

## Scrutiny Standing Panel Agenda



### **Constitution and Members Services Scrutiny Standing Panel Tuesday, 4th October, 2011**

**Place:** Committee Room 1

**Time:** 7.00 pm

**Democratic Services Officer:** M Jenkins - The Office of the Chief Executive  
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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 - 10)**

To agree the notes of the last meeting of the Panel held on 27 July 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. REPORT OF DISTRICT REMUNERATION PANEL (Pages 15 - 44)**

1. (Assistant to the Chief Executive) The Panel has agreed to carry out a review of the 2010/11 Annual Report of the District council Remuneration Panel as part of its work programme for this year.

2. This addition to the work programme was approved by the Overview & Scrutiny Committee at its July meeting.

3. A copy of the Panel's report is attached as submitted to the June Council meeting (Appendix 1) . At the latter meeting, the Council adopted proposals for the adoption of a new SRA in respect of the Panel of Licensing Sub Committee Chairmen. The Panel's proposal was agreed, namely a Special Responsibility Allowance (SRA) of £3225 per annum divided between the 6 Licensing Sub Chairman. The Council decided that implementation should be at £2362 per annum, divided in the same way.

4. The Panel asked for all members of the Council to be given an opportunity to comment on remuneration so that any views can be taken into account of the Panel's review. Other members have also been invited to attend this meeting if they prefer to comment direct.

5. Rosie Kelly and Stephen Lye, 2 of the 3 members of the Remuneration Panel will attend this meeting to answer questions on their last report.

6. The Scrutiny Panel is reminded that the Council may not change its remuneration scheme unless it has received and considered a report of the Remuneration Panel. If the scheme is amended by the council on the recommendation of the Panel, it remains for the Council to decide on implementation.

7. Currently, the Council's Remuneration Scheme (Appendix 2) is not fully implemented at the levels recommended by the Panel. It has also not been updated in respect of the changes mentioned above (Licensing Sub Committee).

**7. REPORT ON WEBCASTING (Pages 45 - 48)**

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

**8. PLANNING/COVENANTS - COUNCIL RESPONSIBILITIES (Pages 49 - 52)**

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

**9. STATUTORY REVIEW OF POLLING STATIONS (Pages 53 - 86)**

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

**10. 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.

**11. FUTURE MEETINGS**

The next programmed meeting of the Panel will be held on Tuesday 8 November 2011 at 7.00 in Committee Room 1 and then on:

Monday 20 February 2012