



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

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Thursday 7 September 2017

## **Notice of Meeting**

Dear Member

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

The **Corporate Governance and Audit Committee** will meet in the **Meeting Room 1 - Town Hall, Huddersfield** at **11.00 am** on **Friday 15 September 2017**.

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 Hilary Richards (Chair)  
Councillor Julie Stewart-Turner  
Councillor Carole Pattison  
Councillor Kath Pinnock  
Councillor Linda Wilkinson  
Councillor Ken Sims  
Councillor Nigel Patrick

When a Corporate Governance and Audit Committee member cannot be at the meeting another member can attend in their place from the list below:-

### **Substitutes Panel**

#### **Conservative**

B Armer  
D Bellamy  
J Dodds  
V Lees-Hamilton  
G Wilson  
D Firth  
J Taylor

#### **Green**

K Allison  
A Cooper

#### **Independent**

C Greaves  
T Lyons

#### **Labour**

E Firth  
C Scott  
M Sokhal  
S Ullah  
S Hall  
S Pandor

#### **Liberal Democrat**

J Lawson  
A Pinnock

### **Ex Officio Members**

Councillor G Turner - Cabinet Portfolio Holder (Resources)  
Councillor M Khan - Cabinet Portfolio Holder (Resources)  
Councillor A Marchington – Chair of Standards Committee

# Agenda

## Reports or Explanatory Notes Attached

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### Pages

**1: Membership of the Committee**

This is where Councillors who are attending as substitutes will say for whom they are attending.

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**2: Minutes of Previous Meeting**

1 - 6

To approve the Minutes of the meeting of the Committee held on 4 August 2017.

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**3: Interests**

7 - 8

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

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**4: Admission of the Public**

Most debates take place in public. This only changes when there is a need to consider certain issues, for instance, commercially sensitive information or details concerning an individual. You will be told at this point whether there are any items on the Agenda which are to be discussed in private.

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**5: Deputations/Petitions**

The Committee will receive any petitions and hear any 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 hand in a petition at the meeting but that petition should relate to something on which the body has powers and responsibilities.

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**6: Public Question Time**

The Committee will hear any questions from the general public.

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**7: Annual Corporate Emergency Planning and Business Continuity Report** 9 - 12

To receive the report.

Contact: Sean Westerby, Emergency Planning and Continuity Manager

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**8: Information Governance Annual Report** 13 - 66

To receive the report.

Contact: Katy Deacon, Information Governance Manager

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**9: Corporate Customer Standards Annual Report 2016-2017** 67 - 98

To receive the report.

Contact: Chris Read, Corporate Customer Standards Officer

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**10: Changes to Procedures - Dismissal of Statutory Officers** 99 - 122

To consider the report.

Contact: Samantha Lawton, Senior Legal Officer

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**11: Code of Corporate Governance** 123 - 132

To consider the report.

Contact: Samantha Lawton, Senior Legal Officer

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**12: Arrangements for selecting an external auditor for the year 2018/19 and onwards**

133 - 136

To consider the report.

Contact: Martin Dearnley, Head of Audit and Risk

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