



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

**TUESDAY 19 JUNE 2012, 2.00 pm  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

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**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. ELC Interim Management Report – Information Technology  
Report by KPMG **(pages 1-12)**
2. Review of the Use of the Guide to Scrutiny and Review by the Audit and  
Governance Committee  
Report by the Chief Executive **(pages 13-50)**
3. An Overview of Local Government in Scotland 2012  
Report by the Chief Executive **(pages 51-66)**
4. Corporate Governance Self-evaluation/Annual Governance Statement 2012  
Report by the Chief Executive **(pages 67-90)**
5. Council Tax Refunds  
Report by the Executive Director (Support Services) **(pages 91-96)**
6. Non-Domestic Rates – Liability  
Report by the Executive Director (Support Services) **(pages 97-102)**
7. Internal Audit Terms of Reference  
Report by the Executive Director (Support Services) **(pages 103-106)**
8. Internal Audit Annual Report 2011/12  
Report by the Executive Director (Support Services) **(pages 107-122)**
9. Controls Assurance Statement – 2011/12  
Report by the Internal Audit Manager **(pages 123-126)**

**PRIVATE**

10. Governance Arrangements – Musselburgh Racecourse  
Report by the Executive Director (Support Services) **(pages 127-147)**

**NOTE: Access to Information**

It is anticipated that the Committee will resolve to exclude the public from item 10 in terms of paragraph 6 (information concerning the financial or business affairs of any particular person other than the Authority) of Schedule 7A of the Local Government (Scotland) Act 1973.

**Angela Leitch  
Chief Executive  
John Muir House  
Haddington**

**11 June 2012**