

## **Administration Committee**

**Wednesday, 09 May 2012 at 14:00**

**County Hall, County Hall, West Bridgford, Nottingham NG2 7QP**

<b>1</b>	<b>Minutes of the last meeting held on 20 March 12</b> Details	<b>3 - 6</b>
<b>2</b>	<b>Apologies for Absence</b> Details	<b>1-2</b>
<b>3</b>	<b>Declarations of Interests by Members and Officers:- (see note below)</b> (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary)	<b>1-2</b>
<b>4</b>	<b>County Hospitality Budget - Financial Summary</b> Details	<b>7 - 8</b>
<b>5</b>	<b>Members' attendance at Conference and Seminars and other County Council business / Officers' travel</b> Details	<b>1-2</b>
<b>a</b>	<b>INLOGOV Leaders' Forum for the East and West Midlands</b> Details	<b>9 - 12</b>
<b>b</b>	<b>National Children and Adult Services Conference 2012</b> Details	<b>13 - 16</b>
<b>c</b>	<b>Pension Fund Training 2012/2013</b> Details	<b>17 - 20</b>
<b>6</b>	<b>Hospitality</b> Details	<b>1-2</b>
<b>a</b>	<b>Adult Learners Week Celebrations</b> Details	<b>21 - 22</b>
<b>b</b>	<b>Civic Reception for Schools and Other Children's Services</b> Details	<b>23 - 28</b>
<b>c</b>	<b>Summer Reading Challenge Celebration</b> Details	<b>29 - 32</b>

<b>d</b>	<b>Duke of Edinburgh Award Certificates Presentations – Rushcliffe Area</b>	<b>33 - 36</b>
	Details	
<b>e</b>	<b>Nottinghamshire County Council Civic Service at the Southwell Minster Sunday 24 June 2012</b>	<b>37 - 40</b>
	Details	
<b>f</b>	<b>Derbyshire and Nottinghamshire Chamber of Commerce</b>	<b>41 - 42</b>
	Details	
<b>7</b>	<b>Appointment to Outside Body – River Trent Regional Flood and Coastal Committee</b>	<b>43 - 44</b>
	Details	
<b>No.</b>	<b>NOTES:-</b>	<b>1-2</b>

(1) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 08449 80 80 80

(2) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Standing Orders. Those declaring must indicate whether their interest is personal or prejudicial and the reasons for the declaration. Any Member or Officer who declares a prejudicial interest in an item must withdraw from the meeting during discussion and voting upon it, unless a dispensation has been granted.

Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Ruth Rimmington (Tel. 0115 977 3825) or a colleague in the Governance Team prior to the meeting.

(3) Members are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

## minutes

Meeting     ADMINISTRATION COMMITTEE

Date        Tuesday 20 March 2012 (commencing at 2.00pm)

### **membership**

Persons absent are marked with 'A'

### **COUNCILLORS**

Mrs Kay Cutts (Chairman)  
Alan Rhodes (Vice-Chair)

Reg Adair  
Chris Barnfather  
Joyce Bosnjak  
Carol Pepper

June Stendall  
Martin Suthers OBE  
A     Jason Zadrozny

### **OFFICERS IN ATTENDANCE**

David Ellis – Service Manager, Member Support  
Ruth Rimmington – Temporary Governance Officer  
Mike Bradford – Senior Accountant  
Julie Brailsford – Senior Members and Civic Officer

### **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting of the Committee held on 31 January 2012 having been circulated to all Members, were taken as read and were confirmed and signed by the Chair.

### **APOLOGIES FOR ABSENCE**

An apology was received from Councillor Jason Zadrozny (other County Council business).

### **DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS**

There were no declarations of interest.

### **COUNTY HOSPITALITY BUDGET FINANCIAL SUMMARY**

**RESOLVED 2012/06**

That the report be noted.

**MEMBERS ATTENDANCE AT CONFERENCES AND SEMINARS AND  
OTHER COUNTY COUNCIL BUSINESS / OFFICERS' TRAVEL OUTSIDE  
OF THE UNITED KINGDOM**

**(a) LOCAL GOVERNMENT ANNUAL CONFERENCE AND EXHIBITION  
2012**

**RESOLVED 2012/07**

That approval be given to two majority group members and one member from each of the minority groups to attend the Local Government Associations Annual Conference 2012 in Birmingham from 26-28 June.

**(b) YOUNG PEOPLE'S RESIDENTIAL VISIT TO LE FOSSO FRANCE**

**RESOLVED 2012/08**

That approval be given for seven County Council officers from the Young People's Service to participate in a planned residential visit to France from 21-28 July 2012 as described in the report.

**HOSPITALITY**

**(a) FLY THE FLAG CEREMONY 25 JUNE 2012**

**RESOLVED 2012/09**

That approval be given to holding a Fly the Flag ceremony on 25<sup>th</sup> June 2012 at County Hall as set out in the report.

**(b) GARDEN PARTY 2012**

**RESOLVED 2012/10**

That approval be given to the holding of a Garden Party in late summer early autumn 2012 in County Hall and to include light refreshments to celebrate the contribution of voluntary activity to the life of Nottinghamshire.

**(c) LAUNCH EVENT TO DISPLAY NOTTINGHAMSHIRE SCHOOLS'  
OLYMPIC ARTWORK – 19 JUNE 2012**

**RESOLVED 2012/11**

That approval be given for an event on the afternoon of 19 June 2012 in County Hall for up to 150 guests for the launch of a Nottinghamshire Schools'

Olympic artwork project in County Hall at a cost of £565 to be met from the County Hospitality Budget

## **EVENING MEAL AND CHARITY AUCTION FOR THE CHAIRMAN**

### **RESOLVED 2012/12**

That approval be given for the Civic Office to arrange an event for the Chairman of the County Council to consist of a three course meal and wine and a charity auction on the evening of Friday, 4<sup>th</sup> May 2012.

