



13 February 2004

## **NOTICE OF MEETING**

A meeting of the **AUDIT COMMITTEE** will be held in the **COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD** on **FRIDAY, 20 FEBRUARY 2004** at **2:30 PM**, which you are requested to attend.

Nigel Stewart  
Director of Corporate Services

## **BUSINESS**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST (IF ANY)**
- 3. MINUTES**  
Audit Committee 28 November 2003 (Pages 1 - 4)
- 4. EXTERNAL AUDIT REPORTS 2001-2**  
Report by Internal Audit Manager (Pages 5 - 14)
- 5. EXTERNAL AUDIT REPORT 2002-3**  
Report by Internal Audit Manager (Pages 15 - 36)
- 6. PMP EXTERNAL AUDIT REPORTS 2002-3**  
Report by Internal Audit Manager (Pages 37 - 58)
- 7. HMI REPORT 2002-3**  
Report by Internal Audit Manager (Pages 59 - 62)
- 8. PROGRESS REPORT ON INTERNAL AUDIT PLAN 2003-4**  
Report by Internal Audit Manager (Pages 63 - 66)
- 9. AUDIT SCOTLAND REVIEW OF INTERNAL AUDIT (FOLLOW-UP)**  
Report by Internal Audit Manager (Pages 67 - 68)

- 10. AUDIT PLANNING MEMORANDUM 2003-4**  
Report by Audit Scotland (Pages 69 - 94)
- 11. ANNUAL AUDIT PLAN 2004-5**  
Report by Internal Audit Manager (Pages 95 - 98)
- 12. DISASTER RECOVERY PLAN**  
Report by Head of ICT and Financial Services (Pages 99 - 100)
- 13. ANNUAL ACCOUNTS 2003-4**  
Report by Head of Strategic Finance (Pages 101 - 102)
- 14. VALEDICTORY ADDRESS**

## **AUDIT COMMITTEE**

Vincent Bradbury (Vice-Chair)	Councillor Donald MacMillan
Councillor John McAlpine	Graham Michie
Councillor Gary Mulvaney (Chair)	Councillor Elaine Robertson
Councillor John Tacchi	

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