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Contact Officer:

John Armstrong, Democratic Services Manager  
Tel: 01483 444102

21 November 2018

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 29 NOVEMBER 2018** at **7.00 pm**.

Yours faithfully

James Whiteman  
Managing Director

**MEMBERS OF THE COMMITTEE**

Chairman: Councillor Richard Billington  
Vice-Chairman: Councillor Alexandra Chesterfield

Councillor Nils Christiansen  
Councillor Andrew Gomm  
Councillor Nigel Kearse  
Councillor Caroline Reeves  
Councillor Tony Rooth

\*Mrs Maria Angel MBE  
^Mr Charles Hope  
^Ms Geraldine Reffo  
^Mr Ian Symes

\*Independent member

^ Parish member

**Authorised Substitute Members:**

Cllr Colin Cross  
Cllr David Goodwin  
Cllr Liz Hogger  
Cllr Christian Holliday

Cllr Bob McShee  
Cllr Dennis Paul  
Cllr David Quelch

**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 Committee Services.

**QUORUM 3**



## 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.

### Three fundamental themes and nine strategic priorities that support our vision:

- |                     |  |
|---------------------|--|
| <b>Place-making</b> | Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes |
|                     | Making travel in Guildford and across the borough easier   |
|                     | Regenerating and improving Guildford town centre and other urban areas   |
| <b>Community</b>    | Supporting older, more vulnerable and less advantaged people in our community  |
|                     | Protecting our environment   |
|                     | Enhancing sporting, cultural, community, and recreational facilities   |
| <b>Innovation</b>   | Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need       |
|                     | Creating smart places infrastructure across Guildford  |
|                     | Using innovation, technology and new ways of working to improve value for money and efficiency in Council 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.

## 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 1 - 4)**

To confirm the minutes of the meeting of the Corporate Governance and Standards Committee held on 20 September 2018.

**4 CORPORATE GOVERNANCE ISSUES RAISED IN CONNECTION WITH THE WISLEY GARDEN VILLAGE BID (Pages 5 - 6)**

On the afternoon of Monday 29 October 2018, an item of urgent business was added to the agenda for the meeting of the Executive held on Tuesday 30 October 2018, in accordance with Section 100B(4) of the Local Government Act 1972.

The reason stated for the urgency was that the matter required a decision by the Executive to enable a Garden Village bid to be submitted in respect of the Wisley Airfield site to the Ministry of Housing, Communities and Local Government (MHCLG) by the deadline of Friday 9 November 2018.

At the Executive meeting, Councillor Caroline Reeves indicated that she had a number of questions in respect of the circumstances surrounding the consideration of this matter which, in the interests of openness and transparency, ought to be considered by this Committee at its next meeting. Councillor Reeves submitted these questions in an email dated 4 November 2018 to the Managing Director, the Chairman of this Committee, the Leader of the Council, and the Monitoring Officer.

A response to the questions was circulated by the Managing Director in an email to all councillors dated 21 November 2018, a copy of which is attached to this agenda.

**5 ANNUAL AUDIT LETTER 2017-18 (Pages 7 - 22)**

**6 FINANCIAL MONITORING 2018-19: PERIOD 6 (APRIL TO SEPTEMBER 2018) (Pages 23 - 84)**

**7 SUMMARY OF INTERNAL AUDIT REPORTS (APRIL TO SEPTEMBER 2018) (Pages 85 - 98)**

- 8 **ICT POLICIES** (Pages 99 - 178)
- 9 **REVIEW OF THE CONSTITUTION: PROTOCOL ON COUNCILLOR/OFFICER RELATIONS** (Pages 179 - 188)
- 10 **LOCALISM ACT 2011: APPOINTMENT OF INDEPENDENT PERSONS 2019-2023** (Pages 189 - 194)
- 11 **WORK PROGRAMME** (Pages 195 - 198)