



GUILDFORD
BOROUGH

Sue Sturgeon
Managing Director

www.guildford.gov.uk

Contact Officer:

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16 November 2016

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 on **THURSDAY, 24 NOVEMBER 2016** at **7.00 pm**.

Yours faithfully

Sue Sturgeon
Managing Director

MEMBERS OF THE COMMITTEE

Chairman: The Deputy Mayor, Councillor Nigel Manning
Vice-Chairman: Councillor Jo Randall

Councillor Philip Brooker
Councillor Alexandra Chesterfield
Councillor Colin Cross
Councillor Geoff Davis
Councillor Mike Hurdle

Ms Geraldine Reffo^
Mr Charles Hope^
Mrs Maria Angel+
Mr Ian Symes^

+Independent member

^ Parish member

Authorised Substitute Members:

Councillor Richard Billington
Councillor David Goodwin
Councillor Liz Hogger
Councillor Nigel Kears

Councillor Nikki Nelson-Smith
Councillor Susan Parker
Councillor David Reeve
Councillor Caroline Reeves

OFFICER REPRESENTATION:

Sue Sturgeon (Manager Director: Head of Paid Service and S151 Officer),
Sandra Herbert (Legal Services Manager and Monitoring Officer),
Joan Poole (Head of Internal Audit) and
Claire Morris (Head of Financial Services and Deputy S151 Officer)

QUORUM 3



INVESTOR IN PEOPLE



Guildford Borough Council

Millmead House, Millmead, Guildford, Surrey GU2 4BB

THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

For Guildford to be a town and rural borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting-edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment, which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.

Five fundamental themes that support the achievement of our vision:

- **Our Borough** - ensuring that proportional and managed growth for future generations meets our community and economic needs
- **Our Economy** - improving prosperity for all by enabling a dynamic, productive and sustainable economy that provides jobs and homes for local people
- **Our Infrastructure** - working with partners to deliver the massive improvements needed in the next 20 years, including tackling congestion issues
- **Our Environment** - improving sustainability and protecting our countryside, balancing this with the needs of the rural and wider economy
- **Our Society** - believing that every person matters and concentrating on the needs of the less advantaged

Your Council – working to ensure a sustainable financial future to deliver improved and innovative services

Values for our residents

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

Mission – for the Council

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

AGENDA

ITEM

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 LOCAL CODE OF CONDUCT - DISCLOSURE OF INTERESTS

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

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

3 MINUTES (Pages 1 - 4)

To confirm the minutes of the meeting of the Corporate Governance and Standards Committee held on 22 September 2016 (attached).

4 ANNUAL AUDIT LETTER 2015-16 (Pages 5 - 22)

5 FUTURE OF EXTERNAL AUDIT (Pages 23 - 28)

6 SUMMARY OF INTERNAL AUDIT REPORTS: APRIL - SEPTEMBER 2016 (Pages 29 - 42)

7 FINANCIAL MONITORING 2016-17 (Pages 43 - 104)

8 FREEDOM OF INFORMATION COMPLIANCE UPDATE (Pages 105 - 110)

9 ARRANGEMENTS FOR INVESTIGATING ALLEGATIONS OF BREACHES OF THE COUNCILLORS' CODE OF CONDUCT (Pages 111 - 162)

10 PROPOSED AMENDMENTS TO THE CONSTITUTION (Pages 163 - 318)

11 WORK PROGRAMME (Pages 319 - 324)

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