



GUILDFORD  
BOROUGH

**James Whiteman**  
Managing Director

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Dear Councillor

**CORPORATE GOVERNANCE AND STANDARDS COMMITTEE - THURSDAY, 30TH JULY, 2020**

Please find attached the following:

**Supplementary Information Sheet (Pages 1 - 4)**

Yours sincerely

John Armstrong, Democratic Services and Elections Manager  
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# CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

30 JULY 2020

## SUPPLEMENTARY INFORMATION

### AGENDA ITEM 4: CAPITAL AND INVESTMENT OUTTURN REPORT 2019-20

#### Corrections:

- (a) In the section on Treasury Management in the Executive Summary on page 13 of the agenda, the third sentence of the first paragraph should read:

“As at 31 March 2020, the Council held £107.6 million in investments, £44 million of short term borrowing *and £192 million of long term borrowing* so net debt of £129 million.

- (b) The last sentence in paragraph 7.11 (page 19) should read:

“We budgeted a return of £333,000 and earned £317,000, which is due to the *decrease* in the Bank of England base rate in the year.”

- (c) In paragraph 9.1 (page 22), reference to “Ash road” means “Ash Road Bridge”.

- (d) In the second bullet of paragraph 18.1 (page 27), delete “The HRA debt cap is the only restriction that applied in 2017-18.”

- (e) The table in paragraph 2.24 in Appendix 1 to the report (page 32 of the agenda), should read:

Interest calc	Lender	Loan type	Principal £'000	Initial loan period (yrs)	Period remaining years	Maturity date	Rate
<b>Long-term</b>							
Fixed	PWLB	EIP	230	10	1.0	31/03/2021	3.60%
Variable	PWLB	Maturity	45,000	10	2.0	28/03/2022	0.96%
Fixed	PWLB	Maturity	10,000	12	4.0	28/03/2024	2.70%
Fixed	PWLB	Maturity	10,000	13	5.0	28/03/2025	2.82%
Fixed	PWLB	Maturity	10,000	14	6.0	28/03/2026	2.92%
Fixed	PWLB	Maturity	10,000	15	7.0	28/03/2027	3.01%
Fixed	PWLB	Maturity	25,000	17	9.0	28/03/2029	3.15%
Fixed	PWLB	Maturity	25,000	20	12.0	28/03/2032	3.30%
Fixed	PWLB	Maturity	25,000	25	17.0	28/03/2037	3.44%
Fixed	PWLB	Maturity	15,000	29	21.0	28/03/2041	3.49%
Fixed	PWLB	Maturity	17,435	30	22.0	28/03/2042	3.50%
<b>Short-term</b>							
Fixed	Broxbourne BC	Maturity	2,000	0.75	1.0	01/04/2020	0.80%
Fixed	LB Havering	Maturity	5,000	0.75	1.1	22/04/2020	0.82%
Fixed	Stockport MBC	Maturity	10,000	0.08	1.1	27/04/2020	1.00%
Fixed	LB Ealing	Maturity	2,000	1.00	1.1	19/05/2020	0.95%
Fixed	Cambridge CC	Maturity	3,000	1.00	1.1	19/05/2020	0.95%
Fixed	Rushcliffe BC	Maturity	5,000	1.00	1.1	20/05/2020	0.95%
Fixed	Cambridge & Peterborough	Maturity	8,000	0.92	1.1	20/05/2020	0.80%
Fixed	South Derbyshire	Maturity	3,000	1.00	1.2	01/06/2020	0.93%
Fixed	West Dumbartonshire	Maturity	6,000	1.00	1.4	07/09/2020	0.75%
<b>Total</b>			<b>236,665</b>				

(f) Paragraph 2.31 in Appendix 1 (page 33) should read:

“The Chancellor’s March 2020 Budget statement included significant changes to Public Works Loan Board (PWLB) policy and launched a wide-ranging consultation on the PWLB’s future direction. Announcements included:

- a reduction in the margin on new HRA loans to 0.80% above equivalent gilt yields. The value of this discount is 1% below the rate at which the authority usually borrows from the PWLB, available from 12th March 2020 and
- £1.15 billion of additional “infrastructure rate” funding at gilt yields plus 0.60% to support specific local authority infrastructure projects for England, Scotland and Wales for which there is a bidding process

(g) Paragraph 3.9 in Appendix 1 (page 35) should read:

“We are showing as being internally borrowed up to £124 million at the end of March 2020.”

