

## Constitutional Affairs - Terms Of Reference and Work Programme 2005/6

### (a) Terms of Reference

1. To undertake reviews of constitutional, civic, electoral and governance matters and services for members on behalf of the Overview and Scrutiny Committee.
2. To report to the Overview and Scrutiny Committee, the Council and the Cabinet with recommendations on matters allocated to the Panel as appropriate.

### (b) Work programme

Item	Status	Deadline
(1) Council Meetings – Completion of Review of Questions and Motions.	<b>Completed</b>	Council Meeting on 27 September 2005
(2) Protocol for Relationships with external organisations and partnerships	<b>Completed</b>	Council meeting on 13 December 2005
(3) Contract Standing Orders - Review	<b>Completed</b>	Council Meeting on 13 December 2005
(4) Review of Elections 2005	<b>Completed</b>	September 2005
(5) Response to Periodic electoral reviews	<b>Completed</b>	November 2005
(6) Member Services – Draft Guidance from Standards Committee	<b>Completed</b>	Referred to Standards Committee for further consideration and submission to Council meeting on 24 April 2006
(7) Council Meetings – Completion of Review of Future Role	Ongoing	April 2006
(8) Housing Appeals Panel - Title, Terms of Reference and Procedure	Report submitted to this meeting	To be allocated
(9) Complaints Against Councillors – Review of Support	Report submitted to this meeting	To be allocated
(10) Civic Protocol	Report submitted to this meeting	To be allocated
(11) Review of pack for candidates standing at District Council elections in 2006	Pack submitted to this meeting.	February 2006
(12) Review of Opportunities for Participation in further Electoral Pilots	Ongoing	By May 2006 (subject to ODPM timetable)

(13) Review of Changes in the legal requirements concerning postal voting and resource implications	Ditto	Ditto
(14) Review of Changes in procedures for electoral registration	Ditto	Ditto
(15) Completion of Review of Parliamentary Constituencies	Ditto	Ditto (possible reserve list item)