

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

6 OCTOBER 2022

SUPPLEMENTARY INFORMATION

AGENDA ITEM 3: INTERNAL AUDIT PROGRESS REPORT (APRIL – OCTOBER 2022)

Correction:

The recommendation on page 5 of the agenda should read:

“The Committee is requested to note the Internal Audit Progress Report to **October** 2022, attached as Appendix 1, together with the key findings from the reviews undertaken since the last report to the Committee.”

AGENDA ITEM 4: SECTION 106 MONITORING REPORT

Update:

It has been suggested by the chairman that future Section 106 Monitoring reports show not only the dates on which Agreements were signed but also the dates on which monies need to be spent or allocated.

However, the date by which S106 monies need to be spent or allocated is dependent on when those monies are actually received by the Council, and in many cases, this may not have happened so in those circumstances we would not be able to provide a ‘spend by’ date.

Proposed additional recommendation:

Add the following to the recommendation on page 22 of the agenda:

“That the Lead Councillor for Development Management and officers be requested to give priority to expediting arrangements internally to ensure, as far as practicable, that “Expired Funds” are allocated to schemes, or purposes for which the S106 Agreement was entered into.”

AGENDA ITEM 7: FINANCIAL MONITORING REPORT 2022-23

Corrections:

- (a) In relation to the On Street Parking Reserve referred to in the table in paragraph 4.10 (page 191), we estimate that the Guildford On Street surplus of income over expenditure for 2022-23 will be £410,059. Park and Ride costs are likely to be £549,784 (excluding capital charges). The surplus will be used to fund Park and Ride but there will be a shortfall of £139,725.

We are able to apply up to 20% of the Waverley surplus for the purposes set out in s55 of the Road Traffic Regulation Act 1984, which includes the provision and maintenance of off-street parking.

(b) Substitute paragraph 6.3 (pages 193 and 194) with the following:

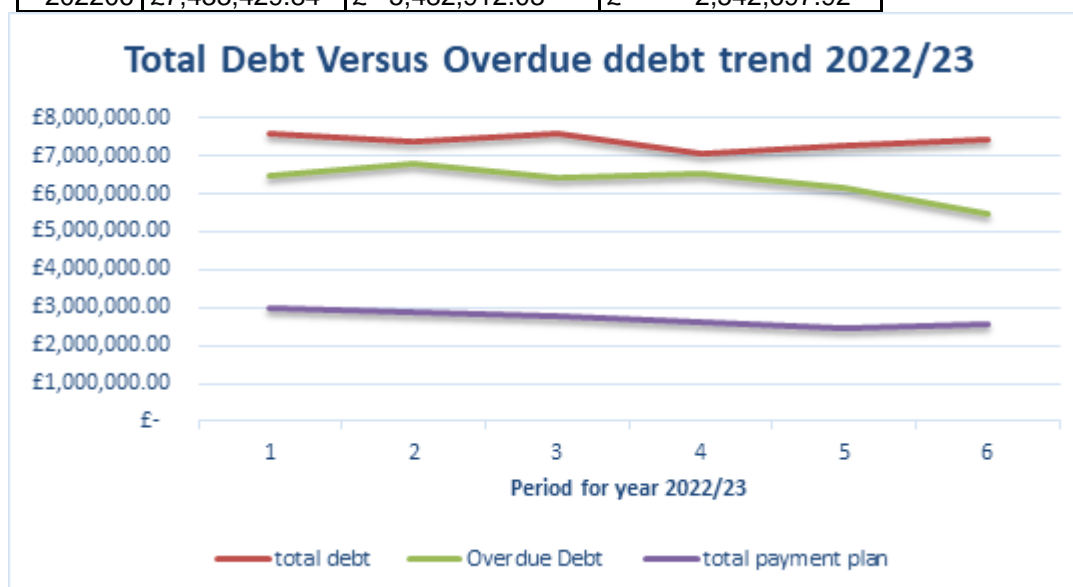
“6.3 Total Sundry invoice Debt

| Period | NOT YET DUE FOR PAYMENT | < 30 days from due date | between 31 and 60 days | between 61 and 90 days | > 3 months from due date | Total Debt | Overdue Debt |
|------------|-------------------------|-------------------------|------------------------|------------------------|--------------------------|------------|-------------------|
| 2022/23 P3 | £1,150,562 | £1,044,785 | £107,873 | £582,041 | £4,697,145 | £7,582,408 | £6,431,844 |
| 2022/23 P6 | £1,950,518 | £340,371 | £164,640 | £116,062 | £4,861,839 | £7,433,430 | £5,482,912 |

The Overdue Debt has decreased by circa £1m from the end of Q1 2022/23. Of the circa £1m 80% is for debt that did not have a payment plan in place. This trend can be attributed to a number of factors including being able to maximise the new systems capabilities, having a stable team at full capacity and our ongoing collaboration with services focusing on outstanding debt.

Table and chart below show the overdue debt trend for 2022/23.

| Period | Total Debt | Overdue Debt | Total Payment Plan |
|--------|---------------|----------------|--------------------|
| 202201 | £7,597,246.29 | £ 6,500,727.28 | £ 2,976,795.55 |
| 202202 | £7,386,360.88 | £ 6,797,391.27 | £ 2,863,982.26 |
| 202203 | £7,582,406.00 | £ 6,431,844.00 | £ 2,768,505.54 |
| 202204 | £7,049,999.80 | £ 6,544,826.11 | £ 2,613,381.23 |
| 202205 | £7,274,873.66 | £ 6,161,259.18 | £ 2,452,380.73 |
| 202206 | £7,433,429.84 | £ 5,482,912.03 | £ 2,542,697.92 |



In P6 we were at 72% of all invoices raised being collected within payment terms.

The top 5 services overdue debt (£4.78 million) account for 87.3% of total overdue debt with 37% (£1.76 million) of this on agreed payment plans.

| | Service | Total Overdue Amount | Overdue Amount with Payment plan |
|-------------|---------------------------------------|-----------------------------|---|
| 1 | Asset Management | £3,026,723.41 | £1,537,249.33 |
| 2 | Housing Benefit | £ 720,276.62 | £171,370.12 |
| 3 | Neighbourhood housing | £ 382,176.77 | £25,029.04 |
| 4 | Waste Strategy and Technical Services | £ 343,382.07 | £10,351.78 |
| 5 | Crematorium | £ 312,040.12 | £17,741.16 |
| Top 5 Total | Top 5 Total | £4,784,598.99 | £1,761,741.43 |

- (c) Substitute Appendix 12 to the report (Use of Right to Buy Receipts Monitoring) on page 235 of the agenda, with the revised Appendix attached.

AGENDA ITEM 8: COUNCILLOR TRAINING AND DEVELOPMENT ANNUAL REPORT 2022-23

Correction:

Add to the table in paragraph 3.5 (pages 243 and 244) the following:

| DATE | TITLE OF TRAINING (AND TRAINER) | No of Cllrs in Attendance |
|-------------------|---|----------------------------------|
| July/Sep/Oct 2022 | Leadership Academy – (LGA) See paragraph 3.10 of the report for further details | 1 (Cllr Julia McShane) |