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Contact Officer:

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Democratic Services and Elections Manager
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7 March 2023

Dear Councillor

Your attendance is requested at a meeting of the **CORPORATE GOVERNANCE AND STANDARDS COMMITTEE** to be held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **WEDNESDAY 15 MARCH 2023 at 7.00 pm.**

Yours faithfully

Tom Horwood
Joint Chief Executive

MEMBERS OF THE COMMITTEE

Councillor Deborah Seabrook (Chairman)
Councillor Susan Parker (Vice-Chairman)

Councillor Ruth Brothwell	+Maria Angel MBE
Councillor Liz Hogger	+Murray Litvak
Councillor Nigel Manning	^Julia Osborn
Councillor George Potter	^Ian Symes
Councillor James Walsh	^Tim Wolfenden

+Independent member

^ Parish member

Authorised Substitute Members:

Councillor Jon Askew	The Deputy Mayor, Councillor Masuk Miah
Councillor Colin Cross	Councillor Marsha Moseley
Councillor Guida Esteves	Councillor Ramsey Nagaty
Councillor Graham Eyre	Councillor Jo Randall
Councillor David Goodwin	Councillor John Redpath
Councillor Angela Gunning	Councillor Catherine Young

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QUORUM 3



THE COUNCIL'S STRATEGIC FRAMEWORK (2021- 2025)

Our Vision:

A green, thriving town and villages where people have the homes they need, access to quality employment, with strong and safe communities that come together to support those needing help.

Our Mission:

A trusted, efficient, innovative, and transparent Council that listens and responds quickly to the needs of our community.

Our Values:

- We will put the interests of our community first.
- We will listen to the views of residents and be open and accountable in our decision-making.
- We will deliver excellent customer service.
- We will spend money carefully and deliver good value for money services.
- We will put the environment at the heart of our actions and decisions to deliver on our commitment to the climate change emergency.
- We will support the most vulnerable members of our community as we believe that every person matters.
- We will support our local economy.
- We will work constructively with other councils, partners, businesses, and communities to achieve the best outcomes for all.
- We will ensure that our councillors and staff uphold the highest standards of conduct.

Our strategic priorities:

Homes and Jobs

- Revive Guildford town centre to unlock its full potential
- Provide and facilitate housing that people can afford
- Create employment opportunities through regeneration
- Support high quality development of strategic sites
- Support our business community and attract new inward investment
- Maximise opportunities for digital infrastructure improvements and smart places technology

Environment

- Provide leadership in our own operations by reducing carbon emissions, energy consumption and waste
- Engage with residents and businesses to encourage them to act in more environmentally sustainable ways through their waste, travel, and energy choices
- Work with partners to make travel more sustainable and reduce congestion
- Make every effort to protect and enhance our biodiversity and natural environment.

Community

- Tackling inequality in our communities
- Work with communities to support those in need
- Support the unemployed back into the workplace and facilitate opportunities for residents to enhance their skills
- Prevent homelessness and rough-sleeping in the borough

A G E N D A

ITEM

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 LOCAL CODE OF CONDUCT - DISCLOSURE OF INTERESTS

In accordance with the 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.

Councillors are further invited to disclose any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

3 MINUTES (Pages 5 - 18)

To confirm the minutes of the meeting of the Committee held on 19 January 2023.

4 DECISION AND ACTION TRACKER (Pages 19 - 22)

5 COMPLAINTS HANDLING AUDIT REPORT ACTIONS UPDATE (Pages 23 - 30)

6 GENDER PAY GAP REPORT 2023 (Pages 31 - 38)

**7 INTERNAL AUDIT PROGRESS REPORT (APRIL 2022 TO MARCH 2023)
(Pages 39 - 64)**

8 INTERNAL AUDIT CHARTER 2023-24 (Pages 65 - 78)

9 INTERNAL AUDIT ANNUAL PLAN 2023-24 (Pages 79 - 92)

10 ANNUAL REPORT OF THE MONITORING OFFICER REGARDING MISCONDUCT ALLEGATIONS (Pages 93 - 128)

11 FINANCIAL MONITORING 2022-23 (Pages 129 - 174)

12 WORK PROGRAMME (Pages 175 - 184)

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CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

19 January 2023

- * Councillor Deborah Seabrook (Chairman)
- * Councillor Susan Parker (Vice-Chairman)

- * Councillor Ruth Brothwell
- Councillor Liz Hogger
- * Councillor Nigel Manning
- * Councillor George Potter
- * Councillor James Walsh

Independent Members:

- * Maria Angel MBE
- Murray Litvak

Parish Members:

- * Julia Osborn
- * Ian Symes
- * Tim Wolfenden

*Present

The Leader of the Council, Councillor Julia McShane, the Deputy Leader of the Council, Councillor Joss Bigmore, the Lead Councillor for Planning Development, Legal and Democratic Services Councillor Tom Hunt, and Councillor Fiona White were also in attendance.

Councillor Ramsey Nagaty was in remote attendance.

CGS46 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillor Liz Hogger and Murray Litvak.

CGS47 ELECTION OF VICE-CHAIRMAN OF THE COMMITTEE 2022-23

The Committee

RESOLVED: That Councillor Susan Parker be elected Vice-Chairman of the Committee for the remainder of the 2022-23 municipal year.

CGS48 LOCAL CODE OF CONDUCT - DISCLOSURE OF INTERESTS

There were no disclosures of interest.

CGS49 MINUTES

The minutes of the meeting of the Committee held on 17 November 2022 were approved as a correct record.

The Chairman signed the minutes.

CGS50 DECISION AND ACTION TRACKER

The Committee noted that the decision and action tracker had been introduced to monitor progress against the decisions and actions that the Committee had agreed, which would be kept up to date for each meeting. When decisions/actions were reported as being 'completed', the Committee would be asked to agree to remove these items from the tracker.

The Committee, having noted the updates set out on the Supplementary Information Sheet

RESOLVED: That the decision and action tracker be noted and that the actions reported as being completed be removed from the table.

CGS51 REVIEW OF PROBITY IN PLANNING LOCAL CODE OF PRACTICE - HANDBOOK FOR COUNCILLORS AND OFFICERS

The Committee noted that the Council had last reviewed the Probity in Planning - Local Code of Practice Handbook in April 2019. The Handbook formed part of the Council's Constitution and provided guidance for councillors and officers on their role and conduct in the planning process. The guidance included how councillors and officers should manage contact with applicants, developers and objectors or supporters. The purpose of the guidance provided in the document was to ensure that decisions made in the planning process were not biased, were taken openly and transparently, and based only on material planning considerations.

As part of its ongoing work reviewing various aspects of the corporate governance of the Council, the Corporate Governance Task Group appointed by this Committee had conducted a thorough review of the Handbook.

The draft revised Handbook, as recommended by the Task Group, was attached as Appendix 2 to the report submitted to the Committee.

Each part of the Handbook had been carefully reviewed to ensure that the document reflected the law, and current best practice. The Committee's attention was drawn to a separate review of the Planning Committee, which had been undertaken by an Executive working group, which examined a number of recommendations by the LGA /PAS Peer Review. Two of the recommendations had been the subject of discussion by both the working group and the Corporate Governance Task Group, namely the call-up process for referral of applications to Planning Committee by councillors, and the process for overturning officer recommendations on applications at Planning Committee meetings. There had been differences of opinion expressed on both these matters by members of both groups.

The Lead Councillor for Planning Development, Legal and Democratic Services commented that the proposed changes to the Member referral process would replace the current seven-day notice procedure. A more collaborative, and constructive, less sequential approach was proposed in which all ward members would have the opportunity to express concerns about specific applications and, where necessary, call-up the application for determination by the Planning Committee at the beginning, rather than at the end, of the 8-week determination period. The need for the change had been highlighted as a key recommendation of the Peer Review to help the Council accelerate the processing of planning applications and improve the Council's performance in determining non-major applications within the statutory 8-week period. The Lead Councillor commented that the current procedure was inefficient and not widely used in other Local Planning Authorities. It was noted that there was a very real possibility of the Council being designated by the Secretary of State for failure to adequately perform its function in determining non-major applications.

In considering the report and the draft revised Handbook, the Committee made the following comments and suggestions:

Proposed Call-up process:

- Councillors have always had the opportunity of discussing particular applications with officers where it was felt that issues needed to be brought to their attention. Concern that the proposed new process would not enable councillors to see the officer's report on an application before it was determined, and not having at that point the option of call-up to Committee, which would create a huge burden for councillors.
- The seven-day referral process had been in place for many years, including times when the Council was performing well in determining applications. The current poor performance cannot therefore be due to the seven-day referral process. In response, the

Executive Head of Planning Development noted that there were a number of factors that had contributed towards the current situation in respect of the performance of the planning department, including an increase in the number of applications and the very severe staffing situation which officers were endeavouring to address. In addition, officers were looking at improving other processes and procedures to demonstrate to the Government that the Council was putting in place measures to improve the performance of the planning service in Guildford.

- In response to concerns that some councillors were not receiving the weekly notification of planning applications, and that Ash Parish Council had been asked to consider planning applications that had already been determined by officers, the Executive Head of Planning Development would investigate these matters.
- The Task Group had discussed extending the proposed period to allow a councillor to call-up an application to Committee from 21 to 25 or 28 days. Other councils' referral processes permitted councillors to call-up an application at the point at which the public/neighbour consultation had expired. If a Ward Councillor was limited to 21 days, they would not have enough time to see the comments from the public and to understand the facts about the application to enable them to consider a call-up to Committee.
- In response to a request for evidence of the number of applications that had been referred to Committee under the seven-day referral process, the Executive Head of Planning Development confirmed that of the 700 applications that councillors responded to under the seven-day referral process (in 2020), 15 had been referred to Committee at the request of councillors, and of those, seven had been overturned by the Committee.
- In response to concerns over the perceived short time period proposed for councillors to request a call-up, officers clarified that, under the proposed new referral process, councillors would have 21 days from the date of the weekly list, not from the date of validation, to submit a committee referral.
- Concerns were raised that some neighbours of adjoining properties were saying they had not received consultation notices so had no opportunity to comment on an application.
- If other changes were required to make the planning application process more efficient or effective, particularly in terms of ensuring that the public were aware of applications, these should be addressed as part of a wider review of the processes followed by the Planning Department. The Executive Head of Planning Development commented that the Council's approach to public consultation on planning applications followed the statutory requirements. Officers were requested to keep list of notifications sent, to enable councillors to demonstrate this.

Given the contentious nature of the proposed change in the Councillor Call-up Process, as set out in Annex 3 of the draft revised Handbook, the Committee took a vote on whether it should support the proposed change. As there was an equality of votes and given that full Council would make the final decision on the change, the Committee felt that the balance of views should be reflected in its comments that would be passed, first to the Planning Committee at its special meeting on 7 February and, then to full Council at its extraordinary meeting on 22 February.

General:

- Request for a tracked changed version of the document so councillors can see the changes that were being proposed to the Handbook, together with a summary of the key changes.

Members' Interests

- Suggestion that examples of non-pecuniary interests be included in section 10 of the Handbook.

Member overturn process at the Planning Committee

- Concern that the proposed revised overturn process would require councillors to cite relevant planning policies in support of a motion to refuse an application contrary to officer recommendation, and possibly to have pre-determined themselves if they had prepared reasons for refusal and relevant policies in support of a motion to that effect in advance of the meeting. It was suggested that the Handbook should be clear in such circumstances whether a councillor wishing to overturn the officer recommendation should state the harm that the proposed development would cause in planning terms and the relevant policies as the basis to justify a refusal. In response, the Committee was advised that:
 - (a) Planning Committee members were entitled to have concerns about planning applications and to discuss those concerns with officers in advance of a meeting. Pre-determination would only arise where the councillor attends a meeting having already made up their mind how they were going to vote;
 - (b) relevant policies would be set out in the officer's report, which should assist a councillor seeking to justify an overturn by reference to those policies;
 - (c) the current overturn procedure at Planning Committee, as stated in the notes on the Committee's agenda, required the proposer of a motion to refuse an application contrary to officer recommendation to state the harm that the proposed development would cause, and the relevant policy(ies) to justify the motion, whereas the proposed procedure was less onerous as the proposer of the motion would still be expected to state the harm, and provide the relevant planning policy(ies), "*where possible*".

The Committee took a vote on whether it should support the revised procedure for councillors overturning officer recommendations at the Planning Committee, as set out in Annex 4 of the draft revised Handbook, which was carried.

Corporate duty to maintain division between promoter of development/ decision makers

- Whilst the Handbook sets out detailed rules for individual councillors having conversations with potential applicants or planning officers, and the need to keep notes of meetings etc., there was concern that there did not appear to be anything in the Handbook that applied similar rules in circumstances where the Council might be involved in the development of a planning application, not as a planning authority, but as a corporate entity. It was suggested that either the Handbook could be expanded to include the role of councillors on planning when they were acting in a corporate capacity, for example as a portfolio holder, and the role of the Council as a corporate body in relation to planning matters, or that it be included in a separate protocol or policy document. In response, officers explained that there were specific statutory rules that were applied including the steps to be undertaken to define particular roles to ensure that there was not a conflict of interests, with no person working across both sides. It was therefore suggested that a reference to these rules was included, rather than repeating them in full.

Officer obligations to observe impartiality

- Suggestion that the duty on councillors to act impartially at all times should also apply to officers, and that the requirement for officers to disclose interests where it is considered that those interests might affect their objectivity in respect of a matter, should extend specifically to a requirement that they take no part in any decision on that matter. The Committee was advised that professional codes of conduct applied to officers advising the Planning Committee in addition to the Council's own Code of Conduct for Staff which required officers to provide impartial advice to councillors and the public. It was

suggested that the professional code of conduct of RTPi could be mentioned, although not all planning officers were members of the RTPi.

The Committee

RESOLVED: That the Committee’s conclusions, comments and suggestions in respect of the draft revised Probity in Planning Handbook, as set out above, be forwarded to, and taken into consideration by, the Planning Committee at its special meeting on 7 February and full Council at its extraordinary meeting on 22 February 2023.

Reason:

To provide revised, up to date and fit for purpose Probity in Planning guidance to councillors and officers, together with other relevant information on the planning process at the Council in a helpful handbook.

Action:	Officer to action:
To forward the Committee’s conclusions, comments and suggestions in respect of the draft revised Probity in Planning Handbook, as set out above, for consideration by the Planning Committee at its special meeting on 7 February and full Council at its extraordinary meeting on 22 February 2023.	Democratic Services & Elections Manager

CGS52 SUMMARY OF INTERNAL AUDIT REPORTS (APRIL 2022 TO JANUARY 2023)

The Committee considered a report on progress made by the Council’s internal audit manager (KPMG) on their internal audit plan for 2022-23 for the period April 2022 to January 2023, which included a summary of the work that they had concluded since the previous report to Committee and what they had planned to do ahead of the next.

The report also reviewed the design and effectiveness of the processes and controls over corporate programmes at the Council for which KPMG had provided a ‘partial assurance with improvements required’ (amber-red rating).

In debating this item, the members of the Committee raised the following points:

- Whilst the report had set out the agreed management actions in respect of the red (high risk) findings, there were no similar actions set out in respect of the amber (medium risk), or green (low risk) findings. In response, Mr Crouch of KPMG indicated that they had not previously set out agreed actions in respect of amber or green findings in their executive summary reports. However, he would be happy to share the detail of the agreed actions in respect of this audit report with Councillors.
- It was noted that KPMG were due to submit their internal audit report on Regeneration to the next meeting of the Committee, and in that regard, it was assumed that, as Weyside Urban Village was a key regeneration project, further information on that project would come forward as part of that report.
- Further information was requested in relation to the comment in the audit report that KPMG had agreed with management to undertake an additional review looking at the payroll budget discrepancy identified in 2022. In particular, whether this discrepancy related to the payroll error referred to in the draft budget. The Lead Councillor for Finance and Planning Policy stated that this error had been first mentioned to the Committee at its meeting in September last year, and to the Executive following that meeting. This had been the third year where there had been an issue with incremental pay rises to employees, amounting to approximately £600,000 per year. Whilst employees had been paid the correct amount, it had not been accounted for correctly in

the budget. It was anticipated that this would be corrected in the forthcoming budget. As it was a significant issue, it was considered appropriate to commission an audit report.

- In response to a request for an update on the recruitment of a Programme Manager and the issue raised regarding the integration between Verto and Business World, the Executive Head of Regeneration and Planning Policy reported that it was anticipated that the target date for the recruitment of the Programme Manager was 30 April 2023. In relation to the integration between Verto and Business World, it was noted that considerable effort had been made to ensure that there was alignment between the two systems in terms of the detail that was included on both. However, the fiscal integration of the two different types of software, had not yet been looked at. It was the other priorities that had been outlined, that were probably more critical to progress.

The Committee

RESOLVED: That the Internal Audit Progress Report (April 2022 to January 2023), attached as Appendix 1 to the report submitted to the Committee, together with the key findings from the reviews undertaken since the last report to the Committee, be noted.

Reason:

To ensure good governance arrangements and internal control by undertaking an adequate level of audit coverage.

CGS53 SAFEGUARDING - INTERNAL AUDIT REPORT UPDATE

The Committee considered a report on the progress made in response to the recommended actions in the KPMG internal audit report on the Council's safeguarding arrangements in November 2021.

The purpose of the report was to provide the Committee with the opportunity to examine the progress and activities undertaken in the context of the Council's statutory safeguarding duties, and to advise and comment on the appropriateness of the draft Strategic Safeguarding action plan 2023-24.

The report had also provided the background to the Council's responsibilities and its safeguarding audit commitments in the context of the statutory duties set out in the legislation and statutory guidance.

The activities undertaken, progress made towards target actions, and mitigations implemented in the last year were summarised in the report with more detailed tracking of targets and commentary presented in Appendix 1.

The draft Strategic Safeguarding action plan 2023-24, which was attached as Appendix 2 to the report, responded to the recommendations made in the latest statutory Section 11 and Surrey Safeguarding Adults Board (SSAB) quality assurance audits, as well as the outstanding actions from the non-statutory KPMG audit.

The Committee had been asked:

- (a) to review the progress against the recommended actions in the KPMG Safeguarding audit 2021, as set out in Appendix 1, and
- (b) to comment on the appropriateness of the Strategic Safeguarding Group Action Plan 2023-24 as set out in Appendix 2.

The Leader of the Council, Councillor Julia McShane recognised the importance of safeguarding and the wide scope of the work to ensure that the Council was safeguarding those with whom it interacted and that it was meeting its statutory duties. The Leader also

acknowledged, and was reassured by, the partnerships that the safeguarding leads had with the safeguarding boards, with various county and local safeguarding groups and district and borough colleagues, to share best practice learned from reviews and to ensure that the Council was meeting its commitments under the statutory safeguarding audits. The Leader also thanked staff, in particular those on the frontline, who had sound knowledge and always had safeguarding at the forefront of their work in safeguarding customers and residents.

The Committee thanked the officers for their work on this very important area of the Council's work and made the following comments during the debate on this matter:

- In relation to Recording Safeguarding Referrals contained in the Safeguarding KPMG audit action plan (update December 2022) it was noted that a central recording system should be established across the organisation, which required an IT solution. In response to a query as to whether we could learn from other authorities in making the transition to such a system as smooth as possible, it was confirmed that there was communication and liaison on such matters via the Safeguarding Group. As stated in the report, the IT solution would need to meet all the accessibility, confidentiality and usability requirements and be corporately aligned. Officers were investigating the possible use of ECINS community safety case management system.
- It was noted that progress in the draft action plan in response to:
 - (a) an inconsistent knowledge and information sharing on latest practice and learning from reviews, and
 - (b) an inconsistent approach to recording concerns, assessments, reporting referrals and recording outcomes reliant on service-based records

had been, in relation to (a), to set up a Teams channel to host key information and support the Operational Safeguarding Group and, in relation to (b) to put in place an interim recording process and case review through a Teams channel. In response to a request for clarification as what the Teams channel actually involved and how the concerns were being addressed, officers explained that the Corporate Safeguarding Teams Channel supported communications between approximately 90 members, including all Executive Heads, managers and anyone else dealing with safeguarding. In addition, Teams allowed centralised storage of key documents which could be shared amongst those members. In terms of the operational element, the Executive Head of Community Services currently chaired monthly meetings with of all the frontline staff who have concerns or issues or who have flagged a safeguarding concern and that group monitors where a particular referral has gone, and its progress through the system, and what needed to be done to ensure that interventions were progressed satisfactorily.

- In response to a request for some quantitative data in respect of the number and type of referrals and their progress through the system, officers confirmed that this could be collated and circulated to councillors.
- It was pointed out that there were a number of metrics around safeguarding which featured in the Corporate Performance Monitoring report which was now considered by the Overview and Scrutiny Committee.

Action:	Officer to action:
To collate and circulate to the Committee quantitative data in respect of the number and type of safeguarding referrals and their progress through the system.	Executive Head of Community Services Senior Policy Officer

CGS54 CAPITAL AND INVESTMENT STRATEGY 2023-24 TO 2027-28

The Committee considered a report on the Council's capital and investment strategy, which gave a high-level overview of how capital expenditure, capital financing and treasury management activity contributed to the provision of local public services along with an overview of how associated risk was managed and the implications for future financial sustainability.

Decisions made now, and during the period of the strategy on capital and treasury management would have financial consequences for the Council for many years into the future. The report therefore included details of the capital programme, any new bids/mandates submitted for approval plus the requirements of the Prudential Code and the investment strategy covering treasury management investments, service investments, and commercial investments. The report had also covered the requirements of the Treasury Management Code and the prevailing DLUHC Statutory Guidance.

The Committee noted that in order to achieve the ambitious targets within the Corporate Plan, the Council needed to invest in its assets, via capital expenditure, which was split into the General Fund (GF) and Housing Revenue Account (HRA).

All projects, regardless of the fund, would be funded by capital receipts, grants and contributions, reserves, and finally borrowing. When preparing the budget reports, it was not known how each scheme would be funded and, in the case of regeneration projects, what the delivery model would be. The report showed a high-level position. The business case for each individual project would set out the detailed funding arrangements for the project.

The Committee noted that some capital receipts or revenue income streams might arise as a result of regeneration schemes, but in most cases the position was currently uncertain, and it was too early at this stage to make assumptions. It was likely that there would be cash-flow implications of the development schemes, where income would come in after the five-year time horizon of the report and the expenditure incurred earlier in the programme.

The Council had an underlying need to borrow for the General Fund capital programme of £286 million between 2022-23 and 2027-28. Officers had put forward bids, with a net cost over the same period of £10 million, increasing this underlying need to borrow to £296 million should these proposals be approved for inclusion in the programme.

The capital programme included several significant regeneration schemes, which it was assumed would be financed from GF resources. However, subject to detailed design of the schemes, there might be scope to fund them from HRA resources rather than the GF resources in due course. Detailed funding proposals for each scheme would be considered when their Outline Business Case was presented to the Executive for approval.

The main areas of expenditure (shown gross), as set out in the report, were:

- £274 million Weyside Urban Village (WUV)
- £62 million strategic property purchases
- £32 million North Downs Housing (NDH)
- £28 million Ash road bridge and footbridge

Upon reviewing the current capital programme, officers had identified that there was a separate scheme for the bus station, the cost of which had also been included in the Shaping Guildford's Future scheme, and therefore could be removed from the provisional capital programme.

The report contained a summary of the new bids submitted and the position and profiling of the current programme (2022-23 to 2026-27).

The HRA capital programme was split between expenditure on existing stock and either development of or purchase of new dwellings to add to the stock. The Council had in place a

robust stock condition review process which provided 100% stock data over a rolling 5-year programme, which allowed for effective assessment against Regulatory and legislative standards. In addition to which, the recently updated Fire Risk Assessments, had allowed the Council to plan the current and future programme to ensure compliance with the new building safety legislation and standards. This, in turn, was complimented by the new compliance framework that had been rolled out over the last year which provided enhanced and improved levels of assurance and up to date information and requirements to meet the requirements of other key areas of compliance including asbestos, legionella, lifts and gas.

Improved building safety standards across social housing had resulted in a national drive to improve standards and safety. Guildford had responded to the recent and forthcoming changes in requirements with an extensive improvement programme. The first year of the programme required an investment at levels not previously seen in Guildford with £24.5 million invested in 2022-23, and a further £20 million planned for 2023-24 after which the extensive programme of building safety improvement would be completed, and investment level would return to levels as previously seen. The capital programme will be funded from HRA capital receipts and reserves. There is also £145 million between 2022-23 and 2027-28 million included for development projects to build or acquire new housing (including WUV).

The main areas of major repairs and improvement expenditure were:

- refurbishment, replacement & renewal programme of existing stock, £11 million, which includes kitchen & bathroom upgrades, void property refurbishment and roof works
- works to existing stock to comply with changes to standards and legislation, £9 million, including replacement fire doors, electrical testing and fire protection works
- mechanical and electrical works £2 million, including central heating systems
- other works of £1.9 million including damp prevention works

The main development projects included:

- Guildford Park Car Park: £38.9 million
- WUV: £49 million
- Foxburrows: £10 million

The Committee was informed that officers carried out the treasury management function within the parameters set by the Council each year and in accordance with the approved treasury management practices.

The budget for investment income for 2023-24 was £3.5 million, based on an average investment portfolio of £75 million, at a weighted average rate of 3.56%. The budget for debt interest paid was £8.2 million, of which £4.8 million related to the HRA and £600,000 short term loans. WUV interest of £2.8 million was being capitalised and added to the cost of the scheme.

The Committee noted that councils could invest to support public services by lending to or buying shares in other organisations (service investments) or to earn investment income (commercial investments, where earning a return was the primary purpose).

Investment property had been valued at £174 million, as per the 2020-21 unaudited Statement of Accounts, with rent receipts of £8.2 million. The Council had also invested £25.3 million in its housing company North Downs Housing Ltd (NDH), via 40% equity to Guildford Borough Council Holdings Ltd (£10.1 million) who, in turn, passed the equity to NDH, and 60% repayment loan direct to NDH (£15.3 million) at a rate of 5%.

The report had also included the Council's Minimum Revenue Provision (MRP) policy and the Prudential Indicators and had set out the updated flexible use of capital receipts policy. This policy, if approved at Council, would permit the use of any capital receipts received in year to be used to fund any service transformation costs incurred in the same year.

The Committee noted the correction to the recommendation set out on the Supplementary Information Sheet, which clarified the proposal to remove £500,000 allocated in respect of the

Agenda item number: 3

Bus Station relocation scheme from the provisional capital programme. Before the Committee debated the report, the Lead Councillor for Finance and Planning Policy commented that this would be kept under review as there was still some uncertainty regarding the scheme.

The Lead Councillor also drew attention to the impact of the interest rate rises on the capital programme, which would necessitate a review and reassessment of some business cases to make sure projects were still viable.

During the debate, the Committee made the following comments:

- In response to a request for clarification as to whether
 - (a) it was still correct to assume actual expenditure of 50% for schemes on the provisional programmes in the financial year (paragraph 4.7 of the report) given that projects were being more actively managed and that some schemes had been removed from the programme, and
 - (b) provision should be made for inflation in the cost projections for schemes in the capital programme (paragraph 4.9)

the Lead Specialist – Finance confirmed that the 50% assumption reflected the need to minimise the impact on the Minimum Revenue Provision, and that although no provision was made for inflation the capital contingency fund was used as a source of funding for topping up capital budgets following receipt of tenders. It was noted that where inflation impacts on larger capital schemes, these were subject to separate reports back to councillors.
- In response to a request for information as to the nature of the estimated expenditure on the provisional capital programme on the North Street development, which would be £1.35 million by 2030, the Lead Specialist – Finance confirmed that details would be circulated to the Committee.
- In relation to the detailed investment strategy in Appendix 1, and in view of the Council's stated priority on environmental leadership, it was suggested that a watching brief was kept as to the appropriate time at which the framework for evaluating investment opportunities should be extended to include environmental, social and governance (ESG) criteria.
- In response to a question as to whether any consideration had been given by the Executive to rebuilding those HRA properties that were in very poor condition, the Committee noted that such decisions would be informed by the outcome of the stock condition survey and resulting asset management plan. Consideration would also need to be given as to where displaced residents would be housed.
- In response to concerns expressed over the relatively low provision set aside for energy projects, and for Special Protection Areas, the Committee noted that these were projects to be funded by specific reserves. It was anticipated that the energy projects would come before the Executive for approval in due course.
- Request for clarification as to the level of risk of having to pay for levies relating to liability for asbestos and whether the health of residents was at risk. In response, officers confirmed that there no specific, known risks to residents and that this was a very long-term liability.
- Concerns over the operation of North Downs Housing (NDH) and the apparent lack of communication between NDH and the holding company.

- Whilst acknowledging the need to invest in the maintenance of the housing stock, there was concern as to whether it was really necessary to replace kitchens, bathrooms, and heating systems that were still fully functional every ten years.
- In relation to new schemes, clarification was sought in respect of whether any reports had been prepared in relation to Spectrum upgrades. It was noted that this would be subject of a meeting of the Joint EAB in the next few weeks.
- Request for consistency in naming of capital schemes, for example there was reference in the capital programmes to “Slyfield Area Regeneration Project” and to “Weyside Urban Village”.

Having considered the report, the Committee,

RESOLVED: That the recommendations to the Executive and Council in respect of the Capital and Investment Strategy, as set out in the report submitted to the Committee, together with the comments referred to in the debate and summarised in the bullet points above, be endorsed.

Reason:

To enable the Council at its budget meeting on 8 February 2023, to approve

- the capital and investment strategy for 2023-24 to 2027-28; and
- the funding required for the new capital investment proposals.

Action:	Officer to action:
To circulate to the Committee details as to the nature of the estimated expenditure on the provisional capital programme on the North Street development, which would be £1.35 million by 2030.	Lead Specialist - Finance

CGS55 FINANCIAL MONITORING 2022-23: PERIOD 8 (APRIL TO NOVEMBER 2022)

The Committee received an oral update from the Section 151 Officer on the financial monitoring for the period April to November 2022. It had not been possible to produce a written report due to other pressures and priorities associated with managing the current anticipated budget deficit and ongoing budget preparation work.

The Committee noted that the period 4 position reported in October 2022, had shown a £3.1m net deficit in the current year. In response, a budget pressures and MTFP report, which included an action plan with 17 points, was considered and put into place in October. Due to staff resourcing issues, work on implementing the action plan took some time to get underway, particularly bearing in mind the ongoing budget preparation work. The finance team capacity had been increased to enable this work to be carried out.

Further detailed work would be undertaken reviewing the financial position with reports expected for consideration by Council in July 2023. In the meantime, budget monitoring had continued with ongoing discussions with management. The Committee was advised that the current position had shown the deficit to be somewhere between £2m and £3m, although there were caveats to that around some of the movement on the capital programme, and the Minimum Revenue Provision, which was quite a significant amount of money for Guildford in its capital programme, together with adjustments for interest estimates.

The Section 151 Officer also referred to income adjustments around car parking and utility costs. The Joint Management Team had been looking at what action it needed to take in response to the financial position, and the most appropriate action taken was simply a voluntary holding back on spend where possible. That was considered to be an appropriate

Agenda item number: 3

action because anything further than that would have been damaging to service delivery and particularly to the most vulnerable in the community. It was noted that some of the inflationary pressures would be picked up through reserves, as that was their purpose in these circumstances, and that there were sufficient reserves to enable that to happen. These cost pressures were also reflected in the 2023-24 budget.

The Section 151 Officer assured the Committee that a written financial monitoring report would be presented to the next meeting on 15 March 2023.

The Deputy Leader of the Council and Lead Councillor for Finance and Planning Policy commented that work has had to be prioritised as indicated by the Section 151 Officer, and that the additional staffing resources in the Finance team would alleviate the position.

The Committee

RESOLVED: That the oral update on the results of the Council's financial monitoring for the period April to November 2022 be noted.

CGS56 ANNUAL REPORT OF THE CORPORATE GOVERNANCE AND STANDARDS COMMITTEE 2021-22

The Committee noted that, following receipt of the KPMG internal audit report on the effectiveness of the Committee, considered on 24 March 2022, one of the recommendations was that the Committee should report at least annually to the Council on its activities and an assessment of its performance in discharging its responsibilities as defined in the Committee's terms of reference.

The Committee considered and reviewed the first of these annual reports setting out details of the Committee's work during the 2021-22 municipal year, under the main headings within the terms of reference, namely:

- Audit and Accounts activity,
- Corporate Governance Activity, and
- Ethical Standards Activity

The Committee particularly welcomed the table in Annex 2 to the Annual Report setting out the types and category of report considered by the Committee during the year.

Following discussion with the chairman, it was proposed to bring the next Annual Report, for 2022-23, to the September 2023 meeting, and every September thereafter.

The Committee

RESOLVED: That the Annual report of the Corporate Governance and Standards Committee for the municipal year 2021-22 be commended to full Council for adoption.

Reason:

To ensure that the Committee is accountable for its work to the full Council.

CGS57 WORK PROGRAMME

The Committee

RESOLVED: That the updated 12 month rolling work programme, as set out in Appendix 1 to the report submitted to the Committee, be approved.

Reason:

To allow the Committee to maintain and update its work programme.

The meeting finished at 10.03 pm

Signed

Chairman

Date

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Corporate Governance and Standards Committee

15 March 2023

Decision and Action tracker

This tracker monitors progress against the decisions and actions that the Committee has agreed since January 2022. It is updated for each committee meeting. When decisions / actions are reported as being ‘completed’, the Committee will be asked to agree to remove these items from the tracker.

