

# AUDIT AND SCRUTINY COMMITTEE

WEDNESDAY 28 OCTOBER 2015

**NOTICE IS HEREBY GIVEN** that a Meeting of the **AUDIT AND SCRUTINY COMMITTEE** is to be held within the Council Chambers, Council Office, High Street, Elgin on **WEDNESDAY 28 OCTOBER 2015** at **9.30am**.

## BUSINESS

1. [Sederunt](#)
2. Declaration of Group Decisions and Members Interests \*
3. [Minute of Meeting dated 2 September 2015](#)
4. Written Questions \*\*

### **RESPONSE IN RELATION TO REQUESTS FOR INFORMATION AT PREVIOUS MEETINGS**

5. [Designing Better Services \(DBS\) Programme - Electronic Data & Records Management System \(EDRMS\) Project](#) – Report by Corporate Director (Corporate Services)
6. [Statement Of Outstanding Business](#) – Report by Chief Executive
7. [Pre-Planned Agenda – January 2016](#) - Report by Chief Executive
8. **QUESTION TIME\*\*\***

Consider any oral questions on matters delegated to the Audit and Scrutiny Committee in terms of the Council's Scheme of Administration.

**Any person attending the meeting who requires access assistance should contact customer services on 01343 563217 in advance of the meeting.**

### **Summary of Audit and Scrutiny Committee functions:**

**Audit Functions** - Consider reports from the Council's internal auditor & Audit Scotland concerning Council Functions

**Scrutiny Functions** - Scrutinising the policies of the Council and their effectiveness in meeting the action plans of the Council as set out in the Corporate Development Plan and evaluating the actions of Committees in implementing the action plans set out in the Corporate Development Plan

**Performance Monitoring** - To receive reports on the performance of and trends within all of the Council's services in terms of service standards and performance information.

**Standards** - To ensure that the highest standards of probity and public accountability are demonstrated.

A full description of the delegated functions of the Audit and Scrutiny Committee can be found in the Council's Scheme of Administration.