



NOTICE OF THE MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE

**TUESDAY 19 NOVEMBER 2013, 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. Minute of the Meeting of the Audit & Governance Committee on 17 September 2013 **(Pages 1 – 4)**
2. Council Resources Service Risk Register **(Pages 5 – 16)**
Report by the Depute Chief Executive - Partnership & Services for Communities
3. Policy and Partnership Service Risk Register **(Pages 17 – 26)**
Report by the Depute Chief Executive - Resources & People Services
4. 2013/14 Council Improvement Plan Monitoring Report **(Pages 27 – 32)**
Report by the Chief Executive
5. Treasury Management Strategy Statement & Annual Investment Strategy - Mid Year Review 2013/14 **(Pages 33 – 38)**
Report by the Depute Chief Executive - Resources & People Services
6. Internal Audit Report - Electronic Document and Records Management System (EDRMS) **(Pages 39 – 46)**
Report by the Depute Chief Executive – Resources & People Services
7. Internal Audit Report - Gifts and Hospitality Policy **(Pages 47 – 52)**
Report by the Depute Chief Executive – Resources & People Services
8. Internal Audit Report - Payments to Scottish Water **(Pages 53 – 58)**
Report by the Depute Chief Executive – Resources & People Services
9. Internal Audit Report - Tyne Esk LEADER Programme **(Pages 59 – 66)**
Report by the Depute Chief Executive – Resources & People Services

10. Internal Audit Report - Statutory Performance Indicators 2012/13 (**Pages 67 – 72**)
Report by the Depute Chief Executive – Resources & People Services
11. Internal Audit Follow-up Reports (**Pages 73 – 80**)
Report by the Depute Chief Executive – Resources & People Services
12. Internal Audit Report – Housing Repairs and Maintenance (**Pages 81 – 90**)
Report by the Depute Chief Executive – Resources & People Services
13. Internal Audit Report –Licensing (**Pages 91 – 100**)
Report by the Depute Chief Executive – Resources & People Services
14. Internal Audit Report – Pencaitland Primary School (**Pages 101 – 106**)
Report by the Depute Chief Executive – Resources & People Services
15. Internal Audit Report – Insurance and Claims (**Pages 107 – 114**)
Report by the Depute Chief Executive – Resources & People Services
16. Internal Audit Progress Report 2013/14 (**Pages 115 – 120**)
Report by the Depute Chief Executive – Resources & People Services
17. Annual Work Programme 2013/14 (**Pages 121 – 123**)

**Angela Leitch
Chief Executive
John Muir House
Haddington
12 November 2013**