

# **Governance, Audit and Risk Management Committee** AGENDA

**DATE:** Thursday 1 December 2011

**TIME:** 7.30 pm

**VENUE:** Committee Room 5,  
Harrow Civic Centre

## **MEMBERSHIP** (Quorum 3)

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**Chairman:** Councillor Sachin Shah

**Councillors:**

|                       |                |
|-----------------------|----------------|
| Sue Anderson          | Chris Mote     |
| Mano Dharmarajah      | Richard Romain |
| Thaya Idaikkadar (VC) | Yogesh Teli    |

## **Reserve Members:**

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

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# **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. MINUTES (Pages 1 - 8)**

That the minutes of the meeting held on 21 September 2011 be taken as read and signed as a correct record.

## **4. PUBLIC QUESTIONS**

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

## **5. 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).

## **6. DEPUTATIONS**

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

## **7. REFERENCES FROM COUNCIL AND OTHER COMMITTEES/PANELS**

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

## **8. INFORMATION REPORT - CAPITAL IMPLEMENTATION PLAN (Pages 9 - 30)**

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

**9. INFORMATION REPORT - HALF YEARLY HEALTH AND SAFETY REPORT**  
(Pages 31 - 70)

Report of the Assistant Chief Executive.

**10. INFORMATION REPORT - INTERNAL AUDIT MID-YEAR REPORT 2011/12**  
(Pages 71 - 96)

Report of the Assistant Chief Executive.

**11. INFORMATION REPORT - RISK, AUDIT AND FRAUD COMMISSIONING PANEL PROPOSALS** (Pages 97 - 118)

Report of the Assistant Chief Executive.

**12. CREDITWORTHINESS AND COUNTERPARTY POLICY** (Pages 119 - 130)

Report of the Interim Director Finance.

**13. ANY OTHER URGENT BUSINESS**

Which cannot otherwise be dealt with.

**14. EXCLUSION OF THE PRESS AND PUBLIC**

To resolve that the press and public be excluded from the meeting for the following items of business, on the grounds that they involve 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>   |
|-----------------------|--|--|
| 15                    | Information Report – Internal Audit Mid-Year Report 2011/12 – Appendix 3 | Information under paragraphs 1 and 7, (contains information relating to individuals and information relating to actions taken in connection with the prevention, investigation and prosecution of crime) |
| 16                    | Information Report – Strategic Risk Register Update                      | Information under paragraph 3 (contains information relating to the financial or business affairs of any particular person (including the authority holding that information))                           |
| 17                    | Information Report – Green and Amber Internal Audit Reports              | Information under paragraph 3 (contains information relating to the financial or business affairs of any particular person (including the authority holding that information))                           |

## **AGENDA - PART II**

- 15. INFORMATION REPORT - INTERNAL AUDIT MID-YEAR REPORT 2011/12**  
(Pages 131 - 132)

Appendix 3 to the Information Report of the Assistant Chief Executive at item 10.

- 16. INFORMATION REPORT - STRATEGIC RISK REGISTER UPDATE** (Pages 133 - 162)

Report of the Assistant Chief Executive

- 17. INFORMATION REPORT - GREEN AND AMBER INTERNAL AUDIT REPORTS**  
(Pages 163 - 254)

Report of the Assistant Chief Executive.