

# AUDIT AND SCRUTINY COMMITTEE

WEDNESDAY 22 MARCH 2017

**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 22 MARCH 2017** at **9.30am**.

## BUSINESS

1. [Sederunt](#)
2. Declaration of Group Decisions and Members Interests \*
3. [Minute of Meeting dated 8 February 2017](#)
4. Written Questions \*\*

### **PERFORMANCE MANAGEMENT: EXTERNAL AUDIT AND INSPECTION REPORTS**

5. [External Audit Plan For The Year Ending 2016/17](#) - Report by the Corporate Director (Corporate Services) [App](#)

### **INTERNAL AUDIT**

6. [Internal Audit Charter \(Terms of Reference\)](#) – Report by the Corporate Director (Corporate Services) [App](#)
7. [Internal Audit Plan for Year Ending 31 March 2018](#) – Report by the Corporate Director (Corporate Services) [App](#) [App](#) [App](#)

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

8. [School Estate Condition and Suitability](#) – Report by Chief Executive
9. [Local Government Benchmarking Framework 2015/16 Results](#) – Report by the Chief Executive [App](#)
10. [Update On Progress: Customer Focus Strategy And Charter](#) – Report by the Head of Legal and Democratic Services
11. [Overview Of The Catering, Cleaning, Janitorial Caretaking And Hallkeeping Service](#) – Report by the Corporate Director (Economic Development, Planning and Infrastructure)
12. [Statement of Outstanding Business](#) – Report by the Chief Executive

### 13. **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