



GUILDFORD
B O R O U G H

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Dear Councillor

CORPORATE GOVERNANCE & STANDARDS COMMITTEE - 19 JANUARY 2023

Please find attached the following:

Supplementary Information Sheet (Pages 1 - 4)

Yours sincerely

John Armstrong,
Democratic Services and Elections Manager
01483 444102

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CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

19 JANUARY 2023

SUPPLEMENTARY INFORMATION

AGENDA ITEM 2: ELECTION OF VICE-CHAIRMAN OF THE COMMITTEE 2022-23

Nomination:

Councillor Susan Parker

(proposed by Councillor Deborah Seabrook, seconded by Councillor Ruth Brothwell)

AGENDA ITEM 5: DECISION AND ACTION TRACKER

Updates:

On pages 12 and 13 of the agenda, in relation to the actions raised as part of the consideration at the last meeting of the item on Risk Management and Corporate Risk Register, the Committee is asked to note the following update:

Decision/Action requested	Update on implementation
<p>(i) To circulate to the Committee further information from the Major Projects Board as to reasons for CR9 (risk that capital programmes and projects experience issues that affect time, quality or budget) moving into a red rating, together with the key mitigation measures to be put in place.</p>	<p>(i) Officers are formulating a response to circulate to the Committee, which will be shared and agreed by the Major Projects Board first.</p>
<p>(ii) To ask the Risk Management Group to consider, for future reports:</p> <p>(a) whether the risk change heatmap should also plot the gross scores as well as residual scores, so that it is easy to see risk changes before any mitigation is applied;</p> <p>(b) the axes on the heatmap charts are labelled in order to identify the 'likelihood' axis and the 'impact' axis;</p> <p>(c) all the boxes are the same size so that some sense of perspective is achieved; and</p> <p>(d) the risk register is re-arranged in descending order according to gross scores;</p> <p>(e) the possible duplication of reference to CR23 (risk that Council staff or contractual staff take industrial action) on the revised heatmap and whether it should be rated green, rather than red;</p> <p>(f) In view of the outcome of the internal audit report on risk management considered at this meeting, whether CR25 (risk that management and governance processes in place are not fully utilised for all programmes and projects) had been rated too strongly as a red risk;</p> <p>(g) whether CR21 (risk that the Council fails to meet its target of becoming net carbon zero by 2030) should appear on the heatmap.</p>	<p>(ii) These suggestions and requests have been considered and will be addressed in the next risk management report to Committee.</p>

AGENDA ITEM 8 - SAFEGUARDING – INTERNAL AUDIT REPORT UPDATE

Corrections:

(a) Amend paragraph 5.3 (page 96) to read:

“5.3 The action plan is set out under 5 key priorities:

- awareness and accountability
- training
- record keeping
- policies and procedure
- **governance”**

(b) Amend section 7 (Key Risks) (page 97), to read:

“7. Key Risks

7.1 **There is a risk that children and adults with care and support needs receiving or interacting with our services, are not safeguarded without robust safeguarding practices and procedures.**

7.2 Without a fit for purpose Strategic Safeguarding Action Plan we will not be able to demonstrate how we are meeting our statutory safeguarding duties.”

(c) In Appendix 2: Strategic Safeguarding Action Plan (pages 112 - 116), amend column headers from “6 month target” and “12 month target” to “June 2023” and “December 2023” respectively.

(d) At the end of Appendix 3: Strategic Safeguarding Group Terms of Reference (page 121), add the following paragraph under Operational Safeguarding Delivery Group:

“The core membership of the Operational Safeguarding Delivery Group is represented by service delivery staff in:

- *Community Services*
- *Customer Service*
- *Case Services*
- *Housing Services*
- *Heritage Services*
- *Operational Services*
- *Regulatory Services*

Referral reviews are undertaken with the referring member of staff.”

AGENDA ITEM 9: CAPITAL & INVESTMENT STRATEGY 2023-24 TO 2027-28

Corrections:

The recommendation to the Executive on page 126, should read as follows:

- 1) That the £500,000 allocated in respect of the Bus Station relocation scheme (Scheme no. P17 (p)) be removed from the provisional capital programme.

- 2) That the new bids, as shown in paragraph 4.13 of this report be approved for inclusion in the capital programme as indicated.

After paragraph 4.10 on page 130, add the following paragraph and re-number subsequent paragraphs accordingly:

4.11 An agreement has been made with St Edwards which involves them moving the bus station as part of their development. This means we no longer need the £500,000 in our budget for this scheme, and officers are recommending it is removed from the provisional capital programme.

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