HOUSING AND REGENERATION SCRUTINY SUB-COMMITTEE

MEETING PROCEDURE AND SCHEDULE OF MEETING DATES 2023-2024

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 Regeneration, Inclusive Development and Housebuilding for 2023-24. The membership of the Housing and Regeneration Scrutiny Sub-Committee has been determined by the Overview and Scrutiny Committee.

2. Frequency of meetings

2.1 The Housing and Regeneration Scrutiny Sub-Committee will meet 5 times this year. The following dates are available in the Corporate Diary for 2023/24:

- 11 September 2023
- 19 October 2023
- 14 December 2023
- 29 February 2024
- 01 May 2024

Meetings are scheduled to take place at 6.30pm. 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) Agenda preparation and dispatch

(b) Taking minutes and recording of actions/decisions

(c) Dissemination of minutes and decisions

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

(d) Research and analysis

(e) Work programme development

(f) Support with undertaking reviews and challenge sessions

(g) Drafting review reports and challenge sessions

5. Proceedings

5.1 The Health and Adults 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.