

HARROW COUNCIL GOVERNANCE STRUCTURE 2016/17 (APPENDIX 2)

Core governance principles:						
1. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law	2. Ensuring openness and comprehensive stakeholder engagement	3. Defining outcomes in terms of sustainable economic, social, and environmental benefits	4. Determining the interventions necessary to optimise the achievement of the intended outcomes	5. Developing the entity's capacity, including the capability of its leadership and the individuals within it	6. Managing risks and performance through robust internal control and strong public financial management	7. Implementing good practices in transparency, reporting, and audit to deliver effective accountability
<p>Governance comprises the arrangements (including political, economic, social, environmental, administrative, legal and other arrangements) put in place to ensure that the intended outcomes for stakeholders are defined and achieved. Together the documents below outline the governance structure in place at Harrow Council to meet the core governance principles stated above.</p>						

KEY INTERNAL DOCUMENTS THE CONSTITUTION – Feb 2017		
<p>Article 1 – The Constitution</p> <p>Article 2 – Members and the Council</p> <p>Article 3 – Citizens and the Council</p> <p>Article 4 – The Full Council</p> <p>Article 5 – The Mayor</p> <p>Article 6 – Overview and scrutiny Committee</p> <p>Article 7 – The Executive</p> <p>Article 8 – Regulatory and Other Committees</p> <p>Article 9 – The Standards Committee (no pdf)</p> <p>Article 10 – Area Forums or Area Committees and Harrow Partnership Bodies (pdf does not cover partnerships)</p> <p>Article 11 – Joint Arrangements</p> <p>Article 12 – Officers</p> <p>Article 13 – Decision Making</p> <p>Article 14 – Finance Contracts and Legal Matters</p> <p>Article 15 – review, Revision and Publication of the Constitution</p>	<p>Article 16 – Interpretation of the Constitution</p> <p>Part 3A – Terms of Reference (Council, Committees, Sub-Committees)</p> <p>Part 3B – Delegations to Officers</p> <p>Part 4A – Council Procedure Rules</p> <p>Part 4A1 Appendix – Council Petition Scheme</p> <p>Part 4B – Committee Procedure Rules</p> <p>Part 4B1 – Health and Wellbeing Board Procedure Rules</p> <p>Part 4C – Budget and Policy Procedure Rules</p> <p>Part 4D – Executive Procedure Rules</p> <p>Part 4G – Access to Information Procedure Rules</p> <p>Part 4H – Officer Employment Procedure Rules</p> <p>Part 4I – Contract Procedure Rules</p> <p>Part 4J – Miscellaneous Procedure Rules</p> <p>Part 4K – Financial Regulations</p>	<p>Part 5A – Members' Code of Conduct</p> <p>Part 5B – Code of Conduct for Council Employees</p> <p>Part 5C – Protocol for Members and Officers</p> <p>Part 5D – Code of Practice and Publicity</p> <p>Part 5E – Planning Protocol</p> <p>Part 5F – Corporate Anti-Fraud and Corruption Strategy</p> <p>Part 5G – Confidentiality of Part II Reports</p> <p>Part 5H – Co-optees and Advisers</p> <p>Part 5I – Members' Access to Information</p> <p>Part 5J – Gifts and Hospitality Protocol</p> <p>Part 5L – Anti-Money Laundering Policy</p> <p>Part 5M – Social Media Policy</p> <p>Part 5N – Cabinet Decisions Protocol</p> <p>Part 5O – Protocol for public reporting on meetings</p> <p>Part 5P – Protocol on the Recording of decisions made by Officers</p>

HARROW COUNCIL GOVERNANCE STRUCTURE 2016/17 (APPENDIX 2)

OTHER KEY INTERNAL DOCUMENTS		KEY EXTERNAL DOCUMENTS
<p>Harrow Ambition Plan – 2017 Refresh, includes Harrow Values</p> <p>Corporate Complaints Policy</p> <p>Whistleblowing Policy & Procedure</p> <p>Staff Induction Checklist</p> <p>Appraisal Process</p> <p>Recruitment Policy & Procedures</p> <p>Commercial & Procurement Strategy</p> <p>Freedom of Information Act publication scheme</p> <p>Cabinet Report Template</p> <p>Executive Decision-Making Flowchart</p> <p>Consultation Toolkit</p> <p>Risk Management Strategy and Policy 2016-20</p> <p>Final Accounts Guidelines 2016-17</p> <p>Final Budget 2017-18 & Medium Term Financial Strategy 2017-20</p> <p>Internal Audit Plans 2016-17 & 2017-18</p> <p>Employee Handbook</p> <p>Employee Handbook for Managers</p> <p>Chief Officer Handbook</p> <p>Chief Executive Handbook</p> <p>Strategic Performance Report Q4 2016-17</p> <p>Stakeholder Consultation on Budget Meeting Minutes</p> <p>Committee report Templates</p>	<p>Consultation Portal</p> <p>Communications Plan</p> <p>Regeneration strategy</p> <p>Key Decision Schedule</p> <p>Data Quality Policy</p> <p>Equality in Procurement</p>	<p>CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2015)</p> <p>Code of Practice on Managing the Risk of Fraud and Corruption (CIPFA, 2014)</p> <p>CIPFA Statement on the Role of the Head of Internal Audit (2010)</p> <p>Audit Committees: Practical Guidance for Local Authorities and Police (CIPFA, 2013)</p> <p>Public Sector Internal Audit Standards</p> <p>Freedom of Information Act</p> <p>Data protection Act</p> <p>Accounts and Audit Regulations 2015</p>