

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

22nd June 2009

1. GOVERNANCE OF THE AUTHORITY 2009/2010

Report of the Clerk.

RECOMMENDED

- 1.1 THAT the Member portfolios for 2009/2010 and the constitution and terms of reference of committees and panels, as set out in Appendices 1 and 2 be approved;
- 1.2 THAT the calendar of meetings for 2009/2010 as set out in Appendix 3 be approved;
- 1.3 THAT the revised Standing Orders of the Authority, as set out in Appendix 4, be approved;
- 1.4 THAT Mr Stuart Kellas, incoming Executive Director of Finance and Corporate Services for Sandwell Council, be formally appointed as Treasurer to the West Midlands Fire and Rescue Authority with effect from 1st September, 2009.

2. PURPOSE OF REPORT

This report is submitted for the Authority to consider:

- the constitution and terms of reference of committees and panels for 2009/2010
- the adoption of Member portfolios
- revised procedural standing orders
- the appointment of a replacement Treasurer to the Authority
- a programme of meetings for 2009/2010.

3. BACKGROUND

- 3.1 The Authority's committee structure and political governance arrangements ensure adherence to the following principles:-

- to be best placed to respond to a range of internal and external issues and to deliver on its commitment to modernisation and other key objectives in the Authority's Corporate Strategy and Annual Service Plan.
- decision-making processes that are open, transparent, accountable and inclusive in line with Government expectations on strengthening local democracy.

Member Portfolios

- 3.2 The adoption of "portfolios" is consistent with the approach taken in local authorities generally under the modernisation of decision-making structures, as required by the Local Government Act 2000. The Authority first introduced Lead Members in 2004/2005.
- 3.3 Not all of the provisions of the Local Government Act 2000 apply to this Authority. Individual Members do not have delegated powers to act on behalf of the Authority. However, the adoption of Member portfolios helps to define the role of key positions and assists in any future reviews of remuneration. Lead Members have a key role to "champion" issues at the Policy Planning Forum, the Executive Committee and Authority meetings. Lead Members also meet with officers on a regular basis to discuss progress within their portfolio area and take part in task and finish groups with officers on issues identified for attention. Lead Members are supported by deputies.
- 3.4 Portfolios for the Chair and Vice-Chair of the Authority and the Lead Members for Equality and Diversity, Performance Management and Human Resources are set out in Appendix 1.
- 3.5 The Authority at its meeting on 9th February, 2009 decided to establish a Lead Member role to work with officers on the property asset management plan. The proposed portfolio for this role is also set out in Appendix 1.
- 3.6 The various Lead Members sit on the Executive Committee. This ensures that these key issues are properly represented in the mainstream decision making processes and governance arrangements of the Authority.

- 3.7 The Standards Committee at its meeting on 18th May, 2009 carried out an exercise looking at good practice recommended by the Standards Board for England. This review highlighted that it is good practice in authorities with executive arrangements for an executive member to have portfolio responsibility for standards matters. It is recommended that this practice be adopted by the Authority, and that this responsibility be allocated to the Chairman, with the addition of the following to his portfolio responsibilities:

‘To champion the promotion and maintenance of high standards of conduct throughout the Authority’.

Appointments Committee

- 3.8 The arrangements for the Appointments Committee are working satisfactorily. It is recommended, however, that changes are made to its terms of reference consistent with the proposed changes to procedural standing orders in relation to the disciplinary process for chief officers [see paragraph 3.24 below], and these are highlighted in the document.

Appeals Committee

- 3.9 The Appeals Committee operates as a quasi-judicial body in determining appeals relating to dispute resolution, pensions and superannuation matters. No changes are recommended to the existing terms of reference.

Audit Committee

- 3.10 The Authority established an Audit Committee in September 2007, comprising five Members, selected in accordance with current proportionality requirements. The Committee also includes one independent member. The Committee's terms of reference were based on guidance from the Chartered Institute of Public Finance and Accountancy.
- 3.11 The Audit Committee carried out a self assessment in December 2008 arising from which refinements to its terms of reference were suggested. The proposed changes are identified in the terms of reference set out in Appendix 2.

