



GUILDFORD  
BOROUGH

**Tom Horwood**  
Joint Chief Executive

[www.guildford.gov.uk](http://www.guildford.gov.uk)

Dear Councillor

**CORPORATE GOVERNANCE AND STANDARDS COMMITTEE - THURSDAY, 16TH JUNE, 2022**

Please find attached the following:

**Supplementary Information Sheet (Pages 1 - 6)**

Yours sincerely

John Armstrong,  
Democratic Services and Elections Manager  
01483 444102

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# CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

16 JUNE 2022

## SUPPLEMENTARY INFORMATION

### AGENDA ITEM 4: DECISION AND ACTION TRACKER

#### Updates:

On page 17 of the agenda, in relation to the query raised at the last meeting during consideration of the **Audit Report on the Certification of Financial Claims and Returns 2020- 21: Housing Benefit Subsidy and Pooling Housing Capital Receipts**, the Revenues & Benefits Lead has confirmed the following:

- Any underpayments to claimants, that were discovered as part of the audit, were rectified
- Where the issue affects an ongoing claim period we will correct and recalculate the claim for the ongoing period. However, most incomes are updated at least annually with the result that the errors are on a closed period.
- Where the issue affects a small closed period, making a correction would effectively lead to us taking a penalty twice with the result that these are not generally recalculated. The subsidy return requires us to report on benefit paid in a financial year regardless of which year it is for. There are rules around overpayments and when they can or cannot be recovered. A retrospective recalculation of a claim following the subsidy audit would definitely not be recoverable from the claimant.

So the situation would be that we put in a claim for 2020-21 financial year in 2021-22. The auditors find an error and make an adjustment to the claim for 2020-21. If we then also amend the claim in 2021-22 financial year for 2020-21 financial year we would have to declare the same adjustment on the 2021-22 subsidy return. However, if the same claim has the same error in 2021-22 for the 2021-22 financial year then we need to correct it so that the 2021-22 financial year is correct for subsidy purposes.

On pages 17 and 18 of the agenda, in relation to the following points raised at the last meeting during consideration of the **Data Protection and Information Security Update Report**:

- (a) To provide more detailed information in future reports including commentary on the Council's performance in relation to data security – in particular whether there had been any breaches of data security and, if so, details of any such breach and measures put in place to prevent a recurrence.
- (b) To provide cybersecurity training for councillors.

the Information Governance Officer has responded as follows:

*"In relation to (a), whilst we could provide general details regarding data breaches, we need to be careful that we do not put out details of cybersecurity breaches into the public domain that could put the council at risk by exposing vulnerabilities.*

*On point (b), I am currently looking into cybersecurity training with James Beach, so I'll get back to you on this. In the meantime, the National Cyber Security Centre has free online Cyber Awareness training (link below) which is worth doing as a good overview.*

<https://www.ncsc.gov.uk/training/top-tips-for-staff-scorm-v2/scormcontent/index.html>

## **AGENDA ITEM 5: EQUALITY SCHEME ACTION PLAN – PROGRESS UPDATE**

### Corrections:

Paragraph 11 (Summary of Options on page 24 of the agenda) should read:

- Option 1 To approve and comment, if applicable, on the ~~progress-of the revised~~ **Equality Scheme** action plan – this is the recommended option.
- Option 2 To not approve the ~~progress-on-the revised~~ **Equality Scheme** action plan – this option carries some risk as it may result in the Council not adhering to the general and specific duties of the Equality Act. This may then result in an increase in discrimination claims (for which compensation is uncapped), potential reputational damage and potential court action by the EHRC (see para 7.1).

## **AGENDA ITEM 6: PERFORMANCE MONITORING REPORT 2021-22 QUARTER 4**

### Corrections:

- (1) Substitute the following in place of section 4 of Appendix 1 to the report (Exception Summary on page 43 of the agenda)

#### 4. Exception summary

This section highlights any indicators where data has not been submitted for the period of this report (2021-22 quarter 4 and annual PIs). The exception summary below covers quarterly PIs, i.e. the situation at the end of quarter 4 and annual PIs up to year end 2021-22.

