

Corporate Governance and Standards Committee

15 June 2017

Supplementary Information Sheet

This page is intentionally left blank

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

15 JUNE 2017

SUPPLEMENTARY INFORMATION

AGENDA ITEM 4 – ANNUAL GOVERNANCE STATEMENT

Correction:

In the first line of paragraph 5.1 of Appendix 1 (page 21), substitute “85%” in place of “77%”.

AGENDA ITEM 5 – TREASURY MANAGEMENT ANNUAL REPORT: 2016-17

Corrections:

- In paragraph (3) of the recommendation on page 31, substitute “investment policy” in place of “investment strategy”.
- Substitute the following in place of the second sentence of paragraph 7.3 of the report (page 35): “*Therefore, net debt has increased by £13 million.*”
- Substitute the following in place of the first sentence of paragraph 7.9 of the report (page 35): “*The Council also invested £960,000 of equity investment in Guildford Holdings Ltd, and made a loan of £1.4 million to North Downs Housing Ltd.*”
- Substitute the following in place of paragraph 2.10 of Appendix 1 to the report (page 47): “*Although not classed as treasury management activities and therefore not covered by the CIPFA Code, the Council also holds £960,000 of equity investments in Guildford Holdings Ltd and a loan of £1.4 million to North Downs Housing Ltd.*”

AGENDA ITEM 6 – DRAFT STATEMENT OF ACCOUNTS FOR 2016-17

Corrections:

- In the first paragraph under “Collection Fund” on page 94, the collectable debit for council tax in 2016-17 was £94 million and business rates was £84 million.
- The table in the paragraph headed “Other Performance during the year” on pages 96 and 97 should read:

Indicator	2016-17	2015-16
1. Council Tax Collected	99.27%	99.32%
2. NNDR Collected	99.29%	99.48%
3. Invoices paid on time	91.75%	97.90%
4. Benefit Overpayments recovered	£1.398m	£1.991m
5. Processing of ‘major’ planning applications within 13 weeks	97%	86.67%
6. Processing of ‘minor’ planning applications within 8 weeks	91%	69.44%
7. Processing of ‘other’ applications within 8 weeks	88%	74.48%
8. Appeals dismissed against the Council’s refusal of planning permission	68%	69.29%
9. Number of Households living in temporary accommodation	61	46
10. Housing Advice – homelessness prevented (cases resolved)	396	407
11. Days taken to process Housing Benefit / Council Tax support claims	24.77 for new claims 7.07 for changes	24.89 for new claims 7.68 for changes

Indicator	2016-17	2015-16
12. Number of affordable homes completed	32	125
13. Food businesses with 'scores on the door' of 3 or over	94.8%	95%
14. % Household waste recycled and composted	59.7%	58%
15. Staff sickness absence		
Office	6.9 days	9 days
Manual	12.6 days	12.8 days
16. Staff turnover	12.8%	9.24%
17. Calls answered by customer services within 20 seconds	91.3%	84.6%

- The key to the graph on page 97 is as follows:

Green: On Track

Orange: Experiencing obstacles

Red: Off track

Grey: Not started

The text "The graph shows xxxxxx" should be deleted.

- In the table in Note 9 of the Draft Statement of Accounts (Officers' Remuneration) on page 114, substitute "£130,214" in place of "£136,839" at the top of the third column.

AGENDA ITEM 8 – INTERNAL AUDIT PLAN 2017-18

Corrections:

- The penultimate row of the table in paragraph 5.3 of the report (page 193), should read: "Deferred to 2017-18".
- In item 14 – Public Health and Well-Being of Appendix 1 (the Audit Plan) on page 195, the Audit Type should read: "Compliance Audit".

