



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

**Samantha Lawton**

Governance and Commissioning

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## **Decision Summary**

**Committee:**

**Date:**

**Committee Clerk:**

**TEL:**

**ANNUAL COUNCIL**

**WEDNESDAY 21 MAY 2025**

**Andrea Woodside**

**01484 221000**

### **Chair**

Councillor Elizabeth Smaje

### **Councillors Attended**

Councillor Masood Ahmed

Councillor Munir Ahmed

Councillor Itrat Ali

Councillor Karen Allison

Councillor Ammar Anwar

Councillor Bill Armer

Councillor Ali Arshad

Councillor Timothy Bamford

Councillor Donna Bellamy

Councillor Tanisha Bramwell

Councillor Cahal Burke

Councillor Andrew Cooper

Councillor Martyn Bolt

Councillor Eric Firth

Councillor Moses Crook

Councillor Nosheen Dad

Councillor Aziz Daji

Councillor Hanifa Darwan

Councillor Paola Antonia Davies

Councillor David Hall

Councillor Tyler Hawkins

Councillor Caroline Holt

Councillor Lisa Holmes

Councillor James Homewood

Councillor Charles Greaves

Councillor Musarrat Khan

Councillor Jo Lawson

Councillor Susan Lee-Richards

Councillor Vivien Lees-Hamilton  
Councillor Zahid Kahut  
Councillor Viv Kendrick  
Councillor Harry McCarthy  
Councillor Tony McGrath  
Councillor Hannah McKerchar  
Councillor Matthew McLoughlin  
Councillor Andrew Marchington  
Councillor Paul Moore  
Councillor Alison Munro  
Councillor Darren O'Donovan  
Councillor Carole Pattison  
Councillor Amanda Pinnock  
Councillor Andrew Pinnock  
Councillor Kath Pinnock  
Councillor Ashleigh Robinson  
Councillor Jane Rylah  
Councillor Imran Safdar  
Councillor Cathy Scott  
Councillor Angela Sewell  
Councillor Joshua Sheard  
Councillor Will Simpson  
Councillor Anthony Smith  
Councillor Richard Smith  
Councillor Mohan Sokhal  
Councillor John Taylor  
Councillor Mark Thompson  
Councillor Graham Turner  
Councillor Sheikh Ullah  
Councillor Alex Vickers  
Councillor Habiban Zaman

### **Apologies**

Councillor Beverley Addy, Councillor Zarina Amin, Councillor Damian Brook, Councillor Aafaq Butt, Councillor John Lawson, Councillor David Longstaff and Councillor Adam Zaman

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## **1 To Elect the Mayor for the 2025/2026 Municipal Year**

To elect the Mayor for the ensuing 2025/2026 Municipal Year.

That Councillor Elizabeth Smaje be elected as Mayor for the 2025/2026 Municipal Year.

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## **2 To Appoint the Deputy Mayor for the 2025/2026 Municipal Year**

To appoint the Deputy Mayor for the ensuing 2025/2026 Municipal Year.

That Councillor Munir Ahmed be appointed as Deputy Mayor for the 2025/2026

Municipal Year.

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### **3 Announcements by the Mayor and Chief Executive**

To receive any announcements from the Mayor and Chief Executive.

There were no announcements.

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### **4 To approve the Minutes of the Ordinary Meeting of the Council held on 23 April 2025**

To approve as a correct record and authorise the signing of the Minutes of the Ordinary Meeting of the Council held on 23 April 2025.

**RESOLVED** – That the Minutes of the Ordinary Meeting of Council held on 23 April 2025 be approved as a correct record.

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### **5 Declaration of Interests**

Councillors will be asked to advise if there are any items on the Agenda in which they have a disclosable pecuniary interest, which may prevent them from participating in any discussion or vote upon the item, or any other interests.

No interests were declared.

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### **6 Apologies for Absence**

Group Business Managers to advise of any apologies for absence.

