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Contact Officer:

John Armstrong, Democratic Services
and Elections Manager

5 March 2024

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 13 MARCH 2024 at 7.00 pm.**

Yours faithfully

Pedro Wrobel
Chief Executive

MEMBERS OF THE COMMITTEE

Chairman: Councillor Phil Bellamy

Vice-Chairman: Councillor Bob Hughes

Councillor Joss Bigmore
Councillor Stephen Hives
Councillor James Jones
Councillor George Potter
Councillor James Walsh

+Murray Litvak
^Julia Osborn
^Simon Schofield
^Tim Wolfenden

*Independent member

^ Parish member

Authorised Substitute Members:

Councillor Bilal Akhtar
Councillor Honor Brooker
Councillor Ruth Brothwell
Councillor Amanda Creese

Councillor Vanessa King
Councillor Richard Mills OBE
Councillor Howard Smith
Councillor Katie Steel

WEBCASTING NOTICE

This meeting will be recorded for live and/or subsequent broadcast on the Council's website in accordance with the Council's capacity in performing a task in the public interest and in line with the Openness of Local Government Bodies Regulations 2014. The whole of the meeting will be recorded, except where there are confidential or exempt items, and the footage will be on the website for six months.

If you have any queries regarding webcasting of meetings, please contact Democratic Services.

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

AGENDA

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 7 - 30)

To confirm the minutes of the meeting of the Corporate Governance and Standards Committee held on 18 January 2024.

4 ACTION TRACKER (Pages 31 - 34)

5 INTERNAL AUDIT PROGRESS REPORT (FEBRUARY 2024) (Pages 35 - 58)

6 INTERNAL AUDIT CHARTER 2024-25 (Pages 59 - 72)

7 INTERNAL AUDIT PLAN 2024-25 (Pages 73 - 86)

8 MONTH 10 FINANCIAL MONITORING 2023-24 (Pages 87 - 126)

9 WORK PROGRAMME (Pages 127 - 136)