



LAWYERS IN LOCAL GOVERNMENT
(Company limited by guarantee no 8379439)

NOTICE OF ANNUAL GENERAL MEETING
THURSDAY 24TH APRIL 2025 AT 12.00PM

Register at [LLG AGM](#) to receive the passcode to enable access.

Notice is hereby given that the Annual General Meeting (Meeting) of LAWYERS IN LOCAL GOVERNMENT (Company) will be held remotely via the Zoom platform at ID Location: 87508426649 to transact the following business:

1. The President's introductory remarks.
2. Apologies - to receive apologies of absence communicated to membership@llg.org.uk
3. Minutes of the General Meeting held on Wednesday 17th April 2024 at 12.00pm - to approve the minutes.
4. Amendment of Articles- To pass a Special Resolution pursuant to Section 21 and Chapter 1 of Part 13 of the Companies Act 2006 in the terms set out in Schedule 1 to this Notice. Note: This resolution will need to be passed by a majority of not less than 75% of the votes cast by those entitled to vote.
5. Director's report - To receive the Directors report on the Company's activities for the past year.
6. Accounts-To receive the accounts of the Company for the year ending 31st December 2023 and December 2024.
7. Retirement of Directors- To note the retirement of those directors who wish to retire; or are retiring by rotation: -

Aneeka Muneer Sarwar (as President)
Fiona Anthony (as Training Director)
Manisha Patel (EDI Director)

8. Appointment of Advisory Past President
To note the appointment of Aneeka Muneer Sarwar as Past President

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9. Appointment of the President
To note the appointment of Paul Turner as President
10. Appointment of Vice-President
To note the appointment of Helen Bradley as Vice-President.
11. Appointment of Deputy Vice-President
To note the appointment Anita Bradley as Deputy Vice President
12. Appointment of the Equality, Diversity & Inclusion Director.
To note the Board appointment of the Equality, Diversity & Inclusion Director.
13. To note the continuing appointment due to term of office of the following Directors: -

Emma Duncan as the Eastern Regional Director
John Purvis as the Northern Regional Director
Kelly Byrne as the Welsh Regional Director
Anita Bradley as the Southern Regional Director
Patricia Narebor as the London Regional Director
Nichola Vine as the Midlands Regional Director
Sarah Harriot as the National Lead Board Representative Director
Jordan Hulse as the Junior Director
Deborah Evans CEO
14. To note the continuing appointment of the following National Leads: -

Robin Donaldson & Penny Latham as the Adult Social Care National Leads
Jeanette Bloor as the Children Services & Education National Lead
Andrew Brett as the Employment National Lead
Sarah Harriot as the Information Management National Lead
Helen Bradely as the MO & Governance National Lead
Jessica Lishman as the Junior National Lead
Michael Graham as the Shared Services National Lead
Kevin Carter as the Procurement Deputy National Lead (Keiran McGaughey has stepped down as the Procurement National Lead)
Rachel McKoy as the Planning National Lead
Angela Sharma as the Deputy Planning National Lead
Isabelle Alajooz as the Housing & Regeneration National Lead
Rob Cowan as the Litigation & Licensing National Lead
Stephen Turner as the Litigation & Licensing National Lead for Licensing

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Aneeka Muneer Sarwar as the Litigation & Licensing National Lead for Criminal Law

15. Other Business To discuss and determine any issues of policy and/or deal with any other business brought by the Board

Schedule 1 Agenda Item 4

Special Resolution

SPECIAL RESOLUTION THAT the revised draft articles of association dated the 17th April 2024 and which are available for inspection on the Company's website [HERE](#) be adopted as the articles of association of the Company in substitution for, and to the exclusion of, the existing articles of association

Summary

- i. **Appointment of an external Board Chair (remunerated)**
- ii. **Extension of all Board Director terms to a period of 4 years with the exception of the EDI Director, the Presidential Team and the Junior Lawyer Director.**
- iii. **Extension of the Junior Director term and Junior National Lead term to two years.**

Notes to the Notice of Annual General Meeting Entitlement to attend, speak and/or vote.