Date of Meeting	Item	Decision/Action requested	Responsible Officer	Update on implementation
16 June 2022	Planning Appeals Monitoring Report	To provide an update to members of the Committee on the outcome of a review of the correspondence received from a member of public in relation to alleged inaccuracies in the figures in the report.	Interim Executive Head of Planning Development	Not yet provided
6 October 2022	Summary of Internal Audit Reports (April to October 2022)	The Corporate Management Board be requested to: (a) consider adding a new KPI to the Performance Monitoring Report to Overview and Scrutiny Committee on complaint handling and the time taken to resolve complaints; and	Joint Strategic Director: Community Wellbeing/ Executive Head of Comms and Customer Service	(a) Following the review of KPIs in Q1 and 2, it was agreed that the following indicators be monitored through the Executive Head of Comms and Customer Service’s service plan: <ul style="list-style-type: none"> Number of customer complaints received, including: No of complaints; Categorisation (high level); Time taken to respond

Date of Meeting	Item	Decision/Action requested	Responsible Officer	Update on implementation
		(b) bring a brief update to the Corporate Governance & Standards Committee at its 15 March 2023 meeting, so that it can receive assurance that the agreed management actions were being carried out.		<ul style="list-style-type: none"> • Percentage of customer complaints upheld. (b) Update report is on this agenda
6 October 2022	Section 106 Monitoring Report	<p>To give priority to expediting arrangements internally to ensure, as far as practicable, that "Expired Funds" are allocated to schemes, or purposes for which the S106 Agreement was entered into.</p> <p>To ensure future Section 106 Monitoring reports provide:</p> <p>(a) not only the dates on which Agreements were signed but also, where possible, the dates on which monies needed to be spent or allocated.</p> <p>(b) a summary table of information showing the overall headings of Expired Funds, Available Funds, Pending Funds, and Spent Funds</p> <p>(c) details as to who was responsible for spending committed S106 monies</p> <p>(d) more information about how much SANG and SAMM contributions were</p>	Interim Head of Place/ Specialist – S106 Officer Specialist – S106 Officer	Specialist – S106 Officer has been liaising with the relevant officers to discuss the expired funds and will continue to follow up with getting the funds allocated/ spent. <p>(a) The expiry date has now been added to the report.</p> <p>(b) To be added to the written report.</p> <p>(c) The responsible team/ organisation has now been added to the report.</p> <p>(d) To be added to the written report.</p>

Date of Meeting	Item	Decision/Action requested	Responsible Officer	Update on implementation
		<p>allocated to each site, perhaps by way of a pie chart.</p> <p>(e) comparisons with the figures from the previous report with commentary, as appropriate, on the variance between the two.</p>		(e) To be added to the written report.
6 October 2022	Financial Monitoring 2022-23	To ensure that future reports clarify the extent to which debts were overdue and further information as to the reason why a high proportion of overdue debt has no payment plan.	Executive Head of Finance	
19 January 2023	Review of Probity in Planning Local Code of Practice - Handbook for Councillors and Officers	To forward the Committee's conclusions, comments and suggestions in respect of the draft revised Probity in Planning Handbook, as set out above, for consideration by the Planning Committee at its special meeting on 7 February and full Council at its extraordinary meeting on 22 February 2023.	Democratic Services & Elections Manager	The draft minute on this matter was included in the reports to Planning Committee (7 February) and full Council (22 February 2023).
19 January 2023	Safeguarding - Internal Audit Report Update	To collate and circulate to the Committee quantitative data in respect of the number and type of safeguarding referrals and their progress through the system.	Executive Head of Community Services Senior Policy Officer	
19 January 2023	Capital and Investment Strategy 2023-24 to 2027-28	To circulate to the Committee details as to the nature of the estimated expenditure on the provisional capital programme on the North Street development, which would be £1.35 million by 2030.	Lead Specialist - Finance	This is related to expenditure anticipated as part of the development. This will be reviewed as part of the wider review of capital programme which is included in the service challenge sessions and an

Date of Meeting	Item	Decision/Action requested	Responsible Officer	Update on implementation
				updated programme will be put forward in the next budget round

Corporate Governance and Standards Committee Report

Ward(s) affected: All

Report of Joint Strategic Director, Community Wellbeing

Author: Nicola Haymes, Executive Head of Communications and Customer Services

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Lead Councillor responsible: John Redpath

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Date: 15 March 2023

Complaints Handling Audit Report Actions Update

Executive Summary

In response to a request by the Committee, this report provides an update on the progress against actions identified in the complaints handling audit report.

Recommendation:

The Committee is asked to note the report.

Reason for Recommendation:

The Committee requested a report on the progress against the audit actions.

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 To provide the Corporate Governance and Standards committee with an update on progress being made against the management actions identified in the complaints handling audit report.

2. Background

- 2.1 An audit was undertaken in August 2022 focusing on complaints handling. From this report there were a range of management actions that were recommended for implementation.
- 2.2 The nature of audits means that the data that was reviewed was retrospective and many of the issues identified and resulting actions in the audit report had already been identified by the organisation prior to the audit and steps had begun to undertake improvements.

2.3 The recommended audit actions are still under way so this report provides an update on progress related to this.

2.4 Appendix 1 provides statistics related to complaints and Appendix 2 provides an update of progress against the recommended audit actions.

3. Financial Implications

3.1 There are no financial implications arising from this report.

4. Legal Implications

4.1 There are no legal implications arising from this report.

5. Risks

5.1 There is a risk that if resource cannot be secured to support complaints within the organisation, then we may not be able to make the level of improvements we would desire in this area.

5.2 There is a risk that the current complaints system cannot be upgraded to support the process as required and investment would then be required into alternative solutions.

5.3 There is a risk that there is not organisational buy in to support the changes required to achieve the audit actions.

6. Human Resource Implications

6.1 There are no HR implications arising from this report.

7. Equality and Diversity Implications

7.1 There are no Equality and Diversity implications arising from this report.

8. Climate Change/Sustainability Implications

8.1 There are no climate change/sustainability implications arising from this report.

9. Conclusion

9.1 The committee is asked to note the progress against the audit actions.

10. Background Papers

None

11. Appendices

Appendix 1: Statistics related to complaints received

Appendix 2: Update on progress against the recommended audit actions

**Complaints statistics from the period 1/4/2022 to 31/1/23 inclusive
Data correct as at 17/2/23**

Complaints statistics:

Total no of complaints logged	348
No of complaints open within target*	3
% of complaints actioned within target time frames	65.5%
% of complaints actioned inc in and out of timescale	95%

* As this is YTD data, these complaints are still in progress within target timescales so are not included in the % of complaints actioned figures

Complaints by service area **

Planning Services	43
Waste Collection - Refuse & Recycling	42
Parking Services	38
Repairs & Maintenance - Heating	34
Repairs & Maintenance - Repairs (non-heating or electrical)	32
Council Tax	25
Cleansing and Recycling	17
Environment & Regulatory Services	13
Customer Service Centre	11
Housing - Estate Management	8
Repairs & Maintenance - Scheduled Repairs	8
Housing Advice Services	7
Parks - Parks	7
Parking Case Work	7
Planning - Planning Enforcement	4
Repairs & Maintenance - Emergency Repairs	4
Housing - Housing Advice	4
Parks and Countryside	4
Benefits	4
Repairs & Maintenance - Electrical	3
Repairs & Maintenance - Repair appointments	3
Parks - Playgrounds	3
Housing - Homelessness	3
Housing - Tenancy	3
Parks - Grass & Vegetation	3
Planning - Building Control	2
Policy and Partnership	2
Planning - Planning Policy	2
Web Team	2
Planning & Regeneration	1
Neighbourhood and Housing Management	1
Business Rates and Systems	1

Agenda item number: 5
Appendix 1

Assets / Repairs	1
Commercial Collections	1
Housing - Rents	1
Leisure - Spectrum	1
Community Services	1
Community Services - Day Centre - Central Hub	1
Fleet	1
Total	348

** Some complaints could refer to more than one service in the Council but will be categorised in the system under the lead area to which the complaint relates

Update on progress against the recommended audit actions

Area	Rating	Action	Evidence to confirm implementation	Target Date	Progress update
2.1 Responding to complaints within agreed time scale	High	Assign a central complaints handling role to an individual or a team that is responsible for overall tracking of how service areas are meeting their timescales for complaints handling	Assignment of a central complaints handling role to an individual or a team that is responsible for overall tracking of how service areas are meeting their timescales for complaints handling	31/03/2023	<p>Executive Head of Communication and Customer Services was appointed in Oct 2022 with a direct remit for responsibility for the complaints function within the organisation.</p> <p>A growth bid has been submitted for a dedicated resource to support the organisation with complaints handling, we are awaiting the outcome of this bid.</p> <p>In the interim customer services staff are further supporting the complaints process as much as possible and undertaking the improvement actions identified</p>
		Ensure that all relevant members of the team are trained and given access to eCase in order to process complaints	Report confirming access rights in eCase	31/03/2023	<p>Additional staff within customer services have been trained to log and respond to complaints to improve resilience and adherence to initial response times</p> <p>A complaints champion network has been identified across the council, this is still in the formative stages however it is envisioned that they will play a crucial role in</p>

				supporting their services with complaints.
		Ensure that service leads are formally responsible for making sure complaints relating to the service area are resolved in a timely manner	Formal responsibility assigned to service leads to monitor service area performance in meeting timescales for complaints received	31/03/2023 Staff supporting complaints have attended Joint Management Team meetings to ensure that heads of service are aware of the complaints process and their role in this Heads of service and key leads are now receiving a weekly email of all complaints both in progress and overdue for action and awareness.
		Generate a report of open cases from eCase and ensure that these are followed up and closed down appropriately	Report of open cases from eCase showing long overdue cases closed down	31/03/2023 The customer services team have and continue to review open cases on the system that are past their due date with a focus on those with longer timescales or without clear owners and have actioned these as appropriate. This is an ongoing exercise. It should be noted that not all open cases haven't been responded to, in some cases the response was sent out of system and the record not updated. This is an area that will be included in any training.
		Include adherence to timeframes in complaints reporting to CGSC	CGSC papers showing reporting that includes adherence to timeframes for complaints	31/03/2023 During Quarters 1 and 2, we have corporately reviewed the current set of performance indicators now reported to the Overview and Scrutiny Committee, in consultation with Executive Heads of Service (EHOS), Corporate Management

					<p>Board (CMB) and Portfolio Leads. The purpose of the review was to ensure that our PIs are meaningful corporate indicators and provide a clear definition of what is being collected.</p> <p>KPIs related to complaints are included in this reporting. Timescales are monitored at a local level.</p>
		Review timelines and target dates for processing complaints to ensure they remain appropriate and realistic	Review of timelines and target dates in policy	31/03/2023	<p>The council's complaints policy was reviewed and updated in summer 2022 which included a review of timelines and target dates. Given how recently this review was done this will not be revisited at this stage.</p> <p>As the revised complaints policy was in the process of review and sign off when the audit was being undertaken it was not taken into account in regard to this action.</p>
2.2 All complaints correspondence and documentation should be stored on eCase to ensure that a complete corporate record is retained	Medium	Work with eCase provider to manage the capability of escalating cases beyond stage 1 complaints	Stage 2 and 3 correspondence and documentation stored on eCase	31/07/2023	Discussions are underway with the supplier regarding enhanced functionality and a demonstration of this has taken place to establish suitability to requirements. Additional funding is also being sort to support this.

<p>2.3 When complaints are sent directly to senior management at the council and resolved it should still be logged onto eCase</p>	<p>Medium</p>	<p>Include in council policy that all complaints received directly to individuals should be forwarded onto the complaints mailbox for record</p>	<p>Council policy outlining that all complaints received directly to individuals should be forwarded onto the complaints mailbox</p>	<p>31/07/2023</p>	<p>Staff attended Joint Management Team meetings and circulated guidance for senior staff on how to log a complaint.</p>
<p>2.4 Currently there is no formal process for reflection of lessons learnt and common themes arising from complaints data</p>	<p>Low</p>	<p>Analyse complaints data periodically to draw out common complaint themes to be fed back to service areas. Where actions have been identified for improvement, they should be tracked to completion</p>	<p>Analyse complaints data periodically to draw out common complaint themes to be fed back to service areas. Where actions have been identified for improvement, they should be tracked to completion.</p>	<p>31/03/2023</p>	<p>No progress to date</p>
<p>2.5 eCase has a built-in functionality to automate weekly summary emails to be sent to users. Currently this is an optional add-on for relevant service area users</p>	<p>Low</p>	<p>Communicate with service areas on expectations for them to sign up to weekly summary emails on eCase</p>	<p>All relevant service area officers are signed up to receive weekly summary emails on eCase</p>	<p>31/03/2023</p>	<p>Weekly updates on all complaints both overdue and in progress are sent automatically to Executive Heads, Directors and the Chief Executive as well as key service contacts.</p>

Corporate Governance and Standards Committee Report

Ward(s) affected: N/A

Report of Chief Executive (Head of Paid Service)

Author: Francesca Chapman, Lead Specialist HR

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Lead Councillor responsible: George Potter

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Date: 15 March 2023

Gender Pay Gap report 2023

Executive Summary

The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 (“the Regulations”) impose obligations on employers with 250 or more employees to publish information annually relating to the gender pay gap in their organisation. In particular, employers are required to publish, amongst other information, the difference between the average hourly rate of pay paid to male and female employees; and the relative proportions of male and female employees in each quartile pay band of the workforce.

This report sets out Guildford’s Gender Pay Gap Report for 2023, which will be published on the Council’s website and on a publicly accessible Government website and retained for a period of three years.

The report is provided to the Committee for information purposes only. In reviewing our governance processes, it is proposed that in future this report is not brought to the Committee but is shared with its members through a link to the document on the Council’s website each year.

Recommendation to Committee:

- (1) That the Committee notes the Gender Pay Gap Report for the year 2023, attached at Appendix 1 to this report.
- (2) That the Committee agrees that they do not require the report to be brought to Committee in future.

Reasons for Recommendation:

- (1) To provide the Committee with information on the Council's Gender Pay Gap.
- (2) To streamline the governance process for the report.

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 In 2017, the Government introduced regulations which require the Council to publish details of our gender pay gap annually on our website and to upload this information to a publicly accessible Government website.

2 Strategic Priorities

- 2.1 We strive to provide equality of opportunity within the Council and aim to ensure that our workforce is diverse and inclusive. Creating a workplace where everyone is valued is part of our organisational values and our commitment to this is set out in our Corporate Plan.

3. Background

- 3.1 The Gender Pay Gap Report (see Appendix 1) sets out our gender pay gap which, with a mean pay gap of -7%, indicates that women are not receiving less average pay than men.
- 3.2 Our Gender Pay Gap was first published in 2018 and shows little change in the gap since this date as follows:

	Mean	Median
2018	-9%	-22%
2019	-9%	-21%
2020	-7%	-13%
2021	-10%	-22%
2022	-8%	-13%
2023	-7%	-12%

There has been no significant change in the pay quartile distribution.

- 3.3 We are also required to report our Bonus Gender Pay Gap. Whilst we do not pay our staff any bonuses, our Long Service Award falls within the definition of a 'bonus' within the regulations. The number of staff receiving this award is so small that the resulting Gender Pay Gap of

100% is insignificant. This Gender Pay Gap has been created by two male employees and no female employees receiving the award in the relevant year.

- 3.4 The Gender Pay Gap Report requires the approval and signature of the Chief Executive. The Regulations do not require any further approval before publication. Research carried out into other Surrey District and Borough Councils informs that the normal governance process for this report ends with the Chief Executive.

4. Equality and Diversity Implications

- 4.1 The Gender Pay Gap analysis enables the Council to review whether we have fairness and equality in the application of pay and remuneration within the Council.
- 4.2 The Council's duty under section 149 of the Equality Act 2010 is to have due regard to the matters set out in relation to equalities when considering and making decisions. This duty has been considered in the context of this report and it has been concluded that there are no equality and diversity implications arising directly from this report.

5. Financial Implications

- 5.1 No financial implications apply.

6. Legal Implications

- 6.1 Under the Regulations, the Council, as a relevant employer, is required to publish our gender pay gap data on the Government's Equalities website and on our own website by 30 March 2023.

7. Human Resource Implications

- 7.1 The Lead Specialist HR is responsible for publishing the gender pay gap data, there are no further HR implications.

8. Background Papers

None

9. Appendices

Appendix 1: Gender Pay Gap Report 2023

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Gender Pay Gap Report 2023

Gender Pay Gap definitions

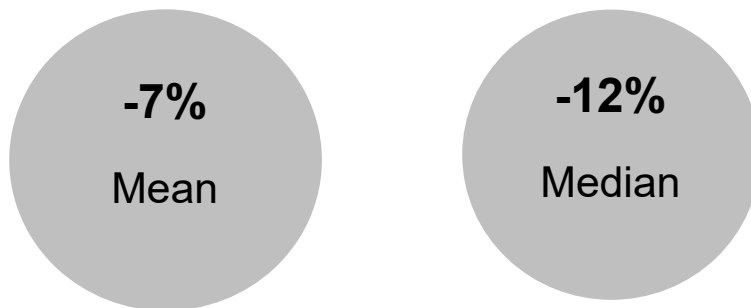
The gender pay gap is defined as the difference between the mean and median hourly rate of pay that our male and female employees receive.

- The **mean pay gap** is the difference between average hourly earnings of men and women.
- The **median pay gap** is the difference between the mid-point in the range of hourly earnings of men and women, when arranged from lowest to highest.

Gender Pay Gap figures

This is our annual gender pay gap for the **snapshot date of 31st March 2022**.

These figures are based on hourly rates of pay and show that our mean gender pay gap is -7% and our median pay gap is -12%.



This means that:

- our female employees have an average hourly rate that is 7% higher than our male employees hourly rate.
- At the mid-point within the range of hourly earnings that we pay our male and our female employees, our female employees have an hourly rate that is 12% higher than our male employees hourly rate.

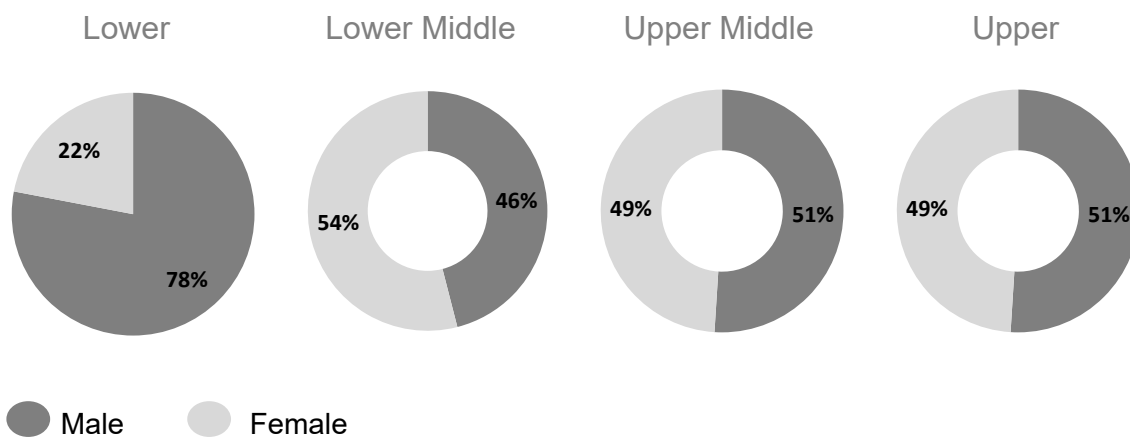
The main reason for this gender pay gap is an imbalance of male and female colleagues across the services as we have a much higher proportion of men working in our Waste

Operations Service and our Parks and Streetscene Service. Many of the roles within these services fall within the lower pay bands.

We use a local government job evaluation scheme to determine the pay range for each job so that men and women in similar jobs are paid on the same pay grade.

Our Gender Pay Gap by quartile

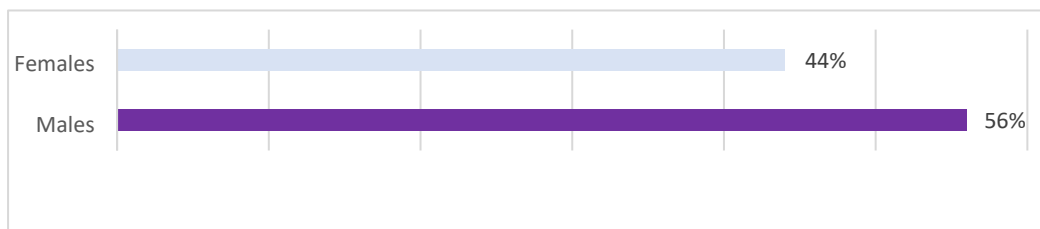
The gender pay gap by quartile shows the proportion of male and female employees in quartile pay bands. These quartiles are calculated by placing the workforce in order of their hourly pay rate from lowest to highest and then dividing this into four equal parts. The "lower quartile" therefore contains the workforce on the lowest hourly pay rates and the "upper quartile" contains the workforce on the highest hourly pay rates.



This chart shows the gender split when we order hourly rate of pay from lowest to highest and then group these into four equal quartiles.

- The lower quartile contains more males than females for the reasons set out above.
- The lower middle quartile is fairly evenly split with slightly more females than males.
- The upper middle quartile is fairly evenly split.
- The upper quartile is fairly evenly split with almost equal amounts of men and women in our very senior roles.

The total number of staff used for the gender pay gap calculation in the snapshot date of 31st March 2022 were 655. A breakdown by gender is given below.



Our Bonus Gender Pay Gap

Whilst Guildford Borough Council does not award bonuses for performance, we do make Long Service Awards to staff completing 25 years' service. In the year April 2021 to March 2022 two employees received payments, both of these payments were to male employees.

The proportion of male employees receiving this bonus is 0.4% and the proportion of females receiving this bonus is 0%. As only males received long service awards this year our mean and median bonus gender pay gap is 100%. This figure will vary significantly each year as the number of Long Service Awards made is small.

Signed

Tom Horwood

Joint Chief Executive

Date January 2023

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Corporate Governance and Standards Committee Report

Ward(s) affected: All

Report of Section 151 Officer

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Date: 15 March 2023

Internal Audit progress report (April 2022 – March 2023)

Executive Summary

Appendix 1 presents a report from our internal audit contractor, KPMG on progress against their audit plan for 2022-23 and a summary of audit findings from the reviews undertaken during the period April 2022 to March 2023.

Recommendation to Committee

The Committee is requested to note the Internal Audit Progress Report to March 2023, attached as Appendix 1, together with the key findings from the reviews undertaken since the last report to the Committee.

Reason for Recommendation:

To ensure good governance arrangements and internal control by undertaking an adequate level of audit coverage

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

1.1 To present a summary of audit work completed since the last meeting.

2. Strategic Priorities

2.1 The audit of Council services supports the priority of providing efficient, cost effective and relevant quality public services that give the community value for money.

3. Background

- 3.1 The Council's Internal Audit Plan for 2022-23 is being delivered by Neil Hewitson from KPMG, who is the Council's outsourced internal audit manager. The contract with KPMG covers the three financial years 2020-21, 2021-22 and 2022-23. A copy of their final progress report and a summary of audit findings from the reviews undertaken in the period April 2022 to March 2023 is attached as Appendix 1.

4. Financial Implications

- 4.1 There are no financial implications as a result of this report.

5. Legal Implications

- 5.1 There are no legal implications as a result of this report.

6. Human Resource Implications

- 6.1 There are no HR implications as a result of this report.

7. Conclusion

- 7.1 The summary of internal audit reports is presented at Appendix 1.

8. Background Papers

None

9. Appendices

Appendix 1: Internal Audit progress report – March 2023



Internal Audit Progress Report

Page 41

Guildford Borough Council

KPMG Governance, Risk and Compliance Services

March 2023

Agenda item number: 7
Appendix 1

Content

● — ○ **01 Executive summary** **3**

● — ○ **02 Progress of plan** **4**

Appendix A – Financial controls:
budgetary controls

Appendix B – Financial controls:
general ledger

Appendix C – s.106 contributions

Appendix D – Follow up 2021/22

Appendix E – Financial controls:
journals

Appendix F – Payroll budget
discrepancy (additional review)

Appendix G – Head of Internal Audit
opinion

Key contacts

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Executive Summary

The purpose of this document is to provide the Corporate Governance and Standards Committee (CGSC) with an update on the Internal Audit plan for 2022-23. We have summarised below the key points since we last reported to you:

Activity	Comments
Progress against the plan	<ul style="list-style-type: none"> — We have finalised our Q4 reviews on budgetary controls, general ledger, s.106 contributions, follow up of 2021-22 reviews, journals and the additional review on the payroll budget discrepancy with actions agreed with management. — All reviews in our internal audit plan have been delivered, which allows us to issue our Head of Internal Audit Opinion for 2022-23 (see appendix G)
Reports completed	<ul style="list-style-type: none"> — We have finalised our Q4 reviews on budgetary controls, general ledger, s.106 contributions, follow up of 2021-22 reviews, journals and the additional review on the payroll budget discrepancy with actions agreed with management. A full status is set out in section 2 (page 4) of this document.
Significant findings to highlight	<ul style="list-style-type: none"> — Since we last reported, we have raised two high priority findings in our financial controls: budgetary controls and two high priority findings in our additional payroll review.
Head of Internal Audit opinion	<ul style="list-style-type: none"> — Since the last meeting of the Committee, we have prepared the 2022-23 head of Internal Audit Opinion which is presented in Appendix G.



For information

- March 2023 internal audit progress report

Progress of plan

Below is the status of the 2022-23 Internal Audit plan as approved by the Corporate Governance and Standards Committee (CGSC). We highlight the 'core' reviews driving our 2022/23 Head of Internal Audit Opinion.

Internal audit	Status					Reporting to CMB and CGSC	Results Overall Rating	Management actions			
	Planning	Fieldwork	Draft Report	Final Report				High	Medium	Low	Total
01/22: IT Infrastructure for Remote Working	✓	✓	✓	✓	November 2022	Significant assurance with minor improvement opportunities	-	1	2	3	
02/22: Performance Monitoring – KPI Review One (Core)	✓	✓	✓	✓	July 2022	Significant assurance with minor improvement opportunities	-	1	2	3	
03/22: Performance monitoring – KPI Review Two (Core)	✓	✓	✓	✓							
04/22: Performance monitoring – KPI Review Three (Core)	✓	✓	✓	✓							
05/22: Customer Services: Complaints Handling	✓	✓	✓	✓	October 2022	Partial assurance with improvements required	1	2	2	5	
06/22: Corporate Programmes: Redevelopment Projects (Core)	✓	✓	✓	✓	January 2023	Partial assurance with improvements required	1	3	2	6	
07/22: Risk management (Core)	✓	✓	✓	✓	November 2022	Significant assurance with minor improvement opportunities	-	1	2	3	
08/22: Financial controls: budgetary controls (Core)	✓	✓	✓	✓	March 2023	Partial assurance with improvements required	2	2	-	4	

Progress of plan (cont.)

Internal audit	Status					Results	Management actions			
	Planning	Fieldwork	Draft Report	Final Report	Reporting to CMB and CGSC	Overall Rating	High	Medium	Low	Total
09/22: Financial controls: general ledger (Core)	✓	✓	✓	✓	March 2023	Significant assurance with minor improvement opportunities	-	1	-	1
10/22: Financial controls: payroll (Core)	✓	✓	✓	✓	October 2022	Significant assurance with minor improvement opportunities	-	1	1	2
11/22: s.106 Contributions	✓	✓	✓	✓	March 2023	Significant assurance with minor improvement opportunities	-	3	2	5
12/22: Follow up reviews from 2021-22	✓	✓	✓	✓	March 2023		N/A			
13/22: Regeneration	Removed from plan at Management's request as approved by Corporate Governance and Standards Committee									
14/22: Financial controls: journals (Core)	✓	✓	✓	✓	March 2023	Significant assurance with minor improvement opportunities	-	1	1	2
15/22: Payroll Budget Discrepancy (additional review)	✓	✓	✓	✓	March 2023	Partial assurance with improvements required	2	1	1	4
Total							6	17	15	38

Appendix 1
Agenda item number: 7

Appendix A - financial controls: budgetary controls

Conclusion

We reviewed the design and effectiveness of budgetary controls and provide 'partial assurance with improvements required' (**amber red**), which is in line with management's expectation. Our rating is driven by: the lack of clarity around staffing numbers at the Council leading to variances in budgets; limited challenge from Finance on in-year financial monitoring data received from Service Area Leads; use of Business World for budgetary control; and review and refresh of Financial Procedure Rules.

Budget setting at the Council follows a bottom-up approach, with Service Area Leads initiating the process by inputting upcoming year service area budget requirements into a budget spreadsheet. This is collated into the corporate budget. There are robust review and approval steps through Corporate Management Board (CMB), Executive and Corporate Governance and Standards Committee (CGSC). The budget setting process should be integrated into the finance system, Business World, to reduce administrative burden and the risk of error in data transfer.

Roles and responsibilities of Service Area Leads, Directors and the Chief Financial Officer are outlined in Financial Procedure Rules. In line with the recent restructure and collaboration with Waverley Borough Council, the processes, roles and responsibilities outlined in the Financial Procedure Rules need updating.

There is regular and timely reporting to provide CMB and CGSC with clear oversight on how budgets are performing with financial monitoring reports presented at regular intervals throughout the year. The financial data is received directly from Service Area Leads. We recommend increased Finance challenge of this data to provide assurance that it is accurate and complete.

As of October 2022, 23 out of 79 service areas identified a variance in their budget due to staffing costs. 19/23 recorded an overspend due to unbudgeted agency costs and overtime. 4/23 recorded an underspend due to budgeted staff positions not being filled. We raise a high priority finding around ensuring that staffing numbers at service area level are confirmed as accurate as part of the budget setting process and there is sufficient oversight and challenge from Finance on use of agency staff.

Summary

Overall rating:	Partial assurance with improvements required	
Priority rating:	Control design	Operating effectiveness
High	1	1
Medium	2	0
Low	0	0

Appendix A – financial controls: budgetary controls

At the October 2022 meeting of the CGSC, management reported an overall projected overspend of £3.3m which included a £1.8m payroll budget discrepancy that came to light following the completion of the 2021/22 outturn. At the request of members of the CGSC and management, we have completed an additional review on the payroll budget discrepancy.

Budget overspend against the agreed annual budget identified by the Council are made up through expenditure freezes, drawing from the Council's reserves and adjusting the impact on the medium term financial plan (MFTP). There are clear adjustments made and presented through the financial monitoring reports.

Areas of good practice

- There are consistent and regular financial monitoring reports presented to CMB and CGSC. These are outlined in a timetable document maintained by the Lead Specialist (Finance) with deadlines for reporting and documents to be presented at each committee meeting.
- Variances are categorised by the three directorate and 79 service areas level with explanation. Explanations for the variances identified are laid out with mitigating actions outlined.
- The s151 officer, line with the Local Government Act 2003, has provided commentary on the budget calculations, robustness of estimates used, adequacy of the Council's reserves and budget monitoring processes.
- Key assumptions and risks are set out in budgets and longer term financial planning documents.

Summary of key findings

Tighter controls on unbudgeted staff expenditure

2.1 Review of the 2021/22 budget identified that a large proportion of variances were in relation to staff expenditure.

Robustness of budget monitoring

2.2 The Council should ensure that the underlying forecasted revenue and expenditure from service areas are complete and accurate, by implementing a formal process for review and challenge of forecasts.

Budget setting on Business World

2.3 The Council should utilise the finance system, Business World for the budget setting and monitoring process.

Review and update of Financial Procedure Rules

2.4 The Council should ensure that the Financial Procedure rules are reviewed regularly to ensure that it is relevant and up to date.

Out of scope

We have not reviewed the adequacy of the underlying financial assumptions that have been used to build the individual budgets. Our work does not provide absolute assurance that material variances, error, loss or fraud does not exist.

Appendix A – financial controls: budgetary controls

2.1 Tighter controls on unbudgeted staff expenditure

High

Review of the 2021/22 budget identified that a large proportion of variances were in relation to staff expenditure.

The largest unbudgeted variance (in 23 out of 79 service areas as of October 2022) besides the rise in utility costs and the Future Guildford Programme payroll discrepancy are variances in staff expenditure. This is due to recruitment challenges to fill permanent positions and agency costs exceeding budgeted salary costs. There is a risk the budgets set are not accurate or realistic to achieve, resulting in significant variances which impacts the MTFP and the Council's reserves.

We recommend that the Council finalise the HR establishment listing that outlines the total staffing numbers at the Council for the year. Where service areas are struggling to recruit to fill in a vacant position, agency costs should be considered in preparation of the budget.

Risk: Budgets are set that are not accurate or realistic to achieve, resulting in significant variances and failure in budgets achieving their desired purpose.

Proposed management actions:

1. Finalise HR establishment listing for confirmed staffing numbers at the Council.
2. Ensure that use of agency staff in service areas are robustly challenged by Finance.
3. Obtain Finance sign-off on new staff hires.

Evidence to confirm implementation:

1. Finalised HR establishment listing.
2. Finance challenge of use of agency staff at service area level.
3. Finance sign-off on new staff hires.

Responsible person/title:

Ian Doyle, Joint Strategic Director, Transformation & Governance

Peter Vickers, Head of Finance and s.151 Officer

Target date:

30 September 2023

Appendix A – financial controls: budgetary controls

2.2 Robustness of budget monitoring

High

The Council should ensure that the underlying forecasted revenue and expenditure from service areas are complete and accurate, by implementing a formal process for review and challenge of forecasts.

There is reliance on the Service Area Leads' input of forecasted revenue and expenditure for the in-year financial position. There is limited challenge from Finance to the forecasting provided. These figures are fed into the in-year financial monitoring reports presented at various committees. There is a risk that where large variances are not identified in a timely manner, budget shortfalls occur.

The Finance team should have regular in-year meetings with Service Area Leads to discuss service area performance against the budget and for assurance that the figures input into the system are accurate and complete. This should include a periodic, review and challenge of assumptions used in forecasts provided.

Risk: Budgets are not monitored consistently on a routine basis to enable the Council to identify any significant variances in a timely manner.

Agreed management actions:

1. Hold regular in-year meetings between Finance Specialists and Service Area Leads.
2. Ensure a formal periodic review and challenge of the assumptions used by Service Leads in forecasts.

Evidence to confirm implementation:

1. Evidence of meetings.
2. Evidence of the challenge to assumptions used.

Responsible person/title:

Ian Doyle, Joint Strategic Director, Transformation & Governance

Peter Vickers, Head of Finance and s.151 Officer

Target date:

30 September 2023

Appendix B – financial controls: general ledger

Conclusion

We reviewed controls over the general ledger at Guildford Borough Council ('the Council') and provide 'significant assurance with minor improvement opportunities' (**amber green**). Our rating is driven by a well designed control environment and broadly robust operation of key controls. We raise one medium priority finding relating to the consistency of performing key reconciliations and ensuring that there is segregation of duties between the individuals performing and reviewing / approving reconciliations.

