

Scrutiny Standing Panel Agenda



Constitution and Members Services Scrutiny Standing Panel Tuesday, 8th November, 2011

Place: Committee Room 1

Time: 7.00 pm

Democratic Services Officer: M Jenkins - The Office of the Chief Executive
Tel: 01992 564607
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Members:

Councillors D Stallan (Chairman), D C Johnson (Vice-Chairman), R Cohen, J Markham, Mrs M McEwen, R Morgan, J Philip, B Rolfe, Mrs M Sartin, Ms S Watson and Mrs J H Whitehouse

SUBSTITUTE NOMINATION DEADLINE:

18:00

1. APOLOGIES FOR ABSENCE

2. NOTES OF THE LAST MEETING (Pages 3 - 10)

To agree the notes of the last meeting of the Panel held on 4 October 2011 (attached).

3. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

(Assistant to the Chief Executive) To report the appointment of any substitute members for the meeting.

4. DECLARATION OF INTERESTS

(Assistant to the Chief Executive). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or

Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

5. TERMS OF REFERENCE / WORK PROGRAMME (Pages 11 - 14)

(Chairman/Lead Officer) The Overview and Scrutiny Committee has agreed the Terms of Reference of this Panel and associated Work Programme. This is attached. The Panel are asked at each meeting to review both documents.

The OSC is about to formulate next years OS work plan incorporating a programme for this Panel. In view of this, the Panel may wish to bring forward suggestions/ideas on topics for inclusion in its work programme for next year.

6. AUDIT AND GOVERNANCE COMMITTEE - APPOINTMENT OF PORTFOLIO HOLDER ASSISTANT (Pages 15 - 18)

(Assistant to the Chief Executive) To consider the attached report.

7. REPORTING BY SCRUTINY PANEL CHAIRMEN AT COUNCIL MEETINGS (Pages 19 - 22)

(Assistant to the Chief Executive) To consider the attached report.

8. MEMBER'S DISPATCH - REVIEW

(Assistant to the Chief Executive) Report to follow.

9. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE

To consider which reports are ready to be submitted to the Overview and Scrutiny Committee at its next meeting.

10. FUTURE MEETINGS

The next programmed meeting of the Panel will be held on Monday 20 February 2012 at 7.00p.m. in Committee Room 1. Due to the Panel's workload Members agreed to an extra-ordinary meeting in March or April 2012. However, since that time, officers have found that it is better to schedule the extra meeting in January 2012. Two potential dates are as follows:

- Wednesday 18 January; and
- Monday 23 January