



**LEE VALLEY REGIONAL PARK AUTHORITY**  
**ANNUAL AUTHORITY MEETING**  
**9 JULY 2015 AT 14:00**

**Agenda Item No:**

**8**

**Report No:**

**A/4213/15**

## **CALENDAR OF MEETINGS 2015/16**

Presented by the Director of Corporate Services

### **SUMMARY**

This report seeks Members approval of the draft calendar of meetings for the Authority and its main committees for 2015/16.

### **RECOMMENDATION**

Members Approve: (1) the calendar of meetings for 2015/16 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 2015/16 is attached at Appendix A to this report for approval.

### **FACTORS AFFECTING DAYS AND TIMES OF MEETINGS**

- 3 With the agreement of Members the majority of the meetings are held on a Thursday during the day.
- 4 The Authority meetings are held quarterly at 2pm on the fourth Thursday of the month.
- 5 The Lower Lee Valley (LLV) and Upper Lee Valley (ULV) Regeneration & Planning Committees meet bi-monthly or as required (except for August when there are no meetings). The LLV meetings are held in the Lower Lee Valley on a day agreed with Committee Members. The ULV Committee meets at Myddelton House.
- 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 Scrutiny Committee meets three times per year or as required.
- 9 All other committees, panels and groups are not timetabled but are called when necessary.
- 10 Following establishment of Lee Valley Leisure Trust Limited on 1 April 2015 it is proposed to undertake a Governance Review which could in turn lead to amendment of the Calendar of Meetings 2015/16.

#### **MEMBERS' VISITS**

- 11 As in previous years Members' Visits to sites in the Park or outside the Park will be arranged throughout the year, 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**

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

#### **FINANCIAL IMPLICATIONS**

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

#### **HUMAN RESOURCE IMPLICATIONS**

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

#### **LEGAL IMPLICATIONS**

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

#### **RISK MANAGEMENT IMPLICATIONS**

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

#### **EQUALITY IMPLICATIONS**

- 17 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 2015/16

## CALENDAR OF MEETINGS JULY 2015 – JULY 2016

2015			
9	July	2.00pm	<b>Annual General Meeting</b>
30	July	10.30am	Executive Committee
30	July	11.30am	Contract Monitoring Working Group
10	September	All day	Members Tour
17	September	11.00am	Lower Lee Valley Regen & Planning Committee
24	September	10.00am	Executive Committee
24	September	11.00am	Contract Monitoring Working Group
24	September	12.00noon	Audit Committee
24	September	1.30pm	Scrutiny Committee
1	October	All day	Members Tour
22	October	10.00am	Executive Committee
22	October	11.00am	Contract Monitoring Working Group
22	October	12.00noon	Upper Lee Valley Regen & Planning Committee
<b>22</b>	<b>October</b>	<b>2.00pm</b>	<b>Authority</b>
19	November	11.00am	Lower Lee Valley Regen & Planning Committee
26	November	10.30am	Executive Committee
26	November	11.30am	Contract Monitoring Working Group
26	November	1.00pm	Fees & Charges Workshop
17	December	10.00am	Executive Committee
17	December	11.00am	Contract Monitoring Working Group
17	December	12.00noon	Upper Lee Valley Regen & Planning Committee
17	December	1.00pm	Budget Workshop
2016			
7	January	10.30am	Budget Workshop (Continued if necessary)
21	January	10.00am	Executive Committee
21	January	11.00am	Contract Monitoring Working Group
21	January	12.00noon	Scrutiny Committee
<b>21</b>	<b>January</b>	<b>2.00pm</b>	<b>Authority</b>
28	January	11.00am	Lower Lee Valley Regen & Planning Committee
25	February	10.00am	Executive Committee
25	February	11.00am	Contract Monitoring Working Group
25	February	12.00noon	Upper Lee Valley Regen & Planning Committee
25	February	1.00pm	Audit Committee
17	March	11.00am	Lower Lee Valley Regen & Planning Committee
24	March	10.30am	Executive Committee

24	March	11.30am	Contract Monitoring Working Group
28	April	10.00am	Executive Committee
28	April	11.00am	Contract Monitoring Working Group
28	April	12.00noon	Upper Lee Valley Regen & Planning Committee
<b>28</b>	<b>April</b>	<b>2.00pm</b>	<b>Authority</b>
19	May	11.00am	Lower Lee Valley Regen & Planning Committee
26	May	10.00am	Executive Committee
26	May	11.00am	Contract Monitoring Working Group
26	May	12.00noon	Scrutiny Committee
23	June	10.00am	Executive Committee
23	June	11.00am	Contract Monitoring Working Group
23	June	12.00noon	Upper Lee Valley Regen & Planning Committee
23	June	1.00pm	Audit Committee
<b>7</b>	<b>July</b>	<b>2.00pm</b>	<b>ANNUAL GENERAL MEETING</b>

- **All meetings are held at Myddelton House, Bulls Cross, Enfield, EN2 9HG unless otherwise stated.**
- **Lower Lee Valley Regeneration & Planning Committee will meet in the Lower Lee Valley - check agendas for meeting venue.**