



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

**Julie Muscroft**

The Democracy Service

Civic Centre 3

High Street

Huddersfield

HD1 2TG

**Tel:** 01484 221000

Please ask for: Andrea Woodside

Email: [andrea.woodside@kirklees.gov.uk](mailto:andrea.woodside@kirklees.gov.uk)

Wednesday 14 April 2021

## **Notice of Meeting**

Dear Member

### **Corporate Governance and Audit Committee**

The **Corporate Governance and Audit Committee** will meet in the **Virtual Meeting - online** at **10.00 am** on **Thursday 22 April 2021**.

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 Donald Firth

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 - Cabinet Member (Resources)  
Councillor Eric Firth - Chair of Standards Committee  
Councillor Elizabeth Smaje – Chair of Overview and Scrutiny Management Committee

# Agenda

## Reports or Explanatory Notes Attached

---

**Pages**

**1: Membership of the Committee**

To receive any apologies for absence, or details of substitutions to the Committee membership.

---

**2: Minutes of Previous Meeting**

1 - 4

To approve the Minutes of the meeting of the Committee held on 9 March 2021.

---

**3: Declarations of Interest**

5 - 6

Committee Members will be asked to advise if there are any items on the Agenda in which they have a Disclosable Pecuniary Interest, which would prevent them from participating in any discussion or vote on an item, 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.

---

**6: Proposed Revisions to Contract Procedure Rules (Reference to Annual Council) 7 - 70**

To consider proposed revisions to Contract Procedure Rules for the municipal year 2021/22.

Contact: Jane Lockwood, Head of Procurement

---

**7: Proposed Revisions to Financial Procedure Rules (Reference to Annual Council) 71 - 120**

To consider proposed revisions to Financial Procedure Rules for the municipal year 2021/22.

Contact: Martin Dearnley, Head of Risk.

---

**8: Proposed revisions to the Terms of Reference for the Health & Wellbeing Board (Reference to Annual Council) 121 - 128**

To consider the proposed revisions to the Terms of Reference for the Health and Wellbeing Board.

Contact: Phil Longworth, Senior Manager – Integrated Support

---

**9: Letter to and response from WYCA 129 - 148**

To receive attached letter to, and response from, the WYCA.

---

**10: Changes to the Council's Constitution (Reference to Annual Council) 149 - 202**

To consider proposed changes to the Council's constitution and receive a summary of changes made by the Monitoring Officer using delegated powers.

Contact: Julie Muscroft, Service Director – Legal, Governance and Commissioning.

---

**11: Informing the Audit Risk Assessment for Kirklees Metropolitan Council** 203 - 236

To consider the final accounts and audit processes for 2020/21.

Contact: James Anderson, Head of Accountancy.

---

**12: Quarterly Report of Internal Audit Q4 2020/21 January 2021 to March 2021** 237 - 240

To receive the quarterly report of Internal Audit.

Contact: Martin Dearnley, Head of Risk & Internal Audit

---

**13: Annual Report of Internal Audit 2020/21 and Issues for 2021/22** 241 - 288

To consider (i) internal Audit activity and the effectiveness of the system of internal control (ii) conclusions on the control environment (iii) assurance provided in 2020/21 (iv) matters that relate to Internal Audit activity in 2021/22.

---

**14: External Audit Letter 2019-20** 289 - 304

To receive the external audit letter.

---

**15: External Progress Report - April 2021** 305 - 322

To receive the external progress report.

---

**16: 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

---

**17: Quarterly Report of Internal Audit Q4 2020/21 January 2021 to March 2021**

323 -  
338

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 12.  
Contact: Martin Dearnley, Head of Risk

---