

## NOTICE OF MEETING

**COMMITTEE : ADMINISTRATION AND REGULATION COMMITTEE**

**DATE : THURSDAY, 03 OCTOBER 2019**

**TIME : 18:00**

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

<b>COUNCILLORS :</b>	<b>AKBAR (CHAIR)</b>	<b>LOVELL</b>
	<b>HOPKINS (VICE-CHAIR)</b>	<b>MEAD</b>
	<b>ABID</b>	<b>WYNN</b>
	<b>ADREES</b>	<b>VACANCY</b>

**QUORUM : 3 MEMBERS**

**Contact Officer:** Bert Siong (01582 546781)

### **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**

### **MINUTES**

## 2                    **1. Minutes - 9 September 2019** 4 - 10

## 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.

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

(Report of the Service Director, HR and Monitoring Officer)

## Polling Districts-Places-Stations Review (Report of the Chief Executive)

**Administration and Regulation Committee Work  
Programme 2019**  
(Report of the Service Director, HR and Monitoring Officer)

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.

**ADMINISTRATION AND REGULATION COMMITTEE****9 SEPTEMBER 2019 AT 6.00 P.M.**

**PRESENT:** Councillors Akbar (Chair), Hopkins (Vice Chair), Adrees, Lovell, Mead and Wynn

**Note:** In the absence of Cllr Akbar, who was unavoidably delayed, Cllr Hopkins took the Chair for items 1 - 10.

**53. APOLOGY FOR ABSENCE (REF: 1)**

An apology for absence from the meeting was received on behalf of Councillor Abid.

**54. MINUTES (REF: 2.1)**

**Resolved:** That the minutes of the meeting held on the 17 July 2019 be approved as a true and correct record of the meeting and the Chair be authorised to sign them.

**55. PASSENGER TRANSPORT UNIT OCA (REF: 7)**

The Democratic Services Officer (DSO) reminded Members of the revised papers for this item, which had previously been e-mailed to them and printed copies tabled at the meeting.

The Service Manager, Strategic Waste and Passenger Transport presented the report (Ref: 7), which sought the approval of the Committee to implement the proposals to make changes to the Passenger Transport Unit (PTU) fleet operations as outlined in the OCA.

He gave background details about the operational hours, staffing cover for the various shifts and vehicles availability to meet operational needs of the transport service provided by the PTU for vulnerable children and adults, as set out in the report.

He stated that the proposal was to modify the working patterns/hours of PTU fleet operations staff to ensure that suitable supervisory/management cover was provided during the service operating hours. Supervisory staff must be available at all times that the service was in operation.

He said 4 employees were affected, three leading hands and a supervisor. Another supervisor post affected was vacant. The affected staff had the opportunity during the consultation to meet with management and HR to discuss the proposal to move to a four day working week, which one employee did take up.

He informed Members of the three options subject of consultation as part of the OCA, with the preferred one chosen being Option 1, that for the supervisor posts only, the working week be reduced to four days and the working day be

increased from 7 hours 24 minutes to 9 hours 15 minutes. Leading hands would remain on their current split working pattern.

He said there was no financial implication with the proposal and requested that it be approved, so that the revised four day week working pattern for the Supervisor could be implemented as soon as possible.

The Service Manager, Strategic Waste and Passenger Transport dealt with a number of questions from Members, providing clarifications on the proposal for change.

The Chair then moved that the recommendation in the report be approved, which was agreed.

**Resolved:** That the proposals to make changes to the Passenger Transport Unit (PTU) fleet operations, as outlined in the report (Ref: 7), that is for the supervisor posts only, the working week be reduced to four days and the working day be increased from 7 hours 24 minutes to 9 hours 15 minutes, with Leading hands remaining on their current split working pattern be approved.

## **56. ANNUALISED HOURS CONTRACT FOR PTU (REF: 8)**

The Service Manager, Strategic Waste and Passenger Transport presented the report (Ref: 8), which sought the approval of the Committee to implement the proposals to make changes to the Council's Passenger Transport Unit (PTU) fleet operations as outlined in the OCA.