Voting

1. In accordance with the company's articles, the following existing membership classes are entitled to attend, speak and vote at the meeting: Full members
The following membership classes are entitled to attend and speak at the meeting but NOT vote: Associate Members, Honorary Members.

Appointment of proxies

2. Full members of the Company are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote (as appropriate) at the Meeting and you should have received a proxy form with this notice of meeting. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.

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3. A proxy does not need to be a member of the Company but must attend the Meeting to represent you. Details of how to appoint the Chairman of the Meeting or another person as your proxy using the proxy form are set out in the notes to the proxy form.

4. You may not appoint more than one proxy, but you may revoke or change a proxy appointment (see below).

5. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as they think fit in relation to any other matter which is put before the Meeting.

Appointment of proxy using hard copy proxy form

6. The notes to the proxy form explain how to direct your proxy how to vote on each resolution or withhold their vote.

7. To appoint a proxy using the proxy form, the form must be: completed and signed; and sent or delivered to the Company at Suite 9, Standby Self Storage, Foundry Lane, Horsham, West Sussex, RH13 5PZ and be received by the Company no later than 11.49am on Tuesday 22nd April 2025 (or if the meeting is adjourned, not later than 48 hours before the adjourned meeting is due to commence); or ▪ delivered to the Chairman of the Meeting not less than 10 minutes before the meeting (or the adjourned meeting) is due to commence

Electronic appointment of proxies

7. As an alternative to completing the hard-copy proxy form, you can appoint a proxy electronically by sending a scanned image of the completed and signed proxy form by email to membership@llg.org.uk. For an electronic proxy appointment to be valid, your appointment must: state “AGM – Appointment of Proxy” in the email subject line and be received by the Company no later than 11:49am on Tuesday 22nd April 2025 (or if the meeting is adjourned, not later than 48 hours before the adjourned meeting is due to commence).

Changing proxy instructions

8. To change your proxy instructions simply submit a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments (see above) also applies in relation to amended instructions; any amended proxy appointment received after the relevant cutoff time will be disregarded. If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

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Termination of proxy appointments

9. In order to revoke a proxy instruction, you will need to inform the Company using one of the following methods:

By sending a signed hard-copy notice clearly stating your intention to revoke your proxy appointment to Suite 9, Standby Self Storage, Foundry Lane, Horsham, West Sussex, RH13 5PZ which must be received by the Company no later than 11.49am on Tuesday 22nd April 2025 (or if the meeting is adjourned, not later than 48 hours before the adjourned meeting is due to commence).

Delivering a signed hard copy notice clearly stating your intention to revoke your proxy appointment to the Chairman of the Meeting no later than 10 minutes before the meeting (or the adjourned meeting) is due to commence.

By sending a scanned image of a signed notice clearly stating your intention to revoke your proxy appointment by e-mail to membership@llg.org.uk and stating “AGM – Appointment of Proxy” in the subject line and which must be received by the Company no later than 11.49am on Tuesday 22nd April 2025 (or if the meeting is adjourned, not later than 48 hours before the adjourned meeting is due to commence). If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to the paragraph directly below, your proxy appointment will remain valid.

Appointment of a proxy does not preclude you from attending the Meeting and voting in person. If you have appointed a proxy and attend the Meeting in person, your proxy appointment will automatically be terminated.

