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Contact Officer:

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7 March 2023

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 GU2 4BB on **WEDNESDAY 15 MARCH 2023 at 7.00 pm.**

Yours faithfully

Tom Horwood  
Joint Chief Executive

**MEMBERS OF THE COMMITTEE**

Councillor Deborah Seabrook (Chairman)  
Councillor Susan Parker (Vice-Chairman)

Councillor Ruth Brothwell  
Councillor Liz Hogger  
Councillor Nigel Manning  
Councillor George Potter  
Councillor James Walsh

+Maria Angel MBE  
+Murray Litvak  
^Julia Osborn  
^Ian Symes  
^Tim Wolfenden

+Independent member

^ Parish member

**Authorised Substitute Members:**

Councillor Jon Askew  
Councillor Colin Cross  
Councillor Guida Esteves  
Councillor Graham Eyre  
Councillor David Goodwin  
Councillor Angela Gunning

The Deputy Mayor, Councillor Masuk Miah  
Councillor Marsha Moseley  
Councillor Ramsey Nagaty  
Councillor Jo Randall  
Councillor John Redpath  
Councillor Catherine Young

**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 (2021- 2025)

### **Our Vision:**

A green, thriving town and villages where people have the homes they need, access to quality employment, with strong and safe communities that come together to support those needing help.

### **Our Mission:**

A trusted, efficient, innovative, and transparent Council that listens and responds quickly to the needs of our community.

### **Our Values:**

- We will put the interests of our community first.
- We will listen to the views of residents and be open and accountable in our decision-making.
- We will deliver excellent customer service.
- We will spend money carefully and deliver good value for money services.
- We will put the environment at the heart of our actions and decisions to deliver on our commitment to the climate change emergency.
- We will support the most vulnerable members of our community as we believe that every person matters.
- We will support our local economy.
- We will work constructively with other councils, partners, businesses, and communities to achieve the best outcomes for all.
- We will ensure that our councillors and staff uphold the highest standards of conduct.

### **Our strategic priorities:**

#### Homes and Jobs

- Revive Guildford town centre to unlock its full potential
- Provide and facilitate housing that people can afford
- Create employment opportunities through regeneration
- Support high quality development of strategic sites
- Support our business community and attract new inward investment
- Maximise opportunities for digital infrastructure improvements and smart places technology

#### Environment

- Provide leadership in our own operations by reducing carbon emissions, energy consumption and waste
- Engage with residents and businesses to encourage them to act in more environmentally sustainable ways through their waste, travel, and energy choices
- Work with partners to make travel more sustainable and reduce congestion
- Make every effort to protect and enhance our biodiversity and natural environment.

#### Community

- Tackling inequality in our communities
- Work with communities to support those in need
- Support the unemployed back into the workplace and facilitate opportunities for residents to enhance their skills
- Prevent homelessness and rough-sleeping in the borough

## A G E N D A

### 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 5 - 18)**

To confirm the minutes of the meeting of the Committee held on 19 January 2023.

**4 DECISION AND ACTION TRACKER (Pages 19 - 22)**

**5 COMPLAINTS HANDLING AUDIT REPORT ACTIONS UPDATE (Pages 23 - 30)**

**6 GENDER PAY GAP REPORT 2023 (Pages 31 - 38)**

**7 INTERNAL AUDIT PROGRESS REPORT (APRIL 2022 TO MARCH 2023)  
(Pages 39 - 64)**

**8 INTERNAL AUDIT CHARTER 2023-24 (Pages 65 - 78)**

**9 INTERNAL AUDIT ANNUAL PLAN 2023-24 (Pages 79 - 92)**

**10 ANNUAL REPORT OF THE MONITORING OFFICER REGARDING MISCONDUCT ALLEGATIONS (Pages 93 - 128)**

**11 FINANCIAL MONITORING 2022-23 (Pages 129 - 174)**

**12 WORK PROGRAMME (Pages 175 - 184)**