



**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 10 MAY 2024**

**Nicola Sylvester**

**01484 221000**

### **Chair**

Councillor James Homewood

### **Councillors Attended**

Councillor Yusra Hussain

Councillor Harry McCarthy

Councillor John Taylor

Councillor Kath Pinnock

Councillor Mohan Sokhal (Substitute)

Councillor Donna Bellamy (Substitute)

### **Attendees**

Steve Mawson, Chief Executive

Rachel Spencer-Henshall, Strategic Director, Corporate Strategy,

Julie Muscroft, Service Director, Legal Governance and Commissioning,

Kevin Mulvaney, Service Director, Finance

Leigh Webb, Acting Head of Governance

David Stickley, Principal Lawyer (Virtual)

Martin Dearnley, Head of Risk and Internal Audit

James Anderson, Head of Accountancy (Virtual)

Gareth Mills, Grant Thornton

Greg Charnley, Grant Thornton

Joel Hanna, Head of Childrens Sufficiency, Resources, Improvement & Partnership

Vicky Metheringham, Service Director, Childrens (Virtual)

### **Apologies**

Chris Jones (Co-Optee)

Councillor Graham Turner (Ex Officio)

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## **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.

Apologies were received on behalf of Councillor Graham Turner – Ex Officio and Chris Jones – Independent Person

Mohan Sokhal addended as Labour substitute  
Donna Bellamy attended as Conservative substitute.

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## **2 Minutes of Previous Meeting**

To approve the Minutes of the meeting of the Committee held on 19<sup>th</sup> April 2024.

**RESOLVED:** That the minutes of the meeting of 19<sup>th</sup> April 2024 be approved as a correct record.

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## **3 Declaration of Interests**

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.

No Interests were declared.

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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.

It was noted that agenda item 17 would be considered in private session.

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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.

There were no deputations or petitions received.

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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.

There were no public questions.

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## **7 Informing the Audit Risk Assessment for Kirklees Metropolitan Council**

To consider the Audit Risk Assessment for Kirklees Council.

Contact: James Anderson, Head of Finance and Accountancy.

**RESOLVED:** That the risk assessment document be formally submitted to Grant Thornton.

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## **8 Kirklees Council External Audit Plan 2023-24**

To consider Kirklees Council's External Audit Plan 2023-24.

Contact: Grant Thornton, External Auditor.

**RESOLVED:** That the External Audit Plan 2023-24 be noted.

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## **9 Proposed Amendment of arrangements for Corporate Parenting Board**

To consider the proposed amendment of arrangements for Corporate Parenting Board.

Contact: Joel Hanna, Head of Children's Sufficiency, Resources, Improvement & Partnerships.

**RESOLVED:** That proposed amendments of arrangements for Corporate Parenting Board, as set out in the report, be recommended to Annual Council

for approval.

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## **10 Proposed Amendments to Contract Procedure Rules**

To consider the Proposed Amendments to Contract Procedure Rules 2024.

Contact: Jane Lockwood, Head of Procurement.

**RESOLVED:** That the Proposed Amendments to Contract Procedure Rules 2024, as set out in the report, be recommended to Annual Council for approval.

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## **11 Proposed Amendments to Financial Procedure Rules**

To consider the proposed amendments to Financial Procedure Rules.

Contact: Martin Dearnley, Head of Audit & Risk.

**RESOLVED:** That proposed amendments to Financial Procedure Rules, as set out in the report, be recommended to Annual Council for approval.

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## **12 Proposed Amendments to the Council's Constitution**

To consider the proposed amendments to the Council's Constitution.

Contact: David Stickley, Principal Lawyer.

**RESOLVED:**

1. That the changes made to the Constitution in 2023-24 listed in Appendix 1 be noted
2. That the proposed changes to the Constitution set out in section 2 of the report be approved with the following recommendations:
  - (i) Amendments to CPR 9 relating to the presentation of petitions and referral of subject matter.
  - (ii) Amendments to CPR 9a subject to the replacement of the word "may" with "will" and clarification that where a debate is requested (for petitions exceeding 3000 valid signatures) this will be scheduled within a reasonable time period.
  - (iii) Amendments to CPR's 9 and 10 to make them consistent with CPR 11 in respect of the need to be a resident or business owner in Kirklees in order to be able to present a petition or deputation.
  - (iv) That the proposed amendments in respect of CPR 11(6) be applied to CPR 12 for written questions by the public and Elected Members at Full Council meetings only.
  - (v) That CPR 12(6) be approved subject to the removal of wording "with the consent of the Chair"
  - (vi) Amendments to CPR 11(7) subject to the removal of wording "for a period of 12 months".

- (vii) Proposals relating to Member Speaking Rights (CPR 36(1)), Permission to Speak by Members of the Public (CPR 37), Video requests for deputations (CPR10) and the wider application of the proposals set out in (v) above to Cabinet and Council Committees be subject to further consideration following a future review.

3. Notes that work will continue to keep the Constitution under review.

- 4. 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.

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### **13 Internal Audit Annual Report for 2023/24**

To receive the Internal Audit Annual Report 2023/24.

Contact: Martin Dearnley, Head of Audit & Risk.

**RESOLVED:** That the Internal Audit Annual Report for 2023/24 be noted.

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### **14 Internal Audit Plan 2024/25**

To receive the Internal Audit Plan 2024/25.

Contact: Martin Dearnley, Head of Audit & Risk.

**RESOLVED:** That the Internal Audit Plan 2024/25 be noted.

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### **15 Quarterly report of Internal Audit Q4 - January 2024 - March 2024**

To receive the internal audit quarter 4 report, January 24 – March 24

Contact: Martin Dearnley, Head of Audit & Risk.

**RESOLVED:** That the Quarterly report of Internal Audit Q4 – January – March 2024 be noted.

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### **16 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.

**RESOLVED** – That acting under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for 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, as specifically stated in the undermentioned minutes.

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**17 Quarterly Report of Internal Audit Q4 January 2024 - March 2024**

Exempt appendix in relation to agenda item 15.

The Committee noted the exempt information, which was an appendix to agenda item 15.

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