



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

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Thursday 21 September 2023

Notice of Meeting

Dear Member

Corporate Governance and Audit Committee

The **Corporate Governance and Audit Committee** will meet in the **Meeting Room 3 - Town Hall, Huddersfield** at **10.00 am** on **Friday 29 September 2023**.

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 James Homewood (Chair)
Councillor Yusra Hussain
Councillor Naheed Mather
Councillor Harry McCarthy
Councillor Melanie Stephen
Councillor John Taylor
Councillor Kath Pinnock
Chris Jones (Co-Optee)

When a Member of the Corporate Governance and Audit Committee cannot attend the meeting, a member of the Substitutes Panel (below) may attend in their place in accordance with the provision of Council Procedure Rule 35(7).

Substitutes Panel

Conservative

B Armer
D Bellamy
A Gregg
D Hall
R Smith
M Thompson

Green

K Allison
A Cooper
S Lee-Richards

Labour

B Addy
A Anwar
S Hall
P Moore
M Sokhal E Firth
T Hawkins
H Zaman

Liberal Democrat

PA Davies
J Lawson
A Munro
A Marchington
A Smith
A Pinnock

Ex Officio Members

Councillor Paul Davies (Cabinet Member for Corporate Services)
Councillor Elizabeth Smaje (Chair of Overview and Scrutiny 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 - 10

To approve the Minutes of the meeting of the Committee held on 14 July 2023 and 12 September 2023.

3: Declarations of Interest

11 - 12

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 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.

5: Deputations/Petitions

The Committee will receive any petitions and/or 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 submit a petition at the meeting relating to a matter on which the body has powers and responsibilities.

In accordance with Council Procedure Rule 10, Members of the Public must submit a deputation in writing, at least three clear working days in advance of the meeting and shall subsequently be notified if the deputation shall be heard. A maximum of four deputations shall be heard at any one meeting.

6: Public Question Time

To receive any public questions.

In accordance with Council Procedure Rule 11, the period for the asking and answering of public questions shall not exceed 15 minutes.

Any questions must be submitted in writing at least three clear working days in advance of the meeting.

7: Corporate Governance and Audit Committee Annual Report 13 - 26

To consider the Corporate Governance and Audit Committee Annual report.

Contact: Nicola Sylvester, Principal Governance and Democracy Engagement Officer.

8: Corporate Customer Standards Annual Report 2022/23 27 - 54

To receive an update on Corporate Customer Standards complaint handling for the year 2022/23.

Contact: Chris Read, Corporate Customer Standards Officer

9: Annual Report on bad debt write-offs 2022/23 55 - 66

To consider the Annual Report on bad debt write offs 2022/23.

Contact: Sarah Brown, Acting Head of Welfare & Exchequer Services

Mark Stanley, Senior Manager, Welfare & Exchequer Services.

10:	Audit Findings Report 2021/22	67 - 124
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To consider the Audit Findings Report 2021/22.

Contact: Grant Thornton, External Auditor

11:	Annual Governance Statement 2022/23	125 - 144
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To consider the Annual Governance Statement 2022/23.

Contact: Simon Straker, Audit Manager.

12:	Internal Audit update 2023/24	145 - 160
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To receive the Internal Audit update 2023/24.

Contact: Martin Dearnley, Head of Risk.

13:	Exclusion of the Public	
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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.

14:	Internal Audit Update 2023/24	161 - 164
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Exempt appendix in relation to agenda item 12.
