

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	COMPLETED	16 July 2012; 25 September; 4 December; 7 January 2013; and 27 February 26 March
(2) Complaints Panel - Jurisdiction	16 July 2012	COMPLETED	
(3) Review of Substitution at Meetings	16 July 2012	COMPLETED	
(4) Audit and Governance Committee – review of Constitution	16 July 2012	COMPLETED	
(5) Staff Appeals Panel Terms of Reference	25 September 2012	COMPLETED	
(6) Electronic Delivery of Agenda	25 September 2012	COMPLETED	

(7) Review of Petitions	25 September 2012	COMPLETED	
(8) Access to Information Rules revised Procedures	4 December 2012	COMPLETED	
(9) Questions – Review of Notice Periods	4 December 2012	COMPLETED	
(10) Review of Portfolio Assistants as Members of Audit and Governance Committee	4 December 2012	COMPLETED	
(11) Review of November 2012 Elections	7 January 2013	COMPLETED	
(12) Review of Annual Council	7 January 2013	COMPLETED	
(13) Contract Standing Orders – Two Review Items	27 February 2013	COMPLETED	
(14) Review of Financial Regulations	27 February 2013	COMPLETED	
(15) Review of Officer Delegation (Including delegation of direct action under Section 178 of the Town and Country Planning Act 1990)	27 February 2013	COMPLETED	
(16) Review on the Protocol on Officer/Member relations	26 March 2013		
(17) Review of Outside Bodies	26 March 2013		
(18) Review of Protocol on Outside Organisations	26 March 2013	Report submitted to the Panel on 7 January 2013, further report submitted in March 2013	

(19) (a) Housing Appeals and Review Board (b) Review of Order of Presentations & Appeal Procedures	26 March 2013		
(20) Review of Executive Constitution	26 March 2013	To review the rules in the light of changes made by the Localism Act 2011.	
(21) Employment Procedure Rules - Revision	26 March 2013		