

Administration Committee

Wednesday, 30 January 2013 at 10:00

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

AGENDA

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|---|--|---------|
| 1 | Minutes of the last meeting held on 11 December 2012 | 3 - 4 |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary) | |
| 4 | County Hospitality Budget - Financial Summary | 5 - 8 |
| 5 | Hospitality | |
| a | Local Improvement Scheme Event | 9 - 10 |
| b | Civic Reception for Abbey Road School and International Partner schools to celebrate the Final meeti | 11 - 12 |
| c | Civic Luncheon | 13 - 14 |
| d | County Council Business Dinner | 15 - 18 |

Notes

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.

- (2) 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 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors 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 Democratic Services prior to the meeting.

- (4) Councillors 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 11 December 2012 (commencing at 12 noon)

membership

Persons absent are marked with `A`

COUNCILLORS

A Mrs Kay Cutts (Chairman)
Alan Rhodes (Vice-Chairman) (in the Chair)

Reg Adair
Chris Barnfather
Joyce Bosnjak
Mel Shepherd MBE

A June Stendall
A Martin Suthers OBE
A Jason Zadrozny

OFFICERS IN ATTENDANCE

Mike Bradford – Senior Accountant
Ruth Rimmington – Democratic Services Officer

In the absence of the Chair, Councillor Alan Rhodes took the chair for the meeting.

MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting of the Committee held on 30 October 2012 having been circulated to all Members, were taken as read and were confirmed and signed by the Chair.

APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor:-

Mrs Kay Cutts - OCCB
June Stendall – other reasons
Martin Suthers - OCCB
Jason Zadrozny - OCCB

COUNTY HOSPITALITY BUDGET FINANCIAL SUMMARY

RESOLVED 2012/57

That the report be noted.

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

Invite to Adastral Park

RESOLVED 2012/58

That approval be given:-

1. for the Leader of the County Council, the Chairman of the Economic Development Committee, one member of the Labour Group and one member of the Liberal Democrat Group to attend Adastral Park on 19 February 2013;
2. for a mini bus to be hired to transport all attendees to and from Adastral Park and
3. for the Project Delivery Board to nominate two members of the Board to attend.

NOTIFICATION OF A DECISION TAKEN UNDER URGENCY PROCEDURES

RESOLVED 2012/59

That the report be noted.

REPORTS BACK FROM CONFERENCES OR OTHER APPROVED VISITS

County Councils Network Annual Conference 19th & 20th November 2012

RESOLVED 2012/60

The report was noted.

The meeting closed at 12.08 pm.

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 budget for 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 11 JANUARY 2013

Date	Event	Approval £	Expenditure to Date £	Forecast Outturn* £
2012/13				
Annual Events				
24/06/2012	Civic Service	3,175	2,896	2,896
22/09/2012	Community Celebration	3,200	1,844	1,844
01/2013	Annual Legal Service	100	108	108
Current Events				
16/05/2012	Royal British Legion Volunteers	1,965	1,571	1,965
19/06/2012	Nottinghamshire Schools Olympic Artwork	565	435	565
12/07/2012	Duke of Edinburgh Awards - Rushcliffe	563	456	456
19/09/2012	Duke of Edinburgh Awards - Gedling	113	108	108
25/10/2012	Discovery Awards	180	140	180
07/11/2012	Nottinghamshire Outward Bound	480	524	524
Future Events				
		10,341	8,081	8,646
County Hospitality Budget 2012/13				40,675
Uncommitted Balance				32,029

*Expenditure Complete if shown in **bold**

2013/14

23/06/2013	Civic Service	2,850	0	2,850
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REPORT OF THE CORPORATE DIRECTOR FOR ENVIRONMENT AND RESOURCES

LOCAL IMPROVEMENT SCHEME (LIS) EVENT

Purpose of the Report

1. To seek approval for hospitality to be provided at the Local Improvement Scheme event on Thursday 7 March 2013.

Information and Advice

2. The Local Improvement Scheme is a key County Council initiative to raise the quality and sustainability of the County's environment. Whilst the County Council is the project's main driver, a large number of partner organisations ranging from government agencies to local community and environmental groups participate in its development and delivery. This event will be an opportunity for potential collaborators to find out more about the initiative and for new investors and partners to indicate their continued willingness to support LIS and generate new ideas for innovative improvement schemes.
3. It is proposed to hold the event from 10.00 to 15.00 on Thursday 7 March 2013 at the Cedric Ford Pavilion, Newark. The centre is fully accessible for people with impaired movement and has a purpose built conference facility. Approximately 300 guests will be invited, including County Council Members and representatives from parish councils, local strategic partnerships, town centre management groups and community groups. A buffet lunch will be provided. The estimated cost of providing hospitality, which includes room hire and refreshments are £32.00 per delegate.

