

**HOUSING & REGENERATION**  
**SCRUTINY SUB-COMMITTEE**

**MEETING PROCEDURE AND SCHEDULE OF MEETING DATES**  
**2020 -2021**

**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 2020/21. 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 3 times a year. The following dates are available in the Corporate Diary for 2020/21:

- 3<sup>rd</sup> November 2020;
- 10<sup>th</sup> February 2021; and
- 15<sup>th</sup> April 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.