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; 23 September; 9 November (Extra Meeting); 16 December; and 17 March 2011
(2) Cancellation of meetings because of inclement weather	23 September 2010	**COMPLETED**	
(3) Executive Procedure Rules – Speakers at Cabinet	23 September 2010	**COMPLETED – To be reviewed in 12 months time**	
(4) Assistants to Portfolio Holders	23 September 2010	**COMPLETED**	
(5) E Petitions	9 November 2010	Initial discussion at Panel meeting in June 2010. There will be further discussion around the implementation of the scheme and the petition thresholds.	
(6) Head of Paid Service, Monitoring Officer & Chief Finance Officer (Draft Protocol)	9 November 2010		
(7) Member Role Accountability Statements	9 November 2010		
(8) Appointments at Annual Council	16 December 2010	Delayed from November meeting as officer responsible on jury service.	
(9) Cabinet Meetings – "Guillotine"	16 December 2010		
(10) Member Training Review	16 December 2010		

(11) Annual Review of Financial Regulations including E Invoices	16 December 2010		
(12) Annual Review of Contract Standing Orders	17 March 2011		
(13) Annual Review of Officer Delegation	17 March 2011		
(14) Planning/Landowner Roles – Details to be confirmed	To be determined	Further discussion between Councillor L Wagland and Legal Staff on the scope of the report.	
(15) Referendum on an Elected Mayor	To be determined		
(16) Supply of water in place of coffee to meetings held in Committee Rooms 1 & 2	To be determined	Minute Item 51 29 March 2010 Panel	