



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

Julie Muscroft

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Thursday 30 August 2018

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 **10.00 am** on **Friday 7 September 2018**.

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".

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 Carole Pattison
Councillor Kath Pinnock
Councillor Ken Sims
Councillor Julie Stewart-Turner
Councillor John Taylor
Councillor Gemma Wilson

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
V Lees-Hamilton
N Patrick
M Thompson

Green

K Allison
A Cooper

Independent

C Greaves
T Lyons

Labour

S Hall
N Mather
M Sokhal
R Walker

Liberal Democrat

R Eastwood
C Iredale
A Munro
A Pinnock

Ex Officio Members

Councillor Eric Firth
Councillor Shabir Pandor
Councillor David Sheard

Agenda

Reports or Explanatory Notes Attached

Pages

1: Membership of the Committee

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

2: Minutes of Previous Meeting

1 - 4

To receive and approve the Minutes of the previous meetings held on 27 July 2018.

3: Interests

5 - 6

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.

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.

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.

In accordance with Council Procedure Rule 10 (2), Members of the Public should provide at least 24 hours' notice of presenting a deputation.

6: Annual Corporate Emergency Planning And Business Continuity Report 7 - 14

To receive the report.

Contact: Sean Westerby, Emergency Planning and Business Continuity Manager

7: Information Governance Annual Report 15 - 76

To receive the report.

Contact: Katy Deacon, Information Governance Manager

8: Corporate Customer Standards Annual Report 2017-2018 77 - 104

To receive the report.

Contact: Chris Read, Corporate Customer Complaints Officer

9: External Audit - Progress Report And Sector Update 105 - 116

To receive the report.

Contact: Grant Thornton External Audit

10: External Assessment Of Internal Audit (As Required By Public Sector Internal Audit Standards

117 -
170

To receive the report.

Contact: Martin Dearnley, Head of Audit and Risk
