

**Constitution and Member Services Standing Panel 2010/11  
(Chairman – Cllr Mrs M McEwen)**

| Item  | Report<br>Deadline/Priority | Progress / Comments   | Programme of Future<br>Meetings           |
|---|-----------------------------|---|---|
| (1) Review of May 2010 Elections  | 24 June 2010                | <b>COMPLETED at OSC Meeting on 12 July 2010</b>   | 24 June 2010;                             |
| (2) Cancellation of meetings because of inclement weather                             | 23 September 2010           | <b>COMPLETED</b>  | 23 September;                             |
| (3) Executive Procedure Rules – Speakers at Cabinet                                   | 23 September 2010           | <b>COMPLETED – To be reviewed in 12 months time</b>   | 9 November (Extra-Ordinary Meeting);      |
| (4) Assistants to Portfolio Holders   | 23 September 2010           | <b>COMPLETED</b>  | 16 December                               |
| (5) E Petitions   | 9 November 2010             | <b>COMPLETED</b> – Discussed at the Overview and Scrutiny Committee on 29 November 2010 and to be considered at the Council meeting on 14 December 2010. To be revisited in the summer of 2011. | 15 February 2011 (Extra-Ordinary Meeting) |
| (6) Head of Paid Service, Monitoring Officer & Chief Finance Officer (Draft Protocol) | 15 February 2011            | <b>COMPLETED</b>  | 17 March 2011                             |
| (7) Member Role Accountability Statements   | 15 February 2011            | <b>COMPLETED</b>  |   |
| (8) Appointments at Annual Council  | 15 February 2011            | <b>COMPLETED</b>  |   |
| (9) Cabinet Meetings – “Guillotine”   | 16 December 2010            | <b>COMPLETED – To be considered at the Council meeting in February 2011.</b>  |   |
| (10) Member Training Review   | 16 December 2010            | Deferred to March 2011 meeting  |   |

|   |                                    |   |  |
|---|------------------------------------|---|--|
| (11) Annual Review of Financial Regulations including E Invoices                  | 16 December 2010                   | <b>COMPLETED – To be submitted to the Council meeting on 22 February 2011.</b>              |  |
| (12) Annual Review of Contract Standing Orders                                    | 17 March 2011                      | Report on target for March 2011 meeting.  |  |
| (13) Annual Review of Officer Delegation  | 17 March 2011                      | Report on target for March 2011 meeting.  |  |
| (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 (Information Report)                          | 15 February 2011                   |   |  |
| (16) Supply of water in place of coffee to meetings held in Committee Rooms 1 & 2 | To be dealt with at officer level. | Minute Item 51 29 March 2010 Panel  |  |