Executive Committee

- 3.12 The Executive Committee arrangements are working effectively and have provided for speedy decision making on key issues. All Members of the Authority are entitled to attend the Executive Committee and receive the full agenda for the meeting. All members are involved in the discussion of key issues to be considered by the Executive Committee via the Policy Planning Forum. No changes are proposed to the terms of reference of the Executive Committee.

Policy Planning Forum

- 3.13 The Policy Planning Forum has been a successful feature of the Authority's governance arrangements over the past few years. It is recognised as a particularly effective way of engaging Members and Officers in key discussions on major issues faced by the Authority. The Forum operates in a less formal setting than full Authority meetings. The Forum is not a decision making body.
- 3.14 All Members of the Authority are involved in the Policy Planning Forum and it is recommended that the existing arrangements should continue.

Joint Consultative Panel

- 3.15 In 2008/2009 the Authority appointed six Members to the Joint Consultative Panel, which included the Lead and Deputy Leader Members for Human Resources. The Joint Consultative Panel has not met for some time pending the outcome of a review of the consultative process. Officers are currently working on an updated employee relations policy which includes reference to the Joint Consultative Panel and which draws a distinction between consultation and negotiation. It is not proposed to make any changes to the terms of reference at the present time.
- 3.16 It is proposed that member appointments to the Joint Consultative Panel be made as in previous years to provide a discussion forum for consideration of the revised employee relations policy.

Standards Committee

- 3.17 Under the provisions of the Local Government Act, 2000, the Authority has established a Standards Committee.
- 3.18 The terms of reference of the Committee were amended in 2008/09 to reflect the arrangements brought into force by the Standards Committee (England) Regulations 2008 which transferred responsibility for the initial assessment of allegations of misconduct from the Standards Board for England to local authorities. The Standards Committee is required by the new Regulations to establish assessment, review and consideration and hearing sub-committees to undertake these new duties. The terms of reference were also amended to include reference to new duties with regard to appeals from employees and members of the public with regard to the inclusion of posts on the register of politically restricted posts.
- 3.19 The Standards Committee at its meeting on 18th May, 2009 carried out an exercise looking at good practice recommended by the Standards Board for England. As a result of the review the Committee has decided to produce an annual report and provision for this has been included in the attached terms of reference.

Scrutiny function

- 3.20 The Fire Authority is a joint authority and is not subject to the provisions of the Local Government Act 2000 with regard to executive arrangements, including the requirement to have a scrutiny function.
- 3.21 For the purposes of the inspection regime and tools such as the CIPFA/SOLACE framework used to measure the quality of governance, the Authority is judged against the same criteria as authorities that do have executive arrangements. These criteria generally ask for evidence of a robust scrutiny function. In this Authority the Policy Planning Forum both assists with policy development and holds senior members and officers to account and is the nearest equivalent of the scrutiny function. The Audit Committee and the Standards Committee also have a watchdog role. Furthermore, the Authority is subject to external scrutiny by the

seven constituent district councils, particularly with regard to budget setting.

- 3.22 Members may wish to review this matter in the future in the light of any comments arising from the ongoing Use of Resources Assessment and any forthcoming inspections as to the efficacy of the Authority's arrangements with regard to scrutiny.

Programme of Meetings

- 3.23 A proposed programme of meetings for 2009/2010 is attached as Appendix 3. No provision has been made for meetings of the Joint Consultative Panel (JCP) in the calendar at this time. It is anticipated that a meeting of the Panel will be convened in the near future to look at the proposals for the future of the consultative process referred to in 3.16 above.

