



30 November 2012

NOTICE OF MEETING

A meeting of the **AUDIT COMMITTEE** will be held in the **COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD** on **FRIDAY, 7 DECEMBER 2012** at **11:15 AM**, which you are requested to attend.

Douglas Hendry
Executive Director - Customer Services

BUSINESS

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST (IF ANY)**
- 3. MINUTES**
Audit Committee 21 September 2012 (Pages 1 - 6)
- 4. BUSINESS CONTINUITY PLANNING - UPDATE FOR COMMUNITY SERVICES**
Report by Executive Director – Customer Services (Pages 7 - 10)
- 5. MANAGING ATTENDANCE 2011/2012**
Report by Head of Improvement and Strategic HR (Pages 11 - 38)
- 6. PERFORMANCE MANAGEMENT QUARTERLY REPORT**
Report by Head of Improvement and Strategic HR (Pages 39 - 40)
- 7. AUDIT SCOTLAND NATIONAL REPORTS TO AUDIT COMMITTEE**
Report by Chief Internal Auditor (Pages 41 - 60)
- 8. PROGRESS REPORT ON INTERNAL AUDIT PLAN 2012 - 2013**
Report by Chief Internal Auditor (Pages 61 - 66)
- 9. EXTERNAL AND INTERNAL AUDIT REPORT FOLLOW UP 2012 - 2013**
Report by Chief Internal Auditor (Pages 67 - 78)

- 10. CORPORATE PERFORMANCE AUDITS**
Report by Chief Internal Auditor (Pages 79 - 80)
- 11. NATIONAL FRAUD INITIATIVE (NFI) EXERCISE 2012 - 2013**
Report by Chief Internal Auditor (Pages 81 - 84)
- 12. RISK MANAGEMENT UPDATE**
Report by Head of Strategic Finance (Pages 85 - 88)
- 13. AUDITED ACCOUNTS 2011 - 2012**
Report by Head of Strategic Finance (Pages 89 - 206)
- 14. EXTERNAL AUDIT ANNUAL REPORT 2011 - 2012**
Report by Head of Strategic Finance (Pages 207 - 250)
- 15. EXTERNAL AUDIT REPORT - ICT SERVICE REVIEW 2011 - 2012**
Report by Audit Scotland (Pages 251 - 264)
- 16. INTERNAL AUDIT REPORTS TO AUDIT COMMITTEE 2012 - 2013**
Report by Chief Internal Auditor (Pages 265 - 312)
- E1 17. INTERNAL AUDIT REPORTS TO AUDIT COMMITTEE 2012 - 2013**
Report by Chief Internal Auditor (Pages 313 - 326)
- E2 18. MAINTAINING SCOTLAND'S ROADS - FOLLOW UP WORK**
Report by Head of Roads and Amenity Services (Pages 327 - 330)

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 1 of Schedule 7a to the Local Government (Scotland) Act 1973.

The appropriate paragraphs are:-

- 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.
- E2 Paragraph 8** The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.

AUDIT COMMITTEE

Councillor Gordon Blair
Councillor Maurice Corry
Councillor Duncan MacIntyre

Martin Caldwell
Councillor Iain MacDonald
Councillor Aileen Morton

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