



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

Julie Muscroft

Governance and Commissioning

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Decision Summary

**Committee:
AUDIT COMMITTEE**

Date:

Committee Clerk:

TEL:

CORPORATE GOVERNANCE AND

FRIDAY 12 MAY 2023

Leigh Webb

01484 221000

Chair

Councillor Yusra Hussain

Councillors Attended

Councillor Ammar Anwar

Councillor Kath Pinnock

Councillor Harry McCarthy

Councillor Elizabeth Reynolds

Councillor John Taylor

Attendees

Co-optees

Ex-Officio Members

Councillor Paul Davies

Councillor Elizabeth Smaje

Observers

Apologies

Councillor Joshua Sheard

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

Cllr Gregg attended the meeting as substitute for Councillor Sheard

2 Minutes of Previous Meeting

To approve the Minutes of the meeting of the Committee held on 21 April 2023.

It was agreed that the minutes of the last meeting held on 21 April 2023, be approved as a correct record.

3 Declarations of Interest

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.

There were no declarations of interest.

4 Admission of the Public

Most debates take place in public. This only changes where 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, 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.

All agenda items were to be considered in public.

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.

There were no deputations or petitions.

6 Public Question Time

The Committee will hear any questions from the general public.

There were no public questions.

7 Changes to the Council's Constitution (Reference to Annual Council)

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

That the Corporate Governance and Audit Committee:

- a. Notes the changes made to the Constitution in 2022-2023 listed in Appendix 1.
- b. Approves the proposed changes to the Councils constitution as set out in paragraphs 2.07, 2.13, 2.15, 2.21 – 2.42, 2.44 and 2.46 and the accompanying relevant Appendices subject to the following amendments to Appendix 3 and relevant paragraphs:
 - (i) CPR 10 (2) para: 2.24 - Deadline for receipt of deputation to be changed to 3 clear working days notice.
 - (ii) CPR 10 (4) Suitability of a Deputation shall be determined by the Chief Executive in consultation with the Mayor and redraft the second part of the paragraph below for clarity
 - (iii) CPR 10 (5) Remove (5) with consequential amendment to 10 (6) (which becomes 10(5)) and the sub paragraphs to be renumbered accordingly
 - (iv) CPR 10 (8) Remove as provision exists within the current constitutional arrangements and renumber accordingly
 - (v) CPR 10 (9c) re-draft wording to tighten up, specifically highlighting deputations will not be heard where an issue is to be considered at committee/panel with a published agenda. In relation to planning , licensing and other regulatory matters this sub paragraph is to continue to cover the merit of application and so does not require there to have been a published agenda.
 - (vi) CPR 11(1) para 2.28 - Deadline for receipt of public questions to be changed to 3 clear working days
 - (vii) CPR 12 Written questions – para 2.33 be amended to 3 clear working days notice.
- c. Notes the changes set out at paragraphs 2.16, 2.17, 2.43, 2.48 and 2.49.
- d. Notes that work will continue to keep the Council's Constitution under review.
- e. Notes the proposed further work in relation to the Member Officer protocol in paragraph 2.65
- f. Recommends to Council that they note and approve (as applicable) the above recommendations and delegate authority to the Service Director – Legal,

Governance and Commissioning to make appropriate amendments to the constitution which may be agreed by Council as well as any consequential amendments to the constitution to reflect the changes agreed.

8 Proposed Amendments to Overview and Scrutiny (Reference to Annual Council)

To consider proposed amendments to the Overview and Scrutiny structure.

Contact: Samantha Lawton, Head of Governance

1. That Corporate Governance and Audit committee recommends to Annual Council the changes as set out in paragraph 3 of the report
 2. That the Committee recommend to Council that the Service Director Legal, Governance and Commissioning be delegated with authority to make appropriate changes to the Constitution to reflect the agreed changes to the scrutiny arrangements.
 3. That a report reviewing the workings of the new scrutiny arrangements be submitted to this Committee in March 2024.
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9 Proposed Revisions to Financial Procedure Rules (Reference to Annual Council)

To consider proposed changes to Financial Procedure Rules for the municipal year 2023/24.

Contact: Martin Dearnley, Head of Risk

1. That the proposed changes to Financial Procedure Rules, as set out in the report, be recommended to Annual Council, subject to the inclusion of the minor grammatical amendments set out above.
 2. That authority be delegated to Monitoring Officer to make any consequential changes to Financial Polices and/or constitutional rules.
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10 Proposed Revisions to Contract Procedure Rules (Reference to Annual Council)

To consider proposed changes to Contract Procedure Rules for the municipal year 2023/24.

Contact: Jane Lockwood, Head of Procurement

That proposed changes to Contract Procedure Rules, as set out in the report, be recommended to Annual Council for approval.

11 Informing the Audit Risk Assessment

To receive an update on the final accounts and audit processes for 2022/3.

Contact: James Anderson, Head of Accountancy

That the report be noted.

12 External Audit Progress Report

To receive an update report relating to external audit.

Contact: Grant Thornton, External Auditor

That the report be noted.