Standing Orders of the Authority

- 3.24 The Authority's procedural Standing Orders have not been reviewed for some time and require some minor amendments in the light of changes in governance arrangements. A recent self assessment of governance arrangements also identified a gap with regard to a mechanism to deal with any potential breakdown in relations between the Chairman and Chief Officers, and accordingly an arbitration arrangement has been included in the draft Standing Orders. It has also been noted that the post of Chief Fire Officer was omitted from the disciplinary process set out in the Standing Orders, and this has been addressed in the current draft. It is suggested that any disciplinary hearing in respect of chief officers take place before the Appointments Committee rather than the full Authority. The Appointments Committee would then make a recommendation to full Authority on what action should be taken. It is further proposed that the Appointments Committee would deal with any appeal by the Deputy Chief Fire Officer against a decision made the Chief Fire Officer on disciplinary matters. All these amendments are highlighted in the attached draft Standing Orders. It is recommended that the Authority adopt the revised Standing Orders attached to this report as Appendix 4.

Treasurer to the Authority

- 3.25 Since the inception of the Authority the chief financial officer of Sandwell Council has also acted as Treasurer of the Fire Authority in pursuance of an agreement between the seven district councils in 1985.
- 3.26 The current Treasurer, Mrs Lynda Bateman, will be retiring from her post as Executive Director of Finance and Corporate Services for Sandwell Council on 31st August, 2009 and will therefore retire as Treasurer of the Authority at the same time. Sandwell Council has indicated that the arrangement for the post to include the role of Treasurer of the Fire Authority can continue. Mr Stuart Kellas has been appointed by Sandwell Council as successor to the post of Executive Director of Finance and Corporate Services. It is therefore recommended that Mr Kellas be formally appointed as Treasurer to the West Midlands Fire and Rescue Authority with effect from 1st September, 2009.

4. EQUALITY IMPACT ASSESSMENT

- 4.1 The adoption of a portfolio for the Lead Member for Equality and Diversity will allow the Authority to continue to pursue its commitment to this area of work. The Lead Member will ensure that equality and diversity issues are properly considered in the mainstream decision-making processes of the Authority.
- 4.2 In preparing this report, an initial Equality Impact Assessment is not required and has not been carried out.

5. LEGAL IMPLICATIONS

- 5.1 This report invites the Authority to determine its political organisation for the coming year taking into account the requirements of the Local Government Act, 1972, and the Local Government and Housing Act 1989 with regard to proportionality.
- 5.2 The Authority's Standing Orders prescribe the issues the Authority should address at its Annual Meeting in terms of the appointment of a Chair and Vice-Chair, and the appointment of committees and their Chairs and Vice Chairs.

6. **FINANCIAL IMPLICATIONS**

Provision is made in the Authority's budget to meet costs associated with the operation of the Authority's decision-making structures and the payment of Members' Allowances.

Background Papers

None

SUSAN PHELPS
CLERK

MEMBER PORTFOLIOS 2008/2009

Chair of the Authority

To provide overall political leadership and strategic policy direction to the Authority.

To ensure continuous improvement in service delivery and the implementation of best practice through the application of Authority policy and all relevant legislation, regulations, directives and statutory requirements affecting the work of the Authority.

To chair the Executive and Appointments Committees and any other meetings as required by the Authority;

To serve as a representative on other bodies as nominated by the Authority.

To represent the Authority at any meetings as may be required from time to time in connection with the work of the Authority at local, regional, national or international level.

To take overall political responsibility within the Authority for:

- Corporate Planning, the Corporate Strategy and the Annual Service Plan;
- Comprehensive Performance Assessment;
- Policy and budgetary strategy formulation;
- Modernisation issues;
- Local, regional, national and international issues;
- Health and Safety;
- Implementing E-Governance (IEG) and the Freedom of Information Act 2000;
- Corporate Risk Management and the Integrated Risk Management Plan;
- Procurement;
- Press and media relations and the promotion of the image of the Authority;
- Civic and ceremonial issues;
- Equality and Diversity;

- Sustainability;
- Any other initiatives as from time to time may be adopted by or imposed on the Authority.

