

## LONDON BOROUGH OF HARROW

<b>Meeting:</b>	Cabinet
<b>Date:</b>	17 <sup>th</sup> February 2004
<b>Subject:</b>	Annual Audit & Relationship Manager Letters
<b>Key decision:</b>	No
<b>Responsible Chief Officer:</b>	Executive Director (Business Connections) and Executive Director (Organisational Development)
<b>Relevant Portfolio Holder:</b>	Finance & Human Resources & Performance Management
<b>Status:</b>	Part 1
<b>Ward:</b>	All
<b>Enclosures:</b>	Annual Audit and Relationship Manager Letters

### 1. Summary

1.1 This report provides Cabinet with the annual letters from the Council's external auditors and the relationship manager appointed by the Audit Commission.

### 2. Recommendations

- 2.1 That Cabinet note the contents of the letters and endorse the proposed Action Plan to meet the recommendations contained therein.
- 2.2 That Cabinet note that the letters will be considered by Overview & Scrutiny at their next meeting.

#### **REASON:**

In order to meet the statutory requirement for the executive to consider the contents of the annual audit and relationship manager letters.

### 3. Consultation with Ward Councillors

3.1 None

4. **Policy Context (including Relevant Previous Decisions)**

4.1 The letters cover key issues regarding the Council's performance in delivering its policies effectively.

5. **Relevance to Corporate Priorities**

5.1 The contents of the letters are relevant to all corporate priorities.

6. **Background Information and options considered**

6.1 It is a statutory requirement for the Council's external auditors (currently Deloitte & Touche LLP) and the relationship manager appointed by the Audit Commission to provide the Council with letters on an annual basis detailing the work they have undertaken during the year, their key findings in undertaking that work and any recommendations for improvement stemming from that work.

6.2 The Council has a statutory obligation to publish these letters and it is intended to place them on the internet site and place copies in public libraries.

6.3 Appendix 1 to the Audit letter (the Action Plan) identifies the key recommendations made by the external auditors, how Officers propose to respond to these recommendations and the timescale for completing these actions. Cabinet is requested to endorse this action plan.

6.4 The letters will also be presented to Overview & Scrutiny Committee at their next meeting to enable them to fulfil their responsibilities for corporate governance.

7. **Consultation**

7.1 None specifically

8. **Financial Observations**

8.1 The Audit letter deals with a number of financial issues. These will be addressed as noted in the Action Plan.

9. **Legal Observations**

9.1 None

10. **Conclusion**

10.1 This report presents the annual letters from the Council's external auditors and relationship manager to Cabinet, together with a proposed Action Plan to meet the recommendations contained therein.

11. **Background Papers**

11.1 There are no background papers.

12. **Authors**

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30<sup>th</sup> January 2004