



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

Council Building  
2 High Street  
PERTH  
PH1 5PH

22 October 2013

A Meeting of the **Audit Committee** will be held in the **Committee Room, Fourth Floor, Council Building, 2 High Street, Perth** on **Wednesday 30 October 2013** at **2.00pm**.

If you have any queries please contact Joy Somerville / Charlotte Irons on (01738) 475128.

**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**

**30 OCTOBER 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. Welcome and Apologies/Substitutions
2. Declarations of Interest
3. Minute of Meeting of the Audit Committee of 25 September 2013 (copy herewith) **(Pages 1-4)**
4. Internal Audit Update – Report by the Chief Internal Auditor (copy herewith 13/500) **(Pages 5-16)**
  - (i) Corporate
    - (a) 13-02 – Software Licences (copy herewith 13/501) **(Pages 17-36)**
  - (ii) The Environment Service
    - (a) 13-04 – MOT Testing (copy herewith 13/502) **(Pages 37-40)**
  - (iii) Housing and Community Care
    - (a) 13-06 – Non-Domestic Rates (copy herewith 13/503) **(Pages 41-52)**
    - (b) 13-07 – Council Tax Reduction Scheme (copy herewith 13/504) **(Pages 53-58)**
  - (iv) Education and Children's Services
    - (a) 13-09 – Contract Monitoring (copy herewith 13/505) **(Pages 59-78)**