



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

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## Decision Summary

**Committee:**  
**Date:**  
**Committee Clerk:**  
**TEL:**

**ANNUAL COUNCIL**  
**WEDNESDAY 24 MAY 2023**  
**Andrea Woodside**  
**01484 221000**

### **Chair**

Councillor Cahal Burke

### **Councillors Attended**

Councillor Aafaq Butt  
Councillor Adam Gregg  
Councillor Adam Zaman  
Councillor Alison Munro  
Councillor Amanda Pinnock  
Councillor Ammar Anwar  
Councillor Andrew Marchington  
Councillor Andrew Pinnock  
Councillor Anthony Smith  
Councillor Andrew Cooper  
Councillor Bernard McGuin  
Councillor Bill Armer  
Councillor Carole Pattison  
Councillor Cathy Scott  
Councillor Charles Greaves  
Councillor David Hall  
Councillor Darren O'Donovan  
Councillor Elizabeth Reynolds  
Councillor Elizabeth Smaje  
Councillor Eric Firth  
Councillor Graham Turner  
Councillor Gwen Lowe  
Councillor Habiban Zaman  
Councillor Harry McCarthy  
Councillor Karen Allison  
Councillor Jackie Ramsay  
Councillor James Homewood  
Councillor John Lawson

Councillor John Taylor  
Councillor Jo Lawson  
Councillor Kath Pinnock  
Councillor Lisa Holmes  
Councillor Manisha Roma Kaushik  
Councillor Mark Thompson  
Councillor Matthew McLoughlin  
Councillor Martyn Bolt  
Councillor Masood Ahmed  
Councillor Moses Crook  
Councillor Melanie Stephen  
Councillor Mohan Sokhal  
Councillor Mussarat Pervaiz  
Councillor Musarrat Khan  
Councillor Naheed Mather  
Councillor Nosheen Dad  
Councillor Paola Antonia Davies  
Councillor Paul Davies  
Councillor Richard Smith  
Councillor Shabir Pandor  
Councillor Sheikh Ullah  
Councillor Steve Hall  
Councillor Susan Lee-Richards  
Councillor Timothy Bamford  
Councillor Tony McGrath  
Councillor Tyler Hawkins  
Councillor Viv Kendrick  
Councillor Vivien Lees-Hamilton  
Councillor Will Simpson  
Councillor Yusra Hussain  
Councillor Beverley Addy  
Councillor Itrat Ali  
Councillor Donna Bellamy  
Councillor Hannah McKerchar  
Councillor Paul Moore  
Councillor Imran Safdar  
Councillor Zarina Amin

### **Apologies**

Councillor Donald Firth, Councillor Fazila Loonat and Councillor Joshua Sheard

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## **1 To elect the Mayor for the ensuing year**

To elect the Mayor for the 2023/2024 Municipal Year.

**RESOLVED** – That Councillor Cahal Burke be elected as Mayor for the 2023/2024 Municipal Year.

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## **2 To appoint a Deputy Mayor for the ensuing year**

To appoint a Deputy Mayor for the 2023/2024 Municipal Year.

**RESOLVED** – That Councillor Nosheen Dad be appointed as Deputy Mayor for the 2023/2024 Municipal Year.

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## **3 To approve as a correct record and authorise the signing of the Minutes of the Ordinary Meeting of the Council held on 8 March 2023**

To agree and authorise the Mayor to sign as a correct record.

**RESOLVED** – That the Minutes of the Meeting of Council, held on 8 March 2023, be approved as a correct record.

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## **4 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.

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## **5 Announcements by the Mayor and Chief Executive**

To note, including the results of the Local Council Elections held on 4 May 2023, and the acceptance of the Office of Councillors elected.

The Chief Executive advised of the official return of Councillors following the local district elections, held on 4 May 2023, as set out at Agenda Item 5.

The Mayor welcomed all Councillors to the new municipal year, and welcomed newly elected Councillors, namely Councillors Ali, Amin Addy, Bellamy, McKerchar, Moore and Safdar.

Council received tributes to former Councillor Michael Watson, who had not been re-elected and had represented the Denby Dale ward from May 2015.

The Mayor advised Council of the death of former Councillor Fran Perry who had represented the Ashbrow Ward. Tributes were paid by Councillors Pandor and Homewood.

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## **6 To receive any apologies for absence from Elected Members**

To note.

Apologies for absence were received on behalf of Councillors D Firth, Loonat and Sheard.