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ANNUAL GENERAL MEETING

Wednesday 17th April 2024 at 12.00pm

Via Zoom at Meeting ID Location: 828 7468 2799

Draft Minutes

Item No.	
1.	<p>President's Introductory Remarks</p> <p>Quorum Confirmed.</p> <p>Rachel McKoy (RM) welcomed everyone to the meeting and confirmed quorum.</p> <p>RM gave an opening address: -</p> <p>"Good afternoon and thank you for taking the time to join LLG today for our AGM. It has been a pleasure and privilege to have driven the strategic direction of the company over the past year.</p> <p>LLG has been on a journey over a number of years, capitalising on the vision and innovation of each previous President to pivot the organisation into the fantastic organisation it has now become.</p> <p>I had high expectations for delivery in my year and I am so proud of what we managed to achieve. We have been front and centre, speaking in the local government press and the national press on topics of importance such as ...standards, remote meeting provision, violence against councillors and officers, statutory protections, elections, ethical governance, and the Golden Triangle.</p> <p>We widened our reach by collaborating with stakeholders on groundbreaking research and analysis - working with the LGIU and Browne Jacobson on The Changing Role of the Monitoring Officer; and Grant Thornton, SOLACE and CIPFA on Learning Lessons from Public Interest Reports. Both of these reports will drive policy and process change. We are currently finalising the Code of Practice for Statutory Officers with CIPFA and SOLACE.</p> <p>We relaunched our regional programme and have made plans to extend that community feel to more local events. I've been to so many wonderful conferences as a panelist and speaker to spread our message. I particularly enjoyed the hospitality of our Irish colleagues in LASBA.</p> <p>We all need to tell our stories and feel the support of our peers, and I've appreciated you sharing both your joy, your problems, and your successes over my year presidential year</p>

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	<p>Your support and engagement make LLG special - it is informed, innovative, and ambitious for the sector, and with your help we will continue to go from strength to strength in 2024.</p> <p>I would like to thank the many stakeholders we have worked with over this past year. We have really built and expanded upon the relationships we enjoy with a whole range of organisations and our thanks go to them for a unified effort in attempting to change the local government landscape for the better.</p> <p>Thanks also to our Corporate Partners, without whom we would be unable to bring so many varied training programmes and events or indeed embark on the numerous initiatives that we undertake. We really are so grateful for your support!"</p> <p>I must also give a note of thanks to LLG staff members. Honestly, we have an incredibly small workforce and the amount of output we deliver is unbelievable. So, a huge thanks to Deborah and the team for their dedication to LLG.</p> <p>I now turn to the formal business of the AGM"</p>
2.	<p>Apologies - RM</p> <p>Apologies received from:</p> <p>Diana Goldsmith Louise Taylor and Peter Berman</p> <p>LLG have received two proxy forms- one from Diana Goldsmith and one from Louise Taylor, and their votes against each item will be recorded as they arise.</p>
3.	<p>Minutes of the Annual General Meeting held on 29th March 2023 at 12.00pm</p> <p>The minutes of the last AGM had been circulated with the notice of AGM.</p> <p>Members were asked to approve the minutes by vote.</p> <p>Resolution:</p> <ul style="list-style-type: none"> To agree the minutes of the previous meeting as a true and accurate record of the meeting <p>Minutes agreed.</p>
4	<p>Amendments of Articles.</p>

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	<p>RM advised informed on the proposals to amend the Articles, which were contained within the notice of AGM. The amendments were summarized as follows:-</p> <ul style="list-style-type: none">a) To ensure the articles include all necessary elements of the model company house articles.b) To reduce the National Lead Board Representative Directors from two to one.c) To provide for the automatic appointment of the National Lead for Monitoring Officers & Governance as the Monitoring Officers & Governance Director during their term.d) To remove all sunset clauses which have now expired. <p>RM asked all to vote to approve the article amendments by way of special resolution.</p> <p>Resolution:</p> <ul style="list-style-type: none">• To approve the Amendment of Articles subject to a Special Resolution pursuant to Section 21 and Chapter 1 of Part 13 of the Companies Act 2006 in the terms set out in Schedule 1 to this Notice <p>Approved 96%</p>
5	<p>Directors Report</p> <p>RM briefed on the Directors Report, which had been included in the pack. The report informed on the achievements of LLG, the activities, training and the press coverage attained. The Report is also available on the website within the Resource Hub.</p> <p>RM asked all to receive the Directors Report.</p> <p>Resolution:</p> <ul style="list-style-type: none">• To receive the Directors report on the Company's activities since the last AGM <p>Received</p>
6	<p>Company Accounts</p> <p>Deborah Evans spoke to the accounts for 2022 and draft accounts for 2023, these had been sent directly to the members and are also available on the Resource Hub of the website. DE explained why the 2023 accounts were still in draft from due to pending confirmation on investment returns and tax amounts from the accountants.</p>

