



NOTICE OF THE MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE

**TUESDAY 1 DECEMBER 2015, 2.00pm
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 Audit & Governance Committee meeting on 15 September 2015 for approval **(pages 1- 8)**
2. Treasury Management Strategy Statement and Annual Investment Strategy - Mid Year Review 2015/16 **(pages 9 - 20)**
Report by the Depute Chief Executive – Resources & People Services
3. Enjoyleisure Annual Performance Report **(pages 21 - 32)**
Report by the General Manager, Enjoyleisure
4. Annual Work Plan 2015/16 **(pages 33 - 34)**
5. Internal Audit Report – Musselburgh Burgh Primary School **(pages 35 - 42)**
Report by the Depute Chief Executive – Resources & People Services
6. Internal Audit Report – Waste Management **(pages 43 - 50)**
Report by the Depute Chief Executive - Resources & People Services
7. Internal Audit Report – Travel and Subsistence **(pages 51 - 60)**
Report by the Depute Chief Executive – Resources & People Services
8. Internal Audit Report – Bad Debt Write-offs **(pages 61 - 68)**
Report by the Depute Chief Executive - Resources & People Services
9. Internal Audit Follow-up Reports **(pages 69 - 72)**
Report by the Depute Chief Executive - Resources & People Services

10. Internal Audit Progress Report 2015/16 (**pages 73 - 79**)
Report by the Depute Chief Executive - Resources & People Services

**Angela Leitch
Chief Executive
John Muir House
Haddington
24 November 2015**