

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:	
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: 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: Eunice Lewis	
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)
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)

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: Bert Siong		
Agenda items	Report Author/ Format/ Comments	
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: