

2nd September 2011

To all Constituent Chief Executives

Dear Colleague,

West Midlands Councils Constitution

As most of you will be aware, local authority Leaders as members of the Full Council of West Midlands Councils, approved a new Constitution at their Annual General Meeting on 12 July 2011.

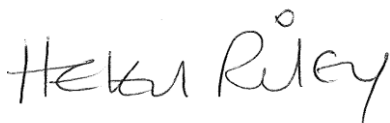
West Midlands Councils as a voluntary association of the 33 local authorities, is legally governed through its Constitution which sets out its modus operandi and how participating members share the assets and liabilities of the organisation and the terms under which a member may withdraw.

In developing the new WMC Constitution the organisation consulted with Monitoring Officers of local authorities and at their suggestion, the Full Council also passed a resolution in January 2011 to;

“ensure that each constituent Council makes appropriate arrangements to secure formal endorsement of that Constitution and provides written confirmation of such to West Midlands Councils”

The agreed Constitution, is attached and can be downloaded from: <http://www.wmcouncils.gov.uk/corporate-publications>. In accordance with the resolutions at the Full Council meeting, I would be grateful if you could confirm that your Council gives formal endorsement to this Constitution by completing the enclosed form and returning it to WMC by no later than 31 October 2011. If you wish to speak to me in regard to this request please contact me on tel: 01785 278580.

Yours sincerely

A handwritten signature in black ink that reads "Helen Riley".

Helen Riley
Host Chief Executive

Enc

West Midlands Council Constitution (July 2011)

I, the undersigned, confirm that the 'Constitution (July 2011)' of West Midlands Councils has been received and accepted by my local authority as the governing document in respect of the terms and conditions of our membership of the West Midlands Councils.

Name of Local Authority	
Name of Authorised Signatory	
Signature	
Date	

Please return the completed form by 31st October 2011 to:

Emma Kiteley
West Midlands Councils
The Partnership Centre
Albert House
Quay Place
92-93 Edward Street
Birmingham B1 2RA

Scanned copies can be emailed to e.kiteley@wmcouncils.gov.uk