He explained the PTU provided transport services to vulnerable clients to allow them to attend schools and centres. He said 68 members of staff were affected, who were either on Term Time Only or Annualised Hours Contracts. He added that confusion had occurred due transport being provided for 39 weeks, when pupils only attended schools for 38 weeks, due to 5 teacher training days, which were all different for the various schools, interspersed throughout the year.

PTU staff were not allocated to a specific school and could change duties on a daily basis, to meet operational needs and they could claim for additional hours worked over and above their contracted average monthly hours.

The proposal sought to formalise local agreement in relation to the non-terms time work to ensure staff were paid fairly. It would regularise work done by staff on annualised hour's contracts on the 5 teacher training days, when pupils did not attend school.

Staff and Trade Unions were consulted on two options, as set out in the OCA. Option A would have resulted in a reduction in pay. Option B was preferred by the Unions and management, as there would be no reduction in pay and no financial implications, as it could be funded within budget.

There being no questions from Members, the Chair moved that the recommendation in the report be approved, which was agreed.

**Resolved:** That, for staff on annualised hour's contracts in the Passenger Transport Unit, the formalisation of the existing 39 week's pay at the longer hours and utilising these additional hours when the schools are closed for covering absent

colleagues, training, team meetings, cleaning/re stocking the buses etc. be approved.

#### **57. PROJECT DESIGN TEAM (REF: 9)**

The Project Design and Delivery Manager presented the report (Ref: 9), seeking the approval of the Committee to implement the proposals to make changes to the organisation of the Council's Project Design and Delivery Team (PDDT) to generate a saving, allow developing staff to progress through the organisation and to meet growing needs for larger scale construction projects.

He informed the committee the PDDT had developed over the previous 5 years, comprising a fee earning group of Architects, Engineers, Project Managers and Quantity Surveyors. He said fee income had grown from £1.8m in 2015/16 to £2.5m in 2018/19.

He advised the restructure and expansion proposals would allow the team to grow to meet additional demands and help deliver more complex schemes, e.g. from Foxhall Homes, LLAL and the aspirations of the Luton Investment Framework.

He said 6 employees directly affected by the proposals had been consulted as part of the Organisational Change Assessment (OCA) and were fully supportive.

The proposals sought to create two new posts: a Senior Construction Project Manager at M4 grade and an Architect at M3 and the deletion of three posts, that of Construction Project Manager (M2), Architectural Assistant Part 2 (M1) and the vacant post of Architectural Assistant Part 1 (L6), achieving a saving of £13,000.

He informed the committee the five senior existing staff would be ring-fenced for interview for the two new upgraded senior posts (the sixth member would remain in post). Although not expected, he advised there was a risk of compulsory redundancies should they be unsuccessful in securing the new positions, which would off-set the savings.

In the absence of questions, the Chair moved the recommendation in the report be approved, which was agreed.

**Resolved:** That the proposed restructure of the Project Design and Delivery Team within Property and Construction Services to create two new posts, a Senior Construction Project Manager at M4 grade and an Architect at M3 and the deletion of three posts, that of Construction Project Manager (M2), Architectural Assistant Part 2 (M1) and the vacant post of Architectural Assistant Part 1 (L6) be approved.

#### **58. POLLING DISTRICTS REVIEW - INITIAL REPORT (REF: 10)**

The Electoral Services Manager presented the report (Ref: 10), seeking the Committee's advice and approval on the recommendations on proposed changes to Luton Polling Districts and Polling Places/ Stations, following the 5 year compulsory review conducted, as required by the Electoral Registration and Administration Act 2013.