To oversee the efficient and effective conduct of business within the Authority and to work with other Elected Members on issues that cut across or fall within the terms of reference or portfolios of other Members, Committees or Panels.

To ensure the proper implementation of decisions of the Authority and its Committees and to ensure that due consideration is given to any recommendations arising from those Committees.

To ensure the involvement of local people and communities in the decision making processes of the Authority, as necessary.

To champion the promotion and maintenance of high standards of conduct throughout the Authority.

To undertake his/her duties in accordance with the Authority's Code of Conduct and any other policies, procedures or protocols which may be adopted by the Authority from time to time.

Vice-Chair of the Authority

To support and assist the Chair of the Authority to provide overall political leadership and strategic policy direction to the Authority.

To support continuous improvement in service delivery and the implementation of best practice through the application of Authority policy and all relevant legislation, regulations, directives and statutory requirements affecting the work of the Authority.

To Chair the Authority, relevant Committees or other meetings as may be required, in the absence or inability to act of the Chair of the Authority;

To serve as a representative on other bodies as nominated by the Authority.

To represent the Authority at any meetings as required from time to time in connection with the work of the Authority at local, regional, national or international level.

To support and assist the Chair of the Authority to fulfil his/her overall political management responsibilities within the Authority for:

- Corporate Planning, the Corporate Strategy and the Annual Service Plan;
- Comprehensive Performance Assessment;
- Policy and budgetary strategy formulation;
- Modernisation issues;
- Local, regional, national and international issues;
- Health and Safety;
- Implementing E-Governance (IEG) and the Freedom of Information Act 2000;
- Risk Management and the Integrated Risk Management Plan;
- Procurement;
- Press and media relations and the promotion of the image of the Authority;
- Civic and ceremonial issues;
- Equality and Diversity;
- Sustainability;
- Any other initiatives as from time to time may be adopted by or imposed on the Authority.

To take lead responsibility on any specific initiatives that may be required from time to time by the Authority, the Chair of the Authority or one of its Committees or Panels.

To assist and support the Chair in the efficient and effective conduct of business within the Authority and to work with other Elected Members on issues that cut across or fall within the terms of reference or portfolios of other Members, Committees or Panels.

To assist in ensuring the proper implementation of decisions of the Authority and its Committees and to ensure that due consideration is given to any recommendations arising from those Committees.

To assist in ensuring the involvement of local people and communities in the decision-making processes of the Authority, as necessary.

To undertake his/her duties in accordance with the Authority's Code of Conduct and any other policies, procedures or protocols which may be adopted by the Authority from time to time.

Lead Member for Equality and Diversity

To take a leading role within the Authority for:-

- standards and targets being achieved in relation to equality and diversity.
- the development and maintenance of a positive approach in relation to equality and diversity with regard to employment and service delivery and to celebrate diversity within the West Midlands Fire and Rescue Authority.
- The various Equality Schemes.

To support continuous improvement in service delivery and the implementation of best practice through the application of Authority policy and all relevant legislation, regulations, directives and statutory requirements affecting the work of the Authority.

To chair and participate in any other meetings as may be required from time to time by the Authority.

To serve as a representative on other bodies as nominated by the Authority.

To represent the Authority at any meetings as required from time to time in connection with the work of the Authority at local, regional, national or international level.

To take lead responsibility on any specific initiatives that may be required from time to time by the Authority, the Chair of the Authority or one of its Committees or Panels.

To chair task and finish groups as required from time to time and take the lead on all aspects relating to Equality and Diversity.

To assist and support the efficient and effective conduct of business within the Authority and to work with other elected Members on issues that cut across or fall within the terms of reference or portfolios of other Members, Committees or Panels.

To assist in ensuring the proper implementation of decisions of the Authority and its Committees and to ensure that due consideration is given to any recommendations.

To assist in ensuring the involvement of local people and communities in the decision-making processes of the Authority, as necessary.

To undertake his/her duties in accordance with the Authority's Code of Conduct and any other policies, procedures or protocols adopted by the Authority from time to time.