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## **7 Proposed Revisions to Contract Procedure Rules (Reference from Corporate Governance and Audit Committee)**

To consider the report.

Contact: Jane Lockwood, Head of Procurement

**RESOLVED** – That the proposed changes to Contract Procedure Rules, as set out at Appendix A of the report, be approved.

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## **8 Proposed Revisions to Financial Procedure Rules (Reference from Corporate Governance and Audit Committee)**

To consider the report.

Contact: Martin Dearnley, Head of Audit and Risk

**RESOLVED** –

- 1) That approval be given to the amendments to Financial Procedure Rules, as set out at Appendix 1 of the considered report.
  - 2) That authority be delegated to the Service Director (Legal, Governance and Commissioning) to make any consequential amendments to financial policies and/or constitutional references.
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## **9 Changes to the Council Constitution (Reference from Corporate Governance and Audit Committee)**

To consider the report.

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

**RESOLVED** –

- 1) That the changes made to the Constitution during the 2022/2023 municipal year, as set out at Appendix 1, be noted.
- 2) That approval be given to the proposed changes to the Constitution as set out at paragraphs 2.07, 2.13, 2.15, 2.21-2.42, 2.44 and 2.46, and the accompanying appendices subject to the following amendments to Council Procedure Rules as set out at paragraph three of Appendix 1;  
(viii) Council Procedure Rule 10(2) Paragraph 2.24 – deadline for receipt of a deputation to be amended to three clear working days notice (ix) Council Procedure Rule 10(4) – sustainability of a deputation shall be

determined by the Chief Executive in consultation with the Mayor and (x) Council Procedure Rule 10(5) – remove (5) with consequential amendment to 10(6), and renumbering accordingly (xi) Council Procedure Rule 10(8) – remove and renumber accordingly (xii) Council Procedure Rule 10(9c) – redraft of wording (xiii) Council Procedure Rule 11(1) paragraph 2.28 – deadline for receipt of public questions to be amended to three clear working days notice and (xiv) Council Procedure Rule 12 paragraph 2.33 – written questions, be amended to three clear working days notice.

- 3) The changes as set out at paragraphs 2.16, 2.17, 2.43, 2.48 and 2.49 of Appendix 1 be noted.
- 4) That it be noted that the Constitution will continue to be reviewed.
- 5) That the proposed work in relation to the Member Officer Protocol (Appendix 1, Paragraph 2.65) be noted.
- 6) That authority be delegated to the Service Director (Legal, Governance and Commissioning) to make appropriate amendments to the Constitution, including consequential changes.

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## **10 Proposed Amendments to Overview and Scrutiny (Reference from Corporate Governance and Audit Committee)**

To consider the report.

Contact: Samantha Lawton, Head of Governance

### **RESOLVED –**

- 1) That approval be given to the proposed changes as set out at Appendix 1 (paragraphs 2 and 3) of the considered report.
- 2) That, pursuant to (1) above, authority be delegated to the Service Director (Legal, Governance and Commissioning) to make appropriate changes to the Constitution.
- 3) That the update on the implementation of the recommendations of the Kirklees Democracy Commission in relation to the review of governance models be noted.
- 4) That it be noted that a report reviewing the workings of the new scrutiny arrangements will be submitted to Corporate Governance and Audit Committee during March 2024.

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## **11 Appointment of Committees, Boards and Panels**

To determine the Committees, Boards and Panels of Council for the 2023/2024 municipal year.

(Report attached)

Contact: Samantha Lawton, Head of Governance

**RESOLVED –** That approval be given to the establishment of the Committees,

Boards and Panels, as listed within the considered report, in accordance with the Council's Constitution.

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## **12 Allocation of Seats**

To determine, for the 2023/2024 Municipal Year, the allocation of seats on Committees and to any Political Groups formed under the Local Government (Committees and Political Groups) Regulations 1990 (or any substituted regulations) and the allocation of seats to any Members of the Council who are not Members of any such Political Groups if there are any outstanding unallocated places.

(Schedule attached)

It is proposed that arrangements for representation of Political Groups on the Committees and Panel listed below should NOT be in accordance with the requirements of Section 15 and 16 of the Local Government and Housing Act 1989 but should be as set out in the report to be circulated at this item:

Corporate Parenting Board  
Health and Wellbeing Board  
Overview and Scrutiny Management Committee

This notice is given in accordance with Section 17 of the 1989 Act and Regulation 20 of the Local Government (Committee and Political Groups) Regulations 1990. Each proposal will require approval with no Members of the Council voting against.

