

LEE VALLEY REGIONAL PARK AUTHORITY
ANNUAL AUTHORITY MEETING
6 JULY 2023 AT 14:00

Agenda Item No:

9

Report No:

A/4339/23

CALENDAR OF MEETINGS 2023/24

Presented by the Deputy Chief Executive

SUMMARY

This report seeks Member approval of the draft calendar of meetings for the Authority and its main committees for 2023/24.

RECOMMENDATION

Members Approve: (1) the calendar of meetings for 2023/24 as shown in Appendix A to this report.

BACKGROUND

- 1 Every year Members agree the dates of Authority and its main committees for the ensuing year.
- 2 A draft calendar for the year 2023/24 is attached at Appendix A to this report for approval.

FACTORS AFFECTING DAYS, TIMES AND PLACE OF MEETINGS

- 3 The Lee Valley Regional Park Act 1966 provides that the Authority may make Standing Orders with respect to proceedings, including a quorum, place of meeting and notices to be given of meetings of the Authority or any committee appointed by them. In May 2021 Authority approved amendment of Standing Orders to include explanation that "place of meeting" included physical, virtual and hybrid meetings. Most recently meetings have been held in person or by remote access.
- 4 With the agreement of Members the majority of meetings are held on a Thursday during the day.
- 5 The Authority meetings are held quarterly at 2pm on the fourth Thursday of the month.
- 6 The Audit Committee meets three times per year – September, February and June – with the ability to call further meetings as required.
- 7 The Executive Committee meets 12 times per year or as required.

- 8 The Regeneration & Planning Committee meets 6 weekly or as required.
- 9 The Scrutiny Committee meets three times per year or as required.
- 10 All other committees and groups are not timetabled but are called when necessary.

MEMBER TOURS

- 11 Two Member Tours have been included in the 2023/24 Calendar.
- 12 Member Tours to sites in the Park or outside the Park are scheduled relating to:
 - (a) sites where policy decisions will be required during the year;
 - (b) sites where schemes for phased programmes of works over many years are completed/nearing completion; and
 - (c) projects outside the Park for lessons in good practice and for fresh ideas.

ENVIRONMENTAL IMPLICATIONS

- 13 There are no environmental implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

- 14 There are no financial implications arising directly from the recommendations in this report.

HUMAN RESOURCE IMPLICATIONS

- 15 There are no human resource implications arising directly from the recommendations in this report.

LEGAL IMPLICATIONS

- 16 There are no legal implications arising directly from the recommendations in this report.

RISK MANAGEMENT IMPLICATIONS

- 17 There are no risk management implications arising directly from the recommendations in this report.

EQUALITY IMPLICATIONS

- 18 There are no equality implications arising directly from the recommendations in this report.

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APPENDIX ATTACHED

Appendix A Draft Calendar of Meetings 2023/24

CALENDAR OF MEETINGS JULY 2023 – JULY 2024

2023			
20	July	10.30am	Executive Committee
7	September	All day	Member Tour
21	September	10.30am	Executive Committee
21	September	11.30am	Regeneration & Planning Committee
21	September	1.00pm	Audit Committee
19	October	10.30am	Executive Committee
19	October	11.30am	Regeneration & Planning Committee
19	October	2.00pm	Authority
23	November	10.30am	Executive Committee
23	November	11.30am	Regeneration & Planning Committee
23	November	1.00pm	Scrutiny Committee
14	December	10.30am	Executive Committee
14	December	11.30am	Regeneration & Planning Committee
14	December	1.00pm	Budget Workshop
2024			
4	January	10.30am	Budget Workshop (Continued if necessary)
18	January	10.30am	Executive Committee
18	January	11.30am	Regeneration & Planning Committee
18	January	2.00pm	Authority
29	February	10.30am	Executive Committee
29	February	11.30am	Regeneration & Planning Committee
29	February	1.00pm	Audit Committee
29	February	2.00pm	Scrutiny Committee
21	March	10.30am	Executive Committee
21	March	11.30am	Regeneration & Planning Committee
17	April	All day	Member Tour
25	April	10.30am	Executive Committee
25	April	11.30am	Regeneration & Planning Committee
25	April	2.00pm	Authority
23	May	10.30am	Executive Committee
23	May	11.30am	Regeneration & Planning Committee
20	June	10.30am	Executive Committee
20	June	11.30am	Regeneration & Planning Committee
20	June	1.00pm	Audit Committee
20	June	2.00pm	Scrutiny Committee
4	July	2.00pm	ANNUAL GENERAL MEETING

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