He said a public consultation was carried out between 26 June and 31 July 2019, seeking views from Ward Councillors, local MPs, electors, local residents (in particular those with disabilities) and all other identified interested persons and

organisations, including those with particular expertise on access to premises and/or facilities for persons with different forms of disability. A Notice of the review was publicised in the Herald and Post and also posted on the Town Hall Notice Boards, sent to Luton Central Library and Community Centres for display. In addition, the Notice and all relevant review documents, including the consultation document and the Schedule of Polling Stations, with the (Acting) Returning Officer's comments and proposals were made available on the Council's website and for viewing at the Town Hall.

He added 37 representations were received as a result, mainly in relation to schools, such as, Chalk Hills Academy, Denbigh Primary, Putteridge Primary and Wigmore Primary. These had been considered and formed the basis of recommendations on proposed changes to Luton Polling Districts and Polling Places/ Stations in the Returning Officer's Representations and Schedule of Polling Stations (Appendix A).

He advised the approach had been to propose no change as far as possible, as this was least disruptive to electors. No change was being proposed for the vast majority of polling places, but where needed, changes were recommended for the Committee's consideration and approval.

He requested the Committee approve the recommendations and give directions where more than one options had been provided for consideration.

Following questions and comments, key points raised were noted as follows:

- Parking issues and disruption at schools
- The Hindu Temple had previously been considered as a replacement for Chalk Hills Academy and not proceeded with
- St Hugh's Church Hall was more central to the polling district than Chalk Hills Academy
- Venue Central and Britannia Estates proposed as possible alternative places to Denbigh Primary School. Officers instructed to assess feasibility and bring back a report if suitable and a change recommended. If not, Denbigh Primary to be retained and the school required to make a suitable room available for election use when needed. In the latter case, officers were given authority for no change after consultation with the Chair
- Comments were made about using the two entrances at Maidenhall Primary School, instead of just the Dunstable Road entrance. It was pointed out this was not possible for control and safeguarding reasons
- DCDS district also voted at Maidenhall and was shown as such, but was omitted in error from one place in the schedule of polling station
- Proposal to look into feasibility of moving the polling station from Putteridge Primary to Putteridge High School was not supported, as major re-building works were planned on the site
- Option 2, to retain Putteridge Primary and merge electorate into single polling station for low turn-out election and requiring school to provide their hall for high turn-out elections was supported.

The Chair moved that the recommendations in the report and the specific options supported and the further enquiries requested as set out above be approved, which was agreed.

**Resolved:** (i) That the recommendations shown in the Returning Officer Representations and Schedule of Polling Places, Appendix A to the report Ref: 10 be approved, including the following specific options and instructions for further enquiries:

- (a) That the Polling Station at Chalk Hills Academy be moved to St Hugh's Church Hall in Emerald Road, Luton (option 1)
- (b) That further enquiries be made in relation to alternative polling places to Denbigh Primary School at Britannia Estates and Venue Central and if a suitable place is found, a report be brought back to Committee for consideration and decision. If no alternative place found, that Denbigh Primary School be retained as the Polling Place
- (c) That Putteridge Primary School be retained as a single polling station for low turnout elections (Local and PCC elections) (Option 2), but for high turnout elections, e.g. Parliamentary elections and reference, the school be required to provide use of the school hall to run a double polling stations
- (d) That Wigmore Primary School be retained for use as a single polling station, with the polling district boundary adjusted to move about 850 electors from Wigmore Primary School (WMCS district) to vote at Wigmore Church and Community Centre (WMDS district) (Option 1)

(ii) That the Electoral Registration Officer/ Returning Officer be authorised to make any further necessary changes to any polling places, if required, to enable the smooth running of the next scheduled election for the Police and Crime Commissioner on 7 May 2020 and any other unscheduled elections.

**(Note:** Cllr Akbar, who arrived at the meeting halfway through item 10, took the Chair for Item 11 and subsequent items)

## **59. STREET SCENCE AND CLINICAL COLLECTION TRADE WASTE COLLECTION (REF: 11)**

The Services Manager, Operational Street Scene and Bereavement Services presented the report (Ref: 11), which sought the approval of the Committee to implement the proposal to restructure the Street Scene Clinical Collection and Trade Waste Service.

