

A meeting of the
West of England Audit Committee

will be held on

Date: 12th July 2018

Time: 10.30am

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

Notice of this meeting is given to members of the West of England 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 Roger Avenin, South Gloucester Council
Cllr John Ashe, South Gloucester Council
Cllr John O'Neill, South Gloucester Council

Enquiries to:

Joanna Greenwood
Democratic Services
West of England Combined Authority Office,
3 Rivergate, Temple Meads, BS1 6EW
Email: democratic.services@westofengland-ca.gov.uk

Tel: 0117 428 6210

West of England Combined Authority Audit Committee Agenda

YOU HAVE THE RIGHT TO:-

- Attend all West of England 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 West of England Audit Committee 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 West of England Audit Committee 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 West of England Audit Committee.
- Have access to a list setting out the decisions making powers the West of England Audit Committee 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 Joanna Greenwood, telephone 0117 428 6210 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 35 76324

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.

EVACUATION PROCEDURE

In the event of a fire, please await direction from the building 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 26 April 2018 of West of England Audit Committee Meeting.

4. CHAIR ANNOUNCEMENTS

To receive announcements from the Chair of the West of England Audit Committee.

5. 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. **The deadline is 12pm on Wednesday 11 July.**

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. **The deadline is 5pm on Friday 6 July.**

6. PETITIONS

Any member of the West of England Audit Committee may present a petition at a West of England Audit Committee Meeting.

7. UPDATE FROM THE WEST OF ENGLAND COMBINED AUTHORITY CHIEF EXECUTIVE

A verbal update from the Chief Executive, West of England Combined Authority, with the opportunity for questions and answers.

8. STATUTORY ACCOUNTS 2016/17 AND 2017/18

To consider the Statutory Accounts from 2016/17 and 2017/18.

- i. Draft Statement of Account for year ending 31.03.2017
- ii. Draft Statement of Account for year ending 31.03.2018

9. REPORT FROM THE EXTERNAL AUDITOR

To consider the External Audit Findings Reports for 2016/17 and 2017/18 together with the related Draft Management Letters of Representation.

- i. Audit Findings Report 2016/17
- ii. Audit Findings Report 2017/18
- iii. Letter of Representation 2016/18
- iv. Letter of Representation 2017/18

10. TREASURY MANAGEMENT OUTTURN REPORT 2017/18

The CIPFA Treasury Management in the Public Services: Code of Practice requires the Authority to approve a Treasury Management Strategy before the start of each financial year, review performance during the year, and approve an annual report after the end of each financial year.

11. ANY OTHER BUSINESS

Next meeting: 4th October 2018