

NOTICE OF MEETING

AUDIT COMMITTEE

Venue: Committee Room
Midlothian House
Buccleuch Street
Dalkeith

Date: Tuesday 11 December 2012

Time: 11.00 am

John Blair
Director, Corporate Resources

AGENDA

- 1 Apologies.
 - 2 Order of Business – including notice of new business submitted as urgent for consideration at the end of the meeting.
 - 3 Declarations of Interest.
 - 4 Minutes of Meeting of 30 October 2012 - For Approval
(Circulated: Pages 3 - 8).
 - 5 Rescheduling of Meetings - Report by, Director, Corporate Resources
(Circulated: Pages 9 - 10).
 - 6 External Audit Report on Corporate Information Technology – Report by Director, Corporate Resources **(Circulated: Pages 11 - 18).**
- Internal Control**
- 7 Internal Audit Plan 2012/13: Progress Report by Risk and Audit Manager **(Circulated: Pages 19 - 24).**
 - 8 Fuel Management: Progress Report by Risk and Audit Manager
(Circulated: Pages 25 - 30).
 - 9 Strategic Environmental Assessments (SEA) – Report by Risk and Audit Manager **(Circulated: Pages 31 – 41).**
 - 10 Housing Allocations - Report by Risk and Audit Manager
(Circulated: Pages 43 - 51).
 - 11 Internal Audit Opinion: Assurance Template – Report by Risk and Audit Manager **(Circulated: Pages 53 – 56).**

Risk Management

- 12 Corporate Risk Register- Report by Risk and Audit Manager **(To Follow)**.

Governance

- 13 Counter Fraud and Corruption and Whistle Blowing Policies – Report by Risk and Audit Manager **(Circulated: Pages 57 - 72)**.
- 14 Audit Committee Reporting Calendar – Report by Risk and Audit Manager **(Circulated: Pages 73 - 76)**.

4 December 2012