### **URGENT ITEM**

The Chair of the meeting agreed that this item, although not included on the agenda, should be considered as a matter of urgency in accordance with Section 100(b)(4)(b) of the Local Government Act 1972, to enable two seminars to be held for town and parish councils to discuss Localism in Nottinghamshire.

## **LOCALISM SEMINARS FOR PARISH AND TOWN COUNCILS**

There was a discussion about the possibility of a further seminar if necessary to ensure coverage within the county and to meet demand which members agreed to in principle.

### **RESOLVED 2012/13**

That approval be given to the provision of the arrangements for the two seminars as set out in the report and that any associated costs be met from the Policy Initiatives budget.

The meeting closed at 2.20pm.

### **CHAIRMAN**



**Agenda Item: 4****REPORT OF THE CORPORATE DIRECTOR – ENVIRONMENT &  
RESOURCES****COUNTY HOSPITALITY BUDGET – FINANCIAL SUMMARY****Purpose of the Report**

1. To report details of the current position in relation to the County Hospitality budget.

**Information and Advice**

2. The attached appendix is a statement of expenditure against the approved County Hospitality budgets for 2011/12 and 2012/13.

**Statutory and Policy Implications**

3. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

**RECOMMENDATION**

- 1) That the report be noted.

**Mike Bradford**  
**Accountant, Environment & Resources**

**For any enquiries about this report please contact:**

Mike Bradford Tel 0115 977 4923

**Constitutional Comments**

4. The Administration Committee has the delegated authority to authorise hospitality to be offered by the County Council. The proposal in this report is therefore within the remit of this Committee.

**Background Papers - None**

## Electoral Division(s) and Member(s) Affected

All

Appendix

### COUNTY HOSPITALITY STATEMENT AS AT 31 MARCH 2012

Date	Event	Approval £	Expenditure to Date £	Forecast Outturn* £
<b>2011/12</b>				
<b>Annual Events</b>				
26/06/2011	Civic Service	1,717	1,692	<b>1,692</b>
09/07/2011	County Garden Party	9,978	3,160	<b>3,160</b>
22/01/2012	Annual Legal Service	125	125	<b>125</b>
<b>Current Events</b>				
05/04/2011	Nottinghamshire County Cricket Club	1,000	833	<b>833</b>
01/07/2011	Boys Brigade Queens Badge & DoE Award	281	225	<b>225</b>
07/07/2011	Duke of Edinburgh Awards - Gedling	563	563	<b>563</b>
19/09/2011	Duke of Edinburgh Awards - Rushcliffe	675	338	<b>338</b>
26/10/2011	Discovery Awards	105	105	<b>105</b>
01/11/2011	Nottinghamshire Outward Bound	400	400	<b>400</b>
24/01/2012	Chinese New Year Celebration	2,075	2,049	<b>2,049</b>
26/03/2012	Duke of Edinburgh Awards - Rushcliffe	563	563	<b>563</b>
		<b>17,482</b>	<b>10,053</b>	<b>10,053</b>
<b>County Hospitality Budget 2011/12</b>				<b>40,675</b>
<b>Uncommitted Balance</b>				<b>30,622</b>
<b>2012/13</b>				
<b>Annual Events</b>				
tba	Civic Service			
	County Garden Party	3,200	0	3,200
	Annual Legal Service			
<b>Future Events</b>				
16/05/2012	Royal British Legion Volunteers	1,965	0	1,965
19/06/2012	Nottinghamshire Schools Olympic Artwork	565	0	565
		<b>5,730</b>	<b>0</b>	<b>5,730</b>
<b>County Hospitality Budget 2011/12</b>				<b>40,675</b>
<b>Uncommitted Balance</b>				<b>34,945</b>

\*Expenditure Complete if shown in **bold**



**REPORT OF TEAM MANAGER (MEMBERS AND CIVIC SERVICES)****INLOGOV LEADERS' FORUM FOR THE EAST AND WEST MIDLANDS****Purpose of the Report**

1. To consider representation at the INLOGOV Leaders' Forum for the East and West Midlands being held in Birmingham from 14<sup>th</sup> to 15th June 2012.

**Information and Advice**

2. The role of INLOGOV is to support excellence in local government and that is why a new Leaders' Forum for the East and West Midlands is being launched.
3. Topics for discussion will include:
  - Localism and the future of relationships with central government
  - Chief Executives: essential support or expensive luxury?
  - Working with Police and Crime Commissioners
  - Doing more with less: can strategic commissioning deliver better outcomes?
  - Maximising impact in your council and in your area

The event will run over two days. There will be a high profile speaker on the subject of working with the new Police and Crime Commissioners. There will also be parallel sessions running for counties, unitaries and districts to focus on current relevant hot topics.

4. The rates per delegate are

Conference fee    £200

Travel                £125

Total    £325

Note: it is assumed that the delegate will travel each day rather than stay overnight

**Other Options Considered**

5. The Committee could decide not to attend the Conference.

## **Reason for Recommendation/s**

6. Attending the INLOGOV conference will give leaders time for reflection on the challenges they face away from their councils and with their peers. The role of INLOGOV is to support excellence in local government.

## **Statutory and Policy Implications**

7. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below.

## **RECOMMENDATION**

- 1) That consideration be given to the attendance of one Member at INLOGOV Leaders' Forum for the East and West Midlands.

