**Appendix A - General Assembly, Political Balance and Appointments to Member Structures 2016-2017**

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| **Wednesday 27 January** | Alert to member councils giving preliminary notice of and timetable for the General Assembly Annual Meeting |
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| **Wednesday 23 March** | Alert inviting member councils to appoint their representatives to the General Assembly for 2016/17 and those attending the Annual Meeting by **Thursday 2 June 2016.** Also advises deadline for receipt of motions by **Wednesday 4 May 2016.** |
| **Wednesday 4 May** | Deadline for submitting motions to General Assembly (5pm). |
| **Thursday 5 May** | **LOCAL ELECTIONS** |
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| **Monday 9 May** | Estimated political balance figures from LGA Research and Information Team (dependent on speed of councils’ declarations of results for both elections). Email to Group Leaders and Heads of Group Offices (HGOs). |
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| **Wednesday 11 May** | Definitive elections data available from LG Elections Centre, University of Plymouth for LGA Research and Information Team to analyse.  Meeting of HGOs/Head of Corporate Governance to discuss the estimated changed percentages and their implications for changes to the distribution of seats amongst the parties and the distribution of Chair and Vice-Chair places.  HGOs will discuss possible implications with their respective Group Leaders and consider whether Group Leaders need to meet together. |
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| **Thursday 12 May** | Final political balance calculation available from the LGA Research and Information Team. HGOs to brief Group Leaders. |
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| **Thursday 12 May** | Chair/Group Leaders meet to discuss political balance. |
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| **Thursday 2 June** | Deadline for member authorities to inform LGA of their representatives for 2016/17. |
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| **Wednesday 8 June**  **2.00pm** | Report to LGA Leadership Board with formal proposals for places on boards and distribution of chair/vice-chair places. |
| **Thursday 9 June**  **1.45pm** | Report to LGA Executive requesting their endorsement of the proportionality figures as the basis for negotiating the allocation of Chairs/Vice-Chairs and populating member structures. |
| **From 10 June to 1 August** | Political Groups to use their respective methods to populate the seats allocated to them – to take effect from Thursday 1 September 2016. |
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| **Friday 17 June** | Despatch of Agenda and papers for the Annual Meeting to General Assembly members. |
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| **Tuesday 5 July** | Political Groups to report their nominations for LGA Office Holders to General Assembly Annual Meeting as early as possible on Tuesday 5 Julyor before. |
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| **Friday 8 July** | Member Services to send appointment letters to the LGA Chairman, Vice-Chairmen and Deputy Chairmen. |
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| **July to 1 August** | HGOs to inform Member Services of nominations to LGA member  structures. Complete list of structures to be provided by Member Services. |
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| **From 1 August** | Member Services to send appointment letters to all members and invitations to Councillors’ Briefing on Thursday 15 September 2016. |
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| **Thursday 1 September** | 2016/2017 meeting cycle commences. |
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| **Thursday 15 September** | LGA Councillors’ Briefing (new and continuing members invited). |