



Securing the future... • *Improving services*
• *Enhancing quality of life* • *Making the best use of public resources*

Council Building
2 High Street
PERTH
PH1 5PH

6 June 2013

A Meeting of the **Audit Committee** will be held in **Room 410, Fourth Floor, Council Building, 2 High Street, Perth** on **Wednesday 19 June 2013** at **2.00pm**.

If you have any queries please contact Paula Frazer on (01738) 475144.

BERNADETTE MALONE
Chief Executive

Those attending the meeting are requested to ensure that all mobile phones and other communication devices are switched off.

Members

Councillor B Vaughan (Convener)
Councillor A Stewart
Councillor H Anderson
Councillor D Cuthbert
Councillor J Giacomazzi
Councillor W Wilson
Councillor A Younger

PERTH AND KINROSS COUNCIL

AUDIT COMMITTEE – 19 JUNE 2013

AGENDA

MEMBERS ARE REMINDED OF THEIR OBLIGATION TO DECLARE ANY FINANCIAL OR NON-FINANCIAL INTEREST WHICH THEY MAY HAVE IN ANY ITEM ON THIS AGENDA IN ACCORDANCE WITH THE COUNCILLORS' CODE OF CONDUCT

1. Declarations of Interest
2. Minute of Meeting of the Audit Committee of 27 March 2013 (copy herewith) ***(Pages 1-6)***
3. Internal Audit Follow-Up – Report by Chief Internal Auditor (copy to follow 13/294)
4. Internal Audit Update – Report by the Chief Internal Auditor (copy to follow 13/295)
 - (i) Chief Executive's Service
 - (a) 12-02 – Following the Public Pound (copy herewith 13/296) ***(Pages 7-42)***
 - (b) 12-04 – Protection of Vulnerable Groups (copy herewith 13/297) ***(Pages 43-54)***
 - (c) 12-12 – Payroll (copy herewith 13/298) ***(Pages 55-62)***
 - (d) 12-18 – Rail Warrant Administration (copy herewith 13/299) ***(Pages 63-78)***
 - (e) 12-19 – Credit Cards (copy herewith 13/300) ***(Pages 79-90)***
 - (f) 12-20 – Gifts & Hospitality (copy herewith 13/301) ***(Pages 91-112)***
 - (ii) Housing and Community Care
 - (a) 12-06 – Contracts & Tendering Arrangements (copy herewith 13/302) ***(Pages 113-124)***
 - (b) 12-10 – Comfort Funds (copy herewith 13/303) ***(Pages 125-132)***
 - (c) 12-11 – Owner Occupier Accommodation Related Costs (copy to herewith 13/304) ***(Pages 133-144)***

- (d) 12-16 – Forensic Mental Health Service (copy herewith 13/305) **(Pages 145-152)**
- (iii) The Environment Service
 - (a) 12-14 – Business Continuity (copy herewith 13/306) **(Pages 153-174)**
- (iv) Education and Children's Services
 - (a) 12-17 – Public Performance Reporting (copy herewith 13/307) **(Pages 175-188)**
 - (b) 12-22 – ECS Change Fund (copy herewith 13/308) **(Pages 189-192)**
- 5. Internal Audit Year End Report – Report by the Chief Internal Auditor (copy herewith 13/309) **(Pages 193-204)**

If you or someone you know would like a copy of this document in another language or format, (on occasion only, a summary of the document will be provided in translation), this can be arranged by contacting committee@pkc.gov.uk



Council Text Phone Number 01738 442573