



Association of  
**Democratic Services**  
Officers

**The Annual General Meeting of the Association of Democratic Services Officers will be held on Thursday 26 November 2015 at 4.30 pm at Birmingham City Football Club, St. Andrews Stadium, Birmingham B9 4RL**

**AGENDA**

*(Please ensure that you sign the attendance sheet at the meeting.)*

- 1. Welcome by the Chairman**
- 2. Apologies for Absence**
- 3. Minutes of previous meetings.**

**Recommended:**

**That the Minutes of the Annual General Meeting of the Association held on 20<sup>th</sup> November 2014 be approved.**

- 4. Election of Officers.**

In accordance with the Association's Articles of Association, nominations for the positions of Chairman and Vice-Chairman closed on Monday 5<sup>th</sup> October 2015 at midday. The following nominations were received:

- Chairman - John Austin, Assistant Director of Corporate Governance, London Borough of Enfield
- Vice-Chairman - Dave Burn, Head of Democratic Services and Scrutiny Corporate Affairs Enabling Cluster, London Borough of Lambeth.

As both positions were uncontested, the next stage is for this Annual General Meeting to confirm their election.

**Recommended:**

**That the election of John Austin, London Borough of Enfield as Chairman and Dave Burn, London Borough of Lambeth, as Vice-Chairman be confirmed.**

Note: The current Directors were appointed for a 3-year term in 2012. This expires in November 2015. These posts have recently been advertised across the whole membership and expressions of interest invited. The Board will meet after the AGM and make the appointments.

**5. Annual Report 2014 – 2015**

The Annual Report of the Chairman of the Board is attached.

**Recommended:**

**That the Annual Report be received.**

**6. Review of Directors' Roles**

See the attached report by the Chairman of the Board.

**7. Annual Accounts**

The Finance Report of the Director for Finance is attached.

**Recommended:**

**That the Finance Report be received.**

**8. Any other Business**