



**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 26 APRIL 2019**  
**Andrea Woodside**  
**01484 221000**

### **Chair**

Councillor Hilary Richards

### **Councillors Attended**

Councillor Carole Pattison  
Councillor Kath Pinnock  
Councillor John Taylor

### **Apologies**

Councillor Julie Stewart-Turner

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## **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 Councillor Stewart-Turner.

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## **2 Minutes of Previous Meeting**

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

Approved as a correct record.

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### **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.

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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.

It was noted that Agenda Item 16 would be considered in private session.

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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.

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.

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### **6 Proposed Amendments to the Constitution**

To consider the report.

Contact: Julie Muscroft, Legal, Governance and Commissioning

- (1) That the proposed changes to the Constitution, as set out at paragraphs 2.03, 2.04, 2.07, 2.08, 2.11 and 2.12, and Appendices 2 to 4 be noted.
  - (2) That the amendments to (i) the Constitution and (ii) Access to Information Procedure Rules, as set out in Appendices 1A and 1B, as permitted under delegated authority, be noted.
  - (3) That the proposed changes, as considered at (1) above, be endorsed and referred to the meeting of Annual Council on 22 May 2019 with a recommendation of approval, subject to the removal of the proposed amendment to Council Procedure Rule 18(17)(a).
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## **7 Proposed Changes to the Code of Conduct**

To consider the report.

Contact: Julie Muscroft, Legal, Governance and Commissioning.

That the proposed changes to the Code of Conduct and Standards Process as set out at paragraphs 2.03, 2.07, 2.08, 2.09, 2.14, 2.15, 2.16, 2.17, 2.19 – 2.23, and Appendices 3 to 4 be endorsed and referred to the meeting of Annual Council on 22 May 2019 with a recommendation of approval, subject to an amendment at paragraph 2.08 to clarify that the £100 applies over a 12 month accumulative period.

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## **8 Proposed Amendments to Health and Wellbeing Board - Terms of Reference**

To consider the report.

Contact: Julie Muscroft, Legal, Governance and Commissioning

That the revised Terms of Reference for Health and Wellbeing Board be endorsed and referred to the meeting of Annual Council on 22 May 2019 with a recommendation of approval.

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## **9 Proposed Dates Of Council - Municipal Year 2019/2020**

To consider the report.

Contact: Andrea Woodside, Governance.

That the proposed dates of Council meetings 2019-2020 be endorsed and submitted to the meeting of Annual Council on 22 May 2019 with a recommendation of approval.

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## **10 Proposed Amendments to Contract Procedure Rules**

To consider the report.

Contact: James Anderson, Finance and Accountancy

(1) That the proposed amendments to Contract Procedure Rules, as summarised at Appendix A, be endorsed and referred to the meeting of Annual Council on 22 May 2019 with a recommendation of approval.

(2) That, pursuant to (1) above, it be noted that EU Procurement Values may change from 1 January 2020, which would necessitate further revisions.

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## **11 Proposed Amendments to Financial Procedure Rules**

To consider the report.

Contact: Martin Dearnley, Head of Audit and Risk

- (1) That the proposed changes to Financial Procedure Rules be endorsed and referred to the meeting of Annual Council on 22 May 2019 with a recommendation of approval.
  - (2) That a report be submitted to a future meeting regarding risk and governance at Kirklees Neighbourhood Housing.
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## **12 Annual Report of Internal Audit 2018/2019**

To consider the report.

Contact: Martin Dearnley, Head of Audit and Risk

- (1) That the 2019 Internal Audit Strategy and Charter be approved.
  - (2) That the Committee notes that it is content with (i) the effectiveness of the internal audit function and its conformance with Public Sector Internal Audit Standards and Code of Ethics (ii) the effectiveness of the Council's overall system of internal control (iii) the effectiveness of the broader control environment, risk management and governance arrangements of the Council and (iv) proposed audit plans.
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## **13 Annual Governance Statement 2018/2019**

To receive the report.

Contact: Simon Straker, Audit Manager

- (1) That the draft Annual Governance Statement be received and noted.
  - (2) That it be noted that new governance control at Kirklees Neighbourhood Housing will be monitored and that partnership governance be strengthened.
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## **14 Quarterly Report Of Internal Audit 2018/2019 (Quarter 4)**

To receive the report.

Contact: Martin Dearnley, Head of Audit and Risk

That the Q4 Internal Audit Report 2019/20 be noted.

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## **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.

That acting under Section 100(A)(4) of the Local Government Act, 1972, the public be excluded from the meeting for 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, as specifically stated in the undermentioned Minutes.

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## **16 Quarterly Report Of Internal Audit 2019/2020 (Quarter 4)**

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

(1) That the Q4 Internal Audit Report 2019/20 be noted.

(2) That, in relation to the follow up audit of Commercial, Operational and Regulatory Services, a management representative be asked to attend a future meeting.

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