report



meeting	ADMINISTRATION COMMITTEE – URGENCY SUB COMMITTEE		
date	25 May 2010	agenda item number	6(a)

REPORT OF THE HEAD OF WORKFORCE DEVELOPMENT

Higher Level Teaching Assistant Certificates Presentation event

Purpose of report

1. To agree arrangements for the Presentation of Higher Level Teaching Assistant (HLTA) Certificates at County Hall on the evening of Monday, 14 June 2010.

Information and advice

Background

- 2. This is the first celebration event held for recognising the achievement of HLTAs throughout the county over the last 12 months. Recipients will be presented with a certificate and badge.
- 3. The Chairman of the County Council has received a request to host this event in County Hall. There would be approx 70 recipients plus one guest each at the Presentation Ceremony. Refreshments served will be in the form of a buffet.
- 4. Invited guests include the Chairman of the County Council, the Cabinet Member for Children and Young People's Services (CYPS), the Corporate Director for CYPS, representatives from Northampton University (the provider) and the Workforce Remodelling Team.

Statutory and policy implications

5. This report has been compiled after consideration of implications in respect of finance, equal opportunities, personnel, crime and disorder and those using the service. Where such implications are material, they have been described in the text of the report. Attention is however drawn to the following:-

Financial implications

6. The cost of the event for providing hospitality for approximately 150 guests in the form of an evening presentation on 14 June is estimated at £1,042 and this will be met from the Training and Development Agency HLTA grant. There will be no costs falling to the County Council.

RECOMMENDATION

7. That approval be given for this Presentation Ceremony to take place on the evening of Monday, 14 June 2010 for a maximum of 150 guests.

BOB TAYLOR

Head of Workforce Development

Legal Services' comments (LM/10.5.2010)

8. The Administration Committee has delegated authority to approve the recommendations in the report.

Financial comments of the Service Director – Finance (NDR)

9. The financial implications are set out in the report.

Background papers available for inspection

Nil

Electoral division(s) affected

Nottinghamshire

M19C2620