Lead Member for Performance Management

To take a leading role within the Authority for ensuring:-

- that existing service provision has been fully and appropriately challenged and that viable alternatives have been considered.
- that appropriate comparisons have been made with other organisations in the setting of performance measures, performance targets and benchmarking.
- that full and appropriate consultation has taken place regarding the outcomes of Best Value Reviews.
- that full consideration has been given to and appropriate use has been made of competition in the process of service provision.
- that issues relating to performance management and the Comprehensive Performance Assessment are considered.

To represent the Authority on matters related to all aspects of CPA including Service Assessment, Use of Resources and Direction of Travel.

To take a leading role in respect of ensuring data quality.

To support continuous improvement in service delivery and the implementation of best practice through the application of Authority policy and all relevant legislation, regulations, directives and statutory requirements affecting the work of the Authority.

To chair and participate in any other meetings as may be required from time to time by the Authority.

To serve as a representative on other bodies as nominated by the Authority.

To represent the Authority at any meetings as required from time to time in connection with the work of the Authority at local, regional, national or international level.

To take lead responsibility on any specific initiatives that may be required from time to time by the Authority, the Chair of the Authority or one of its Committees or Panels.

To chair task and finish groups as required from time to time and take the lead on all aspects relating to Performance Management and Measurement.

To assist and support the efficient and effective conduct of business within the Authority and to work with other Elected Members on issues that cut across or fall within the terms of reference or portfolios of other Members, Committees or Panels.

To assist in ensuring the proper implementation of decisions of the Authority and its Committees and to ensure that due consideration is given to any recommendations.

To assist in ensuring the involvement of local people and communities in the decision-making processes of the Authority, as necessary.

To undertake his/her duties in accordance with the Authority's Code of Conduct and any other policies, procedures or protocols adopted by the Authority from time to time.

Lead Member for Human Resources

To take a leading role within the Authority for:-

- targets being achieved in relation to human resources
- the implementation of the recruitment action plan
- regular consultation between the Authority and its recognised representative bodies, as appropriate

To support continuous improvement in service delivery and the implementation of best practice through the application of Authority policy and all relevant legislation, regulations, directives and statutory requirements affecting the work of the Authority.

To chair and participate in any other meetings as may be required from time to time by the Authority.

To serve as a representative on other bodies as nominated by the Authority.

To represent the Authority at any meetings as required from time to time in connection with the work of the Authority at local, regional, national or international level.

To take lead responsibility on any specific initiatives that may be required from time to time by the Authority, the Chair of the Authority or one of its Committees or Panels.

To chair task and finish groups as required from time to time and take the lead on all aspects relating to Human Resources

To assist and support the efficient and effective conduct of business within the Authority and to work with other elected Members on issues that cut across or fall within the terms of reference or portfolios of other Members, Committees or Panels.

To assist in ensuring the proper implementation of decisions of the Authority and its Committees and to ensure that due consideration is given to any recommendations.

To assist in ensuring the involvement of local people and communities in the decision-making processes of the Authority, as necessary.

To undertake his/her duties in accordance with the Authority's Code of Conduct and any other policies, procedures or protocols adopted by the Authority from time to time.

Lead Member for Asset Management

To take a leading role within the Authority working with officers on the implementation of the Property Asset Management Plan.

To support continuous improvement in service delivery and the implementation of best practice through the application of Authority policy and all relevant legislation, regulations, directives and statutory requirements affecting the work of the Authority.

To chair and participate in any other meetings as may be required from time to time by the Authority.

To serve as a representative on other bodies as nominated by the Authority.

To represent the Authority at any meetings as required from time to time in connection with the work of the Authority at local, regional, national or international level.

To take lead responsibility on any specific initiatives that may be required from time to time by the Authority, the Chair of the Authority or one of its Committees or Panels.

To chair task and finish groups as required from time to time and take the lead on all aspects relating to the Property Asset Management Plan.

