

**WEST MIDLANDS REGIONAL ASSEMBLY**

**29 October 2008**

**Report of the Chief Executive and Company Secretary**

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**1. Purpose**

- 1.1 To provide the Board with an update on general issues.

**2. Recommendations**

- 2.1 The Assembly is asked to **note** the details of this report.
- 2.2 The Assembly is asked to **note** the Quarter 2 Progress Report as submitted to GOWM on 17 October.
- 2.3 Assembly members are asked to **submit** any outstanding Declaration of Interest and Gifts and Hospitality forms.

**3. 2008-09 Q2 Progress Report**

- 3.1 The Assembly submitted a Half Year Progress Report to Government Office on 17 October. This included a review of progress against the business plan culminating in an 'Exception Report'. This report can be accessed via the website at:

[http://www.wmra.gov.uk/Meetings\\_and\\_Agendas/Full\\_Assembly/Q2.aspx](http://www.wmra.gov.uk/Meetings_and_Agendas/Full_Assembly/Q2.aspx)

- 3.2 The report highlighted the need to begin to establish a significant budget to meet the costs associated with preparing for and attending the Examination in Public in April-July 2009. This may include costs for legal advice, expert witnesses, meetings and technical support.
- 3.3 CLG agreed an EiP contingency carry forward in 2007-08 and £10,208 was brought forward into 2008-09 for this purpose. However this will not be sufficient and the Q2 report proposes that a full review of budgets will be undertaken during Q3 to identify any potential virements that could be directed to the EiP budget. It will again be essential to be able to carry the budget forward into 2009-10 as a contingency for EiP and we will be requesting permission from CLG to do this when we are clear as to the value of budget required and how we will meet this cost.

**4. Members Declarations of Interest, Gifts & Hospitality**

- 4.1 Declarations of Interest forms have been sent out and must be completed and returned to the Secretariat by 30 November 2008. Board Members and anyone nominated to serve on an Assembly Partnership with decision making powers, ie Planning Partnership,

Housing Partnership, etc must complete a form or be in breach of company regulations.

- 4.2 The following Members have still not provided a Declaration of Interest form for the year 07/08. The same Members have been re-nominated for the year 2008/09. The Board is advised that these Members are **in breach of company regulations and their membership is suspended until their forms are filed with the Secretariat.**

**Local Authority Members**

David Minnery, North Shropshire	Full Member	- 08/09
John Brian Gillow, Shropshire	Alternate	- 08/09

**OSG**

Dally Panesar	Alternate	- 08/09
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For information, all filed Declarations of Interest may be accessed on the website at;

**[http://www.wmra.gov.uk/What\\_We\\_Do/Governance\\_Arrangements/Assembly\\_Membership/Members\\_Declarations\\_of\\_Interest.aspx](http://www.wmra.gov.uk/What_We_Do/Governance_Arrangements/Assembly_Membership/Members_Declarations_of_Interest.aspx)**

*(Members are reminded that they should periodically check their details and advise the Secretariat in writing if there are any changes.)*

- 4.3 In respect of Gifts and Hospitality; an annual return form has also been issued to all Assembly members to complete and return if they have been a recipient of gifts and hospitality in the last financial year. The same form can also be used for 2008-09.

**5. Annual Returns**

The 2007-08 Financial Statements have been submitted to Companies House and the Annual Return filed. The Corporation Tax Return has also been filed with Inland Revenue.

**Olwen Dutton**  
Chief Executive  
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