**David Ellis**  
**Team Manager (Members and Civic Services)**

**For any enquiries about this report please contact:**

**Karen Townrow 0115 977 3035**

## **Constitutional Comments (SLB 22/03/2012)**

8. The Committee has authority to consider the matters set out in the report. The Delegation to Administration Committee contained in Part III of the Council's Constitution, Responsibility for Functions, includes delegation to authorise expenditure incurred for Member attendance at conference and seminars, including accommodation, travel and associated costs.

## **Financial Comments (MB 27/03/12)**

9. The cost can be met from the 2012/13 budget for Member's Conference Expenses

## **Background Papers**

Conference leaflet from Institute of Local Government Studies

## **Electoral Division(s) and Member(s) Affected**

All





**Agenda Item: 5 (b)****REPORT OF INFORMATION AND DEVELOPMENT OFFICER****NATIONAL CHILDREN AND ADULT SERVICES CONFERENCE 2012 – 24<sup>TH</sup> –  
26<sup>TH</sup> OCTOBER 2012 - EASTBOURNE****Purpose of the Report**

1. The purpose of the report is to seek approval for Members to attend the National Children and Adult Services Conference being held at The Devonshire Park Centre in Eastbourne from Wednesday 24<sup>th</sup> to Friday 26<sup>th</sup> October 2012.

**Information and Advice**

2. Under the Travel and Accommodation Policy and other arrangements approved by Full Council on the 7<sup>th</sup> October 2004 and 18<sup>th</sup> June 2009, this Committee is the appropriate body for considering/approving attendance at a range of events and the travel and accommodation requirements arising from them.
3. This report describes a proposal which is within this Committee's decision-making powers and Members are asked to consider attendance at the event together with the necessary travel and accommodation arrangements.
4. The information included within the following sections of the report should ensure compliance with normal decision-making rules. If attendance is approved, the details referred to below will be used to compile the Public Register, which is available on the Council's webs-site.

**Conference Attendance**

5. This year's theme is yet to be announced but the conference will address issues for children and adults.
6. Approval is sought for Members to attend so they can consider issues that are vital to councillors, senior officers, policymakers and service managers with responsibilities for children's services and adult social care in the statutory, voluntary and private sector. It is also an important opportunity for networking with partners and MP's in related fields.
7. The cost of attendance at the conference is £450.00 plus VAT per person. Two or three nights accommodation will also be necessary. An estimate from the conference information suggests a hotel within a reasonable walking distance from the conference centre will be in the region of £100-£120 per person per day, bed and breakfast.
8. The total cost would be met from the Members Services budget.

9. A separate Delegated Decision report will seek approval for the Corporate Director for Adult Social Care, Health and Public Protection to attend the conference.

### **Other Options Considered**

10. None.

### **Reason/s for Recommendation/s**

11. This is an important opportunity for Members to network and take part in breakout sessions and discussion.

### **Statutory and Policy Implications**

12. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **RECOMMENDATION/S**

It is recommended that:

approval be given for two Members to attend the National Children and Adult Services Conference at the Devonshire Park Centre in Eastbourne from 24<sup>th</sup> to 26<sup>th</sup> October 2012 including the accommodation, travel and associated costs.

### **LISA SWIFT**

**Information and Development Officer**

### **For any enquiries about this report please contact:**

Lisa Swift

Information and Development Officer

Adult Social Care, Health and Public Protection

Ext 73928

Email: [lisa.swift@nottsgov.uk](mailto:lisa.swift@nottsgov.uk)

### **Financial Comments (MB 25/04/12)**

13. The financial implications are set out in paragraphs 7 and 8 of the report.

### **Constitutional Comments (SLB 25/042012)**

14. The Committee has authority to consider the matters set out in the report. The Delegation to Administration Committee contained in Part III of the Council's Constitution, Responsibility for Functions, includes delegation to authorise expenditure incurred for Member attendance at conference and seminars, including accommodation, travel and associated costs.

### **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Invitation to attend the conference from the Local Government Association.

**Electoral Division(s) and Member(s) Affected**

All.

AC5





## REPORT OF THE SERVICE DIRECTOR - FINANCE AND PROCUREMENT

### PENSION FUND TRAINING 2012/13

#### Purpose of the Report

1. To seek approval for:-
  - a. the attendance of Members at three Pension Fund conferences specified in the Pension Fund training programme agreed by the Pensions Investment Sub Committee on 22 March 2012;
  - b. the proposed travel and accommodation arrangements for the Pension Fund's Property Inspection in October 2012;
  - c. the provision of a lunch after the meeting of the Pensions Investment Sub Committee on 7 February 2013.

#### Information and Advice

2. On an annual basis, the Pensions Investment Sub Committee, and subsequently the Pensions Committee, receives a Pensions Investment Business Plan to support the work of the Sub Committee. The Business Plan includes a training programme which involves attendance at training events throughout the coming year. In order to streamline the Administration Committee reporting process and to give the Committee a fuller understanding of the training needs involved, this composite report covering the training in 2012/13 has been produced in order to seek the Committee's approval for Member attendance at these events.

#### Attendance at Pension Fund Conferences

3. The Pension Fund's Statement of Investment Principles details the responsibilities of the Pensions Investment Sub Committee's Members (or trustees, as they are also known) and specifies that Members should be encouraged to receive suitable training to help them discharge their responsibilities. This is endorsed at a national level by both the Myners Principles, which detail best practice in the management of pension investments, and the Pensions Act 2004, which says that trustees must have appropriate knowledge and understanding of pension fund assets and the funding of pension schemes. Accordingly, the Pension Fund's Training Policy identifies the attendance at major conferences as an important means of maintaining

Members' knowledge and understanding and these feature in the Business Plan.

