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Contact Officer:

Ola Dejo-Ojomo, Tel: 01483 444106

27 May 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, 4 JUNE 2015 at 7.00 pm.**

Yours faithfully

Satish Mistry
Executive Head of Governance

MEMBERS OF THE COMMITTEE

Chairman: Councillor Gordon Jackson

Vice-Chairman: Councillor Jo Randall

Councillor Philip Brooker
Councillor Colin Cross
Councillor David Elms
Councillor Mike Hurdle

Councillor Jennifer Jordan
Ms Maria Angel⁺
Mr Ian Symes[^]

⁺Independent member

[^]Parish member

Authorised Substitute Members:

Councillor Richard Billington
Councillor Matt Furniss
Councillor David Goodwin
Councillor Liz Hogger

Councillor Nigel Kearse
Councillor Susan Parker
Councillor David Reeve
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 (Executive Head of Organisational Development and Deputy Monitoring Officer) and
Joan Poole (Head of Internal Audit)

QUORUM 3



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 - 8)

To confirm the minutes of the meetings of the Corporate Governance and Standards Committee held on 26 March 2015 and 19 May 2015 (attached).

4 ANNUAL GOVERNANCE STATEMENT 2014-15 (Pages 9 - 28)

5 ANNUAL REPORT ON GUILDFORD BOROUGH COUNCIL'S COMPLIANCE WITH INFORMATION RIGHTS LEGISLATION - 2014 (Pages 29 - 48)

6 DISMISSAL OF, OR DISCIPLINARY ACTION AGAINST, STATUTORY OFFICERS (Pages 49 - 56)

7 EXTERNAL AUDIT 2015-16 FEE LETTER AND THE FUTURE OF LOCAL GOVERNMENT EXTERNAL AUDIT (Pages 57 - 64)

8 INTERNAL AUDIT PLAN 2015-16 (Pages 65 - 82)

9 HEAD OF INTERNAL AUDIT OPINION 2014-15 (Pages 83 - 88)

10 SUMMARY OF INTERNAL AUDIT REPORTS OCTOBER 2014 - MARCH 2015 (Pages 89 - 102)

11 WORK PROGRAMME (Pages 103 - 108)

Meeting dates for 2015-16

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

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