The Council's finance and ledger system is Business World. There is a well-designed process ensuring that new users are added, changes are actioned and leavers are removed from Business World in a timely manner. We reviewed user access at the time of our fieldwork and confirmed that the individuals in the system had appropriate access rights to perform the tasks relevant to their roles.

All users are required to reset passwords to access the system every 72 days – if this is not actioned then system access is automatically revoked. A walkthrough of the system confirmed that a password is required to access Business World and that users are prompted to reset passwords after 72 days.

Holding accounts and key systems are reconciled to Business World monthly with an ongoing work monitor used to track the frequency and completion of reconciliations. For a sample of these monthly reconciliations, we found that two months of cash holding account reconciliations and one month of income reconciliation to the Orchard housing system had not been fully completed. We identified that the reconciliations are not subject to segregation of duties between the individual performing and reviewing / approving.

Summary

Overall rating:	Significant assurance with minor improvement opportunities	
Priority rating:	Control design	Operating effectiveness
High	0	0
Medium	0	1
Low	0	0

Appendix B – financial controls: general ledger

Areas of good practice

- Training was provided as part of the Business World onboarding process in 2021.
- Modules available to an individual on Business World depends on the access rights they are provided with as part of the onboarding process.
- Automatic password resets ensure that no individual retains access after leaving the Council.
- Users are segregated into users with access to enter journals, approve journals and users with full system access.
- Subledgers are reconciled to the general ledger on a monthly basis.
- Close down tasks ensures that all accounts are reconciled prior to the annual financial reporting process.
- We reviewed the 44 users with access to enter journals, 7 users with full system access and 14 users with journal approval rights and confirm that they had appropriate access for their roles.
- We conducted a walkthrough of Business World and confirmed that a password is required to access the system. Where passwords are not reset after 72 days, access to the system is automatically revoked.

Summary of key findings

Reconciliations

- 2.1** Through testing a sample of monthly reconciliations we found that not all reconciliations between the ledger and key subledger, accounts and systems had been consistently performed. We also note that there is no segregation of duties ensuring that reconciliations are performed and reviewed and approved by separate individuals.

Out of scope

Our work is limited to the design and testing of processes as set out within our scope section. We have not considered processes and controls relating to posting and approving journals – this forms part of the scope of the separate 2022/23 review on journals.

Appendix C – s.106 contributions

Conclusion

We reviewed processes and controls over receipt and expenditure of s.106 contributions and provide ‘significant assurance with minor improvement opportunities’ (**amber green**), which is in line with management’s expectations. Our rating is driven by broadly well designed and operating controls, with findings around exceptions in our testing of the review of agreements, reconciling the system used to finance systems and formally recording s.106 update meetings.

S106 contributions are governed by policies and procedure documents issued by the Council and central government. Government issued regulations and procedures are used as guidance tools. Council policies are not updated on a regular basis with a number of these requiring reviews and updates, with previous updates as far back as 2017.

A well designed control framework is in place to effectively manage and oversee s106 receipts and contributions including review of planning applications, preparation of legal instructions, draft agreement review, index adjustments by Finance and controls over contributions and spend through invoices and purchase orders. We tested a sample of 10 cases for compliance with identified controls. We identified one case where there was no evidence of review of the agreement by the s.106 officer and one case where there is no evidence of the officer’s report. The purpose of s.106 fund is communicated to the s.106 officer by the spending authority which cross checks it with the underlying s.106 agreements. The s.106 risks are managed through documentation in the planning development service risk register. The risks and remedial measures are owned for implementation and minimisation of s.106 fund risks.

Reconciliation between Acolaid (the system through which contributions are managed) and Business World (ledger) is carried out annually. The Council could not provide evidence that this is completed. Reconciling the data more frequently and maintaining a corporate record could promote improved monitoring and reporting. Governance is provided through Corporate Governance and Standards Committee (CGSC). A s.106 report is presented to the Committee six monthly. It contains details of all s.106 contributions available, spent and expired. There are regular s.106 update meetings between the s.106 officer and Finance to monitor s.106 funds.

Summary

Overall rating:	Significant assurance with minor improvement opportunities	
Priority rating:	Control design	Operating effectiveness
High	-	-
Medium	2	2
Low	-	1

Appendix C – s.106 contributions

Areas of good practice

- The policies documents related to s.106 agreements are comprehensive and provide guidance to users and are easily accessible on the Council website.
- Well designed control framework to oversee receipt and expenditure of s106 contributions. Coordination between relevant teams, i.e s.106, legal and planning make sure that the terms and conditions of the final agreement are in line with s.106 regulations.
- Regular meetings between s.106 officer and other teams to monitor and oversee s.106 receipt and expenditure.
- Review the purpose of spend by the s.106 officer before disbursement of funds to ensure that these are used only for specified purposes in the s.106 agreements.
- S.106 report is presented to the Corporate Governance and Standards Committee every six months to provide oversight and monitor the available funds, expired funds, funds nearing expiry and details of Spend during the period.
- Risk management and monitoring through documentation of s.106 risk in the planning development service risk register. The risk is owned and remedial measures are documented.
- A dedicated s.106 officer for review of s.106 planning agreements, maintenance of appropriate records and overseeing the receipt and expenditure of s.106 agreements.

Summary of key findings

Corporate record of review controls

2.1 Through testing a sample of agreements, we found one instance where the draft agreement was not reviewed by the s.106 officer.

Reconciliation between Acolaid and Finance

2.2 The annual reconciliation between Acolaid and Finance should be performed more frequently, with a formal corporate record of each reconciliation and the investigations in to reconciling items.

S106 update meetings

2.3 The Council was unable to provide evidence that s106 update meetings were conducted sufficiently regularly to monitor the receipt and utilisation of funds.

Review of policies

2.4 We found that Council policies and procedure documents relating to s.106 contributions have not been reviewed, updated and approved in several years.

Interest payments

2.5 Through our sample testing, we have identified instances where there were delays in the receipt of contributions from developers but no interest was charged. We identified instances where there were delays in issuance of invoices to developers.

Appendix D - 2021/22 follow up

Conclusion

As part of our 2022-23 internal audit plan we have followed up actions in previously audited areas. We prioritised looking at the 2021-22 reviews which received 'no assurance' or 'partial assurance with improvements required', alongside a sample of reviews which received 'significant assurance with minor improvement opportunities.

We followed up on actions raised in reports on: Safeguarding; Income and Accounts Receivable; Housing Revenue Account (HRA) Right to Buy Receipts; Audit Committee Effectiveness; and Expenditure and Accounts Payable. At the time of reporting, 19 of the 23 actions reviewed have been fully implemented.

Safeguarding follow up: 5 out of 7 actions implemented

The **amber-red** rating of the Safeguarding review included five medium priority management actions and two low priority management actions. During our follow up review, we assessed that these management actions are:

- Safeguarding Policy and Procedure: Implemented
- Safeguarding Policy - Content: Implemented
- Draft Strategic Action Plan: Implemented
- Safeguarding Training: Overdue
- Recording Safeguarding Referrals: Overdue
- Strategic and Operational Safeguarding Groups: Implemented
- Sharing Best Practices and lessons learned: Implemented

Income and Accounts Receivable follow up: 2 out of 2 actions implemented

The **amber-red** rating of the Income and Accounts Receivable review included one high and one low priority management action. During our follow up review, we have assessed that these management actions are:

- Debt collection processes: Implemented
- Reviewing recurring payments: Implemented



Appendix D – 2021/22 follow up

Housing Revenue Account (HRA) Right to Buy Receipts follow up: 7 out of 7 actions implemented

The **amber-red** rating of the HRA Right to Buy Receipts review included one high and six medium priority management actions. We assessed them as:

- Formal 'Use of Right to Buy receipts' Policy: Implemented
- Finance – Monitoring of RTB Receipts: Implemented
- RTB Working Group management actions: Implemented
- Housing – Monitoring of RTB Receipts: Implemented
- Housing – Reporting of RTB Receipts/project slippage: Implemented
- Training and Guidance: Implemented
- Use of Risk Registers: Implemented

Audit Committee Effectiveness follow up: 4 out of 5 actions implemented

The **amber-green** rating of the Audit Committee Effectiveness review included three medium and two low priority management actions. We assessed them as:

- Capturing action points from discussions at CGSC meetings: Implemented
- Oversight of CGSC activities: Implemented
- Skills and knowledge assessment of CGSC members: Overdue
- Inclusion of accountability arrangements in CGSC terms of reference: Implemented
- Inclusion of Statement of Purpose in the CGSC terms of reference: Implemented

Expenditure and Accounts Payable Compliance follow up: 1 out of 2 actions implemented

The **amber-green** rating of the Expenditure and Accounts Payable Compliance review included two medium priority management actions. We assessed them as:

- Formal controls – documentation and audit trail: Implemented
- Supplier amendments: Overdue



Appendix E – financial controls: journals

Conclusion

We reviewed controls around the preparation and posting of journals and provide ‘significant assurance with minor improvement opportunities’ (**amber green**). Our rating is driven by a broadly well designed control environment. We raise one medium priority finding relating to setting up approval limits to ensure that journals of significant monetary value are approved by appropriate staff.

Journals are posted to the Council’s finance and ledger system, Business World. All users with access to post and approve journals sit within the Finance Specialist Team and Resources Case Team, ensuring that no individuals have inappropriate access. Council policy requires segregation of duties between the preparer and approver of journal entries and Business World is set up to mitigate against the risk of journals being posted and approved by the same individual. We tested a sample of 25 journals and were provided with evidence to support segregation of duties as well as evidence and explanations for each journal’s purpose.

We confirmed that staff with access to submit journals in Business World received the necessary training for using the system when it was introduced in 2021.

Whilst appropriate staff have access to post journals, there are no approval limits set out in the Council Standing Financial instructions (SFIs) to ensure that journals of significant monetary value are appropriately approved by senior management.

Our analysis over all journals posted in the period 01 January – 31 December 2022 showed no journals with negative balances or any that did not balance or any instances of individuals posting infrequently. Our analysis found 11 instances of journals with no descriptions or user IDs. We raise a low priority finding around ensuring that Business World is set up to require this information.

Summary

Overall rating:	Significant assurance with minor improvement opportunities	
Priority rating:	Control design	Operating effectiveness
High	0	0
Medium	1	0
Low	1	0

Appendix E – financial controls: journals

Areas of good practice

- Business World has hard coded the requirement for journal entries to be approved by a separate individual, ensuring that there is segregation of duties.
- Staff with access to Business World to post journals received training as part of onboarding to the system when it was introduced in 2021.
- Our analysis found no exceptions when reviewing for unbalanced journals, negative balances, and individuals posting infrequently.
- Our sample testing for 25 journals showed evidence of segregation of duties between individuals posting and approving journals as well as supporting evidence and explanations for all journals.

Summary of key findings

Updated SFIs – approval limits

- 2.1** The SFIs do not set out approval limits based on the sign off required for journals of significant monetary value.

Journals with no description or user ID

- 2.2** Our analysis found that 11 journals had been posted without descriptions or user IDs.

Out of scope

Our work was limited to the design and testing of processes and controls as set out within our scope section.

Appendix F - additional payroll review

Conclusion

We reviewed the payroll budget discrepancy against the expected control environment and provide 'partial assurance with improvements required' (**amber red**), which is in line Management's anticipated assurance. Our rating is driven by gaps identified in the control environment including finalising the Council's establishment, Finance oversight of corporate programmes and Finance sign-off on new hires.

At the October 2022 meeting of the Corporate Governance and Standards Committee (CGSC), Management reported a potential pay budget discrepancy of £1.8m that came to light following completion of the 2021/22 outturn due to partial implementation of the budgeted Future Guildford Programme (FGP) savings. After analysis, the Council confirmed that the discrepancy amounts to £1.577m.

FGP was a Council-wide transformation programme which included restructuring of service areas to drive efficiencies. The programme was split into two phases, A and B, with projected savings from reduced / modified staff costs provided by the project team to Finance for input into the annual budget. From our review, in 2022/23, after the completion of FGP, Finance was unable to determine the actual savings from the programme and rolled over the 2020/21 and 2021/22 figures which led to the discrepancy. We recommend a review of the Council's establishment to ensure that it is complete and accurate and implementation of regular monitoring processes to ensure that it remains up to date. New hires are approved at service area level. We recommend that the Council formalises Finance sign-off for assurance that the payroll budget is being met.

FGP was mainly outsourced to Ignite, a third party contractor. Based on our review of the information flow between the project team and Finance, we recommend that the Council formalises Finance oversight of corporate programmes to ensure that Finance has appropriate oversight of financial implications to the Council.

Summary

Overall rating:	Partial assurance with improvements required	
Priority rating:	Control design	Operating effectiveness
High	2	0
Medium	1	0
Low	1	0

Appendix F - additional payroll review

We have raised a low priority finding around exploring effective use of built-in Business World functionalities to help produce more accurate future salary projections.

Updates on the payroll discrepancy have been reported in every financial monitoring report since the issue was identified, with the shortfall being addressed in the 2023/24 budget and the Medium Term Financial Plan (MTFP). From our review, Finance has actioned lessons learnt which included an overall service area challenge to finalise the establishment and savings bids and introducing a designated Finance owner for salary monitoring.

Areas of good practice

- There is a recognition of the failures of the control environment and drawing up of lessons learned.
- Updates on the payroll discrepancy are regularly presented at CMB and CGSC.

Summary of key findings

Finalising Council's establishment

2.1 There is a lack of clarity of the total number of employees across the Council, as well as the allocation of FTEs to each cost centre.

Finance oversight of Corporate Programmes

2.2 Corporate programmes, such as FGP, are often outsourced to external consultants or contractors, who may not have a direct connection into Finance.

Finance sign-off on new hires

2.3 The Council should ensure that new hires are signed off by Finance for assurance that hiring practices are in line with the available budget.

Business World for payroll projections

2.4 The payroll projection functionality on Business World could be utilised at the Council.

Out of Scope

Our work has been limited to the design and testing of processes and controls as set out within our scope section.

Appendix F – additional payroll review

2.1 Finalising Council's establishment

High

There is a lack of clarity of the total number of employees across the Council, as well as the allocation of FTEs to each cost centre.

In the 2022/23 budget setting process, the payroll figure was based on the previous year's budget due to a lack of information on the total number of employees within the Council. This creates the risk of budgetary shortfalls where there is an increase in the total number of employees or changes in salaries and benefits.

We recommend that the Council undertakes a review and finalises its establishment. Once that is finalised, the Council should formally implement a regular payroll monitoring and reconciliation process to ensure that it is accurate and up to date.

Risk: There is no clear control environment setting out responsibilities for formal monitoring of budgets.

Agreed management actions:

1. Review and finalise the establishment.
2. Implement a formalised and regular payroll monitoring and reconciliation process.

Evidence to confirm implementation:

1. Finalised establishment.
2. A regular payroll monitoring and reconciliation process implemented.

Responsible person/title:

Joint Strategic Director, Transformation & Governance

Executive Head of Organisational Development

Target date:

30 September 2023

2.2 Finance oversight of Corporate Programmes

High

Corporate programmes, like the FGP, are often outsourced to external consultants or contractors, who may not have a direct connection to the Finance department.

As a result, there is often a lack of direct information flow between the project team and Finance. Without direct access to project financial data, the Finance team may not have visibility of the financial implications of the project decisions made by the project team, there is a risk of budget overruns.

We recommend that management implements a formalised, clear and consistent process of Finance oversight of corporate programmes. This may include clear Finance reporting requirements, a designated Finance team member to each corporate programme to act as a liaison between the project team and Finance or a regular project financial review process between Finance and project teams.

Risk: There is no clear control environment setting out responsibilities for formal monitoring of budgets.

Agreed management action:

Implement a formalised, clear and consistent process of Finance oversight of corporate programmes.

Evidence to confirm implementation:

A formalised, clear and consistent process of Finance oversight of corporate programmes.

Responsible person/title:

Joint Strategic Director, Transformation & Governance

Head of Finance and s.151 Officer

Target date:

30 September 2023



Appendix G - Head of Internal Audit Opinion 2022/23

Basis of opinion for the period 01 April 2022 to 31 March 2023

Our internal audit service has been performed in accordance with KPMG's internal audit methodology which conforms to Public Sector Internal Audit Standards (PSIAS). As a result, our work and deliverables are not designed or intended to comply with the International Auditing and Assurance Standards Board (IAASB), International Framework for Assurance Engagements (IFAE) or International Standard on Assurance Engagements (ISAE) 3000. PSIAS require that we comply with applicable ethical requirements, including independence requirements, and that we plan and perform our work to obtain sufficient, appropriate evidence on which to base our conclusion.

Roles and responsibilities

The Council is collectively accountable for maintaining a sound system of internal control and is responsible for putting in place arrangements for gaining assurance about the effectiveness of that overall system. The Governance Statement (AGS) is an annual statement by the Accountable Officer, on behalf of the Council, setting out:

- how the individual responsibilities of the Accountable Officer are discharged with regard to maintaining a sound system of internal control that supports the achievement of policies, aims and objectives;
- the purpose of the system of internal control as evidenced by a description of the risk management and review processes, including the Assurance Framework process; and
- the conduct and results of the review of the effectiveness of the system of internal control including any disclosures of significant control failures together with assurances that actions are or will be taken where appropriate to address issues arising.

The Assurance Framework should bring together all of the evidence required to support the AGS.

The Head of Internal Audit (HoIA) is required to provide an annual opinion in accordance with PSIAS, based upon and limited to the work performed, on the overall adequacy and effectiveness of the Council's risk management, control and governance processes (i.e. the system of internal control). This is achieved through a risk-based programme of work, agreed with Management and approved by the Corporate Governance and Standards Committee, which can provide assurance, subject to the inherent limitations described below.

The purpose of our HoIA Opinion is to contribute to the assurances available to the Accountable Officer and the Council which underpin the Council's own assessment of the effectiveness of the system of internal control. This Opinion will in turn assist the Council in the completion of its AGS and may be taken into account by regulators to inform their conclusions.

The opinion does not imply that the HoIA has covered all risks and assurances relating to the Council. The opinion is derived from the conduct of risk-based plans generated from a robust and Management-led Assurance Framework. As such it is one component that the Council takes into account in making its AGS.



Appendix G - Head of Internal Audit Opinion 2022/23

Opinion

Our opinion is set out as follows:

- Basis for the opinion;
- Overall opinion; and
- Commentary.

Basis for the opinion

The basis for forming our opinion is as follows:

- An assessment of the design and operation of the underpinning aspects of the risk and assurance framework and supporting processes; and
- An assessment of the range of individual assurances arising from our risk-based internal audit assignments that have been reported throughout the period. This assessment has taken account of the relative materiality of these areas.

Overall opinion

‘Significant assurance with minor improvement opportunities’ can be given on the overall adequacy and effectiveness of the Council’s framework of governance, risk management and control.

Appendix G - Head of Internal Audit Opinion 2022/23

Commentary

The commentary below provides the context for our opinion and together with the opinion should be read in its entirety. Our opinion covers the period 1 April 2022 to 31 March 2023 inclusive, and is based on the fourteen internal audits completed in the period.

During 2022/23, we issued 'significant assurance with minor improvement opportunities' ratings for our core internal audits on performance monitoring, risk management, payroll, general ledger and journals. This covers core areas of financial controls, risk management and data quality which support our opinion. We also issued 'significant assurance with minor improvement opportunities' for our non-core reviews on IT infrastructure for remote working and s.106 contributions. During 2022/23, we issued four 'partial assurance with improvements required' reports: budgetary controls, additional payroll discrepancy review, corporate programmes and customer services: complaints handling. Whilst we recognise improvements in core areas such as finance and governance, we are comfortable that the overall control environment is robust. Our partial assurance rating for corporate programmes covered a discrete area of governance. We agreed six high priority actions during the year:

- One high priority action relates to our customer services: complaints handling review. This action relates to meeting agreed timescales for acknowledging and responding to customer complaints.
- One high priority action relates to our corporate programmes redevelopment projects review. This relates to tracking procurement activity on Weyside Urban Village.
- Two high priority actions relate to our budgetary controls review. The actions relate to tighter controls on unbudgeted staff expenditure and the robustness of budget monitoring.
- Two high priority actions relate to our additional review on the payroll budget discrepancy. The actions relate to finalising the Council's establishment and finance team oversight of corporate programmes.

We followed up on a sample of actions raised in 2021-22 including those from all reviews with 'partial assurance with improvements required' ratings. Of the 23 actions we reviewed, 19 were implemented and 4 were overdue.



KPMG LLP

Chartered Accountants, London

March 2023



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This report is provided pursuant to the terms of our engagement letter dated 12 April 2018. Nothing in this report constitutes a valuation or legal advice. We have not verified the reliability or accuracy of any information obtained in the course of our work, other than in the limited circumstances set out in our engagement letter. This report is for the sole benefit of Guildford Borough Council. In preparing this report we have not taken into account the interests, needs or circumstances of anyone apart from the Council, even though we may have been aware that others might read this report. This report is not suitable to be relied on by any party wishing to acquire rights against KPMG LLP (other than Guildford Borough Council) for any purpose or in any context. Any party other than the Council that obtains access to this report or a copy (under the Freedom of Information Act 2000, the Freedom of Information (Scotland) Act 2002, through the Council's Publication Scheme or otherwise) and chooses to rely on this report (or any part of it) does so at its own risk. To the fullest extent permitted by law, KPMG LLP does not assume any responsibility and will not accept any liability in respect of this report to any party other than the Council. Any disclosure of this report beyond what is permitted under our engagement letter may prejudice substantially our commercial interests. A request for our consent to any such wider disclosure may result in our agreement to these disclosure restrictions being lifted in part. If Guildford Borough Council receives a request for disclosure of the product of our work or this report under the Freedom of Information Act 2000 or the Freedom of Information (Scotland) Act 2002, having regard to these actionable disclosure restrictions the Council should let us know and should not make a disclosure in response to any such request without first consulting KPMG LLP and taking into account any representations that KPMG LLP might make.

This report has been prepared solely for Guildford Borough Council in accordance with the terms and conditions set out in our engagement letter dated 12 April 2018. We do not accept or assume any liability or duty of care for any other purpose or to any other party. This terms of reference should not be disclosed to any third party, quoted or referred to without our prior written consent.

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Corporate Governance and Standards Committee Report

Ward(s) affected: All

Report of Head of Finance and Chief Finance officer

Author: Peter Vickers

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Email: peter.vickers@guildford.gov.uk

Lead Councillor responsible: Joss Bigmore

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Email: joss.bigmore@guildford.gov.uk

Date: 15 March 2023

Internal Audit Charter 2023-24

Executive Summary

Appendix 1 presents the proposed Internal Audit Charter for 2023-24 to the Committee in accordance with the requirements of the Public Sector Internal Audit Standards.

Recommendation to Committee

The Committee is requested to approve the Internal Audit Charter for 2023-24, attached as Appendix 1.

Reason for Recommendation:

The Committee has a responsibility to approve the Internal Audit Charter in accordance with the Public Sector Internal Audit Standards.

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 The purpose of this paper is to present the Internal Audit Charter for 2023-24 to the Committee in accordance with the requirements of the Public Sector Internal Audit Standards. (Appendix 1).

2. Strategic Priorities

- 2.1 The audit of Council services supports the priority of providing efficient, cost effective and relevant quality public services that give the community value for money.

3. Background

2.1 The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority and responsibility consistent with the Definition of Internal Auditing, the Code of Ethics and the Standards. The Public Sector Internal Audit Standards require the charter to be reviewed and approved annually.

2.2 The Accounts and Audit (England) Regulations 2015 state:

'a relevant body must undertake an effective internal audit to evaluate the effectiveness of its risk management control and governance processes, taking into account public sector internal auditing standards or guidance'

3.3 The Public Sector Internal Audit Standards (attribute standard 1000) requires that all internal audit activities maintain an 'internal audit charter'. The internal audit charter establishes internal audit's position within the organisation including:

- Recognising the mandatory nature of the Public Sector Internal Audit Standards
- Defining the scope of internal audit responsibilities.
- Establishing the organisational independence of internal audit.
- Establishing accountability and reporting lines (functional and administrative).
- Arrangements that exist with regard to anti-fraud and anti-corruption.
- Establishing internal audit rights of access.
- Defining the terms 'board' and 'senior management' for the purpose of internal audit.

3.4 In accordance with the Standards, the internal audit charter should be reviewed annually (minimum) and approved by senior management and this Committee.

3.5 Appendix 1 provides a draft copy of the Internal Audit Charter 2023-24 for review and comment.

4. Financial Implications

4.1 There are no financial implications as a result of this report.

5. Legal Implications

5.1 There are no legal implications as a result of this report.

6. Human Resource Implications

6.1 There are no human resource implications as a result of this report.

7. Conclusion

7.1 The Committee is asked to approve the proposed Internal Audit Charter for 2023-24, all as set out in Appendix 1 to this covering report.

8. Background Papers

None

9. Appendices

Appendix 1: Internal Audit Annual Charter 2023-24

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Southern Internal Audit Partnership

Assurance through excellence
and innovation

GUILDFORD BOROUGH COUNCIL

Internal Audit Charter 2023/24

**Prepared By: Iona Bond, Senior Audit and Counter Fraud Manager
February 2023**

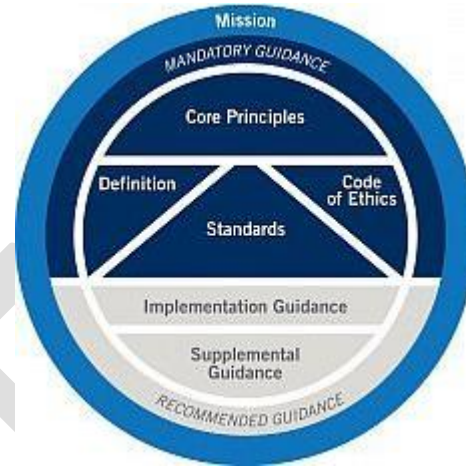
Introduction

The Public Sector Internal Audit Standards (the Standards) provide a consolidated approach to audit standards across the whole of the public sector providing continuity, sound corporate governance and transparency.

The Standards form part of the wider mandatory elements of the International Professional Practices Framework (IPPF) which also includes:

- the mission;
- core principles;
- definition of internal audit; and
- Code of Ethics.

The Standards require all internal audit activities to implement and retain an 'Internal Audit Charter'.



The purpose of the Internal Audit Charter is to formally define the internal audit activity's purpose, authority, and responsibility.

Mission and Core Principles

The IPPF 'Mission' aims *'to enhance and protect organisational value by providing risk-based and objective assurance, advice and insight.'*

The 'Core Principles' underpin delivery of the IPPF mission:

- Demonstrates integrity;
- Demonstrates competence and due professional care;
- Is objective and free from undue influence (independent);
- Aligns with the strategies, objectives and risks of the organisation;
- Is appropriately positioned and adequately resourced;
- Demonstrates quality and continuous improvement;
- Communicates effectively;
- Provides risk-based assurance;
- Is insightful, proactive, and future-focused; and
- Promotes organisational improvement.

Authority

The requirement for an internal audit function in local government is detailed within the Accounts and Audit (England) Regulations 2015, which state that a relevant body must:

‘undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control’.

The standards for ‘proper practices’ in relation to internal audit are laid down in the Public Sector Internal Audit Standards (updated 2017).

Purpose

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements. Internal audit plays a vital role in advising the Council that these arrangements are in place and operating effectively. The Council’s response to internal audit activity should lead to the strengthening of the control environment and, therefore, contribute to the achievement of the organisation’s objectives.

This is achieved through internal audit providing a combination of assurance and consulting activities. Assurance work involves assessing how well the systems and processes are designed and working, with consulting activities available to help to improve those systems and processes where necessary.

The role of internal audit is best summarised through its definition within the Standards, as an:

‘independent, objective assurance and consulting activity designed to add value and improve an organisations operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes’.

Responsibility

The responsibility for maintaining an adequate and effective system of internal audit within Guildford Borough Council lies with the S151 Officer.

For the Council, internal audit is provided by the Southern Internal Audit Partnership.

The Chief Internal Auditor (Head of Southern Internal Audit Partnership) is responsible for effectively managing the internal audit activity in accordance with the ‘Mission’, ‘Core Principles’, ‘Definition of Internal Auditing’, the ‘Code of Ethics’ and ‘the Standards’.

Definitions

For the purposes of this charter the following definitions shall apply:

The Board – the governance group charged with independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of financial reporting. At the Council this shall mean the Corporate Governance and Standards Committee.

Senior Management – those responsible for the leadership and direction of the Council. At the Council this shall mean the Corporate Management Team.

Position in the organisation

The Chief Internal Auditor reports functionally to the Board, and organisationally to the S151 Officer who has statutory responsibility as proper officer under Section 151 of the Local Government Act 1972, for ensuring an effective system of internal financial control and proper financial administration of the Council's affairs.

The Chief Internal Auditor has direct access to the Joint Chief Executive who carries the responsibility for the proper management of the Council and for ensuring that the principles of good governance are reflected in sound management arrangements.

The Chief Internal Auditor has direct access to the Council's Monitoring Officer where matters arise relating to Monitoring Officer responsibility, legality and standards.

Where it is considered necessary to the proper discharge of the internal audit function, the Chief Internal Auditor has direct access to elected Members of the Council and in particular those who serve on committees charged with governance (i.e. the Corporate Governance and Standards Committee).

Internal audit resources

The Chief Internal Auditor will be professionally qualified (CMIIA, CCAB or equivalent) and have wide internal audit and management experience, reflecting the responsibilities that arise from the need to liaise internally and externally with Members, senior management and other professionals.

The S151 Officer will provide the Chief Internal Auditor with the resources necessary to fulfil the Council's requirements and expectations as to the robustness and scope of the internal audit opinion.

The Chief Internal Auditor will ensure that the internal audit service has access to an appropriate range of knowledge, skills, qualifications and experience required to deliver the audit strategy and operational audit plan.

The annual operational plan will identify the resources required to complete the work, thereby highlighting sufficiency of available resources. The Chief Internal Auditor can propose an increase in audit resource or a reduction in the number of audits if there are insufficient resources.

'Senior Management' and *'the Board'* will be advised where, for whatever reason, internal audit is unable to provide assurance on any significant risks within the timescale envisaged by the risk assessment process.

The annual operational plan will be submitted to *'senior management'* and *'the Board'*, for approval. The Chief Internal Auditor will be responsible for delivery of the plan. The plan will be kept under review to ensure it remains responsive to the changing priorities and risks of the Council.

Significant matters that jeopardise the delivery of the plan or require changes to the plan will be identified, addressed and reported to *'senior management'* and *'the Board'*.

If the Chief Internal Auditor, *'the Board'* or *'Senior Management'* consider that the scope or coverage of internal audit is limited in any way, or the ability of internal audit to deliver a service consistent with the Standards is prejudiced, they will advise the S151 Officer accordingly.

Independence and objectivity

Internal auditors must be sufficiently independent of the activities they audit to enable them to provide impartial, unbiased and effective professional judgements and advice.

Internal auditors must maintain an unbiased attitude that allows them to perform their engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgement on audit matters to others.

To achieve the degree of independence and objectivity necessary to effectively discharge its responsibilities, arrangements are in place to ensure the internal audit activity:

- retains no executive or operational responsibilities;
- operates in a framework that allows unrestricted access to *'senior management'* and *'the Board'*;
- reports functionally to *'the Board'*;
- reports in their own name;
- rotates responsibilities for audit assignments within the internal audit team; and
- completes individual declarations confirming compliance with rules on independence, conflicts of interest and acceptance of inducements.

If independence or objectivity is impaired in fact or appearance, the details of the impairment will be disclosed to *'Senior Management'* and *'the Board'*. The nature of the disclosure will depend upon the impairment.

Due professional care

Internal auditors will perform work with due professional care, competence and diligence. Internal auditors cannot be expected to identify every control weakness or irregularity, but their work should be designed to enable them to provide reasonable assurance regarding the controls examined within the scope of their review.

Internal auditors will have a continuing duty to develop and maintain their professional skills, knowledge and judgement based on appropriate training, ability, integrity, objectivity and respect.

Internal auditors will apprise themselves of the '*Mission*', '*Core Principles*', '*Definition of Internal Auditing*', the '*Code of Ethics*' and the '*Standards*' and will work in accordance with them in the conduct of their duties.

Internal auditors will be alert to the possibility of intentional wrongdoing, errors and omissions, poor value for money, failure to comply with management policy and conflicts of interest. They will ensure that any suspicions of fraud, corruption or improper conduct are promptly reported in accordance with the Council's Anti-fraud and Corruption Policy.

Internal auditors will treat the information they receive in carrying out their duties as confidential. There will be no unauthorised disclosure of information unless there is a legal or professional requirement to do so. Confidential information gained in the course of internal audit work will not be used to effect personal gain.

Access to relevant personnel and records

In carrying out their duties, internal audit (on production of identification) shall have unrestricted right of access to all records, assets, personnel and premises, belonging to the Council or its key delivery partner organisations.

Internal audit has authority to obtain such information and explanations as it considers necessary to fulfil its responsibilities. Such access shall be granted on demand and not subject to prior notice.

Scope of Internal Audit activities

The Chief Internal Auditor is responsible for the delivery of an annual audit opinion and report that can be used by the Council to inform its governance statement. The annual opinion will conclude on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control.

The Council assume a Key Stakeholder role within the Southern Internal Audit Partnership (SIAP). The SIAP currently provides internal audit services to a wide portfolio of public sector clients (Annex 1) through a variety of partnership and sold service delivery models.

A range of internal audit services are provided (Annex 2) to form the annual opinion for each member / client of the SIAP. The approach is determined by the Chief Internal Auditor and will depend on the level of assurance required, the significance of the objectives under review to the organisation's success, the risks inherent in the achievement of objectives and the level of confidence required that controls are well designed and operating as intended.

In accordance with the annual audit plan, auditors will plan and evaluate their work so as to have a reasonable expectation of detecting fraud and identifying any significant weaknesses in internal controls.