4. The training programme for 2012/13 was agreed by the Pensions Investment Sub Committee on 22 March 2012 and Members' attendance at the following conferences is proposed:-

a. National Association of Pension Funds Local Authority Conference – 2 Members

The National Association of Pension Funds (NAPF) provides representation and advice to its 1200 members in both the private and public sector in the UK. The County's Pension Fund is a member of NAPF. The NAPF Local Authority Conference is being held in The Cotswolds between 21 and 23 May 2012. This Conference is specifically relevant to Local Authorities' Pension Scheme trustees and provides the opportunity to hear from leading government and industry figures on key issues. The Conference will include keynote speeches, together with specialist breakout sessions on pensions administration, investment and thought leadership. The estimated costs of the attendance of two Members and one officer are:

	£
Registration fees and accommodation	1200
Travel expenses – by car	<u>300</u>
	1500

b. Local Government Chronicle Investment Summit – 2 Members

This conference provides a high quality overview of the current issues affecting local authority Pension Funds. It will be held on 6 and 7 September 2012. The Summit will cover a number of important issues including the direction of the economy, asset allocation strategies, responsible ownership, funding and sustainability. The estimated costs of the attendance of two Members and one officer are:

	£
Registration fees and accommodation	3600
Travel expenses – by car	<u>300</u>
	3900

c. Local Authority Pension Fund Forum Conference – 2 Members

The Authority is a member of the Local Authority Pension Fund Forum (LAPFF) and as such is entitled to two free delegate places at the LAPFF Conference 2012 taking place in early December 2012. The Conference will focus on maximising local authority pension funds' influence as shareholders and on promoting corporate social responsibility. It is proposed that the Conference is attended by two Members and one officer. The cost of attendance of two Members and one officer at the Conference is estimated as:

Registration fee	400
Accommodation	975
Travel expenses – by car	<u>250</u>
	1625

### **Pension Fund Property Inspection 2012**

5. The Pension Fund has a larger proportion of its assets invested in property than most pension funds and at the last valuation, the Fund's total investment in UK property assets amounted to approximately £292m, or 10% of the Fund's value. The vast bulk of the property portfolio is managed by Aberdeen Property Investors. Each year, Aberdeen arranges a property inspection to better inform Members of the type and quality of property held by the Fund. The inspection, which is likely to take place this year in Scotland, provides Members with the opportunity to:-
- a) appreciate the nature and potential of the properties in the Fund's portfolio
  - b) assess the investment performance of each property at first hand
  - c) discuss with the Fund Managers their plans for the properties and offer views on proposed strategies
  - d) assess the state of the property market specific to the properties inspected
  - e) increase their awareness of the Fund Manager's performance.

The properties to be inspected are being finalised, as are the dates of the inspection which will take place over three days in October 2012. The estimated costs of the property inspection based upon 12 Members and officers attending are:

	£
Travel	3600
Accommodation	<u>4500</u>
	8100

### **Hospitality after the Pensions Investment Sub Committee Meeting – February 2013**

6. The 7 February 2013 meeting of the Pensions Investment Sub Committee meeting is held at County Hall and is attended by the Fund Managers who work for the Pension Fund. It has become customary to provide lunch after the meeting. This reciprocates hospitality provided by the Fund Managers after the three other Pensions Investment Sub Committees attended by the Fund Managers. The estimated cost of providing the lunch is approximately £750.
7. The total estimated cost involved in the above is £15,875 and this cost will be met from the Pension Fund's budget for Trustee Activities and Training.

## **Statutory and Policy Implications**

8. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATIONS**

9. That approval is given to:-
- a) the attendance of Members at the three Pension Fund Conferences specified in the Pension Fund training programme, agreed by the Pensions Investment Sub Committee, in accordance with the Pension Fund's training policy and to meet the requirements of the Myners Principles;
  - b) the proposed travel and accommodation arrangements for the Pension Fund's Property Inspection in October 2012 and associated costs to be met from the Pension Fund's budget;
  - c) the provision of a lunch after the meeting of the Pensions Investment Sub Committee on 7 February 2013.

**Neil Robinson**

**Group Manager (Investments and Treasury Management)**

**For any enquiries about this report please contact: Neil Robinson (ext. 73578)**

**Constitutional Comments (SLB 10/04/12)**

10. The Administration Committee is responsible for approving expenditure to be incurred for Member attendance at conferences and seminars including expenditure on travel, accommodation and associated costs. This Committee is also responsible for authorising hospitality to be offered by the County Council. The proposals in this report are therefore within the remit of this Committee.

**Financial Comments (NDR 02/04/12)**

11. The financial implications are highlighted throughout the report and summarised in paragraph 7.

## **Background Papers Available for Inspection**

Nil.

## **Electoral Division(s) and Member(s) Affected**

All.

**Agenda Item: 6 (a)****REPORT OF THE SERVICE DIRECTOR (YOUTH, FAMILIES AND CULTURE)  
ADULT LEARNERS WEEK CELEBRATIONS.****Purpose of the Report**

1. The purpose of this report is to seek approval to hold 3 celebration events (15<sup>th</sup> May at Worksop Library, 16<sup>th</sup> May at Mansfield Library and Beeston Library) during Adult Learners' Week 2012

**Information and Advice**

2. Adult Learners Week is the UK's largest celebration of learning. It promotes education and training for adults, provides access to information and guidance, motivates and celebrates learners' achievements. Started in 1992, it is a collaborative venture between education and training providers, broadcasters and national and local government. With its nationwide promotional campaign and high profile activities, Adult Learners' Week offers organisations like the County Council a framework to promote our learning provision. Further information on Adult Learners' Week is available at [www.alw.org.uk](http://www.alw.org.uk)
3. The Adult and Community Learning Service (ACLS) supports over 8,000 learners a year throughout Nottinghamshire. For many, this represents a first step back into learning in a long time. For others, it is the first time that they have received a certificate or been commended on their achievements. Through its work with partners, individuals and communities, ACLS seeks to raise aspirations and celebrating success is a major part of this work.
4. Since its inception in 2001, ACLS has supported or held a range of celebratory events. Positive feedback from those taking part has confirmed the success of the events and the value that recognition and celebration of their achievements has given to learners.
5. ACLS will hold 3 celebration events across the County. These will take place on 15<sup>th</sup> May at Worksop Library and 16<sup>th</sup> May at Mansfield and Beeston Libraries. The events will showcase some of our learners' work and learners nominated for outstanding achievements will be given ACLS certificates. The Cabinet Member for Culture and Community and Senior Officers will be invited to attend the celebrations.

