

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

DATE: Tuesday 26 June 2012

TIME: 7.30 pm

VENUE: Committee Room 5
Harrow Civic Centre

MEMBERSHIP (Quorum 3)

Chairman: Councillor Bill Phillips

Councillors:

Sue Anderson
Mano Dharmarajah
Victoria Silver

Amir Moshenson
Chris Mote
Richard Romain

Reserve Members:

1. Ben Wealthy
2. Ajay Maru
3. Krishna Suresh
4. Varsha Parmar

1. Tony Ferrari
2. Stephen Wright
3. Anthony Seymour

Contact: Daksha Ghelani, Senior Democratic Services Officer
Tel: 020 8424 1881 E-mail: daksha.ghelani@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;
- (b) all other Members present.

3. APPOINTMENT OF VICE-CHAIRMAN

To appoint a Vice-Chairman of the Governance, Audit and Risk Management Committee for the Municipal Year 2012/13.

4. MINUTES (Pages 1 - 8)

That the minutes of the meeting held on 29 March 2012 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 receive references from Council and any other Committees or Panels (if any).

9. TERMS OF REFERENCE OF THE GOVERNANCE, AUDIT AND RISK MANAGEMENT COMMITTEE (Pages 9 - 10)

To note the Committee's Terms of Reference.

10. INFORMATION REPORT - GREEN AND AMBER INTERNAL AUDIT REPORTS (Pages 11 - 26)

Report of the Assistant Chief Executive.

11. INFORMATION REPORT - INTERNAL AUDIT YEAR-END REPORT 2011/12 (Pages 27 - 62)

Report of the Assistant Chief Executive.

12. INFORMATION REPORT- ANNUAL HEALTH AND SAFETY REPORT 2011/12 (Pages 63 - 108)

Report of the Assistant Chief Executive.

13. INFORMATION REPORT - RISK, AUDIT & FRAUD DIVISION ACTIVITY UPDATE (Pages 109 - 154)

Report of the Assistant Chief Executive.

14. 2012/13 INTERNAL AUDIT PLAN (Pages 155 - 180)

Report of the Assistant Chief Executive.

15. REVENUE AND CAPITAL OUTTURN 2011/12 (Pages 181 - 220)

Report of the Corporate Director Resources.

16. TREASURY MANAGEMENT OUTTURN 2011/12 (Pages 221 - 234)

Report of the Corporate Director Resources.

17. COMMITTEE LEAD MEMBER UPDATE (Pages 235 - 238)

Report of the Assistant Chief Executive.

18. ANY OTHER URGENT BUSINESS

Which cannot otherwise be dealt with.

19. EXCLUSION OF 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>
20.	INFORMATION REPORT - Internal Audit Year-End Report 2011/12 (Appendix B)	paragraphs 1 and 7 - information relating to individuals and information relating to actions taken in connection with the prevention, investigation and prosecution of crime.

AGENDA - PART II

20. INFORMATION REPORT - INTERNAL AUDIT YEAR-END REPORT 2011/12 (Pages 239 - 242)

Appendix B to the report of the Assistant Chief Executive at item 11 above.