



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

**Julie Muscroft**

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Date Not Specified

## **Notice of Meeting**

Dear Member

### **zzTest Training Committee**

The **zzTest Training Committee** will meet in the **Council Chamber - Town Hall, Huddersfield** at **11.00 pm** on **Sunday 31 December 2023**.

This meeting will be live webcast. To access the webcast please go to the Council's website at the time of the meeting and follow the instructions on the page.

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 Committee members are:-**

**Member**

Lorraine Brook  
Chris Dudley  
Claire Gardiner  
Leigh Webb  
Kyle Paine  
Tom Bindon

**Responsible For:**

Principal IT Officer  
  
Democracy Officer  
Democracy Manager  
IT Senior Officer  
IT Events Officer

# Agenda

## Reports or Explanatory Notes Attached

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**Pages**

**1: Membership of the Committee**

To receive apologies for absence from those Members who are unable to attend the meeting and details of substitutions and for whom they are attending. to the Committee membership.

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**2: Minutes of Previous Meeting**

To approve the Minutes of the meeting of the Committee held on the [DATE MONTH YEAR].

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**3: Declaration of Interests**

1 - 2

Members will be asked to say if there are any items on the agenda in which they have any disclosable pecuniary interests or any other interests, which may prevent them from participating in any discussion of the items or participating in any vote upon the items.

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**4: Admission of the Public**

Most agenda items take place in public. This only changes where there is a need to consider exempt information, as contained at Schedule 12A of the Local Government Act 1972. You will be informed at this point which items are to be recommended for exclusion and to be resolved by the Committee.

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**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.

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**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.

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**7: 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.

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**8: Agenda Item : Lorem Ipsum**

3 - 6

To discuss the Lorem Ipsum

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