Managing the risk of fraud is the responsibility of line management and strategic responsibility for reactive and proactive fraud work sits with the S151 Officer who would ensure any suspected or detected fraud or corruption was investigated.

The Council participates in the National Fraud Initiative (NFI) in which data from the Council's main systems are matched with data supplied from other local authorities and external agencies to detect potential fraudulent activity.

The S151 Officer will commission resource to undertake any investigations required and notify SIAP of any suspected or detected fraud to inform their opinion.

SIAP will review the governance arrangements to prevent, detect and investigate fraud and irregularities on a cyclical basis.

Reporting

Chief Internal Auditor's Annual Report and Opinion

The Chief Internal Auditor shall deliver an annual internal audit opinion and report that can be used by the organisation to inform its governance statement.

The annual internal audit report and opinion will conclude on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control.

The annual report will incorporate as a minimum:

- The opinion;
- A summary of the work that supports the opinion; and
- A statement on conformance with the Public Sector Internal Audit Standards and the results of the quality assurance and improvement programme.

Senior Management

As those responsible for the leadership and direction of the Council. It is imperative that the Senior Management Team are engaged in:

- approving the internal audit charter (minimum annually);
- approving the risk based internal audit plan;
- receiving communications from the Chief Internal Auditor on the internal audit activity's performance relative to its plan and other matters;
- making appropriate enquiries of management and the Chief Internal Auditor to determine whether there are inappropriate scope and resource limitations; and
- receiving the results of internal and external assessments of the quality assurance and improvement programme, including areas of non-conformance.

The Board

Organisational independence is effectively achieved when the Chief Internal Auditor reports functionally to the Board. Such reporting will include:

- approving the internal audit charter;
- approving the risk based internal audit plan;
- receiving communications from the Chief Internal Auditor on the internal audit activity's performance relative to its plan and other matters, including the annual report and opinion;
- making appropriate enquiries of management and the Chief Internal Auditor to determine whether there are inappropriate scope or resource limitations;
- receiving the results of internal and external assessments of the quality assurance and improvement programme, including areas of non-conformance; and
- approval of significant consulting services not already included in the audit plan, prior to acceptance of the engagement.

Review of the internal audit charter

This charter will be reviewed annually (minimum) by the Chief Internal Auditor and presented to 'Senior Management' and 'the Board' for approval.

Southern Internal Audit Partnership – Client Portfolio

Strategic Partners:	Hampshire County Council
Key Stakeholder Partners:	West Sussex County Council Havant Borough Council East Hampshire District Council Winchester City Council New Forest District Council Mole Valley District Council Epsom & Ewell Borough Council Reigate & Banstead Borough Council Tandridge District Council Crawley Borough Council Arun District Council Guildford Borough Council Hart District Council
Blue light Key Stakeholder Partners:	Hampshire & IoW Fire & Rescue Authority West Sussex Fire Service Office of the Hampshire & IoW Police & Crime Commissioner / Hampshire & IoW Constabulary Office of the Sussex Police & Crime Commissioner / Sussex Police Force Office of the Surrey Police & Crime Commissioner / Surrey Police Force
External clients:	Waverley Borough Council Hampshire Pension Fund West Sussex Pension Fund New Forest National Park Authority Ringwood Town Council Lymington & Pennington Town Council Langstone Harbour Authority Chichester Harbour Authority Isle of Wight College

Assurance Services

- **Risk based audit:** in which risks and controls associated with the achievement of defined business objectives are identified and both the design and operation of the controls in place to mitigate key risks are assessed and tested, to ascertain the residual risk to the achievement of managements' objectives. Any audit work intended to provide an audit opinion will be undertaken using this approach.
- **Developing systems audit:** in which:
 - the plans and designs of systems under development are assessed to identify the potential weaknesses in internal control and risk management; and
 - programme / project management controls are assessed to ascertain whether the system is likely to be delivered efficiently, effectively and economically.
- **Compliance audit:** in which a limited review, covering only the operation of controls in place to fulfil statutory, good practice or policy compliance obligations are assessed.
- **Quality assurance review:** in which the approach and competency of other reviewers / assurance providers are assessed in order to form an opinion on the reliance that can be placed on the findings and conclusions arising from their work.
- **Fraud and irregularity investigations:** Internal audit may also provide specialist skills and knowledge to assist in or lead fraud or irregularity investigations, or to ascertain the effectiveness of fraud prevention controls and detection processes. Internal audit's role in this respect is outlined in the Council's Anti Fraud and Anti Corruption Strategy.
- **Advisory / Consultancy services:** in which advice can be provided, either through formal review and reporting or more informally through discussion or briefing, on the framework of internal control, risk management and governance. It should be noted that it would not be appropriate for an auditor to become involved in establishing or implementing controls or to assume any operational responsibilities and that any advisory work undertaken must not prejudice the scope, objectivity and quality of future audit work.

Corporate Governance and Standards Committee Report

Ward(s) affected: All

Report of Head of Finance and Chief Finance Officer (Sec 151)

Author: Peter Vickers

Tel: 01483 523539

Email: peter.vickers@guildford.gov.uk

Lead Councillor responsible: Joss Bigmore

Tel: 07974 979369

Email: joss.bigmore@guildford.gov.uk

Date: 15 March 2023

Internal Audit Annual Plan 2023-24

Executive Summary

Appendix 1 presents the proposed Internal Audit Plan for 2023-24 in accordance with the requirements of the Public Sector Internal Audit Standards.

Recommendation:

The Committee is requested to approve the Internal Audit Plan for 2023-24, attached as Appendix 1 to this report.

Reason for Recommendation:

To ensure good governance arrangements and internal control by undertaking an adequate level of audit coverage.

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 The purpose of this report is to present the Internal Audit Plan for 2023-24 to the Committee in accordance with the requirements of the Public Sector Internal Audit Standards (see Appendix 1).

2. Strategic Priorities

- 2.1 The audit of Council services supports the priority of providing efficient, cost effective and relevant quality public services that give the community value for money.

3. Background

- 3.1 The aim of internal audit's work programme is to provide independent and objective assurance to management, in relation to the business activities; systems or processes under review that:
- The framework of internal control, risk management and governance is appropriate and operating effectively; and
 - Risks to the achievement of the Council's objectives are identified, assessed and managed to a defined acceptable level.
- 3.2 The Internal Audit Plan provides the mechanism through which the Chief Internal Auditor can ensure most appropriate use of internal audit resources to provide a clear statement of assurance on risk management, internal control and governance arrangements.
- 3.3 Internal audit focus should remain proportionate and appropriately aligned to key areas of organisational risk.
- 3.4 All auditable areas of review remain within the audit universe and are subject to ongoing assessment. The audit plan will remain fluid to ensure that internal audit is able to react to the changing needs of the Council.
- 3.5 Other reviews, based on criteria other than risk, may also be built into the work plan. These may include 'mandatory' audits or reviews requested or commissioned by management. Any commissioned review must be able to clearly demonstrate a contribution to the audit opinion on risk management, control and governance.
- 3.6 Appendix 1 provides a copy of the draft Internal Audit Plan 2023-24 for review and comment.

4. Financial Implications

- 4.1 There are no financial implications as a result of this report.

5. Legal Implications

- 5.1 There are no legal implications as a result of this report.

6. Human Resource Implications

- 6.1 There are no human resource implications as a result of this report.

7. Conclusion

- 7.1 The Committee is asked to approve the proposed Internal Audit Plan for 2023-24, all as set out in Appendix 1 to this covering report.

8. Background Papers

None

9. Appendices

Appendix 1: Internal Audit Annual Plan 2023-24

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Southern Internal Audit Partnership

Assurance through excellence
and innovation

GUILDFORD BOROUGH COUNCIL INTERNAL AUDIT PLAN 2023-24

Prepared by: Iona Bond, Senior Audit & Counter Fraud Manager

February 2023

Introduction

The role of internal audit is that of an:

‘Independent, objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes’.

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements. Internal audit plays a vital role in advising the Council that these arrangements are in place and operating effectively.

The Council’s response to internal audit activity should lead to the strengthening of the control environment and, therefore, contribute to the achievement of the organisation’s objectives.

The aim of internal audit’s work programme is to provide independent and objective assurance to management, in relation to the business activities; systems or processes under review that:

- the framework of internal control, risk management and governance is appropriate and operating effectively; and
- risk to the achievement of the Council’s objectives is identified, assessed and managed to a defined acceptable level.

The internal audit plan provides the mechanism through which the Chief Internal Auditor can ensure most appropriate use of Internal Audit resources to provide a clear statement of assurance on risk management, internal control and governance arrangements.

Internal Audit focus should be proportionate and appropriately aligned. The plan will remain fluid and subject to on-going review and amendment, in consultation with the relevant stakeholders to ensure it continues to reflect the needs of the Council. Amendments to the plan will be identified through the Southern Internal Audit Partnership’s continued contact and liaison with those responsible for the governance of the Council.

Your Internal Audit Team

Your internal audit service is provided by the Southern Internal Audit Partnership. The strategic lead will be Iona Bond, Senior Audit and Counter Fraud Manager, supported by Jade Lakeland, Audit Manager.

Conformance with Internal Auditing Standards

The Southern Internal Audit Partnership service is designed to conform to the Public Sector Internal Audit Standards (PSIAS). Under the PSIAS there is a requirement for audit services to have an external quality assessment every five years. In September 2020 the Institute of Internal Auditors were commissioned to complete an external quality assessment of the Southern Internal Audit Partnership against the PSIAS, Local Government Application Note and the International Professional Practices Framework.

In selecting the Institute of Internal Auditors (IIA) a conscious effort was taken to ensure the external assessment was undertaken by the most credible source. As the authors of the Standards and the leading Internal Audit authority nationally and internationally the IIA were excellently positioned to undertake the external assessment.

considering all sources of evidence the external assessment team concluded:

'The mandatory elements of the IPPF include the Definition of Internal Auditing, Code of Ethics, Core Principles and International Standards. There are 64 fundamental principles to achieve with 118 points of recommended practice. We assess against the principles. It is our view that the Southern Internal Audit Partnership conforms to all 64 of these principles.'

'We have also reviewed SIAP conformance with the Public Sector Internal Audit Standards (PSIAS) and Local Government Application Note (LGAN). We are pleased to report that SIAP conform with all relevant, associated elements.'

Conflicts of Interest

We are not aware of any relationships that may affect the independence and objectivity of the team which are required to be disclosed under internal auditing standards.

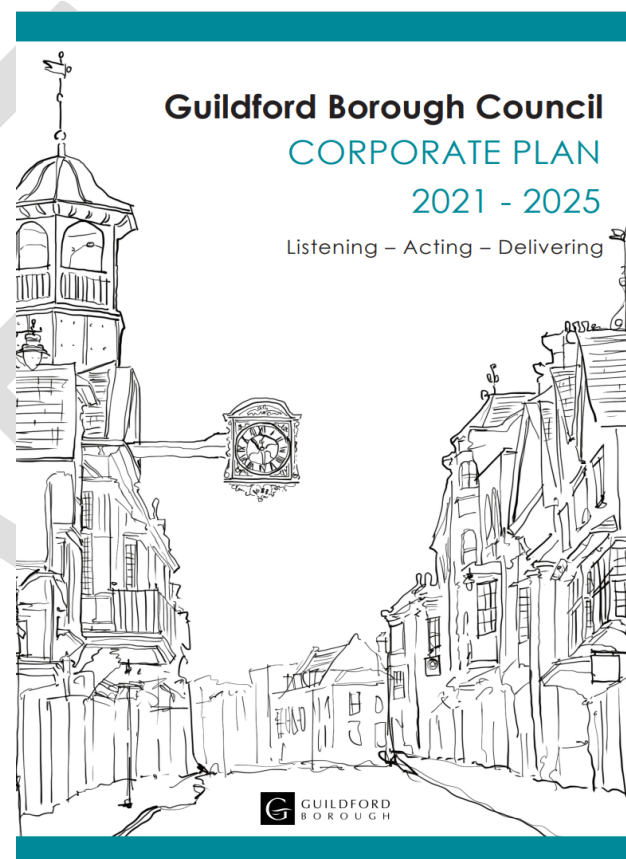
Guildford Borough Council – Corporate Priorities 2021 – 2025

Guildford Borough Council have set their Corporate Plan for 2021 to 2025 which sets out their priorities for the next four years:

- **Homes and Jobs – Residents having access to the homes and jobs they need**
- **Environment – Protecting the environment**
- **Community – Empowering communities and supporting people who need help**

Page 86

These three key priorities are underpinned by a range of 21 objectives, projects, and initiatives.



Council Risk

The corporate risks assessed by the Council are a key focus of our planning for the year to ensure it meets the organisation's assurance needs and contributes to the achievement of their objectives.

Risk Number	Title	Risk Score
CR14	There is a risk that the Council experiences increased costs.	24
CR9	There is a risk that capital programmes and projects experience issues that affect time, quality or budget.	16
CR22	There is a risk that a member of the public suffers injury or loss of life at a Council property or premises.	16
CR25	There is a risk the management and governance processes in place are not fully utilised for all programmes and projects.	16
CR6	There is a risk that the Council is unable to recruit and retain staff, including as a result of the Guildford/Waverley collaboration.	12
CR24	There is a risk that the Council does not achieve the most efficiency and value of key IT systems for example Business World modules.	12
CR7	There is a risk that external events cause major emergencies and incidents in the borough (such as flooding, fire, terrorism, climate change, pandemic/new variant of Covid-19).	9
CR11	There is a risk that the Council will be unable to achieve its ambitions in certain areas as a result of being unable to access certain funding, for example for infrastructure from LEP, Homes England etc.	9
CR12	There is a risk that the Council will be unable to make the savings required to close the budget gap.	9
CR1	There is a risk that a member of staff or a Council contractor is involved in an incident or accident at work.	8
CR2	There is a risk that a member of staff or a Council contractor is involved in an incident or accident at work.	8
CR3	There is a risk that vulnerable adults and children are not properly safeguarded	8
CR13	There is a risk that the Council experiences loss of income from local income streams e.g., fees and charges / council tax / property rents etc.	8
CR16	There is a risk that the Council experiences a major data breach.	8
CR8	The risk that the Guildford-Waverley collaboration does not meet its objectives.	6
CR17	There is a risk that the Council experiences a minor data breach.	4
CR4	There is a risk that the Council suffers a loss of premises, operational property, facilities and/or equipment across some or all of its properties.	6
CR5	There is a risk that the Council experiences a loss of IT systems or data, from example as a result of a cyber security incident.	6
CR10	There is a risk of bankruptcy of a supplier of a major contract.	6
CR20	There is a risk that the Council fails to make lawful decisions and follow governance procedures.	6
CR23	There is a risk that Council staff or contractual staff take industrial action.	4
CR18	There is a risk that FOIs are not responded to in the legal timeframe.	3
CR19	There is a risk that councillors or staff breach their codes of conduct.	3
CR15	There is a risk that financial fraud is committed by a resident, contractor or service user.	2

We will monitor the corporate risk register closely over the course of the year to ensure our plan remains agile to the rapidly changing landscape

Developing the Internal Audit Plan 2023/24

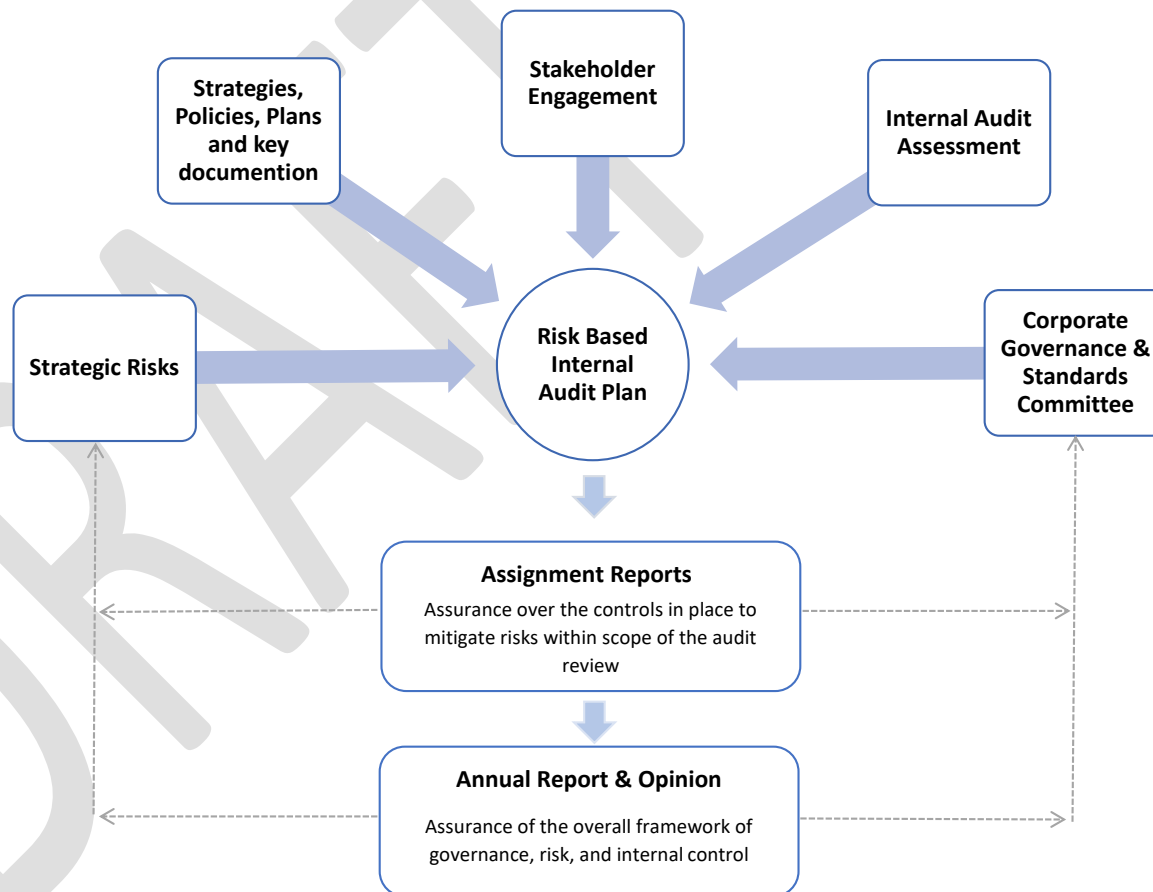
In accordance with the Public Sector Internal Audit Standards there is a requirement that internal audit establish a risk-based audit plan to determine the resourcing of the internal audit service, consistent with the organisation’s goals.

Based on conversations with key stakeholders, review of risk registers, key corporate documents and our understanding of the organisation, the Southern Internal Audit Partnership have developed an annual audit plan for the coming year.

Audit planning is a perpetual process throughout the course of the year to ensure we are able to react to new and emerging risks and the changing needs of the organisation.

The Council are reminded that internal audit is only one source of assurance and through the delivery of our plan we will not, and do not seek to cover all risks and processes within the organisation.

We will however continue to work closely with other assurance providers to ensure that duplication is minimised, and a suitable breadth of assurance is obtained.



Agenda item number: 9
Appendix 1

Internal Audit Plan 2023-24

Audit Review	Audit Sponsor (Joint Strategic Director)	Indicative Scope	Corporate Risks	Proposed Timing
Governance				
Information Governance	Community Wellbeing	Assurance over information governance arrangements to include FOI, SAR, Transparency and General Data Protection Regulation (GDPR).	CR16, CR17, CR18	Q1
Risk Management	Transformation and Governance	Assurance over the risk management framework including governance, transparency and maturity.		Q2
Decision Making and Accountability	Transformation and Governance	Assurance over the effectiveness and transparency of the decision-making process at officer and Member level. To consider governance, sufficiency, accuracy and timeliness of information including consultation with the public as necessary.	CR20	Q3
Corporate				
Savings Realisation	Transformation and Governance	Assurance over the governance process in place for the development, governance, monitoring and delivery of identified savings to meet known future budget pressures.	CR12	Q3
Procurement	Transformation and Governance	Robustness of procurement and decision-making process, emergency procurements / purchases, compliance with Contract Standing Orders. Due diligence of new suppliers		Q1
Health and Safety (Corporate)	Place	Effective H&S Strategy in place and operating effectively with effective governance, accountability and issue resolution.	CR 1, CR2, CR22	Q3
IT				
Cyber Security	Community Wellbeing	An annual review to review on a cyclical basis key initiatives including: <ul style="list-style-type: none"> · cyber security policies, procedures · training and awareness · detection and recovery · cyber risk assessments 		Q4

Audit Review	Audit Sponsor (Joint Strategic Director)	Indicative Scope	Corporate Risks	Proposed Timing
		<ul style="list-style-type: none"> · monitoring incidents · key risk indicators and remediation · assessing relationships with third parties and suppliers <p>Focus for 23/24 - User Training and Awareness: Assurance over the training and awareness policies and procedures in place to reduce risk in this area</p>		
Identity and Access management	Community Wellbeing	Assurance over policies and procedures in place to ensure access to systems and data is appropriately authenticated, limited to least privilege principles and auditable.		Q3
Core Financial				
Accounts Receivable and Debt Management	Transformation and Governance	Cyclical review as a key financial system.		Q1
Housing Benefits	Transformation and Governance	Cyclical review as a key financial system.		Q2
Payroll	Transformation and Governance	Cyclical review as a key financial system.		Q3
Homes and Jobs				
Housing Voids	Community Wellbeing	TBC – dependent on process re-engineering project for voids.		Q1
Planned Maintenance	Community Wellbeing	Assurance over the governance arrangements in place for the management and operation planned maintenance works.		Q2
Responsive and Emergency Repairs	Community Wellbeing	Assurance over the governance arrangements in place for the management and operation of responsive repairs works.		Q4
Building Control	Transformation and Governance	Assurance over the administration of building control applications, including the collection of fees and charges.		Q3
Environment				

Audit Review	Audit Sponsor (Joint Strategic Director)	Indicative Scope	Corporate Risks	Proposed Timing
Fleet Operations	Place	Assurances over the processes in place for the management and operation of the Council's fleet, including maintenance, inspections and MOT's.		Q2
Community				
Safeguarding	Community Wellbeing	To ensure effective policies and procedures are in place and training provided to staff along with appropriate statutory checks.	CR3	Q4
Supporting Vulnerable People	Community Wellbeing	Assurance over the governance processes in place for the funding and placement of refugees.		Q1
Other				
Car Parks and Enforcement	Transformation and Governance	Assurance over the arrangements in place for the administration of Parking Charge Notices		Q2
Miscellaneous				
Management				Q1 – Q4
Total Days				300

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Corporate Governance & Standards Committee Report

Ward(s) affected: All

Report of the Monitoring Officer

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(Interim) and Monitoring Officer Tel: 01483 444991

Email: stephen.rix@guildford.gov.uk

Date: 15 March 2023

Annual Report of the Monitoring Officer regarding Misconduct Allegations

Executive Summary

This report is to inform and update members of the Committee about decisions taken on allegations of misconduct against borough and parish councillors for the 12-month period ending 31 December 2022.

The report also sets out details of the consideration by the Corporate Governance Task Group of a review of the extent to which outcomes of misconduct complaints against councillors should be published.

Recommendation to Committee:

- (1) To note the cases referred to in Appendix 1.
- (2) To advise the Monitoring Officer of any areas of concern upon which the Committee would like further information and/or further work carried out.
- (3) To consider the recommendations of the Corporate Governance Task Group set out in paragraphs 7.5 to 7.7 of this report, which are as follows:
 - (a) That no changes be made to the public disclosure arrangements for dealing with allegations of misconduct by councillors and co-opted members i.e. only to disclose the outcome after referrals to the Hearings Sub-Committee following formal investigation (para 7.5).
 - (b) That decision notices following determination of a complaint by the Hearings Sub-Committee be published on the Councillor Conduct webpages on the Council's website, together with a link to the relevant committee pages (para 7.6).
 - (c) That the table in Appendix 1 to this report showing details of complaints received, and decisions taken in relation to Allegations of Misconduct against Borough Councillors and Parish Councillors under the Arrangements, for the previous calendar year be posted on the Councillor Conduct webpages and updated as appropriate by the Monitoring Officer at least twice per year to show

decisions taken in respect of those complaints, and new complaints received (para 7.7).

- (d) That links to the latest Monitoring Officer Annual Report to the Corporate Governance and Standards Committee be included in the Councillor conduct webpages (para 7.8).

Reasons for Recommendation:

- To ensure members of the Committee and others to whom the report is circulated are updated as to complaints received and to enable them to consider learning points for the future.
- To seek to promote and maintain high standards of conduct amongst Members.
- To ensure as far as possible, the openness and transparency of the councillor complaints procedure
- To respond to recommendations of the Corporate Governance Task Group

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 The purpose of this report is to inform and update members of the Committee about decisions taken on allegations of misconduct against borough and parish councillors during the year ending 31 December 2022. The report also sets out details of the consideration by the Corporate Governance Task Group of a review of the extent to which outcomes of misconduct complaints against councillors should be published.

2. Statutory background

- 2.1 The statutory background can be found in the Localism Act 2011, Part 1 Chapters 6 and 7 (“the Act”) and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (“the Regulations”) made thereunder.

3. Strategic Priorities

- 3.1 The Committee’s discussion in public about decisions taken on ethical standards allegations against borough and parish councillors and consideration of any learning points for the future is an important element of good corporate governance and reinforces the Council’s commitment to be open and accountable to its residents.

4. Relevant Government Policy and Relevant Council Policy

- 4.1 The relevant government policies with regard to the ethical standards framework are contained in the Department for Communities and Local Government Guidance “[Openness and Transparency on Personal Interests: A guide for Councillors](#)”. The Council’s policy is contained in Part 5 of its

Constitution, in particular the Councillors' Code of Conduct and the Council's Arrangements for dealing with allegations of misconduct by councillors and co-opted members.

5. Background

- 5.1 The Act made fundamental changes to the system of regulation of standards of conduct for elected and co-opted councillors and came into force on 1 July 2012.
- 5.2 Section 27(2) of the Act required the authority to adopt a code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity. Section 28(6) and (7) of the Act required the Council to put in place Arrangements under which allegations that a councillor or co-opted member of the Council or of any of the 23 parish councils within the borough has failed to comply with the relevant code of conduct can be investigated and decisions made on such allegations.
- 5.3 Following the full council meetings on 8 May 2012 and 5 July 2012 the Council:
- Established this Committee with responsibility for a range of matters to include promoting and maintaining high standards of conduct by members and co-opted members of the authority;
 - Adopted a new Councillors' Code of Conduct;
 - Appointed an Independent Person;
 - Adopted Arrangements and procedures for dealing with misconduct complaints in relation to both borough and parish councillors;
 - Revised the Register of Members' Interests to reflect the new Disclosable Pecuniary Interests created under the Act and regulations made thereunder;
 - Authorised the making of all necessary changes to the Constitution.
- 5.4 After four years of operation, the Arrangements for dealing with allegations of misconduct by councillors and co-opted members ("the Arrangements") were reviewed by the Council with assistance from this Committee and a working group in light of local experiences of handling cases, to benchmark the Council's Arrangements against emerging best practice and to ensure greater efficiency in the process. The revised Arrangements were approved by this Committee and came into force on 24 November 2016 and were further reviewed in spring of 2018 and more recently in October 2020 where some minor amendments were made.

6. Details

- 6.1 Attached at Appendix 1 is a table showing the number of complaints received and decisions taken by the Monitoring Officer, or by the Hearings Sub-Committee, in relation to allegations made against borough councillors and parish councillors in accordance with the Council's adopted Arrangements for the year ending 31 December 2022.

Number of complaints received

- 6.2 Throughout this period, there have been a total of four complaints received -

two relating to borough councillors, and two relating to parish councillors. There were also three complaints which had started in 2021.

Decisions taken

- 6.3 The two complaints against borough councillors referred to in paragraph 6.2 above were rejected at stage 1 for not providing any substantiating information. Two complaints from 2021 proceeded to stage 6, Hearings Sub-Committee.

Ongoing complaints

- 6.4 As at the end of December 2022, there are three ongoing complaints (two against parish councillors referred to in paragraph 6.2 above, and one against a borough councillor).

Type of complainant

- 6.5 The origin of the complaints (whether from members of the public, officers, or elected members of the authority) is set out in Appendix 1.

Response times

- 6.6 The time taken for consideration and determination of a complaint is also set out in Appendix 1.

Comparisons with the previous three years

- 6.7 As requested by the Committee following consideration of last year's Annual Report, the table below lists for comparative purposes details of the number of complaints received over the previous three years.

Year	Total number of misconduct complaints received	Borough Councillors	Parish Councillors
2022	4	2	2
2021	14	14	0
2020	17	9	8
2019	8*	8	1

(* one complaint was against a borough councillor and a parish councillor)

- 6.8 Members are invited to consider whether there are any areas of concern upon which they would like further information and/or further work done.

7. Publishing Outcomes of Misconduct Complaints

- 7.1 The Council's current Arrangements provide that the identity of all councillors against whom a misconduct complaint has been made remains anonymous, except for those whose complaint is referred to the Hearings Sub-Committee for determination. A copy of the current Arrangements is attached, for information, at **Appendix 2**.

- 7.2 Following a request last year by the then Chairman of this Committee, Councillor George Potter, the Corporate Governance Task Group, at its meeting on 20 February 2023, considered a report on the extent to which outcomes of misconduct complaints against councillors should be published.
- 7.3 The Task Group noted the various stages of a misconduct complaint, as set out in the Arrangements, where there could be an “outcome”, which were as follows:
- The Monitoring Officer (MO) could discontinue a complaint or terminate an investigation in certain circumstances (see paras 5.1 and 5.2 of the Arrangements).
 - The complaint may fail the initial jurisdiction test (Stage 1) – section 6 of the Arrangements.
 - The complaint may, following initial assessment (Stage 2), be subject to an Informal Resolution (Stage 3) – sections 7 and 8 of the Arrangements.
 - The complaint may, following formal investigation, be terminated because the Investigating Officer finds no breach of the Code (Stages 4 and 5) - sections 9 and 10 of the Arrangements.
 - The Investigating Officer may, during formal investigation of the complaint, identify criminal conduct by the subject member (the councillor against whom the complaint was made) (see paras 19 and 20 of Appendix 2 to the Arrangements), in which case the MO would suspend the investigation pending the outcome of any separate Police investigation.
 - Following formal investigation and referral to the Hearings Sub-Committee (Stage 6), the outcome of the complaint may be that there has been no breach of the code and no further action taken, or that there has been a breach and appropriate sanction(s) have been determined.
- 7.4 The Task Group noted that the Arrangements for dealing with misconduct complaints published by the other Surrey councils, generally followed Guildford’s approach regarding publishing outcomes – i.e. that no specific information about the identity of the Subject Member or the nature of the complaint against them are published, except at the formal standards hearing stage.
- 7.5 The Task Group considered whether there was a case to publish the identity of a Subject Member and details of the complaint against them, at any stage in the process other than when it was referred to the Hearings Sub-Committee. The Task Group felt that any change to the Arrangements to provide for publication of details of Informal Resolutions might have the effect of deterring councillors from agreeing to them, and hence a greater number of complaints being referred for a formal investigation, which would be both time-consuming and costly. The Task Group therefore concluded that no changes should be made to the Arrangements to provide for public disclosure of outcomes of misconduct complaints against councillors, other than when they were referred to the Hearings Sub-Committee following formal investigation.

- 7.6 The Task Group was content with the existing arrangements for publication on the website of a decision notice setting out the findings at a Hearings Sub-Committee with full disclosure of the identity of the Subject Member, and the details of the complaint. It was noted, however, that decision notices were currently published with the Hearings Sub-Committee papers. It was suggested, for added transparency, that such decision notices, along with a link to the relevant committee papers should also be published on the specific webpages dealing with Councillor Conduct: [Councillor conduct - Guildford Borough Council](#).
- 7.7 It was also suggested that the table in **Appendix 1** to this report showing details of complaints received, and decisions taken in relation to Allegations of Misconduct against Borough Councillors and Parish Councillors under the Arrangements, for the previous calendar year should also be posted on the Councillor Conduct webpages referred to above, and updated at least twice yearly as appropriate by the Monitoring Officer showing decisions taken in respect of those complaints, and new complaints received.
- 7.8 The task group also requested the Councillor conduct webpages to include links to the latest Monitoring Officer Annual Report to the Corporate Governance and Standards Committee.
- 7.9 The Task Group has suggested minor amendments to add clarity to two paragraphs within Appendix 1 to the Arrangements (Communications Policy in relation to Member Complaints):
- (a) Para 5:
“Where, following assessment, no action is to be taken on a case, public attention should not be drawn to an allegation which is not being pursued. However, where a public statement is necessary, ~~and subject to paragraph 4.8 of the Arrangements~~, reasons should be given as to **why** further action is **not** being pursued.”
- (b) Para 7:
“Where some other resolution has been reached, this may be **made available published** with the consent of the Subject Member”.
- 7.10 The Task Group has decided that, at its next meeting on 27 March 2023, it would like to review the wording of the Arrangements as a whole and make recommendations for any changes to this Committee and to full Council, noting that any such recommendations would be considered following the Borough Council elections in May. The suggested amendments to the Arrangements referred to in paragraph 7.9 above will be picked up in this review process.
- 8. Next steps**
- 8.1 The Committee is asked to note the matters contained in this report and advise the Monitoring Officer of any areas of concern or further information/action required.

9. Other courses of action considered but rejected

- 9.1 It is good practice to provide an annual update report of this nature. The requirement forms part of the Work Programme for the Committee. Failure to keep Members up to date could lead to a diminution of ethical standards amongst Members.

10. Equality and Diversity Implications

- 10.1 There is a general obligation in the Councillors' Code of Conduct in which Members undertake "Not to do anything which may cause your authority to breach any of the equality enactments".

11. Financial Implications

- 11.1 There is a financial cost to the Council if complaints are passed to external consultants for investigation/report. During the period referred to there have been three investigations commissioned by the Monitoring Officer.

12. Legal Implications

- 12.1 As contained in the main body of this report.

13. Human Resource Implications

- 13.1 There are resource implications in terms of Monitoring Officer and Deputy Monitoring Officer time spent on managing these complaints.

14. Conclusion

- 14.1 The Committee is asked to note the cases referred to in Appendix 1 and advise the Monitoring Officer of any areas of concern upon which they would like further information and/or further work done.