To assist and support the efficient and effective conduct of business within the Authority and to work with other elected Members on issues that cut across or fall within the terms of reference or portfolios of other Members, Committees or Panels.

To assist in ensuring the proper implementation of decisions of the Authority and its Committees and to ensure that due consideration is given to any recommendations.

To assist in ensuring the involvement of local people and communities in the decision-making processes of the Authority, as necessary.

To undertake his/her duties in accordance with the Authority's Code of Conduct and any other policies, procedures or protocols adopted by the Authority from time to time.

Constitution and Terms of Reference 2009/2010

Executive Committee

To deal with all matters of an urgent nature which cannot reasonably be delayed until the next ordinary meeting of the Authority or appropriate committee.

To consider and monitor the Authority's budget as necessary and to make appropriate recommendations.

To award contracts in circumstances where it is recommended to accept other than the lowest tender received.

To open and accept tenders for contracts where the estimated value exceeds £100,000.

To deal with matters that can be dealt with locally as part of the modernisation agenda.

To consider recommendations arising from meetings of the West Midlands Regional Management Board.

To deal with matters relating to the Members Allowances Scheme.

To consider and make recommendations to the Authority on the conditions of service and salary of the posts of Chief Fire Officer, Deputy Chief Fire Officer and Assistant Chief Officers.

To approve arrangements for partnership working, funding and/or goods, works or services provided freely from external sources, including external funding agreements, above £20,000 in value.

To deal with any other matters referred to it by the Authority.

To submit its minutes to the Authority.

Audit Committee

Audit Activity

Approve the internal audit strategy.

Consider the Audit Services annual report and opinion, and a summary of internal audit activity and the level of assurance it gives over the Authority's governance, risk management and internal control arrangements.

Consider any summaries of internal audit activity and specific internal audit reports requested by the Committee.

Consider reports dealing with the management and performance of Audit Services where necessary.

Consider a report from Audit Services on the timeliness of management responses to internal audit reports and on agreed recommendations not implemented within a reasonable timescale **where necessary**.

Consider specific reports as agreed with the external auditor and the report to those charged with governance where necessary.

Comment on the scope and depth of external audit work and to ensure it gives value for money.

Liaise with the Audit Commission over the appointment of the Authority's external auditor.

Regulatory Framework

Maintain an overview of contract procedure rules and financial regulations.

~~Review any issue referred to it by the Chief Fire Officer, Clerk or Treasurer, or any Authority body.~~

Monitor the effective development and operation of risk management and corporate governance in the Authority.

Consider the Authority's arrangements for corporate governance and recommending necessary actions to ensure compliance with best practice.

Oversee the production of the Authority's Governance Statement and to recommend its adoption.

Monitor Authority policies on 'Raising Concerns at Work', the anti-fraud and anti-corruption strategy and the Authority's complaints process.

Consider the Authority's compliance with its own and other published standards and controls.

Accounts

Review the annual statement of accounts, and specifically, consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Authority.

Consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

Generally

Review any issue referred to it by the Chief Fire Officer, Clerk or Treasurer, or any Authority body.

To refer matters for consideration by the Authority, another Committee or an officer where considered appropriate.

To deal with any other matters referred to it by the Authority.

To submit its minutes and Annual Report to the Authority.

Appointments Committee

To make the appointments of the Chief Fire Officer, Deputy Chief Fire Officer and Assistant Chief Officers.

To consider and make a recommendation to the Authority on the dismissal or other disciplinary action in respect of the Chief Fire Officer, the Clerk, Monitoring Officer or Treasurer.

To hear and decide upon appeals by the Deputy Chief Fire Officer against dismissal or other disciplinary action.

To shortlist and interview candidates for appointment as independent Members of the Standards Committee, and to make a recommendation to the Authority as to the person/s to be appointed.

To submit its minutes to the Authority.

Appeals Committee

To hear and decide upon:-

Disputes under the national conditions of service for uniformed and non-uniformed personnel.

