

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE: 12 MONTH ROLLING WORK PROGRAMME

1 July 2024

(Simultaneous meeting with Waverley Borough Council's Standards & General Purposes Committee)

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Joint Scheme of Officer Delegations and Proper Officer Functions	To approve the new Joint Scheme of Officer Delegations and Proper Officer Functions for inclusion into the Constitution	Council: 23 July 2024 On the recommendation of: Corporate Governance and Standards Committee	Monitoring Officer 01483 444991
Joint Financial Procedure Rules	To approve the new Joint Financial Procedure Rules for inclusion into the Constitution	Council: 23 July 2024 On the recommendation of: Corporate Governance and Standards Committee	Monitoring Officer 01483 444991
Joint Councillor / Officer Relationship Protocol	To approve the new Joint Councillor / Officer Relationship Protocol for inclusion into the Constitution	Council: 23 July 2024 On the recommendation of: Corporate Governance and Standards Committee	Monitoring Officer 01483 444991
Joint Protocol for Simultaneous Meetings	To approve a Joint Protocol for Simultaneous Meetings	Council: 23 July 2024 On the recommendation of: Corporate Governance and Standards Committee	Monitoring Officer 01483 444991

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25 July 2024

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Internal Audit Annual Report 2023-24.	To consider the Internal Audit Annual Report 2023-24	Corporate Governance and Standards Committee	Iona Bond Southern Internal Audit Partnership 07784 265293
Monitoring of S.106 Contributions	To note the six-monthly monitoring report on S.106 Contributions	Corporate Governance and Standards Committee	Claire Upton-Brown 01483 444316
Corporate Risk Register	To consider an updated Corporate Risk Register	Corporate Governance and Standards Committee	Luke Harvey 01483 444829

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26 September 2024

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Annual Governance Statement 2023-24	To adopt the Council's Annual Governance Statement 2023-24	Corporate Governance and Standards Committee On the recommendation of: Executive: September 2024	To be confirmed
Data Protection and Information Security Update Report	To consider the annual update on compliance with statutory requirements	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Annual Report of the Corporate Governance & Standards Committee	To consider the Annual Report for 2023-24	Council: October 2024 On the recommendation of: Corporate Governance and Standards Committee	John Armstrong 01483 444102
Councillor Training and Development Update	To consider a report from the Councillors' Development Steering Group relating to councillor training and development	Corporate Governance and Standards Committee	Sophie Butcher 01483 444056
Internal Audit Plan update (Q3) and Internal audit 2024-25 progress report	To approve the Q3 Internal Audit Plan and consider the internal audit progress report	Corporate Governance and Standards Committee	Iona Bond Southern Internal Audit Partnership 07784 265293

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14 November 2024

Regulation of Investigatory Powers Act 2000	To consider an annual report on the exercise of powers under the Regulation of Investigatory Powers Act 2000	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Monitoring of S.106 Contributions	To note the six-monthly monitoring report on S.106 Contributions	Corporate Governance and Standards Committee	Claire Upton-Brown 01483 444316
Freedom of Information Compliance update	To consider the update report on the Council's performance in dealing with Freedom of Information requests (April to September 2024)	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Internal Audit Plan update (Q4)	To approve the Q4 Internal Audit Plan	Corporate Governance and Standards Committee	Iona Bond Southern Internal Audit Partnership 07784 265293
Corporate Risk Register	To consider the six-monthly review of the Corporate Risk Register	Corporate Governance and Standards Committee	Luke Harvey 01483 444829

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23 January 2025

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Internal audit 2024-25 progress report	To consider the internal audit progress report and progress on the internal audit plan. To consider a revised audit charter (TBC)	Corporate Governance and Standards Committee	Iona Bond Southern Internal Audit Partnership 07784 265293
Equality, Diversity and Inclusion Policy	To consider an update on the revised, Policy, and associated action plan	Corporate Governance and Standards Committee	Robin Taylor 01483 444112

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20 March 2025

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Internal audit 2024-25 progress report	To consider the internal audit progress report and progress on the internal audit plan	Corporate Governance and Standards Committee	Iona Bond Southern Internal Audit Partnership 07784 265293
Internal Audit Plan for 2025-26 (Q1)	To consider the draft 2025-26 internal audit plan for Q1	Corporate Governance and Standards Committee	Iona Bond Southern Internal Audit Partnership 07784 265293
Internal Audit Charter for 2025-26	To consider the Internal Audit Charter for 2025-26	Corporate Governance and Standards Committee	Iona Bond Southern Internal Audit Partnership 07784 265293

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June 2025

Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
Review of Task Groups reporting to the Committee	To review the work carried out by the task groups over the past 12 months and work to be carried put in the next 12 months and appoint councillors to the groups	Corporate Governance and Standards Committee	John Armstrong 01483 444102
Annual report of the Monitoring Officer regarding misconduct allegations	<ul style="list-style-type: none"> • To note the cases dealt with; and • To advise the Monitoring Officer of any areas of concern upon which they would like further information and/or further work carried out. 	Corporate Governance and Standards Committee	Monitoring Officer 01483 444991
Freedom of Information Compliance - Annual Report 2024-25	To consider the annual report for 2024-25 on the Council's performance in dealing with Freedom of Information requests.	Corporate Governance and Standards Committee	Ciaran Ward 01483 444072
Monitoring of S.106 Contributions	To note the six-monthly monitoring report on S.106 Contributions	Corporate Governance and Standards Committee	Claire Upton-Brown 01483 444316
Planning Appeals	To consider the annual monitoring report of the Council's performance at appeals against refusal of planning permission.	Corporate Governance and Standards Committee	Claire Upton-Brown 01483 444316
External Audit Plan and Audit Update and Fee Letter 2023-24	To approve the external audit plan for 2023-24, and to note the content of the External Auditor's update report and make any appropriate comments.	Corporate Governance and Standards Committee	Ade Oyerinde

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Subject	Details of decision to be taken	Decision to be taken by	Contact Officer
	To consider the planned audit fee.		
Corporate Risk Register	To consider the six-monthly review of the Corporate Risk Register	Corporate Governance and Standards Committee	Luke Harvey 01483 444829
Whistle-blowing Policy	To consider the Annual Report 2024-25	Corporate Governance and Standards Committee	Susan Sale 01483 444022
Internal Audit Plan	Retrospective Q1 audit plan and Q2 plan (for approval)	Corporate Governance and Standards Committee	Iona Bond Southern Internal Audit Partnership 07784 265293