15. Background Papers

As referred to in this Report and Appendices.

Case files referred to are exempt under the Local Government Act 1972 Part 1 of Schedule 12A paragraphs 1 and 2.

16. Appendices

Appendix 1: Complaints received, and Decisions taken in relation to Allegations of Misconduct against Borough Councillors & Parish Councillors under the Arrangements for dealing with Allegations of Misconduct (1 January to 31 December 2022)

Appendix 2: Arrangements for dealing with allegations of misconduct by councillors and co-opted members (as set out in Part 5 of the Council's Constitution).

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**Complaints received and Decisions taken in relation to Allegations of Misconduct against Borough Councillors & Parish Councillors under the Arrangements for dealing with Allegations of Misconduct
1 January to 31 December 2022**

Item	Borough or Parish Councillor	Relevant Part(s) of Code of Conduct	Decision	Comments	Complainant	Date complaint received	Date of Decision/ Outcome	Date File Closed
1	Borough Councillor (Cllr Spooner)	Para 2 (1) Failure to treat others with respect Para 4 bringing the Council into disrepute etc	Hearings Sub-Committee (Stage 6): Found breach and sanction applied: censure	Informal Resolution: Apology recommended 28 September 2021 but not agreed	Member of the public	29 June 2021	27 September 2022	27 September 2022
2	Borough Councillor (Cllr Eyre)	Para 2 (1) Failure to treat others with respect Para 4 bringing the Council into disrepute etc	Hearings Sub-Committee (Stage 6): Found breach and sanction applied: apology with advisement	Informal Resolution: Apology recommended 28 September 2021 but not agreed	Member of the public	29 June 2021	27 September 2022	27 September 2022

Item	Borough or Parish Councillor	Relevant Part(s) of Code of Conduct	Decision	Comments	Complainant	Date complaint received	Date of Decision/ Outcome	Date File Closed	Appendix 1
3	Borough Councillor	Para 2 (1) Failure to treat others with respect Para 4 bringing the Council into disrepute etc	(In Progress - Stage 4)	Informal resolution: Apology recommended 17 November but not agreed. As at the end of December 2022 the complaint is at formal investigation (stage 4)	Member of the public	24 August 2021		(File still open)	Appendix 1
4	Borough Councillor	None provided	Rejected (Stage 1): No substantiating information provided.	None	Member of the public	30 June 2022	1 September 2022	1 September 2022	
5	Borough Councillor	None provided	Rejected (Stage 1): No substantiating information provided.	None	Member of the public	19 July 2022	2 September 2022	2 September 2022	
6	2 x Parish Councillors*	Paragraphs 4 and 6.1 – bringing the parish council into disrepute	(In Progress – Stage 1)		Member of the public	15 September 2022		(File still open)	
7	2 x Parish Councillors*	Paragraphs 4 and 6.1 – bringing the parish council into disrepute	(In Progress – Stage 1)		Member of the public	15 September 2022		(File still open)	

* These separate complaints were submitted by the same complainant against different Parish Councillors of the same Parish Council.

GUILDFORD BOROUGH COUNCIL

ARRANGEMENTS FOR DEALING WITH ALLEGATIONS OF MISCONDUCT BY COUNCILLORS AND CO-OPTED MEMBERS

1 Context

- 1.1 Under Section 28(6) and (7) of the Localism Act 2011, the Council, and each Parish Council within the borough area, must have in place arrangements under which allegations that a councillor or co-opted member ('Member') of the Council or relevant Parish Council has failed to comply with the relevant code of conduct (whether of the Council or the relevant Parish Council) can be made, investigated, and decisions can be made on such allegations.
- 1.2 These arrangements for dealing with allegations of misconduct by councillors and co-opted members ('Arrangements') apply when a complaint is received that a Member of the Council or relevant Parish Council has or may have failed to comply with the Code of Conduct for Members ('the Code').
- 1.3 The terms capitalised in these Arrangements are as defined within the text or at paragraph 2, Interpretation, below.
- 1.4 The Council may by resolution agree to amend these Arrangements, and has delegated to the Corporate Governance and Standards Committee the right to depart from these Arrangements where on the advice of the Monitoring Officer the Sub-Committee considers it expedient to do so in order to secure the effective and fair consideration of any matter and is lawful, and is consistent with the principles of natural justice.
- 1.5 The Council shall appoint one or more Independent Persons from outside the Council to assist the Monitoring Officer and the Corporate Governance and Standards Committee in considering complaints, and whose views:
- (a) must be sought by the Council before it takes a decision on any allegation which it has decided shall be investigated,
 - (b) may be sought by the authority at any other stage, and
 - (c) may be sought by a councillor or co-opted member against whom an allegation has been made.
- 1.6 No Member of the Council will participate in any stage of the arrangements if he or she has, or may have, any conflict of interest in the matter.

2 Interpretation

- 2.1 'Assessment Sub-Committee' means the Sub-Committee of the Corporate Governance and Standards Committee constituted in accordance with paragraph 7.6 of these Arrangements.

- 2.2 'Code of Conduct for Members' means the code of conduct for councillors and co-opted members adopted by the Council, or in relation to a Parish Council the code of conduct adopted by that Parish Council.
- 2.3 'Complainant' means a person who has submitted a complaint in accordance with these Arrangements alleging that a Subject Member has breached the Code of Conduct.
- 2.4 'the Corporate Governance and Standards Committee' means the Corporate Governance and Standards Committee or to a sub-committee to which it has delegated the assessment of complaints or the conduct of a hearing unless the context indicates that it refers only to the Corporate Governance and Standards Committee.
- 2.5 'Formal Investigation' means the process described at paragraph 9 of these Arrangements.
- 2.6 'Hearings Sub-Committee' means the Sub-Committee of the Corporate Governance and Standards Committee constituted in accordance with Appendix 3 of these Arrangements.
- 2.7 'Independent Member' means a co-opted person who is not a Councillor or Officer of the Council who sits on the Corporate Governance and Standards Committee in an advisory capacity but who is not entitled to vote.
- 2.8 'Independent Person' means the person (of whom there may be more than one) appointed by the Council under section 28(7) of the Localism Act 2011 who has the functions set out in that Act, as referred to in paragraph 1.5 above.
- 2.9 'Informal Resolution' means the procedure described in these Arrangements at paragraph 8.
- 2.10 'Investigating Officer' means the person appointed by the Monitoring Officer to undertake a formal investigation of a complaint alleging a breach of the Code of Conduct by a Subject Member. The Investigating Officer may be another officer of the Council, an officer of another authority or an external investigator.
- 2.11 'Investigation Report' means the report prepared in accordance with paragraphs 21 to 24 of the Procedure for Local Investigation of Assessed Complaints at Appendix 2.
- 2.12 'Monitoring Officer' means the statutory officer appointed by the Council under the Local Government and Housing Act 1989 Sections 5 and 5A, being the officer of the Council who is responsible for administering the system of complaints about member misconduct and as part of that role may nominate another officer of suitable experience and seniority to carry out any of the functions listed in these Arrangements.
- 2.13 'Parish Member' means a co-opted member of any parish council within the borough who sits on the Corporate Governance and Standards Committee and in respect of parish matters the Assessment or Hearings Sub-Committees in an advisory capacity but who is not entitled to vote at meetings.

2.14 'Police Reporting Protocol' means the protocol as may be adopted from time to time describing how the Council and the Police will cooperate in the event of the discovery of information or evidence tending toward indicating that a crime has been, or may have been, committed and titled the *Protocol between Guildford Borough Council and Surrey Police regarding the investigation of alleged criminal conduct by Councillors*.

2.15 'Subject Member' means an elected or co-opted member of the Council or any elected or co-opted member of any parish council within the borough against whom a complaint has been made alleging a breach of the Code of Conduct.

3. Making a complaint

3.1 All complaints must be made in writing and shall be on the official complaint form. The complaint form can be posted or e-mailed to the Council's Monitoring Officer whose contact details are:

Monitoring Officer
Guildford Borough Council
Legal Services
Millmead House
Millmead
GUILDFORD
Surrey GU2 4BB
Email: monitoringofficer@guildford.gov.uk
Telephone: 01483 444135

3.2 Complainants who find difficulty in making their complaint in writing (e.g. because of a disability) will be offered assistance. A request for assistance should be made in the first instance by contacting the Monitoring Officer, whether in person, by phone, or email (whether by themselves or by somebody assisting them) using the contact details set out in paragraph 3.1 above.

3.3 A complaint should describe the resolution (whether formal or otherwise) sought, and must provide substantiated information: the Monitoring Officer shall rely wholly on information and evidence accompanying a complaint when conducting the Initial Jurisdiction Test. Further information regarding the range of formal sanctions available is set out in paragraph 27 of Appendix 3.

4. Complaints identifying possible criminality, complainant confidentiality, and anonymous complaints,

Anonymous Complaints

4.1 Anonymous complaints will not normally be investigated, and will only be accepted in exceptional circumstances where the Monitoring Officer (in consultation with the Independent Person) concludes that the balance of the public interest lies in doing so, and the fairness of the procedure is maintained.

Complaints Identifying Possible Criminality

4.2 If the complaint identifies criminal conduct by any person, the Monitoring Officer shall, having regard to the Police Reporting Protocol, make a report to the Police or

other appropriate investigatory authority, in addition to any action taken pursuant to the Code. In the case of alleged criminal conduct, the complaint may be held in abeyance pending the outcome of any criminal investigation.

Complainant and Witness Confidentiality

- 4.3 If a Complainant or any witness giving any information or involved in any discussions (whether with the Monitoring Officer, the Investigating Officer, the Independent Person, or the Parish Member) wishes their identity to be withheld, they should state this on the complaint form (or, in the case of a witness, in writing to the Monitoring Officer), providing full reasons. Any request for confidentiality will be considered by the Monitoring Officer at the Initial Assessment stage of these Arrangements. In reaching his/her decision, the Monitoring Officer shall have regard to the principles described at paragraph 4.4 below, and may also consult with the Council's Independent Person.
- 4.4 As a matter of fairness and natural justice and in order to preserve the probative value of any evidence given, the Subject Member will usually be told who has complained about them and receive details of the complaint. However, in exceptional circumstances, the Monitoring Officer may withhold the identity of a Complainant or witness where the Monitoring Officer is satisfied that the Complainant has reasonable grounds for believing that they, or any witness relevant to the complaint, may be at risk of serious harm, or his or her employment may be jeopardised if their identity is disclosed, or where there are medical risks (supported by medical evidence) associated with the Complainant's identity being disclosed. The Monitoring Officer (in consultation with the Independent Person) will consider whether the public interest in taking action on a complaint outweighs the wish of the Complainant or witness to have his or her identity withheld from the Subject Member, whether the fairness of proceedings is maintained.
- 4.5 Where the Monitoring Officer decides to refuse a request by a Complainant or a witness for confidentiality, they will offer the Complainant the option to withdraw the complaint or the witness to withdraw their witness evidence.

Sensitive and confidential information

- 4.6 Where any decision notice, record, or report (including the report of an Investigating Officer) contains information which is sensitive or confidential, the Monitoring Officer having regard to the Access to Information Procedure Rules at Part 4 of the Council's constitution may redact it in any published version.

5. The Handling of Complaints

Discontinuance of Complaints by Monitoring Officer

- 5.1 The Monitoring Officer may discontinue a complaint or terminate an investigation if they consider it appropriate to do so, having regard to whether the balance of the public interest lies in continuing to action the complaint, where the Subject Member:
- (a) ceases to be a Member of the Council,
 - (b) has a long term or serious illness and is unable to participate in the procedure, or

(c) dies.

- 5.2 Where a complaint is discontinued, the Monitoring Officer will write to the Complainant and the Subject Member setting out the reasons for their decision.

Timeframes and Communications Policy

- 5.3 The Monitoring Officer will acknowledge receipt of the complaint within 10 working days of all required information being provided.
- 5.4 Key dates in relation to the administration of the Arrangements are set out in the body of the Arrangements, and shall act as targets to facilitate the swift administration of the Arrangements but which, if missed, will not invalidate the procedure comprised herein.
- 5.5 The Complainant and the Subject Member will be informed should there be a delay in completing any stage of the process.
- 5.6 The Communications Policy at Appendix 1 shall have effect in relation to any matters of publicity, or public engagement associated with a Complaint.

Participation of Complainant

- 5.7 Where the Monitoring Officer concludes in consultation with the Independent Person, that the participation of the Complainant (by way of interview, or appearance before Hearings Sub-Committee) would be in the public interest, the Monitoring Officer shall request the further participation of the Complainant, giving reasonable notice, and such support as the Complainant may reasonably require and where the Complainant declines to participate this shall be recorded in the report of any decision or investigation, or reported to the Hearings Sub-Committee (as the case may be).

6. Stage 1 – Initial Jurisdiction Test

- 6.1 The Monitoring Officer will, within 20 working days of the acknowledgement referred to in paragraph 5.3 above, apply the following questions to determine whether a Complaint falls within the jurisdiction of these Arrangements:
- (a) Did the alleged conduct occur before the adoption of the Code of Conduct?
 - (b) Was the Subject Member a member of the Borough or relevant Parish Council at the time of the alleged conduct?
 - (c) Was the Subject Member acting in an official capacity as a councillor at the time of the alleged conduct? (The case law and legislative position is that Code of Conduct matters can only be dealt with when the allegation is about something that a Councillor did in his or her role as a councillor when acting in an official capacity.)
 - (d) Did the alleged conduct occur when the Subject Member was acting as a member of another authority, subject to the code of conduct of that authority,

and not subject to these *arrangements for dealing with allegations of misconduct by Councillors?*

- (e) If the facts were proved would the alleged conduct be capable of constituting a breach of the Code of Conduct?
- (f) Is the complaint limited to dissatisfaction with the Borough or relevant Parish Council's decisions, policies and priorities?

6.2 Where a complaint is rejected on any of the above grounds, the Monitoring Officer will write to the Complainant explaining why their complaint cannot be dealt with under this procedure.

6.3 If the Complaint passes the Initial Jurisdiction Test, it will proceed to stage 2.

7. Stage 2 – Procedure for Initial Assessment of Complaint

7.1 The Monitoring Officer will notify the Subject Member, and if applicable, the Parish Clerk of the existence of the complaint, providing a copy of the complaint and such information as accompanied it (subject to paragraphs 4.3 and 4.4 (confidential complaints)). The documents provided may include necessary redactions in order to maintain any confidentiality that has been agreed by the Monitoring Officer. The Monitoring Officer will invite the Subject Member to submit any comments or information in response within 20 working days of the notification, which the Monitoring Officer will take into account in conducting the Initial Assessment.

7.2 Upon the Subject Member either providing a response, or declining to do so within 20 the working days referred to in paragraph 7.1 (unless extended by agreement with the Monitoring Officer), the Monitoring Officer will provide the complaint, accompanying information or evidence, together with any response provided by the Subject Member, pursuant to paragraph 7.1 above, to the Independent Person and, where applicable, to the Parish Member, allowing a reasonable period for that response to be provided, and asking for their view generally, and on whether the complaint merits Informal Resolution or Formal Investigation.

7.3 Once the Independent Person, and the Parish Member (where applicable) have provided a response, the Monitoring Officer shall (subject to the exception described at paragraph 7.6 below) have regard to that response and to the following criteria in deciding whether a complaint should be subject to Informal Resolution or Formal Investigation:

- (a) The seriousness of the matters alleged;
- (b) Whether a substantially similar allegation has previously been made by the Complainant to the Monitoring Officer (unless sufficient new evidence is provided), or the complaint has been the subject of an investigation by another regulatory authority;
- (c) Whether the complaint is about something that happened so long ago that those involved are unlikely to remember it clearly enough to provide credible evidence, or where the lapse of time means there would be little benefit or point in taking action now;

- (d) Whether the evidence is sufficiently reliable, i.e. whether it is first-hand evidence or hearsay evidence, and whether it is relevant to the alleged breach?
- (e) Whether the Subject Member is willing to participate in an Informal Resolution;
- (f) Whether the allegation is anonymous (subject to paragraph 4.6 above);
- (g) Whether the allegation discloses a potential breach of the Code of Conduct, but the complaint is not serious enough to merit any action; and
 - i) The resources needed to investigate and determine the complaint are wholly disproportionate to the allegations;
 - ii) Whether in all the circumstances there is no overriding public benefit in carrying out an investigation;
 - iii) Whether the complaint appears to be trivial, malicious, vexatious, politically motivated or 'tit-for-tat'; or,
 - iv) Whether the complaint relates to a matter which is the subject of a corporate complaint;

7.4 The Monitoring Officer shall in particular have regard to the following mitigating, and aggravating factors:

Mitigating factors (tending to make further action less likely)

- (1) The substance of the complaint has already been the subject of an investigation or other action relating to the Code of Conduct;
- (2) The allegation took place more than 28 days prior to receipt of the complaint and there would be little benefit in taking action now;
- (3) The Subject Member took appropriate advice on the matter and followed that advice;
- (4) The complaint is such that it is unlikely that an investigation will be able to come to a firm conclusion on the matter, e.g. where there is no firm evidence on the matter;
- (5) It is likely that an investigation will prove only a technical or inadvertent breach;
- (6) The complaint appears to be trivial, malicious, vexatious, politically motivated or 'tit-for-tat';
- (7) The Complainant has involved the press in relation to the alleged complaint;
- (8) The member has already provided (or tried to provide) a suitable remedy (such as apologising);
- (9) The breach occurred in all innocence i.e. without knowledge;
- (10) There was unreasonable provocation;

Aggravating factors (tending to make further action more likely)

- (1) The complaint involves allegations of bullying or intimidation of a Complainant;
- (2) The allegation if proven could have a serious effect upon the reputation of the Council or relevant parish council, upon staff relations or upon public trust and confidence;

- (3) The Subject Member holds a position of seniority and/or a position of influence;
- (4) There is a pattern of individual acts of minor misconduct which appear to be part of a continuing pattern of behaviour that is unreasonably disruptive to the business of the Council or relevant parish council;
- (5) The Subject Member took appropriate advice on the matter but did not follow that advice;
- (6) The complaint involves an allegation that the behaviour may cause the Council or relevant parish council to breach an equality enactment;

7.5 The criteria set out in paragraphs 7.3 and 7.4 above does not limit or fetter the discretion of the Monitoring Officer and is not an exhaustive or prescriptive list and the Monitoring Officer may take into account other criteria dependent on the circumstances. The existence of such criteria does not fetter the discretion of the Monitoring Officer.

Assessment Sub-Committee

7.6 The Monitoring Officer may refer a complaint to the Assessment Sub-Committee for assessment. The referral power is at the absolute discretion of the Monitoring Officer. Examples of when a referral may take place include, but are not limited to the following:

- (1) It is an allegation where there is a perceived or actual conflict of interest e.g. the Monitoring Officer has previously advised the Subject Member on the matter;
- (2) It involves the Mayor or Deputy Mayor of the Council;
- (3) It involves the Leader, a member of the Executive, or the leader of a political group;
- (4) It involves a Chairman or Vice Chairman of a Council Committee or Sub-Committee
- (5) The Complaint is from a Statutory Officer of the Council (the Head of Paid Service, Section 151 Officer, or the Monitoring Officer).

7.7 The Assessment Sub-Committee will be established in the same way as other Sub-Committees of the Corporate Governance and Standards Committee. The Assessment Sub-Committee shall have all the powers of the Monitoring Officer described in paragraph 7. Where the Assessment Sub-Committee finds that a complaint should be subject to Informal Resolution, paragraph 8 shall apply and the Monitoring Officer shall resume responsibility for the progression of the matter

7.8 Decisions of the Assessment Sub-Committee are usually made in private. Neither the Complainant nor the Subject Member will usually be permitted to attend where such meetings contain confidential personal information. In such cases, meetings will not be open to the press or public. The rules covering the exclusion of the press and public are set out in the Access to Information Procedure Rules at Part 4 of the Council's Constitution. If the press and public are to be excluded from a committee or sub-committee, a formal resolution of the meeting is required. This must specify the legal grounds for exclusion.

7.9 The members of any Assessment Sub-Committee will be selected by the Monitoring Officer, in consultation with the Chairman of the Corporate Governance and

Standards Committee in accordance with paragraph 10.3(b) of Part 2, Article 10 of the Constitution.

Decision in writing

- 7.10 The decision of the Monitoring Officer, or Assessment Sub-Committee (as the case may be) shall be recorded in writing, and a decision notice will be sent to the Complainant and the Subject Member within 10 working days of the decision. The Independent Person shall be given the option to review and comment on allegations which the Monitoring Officer (or Assessment Sub-Committee) is minded to dismiss as being without merit, vexatious, or trivial. The decision notice will summarise the allegation, give the decision of the Monitoring Officer or Assessment Sub-Committee, and the reasons for their decision. There is no right of appeal against the decision of the Monitoring Officer or Assessment Sub-Committee.

8. Stage 3 - Informal Resolution

- 8.1 In appropriate cases, the Monitoring Officer may seek to resolve the complaint without the need for a formal investigation by way of Informal Resolution, which may be appropriate for example:

- (a) Where it is apparent that the Subject Member is relatively inexperienced as a Member or has admitted making an error, was not actuated by any malicious intent, and the matter would not warrant a more serious sanction,
- (b) Where training or conciliation would be a more appropriate response.

- 8.2 Types of Informal Resolution might include:

- (a) An explanation by the Subject Member of the circumstances surrounding the complaint;
- (b) An apology from the Subject Member;
- (c) An agreement from the Subject Member to attend relevant training or to take part in a mentoring process;
- (d) Offering to engage in a process of mediation or conciliation between the subject Member and the Complainant; or
- (e) Any other action capable of resolving the complaint.

- 8.3 Where the Monitoring Officer seeks to resolve the complaint informally he or she will provide the Subject Member with recommendation together with a reasonable timescale within which to attempt to resolve the complaint (usually this will be 20 working days following a decision to seek Informal Resolution) or to engage in a process of Informal Resolution organised by the Monitoring Officer.

- 8.4 Before deciding upon a course of action, the Subject Member may seek guidance from the Leader of their political group, the Independent Person, and/or the Monitoring Officer. The Monitoring officer may also seek the Complainant's views to ascertain what form of informal resolution they would find acceptable, particularly if the form of resolution they have specified in their complaint is not possible.

- 8.5 At the end of the 20 working day period referred to at paragraph 8.3 above the Monitoring Officer will, in consultation with the Independent Person, seek to establish whether the Subject Member has resolved the complaint to the Complainant's satisfaction.
- 8.6 Where it has been possible to agree a form of resolution between the Subject Member and the Complainant, there will be no further action taken in respect of the complaint and the Monitoring Officer will notify both the Complainant and the Subject Member of this decision.
- 8.7 Where it has not been possible to agree a form of resolution between the Subject Member and the Complainant, the Monitoring Officer will decide if the complaint merits formal investigation.
- 8.8 Where the Subject Member makes a reasonable offer of informal resolution, but it is rejected by the Complainant, the Monitoring Officer will take account of this in his or her decision but may impose the Informal Resolution.
- 8.9 Where Informal Resolution is proposed, the Monitoring Officer may direct that the Subject Member maintains confidentiality as to the matters discussed, and parties involved.
- 9. Stage 4 – Formal Investigation**
- 9.1 Where the Monitoring Officer, or Assessment Sub-Committee decides that a complaint merits investigation, he/she will appoint an Investigating Officer.
- 9.2 The process of appointment and functions of the Investigating Officer are set out at Appendix 2.
- 10. Stage 5 – Review of Report**
- 10.1 The Monitoring Officer will, within 10 working days of the receipt of the Investigating Officer's report prepared in accordance with Appendix 2, review the report.
- 10.2 The Monitoring Officer will, in consultation with the Independent Person, determine whether:
- (a) The report is complete, or (where incomplete) should be referred back to the Investigating Officer or a newly appointed Investigating Officer; or,
 - (b) No further action is required, because the report finds no breach of the code of conduct; or
 - (c) The matter may be reasonably resolved by way of Informal Resolution; or,
 - (d) The matter should proceed to the Hearings Sub-Committee.
- 10.3 Save in respect of the circumstances described in paragraph 10.2 (a) above, the Monitoring Officer will give both the Complainant and the Subject Member a copy of the Investigating Officer's final report, subject to any necessary redactions in respect

of confidential or sensitive information, and shall notify the Chairman of the Corporate Governance and Standards Committee of his or her decision.

11. Stage 6 – Hearings Sub-Committee

- 11.1 Where the Monitoring Officer has determined that the matters should proceed to the Hearings Sub-Committee, Appendix 3 shall apply.

Adopted by the Council on: 24 July 2018 (amended on 6 October 2020)

Communications Policy in relation to Member Complaints

1. The Communications Policy sets out guidelines on what can be communicated during any ongoing complaint. This covers both public statements to the media and communications with the Subject Member and Complainant and, if appropriate, the relevant Parish Council. Any communications shall be under the supervision of the Monitoring Officer who may direct any exception to them, or specific action.

Statements to the Media

2. The Council should communicate in a professional and objective manner. In all cases, the Council's approach to the media should be:
 - (a) open and honest whilst respecting the human rights of those parties involved, and
 - (b) responsive, balanced, and timely
3. All media communications will be made by the Council's Communications and PR Manager, in consultation with the Monitoring Officer and the Chairman of the Corporate Governance and Standards Committee.
4. During the first two stages of the process when a complaint is either the subject of the Initial Jurisdiction Test (Stage 1), or the Initial Assessment Test (Stage 2), it is not usual to make any public statement about a case. However, some matters may be in the public domain at an early stage. Where a statement is sought on an allegation at this stage, the Council should simply confirm or where appropriate deny the fact that an allegation has been received and is being assessed save for circumstances in which a corrective or guiding statement is justified to maintain confidence in the process. Regard should be had as to whether a complainant has sought his or her identity to be maintained as confidential; for example, it may be appropriate not to disclose the existence of a complaint until the Initial Jurisdiction Test has been applied.
5. Where, following assessment, no action is to be taken on a case, public attention should not be drawn to an allegation which is not being pursued. However, where a public statement is necessary, and subject to paragraph 4.8 of the Arrangements, reasons should be given as to further action is being pursued.
6. Where, following assessment some further action is being taken, either the matter is being investigated or some other resolution is being pursued or has occurred, a more pro-active stance may be necessary such as a short statement being made available to confirm the fact, e.g. that an investigation is now underway, and that no further comments will be made until the conclusion of the case. Councillors and officers should not make any comments one way or the other while an investigation is ongoing. All information gathered in the course of an investigation will be regarded as confidential. All parties that are interviewed will be requested to maintain confidentiality and councillors may in particular be referred to their obligation under paragraph 3 of the Code of Conduct not to disclose information that they have received in confidence. Any report issued by an Investigating Officer will be marked "Confidential" to preserve the integrity of any further investigation the Investigating

Officer may need to carry out. Release of confidential information to the media may lead to an investigation being terminated.

7. Where some other resolution has been reached, this may be made available with the consent of the Subject Member.
8. Where an investigation has been completed and this results in a local hearing, the Corporate Governance and Standards Committee will arrange for a summary of the decision and reasons for that decision to be published on the Council's website.
9. The Corporate Governance and Standards Committee may also make available the minutes and reports of the Hearings Sub-Committee, subject to the advice of the Monitoring Officer.

Procedure for Local Investigation of Assessed Complaint

Appointment of Investigating Officer

1. Following the decision of the Monitoring Officer to investigate the allegation or upon receipt of the referral to the Monitoring Officer from the Assessment Sub-Committee for an investigation, the Monitoring Officer will appoint an Investigating Officer in respect of the allegation and instruct him or her to conduct an investigation of the allegation and to report thereon to the Monitoring Officer.
2. Where the Monitoring Officer acts as Investigating Officer, the role of legal adviser to the Hearings Sub-Committee shall be appointed by him to another individual, whether an internal or external appointee.
3. The Monitoring Officer may at his or her sole discretion make an external appointment to the role of Investigating Officer where for example:
 - (a) The complaint looks likely to raise particularly complex or sensitive issues;
 - (b) There is insufficient expertise within the Council to carry out the investigation;
 - (c) There is insufficient capacity within the Council to carry out the investigation;
 - (d) A conflict has, or may be perceived to have, arisen.

Notification of Investigation to the Subject Member

4. The Monitoring Officer will notify the Subject Member in writing:
 - (a) that the allegation has been referred for local investigation and possible hearing;
 - (b) the identity of the person making the allegation (unless identification of the Complainant might prejudice the investigation or put the Complainant at risk);
 - (c) the conduct which is the subject of the allegation;
 - (d) the paragraph(s) of the Code of Conduct which appear to be relevant to the allegation(s);
 - (e) the procedure which will be followed in respect of the investigation;
 - (f) the identity of the Investigating Officer;
 - (g) the identity of the Independent Person whose views may be sought by the Subject Member; and
 - (h) the identity of the Parish Member whose views may be sought by the Subject Member if the Subject Member is a parish councillor.

5. The Monitoring Officer shall provide the Subject Member with a copy of the complaint.
6. In very exceptional cases, where the Monitoring Officer has reason to believe that there is a serious risk of intimidation of witnesses or destruction of evidence, the Monitoring Officer may initiate an investigation before notifying the Subject Member, and shall consider whether the matter should be referred to the Police, in accordance with paragraph 4.2 of the Arrangements.

Notification to the Complainant

7. At the same time as notifying the Subject Member, the Monitoring Officer will notify the Complainant in writing of the matters set out above.

Notification to the Corporate Governance and Standards Committee

8. At the same time as notifying the Subject Member, the Monitoring Officer will notify the Chairman of the Corporate Governance and Standards Committee in writing of the matters set out above.

Notification to the Parish Council Clerk

9. Where the allegation relates to the conduct of a Subject Member of a Parish Council in his or her capacity as such, at the same time as notifying the Subject Member, the Monitoring Officer will notify the Clerk of the Parish Council concerned in writing of the matters set out above.

Investigation Process

10. The agreed process may be the standard procedure used by the external investigator. As a minimum, the Investigating Officer will interview the Complainant, the Subject Member and, where possible, any witnesses to the event or events that are the substance of the complaint. The Investigating Officer will produce notes of these meetings that will be signed by the interviewees as fair records of what was said in the interviews. If the complaint is complex, the Investigating Officer may produce formal, signed statements and participants will be notified that the information they have provided could be released into the public domain if the matter proceeds to a hearing.
11. Interviews may be recorded where the Investigating Officer, in consultation with the Monitoring Officer, considers this appropriate.
12. The Monitoring Officer will agree with the Investigating Officer the scope and parameters of the investigation before an investigation starts. However, these may change during the course of an investigation depending on the findings of that investigation. Any changes will be agreed with the Monitoring Officer by the Investigating Officer and this agreement will be documented.

Initial Response of the Subject Member

13. The Monitoring Officer should request the Subject Member to respond to the Investigating Officer in writing within 14 days of notification as follows:

- (a) advising the Investigating Officer whether the Member admits or denies the breach of the Code of Conduct which is the subject of the allegation;
- (b) listing any documents which the Subject Member would wish the Investigating Officer to take into account in any investigation of the allegation, where possible providing copies of these documents and informing the Investigating Officer of where the original documents may be inspected;
- (c) providing the Investigating Officer with the name, address and telephone number (or other appropriate contact details) of any person or organisation whom the Subject Member would wish the Investigating Officer to interview in the course of any investigation of the allegation; and
- (d) providing the Investigating Officer with any information which the Subject Member would wish the Investigating Officer to seek from any person or organisation.

Supporting information from the Complainant

14. In notifying the Complainant as above, the Monitoring Officer will request the Complainant to respond to the Investigating Officer within 14 days of notification as follows:
- (a) listing any document which the Complainant would wish the Investigating Officer to take into account in any investigation of the allegation, where possible providing copies of these documents, and informing the Investigating Officer of where the original documents may be inspected;
 - (b) providing the Investigating Officer with the name, address and telephone number (or other appropriate contact details) of any person or organisation whom the Complainant would wish the Investigating Officer to interview in the course of any investigation; and
 - (c) providing the Investigating Officer with any information which the Complainant would wish the Investigating Officer to seek from any person or organisation.
15. The Subject Member has a duty to cooperate with any investigation and to respond promptly and to comply with any reasonable requests from the Investigating Officer for such things as interviews, comments on draft meeting/interview notes or the provision of information necessary for the conduct of an investigation.

Confidentiality

16. It is important that confidentiality is maintained throughout the investigation and that details of the complaint are not disclosed to any third party, unless disclosure is to a representative, witness, immediate family members, or otherwise as may be required by law or regulation. However, the fact that an investigation is being conducted does not need to remain confidential.

Termination of an Investigation

17. In exceptional circumstances, and as is referred to in paragraph 5.1 of the Arrangements, the Monitoring Officer may stop an investigation before it is finished,

for example where confidential information has been released to the media, if the Subject Member ceases to be a councillor, has a long term or serious illness, or dies and it is deemed no longer in the public interest to pursue the matter further. If the Monitoring Officer stops the Investigation early, he/she will give their reasons to the Subject Member and the Complainant.

18. The Investigating Officer may terminate their investigation at any point, where they are satisfied that they have sufficient information to enable them to report to the Monitoring Officer or Hearings Sub-Committee.

Reference to Police or other regulatory agencies

19. At any point in the course of the investigation, if the Investigating Officer is of the opinion the complaint identifies criminal conduct or breach of other regulation by any person, he or she shall notify the Monitoring Officer, who may direct that the investigation is suspended. The Monitoring Officer shall report the matter, as appropriate, in accordance with the Police Reporting Protocol.
20. Where the police or other agency investigates the matter, the Monitoring Officer shall take the advice and direction of the Police in deciding whether and when to inform the Subject Member, the Complainant, the Chairman of the Corporate Governance and Standards Committee and if appropriate the clerk to the relevant Parish Council. Where the Police or other relevant investigating body declines to undertake the investigation, the Monitoring Officer shall instruct the Investigating Officer to resume his or her investigation.

