



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 September 2012

A Meeting of the **Audit Sub-Committee** will be held in the **Committee Room, Fourth Floor, Council Building, 2 High Street, Perth** on **Wednesday 12 September 2012 at 2.00pm.**

If you have any queries please contact Maureen Kay on (01738) 475119.

**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 D Cuthbert  
Councillor A MacLellan  
Councillor A Stewart  
Councillor B Vaughan  
Councillor A Younger



**PERTH AND KINROSS COUNCIL**  
**AUDIT SUB-COMMITTEE**

**12 SEPTEMBER 2012**

**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 Sub-Committee of 27 June 2012 (copy herewith) (**Pages 1-6**)
3. Internal Audit Follow-Up – Report by Chief Internal Auditor (copy herewith 12/380) (**Pages 7-16**)
4. Internal Audit Update – Report by the Chief Internal Auditor (copy herewith 12/381) (**Pages 17-22**)
  - (i) Chief Executive's Service
    - (a) 11/06 – Members Interests (copy herewith 12/382) (**Pages 23-26**)
  - (ii) Housing and Community Care
    - (a) 11/013 – Council Tax (copy herewith 12/383) (**Pages 27-36**)
5. Internal Audit Terms of Reference – Report by Chief Internal Auditor (copy herewith 12/384) (**Pages 37-50**)
6. External Audit Reports
  - (i) Perth and Kinross Council – Computer Services Review (copy herewith 12/385) (**Pages 51-64**)
  - (ii) Perth and Kinross Council – Maintaining Scotland's Roads: Follow-Up (copy herewith 12/386) (**Pages 65-76**)
7. Report to those charged with Governance on the Audit of Perth and Kinross Council 2011/12

As part of the process of signing off the Council's accounts for 2011/12, the external auditor is required to report certain matters arising from the audit of the financial statements to those charged with governance. The Sub-Committee is asked to authorise the Chief Executive and the Head of Finance, in consultation with the Leader of the Council, to agree the contents of the report prior to the signing of the accounts by 30 September 2012.

***IT IS RECOMMENDED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973***

P1. Internal Audit Update

(i) Chief Executive's Service

(a) 11/07 – Licensing (copy issued under separate cover 12/387)

P2. External Audit Reports

(i) Perth and Kinross Council 2011/12 – Review of Main Financial Systems (copy issued under separate cover 12/388)

P3. National Fraud Initiative 2010/2011 and 2012/13 – Report by Chief Internal Auditor (copy issued under separate cover 12/389)