

**Constitution and Member Services Standing Panel 2010/11
(Chairman – Cllr Mrs M McEwen)**

Item	Report Deadline/Priority	Progress / Comments	Programme of Future Meetings
(1) Review of May 2010 Elections	24 June 2010	COMPLETED at OSC Meeting on 12 July 2010	24 June 2010;
(2) Cancellation of meetings because of inclement weather	23 September 2010	COMPLETED	23 September;
(3) Executive Procedure Rules – Speakers at Cabinet	23 September 2010	COMPLETED – To be reviewed in 12 months time	9 November (Extra-Ordinary Meeting);
(4) Assistants to Portfolio Holders	23 September 2010	COMPLETED	16 December
(5) E Petitions	9 November 2010	COMPLETED – Discussed at the Overview and Scrutiny Committee on 29 November 2010 and to be considered at the Council meeting on 14 December 2010. To be revisited in the summer of 2011.	15 February 2011 (Extra-Ordinary Meeting)
(6) Head of Paid Service, Monitoring Officer & Chief Finance Officer (Draft Protocol)	15 February 2011	COMPLETED	17 March 2011
(7) Member Role Accountability Statements	15 February 2011	COMPLETED	
(8) Appointments at Annual Council	15 February 2011	COMPLETED	
(9) Cabinet Meetings – “Guillotine”	16 December 2010	COMPLETED – To be considered at the Council meeting in February 2011.	
(10) Member Training Review	17 March 2011	On agenda for this meeting	

(11) Annual Review of Financial Regulations including E Invoices	16 December 2010	COMPLETED – To be submitted to the Council meeting on 22 February 2011.	
(12) Annual Review of Contract Standing Orders	17 March 2011	On agenda for this meeting	
(13) Annual Review of Officer Delegation	17 March 2011	On agenda for this meeting	
(14) Planning/Landowner Roles – Details to be confirmed	Carried over to next year's Work Programme	Further discussion between Councillor L Wagland and Legal Staff on the scope of the report.	
(15) Referendum on an Elected Mayor (Information Report)	17 March 2011	On agenda for this meeting	
(16) Supply of hot water for making tea and coffee to meetings held in Committee Rooms 1 & 2	To be dealt with at officer level.	Minute Item 51 29 March 2010 Panel	