

**Constitution and Member Services Standing Panel 2011/12
(Chairman – Cllr D Stallan)**

Item	Report Deadline/Priority	Progress / Comments	Programme of Future Meetings
(1) New panel meeting dates for 2011/12	30 June 2011	COMPLETED	<p>30 June 2011; 27 July; 8 November; and 20 February 2012</p> <p>Two extra meetings required: October 2011; and March/April 2012</p>
(2) Review of Referendum/Elections – May 2011	30 June 2011	COMPLETED	
(3) Complaints Panel – Terms of Reference	30 June 2011	COMPLETED	
(4) Substitutions at Meetings	30 June 2011	COMPLETED	
(5) Council Meetings – Member reports on outside bodies	27 July 2011	Deferred from 2010/11	
(6) Review of Membership of Audit and Governance Committee Deputy Portfolio Holder	27 July 2011		
(7) Report of District Remuneration Panel	27 July 2011 (Scoping) Report submitted to October 2011 Panel meeting		
(8) Report on Webcasting	27 July 2011 (Scoping) Report submitted to October 2011 Panel meeting		

(9) Planning/Covenants – Council Responsibilities	October 2011		
(10) Review of Petitions – Change in Legal Requirements	8 November 2011		
(11) Statutory Review of Polling Stations	8 November 2011		
(12) Reporting at Council meetings by Scrutiny Panel Chairmen	8 November 2011		
(13) Review of Officer Delegation	20 February 2012		
(14) Review of Financial Regulations	20 February 2012		
(15) Review of Annual Council arrangements	20 February 2012		
(16) Report of External Auditor (dependent on Council decision 26 July 2011)	TBA		