**Other Options Considered**

None

### **Reason for Recommendation**

To celebrate the success of ACLS learners as part of the national Adult Learners' Week campaign.

### **Statutory and Policy Implications**

6. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Financial Implications**

7. There will be an estimated expenditure of £450 to cover light refreshments. This can be met from the ACLS (Skill Funding Agency) budget

### **RECOMMENDATION/S**

It is recommended that the cost of light refreshments be approved to support the Adult Learners Week celebrations on 15<sup>th</sup> and 16<sup>th</sup> May as outlined in this report

**Derek Higton**  
**Service Director, Youth, Families and Culture**

**For any enquiries about this report please contact:**  
Helen Goldsbrough , 01909 535397

### **Financial Comments (MB 25/04/12)**

8. The financial implications are set out in paragraph 7 of the report.

### **Constitutional Comments (SLB 25/04/2012)**

9. The Committee has authority to consider the matters set out in the report. The Delegation to Administration Committee contained in Part III of the Council's Constitution, Responsibility for Functions, includes delegation to authorise hospitality to be offered by the County Council.

### **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

### **Electoral Division(s) and Member(s) Affected**

All

**Agenda Item: 6 (b)****REPORT OF THE CORPORATE DIRECTOR FOR CHILDREN, FAMILIES AND  
CULTURAL SERVICES****CIVIC RECEPTION FOR SCHOOLS AND OTHER CHILDREN'S SERVICES  
SETTINGS JUDGED TO BE OUTSTANDING BY OFSTED****Purpose of the Report**

1. This is a request for the provision of hospitality to celebrate the achievements of those services, settings and institutions for which their most recent Ofsted inspection was judged to be outstanding overall. This will be in the form of a reception to be held on the evening of Monday 2 July 2012 in the Assembly Hall, for approximately 160 guests including elected Members, and invited guests from the respective schools, children's centres and children's residential care homes.

**Information and Advice**

2. Ofsted is the Office for Standards in Education, Children's Services and Skills. It reports directly to Parliament and is independent and impartial. It inspects and regulates services which care for children and young people, and those providing education and skills for learners of all ages. It carries out hundreds of inspections and regulatory visits throughout England each week, with the aim of promoting improvement and value for money in the services it inspects and regulates, so that children and young people, parents and carers, adult learners and employers benefit.
3. Nottinghamshire's most recent annual Children's Services Assessment, published by Ofsted in November 2011, commented that the majority of the County's services, settings and institutions that it inspects are good or better overall. The large majority of provision helps children and young people to stay safe and most support them effectively to enjoy their learning.
4. To receive an outstanding grade by Ofsted is a significant achievement, representing skill, commitment and creativity in all aspects of life of the school / academy, children's centre or children's residential care home. It is, therefore, appropriate that the County Council should celebrate the outcomes for these services, settings and institutions, and recognise the contribution they make to the lives of children, young people and their families in Nottinghamshire. A list of those currently judged as outstanding is **attached**.



## **Other Options Considered**

5. This form of celebratory event has been held previously, and has been well received by all concerned. Therefore there was no compelling reason to consider other options.

## **Reason/s for Recommendation/s**

6. The Council wishes to recognise the achievements of schools / academies, children's centres and children's residential care homes in achieving a judgment of outstanding from Ofsted.

## **Statutory and Policy Implications**

7. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial implications**

8. The cost of the event for providing hospitality for up to 200 guests is estimated at £3,000 and this will be contained within the Children, Families and Cultural Services budget for 2012/13.

## **RECOMMENDATION/S**

- 1) That approval be given to the provision of hospitality for 160 guests in the form of a reception to be held on the evening of Monday 2 July 2012 in the Assembly Hall, to celebrate the achievements of schools / academies, children's centres and children's residential care homes, and to recognise the commitment of their respective leaders to achieving an outstanding outcome for the children and young people of Nottinghamshire that they serve.

**Anthony May**

**Corporate Director for Children, Families and Cultural Services**

**For any enquiries about this report please contact:**

Jon Hawketts  
Senior Executive Officer  
T: 0115 9773696

## **Constitutional Comments (SLB 03/04/12)**

9. The Committee has authority to consider the matters set out in the report.



The Delegation to Administration Committee contained in Part III of the Council's Constitution, Responsibility for Functions, includes delegation to authorise hospitality to be offered by the County Council.

**Financial Comments (NDR 03/04/12)**

10. The financial implications are set out in paragraph 8 of the report.

**Background Papers**

None.

**Electoral Division(s) and Member(s) Affected**

Nottinghamshire.

