



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

Julie Muscroft

The Democracy Service

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Thursday 18 April 2019

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 26 April 2019**.

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 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 Graham Turner – Cabinet Member (Resources)

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 - 2

To receive and approve the Minutes of the previous meeting held on 8 March 2019.

3: Interests

3 - 4

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.

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- 6: Proposed Amendments to the Constitution** 5 - 150
- To consider the report.
- Contact: Julie Muscroft, Legal, Governance and Commissioning
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- 7: Proposed Changes to the Code of Conduct** 151 - 216
- To consider the report.
- Contact: Julie Muscroft, Legal, Governance and Commissioning.
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- 8: Proposed Amendments to Health and Wellbeing Board - Terms of Reference** 217 - 222
- To consider the report.
- Contact: Julie Muscroft, Legal, Governance and Commissioning
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- 9: Proposed Dates Of Council - Municipal Year 2019/2020** 223 - 226
- To consider the report.
- Contact: Andrea Woodside, Governance.
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- 10: Proposed Amendments to Contract Procedure Rules** 227 - 298
- To consider the report.
- Contact: James Anderson, Finance and Accountancy
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- 11: Proposed Amendments to Financial Procedure Rules** 299 - 348
- To consider the report.
- Contact: Martin Dearnley, Head of Audit and Risk
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12: Annual Report of Internal Audit 2018/2019 349 - 398

To consider the report.

Contact: Martin Dearnley, Head of Audit and Risk

13: Annual Governance Statement 2018/2019 399 - 418

To receive the report.

Contact: Simon Straker, Audit Manager

14: Quarterly Report Of Internal Audit 2018/2019 (Quarter 4) 419 - 422

To receive the report.

Contact: Martin Dearnley, Head of Audit and Risk

15: 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

16: Quarterly Report Of Internal Audit 2019/2020 (Quarter 4) 423 - 444

Exempt information within Part 1 of Schedule 12A of the Local Government Act 1972 namely that the report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption outweighs the public interest in disclosing the information and providing greater openness in the Council's decision making.

Exempt appendix in relation to Agenda Item 14.

Contact: Martin Dearnley, Head of Audit and Risk
