

DRAFT ADMINISTRATION & REGULATION COMMITTEE WORK PROGRAMME 2019 - 2020

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

ADDITIONAL MEETING TO CONSIDER ONE ITEM ONLY – COMM ROOM 3

Meeting Date: 17 July 2019	Time: 6.00 pm
Reminder Date: 19/06/201	
Deadline for Titles: 26/06/19	
Deadline for Reports submission: 03/07/19	
Democracy & Scrutiny Officer: Eunice Lewis	

Agenda items	Report Author/ Format/ Comments
Senior Management Restructure (Phase 2) (The purpose of this meeting is to consider a report of the Chief Executive on proposed changes to the senior management structure, Phase II, which also needs to go to Council on 30 th July 2019).	Robin Porter
Annualised Hours contracts for PTU	Shaun Askins/ Paul Cripps Written report
The PTU Management 4 day week proposal	Shaun Askins/ Sharon Harte-Andrews? Paul Cripps Written report
Work Programme 2019	Democracy & Scrutiny Officer Written report (Standing Item)

Meeting Date: 9 September 2019	Time: 6.00 pm
Reminder Date: 28/8/19	
Deadline for Titles: 4/9/19	
Deadline for Reports submission: 10/9/19	
Democracy & Scrutiny Officer: Matt	

Agenda items	Report Author/ Format/ Comments
Polling Districts/ Places/ Stations Review – Initial Report	Sam Freer/ Bert Siong Written Report
Work Programme 2019	Democracy & Scrutiny Officer Written report (Standing Item)

Meeting Date: 3 October 2019	Time: 6.00 pm
Reminder Date: 5/9/19	
Deadline for Titles: 12/9/19	
Deadline for Reports submission: 19/9/19	
Democracy & Scrutiny Officer:	

Agenda items	Report Author/ Format/ Comments
Equality Impacts of Redundancies between April 2018 and March 2019	Angela Claridge/ Paul Cripps - HR
Polling Districts/ Places/ Stations Review – Final Report (tbc)	Sam Freer/ Bert Siong Written Report (If amendments required after 9 th September 2019 meeting)
Model Pay Policy for Schools 2019	Nonie Benson HR Team Manager Schools and Traded Services Team HR Operations Team
Work Programme 2019 (Standing Item)	Democracy & Scrutiny Officer Written report

Meeting Date: 4 November 2019	Time: 6.00 pm
Reminder Date: 7/10/19	
Deadline for Titles: 14/10/19	
Deadline for Reports submission: 21/10/19	
Democracy & Scrutiny Officer:	

Agenda items	Report Author/ Format/ Comments
People Plan Annual Report	Angela Claridge (Written Report)
Scale of Charges 2020-2021 (TBC) Should be reported in January 2020	Tim Lee (Written Report)
Work Programme 2019	Democracy & Scrutiny Officer Written report (Standing Item)

Meeting Date: 18 December 2019	Time: 6.00 pm
Reminder Date: 20/11/19	
Deadline for Titles: 27/11/19	
Deadline for Reports submission: 4/12/19	
Democracy & Scrutiny Officer:	

Agenda items	Report Author/ Format/ Comments
Market Supplements – Annual Report (tbc)	Anne Davies Written Report
Work Programme 2019	Democracy & Scrutiny Officer Written report (Standing Item)

Meeting Date: 25 February 2020	Time: 6.00 pm
Reminder Date: 28/1/20	
Deadline for Titles: 4/2/20	
Deadline for Reports submission: 11/2/20	
Democracy & Scrutiny Officer:	

Agenda items	Report Author/ Format/ Comments
Pay Policy Statement 2020/21	Anne Davies Written Report
Gender Pay Gap Update (Backward view)/ - Gender Pay Gap 2020/21 (Forward view) (This is one report)	Anne Davies/ Angela Claridge Written Report
Market Supplements – Annual Report (tbc)	Anne Davies/ Angela Claridge Written report (if not taken on 18 December 2019)
Scale of charges 2020-21	Tim Lee Written report
Work Programme	Democracy & Scrutiny Officer Written report (Standing Item)

Meeting Date: 31 March 2020	Time: 6.00 pm
Reminder Date: 3/3/20	
Deadline for Titles: 10/3/20	
Deadline for Reports submission: 17/3/20	
Democracy & Scrutiny Officer:	

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

Items to be programmed on the work programme: