

AUDIT AND SCRUTINY COMMITTEE

WEDNESDAY 8 NOVEMBER 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 8 NOVEMBER 2017** at **9.30am**.

BUSINESS

1. [Sederunt](#)
2. Declaration of Group Decisions and Members Interests *
3. [Minute of Meeting dated 13 September 2017](#)
4. Written Questions **

INTERNAL AUDIT

5. [Report on the Work of the Internal Audit Section in the period from 1 July 2017 to 30 September 2017](#) – Report by the Acting Corporate Director (Corporate Services) [\(App\)](#) [\(App\)](#) [\(App\)](#)

RESPONSE IN RELATION TO REQUESTS FOR INFORMATION AT PREVIOUS MEETINGS

6. [Statement of Outstanding Business](#) – Report by the Chief Executive
7. [Contact Centre Information Update](#) – Report by the Acting Corporate Director (Corporate Services) [\(App\)](#)
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.