



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

Council Building
2 High Street
PERTH
PH1 5PH

7 November 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 14 November 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 A Stewart
Councillor B Vaughan
Councillor D Cuthbert
Councillor A MacLellan
Councillor A Younger

PERTH AND KINROSS COUNCIL
AUDIT SUB-COMMITTEE

14 NOVEMBER 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 12 September 2012 (copy herewith) (**Pages 1-8**)
3. Internal Audit Follow-Up – Report by Chief Internal Auditor (copy herewith 12/518) (**Pages 9-22**)
4. Internal Audit Update – Report by the Chief Internal Auditor (copy herewith 12/519) (**Pages 23-30**)
 - (i) All Services
 - (a) 12-07 – Managing Sickness Absence (copy herewith 12/520) (**Pages 31-44**)
 - (ii) The Environment Service
 - (a) 09-023 – Bereavement Services (copy herewith 12/521) (**Pages 45-56**)
 - (iii) Housing and Community Care
 - (a) 12-05 – Housing Rents (copy herewith 12/522) (**Pages 57-76**)

IT IS RECOMMENDED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEM 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) Housing and Community Care and Chief Executive's Service
 - (a) 11/11 - Cash and Banking (copy issued under separate cover 12/523)