



GUILDFORD
BOROUGH

James Whiteman
Managing Director

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Dear Councillor

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE
THURSDAY, 19TH NOVEMBER, 2020

Please find attached the following:

Agenda No Item

7. **Supplementary Information Sheet**

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CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

19 NOVEMBER 2020

SUPPLEMENTARY INFORMATION

AGENDA ITEM 4: SUMMARY OF INTERNAL AUDIT REPORTS 1 MAY 2020 TO 31 OCTOBER 2020

Public speakers: Mr Gavin Morgan, Guildford Heritage Forum.
Hon. Alderman Gordon Bridger (Nominated spokesperson: Cllr Maddy Redpath)

The Committee will note from the agenda that the internal audit reports from KPMG on the reviews of both Burchatts Farm Barn and North Downs Housing are draft reports and it is intended that the reports will be updated following consideration by officers and councillors.

In particular it is anticipated that additional information will be included within the Burchatts Farm Barn report which will lead to an additional recommendation(s) being made by the auditors in relation to the need to review the classification of assets. The reports have been included in the agenda in draft for the Committee's discussion; however, it is not appropriate for further comments on the reports to be made by the auditors at this stage as part of the meeting. The Committee's comments will be minuted and reviewed by the auditors as part of the process of finalising the reports. The final reports, together with management responses, will be reported to the Committee in January for further consideration.

It should be noted that decisions regarding leasing are delegated to officers, in consultation with councillors as per the Council's Constitution¹. For clarity, the published officer decision regarding Burchatts Farm Barn can be found at **Appendix 1** of this Supplementary Information Sheet².

The minutes of the Property Review Group (an Executive working group made up of councillors and officers) contain information which cannot be made public but this information will be made available to the auditors.

Revised recommendations for Item 4 are as follows:

- (1) That the Internal Audit Progress Report (November 2020) prepared by KPMG, as set out in Appendix 1 to the report be noted.
- (2) That the draft reports prepared by KPMG concerning the Burchatts Farm Barn review and North Downs Housing be noted and scheduled to be resubmitted in final format to the meeting to be held 14 January 2021.

AGENDA ITEM 6: CORPORATE GOVERNANCE AND STANDARDS COMMITTEE WORK PROGRAMME

In view of the business proposed to be transacted at the January and March meetings, the chairman and vice-chairman have requested that an additional meeting of the Committee be held in April 2021, in order to see whether the business could be spread more evenly across three meetings for more manageable agendas.

¹ Part 3 Delegation to Officers Annexe 1, 'Head of Asset Management' p.3-76 to 3-78


² And on the GBC website [Lease of Burchatts Farm Barn](#)

It is suggested that this additional meeting be held on **Thursday 22 April 2021 at 7pm.**

It was also suggested that, on the basis that much of the business in the Committee's work programme each year tends to be front-loaded in the first six months of the calendar year, in order to meet key deadlines, an additional meeting is programmed in April each year to help spread the business more manageably. This will be addressed in the report to the next Council meeting on the timetable of meetings.

The further report on Planning Appeals Monitoring that is scheduled in the work programme for June 2021 (see Appendix 1 page 60), will now be brought forward to the 22 April meeting.

The Committee is asked to consider and approve the revised rolling work programme as set out in the **Appendix 2** to this Supplementary Information Sheet.

