



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

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Thursday 19 September 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 **10.30 am** on **Friday 27 September 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
Vacancy - Community_Alliance
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

D Bellamy
D Hall
M Thompson

Green

K Allison
A Cooper
S Lee-
Richards

Labour

M Sokhal
M Ahmed
S Ullah
B Addy
M Crook
J Rylah E Firth
H McCarthy

Liberal

Democrat
PA Davies
J Lawson
A Munro
A Marchington
A Smith
A Pinnock
A Robinson
D Longstaff

Community Alliance

A Zaman
C Scott

Kirklees

Community Independents

A Anwar
A Arshad
JD Lawson

Ex Officio Members

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

To approve the Minutes of the meeting of the Committee held on 26th July 2024.

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.

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 Health and Safety Report 2023/24 3 - 58

To receive the Annual Corporate Health and Safety Report 2023/24.

Contact: Sean Westerby, Corporate Safety and Resilience Manager.

8: Information Governance Annual Report 2023/24 59 - 72

To receive the Information Governance Annual Report 2023/24.

Contact: Erin Wood, Information Governance Manager.

9: Report of the Members Allowances Independent Review Panel 73 - 80

To consider the Report of the Members Allowances Independent Review Panel.

Contact: Leigh Webb, Acting Head of Governance.

10: Internal Audit Plan for 2024/25 (Quarters 3 & 4) 81 - 86

To consider the Internal Audit Plan for 2024/25 (Quarters 3 & 4).

Contact: Martin Dearnley, Head of Audit & Risk.

11: District Heating - Request for Officer attendance 87 - 96

To receive the District Heating- Request for Officer attendance report.

Contact: Martin Dearnley, Head of Audit & Risk.
Naz Parkar, Service Director.

12: Agenda Plan 97 - 98

To review the 2024/25 agenda plan.
