

## **Audit and Procurement Committee**

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### **Time and Date**

4.00 pm on Monday, 21st October, 2013

### **Place**

Committee Room 3 - Council House

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#### **1. Apologies**

To receive apologies from Committee Members unable to attend the meeting and, where appropriate, note attendance of nominated substitutes.

#### **2. Declarations of Interest**

To invite Members of the Committee to declare any interest in any of the items on this Agenda.

### **Public Business**

#### **3. Minutes of Previous Meeting (Pages 3 - 6)**

To approve the draft minutes of the Audit and Procurement Committee held on 23 September 2013.

#### **4. Outstanding Issues and Work Programme 2013/14 (Pages 7 - 12)**

Report from the Executive Director, Resources.

#### **5. Jeep reports (Pages 13 - 18)**

Report from the Executive Director, Resources:

5 (a) Annual Leave Purchase

5 (b) Banked Recruitment

5 (c) Expenses Receipts

#### **6. Transformation Programme Financial Savings (Pages 19 - 24)**

Report from the Executive Director, Resources.

### **Internal Audit**

#### **7. Half Year Internal Audit Progress Report (Pages 25 - 36)**

Report from the Executive Director, Resources.

8. **Internal Audit Recommendation Tracking Report** (Pages 37 - 46)

Report from the Executive Director, Resources.

9. **Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved.**

**Private Business**

10. **Procurement Progress Report** (Pages 47 - 48)

Report from the Executive Director, Resources.

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Chris West, Executive Director, Resources, Council House Coventry

Friday, 11 October 2013

Note: The person to contact about the agenda and documents for this meeting is Hugh Peacocke

Membership: Councillors S Bains (Deputy Chair), D Gannon, L Harvard, R Sandy, T Sawdon, B Singh and H Sweet (Chair)

By invitation Councillors

**Please note: a hearing loop is available in the committee rooms**

**If you require a British Sign Language interpreter for this meeting  
OR if you would like this information in another format or  
language please contact us.**

**Hugh Peacocke**

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