The Draft Report

21. When the Investigating Officer is satisfied that he or she has sufficient information or has obtained as much information as is likely to be reasonably capable of being obtained, he or she shall prepare a draft Investigation Report setting out:
 - (a) the details of the allegation;
 - (b) the relevant provisions of the Code of Conduct;
 - (c) the Subject Member's initial response to the allegation(s) (if any);
 - (d) the relevant information, advice and explanations which he or she has obtained in the course of the investigation;
 - (e) a list and copy of any documents relevant to the matter;
 - (f) a list of those persons whom he or she has interviewed, a copy of the record and any meeting notes and those organisations from whom he or she has sought information;
 - (g) a note of any person or organisation who has failed to co-operate with the investigation and the manner in which they have failed to co-operate;
 - (h) a statement of his or her draft findings of fact;

- (i) his or her conclusion as to whether the Subject Member has or has not failed to comply with the Code of Conduct;
 - (j) any recommendations which the Investigating Officer is minded to make to the Hearings Sub-Committee. Where the allegation relates to a parish councillor, such recommendations would be recommendations which the Investigating Officer would recommend the Hearings Sub-Committee make to the relevant Parish Council.
22. The draft Investigation Report should also state that the Investigation Report does not necessarily represent the Investigating Officer's final finding and that the Investigating Officer will be in a position to present a final report to the Hearings Sub-Committee once he or she has considered any comments received on the draft Investigation Report.
23. The Investigating Officer shall then send a copy of his or her draft Investigation Report to the Subject Member and the Complainant and request that they send any comments thereon to him or her within 14 days of the date of that request. The draft Investigation Report will be clearly labelled 'DRAFT' and 'CONFIDENTIAL'.

The Final Report

24. After the expiry of that period (or such extended period as the Investigating Officer may allow), the Investigating Officer shall reconsider and amend his or her draft report in the light of any comments received and produce and send to the Monitoring Officer his or her final Investigation Report. The report will be clearly labelled 'FINAL' and 'CONFIDENTIAL'.

Appendix 3

Procedure and powers of the Corporate Governance and Standards Committee, and Hearings Sub-Committee

Timing

1. The Corporate Governance and Standards Committee will seek to hold a hearing in relation to an allegation within three months of receiving the Investigation Report. The hearing will be conducted by a Sub-Committee of the Corporate Governance and Standards Committee known as the Hearings Sub-Committee.

Before the hearing

The pre-hearing process

2. The Corporate Governance and Standards Committee will use a written pre-hearing process in order to allow the hearing to proceed fairly and efficiently.
3. The Monitoring Officer will ask the Subject Member to provide the following information within 15 working days:
 - (a) to identify those paragraphs in the Investigating Officer's Report with which the Subject Member agrees, and those paragraphs in the Report with which the Subject Member disagrees and the reasons for such disagreement;
 - (b) to identify any further documentary evidence upon which the Subject Member would like to rely at the hearing;
 - (c) to ascertain if they are going to attend the hearing and if they are going to represent themselves or whether they are going to employ someone to represent them, in which case they should provide the details of their representative prior to the hearing;
 - (d) to give reasons whether the whole or any part of the hearing should be held in private and whether any of the documentation supplied to the Hearings Sub-Committee should be withheld from the public.
4. The Monitoring Officer will ask the Investigating Officer to comment on the Subject Member's response within 15 working days to say whether or not he or she:
 - (a) will be represented at the hearing;
 - (b) wants to call witnesses to give evidence to the sub-committee;
 - (c) wants any part of the hearing conducted in private and why;
 - (d) wants any part of the Investigating Officer's report or other relevant documents to be withheld from the public and why.

5. The Monitoring Officer will endeavour to accommodate the availability of the parties (including the Complainant attending the hearing before notifying the parties of the date, time and place for the hearing).

The Hearing

Preliminary

6. The members of the sub-committee will be selected by the Monitoring Officer after having consulted the Chairman of the Corporate Governance and Standards Committee, noting the restrictions of paragraph 1.6 of the Arrangements above, and in accordance with paragraph 10.4 (b) of Part 2, Article 10 of the Constitution.

Notification of the Hearing

7. The Monitoring Officer shall ensure that, when the agenda for the Hearings Sub-Committee is sent out to members of the Hearings Sub-Committee, including the final report, the agenda and the report are also sent at the same time to:
 - (a) the Subject Member
 - (b) the Complainant;
 - (c) Witnesses; and
 - (d) the Clerk to the relevant Parish Council if the Subject Member is a parish councillor.
8. The Hearings Sub-Committee will be convened to determine the outcome of the Complaint and shall follow the Order of Business set out below.

The Order of Business

9. The order of business will be as follows, subject to the Chairman exercising discretion and amending the order of business where they consider that it is expedient to do so in order to secure the effective and fair consideration of any matter:
 - (a) Election of a Chairman.
 - (b) Apologies for absence and notification of substitutes.
 - (c) Declarations of interests.
 - (d) In the absence of the Subject Member, consideration as to whether to adjourn or to proceed with the hearing.
 - (e) Introduction by the Chairman, of Members of the Hearings Sub-Committee, the Independent Person, the Parish Member (if the complaint involves a parish councillor), the Monitoring Officer or Legal Advisor to the Sub-Committee, Investigating Officer, Complainant(s) and the Subject Member and their representative (if appointed).

- (f) To receive representations from the Monitoring Officer, the Investigating Officer and Subject Member as to whether any part of the hearing should be held in private and/or whether any documents (or parts thereof) should be withheld from the public/press (subject to Part 1 of Schedule 12A Local Government Act 1972 (as amended)).
- (g) To determine whether the public/press are to be excluded from any part of the meeting and/or whether any documents (or parts thereof) should be withheld from the public/press (subject to Part 1 of Schedule 12A Local Government Act 1972 (as amended)).and the reasons for such an exclusion.
- (h) Conduct of the Hearing. The Hearings Sub-Committee may adjourn the hearing at any time.

Presentation of the Complaint

- 10. The Investigating Officer presents their report including any documentary evidence or other material and calls any complainant witnesses.
- 11. The Hearings Sub-Committee will give the Subject Member the opportunity to ask any questions regarding the evidence presented through the Chairman. This is not cross examination but an opportunity to ask questions/points of clarification on the evidence presented at the hearing.
- 12. The Hearings Sub-Committee may question the Investigating Officer upon the content of his or her report and any complainant witnesses. This is not cross examination but an opportunity to ask questions/points of clarification on the evidence presented at the hearing.

Presentation of the Subject Member's case

- 13. The Subject Member or their representative presents their case and calls their witnesses.
- 14. The Hearings Sub-Committee will give the Investigating Officer the opportunity to ask any questions regarding the evidence presented through the Chairman.
- 15. The Hearings Sub-Committee may question the Subject Member upon the contents of their case and any Subject Member witnesses.

Summing up

- 16. The Investigating Officer sums up the complaint.
- 17. The Subject Member or their representative sums up their case.

Deliberations of the Hearings Sub-Committee

- 18. The Hearings Sub-Committee will adjourn the hearing and deliberate in private (assisted on matters of law by a legal advisor, and taking the view of the Independent Person and the Parish Member (where applicable) who shall be entitled to retire to consider their view) to consider whether on the facts found, the Subject Member has failed to comply with the Code of Conduct.

19. The Hearings Sub-Committee may, at any time, come out of private session and reconvene the hearing in public, in order to seek additional evidence from the Investigating Officer, the Subject Member or the witnesses. If further information to assist the Hearings Sub-Committee cannot be presented, then the Hearings Sub-Committee may adjourn the hearing and issue directions as to the additional evidence required and by whom.
20. The Hearings Sub-Committee will make its decision on the balance of probability, based on the evidence before it during the hearing.
21. Where the complaint has a number of aspects, the Hearings Sub-Committee may reach a finding, apply a sanction and /or make a recommendation on each aspect separately.
22. Having deliberated on its decision the Hearings Sub-Committee will reconvene the hearing in public and the Chairman will announce that, on the facts presented, the Hearings Sub- Committee considers that there has been a breach of the Code of Conduct, or no breach, as the case may be.
23. If the Hearings Sub-Committee considers that there has been **no breach of the Code of Conduct**, the Sub-Committee will set out the principal reasons for the decision. The Chairman will also announce that the Sub-Committee's full decision and reasons will be issued by the Monitoring Officer, in writing, within approximately 10 working days following the close of the hearing.
24. If the Hearings Sub-Committee decides that there has been **a breach of the Code of Conduct**, the Chairman will announce the principal reasons for the decision.
25. The Chairman will then invite the Investigating Officer and the Subject Member, to make their representations as to whether any sanction(s) or recommendations should be applied and what form any sanction(s) or recommendation(s) should take. In reaching its decision, the Hearings Sub-Committee may make any recommendations it considers may facilitate and enhance ethical standards within the relevant authority, noting the list at paragraph 28 below.
26. Having heard the representations/views, the Hearings Sub-Committee will adjourn with the legal adviser and deliberate in private. The Independent Person and the Parish Member (if appropriate) shall express their view in private session and shall be entitled to retire to consider their view beforehand.
27. Having deliberated on the suggested sanctions and/or recommendations(s) and the application of any sanctions(s), and having taken into account the Independent Person's views and those of the Parish Member if the complaint relates to a parish councillor, the Hearings Sub-Committee will reconvene the hearing and the Chairman will announce:
 - (a) whether any sanctions are to be applied (sanctions can only be recommended if the Subject Member is a parish councillor).
 - (b) Whether any recommendations will be made to the Borough or Parish Council or the Monitoring Officer.

- (c) That the Sub-Committee's full decision and reasons will be issued by the Monitoring Officer, in writing, within approximately 10 working days following the close of the hearing.
- (d) That the decision will be published on the Borough Council's website; and
- (e) That there is no internal right of appeal against the Hearings Sub-Committee's decision(s) and/or recommendations(s).

Range of Possible Sanctions

28. The Corporate Governance and Standards Committee has delegated to the Hearings Sub-Committee such of its powers to take action in respect of the Subject Member as may be necessary to promote and maintain high standards of conduct. Accordingly, the Hearings Sub-Committee may:

- (a) Publish and report its findings in respect of the Subject Member's conduct (or recommend to the relevant Parish Council that it does so);

And it may

- (b) Report its findings to Council (or to the Parish Council) for information;
- (c) Censure the Member;
- (d) Recommend to the Subject Member's political group leader (or in the case of an un-grouped Subject Member, recommend to Council) that they be removed from any or all Committees or Sub-Committees of the Council for a specified period;
- (e) Recommend to the Leader of the Council, in the case of an Executive Subject Member, that the Subject Member be removed from the Executive, or removed from particular portfolio responsibilities for a specified period;
- (f) Instruct the Monitoring Officer (or recommend to the relevant Parish Council) that the Subject Member be requested to participate in appropriate training or participate in conciliation and/or mediation; and where the Subject Member does not cooperate, the Monitoring Officer shall report the matter to the Chair of Corporate Governance and Standards who shall cause a meeting of the Hearings Sub-Committee to take place with the purpose of resolving to apply an alternative sanction;
- (g) Recommend to Council or the Leader of the Council (in the case of appointments by the Executive) or the relevant Parish Council that the Subject Member be removed from all or particular outside appointments to which they have been appointed or nominated by the Council or by the relevant Parish Council for a specified period (in which case the meeting of the Council or relevant Parish Council to consider the proposed removal shall do so on the basis of the report alone, and shall not re-hear the matter);
- (h) Withdraw, or recommend to the relevant Parish Council that it withdraws facilities provided to the Subject Member by the Council, such as a computer, website and/or e-mail and internet access for a specified period;

- (i) Exclude, or recommend that the relevant Parish Council excludes the Subject Member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings and public areas;
- (j) Issue a formal letter of advisement as to future conduct to the Subject Member;
- (k) Request that Subject Member should tender an apology to such persons as were aggrieved by his or her actions;
- (l) Where the Monitoring Officer and Independent Person are not satisfied that the Subject Member has tendered the apology described at 27.11 the Monitoring Officer shall report the matter to the Chair of Corporate Governance and Standards who shall cause a meeting of the Hearings Sub-Committee to take place with the purpose of resolving to apply an alternative sanction.

The Hearings Sub-Committee cannot suspend a Subject Member, withdraw a Subject Member's allowance, impose financial penalties, award compensation or make an award of costs.

Matters to Consider when Applying a Sanction

29. When deciding whether to apply one or more sanctions referred to above, the Hearings Sub-Committee will ensure that the application of any sanction is reasonable and proportionate to the Subject Member's behaviour and that any sanction does not unduly restrict the Subject Member's ability to perform the functions of a councillor. The Hearings Sub-Committee will consider the following questions along with any other relevant circumstances raised at the hearing:
- (a) What was the Subject Member's intention and did they know that they were failing to follow the Borough or Parish Council's Code of Conduct?
 - (b) Did the Subject Member receive relevant advice from officers before the incident and was that advice acted on in good faith?
 - (c) Has there been a relevant breach of trust?
 - (d) Has there been financial impropriety, e.g. improper expense claims or procedural irregularities?
 - (e) What was the result/impact of failing to follow the Borough or Parish Council's Code of Conduct?
 - (f) How serious was the incident?
 - (g) Does the Subject Member accept that they were at fault?
 - (h) Did the Subject Member apologise to the relevant persons?

- (i) Has the Subject Member previously been warned or reprimanded for similar misconduct?
- (j) Has there been a relevant previous breach by the Subject Member of the Borough or Parish Council's Code of Conduct?
- (k) Is there likely to be a repetition of the incident?
- (l) Was it a deliberate breach of the code or was it inadvertent (i.e. the Member thought that he/she was acting in a private capacity)? If capacity is an issue, the Hearings Sub-Committee will need to give reasons for its decision that the Subject Member was or was not acting publicly.

The written decision

30. The Chairman will announce its decision on the day. The Monitoring Officer will issue a full written decision approximately 10 working days after the end of the hearing to:
- (a) The Subject Member;
 - (b) The Complainant;
 - (c) Any witness; and
 - (d) The clerk to any Parish Council concerned.

Making the findings public

31. The Monitoring Officer will also arrange for a decision notice to be published as soon as possible on the Council's website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.
32. If the Hearings Sub-Committee finds that a Subject Member did not fail to follow the relevant authority's Code of Conduct, the public summary must say this, and give reasons for this finding.
33. If the Hearings Sub-Committee finds that a Subject Member failed to follow the Code of Conduct, but that no action is needed, the public summary must say that the Subject Member failed to follow the Code of Conduct, outline what happened and give reasons for the Hearings Sub-Committee's decision not to take any action.
34. If the Hearings Sub-Committee finds that a Subject Member failed to follow the Code of Conduct and it sets a sanction, the public summary must say that the Member failed to follow the Code of Conduct, outline what happened, explain what sanction has been set and give reasons for the decision made by the Hearings Sub-Committee.

Costs

35. Subject Members are responsible for meeting the cost of any representation at a Hearings Sub-Committee meeting from their own finances and not those of the Council. The Hearings Sub-Committee cannot make orders as to costs. Neither the

Borough Council nor a Parish Council can contribute to the Subject Member's costs or the Complainant's costs or indemnify a Subject Member or Complainant against costs which he or she may incur.

Appeals

36. There is no right of appeal for a Member against a finding by the Hearings Sub-Committee following a hearing.

Variation

37. The Monitoring Officer or the Hearings Sub-Committee on the advice of the Monitoring Officer, in consultation with the Chairman of the Corporate Governance and Standards Committee, may vary this procedure in any particular instance where he or she or they is/are of the opinion that such a variation is expedient in order to secure the effective and fair consideration of any matter, is lawful, and is consistent with the principles of natural justice.

Corporate Governance and Standards Committee Report

Ward(s) affected: All

Report of S151 Officer

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Date: 15 March 2023

Financial Monitoring 2022-23

Executive Summary

The report summarises the projected outturn position for the Council's General Fund (GF) revenue account and Housing Revenue Account, based on the latest financial data to January 2023.

There is a projected net overspend on the General Fund revenue account of £3.2million resulting primarily from utility price inflation and the payroll budget correction. Due to the relatively short-term inflation pressures and an establishment budget adjustment, it is more appropriate to resolve the deficit through the use of revenue reserve rather than putting additional pressure on the already stressed service delivery capacity by cutting back on expenditure to save money.

The surplus on the Housing Revenue Account will enable a projected transfer of £7.1 million to the new build reserve and meet the forecasted £2.5 million to the reserve for future capital at year-end.

Progress against significant capital projects on the approved programme as outlined in section 7 is underway. The Council expects to spend £39 million on its capital schemes by the end of the financial year.

Recommendation to Committee:

That the Committee notes the Council's financial forecast outturn for the financial year 2022-23 and passes any comments and observations to the Executive.

Reason for recommendation:

To allow the Committee to undertake its role in relation to scrutinising the Council's finances.

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 This report shows the projected outturn for 2022-23 based on the latest actual position and assumptions as at January 2023.

2. Strategic Priorities

- 2.1 Councillors have reviewed and adopted a corporate plan for the period 2021-2025. The plan includes significant projects and aspirations that will continue to challenge the Council moving forward. Monitoring of the financial position during the financial year is a crucial part of managing the resources that will ultimately support the delivery of the corporate plan.

3 Background

- 3.1 The Council's Corporate Management Board (CMB) and Chief Finance Officer monitor budgets on a regular basis. Financial monitoring for all services is reported to this Committee.
- 3.2 This report sets out the financial monitoring and covers:
- (a) General Fund revenue monitoring (section 4)
 - (b) Housing Revenue Account monitoring (section 5)
 - (c) Treasury management (section 6)
 - (d) Capital programmes (section 7)

4 General Fund Revenue Account monitoring

- 4.1 The total net overspend on the General Fund is projected to be £3,152,662. A detailed analysis of this deficit is given below.
- 4.2 **Appendix 1** shows the General Fund revenue projected outturn using the latest available information against the revised budget for the year (original budget approved by Council in February 2022 plus any virements or supplementary estimates during the year). The table below is a high-level summary.

General Fund Revenue Account	Approved Budget	Projected Outturn	Change
	2022-23	2022-23	
	£	£	£
Directorates - Net Expenditure:	11,105,079	14,981,027	3,875,947
Corporate financing:	2,056,053	2,244,375	188,322
Transfers to and from reserves:	1,890,913	1,035,101	(855,812)
Central Government funding:	(4,028,276)	(4,084,071)	(55,795)
Total: Net budget	11,023,769	14,176,432	3,152,662

- 4.3 The Directorates' net expenditure budget has a projected overspend of £3,875,947, the key components of this variance are presented in the table below and further detail of each variance where relevant is provided in this report.

Directorate forecast variance against budget	£
Establishment (staff salaries)	1,194,999
Payroll budget correction	1,849,537
Staff non salary costs	(223,547)
Non staff related expenditure	446,456
Utilities	2,229,803
Fees and Charges	(1,124,153)
Grant income	(497,148)
Total: Directorate forecast variance against budget	3,875,947

- 4.4 **Establishment (staff salaries):** Several services have been operating on more than their budgeted staffing capacity during the year. The majority of these overspends are due to ongoing capacity challenges not addressed in the Future Guildford programme (or consequential of the implementation) and should have been addressed either within existing budget or through the Scheme of Virement and Supplementary Estimates within the Financial Procedure Rules prior to being incurred. The use of agency and consultancy is appropriate where there is a need for short term capacity or one-off use of specialist skills. Unavoidable cost pressures have been included in the 2023-24 budget and a full establishment review is being conducted to report back to July Council. A detailed list of variances by service is given on **Appendix 1a**.

Establishment (staff salaries) variance to budget	£
Consultancy (staff employed through IR35 service companies)	319,333
Agency (staff employed through agency arrangement)	929,287
Establishment (directly employed staff)	(831,547)
Overtime	348,306
Vacancy savings target	429,620
Total: Establishment variance	1,194,999

- 4.5 **Payroll budget correction:** The £1,849,537 salary budget discrepancy in the 2022-23 budget is an increase in base budget and came to light following the completion of the 2021-22 outturn and was reported in the September 2022 monitoring. The cause of the discrepancy is a result of a reconciliation control weakness in the budget setting process and is currently being reviewed by internal audit to ensure budgetary controls are robustly improved.
- 4.6 **Staff non salary costs:** The table below provides a breakdown of the contributing items to the underspend on non-salary related staff costs. These budgets are being reviewed as part of the full establishment review.

Staff non salary costs	Budget	Forecast	Variance
Pension Added Years	182,360	222,360	40,000
Staff training and development	119,020	50,020	(69,000)
Recruitment, staff expenses	346,785	270,461	(76,324)
Staff Travel (Public Transport)	15,290	7,991	(7,299)
Transport Allowances	226,820	115,896	(110,924)
Total:	890,274	666,727	(223,547)

4.7 **Non staff related expenditure:** The projected net overspend of £446,456 comprises of expenditure on building maintenance, IT software licences and hardware, and general service-related expenditure. The variance is a mixture of budget misalignment and unavoidable cost pressures. A list of variances by service is provided in the schedule on **Appendix 1b**.

4.8 **Utilities:** A breakdown of how the energy price increase has impacted service budgets is provided in the table below. Energy procurement will be reviewed within the service reviews currently underway as part of the budget strategy endorsed by Full Council on 8 February 2023.

Utility cost variance	£
Roads & Footpaths Maintenance	5,666
Traveller Caravan Sites	6,365
Guildhall	10,596
Car parks	15,122
Museum	18,526
Ash Manor	38,644
Crematorium	44,200
Corporate Property	44,319
Lido	235,048
Spectrum	1,811,317
Total:	2,229,803

4.9 **Fees and Charges:** These are generally on track with budget, most of the variances are budget corrections to align to expected performance. These adjustments have also been incorporated in the 2023-24 budget.

Fees and charges budget variances	£
Garden waste budget correction	(553,612)
Parking	(341,862)
Building maintenance	(204,628)
Miscellaneous budget corrections	(139,421)
Housing Benefit Rent Allowances recovery	(104,206)
Property	(100,516)
Recycling - Trade	(81,497)
North Downs Housing services provided	(58,356)
Licensing Services	42,617
Markets	47,282
MOT Bay budget correction	50,000
Tourist Information Centre	51,916
Building Control	75,000
Town Centre Management budget correction	193,130
Total	(1,124,153)

- 4.10 **Grant income:** there is very little certainty in how much is to be received until after the budget is drafted.

Grant income: Forecast variance against budget	£
Homelessness	(407,079)
Community Wellbeing net of expenditure	(74,179)
Community Safety Team	(15,890)
Total:	(497,148)

- 4.11 **Transfers to Reserves** are shown on the face of the General Fund summary on **Appendix 1**. The car park maintenance cost has increased with a commensurate increase in funding from the maintenance reserve, with nil effect on the bottom line. The contribution to the IT renewals reserve has been reduced by £500,000 reflecting the adequacy of this reserve. The budget carry forwards £104,686 is the release of specific projects funding that transgressed the 2021-22 financial year end for completion in 2022-23. All reserve movements will be reviewed at year end in mitigation of the projected budget deficit.
- 4.12 **Summary:** consistent with the 2021-22 outturn reported in September 2022, containing service delivery within the approved 2022-23 General Fund budget has been challenging due to the continuing impact of external challenges (Covid, Energy crisis and inflation) and internal changes in the Council's management structure (Future Guildford), alongside the implementation of a new finance and payroll system (Business World) resulting in a degradation in accurate budgeting and poor cost control. The finance self-service model adopted under the Future Guildford project has proven too difficult for service managers to maintain financial discipline. An action plan was adopted by the Executive in October 2022 to resolve the budget challenges and actions are being taken to improve the financial capacity, capability, and discipline within the Council.

5 Housing Revenue Account

HRA Budget	2022-23 Estimate, £	2022-23 Projection, £	Variance, £
Income	(34,999,509)	(34,999,509)	0
Expenditure on Housing Services	18,779,536	19,574,510	794,974*
HRA Share of CDC	1,275,453	1,275,453	0
Net Interest	4,998,295	4,567,723	-430,572
Net reserves transfer	9,946,225	9,581,823	-364,402
Net HRA Budget	0	0	0

- Mainly energy inflation on sheltered accommodation

- 5.1 **Appendix 3** shows the budget monitoring report for the Housing Revenue Account (HRA) based on the latest available information. The report shows that HRA gross service expenditure and income is largely on target. The

projected outturn would enable a transfer of around £7.1 million to the new build reserve and £2.5 million to the reserve for future capital expenditure.

- The rental income estimates for 2022-23 included a revised prudent allowance for Right to Buy (RTB) sales and the re-commissioning of new units. Rental income from dwellings is currently projected to be £31.6 million.
- Emphasis continues to be on planned rather than responsive maintenance, supported by the benefits accruing from past levels of expenditure on planned capital and revenue maintenance works. Looking at last year's out-turn we are forecasting a modest increase in budget but slightly below last year's expenditure on repairs.
- Apart from receipts from RTB sales, the estimates for the year do not provide for any repayment of HRA debt principal or for setting aside any amounts towards the repayment of debt. This is consistent with the HRA Business Plan, which prioritised the provision of additional housing. This approach will be subject to regular review and an updated business plan will be submitted reflecting constraints placed on the HRA by the prevailing legislation.

- 5.2 Tenancy arrears remain stable and are consistent with the assumptions contained in the business plan. Particular attention is paid to introductory tenancies (tenants of less than 12 months), as they often have no previous experience of managing a household budget or of renting a property.

6 Treasury Management

- 6.1 The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management ("the Code") recommends that Councillors are informed of treasury management activities at least twice a year. This report therefore ensures the Council is embracing best practice in accordance with CIPFA's recommendations by reporting quarterly to Councillors.

Debt management

- 6.2 We have a substantial long-term PWLB debt portfolio for the HRA totalling £147 million. Towards the end of the 2021-22 financial year, the General fund also borrowed £23 million from the PWLB. This is in addition to £87 million short-term borrowing that we currently hold. There is no cost of carry on our short-term borrowing. Current total borrowing is £257 million.

Investment activity

- 6.3 During the period, we have continued with the diversification of our in-house investment portfolio into secure instruments such as bonds and secure bank deposits (not subject to bail-in) in line with our Treasury

Management Strategy. The Council currently holds £20 million of strategic investments and £103 million of in-house investments.

Prudential Indicators

- 6.4 Officers confirm that the Council has complied with its Prudential indicators in the period, which were set in February 2022 as part of the Council's Treasury Management Strategy Statement.
- 6.5 The Chief Finance Officer confirms that there have been no breaches to the authorised limit and operational boundary during the year.

7 Capital Programmes

7.1 **Appendices 4 to 9** of this report set out the following for each scheme on the Council's capital programme

- the gross estimate for the scheme approved by the Executive
- the cumulative expenditure to 31 March 2022 for each scheme
- the estimate for 2022-23 as approved by Council in February 2022
- the 2022-23 revised estimate which considers the approved estimate, any project under spends up to 31 March 2022, and any virement or supplementary estimates
- 2022-23 current expenditure
- 2022-23 projected expenditure estimated by the project officer

7.2 The table below summarises the current position on the various strands of the Council's capital programme. A detailed explanation is provided in paragraphs 7.3 to 7.11 below.

CAPITAL EXPENDITURE SUMMARY	2022-23	2022-23	2022-23	2022-23
	Approved £000	Revised £000	Outturn £000	Variance £000
General Fund Capital Expenditure				
- Main Programme	107,404	118,351	36,920	(81,431)
- Provisional schemes	44,510	43,730	295	(43,435)
- Schemes funded by reserves	1,618	2,476	1,279	(1,197)
- S106 Projects	58	419	285	(134)
Total Expenditure	153,590	164,976	38,779	(126,197)
Housing Revenue Account Capital Expenditure				
Approved programme	52,909	53,519	32,869	(20,651)
Provisional programme	7,281	7,281	75	(7,206)
Total Expenditure	60,190	60,800	32,944	(27,857)

Approved (main) programme (Appendix 4)

7.3 Expenditure is expected to be £36.92 million representing a £81.43 million variance to the revised estimate of £118.35 million. If a project is on the approved programme, it is an indicator that the project has started or is

near to start following the approval of a final business case by Executive. Whilst actual expenditure for the period of £22.17 million may seem low, several significant projects are in progress and delivery of the corporate projects and programmes is progressing. These include:

- P5 – Walnut Bridge replacement (£0.5 million) – works are progressing, and the scheme is near completion. This project is part grant funded from the Enterprise M3 Local Enterprise Partnership (LEP). As part of the grant funding agreement there are specific milestones that must be met in the delivery of the project and any slippage in delivery of the programme to the milestones may result in the loss of grant funding. The Major Projects Portfolio Board is monitoring the progress of this project and the project is on track to deliver by the completion date; however, once the final account has been agreed a virement from the Capital Contingency Fund will be required to cover additional cost.
- P21 – Ash Road Bridge (£5.09 million) – work is progressing on this scheme. This project is part grant funded from Homes England Housing Infrastructure Fund (HIF). As part of the grant funding agreement, there are specific milestones that have to be met in the delivery of the project and any slippage in delivery of the programme to the milestones may result in the loss of grant funding. Officers complete regular monitoring reports to Homes England (HE) and the Major Projects Portfolio Board. The project status is currently rated as Red on the MPPB monitoring report due to delays being caused by network rail. Currently out for re-procurement, with a report scheduled for consideration by the Executive and full Council on 16 March 2023.
- ED6 – WUV (£14 million) - work is progressing on the detailed design, pre-planning and site investigation work for this scheme to inform the final business case. This project is also part grant funded from Homes England Housing Infrastructure Fund (HIF). As part of the grant funding agreement there are specific milestones that have to be met in the delivery of the project and any slippage in delivery of the programme to the milestones may result in the loss of grant funding. Officers complete regular monitoring reports to Homes England, the WUV programme Board and the Major Projects Portfolio Board on the progress of the project. The project status is currently rated 'Amber-Red' on the MPPB monitoring report due to planning delays with the TW sewage treatment plant and the allotments site. Depending on the outcome of the planning process, milestone dates may need to be re-negotiated with Homes England.
- FS1 – Capital Contingency Fund – (£1.340 million)
- North Downs Housing Ltd (£1.46 million) and Guildford Borough Council Holdings Ltd (£0.96 million) – target to purchase further properties this financial year.
- ED49 – Midleton Industrial Estate redevelopment (£5.2 million) – Phase 4 contractor has been appointed.

- P22 – GER (Guildford Economic Regeneration Programme) - (£1.5million). A report is due at Executive September 2022 and scheme may need to be reprofiled.

7.4 In addition to the schemes outlined above, the re-profiling of the following significant amounts that were due to be spent on schemes or projects in 2022-23 will now be carried forward into 2023-24 or future years:

- P12 – Strategic Property Acquisitions (£23.95 million). The majority of original budget (£24.75 million) has been moved into later years due to a lack of investment opportunity in the market and the government tightening rules around property acquisition for commercial purposes.
- P21 – Ash Road Bridge (£13.9 million) – work is progressing on this scheme, current estimated spend in 2022-23 is £5.09 million from original budget £18.98 million the remaining amount has been moved to future years due to slippage on the programme.
- ED6 – WUV (£39.72 million) - work is progressing on this scheme, current estimated spend in 2022-23 is £14 million from original budget £53.72 million the remaining amount has been moved to future years due to slippage on the programme.

Provisional programme (Appendix 5)

7.5 Expenditure on the provisional programme is expected to be £295,000, against the revised estimate of £43.73 million, representing a variance of £43.43 million. These projects are still at feasibility stage and will be subject to Executive approval of a business case before they are transferred to the approved capital programme. It is only once the business case is approved that the capital works can begin. Monitoring the progress of these projects is key to identifying project timescales. The re-profiling of schemes has resulted in a lower level of expenditure than planned in 2022-23.

7.6 A number of projects, that were also anticipated to start in 2022-23 have been re-profiled into future years including:

- P12(p) – Strategic Property Acquisitions (£28.3 million)
- North Street/ Bus Station relocation (£1 million)
- North Downs Housing (£5.5 million)
- Guildford Borough Council Holdings Ltd (£3.7 million)
- Vehicles, Plant and Equipment Replacement Programme (£2.5 million)

S106 (Appendix 6)

- 7.7 Capital schemes funded from s106 developer contributions are expected to total £285,000. Developer contributions are time limited and if they are not used within the timescales to fund a capital project then they will need to be repaid to the developer. As a result, it is important that the Council closely monitors the S106 funds it has and puts plans in place to spend the contributions within the required timescales.

Reserves (Appendix 7)

- 7.8 Some capital schemes are funded from the Council's specific reserves. The outturn is anticipated to be £1.279 million. The main projects are:
- expenditure on car parks £636,000.
 - ICT renewals and infrastructure improvements £500,000

Capital resources (Appendix 8)

- 7.9 When the Council approved the budget in February 2022, the estimated underlying need to borrow for 2022-23 was £104.28 million. The current estimated underlying need to borrow is £16.285 million. The reduction is due to slippage in the programme where schemes have been re-profiled into future years.

Housing Investment Programme Approval Capital (Appendix 9)

- 7.10 The HRA approved capital programme is expected to outturn at £32.869 million against a revised estimate of £53.519 million. Several projects are in progress. These include:
- Guildford Park – (£1.89 million) this scheme is awaiting decision regarding progression of works and submission of a new planning application for approval. The complete budget for this scheme has been moved to the HRA capital programme, a significant amount of the cost of this project is still on the provisional capital programme awaiting final business case approval. The status of the project is currently Amber on the MPPB monitoring report due to budget risks.
 - Foxburrows Redevelopment – (£9.59 million) reprofiled to 2023-24 awaiting decision on progression of scheme.
 - Various small site projects – (£387,000) there is slippage on these projects. (£11.2 million has been reprofiled to future years)
 - Acquisitions of Land and Buildings – (£4.682 million) spend is dependent on availability of sites, we are currently actively purchasing suitable properties to mitigate slippage on building projects.
 - Major Repairs & Improvements – (£25.45 million) outturn is expected to be on budget as works delayed due to COVID can now be progressed.

The Guildford Park, Bright Hill and various small site new build projects and acquisition of land and buildings into the HRA is partially funded by receipts generated through Right to Buy (RTB) Sales of Council Houses. With the recent changes on Right to Buy Pooling, the Council now has 5 years in which it can spend RTB receipts and can fund 40% of the cost of replacement housing from the RTB receipts. Should the Council not spend enough money on its Housing Investment Programme in order to utilise its RTB receipts within the timescales then they will need to be repaid to government with interest at base rate plus 4%. The RTB schedule below details:

- the amount of expenditure required to avoid repayment, based on actual spend to date and assumption of 20 RTB sales per year, and
- A forecast of expenditure to be incurred as detailed on the approved housing capital programme.

