

# Agenda Item 15

<b>NORTH LONDON WASTE AUTHORITY</b>	
<b>REPORT TITLE:</b> DATES OF MEETINGS FOR THE AUTHORITY IN 2008/9	
<b>REPORT OF:</b> ACTING DEPUTY CLERK	
<b>FOR SUBMISSION TO</b> THE NORTH LONDON WASTE AUTHORITY	<b>DATE:</b> 25 <sup>th</sup> June 2008
<b>SUMMARY OF REPORT</b>  This report sets out proposed dates for Authority meetings in 2008/2009.  Local Government Act 1972 – Access to Information : No documents required to be listed.  Contact Officer: Vicky Wemyss-Cooke, Acting Deputy Clerk, NLWA Camden Town Hall Judd Street, London WC1H 9JE (020 7974 5726) Email: vicky.wemyss-cooke@camden.gov.uk	
<b>RECOMMENDATION:</b>  That the Authority  (i) agrees the dates for proposed for ordinary meetings and the annual general meeting in 2008/9 and the time that meetings are held; (ii) agrees that an extraordinary meeting be held on 30 <sup>th</sup> July at 3pm to consider procurement matters; and (iii) notes that additional extraordinary meetings of the Authority to deal with matters relating to the Waste Services Procurement will need to be called at short notice during 2008/9.	

**Signed by:** .....

**Date:** .....

## **DATES FOR MEETINGS OF THE AUTHORITY IN 2008/9**

### **1. Introduction**

- 1.1 In accordance with Standing Order A.4, the North London Waste Authority holds five scheduled meetings a year, plus occasional extraordinary meetings which are called if there are important urgent matters requiring the decision of the full Authority.
- 1.2 The meeting dates are proposed on the basis of an even spread throughout the year but taking account of statutory deadlines imposed in relation to various Authority functions as detailed below.
- 1.3 Members are asked therefore to note that the Levy must be notified to boroughs before 15<sup>th</sup> February 2009 which requires the Authority to meet prior to that date, but late enough to allow officers to prepare the budgetary information needed for Members to make the decision.
- 1.4 In addition, the Authority's 2008/9 draft Statement of Accounts needs to be reported to and approved by the Authority by 30th June 2009. Because of the need to allow officers sufficient time to prepare this report, this meeting, which is also the annual meeting of the Authority, will take place late in the month. The same reasoning applies to the September 2008 meeting of the Authority, where it is necessary for the External Auditor to report to Members on the outcome of 2007/08 audit and for the Authority to approve the final 2007/8 Statement of Accounts prior to the end of the month.
- 1.5 In addition, the party conferences this year are as follows:
- |                   |   |
|-------------------|---|
| Liberal Democrat: | 13 <sup>th</sup> – 17 <sup>th</sup> September 2008        |
| Labour:           | 20 <sup>th</sup> – 24 <sup>th</sup> September 2008        |
| Conservative:     | 28 <sup>th</sup> September – 1 <sup>st</sup> October 2008 |
- 1.6 Meetings of the Authority have historically been held on Wednesday afternoons at 3.00pm at Camden Town Hall (with party meetings taking place in the hour beforehand), and Members expressed a preference at the last annual general meeting for this to continue. However, Members will note that some of the suggested dates (at paragraph 1.7 below) do not fall on a Wednesday. This is because of the need to avoid dates which clash with party conferences and because of business needs referred to in paragraphs 1.3 and 1.4 above.
- 1.7 Therefore the proposed dates for meetings of the Authority are detailed below. The first suggested date in each case is considered the best for allowing essential business to be considered by Members without delay.

<b>Proposed Date</b>	<b>Alternative Date</b>
Thursday 25 <sup>th</sup> September 2008	Friday 26 <sup>th</sup> September 2008
Wednesday 10 <sup>th</sup> December 2008	Wednesday 17 <sup>th</sup> December 2008
Wednesday 11 <sup>th</sup> February 2009	Thursday 12 <sup>th</sup> February 2009
Wednesday 22 <sup>nd</sup> April 2009	Wednesday 15 <sup>th</sup> April 2009
Wednesday 24 <sup>th</sup> June 2009	Thursday 25 <sup>th</sup> June 2009

- 1.8 It is proposed that the meetings take place at 3pm and arrangements for party meetings prior to the final selected meeting dates will be made.
- 1.9 Members are asked to note that, due to the nature of the Waste Services Procurement exercise, it will be necessary to call occasional extraordinary meetings of the Authority to deal with urgent matters. As much notice as possible will be given of such meetings.
- 1.10 The timetable for the main waste disposal contract procurement process provides for submission of an outline business case (OBC) to the Department for the Environment, Food and Rural Affairs (DEFRA), as an application for PFI credits, in September 2008, in time to meet the deadline for such applications. Members will be need to consider a draft document, and critical issues relating to the procurement strategy, following which officers will finalise the OBC documentation, and present it to Members for approval at the September meeting of the Authority. Members are therefore asked to agree to hold an extraordinary meeting at 3pm on Wednesday 30<sup>th</sup> July 2008.

## **2. Financial Adviser Comments**

- 2.1 The Financial Adviser was consulted on this report and has no comments to make.

## **3. Legal Comments**

- 3.1 The Legal Adviser's comments are incorporated in the report.

**REPORT ENDS**