The Service Manager highlighted the services provided by the Street Scene Clinical Collection and Trade Waste Service, as set out in the report. He said the proposals for change was due to the significant pressure the service was under to demonstrate it was meeting the needs of the community, providing value for money and looking at possible ways to make further efficiency savings and increase revenue.

He added the proposal was to delete two posts, that of Clinical Waste Driver (L3) and Refuse Collection LGV Driver/Charge Hand (L4) and create a new post of Supervisor – Refuse Operations (L7).

He informed the Committee affected employees and Trade Unions had been consulted. Employees at risk of redundancy would, where possible, be offered suitable alternative employment within the Council. Trade Unions were not happy with the proposal to delete posts.

He added the proposals would achieve a saving of about £15,797, which could be off-set due to the potential redundancy risk.

Responding to a question, the Service Manager explained the Integrated Impact Assessment was not attached, due to the small number of employees affected, who could be identified.

The Chair moved the recommendations in the report be approved, which was agreed.

**Resolved:** That the proposed deletion of existing posts and creation of a new post as outlined in the Organisational Change Assessment and set out below be approved.

**Posts to be deletions:**

- Clinical Waste Driver (L3)
- Refuse Collection LGV Driver/Charge Hand (L4)

**Post to be created:**

- Supervisor – Refuse Operations (L7)

**60. APPROVED MENTAL HEALTH PRACTITIONER – ADDITIONAL PAYMENT (REF: 12)**

The Service Manager, Adult Social Care presented the report (Ref: 12), which sought the approval of the Committee to introduce an additional payment for Social Workers and Advanced Practitioners employed to undertake the functions of an Approved Mental Health Professional (AMHP) in daytime AMHP operational hours as part of the Pan Bedfordshire bolt-on contract.

He said the proposal was to pay an AMHP £42 gross per day on the rota, so that an AMHP working 48 days per annum on the rota would receive an additional £2016 gross per annum. He added this would match payments made by other employers and was better than the cost of recruiting a locum AMHP, which was a minimum of £1500 per week.

He corrected an inaccuracy in the last sentence of paragraph 27 of the report, which should read ‘...£1500 or £2000 per annum’ and not ‘a month’.

Responding to questions, he clarified Luton would pay for its own staff undertaking AMHP duties, working alongside AMHPs employed by East London Foundation Trust, Central Beds Council and Bedford Borough Council. He added the two adjoining councils similarly paid for their own AMHPs. All AMHPs covered duties across Luton, Central Beds and Bedford Borough Councils areas. He added Social Workers had to undertake additional AMHP training, but the extra responsibility, which might lead to higher salary, was not currently reflected in their job description.

The Chair moved that the recommendation in the report be approved, which was agreed.

**Resolved:** That a new additional payment of £2016 per annum for Social Workers and Advanced Practitioners undertaking Approved Mental Health Practitioner duties, be approved with immediate effect.

## **61. ADMINISTRATION AND REGULATION COMMITTEE WORK PROGRAMME 2019-20 (REF: 13)**

The Service Director HR and Monitoring Officer presented the report (Ref 13), which requested the Committee to plan and determine its work programme for forthcoming meetings.

She advised the Committee of proposed changes to the work programme.

'The Model Pay Policy for schools 2019' item scheduled for 3 October 2019 had been moved to the 4 November 2019 meeting, as would not be ready to proceed.

If the tentative 'Polling District Review' item was not required, that would leave just the 'Equality Impacts' item for the 3 October, which she advised could be moved to the November meeting, so that the October meeting could be cancelled, subject to consultation with the Chair. This was agreed.

The Vice-Chair suggested the 'People Plan Annual Report' due on 4 November should include a trend analysis in relation to the 'grow our own' policy, to show career pathways. She also requested this item includes how the new 'Check-in scheme', that replaced the Personal Performance Assessment process, was working since implementation.

