



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

Julie Muscroft

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Decision Summary

Committee:
AUDIT COMMITTEE

Date:

Committee Clerk:

TEL:

CORPORATE GOVERNANCE AND

FRIDAY 7 SEPTEMBER 2018

Andrea Woodside

01484 221000

Chair

Councillor Hilary Richards

Councillors Attended

Councillor Kath Pinnock

Councillor Mohan Sokhal

Apologies

Councillor Ken Sims and Councillor Julie Stewart-Turner

1 Membership of the Committee

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

Apologies for absence were received on behalf of Councillors Sims and Stewart-Turner.

Councillor Sokhal substituted for Councillor Pattison.

2 Minutes of Previous Meeting

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

Approved as a correct record.

3 Interests

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.

No interests were declared.

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.

It was noted that all Agenda Items would be considered in public session.

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.

None received.

6 Annual Corporate Emergency Planning And Business Continuity Report

To receive the report.

Contact: Sean Westerby, Emergency Planning and Business Continuity Manager

- 1) That the report be received and noted.
 - 2) That arrangements be put in place for an Elected Member training session on Emergency Planning matters to be held.
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7 Information Governance Annual Report

To receive the report.

Contact: Katy Deacon, Information Governance Manager

- 1) That the report be received and noted.
 - 2) That a further report be submitted to the next meeting to provide an update on progress against GDPR compliance, and that six monthly updates be scheduled thereafter.
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8 Corporate Customer Standards Annual Report 2017-2018

To receive the report.

Contact: Chris Read, Corporate Customer Complaints Officer

- 1) That the report be received and noted.
 - 2) That a further discussion be scheduled for the next meeting regarding dealing with complaints.
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9 External Audit - Progress Report And Sector Update

To receive the report.

Contact: Grant Thornton External Audit

That the External Audit Progress report be received and noted.

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

To receive the report.

Contact: Martin Dearnley, Head of Audit and Risk

- 1) That the External Assessment of Internal Audit be received and noted.
 - 2) That the recommendations as set out at paragraph 2.2 of the report, and the proposed response, as set out at paragraphs 2.3 and 2.4, be noted.
 - 3) That the Internal Audit Strategy and Charter 2018-2020 be approved.
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