AGENDA ITEM 9 – REVIEW OF REVISED GOVERNANCE ARRANGEMENTS

To assist the Committee in considering the various options outlined in the report, they are all set out for ease of reference in the following list of recommendations:

- (1) That the public webcasting of meetings of the Executive Advisory Boards be discontinued with immediate effect.
- (2) That an annual/bi-annual meeting between the Leadership and the EAB and O&S Committee chairmen and vice-chairmen be established to discuss topic areas for future work programmes and to discuss how the EABs and O&S Committee could make a more effective contribution to the decision-making process.
- (3) That, in order to improve the arrangements for topic selection and agenda planning, the Executive/CMT be requested to provide suggestions for topic areas for EABs drawn from the (revised) Corporate Plan Action Plan for consideration at future work programme meetings and to have a CMT (as well as Executive) representative attend those meetings.
- (4) That EABs be asked to consider having only one topic on the agenda for each meeting, so that the topic may be considered in sufficient depth.
- (5) That the approach to development of the O&S Committee work programme be broadened, by amending O&S Procedure Rules to introduce a more flexible

approach to topic selection through replacing the topic selection flow chart in O&S Procedure Rules with the PAPER tool.

- (6) That O&S Committee members should have an opportunity for putting written questions to lead councillors attending O&S Committee meetings in advance so that written answers may be prepared.
- (7) That lead councillors should present all matters for discussion at EAB meetings and engage actively in a dialogue with the EABs regarding those matters, and that the terms of reference of the EABs be amended accordingly.
- (8) That EABs be encouraged to set up task groups to research and review areas for policy development.
- (9) That the focus for public engagement should be aimed more at O&S than EABs.
- (10) That more proactive measures for public engagement in respect of the work of the O&S Committee be established by:
 - (a) inviting suggestions for the O&S work programme from the public and partners as well as officers and councillors; and
 - (b) alerting the public about O&S agenda topics on days leading up to the meeting, on the day of the meeting and action agreed at the meeting through press releases/social media.
- (11) That progress on matters previously considered by EABs be reported back to them periodically.
- (12) That a briefing note be provided to those officers invited to attend O&S Committee meetings to ensure there is full comprehension of the process, including the role of scrutiny and the Scrutiny Officer.

AGENDA ITEM 10 – COUNCILLOR APPOINTMENTS TO EXTERNAL ORGANISATIONS

Public Speaker:

In accordance with Public Speaking Procedure Rule 3 (a), Sarah Creedy has given notice of her request to address the Committee in respect of this item in her capacity as chairman of governors at the Royal Grammar School and Abbots Hospital.

Corrections:

In the table in Appendix 2 (Final Recommendations of the Working Group):

- Re: Guildford Poyle Charities on page 224, delete “*additional*” in the Legal Comment column so that it reads “*No insurance*”.
- Re: Guildford Sunset Homes on page 224, substitute “*Yes*” in place of “*No*” in the Mayor (ex officio) column
- Re: Experience Guildford (BID) on page 226:
 - (a) delete “*No further*” in the Legal Comment column, so that it reads “*Insurance in place*”.

- (b) It is suggested that this appointment should be made by the Executive, rather than full Council, as it is appropriate that the relevant lead councillor responsible for economic development should be the Council's appointee.
- Re: Guildford Book Festival on page 226:
 - (a) delete "*further*" in the Legal Comment column so that it reads "*No insurance in place*".
 - (b) Substitute "*Appoint*" in place of "*Retain*" in the Working Group recommendation and reasons column
- Re: Abbot's Hospital (Trinity Hospital Governors) on page 229, substitute "Yes" in place of "No" in the Mayor (ex officio) column

External organisations in respect of which the Mayor is an ex officio appointment

The Committee will note that currently the Mayor is an ex officio appointee to the following external organisations:

- (a) Abbot's Hospital
- (b) Guildford/Freiburg Association
- (c) Guildford Sunset Homes (Honorary President)
- (d) Royal Grammar School
- (e) Surrey County Agricultural Society (Honorary Vice President for three years)¹

The Working Group has recommended in respect of Abbot's Hospital and Royal Grammar School that the Council discontinues making a formal appointment because the appointment does not meet any of the criteria approved by the Council on 11 April 2017, i.e. they do not

- (i) Support the Council's Corporate priorities,
- (ii) Assist in delivery of Council services, or
- (iii) Use Council facilities

Instead, the working group suggests that a local ward councillor could put their name forward independently for possible appointment without the need for formal approval by the Council.