Other Options Considered

4. Options considered include not having an event, however this would mean missing out on the opportunity to publicise the work of the County Council and for potential investors to hear about the scheme. Alternative venues have been investigated including County Hall and the Water Sports Centre which are unable to accommodate the numbers of delegates expected to attend, based on previous year's figures in one room.

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. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

6. It is RECOMMENDED that approval be given for the Local Improvement Scheme event to be held on the 7 March 2013 at the Cedric Ford Pavilion, Newark. The approximate cost per head which will be found from the 2012/13 LIS annual budget will be £32.00 per delegate which covers the cost of the venue and the provision of refreshments. The maximum number of delegates will not exceed 300.

Name of Report Author(s)	Sue Jaques
Title of Report Author(s)	Programme Manager Local Improvement Scheme

For any enquiries about this report please contact:

Sue Jaques, LIS Programme Manager

Constitutional Comments (SG 06/12/2012)

7. The Committee is the appropriate body to consider the issues set out in this report. Under the Committee's Terms of Reference it has responsibility for authorising hospitality to be offered by the County Council (paragraph 55(d)).

Financial Comments (IC – 20/12/12)

8. The cost can be met from the 2012/13 LIS budget.

Background Papers

None

Electoral Division(s) and Member(s) Affected

All

Agenda Item: 5(b)**REPORT OF THE CORPORATE DIRECTOR FOR POLICY PLANNING AND
CORPORATE SERVICES****CIVIC RECEPTION FOR ABBEY ROAD SCHOOL AND INTERNATIONAL
PARTNER SCHOOLS TO CELEBRATE THE FINAL MEETING OF THE
MULTILATERAL COMENIUS PROJECT****Purpose of the Report**

1. To seek approval for a Civic Reception for teachers and students from Abbey Road School and International Partner schools.

Information and Advice

2. The Multilateral Comenius project 'All Singing, All Dancing' has shared its theme the oral traditions of children, with the four partner countries, England, Poland, Italy and Spain. Abbey Road School in West Bridgford are hosting a visit from the teachers and students from the international schools for the final meeting of the project. As part of the visit a Civic reception at County Hall has been requested on Friday, 22 March 2013, in the form of a lunchtime buffet with tea, coffee and juice.
3. Comenius is the European Union's education programme for schools and colleges. It funds collaboration between pupils and teachers across Europe and supports school improvement and attainment. The schools involved make links with others schools and colleges in other European countries to learn about different educational environment and provide opportunities which cover all curriculum subjects.

Financial Implications

4. The cost of the reception for approximately 97 teachers and pupils will be £750.00 from the County Hospitality budget.

Reason for Recommendation

5. To provide a Civic welcome and hospitality at County Hall for the international visitors.

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.

RECOMMENDATION

It is recommended that approval be given for the Chairman to host a lunchtime reception at County Hall on Friday, 22 March 2013 for the teachers and pupils involved in the Multilateral Comenius project.

For any enquiries about this report please contact:

Julie Brailsford - Civic Officer 0115 9773244

Constitutional Comments (SG 10/01/2013)

7. The Committee is the appropriate body to decide the issues set out in this report. The Committee has responsibility for authorising hospitality to be offered by the County Council under the Terms of Reference (paragraph 55(d.))

Financial Comments (MB 10/01/13)

8. The financial implications are set out in paragraph 3 of the report.

Background Papers

Email dated November 2012 from the Head teacher Abbey Road School.

