

## **ANNUAL MEETING AND TIMETABLE OF MEETINGS 2014/15**

**WDA/01/14**

### **Recommendation**

That:

1. Procedural Rule 3.1, which requires the Authority to set the date of its Annual Meeting between 1<sup>st</sup> March and 30<sup>th</sup> June each year, be suspended to enable the Authority to hold its Annual Meeting between 26<sup>th</sup> May 2014 and 31<sup>st</sup> August 2014 as a result of the European Parliamentary elections and in line with The Local Elections (Ordinary Day of Elections in 2014) Order 2013;
2. the Authority's Annual Meeting take place on 25<sup>th</sup> July 2014 followed by ordinary meetings on: 26th September 2014; 28th November 2014; 6<sup>th</sup> February 2015; and 24th April 2015; 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 of the Authority.

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**ANNUAL MEETING AND TIMETABLE OF MEETINGS 2014/15**  
**WDA/01/14**

**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 2014/15 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 Authority's Procedural Rules and 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.
- 2.2 However, the Local Elections (Ordinary Day of Elections in 2014) Order 2013 (the Order) amends the period during which authorities should hold their annual meetings in 2014 to 'the fourth day after the date of the poll at the European Parliamentary general election and 31<sup>st</sup> August.'
- 2.3 The European Parliamentary general election is scheduled to be held on Thursday 22<sup>nd</sup> May 2014 and therefore the Authority will be required to hold its Annual Meeting between 26<sup>th</sup> May 2014 and 31<sup>st</sup> August 2014.

**3. Annual Meeting**

- 3.1 The Authority schedules its Annual Meeting as late as possible to allow time for the constituent authorities to hold their own annual meetings and to consider appointments to this Authority. Additional time is also factored in to take account of new appointments which are normally subject to a one month's notice period under the provisions of the Local Government Act 1985.
- 3.2 It is anticipated that the constituent authorities, which have also been affected by the Order, will hold their annual meetings in June and therefore it is proposed that the Authority holds its Annual Meeting on Friday 25<sup>th</sup> July 2014 at 2.00 p.m.

- 3.3 As the proposed date is outside the dates currently specified in the Authority's Procedural Rules which require the Authority to set its Annual Meeting between 1<sup>st</sup> April and 30<sup>th</sup> June each year, Members are also asked to suspend Procedural Rule 3.1.

#### **4. Timetable of Meetings**

- 4.1 The proposal is to schedule five meetings during the 2014/15 Municipal Year which is consistent with previous years although special meetings may need to be called should the need arise.
- 4.2 It has been the Authority's practice to hold its meetings on Fridays at 2.00 p.m. and if Members agree to the suggested date of 25<sup>th</sup> July 2014 for the Annual Meeting, a provisional timetable of meetings for the year would be as follows:-

25<sup>th</sup> July 2014 (Annual Meeting)  
26<sup>th</sup> September 2014  
28<sup>th</sup> November 2014  
6<sup>th</sup> February 2015 (Budget and ordinary meeting)  
24<sup>th</sup> April 2015

- 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 2013/14 Municipal Year on Friday 25<sup>th</sup> April 2014 at 2.00 pm.

#### **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 suspend Procedural Rule 3.1 and agree the date of the Annual Meeting as well as the timetable of meetings for the 2014/15 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.

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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.