M19C3017



**SCHOOLS AND OTHER CHILDREN'S SERVICES SETTINGS  
JUDGED TO BE OUTSTANDING BY OFSTED**
**SCHOOLS****Ashfield**

Dalestorth Primary and Nursery School  
 Holy Cross Catholic Primary School  
 Orchard Primary and Nursery School  
 Selston CofE Infant and Nursery School  
 St Mary Magdalene Primary School

**Bassetlaw**

Priory CofE Primary and Nursery School  
 Prospect Hill Infant and Nursery School  
 Redlands Primary and Nursery School  
 St Augustine's Infant and Nursery School  
 Walkeringham Primary School  
 Tuxford Academy

**Broxtowe**

Bramcote Hills Primary School  
 Eskdale Junior School  
 Horsendale Primary School  
 Larkfields Infant School  
 Meadow Lane Infant School  
 Trowell CofE Primary School  
 George Spencer Academy

**Gedling**

Abbey Gates Primary School  
 All Hallows CofE Primary School  
 Ernehale Infant School  
 Pinewood Infant School and Foundation Unit  
 Sacred Heart Catholic Primary School, Carlton  
 Willow Farm Primary School  
 Woodborough Woods Foundation CofE VA Primary School  
 Carlton le Willows Academy  
 Redhill Academy

**Mansfield**

Abbey Primary School  
 Eastlands Junior School  
 Nettleworth Infant and Nursery  
 St Patrick's Catholic Primary School (Mansfield)

**Newark**

All Saints Anglican Methodist Primary School  
Barnby Road Primary and Nursery School  
Bleasby CofE Primary School  
Chuter Ede Primary School  
Coddington CofE Primary and Nursery School  
Holy Trinity RC Primary and Nursery School  
Lowdham CofE Primary School  
Lowe's Wong Infant School  
Muskham Primary School  
Ravenshead CofE Primary School  
The Minster School

**Rushcliffe**

Archbishop Cranmer CofE (Aided) Primary School  
Bingham Robert Miles Infant School  
Carnarvon Primary School  
Cropwell Bishop Primary School  
Crossdale Drive Primary School  
East Bridgford St Peter's CofE (V/C) Primary School  
Flintham Primary School  
James Peacock Infant and Nursery School  
Kinoulton Primary School  
Langar CofE (V/C) Primary School  
Orston Primary School  
Radcliffe-on-Trent Junior School  
Robert Miles Junior School, Bingham  
St Edmund Campion Catholic Primary School, West Bridgford  
The Cotgrave Candleby Lane School  
Tollerton Primary School  
West Bridgford Infant School  
West Bridgford Junior School  
Willoughby Primary School  
The Becket School  
Toot Hill Academy  
West Bridgford Academy

**CHILDREN'S RESIDENTIAL ESTABLISHMENTS**

Caudwell House, Southwell  
Minster View, Southwell  
The Big House, Edwinstowe

**CHILDREN'S CENTRES**

Summer House, Sutton-in-Ashfield  
Kirkby East, Kirkby-in-Ashfield  
Hawtonville, Newark  
Oak Tree, Mansfield  
Butler's Hill & Broomhill, Hucknall

**REPORT OF THE GROUP MANAGER, LIBRARIES, ARCHIVES &  
INFORMATION****SUMMER READING CHALLENGE CELEBRATION****Purpose of the Report**

1. The purpose of this report is to seek approval to hold an event on 3 November 2012 at Mansfield Central Library to celebrate the achievements of children who participated in the Summer Reading Challenge and to thank and recognise the time and effort of the volunteers who have assisted in running the challenge.

**Information and Advice**

2. The Summer Reading Challenge is an immensely popular and successful reading initiative which focuses on reading for pleasure. It is co-ordinated by The Reading Agency, an independent charity working to inspire more people to read more, and is supported by children's publishers and delivered by public library services. Now in its fourteenth year it involves up to 760,000 children aged 4 to 11 years via 97% of UK local authorities.
3. Children are invited to read six books of their choice over the course of the summer holiday. They join at their local library and a Summer Reading Challenge pack gets them started. There are stickers and rewards to collect along the way with a certificate and medal for every child who reads six books and completes the challenge. Each year the Summer Reading Challenge has a different theme.
4. Last year over 8,900 Nottinghamshire children registered for the Summer Reading Challenge, with over 4,350 children completing.
5. In the last three years volunteers have been recruited to listen to children talk about the books they were reading on the Summer Reading Challenge. Their involvement has provided invaluable support in helping library staff to administer the challenge and expand the Library Service's capacity to spend time with children talking about their reading.
6. In 2011 the Library Service held two events, one at County Hall and another at Worksop Library, at which children representing their libraries had their achievements recognised. It is proposed to hold a similar celebration event this year.
7. The event will be held at Mansfield Central Library on Saturday 3 November, 2pm-3.30pm and will comprise giving of certificates and a performance by a storyteller.
8. We anticipate approximately 40 volunteers and 60 children accompanied by their parents will attend.

## Other Options Considered

9. The main alternative option would be to not hold the event.

## Reason/s for Recommendation/s

10. To celebrate the achievements of children who participated in the Summer Reading Challenge and to thank the volunteers who assisted in running the challenge. In addition the event will raise the profile of the County Council, in particular its work through the Library Service to encourage and support the enjoyment of reading.

## Statutory and Policy Implications

11. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## Financial Implications

12. The estimated expenditure is as follows:

Storyteller	£200
Refreshments for approx 175 guests (tea, coffee, juice, water & biscuits)	£228
Celebration Cake	£100
Photographer	£190
Certificates	£132
<b>Estimated Total</b>	<b>£850</b>

13. This sum can be met from the Library Service budget.

## RECOMMENDATION/S

- 1) That approval be given to support the Summer Reading Challenge celebration event as outlined in this report.