Based on this scenario there is no current risk of repayment, however, should the capital programme be subject to delay and slippage, this risk will increase. It is noted that the status of two of the bigger projects, Guildford Park and Bright Hill are currently amber and amber-red on the MPPB monitoring report (Appendix 12).

Reconciliation of Spend to RTB	2022-23 £000	2023-24 £000	2024-25 £000	2025-26 £000	2026-27 £000	2027-28 £000
Value of receipts that will need surrendering if no further spend	0	0	0	8	3,680	3,211
HIP Expenditure required to avoid RTB repayments	0	0	0	20	9,200	8,028
Forecast HIP Expenditure from the Approved Capital program	3,532	19,216	7,847	400	0	0
Cumulative Expenditure forecast	7,419	26,635	34,482	34,882	34,882	34,882
Forecast additional receipts that will be used (c x 40%)	1,413	7,686	3,139	160	0	0
Cumulative additional receipts that will be used ((cumulative e	1,413	9,099	12,238	12,390	8,710	5,499
Revised value of receipts that might need to be surrendered			0	0	0	0

Housing Investment Programme Provisional Capital (Appendix 10)

7.11 The provisional programme revised estimate is £7.28 million with expenditure anticipated this financial year of £75,000. The reprofiling of schemes will result in a lower level of expenditure in 2022-23.

- Bright Hill & Redevelopment Bids – (£7.18 million) - reprofiled to future years. Project is currently rated Amber-Red on the MPPB monitoring report.

The projects above are partially funded by RTB receipts, there is a significant risk that repayment of RTB receipts will be necessary in future years if project delivery falls significantly behind schedule.

Housing Revenue Account Resources (Appendix 11)

7.12 Appendix 11 shows how the HRA capital programme is financed and the projected balances on reserves at the end of the financial year.

Summary of Housing Revenue Account Capital Expenditure and Financing (Appendix 12)

- 7.13 The summary shows the overall expenditure and financing of the Housing Investment Programme and the Overall HRA Capital programme for the current financial year and how the projected expenditure on the Housing Investment Programme relates to what is required to be spent as per the RTB model to avoid repayment of RTB receipts.

8 Consultations

- 8.1 The finance specialists prepare the budget monitoring in consultation with the relevant service managers.

9 Equality and Diversity Implications

- 9.1 There are no direct equality and diversity implications as a result of this report. Each service manager will consider these issues when providing their services and monitoring their budgets.

10 Financial Implications

- 10.1 The financial implications are contained throughout the report.

11 Legal Implications

- 11.1 The Local Government Act 1972, Section 151 states that each local authority has a statutory duty to make arrangements for the proper administration of their financial affairs. In addition, the Accounts and Audit Regulations 2015 impose an explicit duty on the Council to ensure that financial management is adequate and effective and that they have a sound system of internal control, including arrangements for the management of risk.
- 11.2 Proper administration is not statutorily defined; however, there is guidance, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) on the responsibilities of the Chief Finance Officer (CFO). This states that local authorities have a corporate responsibility to operate within available resources and the CFO should support the effective governance of the authority through development of corporate governance arrangements, risk management and reporting framework. Regular monitoring of the Council's actual expenditure to budget and forecasting of the expenditure for the full year is part of the proper administration and governance of the Council.
- 11.3 There are no further direct legal implications because of this report.

12 Human Resource Implications

- 12.1 There are no human resource implications arising from this report.

13 Summary of Options

- 13.1 This report outlines the anticipated outturn position for the 2022-23 financial year based on latest assumptions and actual data. There are no specific recommendations and therefore no options to consider.

14 Conclusions

- 14.1 The report summarises the financial monitoring position to date for the 2022-23 financial year.
- 14.2 There is currently a total net adverse variance from budget of £3.2million on the general fund revenue account. However, with the potential of further increases in utility prices and other inflationary pressure this position could change.
- 14.3 The surplus on the Housing Revenue Account will enable a transfer of £7.1 million to the new build reserve and £2.5 million to the reserve for future capital at year-end.
- 14.4 Actual expenditure incurred on our general fund capital programme for the period has been comparatively low against the programme envisaged at the 1 April 2022. Officers are making progress against significant capital projects on the approved programme as outlined in section 7. The Council expects to spend £38.78 million on its capital schemes by the end of the financial year.
- 14.5 It is anticipated that the Council's underlying need to borrow to finance the capital programme will be £16.285 million by 31 March 2023. The Council has complied with Prudential Indicators during the period.
- 14.6 Currently the Council has £119 million of investment under the Treasury Management Strategy, and £257 million borrowing.

15 Background Papers

None

16 Appendices

Appendix 1: General Fund Revenue Account Summary
Appendix 1a: General Fund Establishment (staff salaries) variance to budget
Appendix 1b: General Fund Non staff expenditure: variance to budget
Appendix 2: Removed – information included in the report
Appendix 3: Housing Revenue Account summary

Agenda item number: 11

- Appendix 4: Approved capital programme
- Appendix 5: Provisional capital programme
- Appendix 6: Schemes funded from S106
- Appendix 7: Capital reserves
- Appendix 8: Capital resources
- Appendix 9: Housing Revenue Account approved capital programme
- Appendix 10: Housing Revenue Account provisional capital programme
- Appendix 11: Housing Revenue Account resources
- Appendix 12: Summary of HRA Capital Expenditure and Financing
- Appendix 13: Schedule of Loans
- Appendix 14: Schedule of Investments

Guildford Borough Council

Appendix 1 - General Fund Revenue Budget Summary 2022/23

	Approved Budget 2022-23 £	Projected Outturn 2022-23 £	Change £
Directorates - Net Expenditure	11,105,079	14,981,027	3,875,947
Corporate financing:			
Interest earned from treasury management	(1,001,520)	(1,875,000)	(873,480)
HRA share of interest earned	53,930	877,581	823,651
Interest paid on external borrowing	450,430	455,522	5,092
Minimum Revenue Provision (Loan principal repayment)	1,545,213	1,550,272	5,059
Revenue funding of capital schemes: Car Park maintenance	508,000	736,000	228,000
Revenue funding of capital schemes: IT Renewals	500,000	500,000	0
	2,056,053	2,244,375	188,322
Transfers to and from reserves:			
Budget Pressures reserve	0	(25,000)	(25,000)
Annual contribution to Car Parks maintenance reserve	175,000	175,000	0
Car Park reserve drawdown of revenue funding of capital schemes	(508,000)	(736,000)	(228,000)
Election Costs reserve	62,500	62,500	0
IT Renewals reserve drawdown of revenue funding of capital schemes	(500,000)	(500,000)	0
Annual contribution to IT Renewals reserve	1,043,000	543,000	(500,000)
Invest to Save reserve	433,086	433,086	0
New Homes Bonus reserve	766,155	766,155	0
On Street Parking reserve	0	1,874	1,874
Spectrum reserve: annual contribution to reserve	196,472	196,472	0
Carry Forward Items	0	(104,686)	(104,686)
Other reserves	222,700	222,700	0
	1,890,913	1,035,101	(855,812)
Central Government funding:			
Retained Business Rates	(2,928,871)	(2,928,871)	0
Other grants	(333,250)	(333,250)	0
New Homes Bonus	(766,155)	(766,155)	0
New Burdens grant	0	(55,795)	(55,795)
	(4,028,276)	(4,084,071)	(55,795)
Net Budget to be funded from Council Tax	11,023,769	14,176,432	3,152,662

Projected overspend: 3,152,662

General Fund Revenue Budget

Appendix 1a

Establishment (staff salaries)

Variance to budget

Strategy	(5,027)
Resources Caseworker	(12,139)
Civic Expenses	(79,340)
Careline/Telecare	(71,456)
Play Development	(43,989)
Engineering And Transportation Services	(30,290)
ICT Technical & Infrastructure	(29,461)
Community Meals Service	(26,745)
Youth and Community Centres	(24,640)
Information Governance Service	(21,640)
Business	(19,060)
Policy	(16,610)
Community Development	(16,060)
Procurement Services	(15,843)
Environmental Control	10,419
Variances less than £10,000 (87 in number)	127,824
Local Land Charges	11,230
Customer Service Centre	12,280
Councillor Services	14,223
Public Relations & Marketing	19,340
Care And Repair (Detr)	19,388
Legal Services	19,680
Finance Specialists	19,953
Car Parks - Administration	20,900
Woking Road Depot	22,125
Fleet Workshops	23,680
Woking Road Depot Stores	24,360
Community Hubs	24,490
Guildhall	25,147
Museum	30,544
Street Cleansing	31,650
Affordable Housing Development	32,854
Guildford On-Street	39,290
Handyperson Service	61,367
Building Maintenance	64,033
Private Sector Housing Standard	64,200
Asset Management	81,588
Corporate Services	92,836
Garden Waste - Domestic	106,250
Building Control - Fee	128,630
ICT Development	201,708
Refuse - Domestic	277,310
Total establishment	<u>1,194,999</u>

Note: figures showing as a minus sign () indicates a favourable change

General Fund Revenue Budget**Appendix 1b**

Non staff expenditure: forecast variances against budget	£
Community Grant Scheme	(170,980)
Variances against budget individually less than £10k	(81,287)
Tourism	(79,910)
Climate Change Strategy	(69,889)
Street Cleansing	(62,280)
Electoral Registration	(43,199)
Spectrum Park & Ride	(40,000)
Land Drainage	(30,970)
Play Development	(29,530)
Millmead House	(28,511)
Car Parks - Administration	(25,000)
Investment Property	(22,862)
Civic Expenses	(20,460)
Resources Caseworker	(20,425)
COVID-19	(19,915)
Councillor Services	(18,810)
Business Forum	(18,140)
Public Relations & Marketing	(17,030)
Public Conveniences	(14,040)
Economic Development	(13,338)
Public Health	(12,553)
Pest Control	(10,650)
About Guildford	(10,000)
Handyperson Service	(10,000)
Business	10,190
Civil Emergencies	10,225
Other Property Admin	10,765
Reprographics	12,818
Elections	15,282
G Live	17,670
Events	25,260
Development Control - Fee Earn	26,000
Asset Management	26,232
Crowd Funding Platform	30,000
Refuse - Trade	40,000
Licensing Services	41,362
SPA Sites	53,353
Guildford CAB	66,580
Treasury Management Admin	70,570
Refugee Support	140,467
Refuse - Domestic	144,900
Corporate Services	146,850
Building Maintenance	452,716
Total: Non staff related variances	<u>471,462</u>

Note: figures showing as a minus sign () indicates a favourable change

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2020-21 Actual £	2021-22 Actual £	Analysis	2022-23 Appendix 3 Estimate £	2022-23 Projection £	2023-24 Estimate £
		Borough Housing Services			
727,467	574,282	Income Collection	661,144	661,144	677,841
1,158,150	1,440,296	Tenants Services	1,321,575	1,361,575	2,390,850
125,133	92,308	Tenant Participation	167,560	167,560	171,820
98,978	82,931	Garage Management	103,626	103,626	104,797
20,474	18,987	Elderly Persons Dwellings	48,243	49,243	48,921
354,387	208,355	Flats Communal Services	490,269	496,269	502,274
452,607	405,736	Environmental Works to Estates	454,677	454,677	457,768
6,000,709	5,673,874	Responsive & Planned Maintenance	6,304,026	6,500,000	6,684,239
107,084	145,593	SOCH & Equity Share Administration	166,571	166,571	170,376
9,044,988	8,642,362		9,717,692	9,960,666	11,208,886
		Strategic Housing Services			
459,797	676,747	Advice, Registers & Tenant Selection	746,257	746,257	765,223
187,927	164,444	Void Property Management & Lettings	245,019	245,019	250,661
(61,131)	5,120	Homelessness Hostels	5,252	5,252	5,383
167,083	186,518	Supported Housing Management	167,927	167,927	172,513
484,040	353,576	Strategic Support to the HRA	982,106	982,106	625,443
1,237,716	1,386,405		2,146,560	2,146,560	1,819,223
		Community Services			
828,759	873,238	Sheltered Housing	829,236	1,381,236	852,211
0	0	Other Items	0	0	0
5,686,291	5,864,693	Depreciation	5,525,000	5,525,000	5,864,700
(174,584)	(1,174,479)	Revaluation	0	0	0
95,804	163,085	Other capital items	0	0	0
217,061	227,460	Debt Management	150,000	150,000	158,711
5,985	1,016,671	Other Items	411,048	411,048	419,597
16,942,018	16,999,435	Total Expenditure	18,779,536	19,574,510	20,679,859
(32,295,620)	(32,907,980)	Income	(34,999,509)	(34,999,509)	(36,654,316)
(15,353,601)	(15,908,544)	Net Cost of Services(per inc & exp a/c)	(16,219,973)	(15,424,999)	(15,974,457)
284,690	297,990	HRA share of CDC	1,275,453	1,275,453	1,437,930
(15,068,911)	(15,610,554)	Net Cost of HRA Services	(14,944,520)	(14,149,546)	(14,536,527)
(11,546)	(105,900)	Investment Income	(53,930)	(200,000)	(1,593,180)
4,902,208	4,879,544	Interest Payable	5,052,225	4,767,723	4,751,225
(10,178,248)	(10,836,911)	Deficit for Year on HRA Services	(9,946,225)	(9,581,823)	(11,378,482)
0	0	REFCUS - Revenue funded from capital	75,000	75,000	75,000
2,500,000	2,500,000	Contrib to/(Use of) RFFC	2,500,000	2,500,000	2,500,000
8,088,687	7,839,606	Contrib to/(Use of) New Build Reserve	7,371,225	7,006,823	8,803,482
(473,168)	(510,826)	Tfr (fr) to Pensions Reserve	0	0	0
0	0	Tfr (from)/to CAA re: Voluntary Revenue Provision	0	0	0
143,347	1,147,655	Tfr (from)/to CAA re: Revaluation	0	0	0
(64,567)	(136,260)	Tfr (from)/to CAA re: REFUCS	0	0	0
0	0	Tfr (from)/to CAA re: Intangible assets	0	0	0
(16,050)	(3,263)	Tfr (from)/to CAA re: rev. inc. from sale of asset	0	0	0
0	0	HRA Balance	(0)	0	(0)
(2,500,000)	(2,500,000)	Balance Brought Forward	(2,500,000)	(2,500,000)	(2,500,000)
(2,500,000)	(2,500,000)	Balance Carried Forward	(2,500,000)	(2,500,000)	(2,500,000)

2020-21 Actual £	2021-22 Actual £	Analysis	2022-23 Estimate £	2022-23 Projection £	2023-24 Estimate £
		Borough Housing Services			
(30,507,420)	(30,507,420)	Rent Income - Dwellings	(31,607,818)	(31,607,818)	(33,054,290)
(212,100)	(67,576)	Rent Income - Rosebery Hsg Assoc	(68,759)	(68,759)	(73,324)
(322,533)	(465,543)	Rents - Shops, Buildings etc	(473,690)	(473,690)	(505,138)
(785,571)	(745,713)	Rents - Garages	(758,762)	(758,762)	(793,388)
(31,827,625)	(31,786,252)	Total Rent Income	(32,909,029)	(32,909,029)	(34,426,140)
(144,180)	(206,660)	Supporting People Grant	(210,276)	(210,276)	(224,237)
(1,136,108)	(1,128,443)	Service Charges	(1,148,191)	(1,148,191)	(1,224,421)
(28,840)	46	Legal Fees Recovered	47	47	50
(58,769)	(258,136)	Service Charges Recovered	(262,653)	(262,653)	(280,091)
(537,015)	(461,333)	Miscellaneous Income	(469,407)	(469,407)	(499,478)
(33,732,537)	(33,840,778)	Total Income	(34,999,509)	(34,999,509)	(36,654,316)

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GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2022-23 to 2027-28

Ref	Directorate/Service and Capital Scheme name	Approved gross estimate (a) £000	Cumulative spend at 31-03-22 (b) £000	2022-23				2023-24 Est for year (ii) £000	2024-25 Est for year (iii) £000	2025-26 Est for year (iv) £000	2026-27 Est for year (v) £000	2027-28 Est for year (v) £000	Future years est exp (g) £000	Projected expenditure total (b)+(f)+(g) = (h) £000	Grants / Contributions towards cost of scheme (i) £000	Funded from Reserves (j)	Net cost of scheme (h)-(i)-(j) = (k) £000
				Estimate approved by Council in February (c) £000	Revised estimate (d) £000	Expenditure at 31.01.2023 (e) £000	Projected exp est by project officer (f) £000										
APPROVED SCHEMES																	
COMMUNITY DIRECTORATE																	
General Fund Housing																	
	Disabled Facilities Grants		annual	605	605	425	605	605	-	-	-	1,210	1,815	(806)	-	1,009	
	Better Care Fund		annual	-	-	225	-	-	-	-	-	-	-	-	-	-	
	Home Improvement Assistance		annual	-	-	19	-	-	-	-	-	-	-	-	-	-	
	Solar Energy Loans		annual	-	-	-	-	-	-	-	-	-	-	-	-	-	
	BCF TESH Project		annual	-	-	-	-	-	-	-	-	-	-	-	-	-	
	BCF Prevention grant		annual	-	-	6	-	-	-	-	-	-	-	-	-	-	
	SHIP		annual	-	-	-	-	-	-	-	-	-	-	-	-	-	
	General Grants to HAs		annual	100	100	-	-	100	100	-	-	200	200	-	-	200	
	Asset Management		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ED14(e)	Void investment property refurbishment works	570	503	-	55	-	55	-	-	-	-	-	570	-	-	570	
ED15	1 Midleton void works(complete)				9	-	9	-	-	-	-	-	-	-	-	-	
	C4 41 Moorfield Road Slyfield void works(complete)			10	3	3	3	-	-	-	-	-	-	-	-	-	
ED14	10 Midleton void works(complete)	230	222	-	8	-	8	-	-	-	-	-	230	(100)	-	130	
ED21	Methane gas monitoring system	100	48	51	52	-	-	52	-	-	-	52	100	-	-	100	
ED22	Energy efficiency compliance - Council owned properties	245	82	163	163	19	30	133	-	-	-	133	245	-	-	245	
ED26	Bridges -Inspections and remedial works	317	203	90	114	31	50	64	-	-	-	64	317	-	-	317	
ED41	The Billings roof	200	192	-	8	4	8	-	-	-	-	-	200	-	-	200	
ED53	Tyting Farm Land-removal of barns and concrete hardstanding	200	143	57	57	-	-	57	-	-	-	57	200	-	-	200	
	COMMUNITY DIRECTORATE TOTAL	1,862	1,394	1,076	1,173	733	767	1,011	705	0	0	0	1,716	3,878	(906)	2,972	
ENVIRONMENT DIRECTORATE																	
Operational Services																	
OP1/OP	Flood resilience measures (use in conjunction with grant	445	324	121	121	-	0	121	-	-	-	-	121	445	-	-	445
OP5	Mill Lane (Pirbright) Flood Protection Scheme(no longer reqd)	71	55	16	16	-	-	-	-	-	-	-	55	(19)	-	36	
OP6	Vehicles, Plant & Equipment Replacement Programme	10,665	10,395	-	270	99	121	149	-	-	-	-	149	10,665	(26)	10,639	
OP26	Marrow lane grille & headwall construction	60	3	57	57	-	10	47	-	-	-	47	60	-	-	60	
OP28	Crown court CCTV	10	-	10	10	-	10	-	-	-	-	10	10	-	-	10	
OP22	Town Centre CCTV upgrade	250	-	250	250	-	125	125	-	-	-	125	250	-	-	250	
OP24	Yorkies Bridge Lighting	20	-	20	20	12	20	-	-	-	-	-	20	-	-	20	
	Parks and Leisure																
PL20(c)	Redevelopment of Westborough and Park barn play area	320	-	320	320	-	-	320	-	-	-	-	320	320	-	-	320
PL34	Stoke cemetery re-tarmac	122	-	122	122	58	122	-	-	-	-	-	122	-	-	122	
PL57	Parks and Countryside - repairs and renewal of paths,roads	355	256	97	99	71	99	-	-	-	-	-	355	-	-	355	
PL58	Shalford Common - regularising car parking/reduction of	121	29	30	32	7	7	85	-	-	-	-	85	121	-	121	
PL60	Traveller encampments	53	-	28	53	-	-	53	-	-	-	-	53	-	-	53	
PL60	Traveller transit site provision	127	-	127	127	-	127	-	-	-	-	-	127	-	-	127	
	Works to Weir		418	-	-	-	-	-	-	-	-	-	418	-	-	418	
PL61	Stoke Park Paddling Pool	170	-	170	170	168	170	-	-	-	-	-	170	-	-	170	
PL62	Lido - Drainage Works	2,100	2	-	2,098	501	1,845	200	53	-	-	-	253	2,100	(1,500)	600	
	ENVIRONMENT TOTAL DIRECTORATE	14,889	11,482	1,368	3,765	916	2,656	1,100	53	-	-	-	1,153	15,291	(45)	(1,500)	13,746
Financial Services																	
FS1	Capital contingency fund	annual	-	2,000	1,340	-	1,340	2,000	2,000	2,000	2,000	2,000	10,000	11,340	-	-	11,340
	RESOURCES DIRECTORATE TOTAL	0	0	2,000	1,340	0	1,340	2,000	2,000	2,000	2,000	2,000	10,000	11,340	0	(1,500)	11,340
DEVELOPMENT/INCOME GENERATING/COST REDUCTION PROJECTS																	
Development / Infrastructure																	
ED54	Rodboro Buildings - electric theatre through road and parking	416	36	370	369	3	1	379	-	-	-	-	379	416	-	-	416
P5	Walnut Bridge replacement	5,098	4,567	500	530	820	530	-	-	-	-	-	5,098	(2,456)	(950)	1,691	
	SMC(West) Phase 1	1,967	1,785	200	182	21	182	-	-	-	-	-	1,967	(914)	-	1,053	
P22	Ash Bridge Land acquisition	145	145	-	0	185	0	-	-	-	-	-	145	-	-	145	
P21	Ash Road Bridge	33,745	6,349	14,393	18,983	1,978	5,088	22,308	-	-	-	-	22,308	33,745	(30,400)	3,345	
P21	Ash Road Footbridge	500	58	255	406	119	406	36	-	-	-	-	500	-	-	500	
	Broadband for Surrey Hills (B4SH)	60	3	-	60	44	60	-	-	-	-	-	-	-	-	-	
P11	Guildford West (PB) station	500	-	500	500	-	-	-	250	250	-	-	500	-	-	500	
	Ripley Village Hall	600	-	600	600	600	600	-	-	-	-	-	-	-	-	-	
	Development Financial																
	Investment in North Downs Housing (60%)	15,180	13,717	1,073	1,463	1,463	1,463	-	-	-	-	-	15,180	-	-	15,180	
	Equity shares in Guildford Holdings Ltd (40%)	10,120	9,154	710	966	966	966	-	-	-	-	-	10,120	-	-	10,120	
ED49	Middleton Ind Est Redevelopment	14,907	9,310	5,557	5,597	2,692	5,222	300	75	-	-	375	14,907	-	-	14,907	
P12	Property acquisitions	33,520	8,767	24,992	24,753	104	800	23,953	-	-	-	-	33,520	-	-	33,520	
PL9	Rebuild Crematorium	11,036	10,927	-	109	6	109	-	-	-	-	-	11,036	-	-	11,036	
ED27	North Street Development / Guild Town Centre regeneration	1,627	1,473	150	154	98	154	-	-	-	-	-	1,627	(250)	-	1,377	
P22	Shaping Guildford Future (SGF)	4,170	-	1,530	2,630	5	1,530	2,640	-	-	-	2,640	4,170	-	-	4,170	
ED32	Internal Estate Road - CLLR Phase 1	11,139	10,946	-	193	-	193	-	-	-	-	-	11,139	(5,107)	-	6,032	
ED6	WUV (Weyside Urban Village)	170,506	21,444	52,730	53,725	6,129	14,000	115,223	-	-	-	-	170,706	(24,431)	-	146,275	
ED6	WUV - Allotment relocation	200	2,641	-	-	501	-	-	-	-	-	-	-	-	-	-	
ED6	WUV - Int roads, Site clearance	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
ED6	WUV - New GBC Depot	2,480	1,628	-	852	772	852	-	-	-	-	-	2,480	-	-	2,480	
ED6	WUV - Thames Water relocation	-	16,307	-	-	4,016	-	-	-	-	-	-	-	-	-	-	
ED6	WUV - Land Purchase	-	1,091	-	-	-	-	-	-	-	-	-	-	-	-	-	
	DEVELOPMENT/INCOME GENERATING/COST REDUCTION	317,916	120,348	102,960	112,073	20,521	32,157	164,839	325	250	0	0	165,414	317,256	-63,558	-950	252,747
	APPROVED SCHEMES TOTAL	334,667	133,224	107,404	118,351	22,171	36,920	168,950	3,083	2,250	2,000	2,000	178,283	347,764	-64,509	-2,450	280,805

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GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2022-23 to 2027-28																				
Ref	Directorate / Service Units Capital Schemes	Gross estimate approved by Executive	Cumulative spend at 31-03-22	2022-23		Revised estimate	Expenditure at 31.01.2023	Projected exp est by project officer	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	Future years estimated expenditure	Projected expenditure total	Grants or Contributions towards cost of scheme	Net total cost of scheme to the Council
				Est for year	Est for year				Est for year	Est for year	Est for year	Est for year	Est for year							
				(i)	(ii)				(iii)	(iv)	(v)	(vi)	(vii)							
(a)	(b)	(c)	(e)	(f)	(g)	(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(h)	(b)+(g)+(h)-(i)	(j)	(i) - (j) = (k)	
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
PROVISIONAL SCHEMES (schemes approved in principle; further report to the Executive required)																				
COMMUNITY DIRECTORATE																				
Asset Management																				
ED21(P)	Methane gas monitoring system	150	-	-	-	-	-	150	-	-	-	-	-	-	-	150	150	-	150	
ED22(P)	Energy efficiency compliance - Council owned properties &	3,218	-	1,268	1,268	-	-	2,718	500	-	-	-	-	-	-	3,218	3,218	-	3,218	
ED26(P)	Bridges	370	-	370	370	-	-	370	-	-	-	-	-	-	-	370	370	-	370	
ED48(p)	Westfield/Moorfield rd resurfacing	3,152	-	-	-	-	-	-	-	3,152	-	-	-	-	-	3,152	3,152	-	3,152	
ED56(p)	Land to the rear of 39-42 Castle Street	10	-	10	10	-	10	-	-	-	-	-	-	-	-	-	10	-	10	
Office Services																				
BS3(p)	Millmead House - M&E plant renewal	33	-	33	33	-	-	-	-	-	-	-	-	-	-	-	33	-	33	
COMMUNITY DIRECTORATE TOTAL		6,933	-	1,681	1,681	-	43	3,238	500	3,152	-	-	-	-	-	6,890	6,933	-	6,933	
ENVIRONMENT DIRECTORATE																				
Operational Services																				
OP6(P)	Vehicles, Plant & Equipment Replacement Programme	24,000	-	3,280	2,500	-	-	2,900	2,500	5,000	3,000	6,500	1,500	2,000	600	24,000	24,000	-	24,000	
OP21(P)	Surface water management plan	200	-	-	-	-	-	200	-	-	-	-	-	-	-	200	200	-	200	
OP22(p)	YMCA Lighting	24	-	24	24	-	24	-	-	-	-	-	-	-	-	-	24	-	24	
OP23(p)	Millmead House Lifts	200	-	200	200	-	200	-	-	-	-	-	-	-	-	-	200	-	200	
Parks and Leisure																				
PL18(P)	Refurbishment / rebuild Sutherland Memorial Park Pavilion	150	-	-	-	-	-	-	150	-	-	-	-	-	-	150	150	-	150	
PL45(p)	Stoke Pk gardens water feature refurb	40	-	40	40	-	40	-	-	-	-	-	-	-	-	40	40	(29)	11	
PL57(p)	Parks and Countryside - repairs and renewal of paths,roads and	1,382	-	382	382	-	-	250	250	250	250	382	-	-	-	1,382	1,382	-	1,382	
PL59(p)	Millmead fish pass	60	-	60	60	-	-	60	-	-	-	-	-	-	-	60	60	-	60	
PL61(p)	Albury Closed Burial Ground(no longer reqd)	60	-	57	57	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
PL62(p)	Chilworth Gunpowder Mills	180	-	175	175	-	10	165	5	-	-	-	-	-	-	170	180	-	180	
PL63(p)	Memorial Wall	100	-	100	100	-	-	-	100	-	-	-	-	-	-	100	100	-	100	
PL34(p)	Stoke cemetery re-tarmac	18	-	18	18	-	18	-	-	-	-	-	-	-	-	-	18	-	18	
ENVIRONMENT DIRECTORATE TOTAL		26,414	-	4,336	3,556	-	252	3,615	2,905	5,350	3,250	6,882	1,500	2,000	600	26,102	26,354	(29)	26,325	
DEVELOPMENT/INCOME GENERATING/COST REDUCTION PROJECTS																				
Development / Infrastructure																				
	Investment in North Downs Housing	30,100	-	5,518	5,518	-	-	5,518	12,539	-	-	-	-	-	-	18,057	18,057	-	18,057	
	Equity shares in Guildford Holdings Ltd	-	-	3,683	3,683	-	-	3,683	8,360	-	-	-	-	-	-	12,043	12,043	-	12,043	
P10(p)	Sustainable Movement Corridor	150	-	-	-	-	-	150	-	-	-	-	-	-	-	150	150	-	150	
P11(p)	Guildford West (PB) station	1,000	-	1,000	1,000	-	-	-	1,000	-	-	-	-	-	-	1,000	1,000	-	1,000	
P17(p)	Bus station relocation	500	-	-	-	-	-	500	-	0	-	-	-	-	-	500	500	-	500	
P21(p)	Ash Road Footbridge	4,521	-	-	-	-	-	183	4,288	50	0	-	-	-	-	4,521	4,521	-	4,521	
Development Financial																				
ED16(P)	WUV (Weyside Urban Village)	150,622	-	-	-	-	-	1,522	28,697	34,881	24,342	22,271	14,910	17,909	-	144,532	144,532	(13,704)	130,828	
ED38(P)	North Street development	1,350	-	-	-	-	-	150	50	50	50	50	950	-	-	1,350	1,350	-	1,350	
P12(p)	Property acquisitions	38,292	-	28,292	28,292	-	-	28,292	10,000	-	-	-	-	-	-	38,292	38,292	-	38,292	
DEVELOPMENT/INCOME GENERATING/COST REDUCTION PROJECTS TOTAL		226,535	-	38,493	38,493	-	-	39,348	64,584	35,981	24,392	22,321	14,960	18,859	-	220,445	220,445	(13,704)	206,741	
PROVISIONAL SCHEMES - GRAND TOTALS		259,882	-	44,510	43,730	-	295	46,201	67,989	44,483	27,642	29,203	16,460	20,859	600	253,437	253,732	(13,733)	239,999	

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GENERAL FUND CAPITAL PROGRAMME - S106 ESTIMATED EXPENDITURE 2022-23 to 2027-28

Ref	Service Units / Capital Schemes	Approved gross estimate	Cumulative spend at 31-03-22	2021-22 Estimate approved by Council in February	Revised estimate	Expenditure at 31.01.2023	Projected expenditure by project officer	2023-24 Est for year	2024-25 Est for year	2025-26 Est for year	2026-27 Est for year	2027-28 Est for year	Future years est exp	Projected expenditure total	Grants / Contributions towards cost of scheme	Net cost of scheme
		(a)	(b)	(c)	(d)	(e)	(f)	(i)	(ii)	(iii)	(iv)	(v)	(g)	(b)+(f)+(g) = (h)	(i)	(h)-(i)
		£000	£000	£000		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
	APPROVED SCHEMES (fully funded from S106 contributions)															
	ENVIRONMENT DIRECTORATE															
	Operational Services															
	Parks and Leisure															
S-PL36	Gunpowder mills - signage, access and woodland imp	36	22	9	14	-	0	14	-	-	-	-	14	36	(36)	
S-PL38	Chantry Wood Campsite	36		36	36	-	-	36	-	-	-	-	36	36	(36)	
S-PL51	Foxenden Quarry	101	13		87	29	28	59					59	100	(100)	
S-PL48	Boardwalk Heathfield Nature Reserve	13		13	13	-	-	13					13	13	(13)	
S-PL49	Waterside Playarea Muti Unit(complete)	30	28		2	2	2	-					-	30	(30)	
S-PL50	Albury Playground Equip (PC)	23	17		5	-	5	-					-	23	(23)	
S-PL53	Pirbright (PC) Drainage Works/Playground surfacing	10	11		-	0	0							11	(11)	
S-PL51	West Horsley PC - Litterbins				1	1	1							1	(1)	
S-PL52	Kings College Sports Facilities	226			226	226	226							226	(226)	
S-PL53	SMP Tennis Fencing	22			22		22							22	(22)	
S-PL54	Shalford park Trim Trail	12			12			12					12	12	(12)	
	ENVIRONMENT DIRECTORATE TOTAL	509	91	58	419	259	285	134	-	-	-	-	134	510	(510)	-
	APPROVED S106 SCHEMES TOTAL	509	91	58	419	259	285	134	-	-	-	-	134	510	(510)	-

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GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES: ESTIMATED EXPENDITUR

Item No.	Projects & Sources of Funding	Approved gross estimate	Cumulative spend at 31-03-22	2022-23		Expenditure at 31.01.2023	Projected exp est by project officer	2023-24 Est for year	2024-25 Est for year	2025-26 Est for year	2026-27 Est for year	2027-28 Est for year	Future years est exp	Projected expenditure total
				Estimate approved by Council in February	Revised estimate									
		(a)	(b)	(c)		(e)	(f)	(i)	(ii)	(iii)	(iv)	(v)	(g)	(b)+(f)+(g) = (h)
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
	COMMUNITY DIRECTORATE													
	ENERGY PROJECTS per SALIX RESERVE:(PR220)			-		-	-	-					-	-
R-EN12	LED lighting	44		-	44	-	44	-	-	-	-	-	-	44
R-EN14	MILLMEAD HOUSE & FARNHAM ROAD CP - PV	192	155		38	4	38	-					-	192
R-EN15	FARNHAM ROAD CP- PV													
	ENERGY PROJECTS per GBC INVEST TO SAVE RESERVE: GBC 'Invest to Save' energy projects (to be repaid in line with savings)			-	-	-	-	-					-	-
R-EN14	SMP - air source heat pump	28	1	-	27	-	27	-	-	-	-	-	-	28
	ENERGY RESERVES TOTAL	264	155	-	109	4	109	-	-	-	-	-	-	264
	FINANCE DIRECTORATE													
	INFORMATION TECHNOLOGY - IT Renewals Reserve (PR265) : approved annually													
	Hardware / software budget	500		303	303	-	303	440	-	-	-	-	440	743
R-IT1	Hardware	annual	annual	-	-	35	-	-	-	-	-	-	-	-
R-IT2	Software	annual	annual	-	-	488	-	-	-	-	-	-	-	-
	ICT Refresh Phase 2			197	197	15	197	60	-	-	-	-	60	257
R-IT3	IDOX Acolaid to Uniform	275		-	275	-	-	275	-	-	-	-	275	275
R-IT4	LCTS alternative	56		-	56	-	0	56	-	-	-	-	56	56
	IT RENEWALS RESERVE TOTAL	831	-	500	831	538	500	831	-	-	-	-	831	1,331
	ENVIRONMENT DIRECTORATE													
	SPECTRUM RESERVE													
R-S14	Spectrum schemes (to be agreed with Freedom Leisure)	431	168	263	263	-	-	-					-	168
	Spectrum - Retaining Wall	204	170		34	0	34	-					-	204
	Lido - Drainage Works (moved to Main approved)	-	-		-	-	-	-					-	-
	SPECTRUM RESERVE TOTAL	635	338	263	297	0	34	-	-	-	-	-	-	372
	CAR PARKS RESERVE													
R-CP1	Car parks - install/replace pay-on-foot equipment	1,170	240	-	-	-	-	-	930	-	-	-	930	1,170
	Car Parks - Lighting & Electrical improvements:													
R-CP14	Lift replacement (PR000293)	841	716	-	125	-	125	-	-	-	-	-	-	841
R-CP19	Structural works to MSCP	300	50	250	250	-	-	100	-	-	-	-	100	150
R-CP20	MSCP- Deck surface replacement & barriers	652	526	-	126	-	126	-	-	-	-	-	-	652
R-CP21	Additional barriers Farnham Rd	15		15	15	-	15	-	-	-	-	-	-	15
R-CP22	Deck surface replacement (stair cores)Farnham Rd	70		70	70	-	70	-	-	-	-	-	-	70
R-CP23	Deck surface replacement Leapale Rd(complete)	600	603	15	(3)	-	-	-	-	-	-	-	-	603
R-CP25	Structural repairs roof turret timbers Castle St	210		205	205	-	-	200	10	-	-	-	210	210
R-CP26	Car Park Lighting	300		300	300	296	300	-	-	-	-	-	-	300
	CAR PARKS RESERVE TOTAL	4,158	2,135	855	1,088	296	636	300	940	-	-	-	1,240	4,011
	SPA RESERVE :													
	SPA schemes (various)	100	annual	-	151	-	-	151	-	-	-	-	151	151
R-SPA1	Chantry Woods													
R-SPA2	Effingham													
R-SPA3	Lakeside													
R-SPA4	Riverside													
R-SPA5	Parsonage													
	SPA RESERVE TOTAL	100	-	-	151	-	-	151	-	-	-	-	151	151
	GRAND TOTALS	5,988	2,628	1,618	2,476	838	1,279	1,282	940	-	-	-	2,222	6,129

Appendix 7
Agenda item number: 11

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GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

1.0 AVAILABILITY OF RESOURCES - NOTES :

1.1 The following balances have been calculated taking account of estimated expenditure on the approved capital schemes

1.2 The actuals for 2021-22 have not been audited.

1.3 Funding assumptions:

1. All capital expenditure will be funded in the first instance from available capital receipts and the General Fund capital programme reserve.
2. Once the above resources have been exhausted in any given year, the balance of expenditure will be financed from borrowing, both internally and externally, depending upon the Council's financial situation at the time.