The Chair requested the People Plan Annual Report also includes an update on the recruitment of social workers.

**Resolved:** That the work programme for forthcoming meetings be changed as follows:

- 'The Model Pay Policy for schools 2019' item scheduled for 3 October 2019 be moved to the 4 November 2019 meeting
- If the tentative 'Polling District Review' item for the 3 October was not required, consider cancelling the meeting after consultation with the Chair and moving the 'Equality Impacts' item to the 4 November meeting
- That the 'People Plan Annual Report' due on 4 November include a trend analysis in relation to the 'grow our own' policy, to show career pathways, progress on the 'Check-in scheme' since implementation and an update on the recruitment of social workers.

**(The meeting ended at 6.55pm)**

**COMMITTEE:** ADMINISTRATION & REGULATION

**DATE:** 3 OCTOBER 2019

**SUBJECT:** POLLING DISTRICTS/ PLACES/ STATIONS REVIEW

**REPORT BY:** CHIEF EXECUTIVE

**CONTACT OFFICER:** SAM FREER/ BERT SIONG 01582 546088/ 546781

**IMPLICATIONS:**

LEGAL	✓	COMMUNITY SAFETY	
EQUALITIES		ENVIRONMENT	
FINANCIAL	✓	CONSULTATIONS	✓
STAFFING	✓	OTHER	

**WARDS AFFECTED:** All

## PURPOSE

1. The purpose of this report is to present the results and recommendations relating to further enquiries about the polling station at Denbigh Primary School instructed to be carried out by the committee on 9 September 2019 for consideration and approval.

## RECOMMENDATION(S)

2. The Committee is **RECOMMENDED** to:-
  - (i) consider and determine whether the polling place at Denbigh Primary School for the BCCS polling district should be moved to Venue Central at the Britannia Estates in Leagrave Road, Luton, given the financial and disability access implications of that location;
  - (ii) if (i) above is not approved, to approve that Denbigh Primary School be retained as the polling place for the BCCS polling district and the school be required to provide a suitable room for future elections use;

- (iii) **Authorise the Electoral Registration Officer/ Returning Officer to make any further necessary changes to the relevant polling place, if required, to enable the smooth running of the next scheduled election for the Police and Crime Commissioner on 7 May 2020 and any other unscheduled elections.**

## **BACKGROUND**

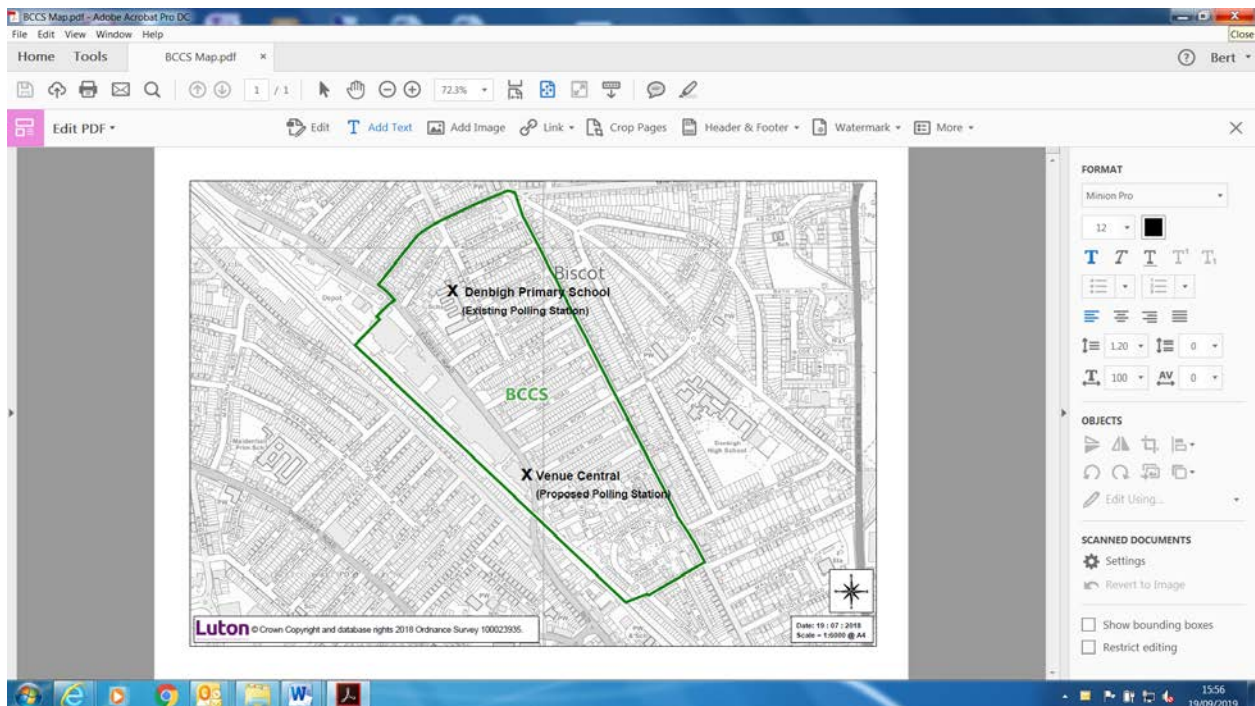
3. On 9 September 2019, the Committee considered and approved most of the recommendations of the Chief Executive on the outcome polling districts/ polling places/ polling stations.
4. The Committee also instructed that further enquiries be made in relation to potential replacement polling places for Denbigh Primary School.

