

## Appendix

| Date of Meeting                          | Material to be reviewed   | Comments   |
|--|---|--|
| Thursday<br>22 <sup>nd</sup> Sep<br>2011 | <p>Finance Procedure Rules</p> <p>Scheme of Delegation</p> <p>Urgency Provisions</p> <p>Questions at Council Meetings</p> | <p>The Borough Treasurer has begun a review of the Finance Procedure Rules to ensure they remain fit for purpose.</p> <p>The Scheme of Delegation needs to be updated to reflect changes in the officer structure of the Council and changes in the Contract and Finance Procedure Rules. (This is in addition to changes arising from the senior management restructuring.)</p> <p>The Overview and Scrutiny Chairmen have requested that the Borough Solicitor report to the Corporate Overview and Scrutiny Committee on this matter.</p> <p>At its meeting on 2<sup>nd</sup> June 2011, the Committee considered a report on questions at Council following concerns about the way in which the current arrangements were being used. The Officers are undertaking a survey of questions procedures used by other local authorities and will submit a report to the September meeting.</p> |
| Thursday<br>17 <sup>th</sup> Nov<br>2011 | <p>Budget and Policy Framework</p> <p>Scrutiny Procedure Rules</p>  | <p>The Budget and Policy Framework is a list of plans and strategies that must be approved by full Council. Corporate Management Team and Cabinet will be asked to review the list and make recommendations to this Committee on any changes that may be required.</p> <p>The Overview and Scrutiny Chairmen are reviewing the Scrutiny Procedure Rules.</p>   |
| Thursday<br>26 <sup>th</sup> Jan<br>2012 | Staff Employment Procedure Rules  | The Head of HR and Organisational Development has been requested to review these rules.  |
| Thursday<br>22 <sup>nd</sup> Mar<br>2012 | Size and Layout of the Constitution   | The Monitoring Officer will review the size and layout of the Constitution to make it as 'user friendly' as possible.  |