

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

<b>Item</b>	<b>Report Deadline/Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) New panel meeting dates for 2011/12	30 June 2011	<b>COMPLETED</b>	30 June 2011; 27 July; 4 October (Extra-Ordinary Meeting); 8 November; 23 January 2012 Cancelled; and 20 February
(2) Review of Referendum/Elections – May 2011	30 June 2011	<b>COMPLETED</b>	
(3) Complaints Panel – Terms of Reference	30 June 2011	<b>COMPLETED</b>	
(4) Substitutions at Meetings	30 June 2011	<b>COMPLETED</b>	
(5) Council Meetings – Member reports on outside bodies	27 July 2011	<b>COMPLETED</b>	
(6) Report of District Remuneration Panel	4 October 2011	<b>COMPLETED</b>	
(7) Statutory Review of Polling Stations	4 October 2011	<b>COMPLETED</b>	
(8) Review of Membership of Audit and Governance Committee – Deputy Portfolio Holders	8 November 2011	<b>COMPLETED</b>	
(9) Reporting at Council meetings by Scrutiny Panel Chairmen	8 November 2011	<b>COMPLETED</b>	
(10) Member's Despatch - Review	8 November 2011	<b>COMPLETED (Follow up report regarding circulation of agenda – 20 February 2012)</b>	

(11) Report on Webcasting	20 February 2012	Report submitted to October 2011 Panel.	
(12) Planning/Covenants – Council Responsibilities	20 February 2012	Discussed at the October panel. Revised report submitted to this meeting.	
(13) Circulation of Agenda – Follow Up	20 February 2012	Preliminary scoping at the meeting in July 2011.	
(14) Housing Appeals and Review Panel – Terms of Reference	20 February 2012	Submitted to this meeting	
(15) Housing Appeals and Review Panel Order of Business	20 February 2012	Submitted to this meeting	
(16) Review of Petitions – Change in Legal Requirements	TBA	This item will be discussed next year.	
(17) Review of Officer Delegation	20 February 2012	Submitted to this meeting	
(18) Review of Financial Regulations	20 February 2012	Submitted to this meeting	
(19) Review of Annual Council arrangements	20 February 2012	Submitted to this meeting	
(20) Review of Member Representation on Outside Bodies	20 February 2012	Submitted to this meeting	