

Governance, Audit and Risk Management Committee AGENDA

DATE: Tuesday 28 June 2011

TIME: 7.30 pm

VENUE: Committee Room 5,
Harrow Civic Centre

MEMBERSHIP (Quorum 3)

Chairman: Sachin Shah

Councillors:

Sue Anderson
Mano Dharmarajah
Thaya Idaikkadar

Barry Macleod-Cullinane
Richard Romain
Yogesh Teli

Reserve Members:

- | | |
|-------------------|--------------------|
| 1. Ben Wealthy | 1. Tony Ferrari |
| 2. Ajay Maru | 2. Stephen Wright |
| 3. Krishna Suresh | 3. Anthony Seymour |
| 4. Krishna James | |

Contact: Lysandra Dwyer, Democratic Services Officer
Tel: 020 8424 1264 E-mail: lysandra.dwyer@harrow.gov.uk

AGENDA - PART I

1. ATTENDANCE BY RESERVE MEMBERS

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) the meeting notes at the start of the meeting at the item 'Reserves' that the Reserve Member is or will be attending as a reserve;
- (iv) if a Reserve Member whose intention to attend has been noted arrives after the commencement of the meeting, then that Reserve Member can only act as a Member from the start of the next item of business on the agenda after his/her arrival.

2. DECLARATIONS OF INTEREST

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee, Sub Committee, Panel or Forum;
- (b) all other Members present in any part of the room or chamber.

3. APPOINTMENT OF VICE-CHAIRMAN

To appoint a Vice-Chairman of the Governance, Audit and Risk Management Committee for the Municipal Year 2011/12

4. MINUTES (Pages 1 - 8)

That the minutes of the meeting held on 29 March 2011 be taken as read and signed as a correct record.

5. PUBLIC QUESTIONS

To receive questions (if any) from local residents/organisations under the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution).

6. PETITIONS

To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Committee Procedure Rule 15 (Part 4B of the Constitution).

7. DEPUTATIONS

To receive deputations (if any) under the provisions of Committee Procedure Rule 16 (Part 4B) of the Constitution.

8. REFERENCES FROM COUNCIL AND OTHER COMMITTEES/PANELS (To Follow)

To receive references from Council and any other Committees or Panels (if any).

Treasury Management Outturn Report 2010/11: Reference from the Cabinet meeting on 22 June 2011

For consideration in conjunction with Agenda Item 14.

9. INFORMATION REPORT - RISK, AUDIT & FRAUD DIVISION ACTIVITY UPDATE (Pages 9 - 22)

Report of the Assistant Chief Executive

10. INFORMATION REPORT - ANNUAL HEALTH AND SAFETY REPORT 2010/11 (Pages 23 - 56)

Report of the Assistant Chief Executive.

11. INFORMATION REPORT - OUTTURN REPORT 2010/11 AND PROGRESS ON DRAFT ACCOUNTS PREPARATION (Pages 57 - 60)

Report of the Interim Director Finance

12. TREASURY MANAGEMENT OUTTURN REPORT 2010/11

Report of the Interim Director Finance

For the sake of the economy, the report which was circulated on the agenda for the June 2011 Cabinet meeting is not being reprinted in this agenda, and Members are therefore requested to bring copies with them to the meeting.

13. INFORMATION REPORT - CAPITAL GOVERNANCE AND IMPLEMENTATION PLAN (Pages 61 - 86)

Report of the Interim Director Finance and Director of Legal & Governance Services.

14. INFORMATION REPORT - INTERNAL AUDIT YEAR-END REPORT 2010/11 (Pages 87 - 108)

Report of the Assistant Chief Executive

15. 2011/12 INTERNAL AUDIT PLAN (Pages 109 - 128)

Report of the Assistant Chief Executive.

16. ANY OTHER URGENT BUSINESS

Which cannot otherwise be dealt with.

AGENDA - PART II

17. EXCLUSION OF THE PRESS AND PUBLIC

To resolve that the press and public be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of confidential

information in breach of an obligation of confidence, or of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972:

| <u>Agenda Item No</u> | <u>Title</u> | <u>Description of Exempt Information</u> |
|-----------------------|--|---|
| 18. | INFORMATION REPORT - Internal Audit Year-End report 2010/11 (Appendix B) | Information under paragraph 1 (contains information relating to any individuals). Information under paragraph 7 (contains information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime). |
| 19. | INFORMATION REPORT – Green and Amber Audit Reports | Information relating to paragraph 3 (contains information relating to the financial and business affairs of any particular person (including the authority holding that information)). |

18. INFORMATION REPORT - INTERNAL AUDIT YEAR-END REPORT 2010/11
(Pages 129 - 132)

Appendix B to the Report of the Assistant Chief Executive.

19. INFORMATION REPORT - GREEN AND AMBER INTERNAL AUDIT REPORTS & FOLLOW UP REPORTS (Pages 133 - 162)

Report of the Assistant Chief Executive