

Deadlines for Member Contributions to meetings of the Authority¹

Standing Orders provide opportunities for Authority members to submit items for consideration at meetings of the Authority by submitting motions, questions and providing feedback from meetings of outside bodies.

This document provides details of the deadlines for submissions². These are set according to the timescales set out in Standing Orders, which reflect the statutory requirements that determine how and when we publish agendas for meetings of the Authority.

Date of meeting	Deadline for Outside Body Reports ³	Deadline for Motions ⁴	Agenda Published	Deadline for Questions
3 February 2023	Thursday 19 January	Tuesday 24 January	Thursday 26 January	Tuesday 31 January
17 March 2023	Thursday 2 March	Tuesday 7 March	Thursday 9 March	Tuesday 14 March
28 April 2023	Thursday 13 April	Tuesday 18 April	Thursday 20 April	Tuesday 25 April
19 May 2023	Thursday 4 May	Tuesday 9 May	Thursday 11 May	Tuesday 16 May
7 July 2023	Thursday 22 June	Tuesday 27 June	Thursday 29 June	Tuesday 4 July
28 July 2023	Thursday 13 July	Tuesday 18 July	Thursday 20 July	Tuesday 25 July
29 September 2023	Thursday 14 September	Tuesday 19 September	Thursday 21 September	Tuesday 26 September
10 November 2023	Thursday 26 October	Tuesday 31 October	Thursday 2 November	Tuesday 7 November

NOTES

¹ All deadlines are at 1pm on the specified date.

² Members may submit items at any time between meetings but the deadlines will determine which Authority meeting agenda the item is included on.

³ Send outside body and conference feedback reports to the Democratic and Legal Support Team using the standard template. A word version of the template is available using the following link. [Outside Body and Conference Feedback Report](#)

⁴ Notice of motions and questions must be in writing (an email is acceptable) addressed to the Director of Corporate Strategy and Development but sent to the Democratic and Legal Support Team. [Email the Legal and Democratic Support Team.](#)