



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

Julie Muscroft

Governance and Commissioning

PO Box 1720

Huddersfield

HD1 9EL

Tel: 01484 221000

Please ask for: Yolande Myers

Email: yolande.myers@kirklees.gov.uk

Thursday 14 April 2022

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 22 April 2022**.

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 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
M Kaushik
J Ramsay
M Sokhal
C Scott E Firth

Liberal Democrat

J Lawson
A Marchington
A Munro
A Pinnock

Ex Officio Members

Councillor Paul Davies
Councillor Erin Hill
Councillor Elizabeth Smaje

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 11 March 2022.

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 Cabinet 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: Committee System Proposal - Democracy Commission Update 7 - 16

To consider the progress of the Democracy Commission to date.

Contact: Samantha Lawton, Head of Governance

7: Changes to the Council's Constitution (Reference to Annual Council) 17 - 72

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.

8: Proposed Revisions to Contract Procedure Rules (Reference to Annual Council) 73 - 140

To consider proposed changes to Contract Procedure Rules for the municipal year 2022/23.

Contact: Jane Lockwood, Head of Procurement

9: Proposed Revisions to Financial Procedure Rules (Reference to Annual Council) 141 - 186

To consider proposed changes to Financial Procedure Rules for the municipal year 2022/23.

Contact: Martin Dearnley, Head of Risk and Internal Audit

10: Gaining Assurance 187 - 204

To consider the ways that the Committee may gain adequate assurance about the way that council carries out its activities.

Contact: Martin Dearnley, Head of Risk and Internal Audit.

11: Informing the Audit Risk Assessment 205 - 244

To receive an update on the final accounts and audit processes for 2021/22.

Contact: James Anderson, Head of Accountancy

12: Audit Progress Report and Sector Update 245 - 262

To receive the Audit Progress Report and Sector Update.

Contact: Grant Thornton

13: Annual Report of Internal Audit 2021/22 & Issues for 2022/23 263 - 316

To consider the Internal Audit activity and the effectiveness of the system of internal control, and conclusions on the control environment and assurance provided in 2021/22, and on matters that relate to Internal Audit activity in 2022/23.

Contact: Martin Dearnley, Head of Risk and Internal Audit

14: Quarterly Report of Internal Audit Q4 2021/22 January 2022 to March 2022 317 - 320

To receive information about internal audit work in quarter 4 of 2021/22.

Contact: Martin Dearnley, Head of Risk and Internal Audit

15: 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.

16: Quarterly Report of Internal Audit Q4 2021/22 January 2022 to March 2022

321 -
330

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 14.

Contact: Martin Dearnley, Head of Risk and Internal Audit
