

**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	30 June 2011; 27 July;
(2) Review of Referendum/Elections – May 2011	30 June 2011	COMPLETED	4 October (Extra-Ordinary Meeting);
(3) Complaints Panel – Terms of Reference	30 June 2011	COMPLETED	8 November; and 20 February 2012
(4) Substitutions at Meetings	30 June 2011	COMPLETED	One extra meeting required: March/April 2012
(5) Council Meetings – Member reports on outside bodies	27 July 2011	COMPLETED – for submission to OS Committee on 6 September 2011 and Council on 27 September 2011	
(6) Review of Membership of Audit and Governance Committee - Deputy Portfolio Holders Report back on views of A & G Committee	8 November 2011	Preliminary scoping at July meeting	
(7) Report of District Remuneration Panel	4 October 2011	The Panel carried out a scoping review at its July meeting. Full review to be undertaken at 4 October 2011 meeting with Remuneration Panel in attendance and views of councillors to be submitted.	

(8) Report on Webcasting	4 October 2011		
(9) Planning/Covenants – Council Responsibilities	4 October 2011		
(10) Statutory Review of Polling Stations	4 October 2011		
(11) Review of Petitions – Change in Legal Requirements	8 November 2011		
(12) Reporting at Council meetings by Scrutiny Panel Chairmen	8 November 2011	Preliminary scoping at the meeting in July 2011.	
(13) Member’s Dispatch - Review	8 November 2011		
(14) Review of Officer Delegation	20 February 2012		
(15) Review of Financial Regulations	20 February 2012		
(16) Review of Annual Council arrangements	20 February 2012		
(17) Review of Member representation on Outside Bodies	20 February 2012		
(18) Report of External Auditor (dependant on OS Committee decision on 6.9.11)	TBA		