 GUILDFORD BOROUGH	RECORD OF EXECUTIVE DECISION TAKEN BY AN OFFICER UNDER DELEGATED AUTHORITY
SUBJECT:	Grant of the Contacted-Out Lease of Burchatts Farm Barn to Guildford Chiropractic Clinic
KEY DECISION* Yes/No	No
Ward(s) affected:	Christchurch
NAME AND DESIGNATION OF OFFICER TAKING DECISION:	Marieke van der Reijden Interim Head of Asset Management
SOURCE OF AUTHORITY TO TAKE DECISION: Either: Executive Decision (please include date of meeting) Or: Scheme of Delegation to Officers	Council's 24/10/2019 Constitution Part 3, Page 3-64 Para 3(a), Interim Head of Asset Management in consultation with the appropriate lead councillor and subject to being satisfied that the Council will receive the best consideration reasonably obtainable: <i>Subject to consultation with the Chief Finance Officer to accept terms for the granting, renewing, reviewing and varying of leases of Council owned land and property held in the General Fund</i>
CONSULTATIONS: (a) Relevant Lead Councillor(s): Comments: (b) Local Ward Councillor(s): Comments**: (c) Officers (state names): Comments:	 (a) Cllr Bigmore, Lead Member for & Finance – Email 26.3.2020 at 08.30 agrees with proposal with no further comments being made. (b) Cllr Bigmore & Cllr Booth– informed of decision on 26.3.2020 (c) Claire Morris – Email 26.3.2020 at 14.29 agrees with proposal with no further comments being made.
DETAILS OF DECISION: (attach additional sheets if required)	To approve the grant of the lease of Burchatts Barn Farm in line with the following terms and conditions: New 10 year FRI lease to Guildford Chiropractic Clinic. The lease will be subject to an Agreement for Lease subject to Landlords Works, which involve the removal of the former commercial kitchen and servery and a schedule of minor repairs. There will be a photographic schedule of condition appended to the lease. For grant of a new lease the rent will be £40,000 which in accordance with the Council's General Disposal Consent powers, provides the 'best consideration reasonably obtainable' where the proposed term exceeds seven (7) years. The rent will be payable quarterly in advance and subject to an uplift in line with open market value at the end of the 5th anniversary of the term. If you have any queries, then please contact Mark Appleton who will be happy to provide further information.

Reasons for Decision:	Income
Details of any alternative options considered and rejected when making the decision:	The decision meets the statutory requirements for the Council and there were no alternative options available.
Details of any conflict of interest declared by any executive councillor who is consulted in relation to this decision:	None
Contact Officer: Service: Direct Line: File Ref:	Mark Appleton Asset Management 01483 444364
<p>I hereby take the decision referred to above, for the reason(s) stated.</p> <p>Signed: Marieke van der Reijden</p> <p>Job title of decision maker: Interim Head of Asset Management</p> <p>Date decision taken: 30/03/2020</p> <p>Date decision may be implemented, subject to call-in provisions***:</p>	

IMPORTANT NOTES (PLEASE READ):

ACCESS TO INFORMATION PROCEDURE RULES

Unless the details of this decision or any accompanying report or background paper contain confidential or exempt information (see note below), you MUST ensure that, as soon as reasonably practicable after making this decision,

- (1) send a copy of this record of decision, together with any relevant report or background paper referred to therein, to Committee Services so that it may be uploaded to the website; and
- (2) make a copy of this record of decision, together with any relevant report or background paper referred to therein, available for inspection by the public at the Council offices.

This record, together with any relevant report or background paper, must be retained for six years following the date of the decision.

***KEY DECISION**

a "key decision" is an *executive* decision which is likely to:

- (i) result in significant expenditure or savings (of at least £200,000) having regard to the budget for the service or function to which the decision relates; or
- (ii) have a significant impact on two or more wards within the Borough.

Please note that before a key decision can be taken lawfully, public notice of intention to make it must appear in the published Forward Plan for at least 28 days before the date on which the key decision is proposed to be made. If the decision is more urgent, it will become subject to urgency provisions, in which case please contact Committee Services.

****CONSULTATION WITH LOCAL WARD COUNCILLORS**

Where a decision affects a particular area or locality, the scheme of delegation requires officers to undertake routine notification, and consultation where appropriate, of local ward councillors.

*****CALL-IN**

Any executive decision made by an officer under delegated authority may only be implemented on the expiry of five working days after the day of publication of the decision. During this time, the decision may be called in by councillors for review by the Overview and Scrutiny Committee. You will be informed by Committee Services if this happens.

CONFIDENTIAL / EXEMPT INFORMATION¹

If this record or any document (or part of a document) referred to herein contains confidential or exempt information, the requirement to make this record or any such document available on the website or for inspection by the public at the Council offices is removed. In such circumstances, you must still retain the record for six years for audit trail purposes, and send a copy of this record, together with any relevant report or background paper referred to therein, to Committee Services, who will circulate it to all councillors.