Electoral Division(s) and Member(s) Affected

Rushcliffe

**REPORT OF THE CORPORATE DIRECTOR FOR POLICY PLANNING AND
CORPORATE SERVICES****CIVIC LUNCHEON****Purpose of the Report**

1. To seek approval for a Civic Luncheon to be held in the Civic Suite at County Hall on Monday 11th March 2013.

Information and Advice

2. During the Civic year the Chairman is invited to various Civic engagements in the City and the County. To say thank you, and return the hospitality extended to the Chairman, it has been requested that a Civic luncheon be held. The luncheon will be in the form of a three course meal with wine and drinks on arrival.

Financial Implications

3. The cost of the reception for 22 people will be £500.00.

Reason for Recommendation

4. To return the hospitality extended to the Chairman by fellow Civic Heads of Nottingham and Nottinghamshire.

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. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION

- 1) That approval be given for the Chairman to host a Civic luncheon at County Hall for the Civic Heads of Nottingham and Nottinghamshire.

Chris Holmes

Team Manager Democratic services.

For any enquiries about this report please contact:

Julie Brailsford

Civic Officer

Constitutional Comments (SLB 14/01/2013)

1. Administration Committee is the appropriate committee to consider this report. It is responsible for authorising hospitality to be offered by the County Council.

Financial Comments (MB 14/01/13)

2. The cost can be met from the 2012/13 budget for County Hospitality.

Background Papers

Invitations received by the Chairman.

Electoral Division(s) and Member(s) Affected

All

REPORT OF CHIEF EXECUTIVE**COUNTY COUNCIL BUSINESS DINNER****Purpose of the Report**

1. To seek approval for the Council to host a business dinner on 31st January 2013, the aim of which will be to soft-launch the Nottinghamshire Growth Plan and to capture business feedback. The dinner will also provide an opportunity for the Chairman of the D2N2 Local Enterprise Partnership to outline his ambitions for the area to Nottinghamshire's business leaders.

Information and Advice

2. The Council has a long-standing and pro-active approach towards engaging businesses in Nottinghamshire, as evidenced by the signing of the Federation of Small Business 'Business Engagement Accord' in 2009. The accord commits the Council to actively seeking the views and input of the small business community, which is managed through the Nottinghamshire Business Engagement Group. Alongside this small business engagement, the Leader of the Council, Committee chairs and the Chief Executive regularly visit Nottinghamshire's larger employers to have detailed discussions about the Nottinghamshire economy, the business perspective on growth and related issues. A list of the companies visited to date is offered at Appendix A.
3. The Council has been facilitating the drafting of a Growth Plan for Nottinghamshire since the spring of 2012. A draft version of the plan was published for consultation in November 2012. Feedback on the plan was broadly positive, with some challenge for the plan to be more ambitious and detailed in terms of its impact and outcomes. Redrafting of the plan is ongoing, with a view to a final version being presented to the Council's Policy Committee in March 2013.
4. As part of the final drafting and consultation, it is proposed that the Council host a business dinner at the end of January 2013. 53 key business and civic leaders have been invited to attend, alongside 8 key Elected Members and corporate directors. The maximum attendance will be 60 and the dinner will be hosted in the Rufford Suite.

Costs

5. The estimated costs of hosting the dinner are as outlined below. These will be met from the Economic Development budget's approved allocation for business engagement.

Element	Cost
Venue hire	Nil
Catering and facilities staff	£648.60
Food and table settings	£335
Drinks reception and drinks with meal	£150
Total	£1133.60

Other Options Considered

6. The Committee could decide not to agree to the proposed business dinner.

Reason/s for Recommendation/s

7. To enable direct consultation of Nottinghamshire's key business leaders on the Nottinghamshire Growth Plan, and to introduce the Chairman of the D2N2 Local Enterprise Partnership to the local business community.

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.

RECOMMENDATION/S

- 1) That approval is given for the business dinner as outlined

Mick Burrows
Chief Executive

For any enquiries about this report please contact:
Celia Morris (72043)

Constitutional Comments (SG 17.01.2013)

9. The Committee is the appropriate body to decide the issues in this Report. Under its Terms of Reference the Committee has responsibility for authorising hospitality to be offered by the County Council.

Financial Comments (DJK 17.01.2013)

10. The contents of this report are duly noted; the financial implications are fully explained and there is sufficient revenue budget availability to contain this expenditure.

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

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