

NOTICE OF MEETING

COMMITTEE : ADMINISTRATION AND REGULATION COMMITTEE

DATE : WEDNESDAY, 15 JULY 2020

TIME : 18:00

PLACE : VIRTUAL MEETING VIA *SKYPE

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**COUNCILLORS : AKBAR (CHAIR)
ABID
ADREES
CASTLEMAN**

**LOVELL
S. HUSSAIN
MEAD
WYNN**

QUORUM : 3 MEMBERS

Contact Officer: Eunice Lewis (01582 547149)

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[Skype Meeting Link](#)

INFORMATION FOR THE PUBLIC

PURPOSE: Administration functions: the Committee deals with all matters relating to elections and referendums, civic and ceremonial activities, Bye-laws, the Local Government Pension Scheme, any change in the name of the Borough or the Council, conferring the Freedom of the Borough and the appointment of representatives to outside organisations relating to the Committee's work.

Regulation functions: the Committee deals with matters relating to contaminated land, pollution control, statutory nuisances, the control of street litter under the Environmental Protection Act 1990, the registration of births, deaths and marriages, Health and Safety at Work legislation and the formulation of policy guidance on all aspects of the Council's licensing functions.

***SKYPE:** During the Covid 19 emergency period, this meeting will take place virtually, via Skype. To access the meeting, please click on the link to the meeting above.

AGENDA

<i>Agenda Item</i>	<i>Subject</i>	<i>Page No.</i>
1	APOLOGIES FOR ABSENCE	
2	MINUTES (TO BE SIGNED IN DUE COURSE) 1. 17 June 2020	4 - 7
3	SECTION 106, LOCAL GOVERNMENT FINANCE ACT 1992 Those item(s) on the Agenda affected by Section 106 of the Local Government Finance Act 1992 will be identified at the meeting. Any Members so affected is reminded that (s)he should disclose the fact and refrain from voting on those item(s).	
4	DISCLOSURES OF INTEREST Members are reminded that they must disclose both the existence and nature of any disclosable pecuniary interest and any personal interest that they have in any matter to be considered at the meeting unless the interest is a sensitive interest in which event they need not disclose the nature of the interest. A member with a disclosable pecuniary interest must not further participate in any discussion of, vote on, or take any executive steps in relation to the item of business. A member with a personal interest, which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest, must similarly not participate in any discussion of, vote on, or take any executive steps in relation to the item of business. Disclosable pecuniary interests and Personal Interests are defined in the Council's Code of Conduct for Members and Co-opted members.	
5	URGENT BUSINESS The Chair to report on any business which is considered to be urgent and which should be discussed at the meeting in accordance with Section 100B(4)(b) of the Local Government Act 1972 and to determine when, during the meeting, any such business should be discussed.	
6	REFERENCES FROM COMMITTEES AND OTHER BODIES REPORTS	

7	MARKET SUPPLEMENTS ANNUAL UPDATE (Report of the Service Director, HR and Monitoring Officer)	8 - 16
8	BTS – BUSINESS DELIVERY & DEVELOPMENT TEAM REVISED STRUCTURE REVIEW 2020 (Report of the Service Director, HR and Monitoring Officer)	17 - 24
9	THE NEW CHECK-IN SCHEME IMPLEMENTATION REVIEW (Report of the Service Director, HR and Monitoring Officer)	25 - 45
10	BUYING ANNUAL LEAVE SCHEME (Report of the Service Director, HR and Monitoring Officer)	46 - 63
11	REVIEWING TUPE PLUS (TO FOLLOW) (Report of the Service Director, HR and Monitoring Officer)	
12	ADMINISTRATION AND REGULATION COMMITTEE WORK PROGRAMME - 2020-21 (Report of the Service Director, HR and Monitoring Officer)	64 - 70
13	LOCAL GOVERNMENT ACT 1972, PART VA To consider whether to pass a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting during consideration of any item listed above if it is likely that if members of the public were present during those items there would be disclosure to them of exempt information falling within the Paragraphs of Part1 of Schedule12A to the Local Government Act 1972.	