

ANNUAL MEETING AND TIMETABLE OF MEETINGS 2010/11
WDA/04/10

Recommendation

That:

1. the Authority fix the date of its Annual Meeting for 2010/2011 and consider a programme of meetings for the 2010/11 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 and Deputy Chairperson of the Authority.

THIS PAGE INTENTIONALLY BLANK

ANNUAL MEETING AND TIMETABLE OF MEETINGS 2010/11
WDA/04/10

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 2010/11 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. 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.
- 3.3 Taking into account the scheduling requirements above, the proposed date for the Authority's Annual Meeting is Friday, 25th June 2010 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 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 25th June 2010 for the Annual Meeting, a provisional timetable of meeting dates for the 2010/11 Municipal Year would be as follows:-

25th June 2010 (AGM and ordinary meeting)

13th Aug 2010

24th September 2010

26th November 2010

4th February 2011 (Budget and ordinary meeting)

15th April 2011

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 Chairman and Deputy Chairman.

4.5 For information, there remains one further meeting scheduled for the 2009/10 Municipal Year on 16th April 2010.

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 consider and agree the date of the Annual Meeting and the timetable of meetings for the 2010/11 Municipal Year.

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

The contact officer for this report is: Mandy Valentine
6th Floor, North House
17 North John Street
Liverpool L2 5QY

Email: mandy.valentine@merseysidewda.gov.uk
Tel: 0151 255 1444
Fax: 0151 227 1848

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