Contact: Samantha Lawton, Head of Governance

### **RESOLVED –**

- 1) That the requirements of Section 15 and 16 of the Local Government and Housing Act 1989 shall not apply to the Corporate Parenting Board, Overview and Scrutiny Management Committee, and Health and Wellbeing Board, for the ensuing Municipal Year.
- 2) That the number and proportion of Members of Committees, Boards and Panels be in accordance with the report as set out at Agenda Item 12.

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## **13 Membership of Committees, Boards and Panels, and Ratio of Substitutes Panel**

To determine (i) Membership of Committees, Boards and Panels for the 2023/2024 Municipal Year, in accordance with nominations from Group Business Managers, and (ii) the ratio of Substitutes Panel Members for each political group.

(Schedule to follow)

Contact: Samantha Lawton, Head of Governance

**RESOLVED** - That the memberships, as set out in the tabled report, be approved and that the allocation of any outstanding places on any Committees, Boards and Panels, or subsequent amendments, be delegated to Group Business Managers.

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## **14 Dates and Times of Committees, Boards and Panels**

To determine the date and time of meetings of Committees, Boards and Panels for the 2023/2024 Municipal Year.

(Schedule attached)

Contact: Samantha Lawton, Head of Governance

**RESOLVED** - That the dates and times of meetings of Committees, Boards and Panels be in accordance with the schedule at Agenda Item 14.

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## **15 Appointment of Members to Joint Authorities**

To determine the arrangements for the allocation of seats on Joint Authorities for the 2023/2024 Municipal Year.

(Report attached)

Contact: Samantha Lawton, Head of Governance

**RESOLVED** - That the recommendations, as set out at Paragraph 5 of the report, page 193, be approved.

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## **16 Appointments to Outside Bodies and Other Committees**

To determine the appointment of representatives to other Committees, Outside Bodies etc, for the 2023/2024 Municipal Year, except for those appointments to bodies which is exercisable only by the Leader or is delegated by the Council.

(Report attached)

Contact: Samantha Lawton, Head of Governance

**RESOLVED** - That the recommendations, as set out at Paragraph 5 of the report, page 197, be approved.

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## 17 Appointment of Spokespersons for Joint Committees and External Bodies

To determine the Council's spokespersons nominated to reply to oral questions at Council for the 2023/2024 Municipal Year.

(Report attached)

Contact: Samantha Lawton, Head of Governance

**RESOLVED** - That the recommendations, as set out at Paragraph 5 of the report, page 205, be approved.

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## 18 Appointment of Chairs of Committees, Boards and Panels

To appoint Chairs of the following Committees, Boards and Panels for the 2023/2024 Municipal Year.

- (a) Appeals Panel
- (b) Corporate Governance and Audit Committee
- (c) Health and Wellbeing Board
- (d) Licensing and Safety Committee
- (e) Overview and Scrutiny Management Committee
- (f) Personnel Committee
- (g) Standards Committee
- (h) Strategic Planning Committee
- (i) Statutory Officer Dismissal Committee
- (j) Scrutiny Panel – Childrens
- (k) Scrutiny Panel – Environment and Climate Change (\*)
- (l) Scrutiny Panel – Growth and Regeneration (\*)
- (m) Scrutiny Panel – Health and Adult Social Care

(\*) Subject to approval at Agenda Item 10

**RESOLVED** - That the appointment of Chairs of Committees and Panels be in accordance with the schedule as circulated to all Members of the Council.

(below)

Committee/Board/Panel	Chair
Appeals Panel	Cllr Elizabeth Reynolds
Corporate Governance & Audit Committee	Cllr James Homewood
Health and Wellbeing Board	Cllr Viv Kendrick



Licensing & Safety Committee	Cllr Amanda Pinnock
Overview & Scrutiny Management Committee	Cllr Elizabeth Smaje
Personnel Committee	Cllr Shabir Pandor
Standards Committee	Cllr Moses Crook
Strategic Planning Committee	Cllr Steve Hall
Planning Sub Committee – Heavy Woollen	Cllr Gwen Lowe
Planning Sub Committee – Huddersfield	Cllr Sheikh Ullah
Statutory Officer Dismissal Committee	Cllr Shabir Pandor

<b>Scrutiny Panels</b>	
Childrens	Cllr Andrew Cooper
Environment and Climate Change	Cllr Jackie Ramsay
Growth and Regeneration	Cllr Yusra Hussain
Health and Adult Social Care	Cllr Bill Armer