1.4 These projections are based on estimated project costs, some of which will be 'firmed up' in due course. Any variations to the estimates and the phasing of expenditure will affect year on year funding projections.

2.0 Capital receipts - Balances (T01001)

Page 19

Balance after funding capital expenditure as at 31 March

	2021-22 Actuals £000	2022-23 Budget £000	2022-23 Est Outturn £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000	2027-28 Estimate £000
Balance as at 1 April	112	0	127	0	0	0	0	0
Add estimated usable receipts in year	984	0	(141)	0	0	21,641	27,117	22,593
Less applied re funding of capital schemes	(969)	0	14	0	0	(21,641)	(27,117)	(22,593)
Balance after funding capital expenditure as at 31 March	127	0	0	0	0	0	0	0

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

during year = outturn (col v, actual = col u)

3.0 Capital expenditure and funding - summary

Estimated capital expenditure

Main programme - approved
Main programme - provisional
s106
Reserves
GF Housing

Total estimated capital expenditure

To be funded by:

Capital receipts (*per 2.above*)
Contributions
R.C.C.O. :
Other reserves

Balance of funding to be met from (i) the Capital Reserve, and (ii) borrowing

Total funding required

	2021-22 Actuals £000	2022-23 Budget £000	2022-23 Est Outturn £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000	2027-28 Estimate £000
	38,096	107,404	36,920	168,950	3,083	2,250	2,000	2,000
	0	44,510	295	46,201	67,989	44,483	27,642	29,203
	72	58	285	134	0	0	0	0
	1,609	1,618	1,279	1,282	940	0	0	0
	0	0	0	0	0	0	0	0
Total estimated capital expenditure	39,777	153,590	38,779	216,567	72,012	46,733	29,642	31,203
To be funded by:								
Capital receipts (<i>per 2.above</i>)	(969)	0	14	0	0	(21,641)	(27,117)	(22,593)
Contributions	(12,936)	(47,472)	(19,629)	(46,499)	(4,589)	(1,020)	0	0
<u>R.C.C.O. :</u>								
Other reserves	(1,609)	(1,838)	(2,879)	(1,231)	(1,160)	(220)	0	0
	0	0	0	0	0	0	0	0
	(15,513)	(49,310)	(22,494)	(47,730)	(5,749)	(22,881)	(27,117)	(22,593)
Balance of funding to be met from (i) the Capital Reserve, and (ii) borrowing	(24,264)	(104,280)	(16,285)	(168,837)	(66,263)	(23,852)	(2,525)	(8,610)
Total funding required	(39,777)	(153,590)	(38,779)	(216,567)	(72,012)	(46,733)	(29,642)	(31,203)

Page 160

4.0 General Fund Capital Schemes Reserve (U01030)

Balance as at 1 April
Add: General Fund Revenue Budget variations
Contribution from revenue

Less: Applied re funding of capital programme

Balance after funding capital expenditure etc.as at 31 March

	2021-22 Actuals £000	2022-23 Budget £000	2022-23 Est Outturn £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000	2027-28 Estimate £000
Balance as at 1 April	0	0	0	0	0	0	0	0
Add: General Fund Revenue Budget variations	0	0	0	0	0	0	0	0
Contribution from revenue	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
Less: Applied re funding of capital programme	0	0	0	0	0	0	0	0
Balance after funding capital expenditure etc.as at 31 March	0	0	0	0	0	0	0	0

Estimated shortfall at year-end to be funded from borrowing

	24,264	104,280	16,285	168,837	66,263	23,852	2,525	8,610
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GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

5.0 Housing capital receipts (pre 2013-14) - estimated availability/usage for Housing, Affordable Housing and Regeneration projects - GBC policy

	2021-22 Actuals £000	2022-23 Budget £000	2022-23 Est Outturn £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000	2027-28 Estimate £000
Balance as at 1 April (T01008)	0	0	0	0	0	0	0	0
Add: Estimated receipts in year	0	0	0	0	0	0	0	0
Less: Applied re Housing (General Fund) capital programme	0	0	0	0	0	0	0	0
Less: Applied re Housing company	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
Less: Applied on regeneration schemes	0	0	0	0	0	0	0	0
Housing receipts - estimated balance in hand at year end	0	0	0	0	0	0	0	0

5.1 Housing capital receipts (post 2013-14) - estimated availability/usage for Housing, Affordable Housing and Regeneration projects only (statutory (impact CFR))

	2021-22 Actuals £000	2022-23 Budget £000	2022-23 Est Outturn £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000	2027-28 Estimate £000
Balance as at 1 April (T01012)	0	0	0	0	0	0	0	0
Add: Estimated receipts in year	802	289	0	289	292	295	298	301
Less: Applied re Housing (General Fund) capital programme	(752)	(220)	(100)	(100)	(220)	(220)	(220)	(220)
Less: Applied re Housing Improvement programme	(50)	(69)	100	(189)	(72)	(75)	(78)	(81)
	0	0	0	0	0	0	0	0
Less: Applied on regeneration schemes	0	0	0	0	0	0	0	0
Housing receipts - estimated balance in hand	0	0	0	0	0	0	0	0

Total £'000s

6.1 Estimated annual borrowing requirement	24,264	104,280	16,285	168,837	66,263	23,852	2,525	8,610	286,372
Bids for funding (net)									0
Total estimated borrowing requirement if all bids on Appendix 1 approved	24,264	104,280	16,285	168,837	66,263	23,852	2,525	8,610	286,372

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GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2022-23 to 2027-28: HRA APPROVED PROGRAMME

	Project Budget £000	2021-22 Actual £000	Project Spend at 31-03-22 £000	2022-23 Estimate £000	Carry Forward	2022-23 Revised Estimate £000	Expenditure as at 31.01.23 £000	2022-23 Projected Outturn £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000	2027-28 Estimate £000	Total Project Exp £000
Acquisition of Land & Buildings	22,900	6,804	14,218	4,800	(118)	4,682	2,332	4,682	4,000	0	0	0	0	22,900
New Build														
Guildford Park	75	0	75	0	0	0			0	0	0	0	0	75
Guildford Park (from GF)	6,500	378	3,526	1,100	608	1,708	1,439	1,890	1,084	0	0	0	0	6,500
Bright Hill	500	17	17	463	20	483	49	60	423	0	0	0	0	500
Foxburrows Redevelopment	10,657			9,591	0	9,591	0	0	9,591	1,066				10,657
Shawfield Redevelopment	300		4	296	0	296	0	0	296					300
Various small sites & feasibility/Site preparation	1,000		0	0	0	0	0	0	0	1,000	0	0	0	1,000
Pipeline projects:	9,425		115	0	100	100		0	3,422	5,381	0	0	0	9,425
Manor House Flats		42	42	1,530		1,530	20	144						
Banders Rise		1	1	130		130	5	30						
Station Road East		2	2	112		112	4	30						
Dunmore Garden Land		1	1	159		159	4	24						
Clover Road Garages		46	46	1,032		1,032	10	42						
Rapleys Field		18	18	415		415	11	40						
Georgelands 108		1	1	118		118	4	17						
27 Broomfield		4	4	109		109	5	30						
17 Wharf Lane		4	4	104		104	4	30						
Development Projects	7,100			7,100		7,100		0	7,100					7,100
Schemes to promote Home-Ownership														
Equity Share Re-purchases	annual	458	annual	400	0	400	0	400	400	400	400	0	0	annual
Major Repairs & Improvements				24,500	0	24,500		0						
Retentions & minor carry forwards	annual	0	annual				0	0						annual
Modern Homes - Kitchens, Bathrooms & Void refurb	annual	971	annual				3,864	6,000						annual
Doors and Windows	annual	241	annual				243	3,200						annual
Structural/Roof	annual	307	annual				730	3,800						annual
Energy efficiency: Central heating/Lighting	annual	1,262	annual				1,160	1,800						annual
General	annual	880	annual				7,609	9,700						annual
ICT - Housing Management System	950			950		950		950	950	0				1,900
Grants														
Cash Incentive Scheme	annual	0	annual	0	0	0	0	0						annual
TOTAL APPROVED SCHEMES	59,407	11,438	18,074	52,909	610	53,519	17,493	32,869	27,266	7,847	400	0	0	60,356

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GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2022-23 to 2027-28: HRA PROVISIONAL PROGRAMME

	Project Budget	2021-22 Actual	Project Spend at 31-03-22	2022-23 Estimate	Carry Forward	2022-23 Revised Estimate	2022-23 Projected Outturn	2023-24 Estimate	2024-25 Estimate	2025-26 Estimate	2026-27 Estimate	2027-28 Estimate	Total Project Exp
	£000	£000	£000	£000		£000	£000	£000	£000	£000	£000	£000	£000
New Build													
Guildford Park	16,000	0	1,225	26	0	26	0	0	0	14,775	0	0	16,000
Guildford Park (from GF)	23,125	0	0	0	0	0	0	1,173	13,749	8,203	0	0	23,125
Bright Hill	3,000	0	0	3,000	0	3,000	0	3,000	0	0	0	0	3,000
Bright Hill Development (from GF)	13,500	0	0	680	0	680	0	5,680	7,000	820	0	0	13,500
Slyfield (25/26 £5m; 26/27 £44m)	50,000	0	0	1,000	0	1,000	0	0	0	5,000	44,000	0	49,000
Shawfield Redevelopment	3,000	0	0	2,500	0	2,500	0	500	0	0	0	0	500
Major Repairs & Improvements													
Major Repairs & Improvements	annual		annual	0	0	0	0	5,500	5,500	5,500	5,500	5,500	annual
Retentions & minor carry forwards	annual		annual										annual
Modern Homes: Kitchens and bathrooms	annual		annual										annual
Doors and Windows	annual		annual										annual
Structural	annual		annual										annual
Energy efficiency: Central heating	annual		annual										annual
General	annual		annual										annual
Grants													
Cash Incentive Scheme	annual		annual	75		75	75	75	75	75	75	75	annual
Total Expenditure to be financed	108,625	0	1,225	7,281	0	7,281	75	15,928	26,324	34,373	49,575	5,575	105,125

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GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2022-23 to 2027-28: HRA RESOURCES AND FUNDING STATEMENT

	2021-22 Actual £000	2022-23 Estimate £000	2022-23 Projected Outturn £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000	2027-28 Estimate £000
EXPENDITURE								
Approved programme	15,739	52,909	32,869	27,266	7,847	400	0	0
Provisional programme	0	7,281	75	15,928	26,324	34,373	49,575	5,575
Total Expenditure	15,739	60,190	32,944	43,194	34,171	34,773	49,575	5,575
FINANCING OF PROGRAMME								
Capital Receipts	752	400	400	400	400	400	0	0
1-4-1 receipts	2,980	8,140	2,808	8,094	3,030	3,121	3,213	0
Contribution from Housing Revenue a/c (re cash incentives)	0	75	75	75	75	75	75	75
Future Capital Programme reserve	0	11,547	11,547	6,414	8,248	8,398	14,387	0
Major Repairs Reserve	8,153	13,903	13,903	6,450	5,500	5,500	5,500	5,500
New Build Reserve	3,824	26,125	4,211	21,761	16,918	17,279	26,400	0
Grants and Contributions	30	0	0	0	0	0	0	0
Total Financing (= Total Expenditure)	15,739	60,190	32,944	43,194	34,171	34,773	49,575	5,575

RESERVES - BALANCES

	2021-22 Actual £000	2022-23 Estimate £000	2022-23 Projected Outturn £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000	2027-28 Estimate £000
Reserve for Future Capital Programme (U0103£ Ju								
Balance b/f	38,329	40,829	40,829	31,782	27,868	22,120	16,222	4,335
Contribution in year	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Used in year	0	-11,547	-11,547	-6,414	-8,248	-8,398	-14,387	
Balance c/f	40,829	31,782	31,782	27,868	22,120	16,222	4,335	6,835

Major Repairs Reserve (U01036)

Balance b/f	11,876	8,378	9,588	1,210	285	285	285	285
Contribution in year	5,865	5,525	5,525	5,525	5,500	5,500	5,500	5,500
Used in Year	-8,153	-13,903	-13,903	-6,450	-5,500	-5,500	-5,500	-5,500
Balance c/f	9,588	0	1,210	285	285	285	285	285

New Build Reserve (U01069)

Balance b/f	59,383	62,477	63,398	66,261	52,882	44,515	35,958	18,454
Contribution in year	7,839	8,383	7,074	8,383	8,551	8,722	8,896	9,074
Used in Year	-3,824	-26,125	-4,211	-21,761	-16,918	-17,279	-26,400	0
Balance c/f	63,398	44,735	66,261	52,882	44,515	35,958	18,454	27,528

Usable Capital Receipts: 1-4-1 receipts (T01011)

Balance b/f	4,526	5,412	5,226	5,630	413	465	518	573
Contribution in year	3,680	2,728	3,211	2,876	3,083	3,174	3,268	3,334
Repayment in year	0	0	0	0	0	0	0	0
Used in Year	-2,980	-8,140	-2,808	-8,094	-3,030	-3,121	-3,213	

Balance c/f	5,226	0	5,630	413	465	518	573	3,907
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Note: a contribution to this reserve is dependent on the number of RTB sales in the year determined in the HRA self financing model. There are many variables to the calculation of the 1:4:1 contribution. As an estimate, I have used a model provided by Sector which is based on our assumption of RTB sales

Usable Capital Receipts - HRA Debt Repayment (T01010)

Balance b/f	4,262	4,308	5,280	6,123	6,845	7,629	8,439	9,274
Contribution in year	1,017	661	843	722	784	810	836	862
Used in Year	0	0	0	0	0	0	0	0
Balance c/f	5,280	4,969	6,123	6,845	7,629	8,439	9,274	10,137

Note: each RTB sale generates a contribution to this reserve toward debt repayment determined in the HRA self financing model. A small number of sales are anticipated each year.

Usable Capital Receipts - pre 2013-14 (T01008)

Balance b/f	0	0	0	0	0	0	0	0
Contribution in year	0	0	0	0	0	0	0	0
Used in Year (HRA = above)	0	0	0	0	0	0	0	0
Used in Year (GF Housing Co)	0	0	0	0	0	0	0	0
Used in Year (GF Housing - DFG)	0	0	0	0	0	0	0	0
Balance c/f	0	0	0	0	0	0	0	0

Note: Can only be used for HRA capital expenditure, affordable housing and regeneration schemes as set by GBC policy

Usable Capital Receipts - post 2013-14 (T01012)

Balance b/f	0	0	50	348	360	371	383	395
Contribution in year	802	289	298	301	304	307	310	313
Used in Year (HRA = above)	-752	-69	0	-189	-72	-75	-78	-78
Used in Year (GF Housing)	0	-220	0	-100	-220	-220	-220	-220
Balance c/f	50	0	348	360	371	383	395	410

Note: Can only be used for HRA capital expenditure, affordable housing and regeneration schemes as set by the Government

Summary of HRA Capital programme

Scheme	2022-23 £000		Carry Forwards from 2020-21	2022-23		Actual spend @ 31.01.23	Projected Outturn Spend 31.03.2023	Difference	% Slippage	Future Years Budgets (All Years)		
	Approved	Provisional		TOTAL Budget (Approved & Provisional)	TOTAL Future years (All years)					Approved	Provisional	TOTAL Future years (All years)
1 Acquisition of Land & Buildings	4,800	0	-118	4,682	2,332	4,682	0	0%	4,000	0	4,000	
New Build Programme												
3 Guildford Park		26	0	26	0	0	-26	100%	0	14,775	14,775	
3a Guildford Park - moved from GF	1,100	0	608	1,708	1,439	1,890	182	-11%	1,084	23,125	24,209	
13 Bright Hill	463	3,000	20	3,483	49	60	-3,423	98%	423	3,000	3,423	
13a Bright Hill - moved from GF	0	680	0	680	0	0	-680	100%	0	13,500	13,500	
14 Weyside Urban Village		1,000		1,000	0	0	-1,000	100%	0	49,000	49,000	
15 Various small sites & feasibility/Site preparation	0			0	0	0	0		1,000		1,000	
16 Pipeline projects:	0		100	100		0	-100		8,803		8,803	
Development Projects	7,100			7,100	0	0	-7,100		7,100		7,100	
Manor House Flats	1,530			1,530	20	144	-1,386	91%				
Banders Rise	130			130	5	30	-100	77%				
Station Road East	112			112	4	30	-82	73%				
Dunmore Garden Land	159			159	4	24	-135	85%				
Clover Road Garages	1,032			1,032	10	42	-990	96%				
Rapleys Field	415			415	11	40	-375	90%				
Georgelands 108	118			118	4	17	-101	86%				
27 Broomfield	109			109	5	30	-79	72%				
17 Wharf Lane	104			104	4	30	-74	71%				
17 Foxburrows Redevelopment	9,591	0	0	9,591	0	0	-9,591	100%	10,657	0	10,657	
18 Shawfield Redevelopment	296	2,500	0	2,796	0	0	-2,796	100%	296	500	796	
19 Equity Share repurchases	400			400	0	400	0	0%	1,200		1,200	
SUB TOTAL Housing Investment Prog (HIP)	27,459	7,206	610	35,275	3,887	7,419	-27,856	79%	34,563	103,900	138,463	
20 Major repairs and improvements	25,450		0	25,450	13,606	25,450	0	0%	950	27,500	28,450	
21 HRA cash incentive grants	0	75		75	75	75	0	0%	0	375	375	
TOTAL HRA Capital Programme	52,909	7,281	610	60,800	17,568	32,944	-27,856	46%	35,513	131,775	167,288	
Acquisition as % of Housing Investment Programme	17.48%	0.00%	-19.34%	13.27%	59.99%	63.11%	0.00%	0.00%	11.57%	0.00%	2.89%	

Financing	2022-23 £000		TOTAL Budget Approved at Council	Actual spend @ 31.01.23 Monitoring	Projected Outturn Spend 31.3.23	Difference	% Slippage			Financing of future spend
Capital Receipts										
1-4-1 receipts			8,140		2,808	-5,332	-66%			17,458
Contribution from Housing Revenue a/c (re cash incentives)			75		75	0				375
Future Capital Programme reserve			11,547		11,547	0				37,447
Major Repairs reserve			13,903		13,902	-1				28,450
New Build Reserve			26,125		4,211	-21,914				82,358
Grants and Contributions			0		0	0				0
TOTAL Financing			60,190		32,944	-27,247				167,288

	2022-23 £000	2023-24 £000	2024-25 £000	2025-26 £000	2026-27 £000	2027-28 £000	2028-29 £000	2029-30 £000
a Value of receipts that will need surrendering if no further spend	0	0	0	8	3,680	3,211	2,876	3,083
b HIP Expenditure required to avoid RTB repayments	0	0	0	20	9,200	8,028	7,191	7,707
c Forecast HIP Expenditure from the Approved Capital program	3,532	19,216	7,847	400	0	0	0	0
d Cumulative Expenditure forecast	7,419	26,635	34,482	34,882	34,882	34,882	34,882	34,882
e Forecast additional receipts that will be used (c x 40%)	1,413	7,686	3,139	160	0	0	0	0
f Cumulative additional receipts that will be used ((cumulative e	1,413	9,099	12,238	12,390	8,710	5,499	2,623	2,623
g Revised value of receipts that might need to be surrendered			0	0	0	0	0	0

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APPENDIX 13: SCHEDULE OF LOANS

Loans portfolio - summary

Value of Loans as at:

	01-Apr-2022 Actual	30-Nov-2022 Actual	Movements in Period	31-Dec-2022 Actual	Weighted average rate
	£	£	£	£	
<u>PWLB</u>					
Variable	0	0	0	0	0
Fixed maturity	163,235,000	163,235,000	0	163,235,000	2.94%
EIP	7,000,000	6,681,818	0	6,681,818	2.06%
Total PWLB Loans	170,235,000	169,916,818	0	169,916,818	
Temporary Loans	133,500,000	97,000,000	(10,000,000)	87,000,000	0.82%
Total Loans	303,735,000	266,916,818	(10,000,000)	256,916,818	2.20%

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APPENDIX 14: SCHEDULE OF INVESTMENTS

<u>Value of cash Investments as at:</u>	01-Apr-2022	30-Nov-2022	Movements in	31-Dec-2022	Avg return in	Avg bal	Avg return
	Actual	Actual	Period	Actual	month	Y-T-D	Y-T-D
	£	£	£	£		£	
<u>In-House Investments:</u>							
Money Market Funds	30,715,000	17,307,000	(5,791,000)	11,516,000	0.64%	25,617,668	1.11%
Call Accounts	2	0	2,810,024	2,810,024	0.50%	140,111	0.17%
Notice Accounts - UK	3,000,000	3,000,000	0	3,000,000	3.32%	3,000,000	1.85%
S-T Fixed Deposits	57,500,000	38,000,000	5,000,000	43,000,000	3.50%	45,609,797	0.92%
ST bonds	9,000,000	2,500,000	0	2,500,000	1.94%	5,361,529	1.60%
T-Bills	0	4,000,000	0	4,000,000	2.03%	2,394,265	2.03%
ST Gilts	15,000,000	5,000,000	0	5,000,000	0.33%	7,152,349	0.25%
CD	0	2,000,000	(2,000,000)	0			
Long term Fixed Deposits	20,000,000	20,000,000	0	20,000,000	0.65%	20,000,000	0.69%
LT Covered Bonds	7,900,000	11,400,000	0	11,400,000	2.62%	11,400,000	2.51%
Total In-House Investments	143,115,002	103,207,000	19,024	103,226,024	2.20%	120,675,720	1.10%
<u>Investment Funds</u>							
CCLA	7,775,865	6,716,709	(242,080)	6,474,630	0.00%	7,506,042	0.33%
Schroders	776,096	730,253	(20,495)	709,759	0.00%	719,686	0.68%
UBS	2,044,035	1,797,349	(3,788)	1,793,561	0.00%	1,882,418	0.44%
Fundamentum	2,060,000	2,065,800	14,200	2,080,000	0.00%	2,063,822	0.21%
Royal London	2,718,803	2,134,188	3,704	2,137,892	0.00%	2,191,865	0.58%
Federated cash plus	5,001,870	0	0	0	0.00%	0	0.00%
Aegon	0	2,437,588	(24,159)	2,413,429	0.35%	2,387,961	0.38%
Funding Circle	212,973	97,917	176	98,093	0.40%	138,532	0.38%
Total Investment Funds	20,589,641	15,979,804	(272,442)	15,707,362	1.95%	16,890,326	0.38%
Total Cash Investments	163,704,643	119,186,804	(253,418)	118,933,387	2.041%	137,566,045	1.016%

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Corporate Governance and Standards Committee Report

Ward(s) affected: n/a

Report of Strategic Director: Transformation & Governance

Author: John Armstrong, Democratic Services and Elections Manager

Tel: 01483 444102

Email: john.armstrong@guildford.gov.uk

Date: 15 March 2023

Corporate Governance and Standards Committee – 12 month rolling Work Programme

Executive Summary

The Committee is asked to consider its 12-month rolling work programme, which is set out in Appendix 1.

Recommendation to Committee

That the Committee considers and approves its updated 12 month rolling work programme, as detailed in Appendix 1 to this report.

Reason for recommendation:

To allow the Committee to maintain and update its work programme.

Is the report (or part of it) exempt from publication? No

1. Purpose of report

1.1 The draft work programme attached as Appendix 1 sets out the items scheduled to be considered by this Committee at its meetings over the next 12 months.

2. Draft work programme

2.1 The draft work programme for the Corporate Governance and Standards Committee is set out in Appendix 1 to this report. The timing of the reports contained in the work programme is subject to change, in consultation with the chairman. The items to be considered include decisions to be made by the Executive and/or full Council, with consideration of any comments or recommendations made by this Committee.

3. Financial Implications

3.1 There are no financial implications arising directly from this report.

4. Legal Implications

4.1 There are no legal implications arising directly from this report.

5. Human Resource Implications

5.1 There are no human resources implications arising directly from this report.

6. Background Papers

Guildford Borough Council Forward Plan

7. Appendices

Appendix 1: Corporate Governance and Standards Committee 12 month rolling work programme

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

15 June 2023

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
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
Freedom of Information Compliance - Annual Report 2022-23	To consider the annual report for 2022-23 on the Council's performance in dealing with Freedom of Information requests.	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Monitoring of S.106 Contributions	To note the six-monthly monitoring report on S.106 Contributions	Corporate Governance and Standards Committee	Rosie Trussler 01483 444463
Planning Appeals	To consider the annual monitoring report of the Council's performance at appeals against refusal of planning permission by the Planning Committee.	Corporate Governance and Standards Committee	To be confirmed
External Audit Plan and Audit Update and Fee Letter 2022-23	To approve the external audit plan for 2022-23, and to note the content of the External Auditor's update report and make any appropriate comments. To consider the planned audit fee.	Corporate Governance and Standards Committee	To be confirmed
Corporate Risk Register	To consider the six-monthly review of the Corporate Risk Register	Corporate Governance and Standards Committee	Yasmine Makin 01483 444070
Equality Scheme Action Plan	Annual monitoring report on the implementation of the actions in the Equality Scheme action plan approved in June 2021	Corporate Governance and Standards Committee	Ali Holman 01483 444008
Audit Report on the Certification of Financial Claims and Returns 2021-22: Housing Benefit Subsidy and Pooling Housing Capital Receipts	To note the position regarding the certification of financial claims and returns for 2021-22	Corporate Governance and Standards Committee	Belinda Hayden 01483 444867

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

27 July 2023

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Capital and Investment Outturn Report 2022-23	To submit any comments to the Executive, prior to determination by full Council.	Council: October 2023 On the recommendation of: Corporate Governance and Standards Committee Executive: August 2023	Victoria Worsfold 01483 444834
Revenue Outturn Report 2022-23	To submit any comments to the Executive.	Executive: August 2023 On the recommendation of: Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Housing Revenue Account Final Accounts 2022-23	To submit any comments to the Executive	Executive: August 2023 On the recommendation of: Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Financial Monitoring 2023-24 Period 2 (April/May 2023)	To note the results of the Council's financial monitoring for the period April/May 2023	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Summary of Internal Audit Reports April to June 2023	To consider the summary of internal audit reports for the period April to June 2023.	Corporate Governance and Standards Committee	Iona Bond Southern Internal Audit Partnership 07784 265293
Annual Governance Statement 2022-23	To adopt the Council's Annual Governance Statement 2022-23	Corporate Governance and Standards Committee On the recommendation of: Executive: July 2023	To be confirmed

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

28 September 2023

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Financial Monitoring 2023-24 Period 3 (April to July 2023)	To note the results of the Council's financial monitoring for the period April to July 2023	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 the annual 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 2023)	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Annual Report of the Corporate Governance & Standards Committee	To consider the Annual Report for 2022-23	Council: 10 October 2024 On the recommendation of: Corporate Governance and Standards Committee	John Armstrong 01483 444102

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

16 November 2023

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Financial Monitoring 2023-24: Period 6 (April to September 2023)	To note the results of the Council's financial monitoring for the period April to September 2023	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Summary of internal audit reports (April to November 2023)	To consider the summary of internal audit reports and progress on the internal audit plan for April to November 2023	Corporate Governance and Standards Committee	Iona Bond Southern Internal Audit Partnership 07784 265293
Corporate Risk Register	To consider the six monthly review of the Corporate Risk Register	Corporate Governance and Standards Committee	Yasmine Makin 01483 444070
Monitoring of S.106 Contributions	To note the six-monthly monitoring report on S.106 Contributions	Corporate Governance and Standards Committee	Rosie Trussler 01483 444463
Regulation of Investigatory Powers Act 2000	To consider an annual report on the exercise of powers under the Regulation of Investigatory Powers Act 2000	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

18 January 2024

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Capital and investment strategy (2024-25 to 2027-28)	To comment on various recommendations to the Executive and Council	Council: 7 February 2024 On the recommendation of: Corporate Governance and Standards Committee Executive: 25 January 2024	Victoria Worsfold 01483 444834
Financial Monitoring 2023-24 Period 8 (April to November 2023)	To note the results of the Council's financial monitoring for the period April to November 2023	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Summary of Internal Audit Reports (April to December 2023)	To consider the summary of internal audit reports for the period April to December 2022.	Corporate Governance and Standards Committee	Iona Bond Southern Internal Audit Partnership 07784 265293
Safeguarding	To consider report detailing progress against the approved Strategic Safeguarding Group Action Plan 2023-24	Corporate Governance and Standards Committee	Jo James Tel: 01483 444703

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

(Wednesday) 13 March 2024

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
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	Monitoring Officer 01483 444991
Financial Monitoring 2023-24 Period 10 (April 2023 to January 2024)	To note the results of the Council's financial monitoring for period April 2023 to January 2024	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Summary of Internal Audit Reports (April 2023 to March 2023)	To consider the summary of internal audit reports for the period April 2023 to March 2024, and the draft 2024-25 internal audit plan, including head of internal audit opinion.	Corporate Governance and Standards Committee	Iona Bond Southern Internal Audit Partnership 07784 265293
Equality Scheme Action Plan	Annual monitoring report on the implementation of the actions in the Equality Scheme action plan approved in June 2021	Corporate Governance and Standards Committee	Ali Holman 01483 444008

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

Unscheduled

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
Final 2020-21 audited statement of accounts	To approve the 2020-21 Statement of Accounts	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
2021-22 Audit Findings Report: Year ended 31 March 2022	To note the external auditor's findings and management's response in the Action Plan	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
Final 2021-22 Audited Statement of Accounts	To approve the 2021-22 Statement of Accounts	Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834
External Audit Plan and Audit Update and Fee Letter 2021-22	To approve the external audit plan for 2021-22, and to note the content of the External Auditor's update report and make any appropriate comments. To consider the planned audit fee.	Corporate Governance and Standards Committee	To be confirmed
The Council's Constitution	To review and update Financial Procedure Rules	Council On the recommendation of: Corporate Governance and Standards Committee and Executive	Victoria Worsfold 01483 444834

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