



**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: Nicola Sylvester

Email: nicola.sylvester@kirklees.gov.uk

Thursday 16 September 2021

Notice of Meeting

Dear Member

Corporate Governance and Audit Committee

The **Corporate Governance and Audit Committee** will meet in the **Reception Room - Town Hall, Huddersfield** at **10.00 am** on **Friday 24 September 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 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 Yusra Hussain (Chair)
Councillor Paola Antonia Davies
Councillor Steve Hall
Councillor Susan Lee-Richards
Councillor Kath Pinnock
Councillor Melanie Stephen
Councillor John Taylor

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
A Gregg
V Lees-Hamilton
R Smith
M Thompson
D Hall

Green

K Allison

Independent

C Greaves
T Lyons

Labour

M Akhtar
E Firth
M Kaushik
J Ramsay
M Sokhal
S Ullah

Liberal Democrat

J Lawson
A Marchington
A Munro
A Pinnock

Ex Officio Members

Councillor Paul Davies - Cabinet Member (Resources)
Councillor Erin Hill - 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 13 August 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 agenda items will be considered in public session, however, it shall be advised whether Corporate Governance and Audit Committee will consider any matters in private, by virtue of the reports containing information which falls within a category of exempt information as contained at Schedule 12A of the Local Government Act 1972.

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.

7: Corporate Customer Standards Annual Report 2020-21 7 - 26

To consider a report detailing complaint issues and performance during 2020-21.

Contact Officer: Chris Read – Corporate Customer Standards Officer

8: Annual report on bad debt write-offs 2020-21 27 - 34

To consider a report on bad debt write-off 2020-21 and note the information in the Appendices on bad debt write offs.

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

9: Committee System Proposal 35 - 42

The report requests that Corporate Governance and Audit Committee appoint a Local Government Association Advisor and that an informal meeting be arranged to set out the timetable for the key milestones and timetable of the work required in consultations with the Chair.

Contact Officer: Samantha Lawton – Head of Governance

10: Annual Governance Statement 2020-21 43 - 66

To request the Committee approve the Annual Governance Statement 2020-21 for publication with the Annual Accounts.

Contact Officer: Simon Straker – Audit Manager

11: External Audit Findings Report 2020-21 67 - 122

To receive the attached update report.

12: Council's Final Accounts 2020-21 123 - 288

To update Members on the final accounts and audit processes for 2020-21 and ask Members of this Committee to approve the Council's Statement of Accounts for 2020-21 and a final version of the Annual Governance Statement.

Contact Officer: James Anderson, Head of Accountancy

13: Financial Reporting Council Audit Quality Review on Grant Thornton 289 - 292

To note the conclusions of the Financial Reporting Council and to consider if any further action is appropriate following consideration of the private appendix.

14: 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.

15: Financial Reporting Council Audit Quality Review on Grant Thornton

293 -
300

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 information relating to item number 13.
