

Chief Executive's Department

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To: Councillors Tom Cook (Chair), Willie Coffey (Vice-Chair), Helen Coffey, Maureen McKay, John Campbell, John Knapp, Alan Brown, Stuart Finlayson, Barney Menzies, Eric Ross and Drew Filson.

17 August 2007

Dear Councillor

GOVERNANCE AND SCRUTINY COMMITTEE - 24 AUGUST 2007

You are requested to attend the meeting of the **Governance and Scrutiny Committee** to be held in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**, on **FRIDAY 24 AUGUST 2007** at **1000 HRS** to consider the undernoted business.

Yours sincerely



Elizabeth Morton
Depute Chief Executive/
Executive Director of Corporate Support
JMcG/FM

B U S I N E S S

INTIMATE APOLOGIES.

- 1. INITIAL DRAFT GUIDANCE DOCUMENT ON GOVERNANCE AND SCRUTINY WITHIN EAST AYRSHIRE COUNCIL** - Submit report dated 20 August 2007 (copy enclosed) by Depute Chief Executive/Executive Director of Corporate Support together with initial draft guidance and discussion document for consultation with Members.



- 2. MONITORING REPORTS (pages 1-6)** - Submit report dated 17 August 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of

Corporate Support to present for information of the Committee a list of future monitoring reports that will from time to time be presented to the Committee.



3. **INTERNAL AUDIT ANNUAL REPORT 2006/07 (pages 7-27)** - Submit report dated 10 August 2007 (copy enclosed) by the Chief Auditor advising of matters of significance that have arisen out of the 2006/07 audit process, and offering an opinion on the adequacy and effectiveness of the Council's systems of internal control.



4. **MONITORING REPORTS**

- 4.1 **AWARDING OF CONTRACTS (pages 28-43)** - Submit report dated 17 August 2007 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support providing, for information, details of tenders which have been accepted.

