

LEE VALLEY REGIONAL PARK AUTHORITY
ANNUAL AUTHORITY MEETING
11 JULY 2024 AT 14:00

Agenda Item No:

9

Report No:

A/4354/24

CALENDAR OF MEETINGS 2024/25

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 2024/25.

RECOMMENDATION

Members Approve: (1) the calendar of meetings for 2024/25 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 2024/25 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 2024/25 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 2024/25

CALENDAR OF MEETINGS JULY 2024 – JULY 2025

2024			
25	July	10.30am	Executive Committee
11	September	All day	Member Tour
19	September	10.30am	Executive Committee
19	September	11.30am	Regeneration & Planning Committee
19	September	1.00pm	Audit Committee
24	October	10.30am	Executive Committee
24	October	11.30am	Regeneration & Planning Committee
24	October	2.00pm	Authority
21	November	10.30am	Executive Committee
21	November	11.30am	Regeneration & Planning Committee
21	November	1.00pm	Scrutiny Committee
19	December	10.30am	Executive Committee
19	December	11.30am	Regeneration & Planning Committee
19	December	1.00pm	Budget Workshop
2025			
9	January	10.30am	Budget Workshop (Continued if necessary)
23	January	10.30am	Executive Committee
23	January	11.30am	Regeneration & Planning Committee
23	January	2.00pm	Authority
27	February	10.30am	Executive Committee
27	February	11.30am	Regeneration & Planning Committee
27	February	1.00pm	Audit Committee
27	February	2.00pm	Scrutiny Committee
20	March	10.30am	Executive Committee
20	March	11.30am	Regeneration & Planning Committee
2	April	All day	Member Tour
24	April	10.30am	Executive Committee
24	April	11.30am	Regeneration & Planning Committee
24	April	2.00pm	Authority
22	May	10.30am	Executive Committee
22	May	11.30am	Regeneration & Planning Committee
19	June	10.30am	Executive Committee
19	June	11.30am	Regeneration & Planning Committee
19	June	1.00pm	Audit Committee
19	June	2.00pm	Scrutiny Committee
3	July	2.00pm	ANNUAL GENERAL MEETING

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