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	<p>DE asked members to vote to receive the company accounts for the year ending 31st December 2022 and draft accounts for the year ending 31st December 2023</p> <p>Resolution:</p> <ul style="list-style-type: none"> To receive the accounts of the company for the year ending 31st December 2022 and draft accounts for the year ending 31st December 2023 <p>Received and noted.</p>
7	<p>Retirement of Directors</p> <p>RM advised the following long-standing directors that would be retiring from the Board of LLG following dedicated service.</p> <p>RM thanked them for their tremendous service to LLG and the Local Government Legal world and wished them all the best in their future endeavours.</p> <p>The AGM noted the retirement of the directors as follows: -</p> <p>Helen Edwards (moving to advisory Past President role) John Purvis as the Junior Director Paul Turner as the Regional Eastern Director and Helen Lynch as the National Lead Board Representative</p> <p>Kieran McGaughey as the Northern Director</p> <p>Aneeka Muneer Sarwar (AS) Thanked RM for her service as President and gave a speech:-</p> <p>“Thank you Rachel and on behalf of the company I would like to formally record our thanks to you for your service to LLG as the LLG President. You completely embraced the role and shone a spotlight on LLG in the media. You were every bit the Ambassador for lawyers in local government and I hope to emulate your enthusiasm and positivity</p> <p>I would like to make a short statement about my year as President but its important to get through the business of the AGM first and so I will now continue with the agenda as the Chair”</p> <p>AS took over as Chair from RM</p>
8	<p>Appointment of Immediate Past President</p> <p>The AGM noted the appointment of Rachel McKoy as the Past President.</p>
9	<p>Appointment of President</p> <p>The AGM noted the appointment of Anneka Muneer Sarwar as President.</p>



10	Appointment of Vice President The AGM noted the appointment of Paul Turner as Vice President.
11	Election of Deputy Vice President AS informed that following an open application process and membership election the two candidates for Deputy Vice President received the following votes: - Anita Bradley received 99 votes Helen Bradley received 101 votes In consequence the Board asks the AGM to ratify the appointment of Helen Bradley to the AGM for the position of Deputy Vice President, Resolution: <ul style="list-style-type: none"> • To ratify the election of Helen Bradley as Deputy Vice President Resolved
12	Election of Directors RM informed that these positions had already been through a pre-election process, and the AGM is now confirming the appointments by way of nomination to the AGM.
	Election of Regional Directors Resolutions:
12	Appointment of Eastern Regional Director: To appoint Emma Duncan as the Eastern Regional Director
13	Appointment of Northern Regional Director: To appoint John Purvis as the Northern Regional Director
14	Appointment of Welsh Regional Director: To appoint Kelly Byrne as the Welsh Regional Director
15	Appointment of Southern Regional Director: To appoint Anita Bradley as the Southern Regional Director Resolved -The AGM Appointed all Regional Directors. Noted that Patricial Narebor- London Regional Director and Nichola Vine – Midlands Regional Director remain in office during their fixed term for one further year.

