

COMMITTEE: ADMINISTRATION AND REGULATION COMMITTEE

DATE: 9TH SEPTEMBER 2019

SUBJECT: ADMINISTRATION & REGULATION COMMITTEE WORK PROGRAMME 2019

REPORT BY: SERVICE DIRECTOR HR AND MONITORING OFFICER

CONTACT OFFICER: ANGELA CLARIDGE

IMPLICATIONS:

LEGAL	COMMUNITY SAFETY
EQUALITIES	ENVIRONMENT
FINANCIAL	CONSULTATIONS
STAFFING	OTHER

WARDS AFFECTED: NONE

PURPOSE

1. To enable the Administration & Regulation Committee to plan and determine its work programme for the year 2019.

RECOMMENDATIONS

2. **Administration and Regulation 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 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

Appendix A – Work Programme 2019

Meeting Date: 3 October 2019		Time: 6.00 pm
Reminder Date: 4/9/19		
Deadline for Titles: 11/9/19		
Deadline for Reports submission: 18/9/19		
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 Luton Borough Council 01582 547566	
Work Programme 2019 (Standing Item)	Democracy & Scrutiny Officer Written report	

Meeting Date: 4 November 2019		Time: 6.00 pm
Reminder Date: 4/10/19		
Deadline for Titles: 11/10/19		
Deadline for Reports submission: 18/10/19		
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)	
OCA - Electoral Registration Team	Debbie Janes/Sam Freer (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		Anne Davies
Work Programme 2019		Democracy & Scrutiny Officer Written report (Standing Item)