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~~; ~~4 October~~ (Extra-Ordinary Meeting); 8 November; and 20 February 2012

One extra meeting required:

January 2012 |
(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	**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 | **COMPLETED** | |
| (8) Report on Webcasting | TBA | Report submitted to October 2011 Panel. A further report will be submitted later with more details suggested by Panel members. | |

(9) Planning/Covenants – Council Responsibilities	TBA	Discussed at the October Panel. Revised report will be submitted in due course.	
(10) Statutory Review of Polling Stations	4 October 2011	**COMPLETED**	
(11) Review of Petitions – Change in Legal Requirements	8 November 2011	Currently awaiting passage of Localism Bill. Officers will report at appropriate time.	
(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) Housing Appeals and Review Panel – Terms of Reference	TBA		
(19) Housing Appeals and Review Panel Order of Business	TBA		