

Committee:	Administration and Regulation		
Date of Meeting:	01 October 2020		
Subject:	Work Programme 2020/21		
Report Author:	Service Director, HR and Monitoring Officer		
Contact Officer:	Angela Claridge		
Implications:	Legal <input type="checkbox"/>	Community Safety <input type="checkbox"/>	
	Equalities <input type="checkbox"/>	Environment <input type="checkbox"/>	
	Financial <input type="checkbox"/>	Consultations <input type="checkbox"/>	
	Staffing <input type="checkbox"/>	Other <input type="checkbox"/>	
Wards Affected:	None		

Purpose

1. To enable the Administration & Regulation Committee to plan and determine its work programme for the year 2020-21.

Recommendations

2. **The Committee is recommended to:**
 - (i) Examine and identify possible items for future meetings of the Committee and note the items listed on the work programme.
 - (ii) Note any request for additional meetings that may arise for urgent matters, which may need to be heard before the next calendared meeting.

Report

3. The Administration and Regulation Committee is responsible for managing its work programme attached as an Appendix to this report.

Appendix

4. Appendix A – Draft Work Programme 2020-21

List of Background Papers - Local Government Act 1972, Section 100D

N/A

Meeting Date: 2 November 2020	Time: 6.00 pm
Reminder Date: 2/10/20	
Deadline for Titles: 9/10/20	
Deadline for Reports submission: 16/10/20	
Democracy & Scrutiny Officer: Eunice Lewis	

Agenda items	Report Author/ Format/ Comments
OCA Senior Management Restructure	Sharon Harte-Andrews /Robin Porter Written Report
Outcome of the Catering OCA	Deborah Craig Written Report
OCA Shift re-design of Neighbourhood Enforcement Team – Public Protection	Public Protection OCA
OCA (Revenues Service)	Clive Jones
Work Programme	Democracy & Scrutiny Officer Written report (Standing Item)

ADDITIONAL MEETING

Meeting Date: 26 November 2020	Time: 6.00 pm
Reminder Date: 25/10/20	
Deadline for Titles: 4/11/20	
Deadline for Reports submission: 4/11/20	
Democracy & Scrutiny Officer: Angela Fraser	

Agenda items	Report Author/ Format/ Comments
Model Pay Policy for Schools 2020	TBC
Probationary Periods Policy	(Helen Ginty)
Customer Services Operating Model and Restructure	TBC

OCA – Economic Development Team Revised Restructure	TBC
Work Programme	Democracy & Scrutiny Officer Written report (Standing Item)

Meeting Date: 16 th December 2020	Time: 6.00 pm
Reminder Date: 17//11/20	
Deadline for Titles: 24/11/20	
Deadline for Reports submission: 1/12/20	
Democracy & Scrutiny Officer: Bert Siong	

Agenda items	Report Author/ Format/ Comments
Scale of Charges 2021-2022	Tim Lee - Written Report
Voluntary Separation Scheme – reintroducing local scheme – update	Angela Claridge
Equality Impacts of Redundancies & Missing Equality and Diversity Data on I-Trent (combined two reports)	Anne Davies
People Plan Annual Report	Angela Claridge - Written Report
Work Programme	Democracy & Scrutiny Officer Written report (Standing Item)

Meeting Date: 23 February 2021	Time: 6.00 pm
Reminder Date: 25/1/21	
Deadline for Titles: 1/2/21	
Deadline for Reports submission: 8/2/21	
Democracy & Scrutiny Officer:	

Agenda items	Report Author/ Format/ Comments
Pay Policy Statement 2021/22	Kathy Williams/ Anne Davies Written Report
Gender Pay Gap Update (Backward view)/ - Gender Pay Gap 2021/22 (Forward view) (This is one report)	Kathy Williams/ Anne Davies/ Angela Claridge Written Report
Work Programme	Democracy & Scrutiny Officer Written report (Standing Item)

Meeting Date: 30 March 2021	Time: 6.00 pm
Reminder Date: 1/3/21	
Deadline for Titles: 8/3/21	
Deadline for Reports submission: 15/3/21	
Democracy & Scrutiny Officer:	

Agenda items	Report Author/ Format/ Comments
Work Programme	Democracy & Scrutiny Officer Written report (Standing Item)

Pending Items

- (OCA Side by Side, Maria Brown, consultation with staff hasn't started yet so I've not added anywhere)