



**TO THE CHAIRMAN AND MEMBERS OF THE
STANDARDS AND AUDIT COMMITTEE**

You are hereby summoned to attend a meeting of the Standards and Audit Committee to be held on Thursday, 23 November 2023 at 7.00 pm in the Council Chamber, Civic Offices, Gloucester Square, Woking, Surrey GU21 6YL.

The agenda for the meeting is set out below.

JULIE FISHER
Chief Executive

NOTE: Filming Council Meetings

Please note the meeting will be filmed and will be broadcast live and subsequently as an archive on the Council's website (www.woking.gov.uk). The images and sound recording will also be used for training purposes within the Council. Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed.

AGENDA

PART I - PRESS AND PUBLIC PRESENT

1. Minutes (Pages 5 - 8)

To approve the minutes of the meeting of the Standards and Audit Committee held on 21 September 2023 as published.

2. Apologies for Absence

To receive any apologies for absence.

3. Declarations of Interest (Pages 9 - 10)

- (i) To receive declarations of interest from Members and Officers in respect of any item to be considered at the meeting.
- (ii) In accordance with the Officer Employment Procedure Rules, the Strategic Director - Corporate Resources, Kevin Foster declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mr Foster may advise on those items.
- (iii) In accordance with the Officer Employment Procedure Rules, the Strategic Director – Communities, Louise Strongitharm declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mrs Strongitharm may advise on those items.

4. Urgent Business

To consider any business that the Chairman rules may be dealt with under Section 100B(4) of the Local Government Act 1972.

Matters for Recommendation

5. Amendments to Constitution - Public Participation at Planning Committee STA23-024
(Pages 11 - 30)

Reporting Persons – Beverley Kuchar / Thomas James

6. Amendments to Constitution - Media Protocol STA23-025 (Pages 31 - 46)

Reporting Person – Andy Denner

7. Amendments to Constitution - Provisions for Urgent Business STA23-026 (Pages 47 - 54)

Reporting Person – Gareth John

8. Amendments to Constitution - Questions from Members of Public STA23-027 (Pages 55 - 64)

Reporting Person – Gareth John

Matters for Determination

9. Signing off of Accounts - Prior and Current Years STA23-021 (Pages 65 - 68)

Reporting Persons – Eugene Walker, Steve Bladen (BDO), Joanne Brown (Grant Thornton)

10. Verbal Update on the Progress of the Value for Money Audit

Reporting Person – Joanne Brown (Grant Thornton)

11. Hale End Court - Audit Learning Points STA23-018 (Pages 69 - 72)

Reporting Person – Louise Strongitharm

12. Health and Safety Annual Report STA23-017 (Pages 73 - 96)

Reporting Persons – Amanda Jeffrey and Vicky Pickett

13. Internal Audit Progress Report STA23-019 (Pages 97 - 110)

Reporting Persons – Graeme Clarke and Juan Fosco (Mazars)

14. Internal Audit Charter STA23-020 (Pages 111 - 120)

Reporting Persons – Graeme Clarke and Juan Fosco (Mazars)

15. Annual Governance Statement 2022/23 STA23-023 (Pages 121 - 144)

Reporting Persons – Gareth John and Eugene Walker

AGENDA ENDS

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For further information regarding this agenda and arrangements for the meeting, please contact Doug Davern on 01483 743018 or email doug.davern@woking.gov.uk



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