**Peter Gaw**

**Group Manager, Libraries, Archives and Information**

**For any enquiries about this report please contact:**

Carol Newman, Team Manager, Library Service Development

T: 0115 982 9040

E: carol.newman@nottsc.gov.uk

## **Constitutional Comments (LM 04/04/12)**

14. The Administration Committee had delegated authority within the Scheme of Delegation to approve hospitality offered by the County Council. The Administration Committee may therefore approve the recommendations in the report.

## **Financial Comments (NDR 03/04/12)**

15. The financial implications are set out in paragraph 12 of the report.

**Background Papers**

None.

**Electoral Division(s) and Member(s) Affected**

All.

M19C3016





**Agenda Item: 6 (d)****REPORT OF TEAM MANAGER (MEMBERS AND CIVIC SERVICES)****DUKE OF EDINBURGH AWARD CERTIFICATES PRESENTATIONS –  
RUSHCLIFFE AREA THURSDAY 12<sup>TH</sup> JULY 2012****Purpose of the Report**

1. To consider arrangements for the presentation of Duke of Edinburgh Award certificates at County Hall on Thursday 12<sup>th</sup> July 2012 for the Rushcliffe Area.

**Information and Advice**

2. The County Council has hosted award ceremonies at which young people were presented with Gold, Silver and Bronze Certificates for the Duke of Edinburgh Award. The event has been held two or three times a year for approximately 100 young people accompanied by their parents/guardians.

The Chairman of the County Council has received a request from the organiser for the Rushcliffe area to host a ceremony in County Hall in July 2012. There would be 100 recipients plus parents/guardians at the Presentation Ceremony and refreshments have been requested in the form of tea/coffee and biscuits plus orange juice.

The estimated cost, at £2.25 per head, is some £563. These costs would be met from the County Hospitality Budget.

**Other Options Considered**

3. The Committee could decide not to host the Duke of Edinburgh Award Ceremony.

**Reason for Recommendation/s**

4. The ceremony celebrates the efforts the young people have made in physical activities, skills development, and voluntary contribution as well as in adventurous expeditions.

**Statutory and Policy Implications**

5. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below.

## **RECOMMENDATION**

- 1) That approval be given to cover the costs of hospitality at the County Council's hosting of the Duke of Edinburgh Awards Ceremony on Thursday 12<sup>th</sup> July 2012.

**David Ellis**  
**Team Manager (Members and Civic Services)**

**For any enquiries about this report please contact:**

**David Ellis 0115 977 2899**

### **Constitutional Comments (SG 20/04/2012)**

6. The Committee is the appropriate body to consider the matters set out in this Report. The Delegation to Administration Committee contained in Part III of the Council's Constitution, Responsibility for Functions, includes the authorising of hospitality to be offered by the County Council.

### **Financial Comments (MB 25/04/12)**

7. The financial implications are set out in paragraph 2 of the report

### **Background Papers**

Letter from Duke of Edinburgh Awards organiser, requesting Awards Presentation evening in County Hall.

### **Electoral Division(s) and Member(s) Affected**

All Rushcliffe divisions





**REPORT OF TEAM MANAGER MEMBER SUPPORT****NOTTINGHAMSHIRE COUNTY COUNCIL CIVIC SERVICE AT SOUTHWELL  
MINSTER – SUNDAY 24TH JUNE 2012****Purpose of the Report**

1. This report seeks approval for the County Council Civic Service to take place at Southwell Minster on Sunday 24<sup>th</sup> June 2012 at 3.00pm.

**Information and Advice**

2. Each year the County Council holds its Civic Service at Southwell Minster. Representatives from the Clergy, Parish/Town Councils, Magistrates, Lord Lieutenant, High Sheriff, County Coroner, Civic Heads, Members of Nottinghamshire County Council, District/Borough Councils, Chief Executives within Nottinghamshire and parents/guardians of the young performers are invited to attend.

The Service lasts for approximately 1 hour and typically 350 guests are invited.

They are entertained by the Nottinghamshire Young People's Concert Band who plays at the beginning and during the Service. It is hoped that a Soloist will be performing at this year's civic service.

Last year tea, coffee and cake were served in the Minster Church by church volunteers. It is expected that similar refreshments will be served after the Service this year. As it is the Diamond Jubilee of HM The Queen and one of the last official duties of the retiring Lord-Lieutenant of Nottinghamshire the Chairman of the County Council has requested that a glass of buck's fizz or elderflower cordial be offered to all guests. Also, the Chairman would like to mark this occasion by purchasing a large commemorative cake, inviting the Lord Lieutenant to cut the first slice and a piece be offered to all the guests.

**Financial Implications**

3. The estimated total cost of holding this Civic Service to the County Council would be £ 3,175.00 made up as follows:-

Item	Cost	Proposed Budget
Hire of Great Hall for rehearsals	£250.00	Co Hospitality

Orders of Service (350) printing costs	£300.00	Co Hospitality
Hire of Southwell Minster, organist & staffing	£400.00	Co Hospitality
Refreshments following Civic Service 350 buck's fizz/elderflower cordial @ £2.50 per head (to include provision of glasses)	£875.00	Co Hospitality
Purchase of large rectangular commemorative cake	£200.00	Co Hospitality
Soloist	£300.00	Co Hospitality
Refreshments for performers whilst rehearsing	£300.00	Co Hospitality
Transporting instruments	£400.00	Co Hospitality
Photographer	£150.00	Co Hospitality
<b>TOTAL</b>	<b>£3,175.00</b>	

## Statutory and Policy Implications

- This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## RECOMMENDATION/S

- That consideration be given for the Civic Service to take place on Sunday 24<sup>th</sup> June 2012 at 3.00 p.m. in Southwell Minster. Estimated costs of £ 3,175.00 being met from the County Hospitality Budget.

