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20 August 2004

NOTICE OF MEETING

A meeting of the **AUDIT COMMITTEE** will be held in the **COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD** on **FRIDAY, 27 AUGUST 2004** at **2:00 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 14 June 2004 (Pages 1 - 4)
- 4. APPOINT VICE-CHAIR OF THE AUDIT COMMITTEE**
- 5. EXTERNAL AUDIT PMP REPORTS 2002-3**
Report by Internal Audit Manager (Pages 5 - 20)
- 6. EXTERNAL AUDIT REPORT HMI 2002-3**
Report by Internal Audit Manager (Pages 21 - 24)
- 7. RECENT EXTERNAL AUDIT ISSUED REPORTS 2003-4**
Report by Internal Audit Manager (Pages 25 - 42)
- 8. AUDIT SCOTLAND REVIEW OF INTERNAL AUDIT (FOLLOW UP)**
Report by Internal Audit Manager (Pages 43 - 74)
- E1 9. EXTERNAL & INTERNAL AUDIT REPORT FOLLOW UP 2004/5**
Report by Internal Audit Manager (Appendix 6 is Exempt) (Pages 75 - 104)
- 10. KPMG WORK PLAN FOR INTERNAL AUDIT PARTNERING CONTRACT**
Report by KPMG (Pages 105 - 108)

- 11. PROGRESS REPORT ON INTERNAL AUDIT PLAN 2004-5**
Report by Internal Audit Manager (Pages 109 - 112)
- 12. UNAUDITED ANNUAL ACCOUNTS - 31 MARCH 2004**
Report by Head of Strategic Finance (Pages 113 - 154)
- 13. DISASTER RECOVERY PLAN**
Report by Head of ICT and Financial Services (Pages 155 - 158)
- 14. INTERNAL AUDIT PARTNERSHIP**
Report by Head of Strategic Finance (Pages 159 - 160)

The Committee will be asked to pass a resolution in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public for items of business with an "E" on the grounds that it is likely to involve the disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 7a to the Local Government (Scotland) Act 1973.

The appropriate paragraph is:-

- E1** **Paragraph 1** Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under the authority.

AUDIT COMMITTEE

Councillor Donald MacMillan
Councillor Gary Mulvaney (Chair)
Councillor John Tacchi

Councillor John McAlpine
Councillor Elaine Robertson

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