



**Service Director – Legal, Governance and  
Commissioning**

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Thursday 2 May 2024

## **Notice of Meeting**

Dear Member

### **Corporate Governance and Audit Committee**

The **Corporate Governance and Audit Committee** will meet in the **Council Chamber - Town Hall, Huddersfield** at **10.00 am** on **Friday 10 May 2024**.

The items which will be discussed are described in the agenda and there are reports attached which give more details.

A handwritten signature in black ink, appearing to read "Julie Muscroft", on a light-colored background.

**Julie Muscroft**

**Service Director – Legal, Governance and Commissioning**

Kirklees Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair/Clerk of their intentions prior to the meeting.

## **The Corporate Governance and Audit Committee members are:-**

### **Member**

Councillor James Homewood (Chair)  
Councillor Yusra Hussain  
Councillor Naheed Mather  
Councillor Harry McCarthy  
Councillor Melanie Stephen  
Councillor John Taylor  
Councillor Kath Pinnock  
Chris Jones (Co-Optee)

When a Member of the Corporate Governance and Audit Committee cannot attend the meeting, a member of the Substitutes Panel (below) may attend in their place in accordance with the provision of Council Procedure Rule 35(7).

### **Substitutes Panel**

#### **Conservative**

B Armer  
D Bellamy  
A Gregg  
D Hall  
R Smith  
M Thompson

#### **Green**

K Allison  
A Cooper  
S Lee-Richards

#### **Labour**

B Addy  
S Hall  
P Moore  
M Sokhal E Firth  
T Hawkins  
H Zaman

#### **Liberal Democrat**

PA Davies  
J Lawson  
A Munro  
A Marchington  
A Smith  
A Pinnock

### **Ex Officio Members**

Councillor Paul Davies  
Councillor Elizabeth Smaje

# Agenda

## Reports or Explanatory Notes Attached

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### Pages

**1: Membership of the Committee**

To receive apologies for absence from those Members who are unable to attend the meeting and details of substitutions and for whom they are attending to the Committee membership.

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**2: Minutes of Previous Meeting**

1 - 4

To approve the Minutes of the meeting of the Committee held on 19<sup>th</sup> April 2024.

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**3: Declaration of Interests**

5 - 6

Members will be asked to say if there are any items on the Agenda in which they have any disclosable pecuniary interests or any other interests, which may prevent them from participating in any discussion of the items or participating in any vote upon the items.

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**4: Admission of the Public**

Most agenda items take place in public. This only changes where there is a need to consider exempt information, as contained at Schedule 12A of the Local Government Act 1972. You will be informed at this point which items are to be recommended for exclusion and to be resolved by the Committee.

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**5: Deputations/Petitions**

The Committee will receive any petitions and/or deputations from members of the public. A deputation is where up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also submit a petition at the meeting relating to a matter on which the body has powers and responsibilities.

In accordance with Council Procedure Rule 10, Members of the Public must submit a deputation in writing, at least three clear working days in advance of the meeting and shall subsequently be notified if the deputation shall be heard. A maximum of four deputations shall be heard at any one meeting.

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## **6: Public Question Time**

To receive any public questions.

In accordance with Council Procedure Rule 11, the period for the asking and answering of public questions shall not exceed 15 minutes.

Any questions must be submitted in writing at least three clear working days in advance of the meeting.

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## **7: Informing the Audit Risk Assessment for Kirklees Metropolitan Council** 7 - 38

To consider the Audit Risk Assessment for Kirklees Council.

Contact: James Anderson, Head of Finance and Accountancy.

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## **8: Kirklees Council External Audit Plan 2023-24** 39 - 70

To consider Kirklees Council's External Audit Plan 2023-24.

Contact: Grant Thornton, External Auditor.

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## **9: Proposed Amendment of arrangements for Corporate Parenting Board** 71 - 80

To consider the proposed amendment of arrangements for Corporate Parenting Board.

Contact: Joel Hanna, Head of Children's Sufficiency, Resources, Improvement & Partnerships.

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## **10: Proposed Amendments to Contract Procedure rules** 81 - 116

To consider the Proposed Amendments to Contract Procedure Rules 2024.

Contact: Jane Lockwood, Head of Procurement.

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**11: Proposed Amendments to Financial Procedure Rules** 117 - 132

To consider the proposed amendments to Financial Procedure Rules.

Contact: Martin Dearnley, Head of Audit & Risk.

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**12: Proposed Amendments to the Council's Constitution** 133 - 146

To consider the proposed amendments to the Council's Constitution.

Contact: David Stickley, Principal Lawyer.

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**13: Internal Audit Annual Report for 2023/24** 147 - 162

To receive the Internal Audit Annual Report 2023/24.

Contact: Martin Dearnley, Head of Audit & Risk.

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**14: Internal Audit Plan 2024/25** 163 - 168

To receive the Internal Audit Plan 2024/25.

Contact: Martin Dearnley, Head of Audit & Risk.

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**15: Quarterly report of Internal Audit Q4 - January 2024 - March 2024** 169 - 184

To receive the internal audit quarter 4 report, January 24 – March 24

Contact: Martin Dearnley, Head of Audit & Risk.

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**16: Exclusion of the Public**

To resolve that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

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**17: Quarterly Report of Internal Audit Q4 January 2024 -  
March 2024**

185 -  
188

Exempt appendix in relation to agenda item 15.

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