



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

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Tuesday 15 September 2020

Notice of Meeting

Dear Member

Corporate Governance and Audit Committee

The **Corporate Governance and Audit Committee** will meet in the **Virtual Meeting - online** at **11.00 am** on **Wednesday 23 September 2020**.

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

M Akhtar
M Sokhal
M Kaushik
H Uppal

Liberal Democrat

A Munro
A Pinnock
J Lawson
A Marchington

Ex Officio Members

Councillor Graham Turner
Councillor Elizabeth Smaje
Councillor Paul Davies

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: 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.

3: Minutes of Previous Meeting

3 - 8

To approve the Minutes of the meeting of the Committee held on 22 July 2020.

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.

6: Public Question Time

The Committee will hear any questions from the general public. Due to current Covid-19 restrictions, questions must be submitted in advance to executive.governance@kirklees.gov.uk no later than 11am on 22 September 2020.

7: Annual report on Bad Debt Write Offs - 2019-20 9 - 16

To receive a report detailing the debts written off in the financial year 2019-20.

Contact: Steve Bird, Head of Welfare & Exchequer Services,
Mark Stanley, Senior Manager, Welfare & Exchequer Services

8: Informing the Audit Risk Assessment for Kirklees Metropolitan Council 17 - 32

To receive a report updating Members on the final accounts and audit processes for 2019/20.

Contact: James Anderson, Head of Accountancy.

9: Audit Progress Report and Sector Update 33 - 54

To consider a report from External Auditors, Grant Thornton.

10: Corporate Customer Standards Annual Report 2019-20 55 - 72

To update Corporate Governance and Audit on complaint handling for the year 2019-20, a review of the Ombudsman and Third Stage Complaints received. The document also contains details of the Whistleblowing Complaints that have been received.