¹ If you are unsure as to what constitutes confidential or exempt information, please see Guidance or contact Committee Services

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CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: **REVISED** 12 MONTH ROLLING WORK PROGRAMME

26 November 2020 (Special Meeting)

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
2019-20 Audit Findings Report: Year ended 31 March 2020	To note the external auditor's findings and management's response in the Action Plan	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
2019-20 Audited Statement of Accounts	To approve the 2019-20 Statement of Accounts	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Financial Monitoring 2020-21: Period 6 (April to October 2020)	To note the results of the Council's financial monitoring for the period April to October 2020	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: **REVISED** 12 MONTH ROLLING WORK PROGRAMME

14 January 2021

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Annual Audit Letter 2019-20	To review the letter and make any comments to the Executive as appropriate.	Corporate Governance and Standards Committee Executive: 26 January 2021	Claire Morris 01483 444827
Capital and investment strategy (2021-22 to 2024-25)	To comment on various recommendations to the Executive and Council	Corporate Governance and Standards Committee Executive: 26 January 2021 Council: 10 February 2021	Victoria Worsfold 01483 444834
Financial Monitoring 2020-21 Period 8 (April to November 2020)	To note the results of the Council's financial monitoring for the period April to November 2020	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Annual report of the Monitoring Officer regarding misconduct allegations	(1) To note the cases dealt with; and (2) To advise the Monitoring Officer of any areas of concern upon which they would like further information and/or further work carried out.	Corporate Governance and Standards Committee	Sarah White 01483 444069
Equalities Scheme Action Plan	Annual monitoring report on the implementation of the actions in the Equalities Scheme action plan approved in January 2018	Corporate Governance and Standards Committee	Francesca Smith 01483 444014
Gender Pay Gap Report 2021-22	To note the Council's gender pay gap report	Corporate Governance and Standards Committee	Francesca Smith 01483 444014
Freedom of Information Compliance – Annual Report 2020	To consider the annual report for 2020 on the Council's performance in dealing with Freedom of Information requests.	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Reviews of various corporate governance related matters.	To consider proposals from the task group in respect of reviews of various corporate governance related matters including: <ul style="list-style-type: none"> the effectiveness of internal communications, between officers and councillors; proposals to promote transparency, and effective communications and reporting, including the Council's Communications Protocol 	Corporate Governance and Standards Committee Executive: 26 January 2021 Council: 10 February 2021	John Armstrong 01483 444102 Diane Owens 01483 444027
Corporate Performance Monitoring	To receive a quarterly setting out the Council's performance against its Key Performance Indicators	Corporate Governance and Standards Committee	Steve Benbough 01483 444052

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: **REVISED** 12 MONTH ROLLING WORK PROGRAMME

25 March 2021

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Discussions with those charged with governance	To agree the Committee's response to the external auditor's audit plan	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Annual Governance Statement 2020-21	To adopt the Council's Annual Governance Statement 2020-21	Executive: 20 April 2021	John Armstrong 01483 444102
The Council's Constitution	To review and update Financial Procedure Rules and Procurement Procedure Rules	Corporate Governance and Standards Committee Council: 13 April 2021	Victoria Worsfold 01483 444834 Faye Gould 01483 444120
Audit Report on the Certification of Financial Claims and Returns 2019-20: Housing Benefit Subsidy and Pooling Housing Capital Receipts	To note the position regarding the certification of financial claims and returns for 2019-20	Corporate Governance and Standards Committee	Belinda Hayden 01483 444867
External Audit Plan and Audit Update 2020-21	To approve the external audit plan for 2020-21, and to note the content of the External Auditor's update report and make any appropriate comments.	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Data Protection and Information Security Update Report	To consider a six-monthly update on compliance with statutory requirements	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Financial Monitoring 2020-21 Period 10 (April 2020 to January 2021)	To note the results of the Council's financial monitoring for the period April 2020 to January 2021	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: **REVISED** 12 MONTH ROLLING WORK PROGRAMME

