



**NOTICE OF THE MEETING OF THE
AUDIT AND GOVERNANCE COMMITTEE**

**TUESDAY 28 SEPTEMBER 2010, 10.00am
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

Agenda of Business

Apologies

Declarations of Interest

Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

1. Matters Arising (*from Corporate Governance PPRP and Audit Committee*)
2. Scrutiny Toolkit – Report by the Chief Executive (**pages 1-34**)
3. Report to those charged with governance on the audit of the 2009/10 Financial Statements – ISA 260 Governance Letter – Report by Audit Scotland (**pages 35-46**)
4. National Fraud Initiative in Scotland: Making an Impact – Report by Audit Scotland (**pages 47-74**)
5. Application Services Review – Replacement Revenues IT Systems (Capita) – IT (New Systems) Letter – Report by Audit Scotland (**pages 75-76**)
6. How councils work: an improvement series for councillors and officers – Roles and working relationships: are you getting it right? – Report by Audit Scotland (**pages 77-104**)
7. Audit Plan 2010/11 – Report by the Chief Executive (**pages 105-114**)
8. Controls Assurance Statement 2009/10 – Report by the Internal Audit Manager (**pages 115-118**)

9. Internal Audit Reports – Reports by the Chief Executive (**pages 119-130**)
 - Payroll Overtime
 - Trading Standards – follow up
10. Action Sheet (**page 131**)
11. Audit and Governance Committee – lay membership (*discussion item*)

Alan J Blackie
Chief Executive
John Muir House
Haddington

21 September 2010