



GUILDFORD
BOROUGH

www.guildford.gov.uk

Contact Officer:

John Armstrong,
Democratic Services and Elections Manager
Tel: 01483 444102

18 September 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 **THURSDAY, 26 SEPTEMBER 2024 at 7.00 pm** or on the rising of the special meeting of this Committee to be held simultaneously with Waverley Borough Council's Standards & General Purposes Committee which is scheduled to begin at 6.00 pm.

Yours faithfully

Susan Sale

Joint Strategic Director of Legal and Democratic Services

MEMBERS OF THE COMMITTEE

Chairman: Councillor Phil Bellamy

Vice-Chairman: Councillor Bob Hughes

Councillor Ruth Brothwell

Councillor Stephen Hives

Councillor Vanessa King

Councillor George Potter

Councillor James Walsh

+Murray Litvak

^Julia Osborn

^Simon Schofield

^Tim Wolfenden

+Independent member

^ Parish member

Authorised Substitute Members:

Subject to a number of exceptions specified in the Constitution, for each political group represented on the Committee, all members of that group not appointed to the Committee, are designated as substitute members for the member or members of that group who have been appointed to the Committee.



Guildford Borough Council

Millmead House, Millmead, Guildford, Surrey GU2 4BB

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 Corporate Strategy (2024- 2034)

Our vision: To make Guildford borough a thriving place to live, work and do business.

Our Corporate Strategy sets out the priorities we want to achieve as we strive to make Guildford borough a thriving place to live, work and do business. It sets out what we will focus on over the next ten years and will inform our strategies, decisions and plans. We are dedicated to making Guildford borough:

- a more sustainable,
- more prosperous and
- a more inclusive place,
- with decent and affordable homes for our residents and tenants;
- we will achieve all of this by ensuring we are a resilient and well-managed council.

Our focus over the ten-year period of the Strategy will be on delivering outcomes that help us to pursue these five strategic priorities.

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 - 36)

To confirm the minutes of the meetings of the Corporate Governance and Standards Committee held on 6 June, 1 July and 25 July 2024.

4 ACTION TRACKER (Pages 37 - 40)

5 QUESTIONS BY MEMBERS OF THE PUBLIC

The Chairman to respond to any questions received from members of the public in accordance with Council Procedure Rule 11. The deadline for receipt of questions is 5pm on Friday 20 September 2024.

6 QUESTIONS FROM MEMBERS

The Chairman to respond to any questions received from Members in accordance with Council Procedure Rule 12. The deadline for receipt of questions is 5pm on Friday 20 September 2024.

7 ANNUAL GOVERNANCE STATEMENT 2023-24

Report to follow.

8 2020-21 AND 2021-22 JOINT EXTERNAL AUDITOR'S ANNUAL REPORT

Report to follow.

9 2023-24 EXTERNAL AUDIT PLAN

Report to follow.

10 INTERNAL AUDIT PROGRESS REPORT (JULY 2024) (Pages 41 - 54)

11 INTERNAL AUDIT PLAN: QUARTER 3 - 2024-25 (Pages 55 - 66)

12 INTERNAL AUDIT ANNUAL REPORT 2023-24 (Pages 67 - 88)

13 RISK MANAGEMENT AND CORPORATE RISK REGISTER: Q1 2024-25 (Pages 89 - 124)

14 DATA PROTECTION AND INFORMATION SECURITY UPDATE REPORT (Pages 125 - 132)

15 WORK PROGRAMME (Pages 133 - 140)

16 EXCLUSION OF THE PUBLIC

The Committee is invited to consider passing the following resolution:

“That in accordance with Section 100A(4) of the Local Government Act 1972, the Committee agrees:

(1) That the public be excluded from the meeting during consideration of the following matter (agenda item 17) on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in paragraph 2 of the revised Part 1 of Schedule 12A to the Local Government Act 1972: Information which is likely to reveal the identity of an individual.

(2) That the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

17 WHISTLEBLOWING: GUILDFORD BOROUGH COUNCIL REGULATORY SERVICES (Pages 141 - 146)