



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

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Thursday 18 July 2024

Notice of Meeting

Dear Member

Corporate Governance and Audit Committee

The **Corporate Governance and Audit Committee** will meet in the **Council Chamber - Town Hall, Huddersfield** at **10.00 am** on **Friday 26 July 2024**.

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 "S Lawton".

Samantha Lawton

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 John Taylor (Chair)
Councillor James Homewood
Councillor Angela Sewell
Councillor Caroline Holt
Councillor Kath Pinnock
Councillor Imran Safdar
Councillor Habiban Zaman
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	Green	Labour	Liberal Democrat	Community Alliance	Kirklees Community Independents
D Bellamy	K Allison	M Sokhal	PA Davies	A Zaman	A Anwar
D Hall	A Cooper	M Ahmed	J Lawson		A Arshad
R Smith	S Lee-	S Ullah	A Munro		JD Lawson
M Thompson	Richards	B Addy	A Marchington		
		M Crook	A Smith		
		J Rylah E Firth	A Pinnock		
			A Robinson		

Ex Officio Members

Councillor Cathy Scott
Councillor Cahal Burke
Councillor Bill Armer

Agenda

Reports or Explanatory Notes Attached

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.

2: Minutes of Previous Meeting

1 - 4

To approve the Minutes of the meeting of the Committee held on 28th June 2024.

3: Declaration of Interests

5 - 6

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.

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.

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: Annual Corporate Emergency Planning and Business Continuity Report 7 - 18

To receive the Annual Corporate Emergency Planning and Business Continuity Report.

Contact: Laura Drew, Public Health Senior Emergency Planner.

8: Annual Report of Corporate Governance and Audit Committee 19 - 38

To receive the Corporate Governance and Audit Committee Annual Report.

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

9: Independent Member of the Committee 39 - 44

To consider a second Independent Member of the Committee.

Contact: Martin Dearnley, Head of Audit & Risk.

- 10: External Auditors Recommendations Report** 45 - 58
- To receive the External Auditors Recommendations Report.
- Contact: Martin Dearnley, Head of Audit & Risk.
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- 11: Quarterly report of Internal Audit Q1 April - June 2024** 59 - 74
- To receive the Quarterly report of Internal Audit Q1 April – June 2024.
- Contact: Martin Dearnley, Head of Audit & Risk.
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- 12: Emergency Duty Services (Adults)-Follow up** 75 - 78
- To receive the Emergency Duty Services (Adults) Follow up report.
- Contact: Martin Dearnley, Head of Audit & Risk
Michelle Cross, Service Director Learning Disabilities & Mental Health.
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- 13: 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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- 14: Quarterly report of Internal Audit Q1 April - June 2024** 79 - 82
- Exempt appendix in relation to agenda item 11.
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- 15: Emergency Duty Services (Adults)-Follow up** 83 - 86
- Exempt appendix in relation to agenda item 12.
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