

DRAFT ADMINISTRATION & REGULATION COMMITTEE WORK PROGRAMME 2019 and 2020 (TO MARCH 2020)

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

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 Hussey	

Agenda items	Report Author/ Format/ Comments
Polling Districts/ Places/ Stations Review – Initial Report	Sam Freer/ Bert Siong Written Report
The PTU Management 4 day week proposal	Shaun Askins/ Sharon Harte-Andrews/ Paul Cripps Written report
Annualised Hours contracts for PTU	Shaun Askins/ Paul Cripps Written report
Project Design and Delivery Team Restructure - OCA	Toby Maloy 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 Written Report
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 Written Report
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)
Scale of Charges 2020-2021 (TBC)	Tim Lee Written Report (May be reported in January 2020)
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: