



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

NOTICE OF ANNUAL GENERAL MEETING

Saturday 30th March 2019 at 11.15am
The Courthouse Hotel, Shoreditch, London

Notice is hereby given that the Annual General Meeting (Meeting) of LAWYERS IN LOCAL GOVERNMENT (Company) will be held in Chamber 1, The Courthouse Hotel, Shoreditch, London on Saturday 30th March 2019 at 11:15am to transact the following business:

1. **The President's introductory remarks.**
2. **Apologies** - to receive apologies for absence communicated to membership@llg.org.uk
3. **Minutes** of the General Meeting held on 10th March 2018 - to approve the minutes.
4. **Directors report**
To receive the Directors report on the Company's activities for the past year.
5. **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 75% of the votes cast by those entitled to vote

6. **Accounts**
To receive the accounts of the Company for the year ending 31 December 2018 and to agree the membership subscription rates for 2019 set out Schedule 2 to this Notice.
7. **Retirement of Directors**
To note the retirement of those directors who:
 - wish to retire; or
 - are retiring by rotation
8. **Election of the President**
To elect Phillip Horsfield as President
9. **Election of Vice-President**
To elect Quentin Baker as Vice-President.
10. **Election of Deputy Vice-President**
To elect Helen Edwards as Deputy Vice-President
11. **Election of Treasurer**
To re-elect Nigel Snape as Treasurer

12. **Election of Two Branch Representative Directors**
To re-elect Stephen Taylor and Stephen Turner as the two Branch Representative Directors
13. **Election of Two SAA Representative Directors**
To re-elect Helen Lynch and Tim Briton as the two SAA Representative Directors
14. **Election of Junior Professional Director**
To elect Shamsher Zada as the Junior Professional Director
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 5 – Special Resolution

SPECIAL RESOLUTION

THAT the revised draft articles of association dated 26th February 2019 and which are available for inspection on the Company’s website at [Draft Amendments to the Articles of Association](#) be adopted as the articles of association of the Company in substitution for, and to the exclusion of, the existing articles of association.

Note:

- (a) *The resolution will need to be passed by 75% of the votes cast by those entitled to vote.*
- (b) *The effect of the proposed amendments is to:*
 - (i) *Replace the existing classes of membership in the Company with just three classes as follows:*
 - *Local Government Members – to include those who have retired from local government or are taking a career break*
 - *Associate members - existing eligibility widened to include those working in central government and partner organisations such as the LGA, SOLACE, ADSO*
 - *Honorary members – no change*
 - (ii) *Provide that only ‘Local Government Members’ will be eligible to be directors of the Company or Branch officials*
 - (iii) *Create a seat on the Board for a Junior Professional representative*
 - (iv) *Where there is a vacancy on the Board to be filled at the AGM, to provide for this to be advertised and for all candidates who meets the necessary criteria to be put to a ballot of the membership*
 - (v) *Introduce a maximum term of office for directors*

Schedule 2
Membership Subscriptions 2019

Membership Category	Description	Fee
Local Government	Either: (a) Local Authority fee Includes all qualifying members employed in that Authority Size of Legal Team (No. of qualified solicitors, barristers & CILEX with or without practising certificates)	
	1-5	£ 250
	5-10	£ 500
	11-20	£ 750
	21-30	£1,000
	31+	£1,200
	(b) Individual fee (if no local authority fee has been paid)	
	Monitoring Officer / Head of Legal	Local Authority fee (as above)
	Principal Solicitor, Locum	£100
	Assistant Solicitor, Retired member, Career break	£40
	Trainee	£0
Associate	Stakeholder, Public Sector or Charitable organisations per individual	£100
	Others – per individual	£250
Honorary	Honorary Members	£0

4th March 2019

Notes to the Notice of Annual General Meeting

Entitlement to attend, speak and/or vote

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
- Past Service members
- Associate members

The following membership classes are entitled to attend and speak at the meeting but NOT vote:

- Limited members
- Honorary members

Appointment of proxies

2. As a member of the Company, you 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.
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 he or she thinks 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 2 Sandford House, Medwin Walk, Horsham, W Sussex RH12 1AG and be received by the Company no later than 11:15am on Thursday 28th March 2019 (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 11:15am on Thursday 28th March 2019 (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 apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off 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.

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 2 Sanford House, Medwin Walk, Horsham, W Sussex RH12 1AG which must be received by the Company no later than 11:15am on Thursday 28th March 2019 (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 11:15am on Thursday 28th March 2019 (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.