

Scrutiny Standing Panel Agenda



Constitution and Members Services Scrutiny Standing Panel Monday, 20th February, 2012

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 5 - 12)**

The last scheduled meeting of the Panel on 26 January 2012 was cancelled, the notes attached are for the meeting which took place before this on 8 November 2011.

- 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 13 - 16)

(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.

As this is the last panel meeting of the current year, it will be necessary to deal with those items which require a decision at the March Council meeting.

It is suggested that the following items should be dealt with at this meeting;

- Item 7 – Housing Appeals and Review Panel – Terms of Reference
- Item 8 – Review of Officer Delegation
- Item 9 – Review of Financial Regulations
- Item 10 – Review of Annual Council Arrangements
- Item 11 – Webcasting – Further Report

However if members wish to deal with any other items they should indicate accordingly. Any items not dealt with tonight would then carry forward into next year's Work Programme.

6. PROGRAMME OF WORK 2012/13

The OSC is about to formulate next year's OS work plan incorporating a programme for this Panel. The following is a proposed programme of work for the Panel in 2012/13:

- (a) Complaints Panel – Jurisdiction;
- (b) Contract Standing Orders – two review items;
- (c) Review of May elections;
- (d) Review of November elections;
- (e) Review of Officer Delegation;
- (f) Electronic Delivery of Agenda;
- (g) Employment Procedure Rules – Revision;

(h) Review of Substitutions at Meetings – report due in June 2012; and

(i) Review of Petitions – Change in legal requirements

The Panel is asked to consider any other items which they wish to add to the Work Programme.

7. HOUSING APPEALS AND REVIEW PANEL - TERMS OF REFERENCE (Pages 17 - 20)

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

8. REVIEW OF OFFICER DELEGATION (Pages 21 - 26)

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

9. REVIEW OF FINANCIAL REGULATIONS (Pages 27 - 32)

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

10. APPOINTMENTS AT ANNUAL COUNCIL - REVIEW (Pages 33 - 48)

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

11. WEBCASTING - FURTHER REPORT (Pages 49 - 56)

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

12. REVIEW OF MEMBER REPRESENTATION ON OUTSIDE BODIES (Pages 57 - 72)

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

13. CIRCULATION OF AGENDA - FOLLOW UP REPORT (Pages 73 - 74)

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

14. PLANNING/COVENANTS - COUNCIL RESPONSIBILITIES (Pages 75 - 78)

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

15. 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.

16. FUTURE MEETINGS

The next programmed meeting of the Panel was Tuesday 26 June 2012 at 7.00p.m. in Committee Room 1 and then on:

(a) Tuesday 25 September at 7.00p.m. – Committee Room 1;

- (b) Tuesday 4 December at 7.00p.m. in Committee Room 1; and
- (c) Tuesday 26 March 2013 at 7.00p.m. in Committee Room 1.