

## **Appendix 3**

### **HOUSING AND REGENERATION SCRUTINY SUB-COMMITTEE MEETING PROCEDURE AND SCHEDULE OF MEETING DATES 2021/22**

#### **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. 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 on the following dates in 2021/22

- 22 June 2021
- 9 September 2021
- 19 October 2021
- 2 December 2021
- 15 March 2022.

2.2 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**

3.1 The Divisional Director for Strategy, Policy and Performance, will be the senior officer lead and champion the work of the Sub-Committee.

3.2 The servicing of meetings will be undertaken by the Council's Democratic Services Team which will include:

- Meeting room bookings,
- Agenda preparation and dispatch
- Taking minutes and recording of actions/decisions
- Dissemination of minutes and decisions

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

- Research and analysis
- Work programme development

- Support with undertaking reviews and challenge sessions
- Drafting review reports and challenge sessions

#### **4. Proceedings**

4.1 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:

- Council Procedure Rules
- Access to Information Procedure Rules, and
- The Overview and Scrutiny Procedure Rules.