

## NOTICE OF MEETING

**COMMITTEE : ADMINISTRATION AND REGULATION COMMITTEE**

**DATE : TUESDAY, 25 FEBRUARY 2020**

**TIME : 18:00**

**PLACE : COMMITTEE ROOM 3  
TOWN HALL, LUTON, LU1 2BQ**

<b>COUNCILLORS :</b>	<b>AKBAR (CHAIR)</b>	<b>LOVELL</b>
	<b>ABID</b>	<b>S. HUSSAIN</b>
	<b>ADREES</b>	<b>MEAD</b>
	<b>CASTLEMAN</b>	<b>WYNN</b>

**QUORUM : 3 MEMBERS**

**Contact Officer:** Angela Fraser (01582 546070)

### **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.


Members of the public are entitled to take photographs, film, audio-record and report on all public meetings in accordance with the Openness of Local Government Bodies Regulations 2014. People may not however act in anyway considered to be disruptive and may be asked to leave. Notice of these rights will be given verbally at the meeting.

This meeting is open to the public and you are welcome to attend.

For further information, or to see the papers, please contact us at the Town Hall:

**IN PERSON**, 9 am to 5 pm, Monday to Friday, or

**CALL** the Contact Officer (shown above).

An induction loop  facility is available for meetings held in Committee Room 3.

Arrangements can be made for access to meetings for  disabled people.

If you would like us to arrange this for you, please call the above Contact Officer.

# AGENDA

*Agenda  
Item*

*Subject*

*Page  
No.*

## EMERGENCY EVACUATION PROCEDURE

### **Committee Rooms 1, 2, 4 & Council Chamber:**

Turn left, follow the green emergency exit signs to the main town hall entrance and proceed to the assembly point at St George's Square.

### **Committee Room 3:**

Proceed straight ahead through the double doors, follow the green emergency exit signs to the main Town Hall entrance and proceed to the assembly point at St George's Square.

## 1            **APOLOGIES FOR ABSENCE**

## 2            **ELECTION OF VICE CHAIR**

## 3            **MINUTES**

### **1. 18 December 2019**

4 - 9

## 4            **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).

## 5            **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.

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.

## REPORTS

8	<b>PAY POLICY STATEMENT 2020-21</b> (Report of the Service Director, Human Resources And Monitoring Officer)	10 - 24
9	<b>GENDER PAY GAP REPORT</b> (Report of the Service Director, Human Resources And Monitoring Officer)	25 - 38
10	<b>THE LIVING WAGE</b> (Report of the Service Director, Human Resources And Monitoring Officer)	39 - 44
11	<b>HR DOMESTIC ABUSE POLICY</b> (Report of the Service Director, Human Resources And Monitoring Officer)	45 - 65
12	<b>REVIEW OF BUYING ADDITIONAL LEAVE SCHEME</b> (Report of the Service Director, Human Resources And Monitoring Officer)	66 - 84
13	<b>SELECTIVE LICENSING STAFFING</b> (Report of the Strategic Regulatory Manager)	85 - 88
14	<b>ADMINISTRATION AND REGULATION COMMITTEE WORK PROGRAMME 2020</b> (Report of the Service Director, Human Resources And Monitoring Officer)	89 - 93
15	<b>LOCAL GOVERNMENT ACT 1972, PART VA</b> 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 Part 1 of Schedule 12A to the Local Government Act 1972.	