Apologies for absence were recorded on behalf of Councillors Addy, Amin, Butt, Brook, J Lawson, Longstaff and A Zaman.

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### **7 Proposed Revisions to Contract Procedure Rules (Reference from Corporate Governance and Audit Committee)**

To consider the report.

Contact: Ruth Calladine, Head of Procurement and Commissioning Support

**RESOLVED** – That the revisions to Contract Procedure Rules, as set out within the report, be approved.

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### **8 Proposed Revisions to Financial Procedure Rules (Reference from Corporate Governance and Audit Committee)**

To consider the report.

Contact: Martin Dearnley, Head of Audit and Risk

**RESOLVED** – That the revisions to Financial Procedure Rules, as set out within the report, be approved.

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**9 Proposed Amendments to the Council's Corporate Code of Governance (Reference from Corporate Governance and Audit Committee)**

To consider the report.

Contact: Samantha Lawton, Service Director – Legal, Governance and Commissioning

**RESOLVED** – That the revisions to the Council's Corporate Code of Governance, as set out within the report, be approved.

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**10 Proposed Revisions to the Council's Constitution (Reference from Corporate Governance and Audit Committee)**

To consider the report.

Contact: Samantha Lawton, Service Director – Legal, Governance and Commissioning

**RESOLVED** –

- 1) That the changes made to the Constitution in the 2024-2025, as set out at Appendix 1 of the report, be noted.
  - 2) That approval be given to the Constitutional amendments, as recommended by Corporate Governance and Audit Committee and set out within the report.
  - 3) That, in respect of Council Procedure Rule 11(6), it be agreed that the practise of publishing written responses to written questions in advance of the meeting, in accordance with the current constitutional requirement, be endorsed.
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**11 Dates of Council Meetings for the 2025/2026 Municipal Year (Reference from Corporate Governance and Audit Committee)**

To consider the report.

Contact: Leigh Webb, Head of Governance

**RESOLVED** – That the Schedule of Council Meetings for the 2025/2026

Municipal Year be approved.

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## 12 Appointment of Committees, Boards and Panels

To determine the Committees, Boards and Panels of the Council for the 2025/2026 Municipal Year.

Contact: Leigh Webb, Head of Governance

**RESOLVED** - That approval be given to the establishment of the Committees, Boards and Panels as listed within this report, in accordance with the Council's Constitution.

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## 13 Allocation of Seats

To determine, for the 2025/2026 Municipal Year, the allocation of seats on Committees and to any Political Groups formed under the Local Government (Committees and Political Groups) Regulations 1990 (or any substituted regulations) and the allocation of seats to any Members of the Council who are not Members of any such Political Groups if there are any outstanding unallocated places.

(Schedule attached)

It is proposed that arrangements for representation of Political Groups on (i) Health and Wellbeing Board and (ii) Overview and Scrutiny Committee should not be in accordance with the requirements of Section 15 and 16 of the Local Government and Housing Act 1989 but should be as set out in the report to be circulated at this item.

This notice is given in accordance with Section 17 of the 1989 Act and Regulation 20 of the Local Government (Committee and Political Groups) Regulations 1990. Each proposal will require approval with no Members of the Council voting against.

Contact: Leigh Webb, Head of Governance

### **RESOLVED –**

- 1) That the requirements of Section 15 and 16 of the Local Government and Housing Act 1989 shall not apply to Overview and Scrutiny Management Committee and Health and Wellbeing Board, for the ensuing Municipal Year.
  - 2) That the number and proportion of Members of Committees, Boards and Panels be in accordance with the report as set out at Agenda Item 13.
  - 3) That authority be delegated to the Service Director (Legal, Governance and Monitoring) to make any changes to appointments in consultation with Group Business Managers, based upon revised proportions.
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## **14 Membership of Committees, Boards and Panels**

To determine the Membership of Committees, Boards and Panels for the 2025/2026 Municipal Year, in accordance with nominations from Group Business Managers.