Three categories of 'exceptions' have been used in this summary:

Reason	Explanation
Time lag in data provision	There is a period of lag in data for this PI being available/ recorded
Data not currently available/ possible to record	Data is not available or the capacity/ ability to record data for this PI is not possible currently
No reason given	Data has not been submitted and no further explanation has been given

The 'time lag in data provision' category in the exception summary shows where data will be provided but has a time lag (usually between 1 and 3 months but there are exceptions for annual data). This data will appear in a report from quarter 1, 2022-23 onwards.

We have a total of 63 quarterly PIs reportable for quarter 4 and 6.3% of these PIs had no data provided. We have a total of 9 annual PIs and 55.6% of these had not data provided. We have relied on Service Leads to communicate any reason for the non-submission of data for this quarter. We have not made any assumption about the priorities a specific service area may have and therefore why data has not been submitted on this occasion.

Reason	Quarterly		Annual	
	No.	%	No.	%
Time lag in data provision	3	75%	4	80%
Data not currently available/ possible to record	1	25%	1	20%
No reason given	-	-	-	-
<b>Total</b>	<b>4</b>	<b>100%</b>	<b>5</b>	<b>100%</b>

The tables below show the exception summary by directorate and service area.

Reason	Directorate			
	Service Delivery		Strategic Services	
	Qtr	Annual	Qtr	Annual
Time lag in data provision	2		1	4
Data not currently available/ possible to record	1	1		
No reason given				
<b>Total</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>4</b>

Service Area	Time lag in data provision		Data not currently available		No reason given	
	Qtr	Annual	Qtr	Annual	Qtr	Annual
Asset Management		3				
Culture, Heritage and Leisure						
Customer and Case						
Environment and Regulatory				1		
Housing			1			
Operational and Technical	2					
Planning Policy	1	1				
Strategy and Communications						

- (2) In Appendix 2 to the report (Revisions to 2022-23 Performance Indicators), add the new PIs shown in the Appendix to this Supplementary Information Sheet.

#### **AGENDA ITEM 8: REVIEW OF TASK GROUPS REPORTING TO THE COMMITTEE**

Political group leaders have been consulted to establish whether they wished to make any change to the current membership of both groups.

Responses from group leaders:

<b>Political Group</b>	<b>Cllr Development Steering Group</b>	<b>Corp Gov Task Group</b>
Liberal Democrats	Cllr Pauline Searle	Cllr Will Salmon
R4GV	Cllr Colin Cross	Cllr Deborah Seabrook
Conservatives	Cllr Jo Randall	Cllr Nigel Manning
Guildford Greenbelt Group	Cllr Catherine Young	Cllr Ramsey Nagaty
Labour	Cllr Angela Gunning	Cllr James Walsh

Change to PI New / Existing / Definition Change / Remove	Ref no	Performance indicator	TARGET	PI Measure P=Performance; D/O=Demand/Output; H/B=Health of Bgh	Frequency	Service Lead owner	Service Area	Lead Councillor	NOTES	THEME
NEW		No. of visits to paid, town centre On- street parking spaces	Increasing	H/B	Quarterly	Chris Wheeler	Operational & Technical	James Steel		Homes and jobs
NEW		Number of paid for hire sessions at our heritage venues	140	D/O	Quarterly	Jonathan Sewell	Culture, Heritage and Leisure	John Redpath	Includes all paid for hire events at the Guildhall, Castle, Museum and Brew House. One session is defined as a half day (or one evening).	Empowering communities
NEW		Retail income received in Heritage Services	Increasing	D/O	Quarterly	Jonathan Sewell	Culture, Heritage and Leisure	John Redpath	Income from sale of items in the Museum and Castle shops, plus the Brew House craft shop.	Empowering communities

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