

ADMINISTRATION & REGULATION COMMITTEE
WORK PROGRAMME – CALENDAR YEAR 2020 (DRAFT)

(Future items for inclusion in the work programme shown at the end of document)

Meeting Date: 31 March 2020	Time: 6.00 pm
Reminder Date: 2/3/20	
Deadline for Titles: 9/3/20	
Deadline for Reports submission: 16/3/20	
Democracy & Scrutiny Officer: Matt Hussey	

Agenda items	Report Author/ Format/ Comments
Update on Exit Interviews	Andrew Williams and Sarah Mellor Written Report
Six month Review of the Equality Characteristics of the Workforce	Denise Morgan Written Report
Feedback on the work of the Equality and Diversity Group	Nikki Middleton and Maureen Drummond Written Report
Parental Bereavement Leave	Theresa Brown Written Report
Travel Assistance OCA	Sally Cartwright Written Report
Work Programme	Democracy & Scrutiny Officer Written Report (Standing Item)

PROVISIONAL DATES TO BE RATIFIED AT ANNUAL COUNCIL MEETING ON 19TH MAY 2020

Meeting Date: 17 June 2020	Time: 6.00 pm
Reminder Date:	
Deadline for Titles:	
Deadline for Reports submission:	
Democracy & Scrutiny Officer:	

Agenda items	Report Author/ Format/ Comments
Revised Market Supplements Policy and Annual Update	Anne Davies Written Report (E-mail from AD on 25/11/19 refers)
The new 'Check-in' Scheme - Progress Update	Lesley McNeill Written Report (E-mail from AD on 25/11/19 refers)
Work Programme	Democracy & Scrutiny Officer Written Report (Standing Item)

Meeting Date: 15 July 2020	Time: 6.00 pm
Reminder Date:	
Deadline for Titles:	
Deadline for Reports submission:	
Democracy & Scrutiny Officer:	

Agenda items	Report Author/ Format/ Comments
<i>Items to be added when identified</i>	
Work Programme	Democracy & Scrutiny Officer Written report (Standing Item)

Meeting Date: 7 September 2020	Time: 6.00 pm
Reminder Date:	
Deadline for Titles:	
Deadline for Reports submission:	
Democracy & Scrutiny Officer:	

Agenda items	Report Author/ Format/ Comments
<i>Items to be added when identified</i>	
Work Programme	Democracy & Scrutiny Officer Written report (Standing Item)

Meeting Date: 1 October 2020	Time: 6.00 pm
Reminder Date:	
Deadline for Titles:	
Deadline for Reports submission:	
Democracy & Scrutiny Officer:	

Agenda items	Report Author/ Format/ Comments
Equality Impacts of Redundancies between April 2019 and March 2020 (To include progress of the retention strategy)	Angela Claridge/ Paul Cripps Written report (Requested at meeting on 3 October 2019)
<i>Items to be added when identified</i>	
Work Programme	Democracy & Scrutiny Officer Written report (Standing Item)

Meeting Date: 2 November 2020	Time: 6.00 pm
Reminder Date:	
Deadline for Titles:	
Deadline for Reports submission:	
Democracy & Scrutiny Officer:	

Agenda items	Report Author/ Format/ Comments
People Plan Annual Report	Angela Claridge (Written Report)
<i>Items to be added when identified</i>	
Work Programme	Democracy & Scrutiny Officer Written report (Standing Item)

Meeting Date: 16 December 2020	Time: 6.00 pm
Reminder Date:	
Deadline for Titles:	
Deadline for Reports submission:	
Democracy & Scrutiny Officer:	

Agenda items	Report Author/ Format/ Comments
Scale of Charges 2021-2022	Tim Lee (Written Report)
<i>Items to be added when identified</i>	
Work Programme	Democracy & Scrutiny Officer Written report (Standing Item)