



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

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Thursday 18 September 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 26 September 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 Caroline Holt
Councillor Harry McCarthy
Councillor Kath Pinnock
Councillor Angela Sewell
Councillor Adam Zaman
Nicholas Booth (Co-Optee)
Andrew North (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

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

Liberal

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

Community Alliance

A Anwar
C Scott

Kirklees

**Community
Independents**
A Arshad
JD Lawson

Ex Officio Members

Councillor Bill Armer
Councillor Cahal Burke
Councillor Nosheen Dad
Councillor Graham Turner

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 1st August 2025.

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: Representation on Outside Bodies 2025/26

7 - 18

To receive the Representation on Outside Bodies 2025/26 report.

Contact: Helen Kilroy, Assistant Democracy Officer.

8: Annual report on Bad Debt Write-Offs 2024/25

19 - 30

To receive the Annual report on Bad Debt Write-Offs 2024/25.

Contact: Sarah S Brown, Head of Welfare & Exchequer Services.

9: Information Governance Annual Report 2024/25

31 - 42

To receive the Information Governance Annual Report 2024/25.

Contact: Erin Wood, Information Governance Manager & Data Protection Officer.

- 10: Interim Polling District and Places Review 2025** 43 - 112
- To consider the Interim Polling District and Places Review 2025 report.
- Contact: Laura Burrell, Electoral Services Manager.
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- 11: Community Governance Review Terms of Reference and Timeline** 113 - 136
- To consider the Community Governance Review Terms of Reference and Timeline report.
- Contact: Nick Howe, Policy and Partnership Manager.
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- 12: External Audit Update Report September 2025** 137 - 160
- To receive the External Audit Update Report dated September 2025.
- Contact: Grant Thornton.
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- 13: External Auditors Recommendation Report** 161 - 174
- To receive the External Auditors Recommendation Report.
- Contact: Martin Dearnley, Head of Audit & Risk.
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- 14: Internal Audit Plan for 2025/26 - Quarters 3 & 4** 175 - 184
- To consider the Internal Audit Plan for 2025/26 – Quarters 3 & 4 Report.
- Contact: Martin Dearnley, Head of Audit & Risk.
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- 15: Internal Audit Quarterly Report 1 2025/26 - April 2025 to June 2025** 185 - 208
- To receive the Internal Audit Quarterly Report 1 2025/26, April 2025 to June 2025.
- Contact: Martin Dearnley, Head of Audit & Risk.

16: Agenda Plan 2025/26

209 -
210

To review the Committees Agenda plan for 2025/26.

Contact: Nicola Sylvester, Principal Governance Officer.
