

Corporate Governance and Standards Committee Report

Ward(s) affected: n/a

Report of Director of Resources

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Date: 27 July 2017

Corporate Governance and Standards Committee Work Programme

Recommendation

That the Committee considers and approves its updated work programme for 2017-18, as detailed in Appendix 1 to this report.

Reason for recommendations:

To allow the Committee to maintain and update its work programme.

1. Purpose of report

1.1 To enable the Committee to keep its work programme updated.

2. Updated work programme

2.1 The Committee's updated work programme for the 2017-18 municipal year is set out in Appendix 1 to this report. The timing of the reports contained in the work programme is subject to change, in consultation with the chairman. The items to be considered include decisions to be made by the Executive and/or full Council, with consideration of any comments or recommendations made by this Committee.

2.2 The Committee is asked to note the recent change of the date of the November meeting which has been put back by one week to Thursday 30 November 2017.

3. Financial Implications

3.1 There are no financial implications arising directly from this report.

4. Legal Implications

4.1 There are no legal implications arising directly from this report.

5. Human Resource Implications

5.1 There are no human resources implications arising directly from this report.

6. Background Papers

- Guildford Borough Council Forward Plan
- Corporate Management Team Forward Plan

7. Appendices

Appendix 1: Corporate Governance and Standards Committee updated work programme for 2017-18

Corporate Governance and Standards Committee
Draft Work Programme 2017-18

Appendix 1

21 September 2017

| Subject | Details of decision to be taken | Decision to be taken by | Contact Officer |
|--|--|--|--------------------------------|
| Monitoring Officer's Report | To receive a quarterly ethical update on the issues dealt with by the Monitoring Officer and the statutory officer Corporate Governance Group. | Corporate Governance and Standards Committee | Sarah White 01483 444069 |
| Financial Monitoring 2016-17 Period 3 (April to June 2016) | To note the results of the Council's financial monitoring | Corporate Governance and Standards Committee | Claire Morris 01483 444827 |
| 2015-16 Audit Findings Report | To note the external auditor's findings and management's response in the Action Plan | Corporate Governance and Standards Committee | Claire Morris 01483 444827 |
| Single Equality Scheme and Action Plan | To review the Single Equality Scheme and Action Plan for 2012-15 | Corporate Governance and Standards Committee | Lucy Richards 01483 444013 |
| Local Government Ombudsman and customer complaints | Annual Report on complaints to the Local Government Ombudsman and customer complaints | Corporate Governance and Standards Committee | Joan Poole 01483 444854 |
| Councillor Training Programme | 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 |

30 November 2017
(note change of date)

| Subject | Details of decision to be taken | Decision to be taken by | Contact Officer |
|---|---|---|-----------------------------------|
| Annual Audit Letter | To consider the Annual Audit Letter and Annual Governance Report for 2016-17 | Executive | Claire Morris 01483 444827 |
| External Audit Update | To note the update report from the external auditor | Corporate Governance and Standards Committee | Claire Morris 01483 444827 |
| Financial Monitoring 2017-18 – Period 6 (April to September 2017) | To note the results of the Council’s financial monitoring for the period April to September 2017 | Corporate Governance and Standards Committee | Claire Morris 01483 444827 |
| Treasury Management Activity Half-Year Monitoring Report 2017-18 | To consider the report monitoring treasury management from April to September 2017 | Corporate Governance and Standards Committee Council | Victoria Worsfold 01483 444834 |
| General Data Protection Regulation (GDPR) | To consider a report on progress with compliance with the GDPR | Corporate Governance and Standards Committee | Joan Poole 01483 444854 |
| Summary of internal audit reports April 2017 to September 2017 | To consider the summary of internal audit reports and progress on the internal audit plan for April to September 2017 | Corporate Governance and Standards Committee | Joan Poole 01483 444854 |
| Internal Audit Plan: Progress Report | | | |

18 January 2018

| Subject | Details of decision to be taken | Decision to be taken by | Contact Officer |
|--|---|--|-----------------------------------|
| Treasury Management Strategy 2017-2018 | To recommend to Council the adoption of the revised Treasury Management Strategy and prudential indicators | Executive Council | Victoria Worsfold 01483 444834 |
| Financial Monitoring 2017-18 Period 8 (April to November 2017) | To note the results of the Council's financial monitoring for the period April to November 2017 | Corporate Governance and Standards Committee | Claire Morris 01483 444827 |
| Monitoring Officer's Report | To receive a quarterly ethical update on the issues dealt with by the Monitoring Officer and the statutory officer Corporate Governance Group. | Corporate Governance and Standards Committee | Sarah White 01483 444069 |
| Annual report of the Monitoring Officer regarding misconduct allegations | (1) To note the cases dealt with; and (2) 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 | Sarah White 01483 444069 |
| Freedom of Information Compliance - Annual Report 2017 | To consider the annual report on the Council's performance in dealing with Freedom of Information requests in 2017. | Corporate Governance and Standards Committee | Ciaran Ward 01483 444072 |

29 March 2018

| Subject | Details of decision to be taken | Decision to be taken by | Contact Officer |
|--|--|--|-------------------------------|
| Monitoring Officer's Report | To receive a quarterly ethical update on the issues dealt with by the Monitoring Officer and the statutory officer Corporate Governance Group. | Corporate Governance and Standards Committee | Sarah White 01483 444069 |
| Enquiries of those charged with governance | To agree the Committee's response to the external auditor's audit plan for 2017-18 | Corporate Governance and Standards Committee | Claire Morris 01483 444827 |
| External Audit Plan and Audit Update 2017-18 | To approve the external audit plan for 2017-18, and to note the content of the External Auditor's update report and make any appropriate comments. | Corporate Governance and Standards Committee | Claire Morris 01483 444827 |
| Budget Monitoring | To receive a revenue budgetary monitoring report for Month 10 and capital monitoring report for Quarter 3 | Corporate Governance and Standards Committee | Claire Morris 01483 444827 |