## **REPORT**

7. Venue Central in Leagrave Road, Luton was visited and assessed. The rest of Britannia Estates was also visited but no suitable places were available, as the site was due for re-development.
8. Venue Central is a very large facility mainly for weddings, but also available for conferences and meetings. It is situated on the non-residential side of a very busy main road, within the BCCS polling district, virtually opposite Saxon Road. (See photo below). Voters in the district would need to cross Leagrave Road to get to it, using the one zebra crossing opposite the premises.



9. Parking at the rear of the building would be available for election staff and disabled voters only.
10. The below map shows Venue Central relative to Denbigh Primary School within the BCCS polling district.



11. The pros and cons of Venue Central as polling place are as follows:

### Pros

- Suitable in terms of space and facilities within the building
- It is within BCCS district
- It would not have the restrictions associated with schools

### Cons

- The cost would be between £2000 to £2500. (Note: The Cabinet Office was consulted on the cost and have responded as follows:

*"Thank you for your email below which has been passed on to me for a response.*

*I understand that as part of your polling station review you are considering an alternative venue which provides better facilities but is more expensive than the existing school.*

*Whilst this is ultimately a matter for the Returning Officer, the cost is likely to be challenged if there are other suitable venues that can be used at a lower cost. It is important to consider the value for money to the taxpayer and therefore any decision needs to strike the right balance between the facilities available and the cost.*

*The Representation of the People Act 1983 (with amendments) states that:*

- (1)The returning officer may use, free of charge, for the purpose of taking the poll—*
- (a)a room in a school to which this rule applies;*
  - (b)a room the expense of maintaining which is payable out of any rate.*

*Consideration should, therefore, also be given to other suitable venues that are payable out of any rate that may be used free of charge by the Returning Officer.*

*I would be more than happy to discuss this further if you would find that helpful)”*

- It is on the wrong side of the very busy Leagrave Road, mitigated by a zebra crossing just opposite
- No wheelchair access at the gate, unless a ramp is provided to overcome a slight step up into the yard. (Note: The venue owners have indicated they would be willing to have a concrete slope put in at the gate at their cost to facilitate wheelchair access, if hired)

## **PROPOSAL/OPTION**

18. That the Committee consider whether to approve the change of Polling Place from Denbigh Primary School to Venue Central or that Denbigh Primary School be retained as the polling place and the school be required to provide a suitable room for future elections use.

