

ANNUAL MEETING AND TIMETABLE OF MEETINGS
WDA/03/09

Recommendation

That:

1. the Authority fix the date of its Annual Meeting for 2009/2010 and consider a programme of meetings for the 2009/10 Municipal Year;
2. the date of the meeting scheduled for 17th April 2009 in the current year's programme of meetings be amended to 15th April 2009; and
3. the Clerk to the Authority be granted delegated powers to make any future alterations to the timetable of meetings as deemed appropriate, in consultation with the Chairperson and Deputy Chairperson of the Authority.

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Report of the Director

1. Purpose of the Report

- 1.1 To request that Members set the date of the Annual Meeting and approve the timetable of Authority meetings for the 2009/10 Municipal Year.

2. Background

- 2.1 It has been normal practice for the Authority to hold its Annual Meeting during the last week in June each year. This complies with the provisions of the Local Government Act 1972 (para 6A), requiring such meetings to be held between 1st March and 30th June inclusively.
- 2.2 The Local Elections (Ordinary Day of Elections in 2009) Order changes the date of local elections in England in 2009, so that it is the same as the date of the European Parliamentary elections. The order also makes a provision to extend the period during which joint authorities should hold their annual meetings to 31st August 2009.

3. Annual Meeting

- 3.1 The Authority holds its Annual Meeting as late as possible to allow time for the constituent district councils to hold their own annual meetings, make the necessary appointments to the Authority and to allow time for any new appointments to take effect.
- 3.2 Members should note that new appointments to the Authority are subject to a one month notice period. The only exceptions to this are where the Member being replaced has either submitted their resignation to the MWDA or they are no longer an elected Member.
- 3.3 Whilst provision has been made to extend the period of time for annual meetings to be held as detailed above, the five constituent Merseyside councils do not have elections in 2009 and are expected to hold their own AGM's in May as normal.

- 3.4 Taking into account the scheduling requirements above, the proposed date for the Authority's Annual Meeting is Friday, 26th June 2009 at 2.00 pm.

4. Timetable of Meetings

- 4.1 The Authority currently schedules six meetings per year. However, Members are advised that the demands of the Procurement Programme may necessitate additional meetings at key stages of the procurement process.
- 4.2 Whilst every effort has been made to schedule meetings to coincide with the timetable for key procurement decisions, it remains likely that additional meetings will be required.
- 4.3 It has been the Authority's practice to hold its ordinary meetings on Fridays at 2.00 p.m. If the Authority agreed to the suggested date of 26th June 2009 for the Annual Meeting, a provisional timetable of meeting dates for the 2009/10 Municipal Year would be as follows:-
- | | |
|---------------------------------|-------------------------------|
| 26 th June 2009 | (AGM and ordinary meeting) |
| 14 th August 2009 | |
| 25 th September 2009 | |
| 27 th November 2009 | |
| 5 th February 2010 | (Budget and ordinary meeting) |
| 16 th April 2010 | |
- 4.4 There is one further meeting scheduled for the 2008/09 Municipal Year on 17th April 2009. The Director, in consultation with the Chairperson, has requested that the date be moved to 15th April 2009 at 2pm and Members are therefore asked to consider this rescheduling.

5. Risk Implications

- 5.1 Failure to set a date for the Authority's Annual Meeting within the timescales given would be in breach of the Local Government Act 1972.

6. Financial Implications

- 6.1 There are no financial implications associated with this report.

7. Conclusion

- 7.1 Members are requested to agree the date of the Annual Meeting and the timetable of meetings for the 2009/10 Municipal Year and to agree to an

amendment in the 2008/09 schedule, subject to any variations they may wish to make.

- 7.2 Members are also requested to grant delegated powers, as in previous years, to the Clerk to the Authority, in consultation with the Chairman and Deputy Chairman of the Authority, to make any future alterations to the timetable of meetings as deemed appropriate.

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The background documents to this report are open to inspection in accordance with Section 100D of The Local Government Act 1972 - Nil.