

HARROW COUNCIL GOVERNANCE STRUCTURE

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
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.						

KEY INTERNAL DOCUMENTS THE CONSTITUTION – Feb 2019		OTHER KEY INTERNAL DOCUMENTS	KEY EXTERNAL DOCUMENTS
Article 1 – The Constitution	Part 4C – Budget and Policy Procedure	Harrow Ambition Plan – 2019	CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2015)
Article 2 – Members and the Council	Rules	Corporate Complaints Policy	Code of Practice on Managing the Risk of Fraud and Corruption (CIPFA, 2014)
Article 3 – Citizens and the Council	Part 4D – Executive Procedure Rules	Whistleblowing Policy & Procedure	CIPFA Statement on the Role of the Head of Internal Audit (2019)
Article 4 – The Full Council	Part 4G – Access to Information Procedure	Staff Induction Checklist	Audit Committees: Practical Guidance for Local Authorities and Police (CIPFA, 2018)
Article 5 – The Mayor	Rules	Appraisal Process	Public Sector Internal Audit Standards
Article 6 – Overview and scrutiny Committee	Part 4H – Officer Employment Procedure Rules	Recruitment Policy & Procedures	Freedom of Information Act
Article 7 – The Executive	Part 4I – Contract Procedure Rules	Commercial & Procurement Strategy	Data protection Act
Article 8 – Regulatory and Other Committees	Part 4J – Miscellaneous Procedure Rules	Freedom of Information Act publication scheme	Accounts and Audit Regulations 2015
Article 10 – Area Forums or Area Committees and Harrow Partnership Bodies	Part 4K – Financial Regulations	Cabinet Report Template	
Article 11 – Joint Arrangements	Part 5A – Members' Code of Conduct	Executive Decision-Making Flowchart	
Article 12 – Officers	Part 5B – Code of Conduct for Council Employees	Consultation Toolkit	
Article 13 – Decision Making	Part 5C – Protocol for Members and Officers	Risk Management Strategy and Policy 2016-20	
Article 14 – Finance Contracts and Legal Matters	Part 5D – Code of Practice and Publicity	Final Accounts Guidelines	
Article 15 – Review, Revision and Publication of the Constitution	Part 5E – Planning Protocol	Medium Term Financial Strategy 2019/20 – 2021/22	
Article 16 – Interpretation of the Constitution	Part 5F – Corporate Anti-Fraud and Corruption Strategy	Internal Audit Plans 2019/20	
Part 3A – Terms of Reference (Council, Committees, Sub-Committees (incl. Governance, Audit, Risk Management & Standards Committee))	Part 5G – Confidentiality of Part II Reports	Health & Wellbeing Terms of Reference	
Part 3A1 – Terms of Reference Schedule	Part 5H – Co-optees and Advisers	Safer Harrow Terms of Reference	
Part 3A2 – Appendix – Schedule 1 to Functions and Responsibilities Regulations	Part 5I – Members' Access to Information	Corporate Scorecard	
Part 3B – Delegations to Officers	Part 5J – Gifts and Hospitality Protocol	Data Protection Officer Role Profile	
Part 4A – Council Procedure Rules	Part 5K – Code on Corporate Governance	Information Governance and Security Policy	
Part 4A1 Appendix – Council Petition Scheme	Part 5L – Anti-Money Laundering Policy	Acceptable Use Policy	
	Part 5M – Social Media Policy	Information Governance Board Terms of Reference	
	Part 5N – Cabinet Decisions Protocol	Data Quality Policy	
	Part 5O – Protocol for public reporting on meetings		
	Part 5P – Protocol on the Recording of decisions made by Officers		
	Part 6 – Members' Allowances Scheme		

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2018/19

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Part 4B – Committee Procedure Rules Part 4B1 – Health and Wellbeing Board Procedure Rules			