(Note: The below implications are the same as provided for the main report considered by the committee on 9 September 2019, as still applicable)

## **FINANCE IMPLICATIONS**

19. There is a cost associated with the use of all polling places for elections, borne by the Council for local elections or centrally funded for national elections. However, cost is not a consideration in the designation of polling places.
20. The cost of using Denbigh Primary School, a publicly funded building, is £30 plus a nominal reimbursement for site agent's overtime. The cost of moving to Venue Central would be between £2000 and £2500, which, as set out as above, the Cabinet Office have said they might challenge. If they refuse to pay, this additional cost would need to be met from Luton Council's budget.
21. There are otherwise no direct financial implications arising from this Report. This has been agreed by Dev Gopal on 23 September 2019.

## **LEGAL IMPLICATIONS**

22. Save as otherwise referred to in the Report there are no legal implications and this has been agreed with Rachael Campbell, Legal Services on 15 August 2019.

## **HR IMPLICATIONS**

23. There are no direct Human Resource implications arising from this report. This has been agreed by Angela Claridge, Service Director, HR and Monitoring Officer, on 19 August 2019.

## **CONSULTATIONS IMPLICATIONS**

24. No further consultation made in relation to this proposed change in this report.

## **APPENDIX**

None

## **LIST OF BACKGROUND PAPERS**

### **LOCAL GOVERNMENT ACT 1972, SECTION 100D**

- Schedule A1, Representation of the People Act 1983;
- The Electoral Registration and Administration Act 2013;
- The Electoral Services Commission Guidance – Reviews of Polling Districts, Polling Places, and Polling Stations
- Reports and draft minutes of the Admin & Regulation Committee of 9 September 2019

**COMMITTEE:** ADMINISTRATION AND REGULATION COMMITTEE

**DATE:** 3 OCTOBER 2019

**SUBJECT:** ADMINISTRATION & REGULATION COMMITTEE WORK PROGRAMME 2019

**REPORT BY:** SERVICE DIRECTOR HR AND MONITORING OFFICER

**CONTACT OFFICER:** ANGELA CLARIDGE

**IMPLICATIONS:**

<b>LEGAL</b>	<b>COMMUNITY SAFETY</b>
<b>EQUALITIES</b>	<b>ENVIRONMENT</b>
<b>FINANCIAL</b>	<b>CONSULTATIONS</b>
<b>STAFFING</b>	<b>OTHER</b>

**WARDS AFFECTED:** NONE

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## **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

<b>Meeting Date: 4 November 2019                      Time: 6.00 pm</b>	
<b>Reminder Date:</b> 4/10/19	
<b>Deadline for Titles:</b> 11/10/19	
<b>Deadline for Reports submission:</b> 18/10/19	
<b>Democracy &amp; Scrutiny Officer:</b> Eunice Lewis	
<b>Agenda items</b>	<b>Report Author/ Format/ Comments</b>
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)
Model Pay Policy for Schools 2019	Nonie Benson, HR Team Manager Schools and Traded Services Team (Written Report)
Shared Cost Additional Voluntary Contribution Scheme – Amendment to pensions discretions	Helen Ginty Written report
Career break scheme	Helen Ginty Written report
Work Programme 2019	Democracy & Scrutiny Officer Written report (Standing Item)

<b>Meeting Date: 18 December 2019</b>		<b>Time: 6.00 pm</b>
<b>Reminder Date: 20/11/19</b>		
<b>Deadline for Titles: 27/11/19</b>		
<b>Deadline for Reports submission: 4/12/19</b>		
<b>Democracy &amp; Scrutiny Officer: Bert Siong</b>		
<b>Agenda items</b>	<b>Report Author/ Format/ Comments</b>	
Market Supplements – Annual Report	Anne Davies (Written Report)	
Buying Additional Leave – Review	Theresa Brown (Written Report)	
Work Programme 2019	Democracy & Scrutiny Officer Written report (Standing Item)	

**Items to be programmed on the work programme for 2020:**