However, the Council needs to consider in respect of Abbot's Hospital and the Royal Grammar School, whether the ex officio appointment of the Mayor to these bodies should continue if the formal appointment of a councillor discontinues.

The Committee is asked to note that the Mayor of Guildford has strong, historical connections with both Abbot's Hospital and the Royal Grammar School, with the Mayor being involved in their respective governance arrangements for nearly 400 years in respect of the former and over 500 years in respect of the latter.

In view of this, officers recommend that, should the Council agree to discontinue the appointment of a councillor to Abbot's Hospital and Royal Grammar School, the ex officio appointment of the Mayor as a trustee and governor/director to those bodies should continue.

¹ The arrangement with SCAS is that the councillor who is Deputy Mayor in Year 1 becomes an ex officio Honorary Vice President, and he/she continues in that role for Year 2 (when they are Mayor) and Year 3 (the year after they are Mayor). At any one time, therefore, the SCAS has three Honorary Vice-Presidents who are the Deputy Mayor, the Mayor and the immediate past Mayor.

Legal implications (section 7 of the report)

It should be noted that even where charities are incorporated with limited liability, there are still financial risks to trustees if anything goes wrong. Trustee indemnity insurance is, therefore, essential to safeguard the interests of the councillor appointed to that role.

Suggested recommendations for consideration by the Committee:

The **Committee** is asked to agree:

- (1) That the Democratic Services Manager be authorised to send copies of all the person profile forms completed by the various external organisations to all councillors so that they may discuss with group leaders their suitability for the roles in terms of relevant skills and experience.
- (2) That councillors nominated by their groups for appointment to an external organisation be requested to complete and submit to the Democratic Services Manager the relevant person profile forms, with details of their relevant skills and experience, by no later than Friday 14 July 2017.

Recommendation to Council (25 July 2017):

The **Council** is asked to agree:

- (1) That the final recommendations of the Councillor Appointments to External Organisations Working Group in respect of existing and proposed new appointments, as set out in Appendix 2 to the report submitted to the Committee, be approved, subject to:
 - (a) the corrections referred to above, including the proposed new appointment to Experience Guildford (BID) being an Executive, rather than a full Council, appointment; and
 - (b) the proviso that should the Council agree to discontinue the appointment of a councillor to Abbot's Hospital (Trinity Hospital Governors) and the Royal Grammar School, the ex officio appointment of the Mayor as a trustee and governor/director to those bodies should continue.
- (2) That, in relation to those external organisations where the Council agrees to discontinue appointments and where the term of office of the current appointees expire in 2018 or 2019, the Council agrees that such appointments should be allowed to run their course.

AGENDA ITEM 11 – REVIEW OF THE COUNCILLORS' DEVELOPMENT STEERING GROUP

Suggested recommendation for consideration by the Committee:

The **Committee** is asked to agree:

- (1) That the Councillors' Development Steering Group should continue its work and that the numerical allocation of seats on the Steering Group to each political group be agreed as follows:

Conservatives: 4
Liberal Democrats: 1
Guildford Greenbelt Group: 1
Labour: 1

- (2) That political group leaders be asked to confirm the councillor membership of the Steering Group in accordance with the numerical allocation of seats referred to in paragraph (1) above.

AGENDA ITEM 12 – WORK PROGRAMME

It is suggested that the unscheduled item referred to on page 253 – Review of the effectiveness of the audit responsibilities of the Committee is no longer relevant or necessary as much of the audit related business conducted by the Committee sufficiently demonstrates its effectiveness.

Officers therefore recommend that this unscheduled item be removed from the Work Programme.