Appeals under the Firemen's Pension Scheme Order.

Appeals under the Local Government Superannuation Regulations.

To submit its minutes to the Authority.

Policy Planning Forum

To provide for the consideration of key policy areas affecting the Authority and service delivery.

To submit its notes to the Authority.

Standards Committee

To promote and maintain high standards of conduct by Members of the Authority.

To assist Members of the Authority to observe the Authority's Code of Conduct, specifically:-

- To advise the Authority on the adoption or revision of a Code of Conduct.
- To monitor the operation of the Authority's Code of Conduct.
- To advise, train or arrange for training for Members of the Authority on matters relating to the Authority's Code of Conduct.

To determine, monitor and review the arrangements for the local ethical standards regime and carrying out any functions reserved to the Standards Committee under those arrangements.

To appoint Sub-Committees with delegated power:

- a. To discharge any function specified in Section 57A of the Local Government Act 2000 (initial assessment of allegations of Member misconduct);
- b. To discharge any function specified in Section 57B of the Local Government Act 2000 (review of decision of Assessment Sub-Committee)
- c. To conduct local hearings under Regulation 10 of the Standards Committee (England) Regulations 2008.

To grant dispensations to Members from requirements relating to interests set out in the Code of Conduct for Members.

To consider applications for exemption from the 'politically restricted post list' by the post holder, and make decisions as to whether the post should be included on the list.

To consider concerns from any member of the public who believes that a post has been wrongly omitted from the 'politically restricted post list'.

To exercise any functions which the Authority may consider appropriate from time to time.

To submit an Annual Report to the Authority.

To submit its minutes to the Authority.

|

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

CALENDAR OF MEETINGS 2009/10

Date	Time	Meeting
2009		
Monday 22nd June	11.00 am	Authority [Annual Meeting] [political groups at 10 am]
Monday 6 th July	9.30 am 12 noon 1.30 pm	Member induction session Executive Committee Audit Committee
Monday 27 th July	10.00 am 12 noon	Policy Planning Forum Executive Committee
Monday 7th September	10.00 am 12 noon To follow 1.15 pm	Policy Planning Forum Executive Committee Chair's agenda meeting Standards Committee
Monday 21st September	11 am	Authority [political groups at 10 am]
Monday 12 th October	10.00 am 12 noon 1.30 pm	Policy Planning Forum Executive Committee Audit Committee [Private meeting with external auditor to follow]
Monday 9 th November	10.00 am 12 noon To follow	Policy Planning Forum Executive Committee Chair's agenda meeting
Monday 30 th November	11 am 1 pm	Authority [political groups at 10 am] Audit Committee self-assessment exercise
Monday 14 th December	10.00 am 12 noon 1.30 pm	Policy Planning Forum Executive Committee Standards Committee

2010		
Monday 11 th January	10.00 am 12 noon 1.30 pm	Policy Planning Forum Executive Committee Audit Committee [Private meeting with internal audit to follow]
Monday 25 th January	10.00 am 12 noon To follow	Policy Planning Forum Executive Committee Chair's agenda meeting
Monday 15 th February	11 am	Authority [budget and precept setting] [political groups at 10 am]
Monday 15 th March	10.00 am 12 noon 1.30 pm	Policy Planning Forum Executive Committee Standards Committee
Monday 29 th March	10.00 am 12 noon To follow 1.30 pm	Policy Planning Forum Executive Committee Chair's Agenda Meeting Audit Committee
Monday 19 th April	11.00 am	Authority [political groups at 10 am]
Monday 17 th May	10.00 am 12 noon 2.00pm	Policy Planning Forum Executive Committee Standards Committee
Monday 7 th June	10.00 am 12 noon To follow 1.30 pm	Policy Planning Forum Executive Committee Chair's agenda meeting Audit Committee [Private meeting with external auditors to follow]
Monday 28 th June	11.00 am	Authority [Annual Meeting] [political groups at 10 am]