

ANNUAL MEETING AND TIMETABLE OF MEETINGS 2013/14
WDA/01/13

Recommendation

That:

1. the Authority fix the date of its Annual Meeting for 2013/14 and consider a programme of meetings for the 2013/14 Municipal Year; and
2. 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 of the Authority.

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Report of the Chief Executive

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 2013/14 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 Para 6A of Schedule 12 of the Local Government Act 1972, requiring such meetings to be held between 1st March and 30th June inclusively.

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 under the provisions of the Local Government Act 1985. The only exceptions to this are where the Member being replaced has either submitted their resignation to the Authority or they are no longer an elected Member of a constituent council.
- 3.3 Taking into account the scheduling requirements above, the proposed date for the Authority's Annual Meeting is Friday 28th June 2013 at 2.00 p.m.

4. Timetable of Meetings

- 4.1 The proposal is to schedule five meetings during the 2013/14 Municipal Year which is consistent with the previous year's meeting dates although special meetings may need to be called as and when required. In

particular, key decisions in relation to the award of the Resource Recovery Contract may require additional meetings through the year.

- 4.2 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 28th June 2013 for the Annual Meeting, a provisional timetable of meeting dates for the 2013/14 Municipal Year would be as follows:-

28th June 2013 (AGM)
27th September 2013
29th November 2013
31st January 2014 (Budget and ordinary meeting)
25th April 2014

- 4.3 Members are asked to consider the proposed timetable and make any amendments as appropriate.
- 4.4 Whilst every effort has been made to schedule meetings to coincide with known dates for key decisions, alterations to the timetable may be necessary during the year. Members are therefore asked to grant delegated powers to the Clerk to the Authority to make such alterations to the timetable of meetings as deemed necessary, in consultation with the Chairperson.
- 4.5 For information, there remains one further scheduled meeting for the 2012/13 Municipal Year on Friday 19th April 2013 at 2.00 pm. There are also likely to be Special Meetings called in relation to the Resource Recovery Contract in the near future.

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. HR Implications

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

7. Environmental Implications

- 7.1 There are no environmental implications associated with this report.

8. Financial Implications

8.1 There are no financial implications associated with this report.

9. Conclusion

9.1 Members are requested to consider and agree the date of the Annual Meeting and the timetable of meetings for the 2013/14 Municipal Year.

9.2 Members are also requested to grant delegated powers to the Clerk to the Authority, in consultation with the Chairman, to make any future alterations to the timetable of meetings as deemed necessary.

The contact officer for this report is: Mandy Valentine
7th Floor
No 1 Mann Island
Liverpool L3 1BP

Email: mandy.valentine@merseysidewda.gov.uk

Tel: 0151 255 2523

Fax: 0151 228 1848

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