



**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 13 SEPTEMBER 2019

Richard Dunne

01484 221000

Chair

Councillor Will Simpson

Councillors Attended

Councillor Kath Pinnock
Councillor Paola Antonia Davies
Councillor Susan Lee-Richards
Councillor Martyn Bolt
Councillor Bill Armer

Ex-Officio Members

Councillor Graham Turner, Cabinet Member (Corporate Services)

Apologies

Councillor John Taylor

1 Membership of the Committee

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

Councillor Bill Armer substituted for Councillor John Taylor.

2 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.

3 Minutes of Previous Meetings

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

The minutes of the meetings held on 26 July 2019 and 9 August 2019 were approved as a correct record.

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.

All Agenda Items were 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.

No deputations or petitions were received.

6 Corporate Emergency Planning and Business Continuity Annual Report

To consider the report.

Contact: Sean Westerby, Emergency Planning and Business Continuity

That the Annual Corporate Emergency Planning and Business Continuity Report be noted.

7 Corporate Customer Standards Report Update

To receive the report.

Contact: Chris Read, Corporate Customer Standards

That the Corporate Customer Standards Annual Report be noted.

8 Compulsory Review of Polling Districts and Polling Stations

To consider the report.

Contact: Sharon Salvanos, Electoral Services

That the proposals outlined in the Polling District & Polling Station Review 2019 relating to the polling district boundaries be approved and that the (Acting) Returning Officer's determinations in relation to the changes to location of polling stations be noted.

9 External Audit

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

Contact: Robin Baker, External Audit

That the verbal update from External Audit outlining the Final Accounts Process 2018/19 be noted.