(Schedule to follow)

### **RESOLVED –**

- 1) That the memberships, as set out in the tabled report, be approved and that the allocation of any outstanding places on any Committees, Boards and Panels, or subsequent amendments, be delegated to Group Business Managers.
  - 2) That authority be delegated to the Service Director (Legal, Governance and Commissioning) to make any changes to appointments in consultation with Group Business Managers, based upon revised proportions.
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## **15 Dates and Times of Committees, Boards and Panels**

To determine the date and time of Meetings of Committees, Boards and Panels for the 2025/2026 Municipal Year.

Contact: Leigh Webb, Head of Governance

**RESOLVED** - That the dates and times of meetings of Committees, Boards and Panels be in accordance with the schedule at Agenda Item 15.

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## **16 Appointment of Members to Joint Authorities**

To determine the arrangements for the allocation of seats on Joint Authorities for the 2025/2026 Municipal Year.

Contact: Leigh Webb, Head of Governance

### **RESOLVED –**

- 1) That the Leader of the Council be appointed as Kirklees Council's Elected Member for the West Yorkshire Combined Authority (WYCA), with the Deputy Leader as the WYCA Substitute Member and notes that these members will also be appointed to the WYCA Governance and Audit Committee and the WYCA Finance, Resources and Corporate Committee.
- 2) That authority be delegated to the Chief Executive, in consultation with Group Leaders, WYCA's Managing Director and other West Yorkshire Chief Executives, to appoint the 3 additional Members to WYCA and their substitutes, so that the 8 constituent council members taken as a whole reflect the balance of political parties for the time being among members of WYCA's constituent councils, so far as reasonably practicable.

- 3) That authority be delegated to the Service Director – Legal, Governance and Commissioning, in consultation with the Group Business Managers, to nominate members to WYCA’s Transport Committee, 4 members; 2 Ordinary, 1 Transport Engagement Lead, 1 Transport Portfolio Holder, and note that WYCA will appoint to the two Deputy Chair roles.
- 4) That authority be delegated to the Service Director – Legal, Governance and Commissioning, in consultation with Group Business Managers, to nominate Members and substitutes to the WYCA Overview and Scrutiny Committee.
- 5) That authority be delegated to the Service Director – Legal, Governance and Commissioning, in consultation with Group Business Managers, to (i) confirm any relevant Portfolio Holder to be appointed, or (ii) make any additional/revised nominations, to any WYCA Committee or Panel, as requested by WYCA after this Annual Meeting.
- 6) That it be noted that Kirklees has 1 place (for the Portfolio Holder or most appropriate Member) on each of the five-WYCA Committees
  - (i) Business, Economy and Innovation Committee
  - (ii) Climate, Energy and Environment Committee
  - (iii) Place, Regeneration and Housing Committee
  - (iv) Employment and Skills Committee
  - (v) Culture, Heritage and Sports Committee
- 7) That authority be delegated to the Service Director – Legal, Governance and Commissioning, in consultation with the Group Business Managers, to appoint a representative and substitute to the West Yorkshire Business Board – Leeds City Region Enterprise Partnership.
- 8) That in order to fill places on (i) West Yorkshire Fire and Rescue Authority, and (ii) West Yorkshire Police and Crime Panel, authority be delegated to the Service Director (Legal, Governance and Commissioning), in consultation with Group Business Managers, to determine the allocation.
- 9) That authority be delegated to the Service Director (Legal, Governance and Commissioning), in consultation with Group Business Managers, to determine the appointment of Elected Members/Representatives to the remaining Joint Authorities not otherwise set out within the report.

## **17 Appointments to Outside Bodies and Other Committees**

To determine the appointment of representatives to other Committees, Outside Bodies etc for the 2025/2026 Municipal Year, except for those to bodies which is excisable only by the Leader or is delegated by the Council.