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16	<p>Training Director</p> <p>Resolution:</p> <ul style="list-style-type: none"> • To appoint Fiona Anthony as the Training Director. <p>The AGM appointed Fiona Anthony as the Training Director.</p>
17	<p>Junior Director</p> <p>The Junior Director is appointed by automatic succession from the elected office of junior national lead the year following that appointment.</p> <p>Resolution</p> <ul style="list-style-type: none"> • To note the appointment of Jordan Hulse as the Junior Director <p>The AGM noted the appointment of Jordan Hulse as the Junior Director.</p>
18	<p>Junior National Lead</p> <p>The Junior National Lead position followed an open application process and election by the junior membership and the successful candidate was Jessica Lishman</p> <p>Resolution</p> <ul style="list-style-type: none"> • To ratify the appointment of Jessica Lishman as the Junior National Lead <p>The AGM ratified the appointment of Jessica Lishman as the Junior National Lead</p>
19	<p>National Lead Board Representative Director</p> <p>Resolution</p> <ul style="list-style-type: none"> • To ratify the appointment of National Lead Board Representative Director: <p>To ratify the appointment of Sarah Harriot as the National Lead Board Representative.</p> <p>The AGM ratified the appointment of Sarah Harriot as the National Lead Director.</p>
20	<p>MO & Governance National Lead</p> <p>The appointment of the MO Governance National Lead Director is an appointment made by virtue of being duly appointed by the Board as the MO & Governance National Lead.</p>



	<ul style="list-style-type: none"> • To ratify the appointment of Helen Bradley as the MO Governance National Lead Director. <p>The AGM ratified the appointment of Helen Bradley as the MO Governance National Lead Director.</p>
21	<p>Appointment of the Equality, Diversity & Inclusion Director.</p> <p>The appointment of the Equality, Diversity & Inclusion Director is a directly appointed position by the Board who have determined to reappoint Manisha Patel for a further year.</p> <ul style="list-style-type: none"> • To ratify the appointment of Manisha Patel as the Equality, Diversity & Inclusion Director for a period of one year. <p>The AGM ratified the appointment of Manisha Patel as the Equality, Diversity & Inclusion Director for a period of one year.</p>
19	<p>Any Other Business</p> <p>No further business was noted.</p>
20	<p>Closing Remarks</p> <p>AS thanked everyone for their attendance and gave closing remarks: -</p> <p>“I am absolutely delighted to be appointed the LLG President and lead the work built on by many Presidents before me. Rachel of course has been amazing and has set a high bar. I-intend to continue-to drive forward the amazing work achieved so far and place LLG front and centre in the local government legal and governance sphere.</p> <p>You will hear more from me over the coming weeks, but I just want to highlight the themes I wish to embed throughout my presidential year to support the LLG strategic plan.</p> <p>Following on from the work we have already started within Equalities, Diversity and Inclusion, I want to drive home the message around the importance of representation and the concept of “I can see it- I can be it”. Not just in the leaders which represent us but also at entry level and indeed, - implanting those aspirational dreams into the next few future generations.</p> <p>I want to ensure that people from all backgrounds are encouraged into the profession- so that we may grow our own to become reflective, sustainable workplace. We already have a thriving work experience week, but I want to reach more students by utilising the Regions to really connect with their legal community and locality via Universities and Colleges. I want all members but especially those of minority groups to take up Regional Lead roles- so that others may model their career paths and be inspired by them.</p>

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	<p>Diversity brings such enrichment, and I intend to champion this cause throughout my term- and beyond.</p> <p>A huge area of focus for me will be building on Governance work. Integrity and accountability are integral to my own values. I have a deep sense of doing what is right and of upholding ethics. We know that ethical standards are much in discussion and poor decision making frequently exposed.</p> <p>The SRA for example has produced guidance to try and assist both the inhouse solicitor and their employer to understand the unique role played by Lawyers. I want to help support the membership to uphold ethical standards and good governance in their authorities. Whilst LLG has many workstreams to support Monitoring Officers- it's important for all members to understand that governance isn't just for leaders- it's for everyone. We all have a responsibility to maintain it. To think, to reflect, and to stand up when it counts"</p> <p>END</p>
	Meeting closed 12.27pm