(h) The table in paragraph 3.28 in Appendix 1 to the report (page 38 of the agenda), should read:

	Upper Limit	Lower Limit	Actual at 31 March 2020	Value of loans maturing
Under 12 months	15%	0%	23.08%	44,230,000
1-2 years	20%	0%	0.00%	0
3 to 5 years	25%	0%	5.22%	10,000,000
6 to 10 years	50%	0%	28.70%	55,000,000
11-15 years	100%	0%	13.04%	25,000,000
16-20 years	100%	0%	13.04%	25,000,000
21-25 years	100%	0%	16.92%	32,435,000
Over 26 years	100%	0%	0.00%	0

(i) The table at the top of page 40 (Appendix 2) should read:

#### KEY ACQUISITIONS AND DISPOSALS 2019-20”

Property	Interest	Price paid	Date of completion	Previous rent pa	Estimated rent pa
<b>ACQUISITIONS</b>					
1 & 2 Thornberry Way, Slyfield	Leasehold (to merge Freehold)	£6,550,000	04/12/2019	£51,570	£590,000
<b>DISPOSALS</b>					
Liongate, Ladymead	Freehold	£10,170,000	06/03/2020	£ 980,000	N/A

(j) In the Glossary in Appendix 10 (pages 67 - 73), add the following:

DFG: Disabled Facilities Grant  
 ILO: International Labour Organisation  
 ITZA: In Terms of Zone A

## **AGENDA ITEM 5: GENERAL FUND REVENUE OUTTURN REPORT 2019-20**

### Corrections:

- (a) In the Executive Summary on page 75 of the agenda, the overall deficit on the Collection fund is £1.6 million.
- (b) Paragraph 7.7 (page 83) should read

“The overall balance carried forward on the Collection Fund Revenue Account, is a deficit of £1.6 million. This is made up of a deficit balance of £2.9 million in relation to Business Rates and a surplus of £1.3 million in relation to Council Tax. The deficit is shared between the relevant major preceptors and Central Government (Business Rates only) as part of setting the 2020-21 budget.”
- (c) It has not been possible to produce Appendix 4 – Collection Fund Revenue Account details as the closing of the account was delayed due to COVID work and is not yet finalised. The information will form part of the Statement of Accounts which will be presented to the Committee later in the year.

## **AGENDA ITEM 7: FINANCIAL MONITORING REPORT – APRIL AND MAY 2020**

### Correction:

The final paragraph of the Executive Summary on page 106 of the agenda, should read:

“The Council held £118.8 million of investments and £238.9 million of external borrowing at 31 May 2020, which includes £192.8 million of HRA loans. Officers confirm that the Council has complied with its Prudential indicators in the period, which were set in February 2020 as part of the Council’s Capital Strategy.”

## **AGENDA ITEM 8: REVIEW OF VARIOUS CORPORATE GOVERNANCE RELATED MATTERS**

### Corrections:

- (a) After paragraph (5) of the recommendation to the Committee on page 178 of the agenda, add the following paragraph and re-number subsequent paragraphs:

“(6) That, should there be the need for assistance to a Parish Council in dealing with a conduct issue on the part of the Clerk, the Monitoring Officer could assist in this regard by offering advice, support, and guidance”.
- (b) In paragraph 4.5 on page 180, the first sentence should read:

“Currently, there is no statutory requirement for parish councils to adopt the same, or substantially the same, code of conduct as the principal authority (the Borough Council), *although they are still required to have one.*”
- (c) In Appendix 1 on pages 187 and 189, the Monitoring Officer’s (MO’s) comments are as follows:

Page 187 (in response to Cllr Seabrook’s comment):

“*The test has now been amended to state that the alleged perpetrator ‘knows or ought to know’.*”

Page 189 (in response to Cllr Bilbe's comment):

*"Councillors are currently required to notify the Monitoring Officer if they receive a gift/hospitality within 28 days of receipt if the value of the gift/hospitality is more than £25; failure to do so would amount to a breach of the Code of Conduct. Acceptance of gifts/hospitality should be avoided altogether if they give the impression of compromising the Nolan Principles."*

*"The Nolan Principles refer, amongst others, to integrity, accountability, openness and honesty. The supporting text under 'integrity' in particular places a responsibility on Councillors to avoid placing themselves under any obligation; the implication being that there is a personal responsibility to avoid any accusation of being compromised. There are also criminal offences (such as bribery, as identified by Cllr Bigmore) which place individual responsibility on declaring the receipt of gifts and hospitality on Councillors."*

## **AGENDA ITEM 9: CORPORATE GOVERNANCE AND STANDARDS COMMITTEE WORK PROGRAMME**

### Corrections:

- (a) In the list of items for consideration on 19 November 2020 (page 240 of the agenda), under "the Council's Constitution", the decision to be taken should read:

*"To review and update Procurement Procedure Rules and Financial Procedure Rules"*

- (b) In the list of items for consideration on 25 March 2021 (page 242 of the agenda), add the following items:

<b>Subject</b>	<b>Details of decision to be taken</b>
The Council's Constitution	To review and update Financial Procedure Rules
Planning Appeals	To monitor the Council's performance at appeals against refusal of planning permission by the Planning Committee (both in respect of officer recommendations for refusal and Committee overturns) including, where appeals are upheld, details of costs awarded against the Council and other associated legal/external adviser costs.