



GUILDFORD  
BOROUGH

**Satish Mistry**  
Executive Head of Governance

[www.guildford.gov.uk](http://www.guildford.gov.uk)

Contact Officer:

Ola Dejo-Ojomo Tel: 01483 444106

18 March 2015

Dear Councillor

Your attendance is requested at a meeting of the **CORPORATE GOVERNANCE AND STANDARDS COMMITTEE** to be held in the Committee Room 1 - Millmead House on **THURSDAY, 26 MARCH 2015** at **7.00 pm**.

Yours faithfully

Satish Mistry  
Executive Head of Governance

**MEMBERS OF THE COMMITTEE**

Chairman: Councillor Andrew French  
Vice-Chairman: Councillor Nick Sutcliffe

Councillor Adrian Chandler  
Councillor Mark Chapman  
Councillor Iseult Roche  
Councillor David Wright

Ms Maria Angel  
Mrs Isobel Atkinson-Flint  
Mrs Pat Scott  
Mr Ian Symes

\*Independent member

^ Parish member

**Authorised Substitute Members:**

Councillor David Carpenter  
Councillor David Goodwin  
Councillor Jennifer Jordan

Councillor Anne Meredith  
Councillor Mrs Jennifer Powell  
Councillor Caroline Reeves

**OFFICER REPRESENTATION:**

Sue Sturgeon (Manager Director: Head of Paid Service and S151 Officer)  
Satish Mistry (Executive Head of Governance and Monitoring Officer)  
Martyn Brake (Deputy Monitoring Officer)  
Joan Poole (Head of Internal Audit)

**QUORUM 3**



INVESTOR IN PEOPLE



**Guildford Borough Council**

Millmead House, Millmead, Guildford, Surrey GU2 4BB

## THE COUNCIL'S STRATEGIC FRAMEWORK

### Vision – for the borough

For Guildford to be a town and borough:

- with strong infrastructure
- world-class businesses with capacity to expand and deliver growth
- an evolving and vibrant economy which creates a progressive and sustainable environment
- for people today and future generations living in an ever improving society.

### Five fundamental themes that support the achievement of our vision

- **Infrastructure** – working effectively with partners to drive development and business growth that will expand our economy
- **Economy** – to grow a sustainable economy that will support all aspects of life in our borough.
- **Development** – to ensure that there is appropriate infrastructure, commercial space and a range of homes, built sensitively, without damaging our heritage or countryside.
- **Sustainability** – to ensure the services we provide and the borough develops and grows, in the most sustainable way.
- **Society** – to evolve a self-reliant and sustaining community, while supporting our most vulnerable residents.

### Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

### Mission – for the Council

A forward looking, efficiently run Council, working in partnership with others and providing first class services that give the community value for money, now and in the future.

### Developing our Council

To be a well led, collaborative organisation that has customer care and top quality at its heart. To have highly trained and proficient staff and councillors who challenge and learn.

## AGENDA

### ITEM

**1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**

**2 LOCAL CODE OF CONDUCT - DISCLOSURE OF INTERESTS**

In accordance with the revised local Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, you must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

**3 MINUTES (Pages 1 - 6)**

To confirm the minutes of the meeting of the Corporate Governance and Standards Committee held on 27 November (attached).

**4 COVERT SURVEILLANCE POLICY 2014 (Pages 7 - 48)**

**5 DATA PROTECTION ACTION PLAN (Pages 49 - 60)**

**6 CRIMINAL RECORDS CHECKS FOR COUNCILLORS (Pages 61 - 66)**

**7 EXTERNAL AUDIT PLAN 2014-15 AND EXTERNAL AUDIT UPDATE (Pages 67 - 102)**

**8 ENQUIRIES OF THOSE CHARGED WITH GOVERNANCE (Pages 103 - 114)**

**9 PROCUREMENT STRATEGY (Pages 115 - 152)**

**10 WORK PROGRAMME (Pages 153 - 162)**

### **Meeting dates for 2015-16**

- Thursday 4 June 2015
- Thursday 23 July 2015
- Thursday 24 September 2015
- Thursday 26 November 2015
- Thursday 14 January 2016
- Thursday 31 March 2016

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