

## Constitution and Member Services Standing Panel (Chairman – Cllr Mrs M Sartin)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of May Elections	16 July 2012	<b>COMPLETED</b>	16 July 2012; <del>25 September</del> ; 4 December; 7 January 2013; and 27 February 26 March
(2) Complaints Panel - Jurisdiction	16 July 2012	<b>COMPLETED</b>	
(3) Review of Substitution at Meetings	16 July 2012	<b>COMPLETED</b>	
(4) Audit and Governance Committee – review of Constitution	16 July 2012	<b>COMPLETED</b>	
(5) Staff Appeals Panel Terms of Reference	25 September 2012	<b>COMPLETED</b>	
(6) Electronic Delivery of Agenda	25 September 2012	<b>COMPLETED</b>	

(7) Review of Petitions	25 September 2012	<b>COMPLETED</b>	
(8) Access to Information Rules revised Procedures	4 December 2012		
(9) Questions – Review of Notice Periods	4 December 2012		
(10) Review of Portfolio Assistants as Members of Audit and Governance Committee	4 December 2012		
(11) Review of November 2012 Elections	7 January 2013		
(12) Review of Annual Council	7 January 2013		
(13) Employment Procedure Rules - Revision	7 January 2013	Further advice is being sought from Counsel but the report is thought likely to be ready for the February 2013 meeting	
(14) Review of the Protocol on Officer/Member Relations	27 February 2013		
(15) Review of Protocol on Outside Organisations	27 February 2013		
(16) Housing Appeals and Review Board – Review of Order of Presentations	26 March 2013		
(17) Contact Standing Orders – Two Review Items	26 March 2013		
(18) Review of Financial Regulations	26 March 2013		
(19) Review of Officer Delegation (Including delegation of direct action under Section 178 of the Town and Country Planning Act 1990)	26 March 2013		
(20) Housing Appeals and Review Panel – Terms of Reference	2013/14	Cabinet report expected April 2013 which will lead to a review of the Panel's Terms of Reference	

