

**Scrutiny Standing  
Panel Agenda**



**Constitution and Members Services Scrutiny Standing  
Panel  
Tuesday, 18th March, 2014**

You are invited to attend the next meeting of **Constitution and Members Services Scrutiny Standing Panel**, which will be held at:

**Committee Room 1  
on Tuesday, 18th March, 2014  
at 7.00 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

M Jenkins - The Office of the Chief Executive  
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**Members:**

Councillors J Philip (Chairman), A Watts (Vice-Chairman), R Cohen, Mrs R Gadsby, Mrs M McEwen, R Morgan, Mrs C Pond, Mrs M Sartin, D Stallan, Mrs J H Whitehouse and G Waller

**SUBSTITUTE NOMINATION DEADLINE:**

**18:00**

**1. APOLOGIES FOR ABSENCE**

**2. NOTES OF THE LAST MEETING (Pages 5 - 8)**

To agree the notes of the last Panel meeting held on 14 January 2014 (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 9 - 12)**

(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. PETITIONS SCHEME - FURTHER REVIEW (Pages 13 - 30)**

(Assistant to the Chief Executive) To consider the attached report and appendices as follows:

- (a) Report
- (b) Appendix 1 Existing Scheme;
- (c) Appendix 2 Proposed Revision for Discussion; and
- (d) Appendix 3 Petition Scheme Guidance

**7. QUESTIONS AT COUNCIL - REVIEW (Pages 31 - 66)**

(Assistant to the Chief Executive) To consider the attached report and appendices as follows:

- (a) Report;
- (b) Appendix 1 – PICK form;
- (c) Appendix 2 – Extracts from the Constitution;
- (d) Appendix 3 – Other Councils summary;
- (e) Appendix 4 – Report to Council (2006); and
- (f) Appendix 5 – Protocol(2007).

**8. 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.

**9. FUTURE MEETINGS**

This is the last meeting of the Panel scheduled for this Council year. The first panel meeting for 2014/15 will be on Tuesday 24 June 2014 at 7.00p.m. in Committee Room 1.