

THE AUDIT AND PERFORMANCE REVIEW COMMITTEE

WEDNESDAY 09 NOVEMBER 2011

YOUR ATTENDANCE IS REQUESTED at a Meeting of **THE AUDIT AND PERFORMANCE REVIEW COMMITTEE** to be held within the Council Chambers, Council Office, High Street, Elgin on Wednesday 09 November 2011 at 9.30 am.

BUSINESS

1. [Sederunt](#)
2. Declaration of Group Decisions and Members Interests*
3. 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 Items 17-18 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.

4. Written Questions***

CORPORATE PLAN SCRUTINY ITEMS

5. [Global Citizenship Activities in Moray Schools](#) [Appendix](#) – Report by Corporate Director (Education and Social Care)
6. [The Joint Dementia Strategy Action Plan](#) [Appendix](#) – Corporate Director (Education and Social Care)

MORAY PERFORMS

7. [Statutory Performance Indicators Exception Report](#) [Appendix](#) - Report by Acting Chief Executive

AUDIT

8. [Progress Against Internal Audit Annual Plan](#) – Report by Corporate Director (Corporate Services)

RESPONSE IN RELATION TO REQUESTS FOR INFORMATION AT PREVIOUS MEETINGS

9. [Senior Management Development Appendix A Appendix B](#) – Report by Corporate Director (Corporate Services)
10. [Administration Costs for Common Good Funds Appendix](#) – Report by Corporate Director (Corporate Services)
11. [Lease at Bogton Road Nurseries, Forres – Transition Towns \(Forres\) Limited Appendix 1 Appendix 2](#) – Report by Corporate Director (Corporate Services)
12. [Employee Opinion Survey 2011](#) – Report by Corporate Director (Corporate Services)
13. [Employee Engagement Programme - Response to Employee Survey 2011 Appendix A Appendix B Appendix C](#) - Report by Corporate Director (Corporate Services)
14. [Statement of Outstanding Business Appendix](#) – Report by Acting Chief Executive
15. [Pre-planned Agenda – November 2011 Appendix](#) – Report by Acting Chief Executive

OTHER MATTERS

16. Question Time****

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

17. [Apprenticeship Programme](#) – Report by Corporate Director (Corporate Services) [Para 9]
18. [Moray Leisure Limited: Updated Report](#) – Report by Corporate Director (Education and Social Care) [Para 6]

NB Para 6 Information relating to the financial or business affairs of any particular person(s)

Para 9 Information on terms proposed or to be proposed by the authority.

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.