22 April 2021 (suggested date)

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
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.	Corporate Governance and Standards Committee	Tim Dawes 01483 444650
Annual report of the Monitoring Officer regarding misconduct allegations	(1) To note the cases dealt with; and (2) To advise the Monitoring Officer of any areas of concern upon which they would like further information and/or further work carried out.	Corporate Governance and Standards Committee	Sarah White 01483 444069
Data Protection and Information Security Update Report	To consider a six-monthly update on compliance with statutory requirements	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Freedom of Information Compliance - Annual Report 2020	To consider the annual report for 2020 on the Council's performance in dealing with Freedom of Information requests.	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Equalities Scheme Action Plan	Annual monitoring report on the implementation of the actions in the Equalities Scheme action plan approved in January 2018	Corporate Governance and Standards Committee	Francesca Smith 01483 444014

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: **REVISED** 12 MONTH ROLLING WORK PROGRAMME

17 June 2021 (suggested date)

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Capital and Investment outturn report 2020-21	To submit any comments to the Executive when it considers this matter in June 2021.	Executive: June 2021 Council: July 2021	Victoria Worsfold 01483 444834
Revenue Outturn Report 2020-21	To note the Draft Statement of Accounts 2019-20, and to make any comments to officers in advance of the audit.	Executive: June 2021	Victoria Worsfold 01483 444834
Housing Revenue Account Final Accounts 2020-21	To submit any comments to the Executive when it considers this matter in June 2021.	Executive: June 2021	Victoria Worsfold 01483 444834
External Audit 2021-22 Fee Letter	To consider the planned audit fee	Corporate Governance and Standards Committee	Claire Morris 01483 444827
Internal Audit Plan 2021-22	To consider the internal audit plan for 2021-22	Corporate Governance and Standards Committee	Neil Hewitson (KPMG) 0207 311 1791
Review of Task Groups reporting to the Committee	To review the work carried out by the task groups over the past 12 months and work to be carried put in the next 12 months and appoint councillors to the groups	Corporate Governance and Standards Committee	John Armstrong 01483 444102
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.	Corporate Governance and Standards Committee	Tim Dawes 01483 444650

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: **REVISED** 12 MONTH ROLLING WORK PROGRAMME

29 July 2021 (suggested date)

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
2020-21 Audit Findings Report: Year ended 31 March 2021	To note the external auditor's findings and management's response in the Action Plan	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
2020-21 Audited Statement of Accounts	To approve the 2020-21 Statement of Accounts	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Financial Monitoring 2021-22 Period 2 (April/May 2021)	To note the results of the Council's financial monitoring for the period April/May 2021	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Summary of Internal Audit Reports October 2020 – March 2021	To consider the summary of internal audit reports for the period October 2020 to March 2021, including an update on complaints to the Local Government Ombudsman for that period	Corporate Governance and Standards Committee	Neil Hewitson (KPMG) 0207 311 1791
Freedom of Information Compliance update	To consider the update report on the Council's performance in dealing with Freedom of Information requests (January to June 2021)	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: **REVISED** 12 MONTH ROLLING WORK PROGRAMME

23 September 2021 (suggested date)

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Financial Monitoring 2021-22 Period 4 (April to July 2021)	To note the results of the Council's financial monitoring for the period April to July 2021	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Councillor Training and Development Update	To consider a report from the Councillors' Development Steering Group relating to councillor training and development	Corporate Governance and Standards Committee	Sophie Butcher 01483 444056
Data Protection and Information Security Update Report	To consider a six monthly update on compliance with statutory requirements	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Freedom of Information Compliance update	To consider the update report on the Council's performance in dealing with Freedom of Information requests (January to June 2021)	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: **REVISED** 12 MONTH ROLLING WORK PROGRAMME

18 November 2021 (suggested date)

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Financial Monitoring 2021-22: Period 6 (April to October 2021)	To note the results of the Council's financial monitoring for the period April to October 2021	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Summary of internal audit reports (April to September 2021)	To consider the summary of internal audit reports and progress on the internal audit plan for April to September 2021, including update on complaints to the Local Government Ombudsman for that period.	Corporate Governance and Standards Committee	Neil Hewitson (KPMG) 0207 311 1791
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.	Corporate Governance and Standards Committee	Tim Dawes 01483 444650
Corporate Performance Monitoring	To receive a quarterly setting out the Council's performance against its Key Performance Indicators	Corporate Governance and Standards Committee	Steve Benbough 01483 444052