**For any enquiries about this report please contact:**

**Julie Brailsford 0115 9774140**

### **Constitutional Comments (SG 27/04/2012)**

- The Committee is the appropriate body to consider the matters set out in this Report. The Committee has the responsibility under the scheme of delegation for authorising hospitality to be offered by the County Council (Paragraph 10.6 to Part Three of the Constitution).

### **Financial Comments (MB 27/04/12)**

6. The cost of £3,175 can be met from the County Hospitality budget.

### **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

### **Electoral Division(s) and Member(s) Affected**

All





**REPORT OF THE ECONOMIC DEVELOPMENT MANAGER****DERBYSHIRE AND NOTTINGHAMSHIRE CHAMBER PRESIDENT'S  
BREAKFAST MEETING 4 MAY 2012 – PROVISION OF HOSPITALITY****Purpose of the Report**

1. To note the approval to host the Derbyshire and Nottinghamshire Chamber of Commerce President's Breakfast meeting on Friday 4 May 2012.

**Information and Advice**

2. The Derbyshire and Nottinghamshire Chamber of Commerce organise a monthly President's Breakfast meeting which is attended by senior representatives of large employers, banks, accountants, law firms and local authorities. Meetings alternate between venues in Derbyshire and Nottinghamshire; a new location is selected each time with the occupant of the venue providing a meeting room and a breakfast for 20-25 people. Recent venues have included Speedos, GEM 106 and Eversheds.
3. Nottinghamshire County Council sends a representative, either Councillor Keith Girling the Business Engagement Champion or Mick Burrows, Chief Executive or a senior officer to the Nottinghamshire meetings.
4. Meetings commence at 7.30am with breakfast, followed from 8.00 to 9.15 with a programme of presentations and an opportunity to network.
5. Nottinghamshire County Council was asked to host a meeting on 4 May 2012 in the Rufford Suite with a light breakfast of tea, coffee, orange juice, croissant, pastries and bacon cobs, for a maximum of 25 people. The County Council was represented by the Leader, the Chief Executive and Councillor Keith Girling, at which two key presentations were made; the Local Broadband Plan by Nottinghamshire County Council and the Ultraband Project by Nottingham City Council.

**Other options considered**

6. There were none.

**Reason/s for Recommendation/s**

7. As a high profile member of the Derbyshire and Nottinghamshire Chamber of Commerce that regularly sends representatives to the President's Breakfast meetings it was felt appropriate that Nottinghamshire County Council host a President's Breakfast meeting to enhance the Business Engagement work being undertaken with the larger employers in Nottinghamshire (to ensure that they are engaged with the County Council's work relating to

the economy particularly the Local Broadband Plan) and to support the good working relationship between Nottinghamshire County Council and the Chamber of Commerce.

### **Statutory and Policy Implications**

8. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Financial Implications**

9. The maximum cost of the breakfast was £125.00, which was met from the Economic Development budget for Business Engagement (2012/13).

### **RECOMMENDATION/S**

10. To note the approval given to host the Derbyshire and Nottinghamshire President's Breakfast meeting in the Rufford Suite at County Hall on Friday 4 May from 07.30 - 9.30, with the cost of £125.00 met from the Economic Development – Business Engagement budget.

**Sue Hetherington**  
**Economic Development Officer**

**For any enquiries about this report please contact:**  
Sue Hetherington 0115 9772048

### **Constitutional Comments (25/04/2012)**

The Committee has authority to consider the matters set out in the report. The Delegation to Administration Committee contained in Part III of the Council's Constitution, Responsibility for Functions, includes delegation to authorise hospitality to be offered by the County Council.

### **Financial Comments (MB 25/04/12)**

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

### **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Derbyshire and Nottinghamshire Chamber of Commerce announcement of meeting.

### **Electoral Division(s) and Member(s) Affected**

All

**Agenda Item: 7****REPORT OF TEAM MANAGER (MEMBERS AND CIVIC SERVICES)****APPOINTMENT TO OUTSIDE BODY****Purpose of the Report**

1. To consider nomination of a member to the River Trent Regional Flood and Coastal Committee

**Information and Advice**

2. The Regional Director for the Environment Agency has asked for nomination of a Councillor to represent the County Council on River Trent Regional Flood and Coastal Committee (RFCC).
3. The RFCC is established in accordance with the Flood and Water Management Act 2010 to:
  - a. ensure that there are coherent plans for identifying, communicating, and managing flood and coastal erosion risk,
  - b. promote efficient, targeted, and risk-based investment in flood and coastal erosion risk management, and
  - c. provide a link between the relevant bodies to engender mutual understanding of flood and coastal erosion risks.
4. The RFCC replaces the former Severn Trent Regional Flood and Coastal Committee. Councillor Bruce Laughton was the Council's representative on that body.

**Other Options Considered**

5. The Council could decline to nominate a representative

**Reason/s for Recommendation/s**

6. To strengthen partnership working and the response to flood and coastal erosion risk.

**Statutory and Policy Implications**

7. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of

children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION/S**

- 1) That Councillor Bruce Laughton be appointed to the River Trent Regional Flood and Coastal Committee

**David Ellis**  
**Team Manager (Members and Civic Services)**

**For any enquiries about this report please contact: David Ellis**

### **Constitutional Comments (SLB 30/04/2012)**

8. Administration Committee has responsibility for appointments to outside bodies relating to functions of Council and has authority to consider the matters set out in this report.

### **Financial Comments (MB 30/04/12)**

9. There are no specific financial implications arising from the report.

## **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Letter from Regional Director – Midlands, Environment Agency dated 19<sup>th</sup> April 2012

## **Electoral Division(s) and Member(s) Affected**

All