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Contact Officer:

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20 March 2019

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, on **THURSDAY 28 MARCH 2019** at **7.00 pm**.

Yours faithfully

James Whiteman  
Managing Director

**MEMBERS OF THE COMMITTEE**

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

Councillor Andrew Gomm	+Mrs Maria Angel MBE
Councillor Nigel Kears	^Mr Charles Hope
Councillor Marsha Moseley	^Ms Geraldine Reffo
Councillor Caroline Reeves	^Mr Ian Symes
Councillor Tony Rooth	

\*Independent member

^ Parish member

**Authorised Substitute Members:**

Councillor Nils Christiansen	Councillor Christian Holliday
Councillor Colin Cross	Councillor Bob McShee
Councillor David Goodwin	Councillor Dennis Paul
Councillor Liz Hogger	Councillor 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 - 6)**

To confirm the minutes of the meeting of the Corporate Governance and Standards Committee held on 17 January 2019.

**4 ANNUAL GOVERNANCE STATEMENT 2018-19 (Pages 7 - 28)**

**5 DISCUSSIONS WITH THOSE CHARGED WITH GOVERNANCE (Pages 29 - 38)**

**6 AUDIT REPORT ON THE CERTIFICATION OF FINANCIAL CLAIMS AND RETURNS 2017-18: HOUSING BENEFIT SUBSIDY & POOLING HOUSING CAPITAL RECEIPTS (Pages 39 - 46)**

**7 EXTERNAL AUDIT PLAN AND AUDIT UPDATE 2018-19 (Pages 47 - 86)**

**8 FINANCIAL MONITORING 2018-19 PERIOD 10 (APRIL 2018 TO JANUARY 2019) (Pages 87 - 152)**

**9 DATA PROTECTION AND INFORMATION SECURITY UPDATE REPORT (Pages 153 - 160)**

**10 ANNUAL REPORT OF THE MONITORING OFFICER REGARDING MISCONDUCT ALLEGATIONS (Pages 161 - 182)**

**11 REVIEW OF PROBITY IN PLANNING - LOCAL CODE OF PRACTICE (Pages 183 - 224)**

**12 APPOINTMENT OF INDEPENDENT MEMBERS OF THE CORPORATE GOVERNANCE AND STANDARDS COMMITTEE (MAY 2019 - MAY 2023) (Pages 225 - 234)**

- 13 APPOINTMENT OF INDEPENDENT PERSONS UNDER SECTION 28 LOCALISM ACT 2011 (MAY 2019 - MAY 2023) (Pages 235 - 264)**
- 14 WORK PROGRAMME (Pages 265 - 272)**