



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

**Julie Muscroft**

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Thursday 5 September 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 13 September 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 Will Simpson (Chair)  
Councillor Kath Pinnock  
Councillor Steve Hall  
Councillor John Taylor  
Councillor Paola Antonia Davies  
Councillor Susan Lee-Richards  
Councillor Martyn Bolt

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  
V Lees-Hamilton  
N Patrick  
M Thompson  
R Smith

#### **Green**

K Allison

#### **Independent**

C Greaves  
T Lyons

#### **Labour**

E Hill  
M Sokhal  
M Kaushik  
A Butt

#### **Liberal Democrat**

A Munro  
A Pinnock  
J Lawson  
A Marchington

### **Ex Officio Members**

Councillor Graham Turner - Cabinet Member (Resources)  
Councillor Elizabeth Smaje - Chair of Overview and Scrutiny Committee  
Councillor Paul Davies – 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.

Councillor Armer will substitute for Councillor J Taylor.

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**2: Interests**

1 - 2

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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**3: Minutes of Previous Meetings**

3 - 8

To receive the Minutes of the Meetings held on 26 July 2019 and 9 August 2019.

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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.

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: Corporate Emergency Planning and Business Continuity Annual Report** 9 - 16

To consider the report.

Contact: Sean Westerby, Emergency Planning and Business Continuity

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**7: Corporate Customer Standards Annual Report** 17 - 34

To receive the report.

Contact: Chris Read, Corporate Customer Standards

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**8: Compulsory Review of Polling Districts and Polling Stations** 35 - 62

To consider the report.

Contact: Sharon Salvanos, Electoral Services

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**9: External Audit**

To receive an update on the Final Accounts Process 2018/2019.

Contact: Robin Baker, External Audit

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