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Contact Officer:

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20 September 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 **THURSDAY 28 SEPTEMBER 2023 at 7.00 pm.**

Yours faithfully

Tom Horwood  
Chief Executive

**MEMBERS OF THE COMMITTEE**

Chairman: Councillor Phil Bellamy  
Vice-Chairman: Councillor Bob Hughes

Councillor Joss Bigmore	+Murray Litvak
Councillor James Jones	^Julia Osborn
Councillor George Potter	^Simon Schofield
Councillor James Walsh	^Tim Wolfenden
Councillor Fiona White	

\*Independent member

^ Parish member

**Authorised Substitute Members:**

Councillor Bilal Akhtar	Councillor Vanessa King
Councillor Honor Brooker	Councillor Richard Mills
Councillor Ruth Brothwell	Councillor Howard Smith
Councillor Amanda Creese	Councillor Katie Steel



### **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 Democratic 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

## AGENDA

### 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 7 - 26)**

To confirm the minutes of the meetings of the Corporate Governance and Standards Committee held on 18 and 27 July 2023.

**4 ACTION TRACKER (Pages 27 - 30)**

**5 DATA PROTECTION AND INFORMATION SECURITY UPDATE REPORT (Pages 31 - 38)**

**6 EXTERNAL AUDITOR'S VALUE FOR MONEY LETTER TO THE CHIEF FINANCE OFFICER (Pages 39 - 44)**

**7 FINANCIAL MONITORING 2023-24 PERIOD 3 (APRIL TO JULY 2023)**

Report to follow.

**8 ANNUAL REPORT OF THE CORPORATE GOVERNANCE AND STANDARDS COMMITTEE 2022-23 (Pages 45 - 64)**

**9 JOINT CONSTITUTIONS REVIEW GROUP - APPOINTMENT OF CO-CHAIR**

At its last meeting on 27 July 2023, the Committee will recall that it approved the establishment, in conjunction with Waverley Borough Council's Standards and General Purposes Committee, of a Joint Constitutions Review Group with an overall objective of aligning key parts of the Councils' respective constitutions, where it is appropriate to do so.

The four GBC members appointed to the Review Group were confirmed as:

The Deputy Mayor, Cllr Sallie Barker MBE  
Cllr Joss Bigmore  
Cllr Catherine Houston  
Cllr James Jones

When considering this matter, however, the Committee unfortunately omitted to confirm which of the above-mentioned members would act as co-chair of the Review Group. It is envisaged that meetings will be quarterly and alternate between Guildford and Waverley with the host council's appointed co-chair, chairing the meeting.

Officers are currently seeking to confirm the date of the first meeting.

The Committee is therefore asked to appoint a co-chair of the Joint Constitutions Review Group, from the list of appointed members referred to above.

**10 WORK PROGRAMME (Pages 65 - 76)**