

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.	Completed	Council Meeting on 27 September 2005
2. Protocol for Relationships with external organisations and partnerships	Completed	Council meeting on 13 December 2005
3. Contract Standing Orders - Review	Completed	Council Meeting on 13 December 2005
4. Review of Elections 2005	Completed	September 2005
5. Response to Periodic electoral reviews	Completed	November 2005
6. Member Services – Draft Guidance from Standards Committee	Completed	Referred to Standards Committee for further consideration and submission to Council meeting on 24 April 2006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	Completed	
9. Complaints Against Councillors – Review of Support	Ongoing	To be agreed
10. Civic Protocol	Completed	
11. Review of pack for candidates standing at District Council elections in 2006	Completed	
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)
16. Review of Area Planning Sub – Committees	Ongoing	To be agreed