



Combined Authority Board	Agenda Item
31 January 2024	8

Title:	Committee Calendar
Report of:	Edwina Adefehinti, Interim Director Legal and Governance and Monitoring Officer
Lead Member:	Councillor Edna Murphy, Lead Member Governance
Public Report:	Yes
Key Decision:	No
Voting Arrangements:	A simple majority of all Members present and voting To be carried, the vote must include the vote of the Mayor, or the Deputy mayor when acting in place of the Mayor.

Recommendations:	
A	Approve the calendar of meetings for the 2024/25 Municipal Year, as set out in appendix A.

Strategic Objective(s):	
The subject of this report is linked to all the Combined Authority's strategic objectives as stated below as decisions taken at the meetings will help drive forward these ambitions.	
	Achieving ambitious skills and employment opportunities
	Achieving good growth
	Increased connectivity
	Enabling resilient communities
	Achieving Best Value and High Performance

1. Purpose	
1.1	The proposed meeting calendar is designed to allow more current reporting of performance to the Combined Authority Board and has more flexibility for decision-making at the thematic committees; with timely decisions taken where delegated powers lie with those committees.

2. Proposal	
2.1	The proposed calendar includes Combined Authority Board meetings aligned more preferable within a quarterly cycle to allow more timely reporting of performance. Additional meetings are scheduled at the start of the municipal year for appointments to be made and prior to the start of the pre-election period should any decisions need to be taken outside of that period. This is to support the strategic function of the Board.

2.2	Thematic Committees are scheduled to fit into the cycle of Board meetings, with additional reserve dates that can be used for timely decisions that those committees have delegated authority to make.
2.3	Business Board meetings have been scheduled in line to quarterly meetings.
2.4	The Overview and Scrutiny Committee dates have also been moved quarterly, with informal meetings scheduled to allow the committee to look at subjects in more depth and plan ahead throughout the year.
2.5	Audit and Governance Committee is proposed to meet five times in the municipal year, in line with previous years.
2.6	The Human Resources Committee is proposed to be called on an ad-hoc basis when required as the timings will depend on when any high-level recruitment is required. It is estimated that there will be at least two meetings in the year for policy updates.
2.7	Leaders Strategy Meeting (LSM) will be scheduled monthly once the calendar is approved.

3. Background

3.1	<p>The Combined Authority Constitution states that at its Annual Meeting the Board will</p> <p style="padding-left: 40px;">5.3.2 agree the programme of the Ordinary Meetings of the Combined Authority for the forthcoming year</p> <p>At the 2023 Annual meeting, Board members requested that the calendar be compiled earlier in the future as other Constituent Authorities plan some work around these dates.</p> <p>All constituent authorities were consulted on the dates contained in the calendar to ensure the availability of members. Further a copy of the calendar was sent to Board members for comments.</p>
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4. Appendices

4.1	Appendix A. Draft CPCA Committee Timetable 2024/25
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5. Implications

Financial Implications	
5.1	The date of the November Board has been brought forward compared to this year. This will allow more time for consultation on the draft budget and Medium Term Financial Plan in advance of the Christmas period, which is considered beneficial for public engagement on these issues.
Legal Implications	
5.2	There are no direct legal implications. However, the calendar of meetings will support the best value duties of the authority because it encourages forward planning and limiting cancellations. Also, it will give sufficient notice to members of the public, when meetings are to be held.
Public Health Implications	
5.3	None
Environmental & Climate Change Implications	
5.4	None
Other Significant Implications	
5.5	None
Background Papers	

5.6	None
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