



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

The Atrium  
137 Glover Street  
PERTH  
PH2 0LQ

22 March 2016

A Meeting of the **Audit Committee** will be held in the **Hay Room, First Floor, Dewar's Centre, Glover Street, Perth** on **Wednesday 30 March 2016** at **2.00pm**.

If you have any queries please contact Charlotte Irons / Joy Somerville 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 Giacobazzi  
Councillor W Wilson  
Councillor A Younger



**PERTH AND KINROSS COUNCIL**

**AUDIT COMMITTEE**

**30 MARCH 2016**

**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/Substitutes
2. Declarations of Interest
3. Minute of Meeting of the Audit Committee of 3 February 2016 (copy herewith) **(Pages 1-6)**
4. Internal Audit Follow-Up – Report by Chief Internal Auditor (copy herewith 16/143) **(Pages 7-20)**
5. Internal Audit Update – Report by Chief Internal Auditor (copy herewith 16/144) **(Pages 21-32)**
  - (i) Corporate and Democratic Services
    - (a) 15-27 – Transformation (copy herewith 16/145) **(Pages 33-36)**
    - (b) 15-33 – Job Evaluation & Design (copy herewith 16/146) **(Pages 37-44)**
    - (c) 15-35 – Optimum (copy herewith 16/147) **(Pages 45-54)**
    - (d) 15-36 – SEEMiS (copy herewith 16/148) **(Pages 55-66)**
  - (ii) Education and Children's Services
    - (a) 15-10 – Modernising the School Office (copy herewith 16/149) **(Pages 67-72)**
    - (b) 15-15 – Named Person Service (copy herewith 16/150) **(Pages 73-78)**
    - (c) 15-23 – Place Based Scrutiny (copy herewith 16/151) **(Pages 79-84)**

- (iii) Environment Service
  - (a) 15-13 – School Transport Contracts (copy herewith 16/152) **(Pages 85-96)**
  - (b) 15-18 – Planning Applications (copy herewith 16/153) **(Pages 97-106)**
  - (c) 15-50 – Roads Maintenance Partnership Follow-Up (copy herewith 16/154) **(Pages 107-112)**
- (iv) Housing and Community Care
  - (a) 15-22 – Self-Directed Support (copy herewith 16/155) **(Pages 113-132)**
- 6. Internal Audit Plan 2016/17 – Report by Chief Internal Auditor (copy herewith 16/156) **(Pages 133-170)**
- 7. Audit Scotland – Financial Reporting and Scrutiny – Why the Accounts Matter – Report by Head of Finance (copy herewith 16/157) **(Pages 171-182)**
- 8. Audit Scotland – 2015-16 Annual Audit Plan for Perth and Kinross Council (copy herewith 16/158) **(Pages 183-208)**
- 9. National Fraud Initiative – Report by Chief Internal Auditor (copy herewith 16/159) **(Pages 209-214)**

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](mailto:committee@pkc.gov.uk)



Council Text Phone Number 01738 442573