

# THE AUDIT AND PERFORMANCE REVIEW COMMITTEE

WEDNESDAY 6 JULY 2011

**NOTICE IS HEREBY GIVEN** that a Meeting of **THE AUDIT AND PERFORMANCE REVIEW COMMITTEE** is to be held within the Council Chambers, Council Office, High Street, Elgin on Wednesday 6 July 2011 at 9.30 am

## BUSINESS

1. [Sederunt](#)
2. Declaration of Group Decisions and Members Interests\*
3. Written Questions\*\*\*
4. Resolution

Consider, and if so decide, adopt the following resolution:-

"That under Section 50A(4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting for Item 16 of business on the grounds that they involve the likely disclosure of exempt information of the class described in the relevant Paragraphs of Part 1 of Schedule 7A of the Act", as shown against each Item.

## **SINGLE OUTCOME AGREEMENT**

5. [Single Outcome Agreement Quarter 4 Monitoring Statements Appendix](#) – Report by Chief Executive

## **SERVICE COMMITTEE SCRUTINY ITEMS**

6. [The Moray Council, Home Care, Home from Hospital Service](#) – Report by Corporate Director (Education and Social Care)

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

7. [Audit Scotland Report – Physical Recreation Services in Local Government Appendix 1 Appendix 2](#) – Report by Corporate Director (Education and Social Care)
8. [Feedback from Scottish Housing Regulator on Improvement Plan Progress Report Appendix](#) – Report by Head of Housing and Property

## AUDIT

9. [Report on the Work of the Internal Audit Section in the Period from 1<sup>st</sup> January 2011 to 31<sup>st</sup> March 2011 Appendix 1 Appendix 2](#) – Report by Team Leader (Audit)
10. [Internal Audit – Follow Up of Audit Recommendations Appendix 1a Appendix 1b](#) – Report by Team Leader (Audit)
11. [Internal Audit Annual Report 2010/1 Appendix](#) - Report by – Team Leader (Audit)
12. [Internal Audit Plan for Year Ending 31 March 2012 Appendix 1 Appendix 2 Appendix 3](#) - Report by Team Leader(Audit)

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

13. [Common Good Funds Appendix A Appendix B Appendix C Appendix D Appendix E Appendix F Appendix G Appendix H](#) – Report by Corporate Director (Corporate Services)
14. [Statement of Outstanding Business](#) – Report by Chief Executive

## OTHER MATTERS

15. Question Time\*\*\*\*

### Items which the Committee may wish to consider with the Press and Public excluded

16. [Equal Pay Update and Review](#) – Report by Corporate Director (Corporate Services) [Paras 1 & 11]

NB Para 1  
Para 11

Information relating to staffing matters  
Information relating to any consultations or negotiations in connection with any labour relations

## Summary of Audit & Performance Review 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 Plan and evaluating the actions of Committees in implementing the action plans set out in the Corporate Plan

**Performance Monitoring** - Reviewing the development and definition of local performance indicators, performance monitoring and reporting systems to assist decision-making processes. The development and implementation of Public Performance Reporting at service level to explain and demonstrate to the community how well each service is delivering and reviewing progress in implementing Best Value review.

**Standards** - To promote, maintain and observe high standards of conduct by Members of the Council. To advise the Council on the adoption or revision of the Councillors Code of Conduct and to monitor the operation of the Councillors Code of Conduct. To oversee Members training on matters relating to the Councillors Code of Conduct and to assist the Standards Commission for Scotland in whatever way may be required.

## **THE AUDIT AND PERFORMANCE REVIEW COMMITTEE**

### **SEDERUNT**

**COUNCILLOR G MCDONALD (CHAIRMAN)**

**COUNCILLOR G COULL (DEPUTY CHAIR)**

**COUNCILLOR L CRESWELL**

**COUNCILLOR J HOGG**

**COUNCILLOR B JARVIS**

**COUNCILLOR G LEADBITTER**

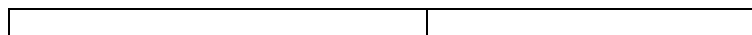
**COUNCILLOR J MACKAY**

**COUNCILLOR P PAUL**

**COUNCILLOR D ROSS**

**COUNCILLOR M SHAND**

**COUNCILLOR R SHEPHERD**



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<b>GUIDANCE NOTES</b>
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\* **Declaration of Group Decisions and Members Interests** - The Chair of the meeting shall seek declarations from any individual or political group at the beginning of a meeting whether any prior decision has been reached on how the individual or members of the group will vote on any item(s) of business on the Agenda, and if so on which item(s). A prior decision shall be one that the individual or the group deems to be mandatory on the individual or the group members such that the individual or the group members will be subject to sanctions should they not vote in accordance with the prior decision. Any such prior decisions will be recorded in the Minute of the meeting.

\*\* **Written Questions** - Any Member can put one written question about any relevant and competent business within the specified remits not already on the agenda, to the Chair provided it is received by the Proper Officer or Committee Services by 12 noon two working days prior to the day of the meeting. A copy of any written answer provided by the Chair will be tabled at the start of the relevant section of the meeting. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than 10 minutes after the Council has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he or she can submit it in writing to the Proper Officer who will arrange for a written answer to be provided within 7 working days.

\*\*\* **Question Time** - At each ordinary meeting of the Committee ten minutes will be allowed for Members questions when any Member of the Committee can put a question to the Joint Chair on any business within the remit of the Committee. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than ten minutes after the Committee has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he/she can submit it in writing to the proper officer who will arrange for a written answer to be provided within seven working days.