

**REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY
COMMITTEE**

DATE: 17 MARCH 2023

**REPORT TITLE: INDICATIVE MEETINGS TIMETABLE 2023/2024 AND
MANAGING THE PERIOD PRIOR TO THE ANNUAL
MEETING**

**DIRECTOR: STEPHEN GERRARD, INTERIM DIRECTOR OF LAW
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MANAGER**

Purpose of Report

- 1 To consider the indicative dates for West of England Combined Authority, West of England Joint Committee, and West of England LEP Board meetings for the 2023/2024 year.
- 1.1 To agree a date for the 2023 Annual Meeting of the West of England Combined Authority Committee.
- 1.2 To put in place provisional arrangements for decision-making in the period between the May 2023 election date and the Annual Meeting, should the need arise.

Recommendation

1. That the indicative Timetable of Meetings for 2023/2024 as set out in Appendix 1 be endorsed for formal agreement by the West of England Combined Authority Committee at its Annual Meeting in June 2023, subject to any changes arising following consultation.
2. That the date of the Annual Meeting of the West of England Combined Authority Committee be agreed as 16 June 2023.
3. That the Interim Acting Chief Executive be delegated the authority to act, at his discretion, in response to any matter requiring decision prior to the Annual Meeting, subject to no objections by the Chief Executive Officers of the Constituent Councils.

Reasons for recommendation

- To enable the appropriate planning of meetings to take place in accordance with Standing order A8.1, and to assist Members in planning their work and other commitments, the West of England Combined Authority Committee is asked to consider and endorse the provisional Timetable of Meetings for 2023/2024 in advance of its Annual Meeting in June 2023.
- The date for the Annual Meeting is not currently set. In accordance with Standing Order A7.1 which states that the Combined Authority will normally hold an Annual Meeting every year between 1 March and 30 June, the Committee is being asked to agree 16 June 2023 as the date for its Annual Meeting.
- Given the period of time elapsing between the date of the election on 4 May 2023, and the proposed date of 16 June 2023 for the West of England Combined Authority Committee Annual Meeting, and given that the membership of the Combined Authority and its Committee's will not be confirmed until following the Annual Meetings of all the authorities concerned, it would be prudent to have provisional arrangements in place to allow for any decision-making required in response to emergency situations which may arise during that period.

Voting arrangements

- Decision requires unanimous agreement of Committee Members in attendance, or their substitutes (one vote representing each Authority) and including the West of England Combined Authority Mayor.

Background / Issues for Consideration

- 2 The proposed Timetable is still liable to variation. There are external factors that can alter schedules, for example additional General Elections, public health issues, or the need to hold public days of mourning.
- 2.1 The Annual Meeting of the West of England Combined Authority Committee should follow the Annual Meetings of the constituent Councils. The dates published for the Annual Meetings of the constituent Councils have been checked, resulting in the date of 16 June 2023 being suggested.
- 2.2 It is the convention for meetings of the West of England Joint Committee to begin immediately following the ending of West of England Combined Authority Committee meetings. Therefore, members are invited to note that the Annual Meeting of the West of England Joint Committee would also take place on 16 June 2023.
- 2.3 Delegation is sought to grant the Interim Acting Chief Executive of the West of England Combined Authority, subject to consultation with the Chief Executive Officers of the Constituent Councils, the power to act in an emergency given the comparatively long period between the election date in May 2023 and the proposed Annual Meeting date in June 2023. For the avoidance of doubt, it is not anticipated that there will be a need for decisions during that period, but it would be prudent to delegate this authority to the Interim Acting Chief

Executive at his discretion to cover for any eventuality that may occur.

Consultation

- 3 The Metro Mayor will be invited to submit his views on the draft Timetable which will be incorporated into the final version taken for adoption to the Annual Meeting in June 2023.
- 3.1 All constituent Councils will be invited to submit views which will be incorporated into the final version taken for adoption to the Annual Meeting in June 2023.
- 3.2 North Somerset Council will similarly be asked to comment on any dates proposed for the West of England Joint Committee and its views will be incorporated into the final version taken for adoption to the Annual Meeting in June 2023.
- 3.3 The Chair of the West of England Combined Authority Overview and Scrutiny Committee will be consulted on the provisional dates indicated in the draft timetable and their views will be incorporated into the final version taken for adoption to the Annual Meeting in June 2023.
- 3.4 The Chair of the West of England Combined Authority Audit Committee and relevant officers will be consulted on the provisional dates indicated in the draft timetable to ensure they align with any other agreed timetables or deadlines.
- 3.5 The dates set by the West of England LEP Board for its meetings in the 2023/2024 year will be incorporated into the final version taken for adoption to the Annual Meeting in June 2023.

Other Options Considered

- 4 It is good practice to publish a draft timetable for the subsequent year as early as is practicable.
- 4.1 It is also good practice to put provisional arrangements in place for decision-making to occur should the need arise during a period following an election when the membership of the Combined Authority is not confirmed.

Risk Management/Assessment

- 5 Members are reminded that any early provisional timetable can only be indicative and that the final version will not be determined until the Annual Meeting in June 2023.
- 5.1 Any risk posed to the Combined Authority during the period of instability following the election and prior to its Annual Meeting would be mitigated by delegating authority to the Interim Acting Chief Executive to take emergency decisions should the need arise.

Public Sector Equality Duties

- 6 Any implications arising from the need to take emergency decisions during the

period indicated above would be considered as part of that decision-making process.

Climate Change Implications

- 7 Any implications arising from the need to take emergency decisions during the period indicated above would be considered as part of that decision-making process.

Finance Implications, including economic impact assessment where appropriate:

- 8 Any implications arising from the need to take emergency decisions during the period indicated above would be considered as part of that decision-making process.

Legal Implications:

- 9 Any implications arising from the need to take emergency decisions during the period indicated above would be considered as part of that decision-making process.

Human Resources Implications:

- 10 There are no exceptional legal considerations.

Land/property Implications

- 11 Any implications arising from the need to take emergency decisions during the period indicated above would be considered as part of that decision-making process.

Appendices:

Appendix 1 – Provisional Timetable of Meetings June 2023 to June 2024.

Background papers:

None.

West of England Combined Authority Contact:

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