



*Kilmory, Lochgilphead, PA31 8RT*  
*Tel: 01546 602127 Fax: 01546 604444*  
*DX 599700 LOCHGILPHEAD*  
*e.mail –nigel.stewart@argyll-bute.gov.uk*

4 December 2009

## **NOTICE OF MEETING**

A meeting of the **AUDIT COMMITTEE** will be held in the **COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD** on **FRIDAY, 11 DECEMBER 2009** at **11:00 AM**, 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 18 September 2009 (Pages 1 - 8)
- 4. AUDITED ACCOUNTS 2008/2009 AND EXTERNAL AUDIT REPORT**  
Report by Head of Strategic Finance (Pages 9 - 110)
- 5. AUDIT OF BEST VALUE - COMMUNITY PLANNING - FOLLOW UP**  
Report by Grant Thornton UK LLP, External Auditors (Pages 111 - 114)
- 6. E-PROCUREMENT SCOTLAND**  
Report by Head of ICT and Financial Services (Pages 115 - 118)
- 7. AUDIT SCOTLAND - IMPROVING PUBLIC SECTOR PURCHASING**  
Report by Head of ICT and Financial Services (Pages 119 - 122)
- 8. ADDICTION SERVICES - ADDITIONAL BUDGET INFORMATION**  
Report by Director of Community Services (Pages 123 - 124)
- 9. BEST VALUE REVIEW OF LEGAL AND PROTECTIVE SERVICES**  
Report by Head of Legal and Protective Services (to follow)

- 10. RISK MANAGEMENT AND BUSINESS CONTINUITY STRATEGY**  
Report by Governance and Risk Manager (Pages 125 - 130)
- 11. AUDIT SCOTLAND REPORT - IMPROVING CIVIL CONTINGENCIES PLANNING**  
Report by Chief Executive (Pages 131 - 134)
- 12. IMPLICATIONS OF BEST VALUE 2 WITHIN THE COUNCIL**  
Report by Chief Executive (Pages 135 - 138)
- 13. ABSENTEEISM AND STRESS AND RECRUITMENT AND RETENTION**  
Report by Head of Improvement and HR (Pages 139 - 146)
- 14. REPORT ON TENDERING PROCEDURES**  
Report by Internal Audit Manager (Pages 147 - 148)
- 15. PROGRESS REPORT ON INTERNAL AUDIT PLAN 2009 - 2010**  
Report by Internal Audit Manager (Pages 149 - 152)
- 16. AUDIT COMMITTEE TRAINING DAY - 29 MAY 2009**  
Report by Internal Audit Manager (Pages 153 - 158)
- 17. AUDIT SCOTLAND REPORTS TO AUDIT COMMITTEE**  
Report by Internal Audit Manager (Pages 159 - 200)
- 18. EXTERNAL AND INTERNAL AUDIT REPORT FOLLOW UP 2009 - 2010**  
Report by Internal Audit Manager (Pages 201 - 218)
- 19. INTERNAL AUDIT REPORTS TO AUDIT COMMITTEE 2009 - 2010**  
Report by Internal Audit Manager (Pages 219 - 274)
- 20. SERVICE REVIEW OF INTERNAL AUDIT**  
Report by Head of Strategic Finance (to follow)

## **AUDIT COMMITTEE**

Councillor Gordon Chalmers  
Councillor David Kinniburgh  
Councillor James Robb  
Christopher Valentine

Councillor Mary-Jean Devon  
Councillor Andrew Nisbet  
Ian M M Ross

Contact: Fiona McCallum

Tel. No. 01546 604406