting: 12 July 2018