



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

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Thursday 13 February 2025

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 21 February 2025**.

The items which will be discussed are described in the agenda and there are reports attached which give more details.

A handwritten signature in cursive script, 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
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 Arshad
JD Lawson

Ex Officio Members

Councillor Cahal Burke
Councillor Bill Armer
Councillor Tyler Hawkins

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 - 6

To approve the Minutes of the meeting of the Committee held on the 31st January 2025.

3: Declaration of Interests

7 - 8

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: Corporate Customer Standards Annual Report 2023-24 9 - 46

To consider the Corporate Customer Standards Annual Report 2023-24.

Contact: Chris Read, Corporate Customer Standards Officer.

8: Risk Management Annual Report 2024/25 47 - 54

To receive the Risk Management Annual Report 2024/25.

Contact: Alice Carruthers, Senior Risk Officer.

9: Dates of Council Meetings - Proposal for Additional Council Meeting (Reference to Council) 55 - 58

To consider the Dates of Council Meeting – Proposal for Additional Council Meeting (Reference to Council) report.

Contact: Leigh Webb, Head of Governance.

- 10: Update to Corporate Code of Governance** 59 - 82
- To consider the update to Corporate Code of Governance.
- Contact: Samantha Lawton, Service Director, Legal, Governance and Commissioning.
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- 11: Update on representations on Outside Bodies** 83 - 92
- To receive the update on representations on Outside Bodies.
- Contact: Leigh Webb, Head of Governance.
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- 12: Cyber Security Assurance** 93 - 98
- To receive the Cyber Security Assurance report.
- Contact, Terence Hudson, Head of Technology.
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- 13: Internal Audit Quarterly Report 3 2024/25, October 2024 to December 2024** 99 - 122
- To receive the Internal Audit Quarterly report 3, October 2024 to December 2024.
- Contact: Martin Dearnley, Head of Risk.
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- 14: 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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- 15: Internal Audit Quarterly Report 3 2024/25, October 2024 to December 2024** 123 - 126
- Exempt appendix in relation to agenda item 13.
-

16: Agenda Plan

127 -
128

To review the 2024/25 Agenda Plan.