Contact: Leigh Webb, Head of Governance

### **RESOLVED –**

- 1) That Council notes that Group Business Managers will put forward nominations to the Service Director – Legal, Governance and Commissioning to fill places or make any adjustments to nominees, as appropriate, following Annual Council.

- 2) That those bodies with executive functions be referred to the Leader of the Council to put forward nominations.
- 3) That, in relation to the Yorkshire Purchasing Organisation Management Committee, Council agrees to waive political balance rules which apply in accordance with Section 17 of the Local Government and Housing Act 1989 (this requires approval with no Member voting against).
- 4) That, Council delegate authority to the Leader, in consultation with Group Business Managers, to nominate one nominee and a substitute to the Yorkshire Purchasing Organisation (YPO) Management Committee and to nominate a Director to the associated limited company: YPO Procurement Holdings Ltd.
- 5) That authority be delegated to the Group Business Managers to determine which of the two appointed Members on Kirklees Active Leisure will be authorised, for the purposes of Member meetings (distinct from Director meetings), to exercise a vote, pursuant to Section 323 of the Companies Act 2006.

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## **18 Appointment of Spokespersons for Joint Committees and External Bodies**

To determine the Council's spokespersons nominated to reply to oral questions at Council for the 2025/2026 Municipal Year.

Contact: Leigh Webb, Head of Governance

- 1) That the nomination of spokespersons to reply to oral questions at meetings of Council, on behalf of Kirklees Active Leisure and West Yorkshire Police and Crime Panel, be delegated to Group Business Managers for determination.
  - 2) That it be noted that the Member appointed by Council to the West Yorkshire Combined Authority will be the spokesperson for that body and its Committees.
  - 3) That it be noted that the Member appointed to the post of Transport Engagement Lead on the WYCA Transport Committee will be the spokesperson for that body.
  - 4) That it be noted that the spokespersons for the West Yorkshire Fire and Rescue Authority and West Yorkshire Joint Services Committee will be notified by those bodies.
  - 5) That the appointed spokesperson for the West Yorkshire Adoption Joint Committee (One Adoption) be the relevant Cabinet Portfolio Holder.
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## 19 Appointment of Chairs of Committees, Boards and Panels

To appoint Chairs of the following Committees, Boards and Panels for the 2025/2026 Municipal Year.

- (a) Appeals Panel
- (b) Corporate Governance and Audit Committee
- (c) District Wide Planning Committee
- (d) Health and Wellbeing Board
- (e) Licensing and Safety Committee
- (f) Overview and Scrutiny Management Committee
- (g) Personnel Committee
- (h) Standards Committee
- (i) Strategic Planning Committee
- (j) Statutory Officer Dismissal Committee
- (k) Scrutiny Panel – Childrens
- (l) Scrutiny Panel – Environment and Climate Change
- (m) Scrutiny Panel – Growth and Regeneration
- (n) Scrutiny Panel – Health and Adult Social Care

**RESOLVED** – That the appointment of Chairs of Committees and Panels be in accordance with the schedule below;

Appeals Panel – Councillor Longstaff  
Corporate Governance and Audit Committee – Councillor Taylor  
District Wide Planning Committee – Councillor Ullah  
Health and Wellbeing Board – Councillor Addy  
Licensing and Safety Committee – Councillor A U Pinnock  
Overview and Scrutiny Management Committee – Councillor Burke  
Personnel Committee – Councillor Pattison  
Standards Committee – Councillor Armer  
Strategic Planning Committee – Councillor Homewood  
Statutory Officer Dismissal Committee – Councillor Crook  
Scrutiny Panel (Childrens) – Councillor Ali  
Scrutiny Panel (Environment and Climate Change) – Councillor Cooper  
Scrutiny Panel (Growth and Regeneration) – Councillor Amin  
Scrutiny Panel (Health and Adult Social Care) – Councillor J D Lawson