

HOUSING & REGENERATION
SCRUTINY SUB-COMMITTEE

MEETING PROCEDURE AND SCHEDULE OF MEETING DATES
2019 -2020

1. Chair and Membership

- 1.1 Sub-Committees will be chaired by a Member of the Overview and Scrutiny Committee. For this Sub-Committee it will be the Lead Scrutiny Member for Housing & Regeneration for 2019/20. The membership of the Housing & Regeneration Scrutiny Sub-Committee has been determined by the Overview and Scrutiny Committee.

2. Frequency of meetings

- 2.1 The Housing & Regeneration Scrutiny Sub-Committee will meet 6 times a year. The following dates are available in the Corporate Diary for 2019/20:

- Monday 22 July 2019
- Tuesday 10 September 2019
- Tuesday 26 November 2019
- Tuesday 21 January 2020
- Tuesday 10 March 2020
- Wednesday 6 May 2020

Meetings are scheduled to take place at 6.30pm (unless they fall during the month of Ramadan where they will endeavour to start at 5.30pm). The Sub-Committee may arrange other meetings as and when necessary to consider any urgent issues as well as arranging meetings for detailed scrutiny reviews and challenge sessions.

Support to the Sub-Committee

- 4.1 The Divisional Director for Strategy, Policy and Performance, will be the senior officer lead and champion the work of the Sub-Committee.
- 4.2 The servicing of meetings will be undertaken by the Council's Democratic Services Team which will include:
- (a) Meeting room bookings, refreshments
 - (b) Agenda preparation and dispatch

- (c) Taking minutes and recording of actions/decisions
- (d) Dissemination of minutes and decisions

The Housing and Regeneration Strategy and Policy Team will provide policy support to the Sub-Committee which will include:

- (e) Research and analysis
- (f) Work programme development
- (g) Support with undertaking reviews and challenge sessions
- (h) Drafting review reports and challenge sessions

5. Proceedings

- 5.1 The Housing and Regeneration Scrutiny Sub-Committee will generally meet in public and conduct its proceedings in accordance with the rules and procedure contained in the Council's Constitution such as the:
 - (a) Council Procedure Rules
 - (b) Access to Information Procedure Rules, and
 - (c) The Overview and Scrutiny Procedure Rules.