

**Administration Committee**

**Date:** **Wednesday, 11 July 2012**  
**Time:** **10:00**  
**Venue:** **County Hall**  
**Address:** **County Hall, West Bridgford, Nottingham NG2 7QP**

**AGENDA**

- |              |   |                |
|--------------|---|----------------|
| <b>1</b>     | <b><u>m 28 May 2012</u></b><br>Details  | <b>3 - 6</b>   |
| <b>2</b>     | <b><u>Apologies for Absence</u></b><br>Details  | <b>1-2</b>     |
| <b>3</b>     | <b><u>Declarations of Interest</u></b><br>Details                                     | <b>1-2</b>     |
| <b>4</b>     | <b><u>hospitality report july 2012</u></b><br>Details                                 | <b>7 - 8</b>   |
| <b>5 (a)</b> | <b><u>Show racism the red card</u></b><br>Details                                     | <b>9 - 10</b>  |
| <b>5 (b)</b> | <b><u>Civic event for the european dragon boat racing championship</u></b><br>Details | <b>11 - 12</b> |
| <b>5 (c)</b> | <b><u>nottinghamshire outward bounds</u></b><br>Details                               | <b>13 - 14</b> |
| <b>6</b>     | <b><u>Outside bodies Sherwood Forest Hospitals Trust</u></b><br>Details               | <b>15 - 16</b> |



## minutes

Meeting     ADMINISTRATION COMMITTEE

Date        Monday, 28 May 2012 (commencing at 12 noon)

### **membership**

Persons absent are marked with 'A'

### **COUNCILLORS**

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

Reg Adair  
Chris Barnfather  
Joyce Bosnjak  
Mel Shepherd

A     June Stendall  
      Martin Suthers OBE  
      Jason Zadrozny

### **OFFICERS IN ATTENDANCE**

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

### **APPOINTMENT OF CHAIRMAN AND VICE – CHAIRMAN**

The appointment by the County Council of Councillor Mrs Kay Cutts as Chairman and Councillor Alan Rhodes as Vice-Chairman was noted.

### **MEMBERSHIP**

That the membership of the Committee be noted.

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

The minutes of the previous meeting of the Committee held on 9 May 2012 having been circulated to all Members, were taken as read and were confirmed and signed by the Chair.

### **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor June Stendall (other).

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

There were no declarations of interest.

## **TERMS OF REFERENCE**

A revised Terms of Reference was tabled.

### **RESOLVED 2012/ 24**

That the Committee's terms of reference be noted.

## **COUNTY HOSPITALITY BUDGET FINANCIAL SUMMARY**

### **RESOLVED 2012/25**

That the report be noted.

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

- (a) Traveline East Midlands – Systems Supplier Meeting in Munich  
2012

### **RESOLVED 2012/26**

That approval be given for the Traveline East Midlands Regional Manager's to travel to Munich to attend a review meeting on 25 June 2012 and that a report be brought back to committee on its benefits to the Council.

## **HOSPITALITY**

- (a) Summer Reading Challenge

### **RESOLVED 2012/27**

That approval be given for hospitality to be provided at the Summer Reading Challenge Celebration event on Saturday, 3 November 2012 as set out in the report.

## **APPOINTMENTS TO OUTSIDE BODIES.**

### **RESOLVED 2012/28**

- 1) That periodic reports on the outside bodies listed in Appendix A be submitted to the committees as indicated, and that each committee determine the frequency of the reports for inclusion in their work programme.

- 2) That a report on the County Council's involvement on the outside bodies listed in Appendix B be published on the website each year.
- 3) That in the list of outside body appointments, where the appointee was a Portfolio Holder, the appointee now be the Chairman of the relevant committee.

The meeting closed at 12.20pm.

**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 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 27 JUNE 2012

Date	Event	Approval £	Expenditure to Date £	Forecast Outturn* £
<b>2012/13</b>				
<b>Annual Events</b>				
24/06/2012	Civic Service	3,175	0	3,175
tba	County Garden Party	3,200	0	3,200
	Annual Legal Service			
<b>Current 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>Future Events</b>				
12/07/2012	Duke of Edinburgh Awards - Rushcliffe	563	0	563
		<b>9,468</b>	<b>0</b>	<b>9,468</b>
<b>County Hospitality Budget 2011/12</b>				<b>40,675</b>
<b>Uncommitted Balance</b>				<b>31,207</b>

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



## **REPORT OF THE TEAM MANAGER, ACHIEVEMENT AND EQUALITY TEAM**

### **SHOW RACISM THE RED CARD CIVIC EVENT**

#### **Purpose of the Report**

1. The purpose of this report is to seek approval for a civic reception for approximately 200 people including school children, parents, carers, teaching staff and local authority representatives to be held on 17 October 2012 at County Hall.

#### **Information and Advice**

##### **Background**

2. The County Council is committed to combating the effects of anti-social behaviour and undertaking measures to strengthen communities.
3. The County Council has supported the 'Show Racism the Red Card' campaign which has been promoted this year in schools throughout the County. The campaign centres on an art competition which has become an established part of many schools' PSHE and Citizenship programmes. This involves settings being provided with an educational support pack which can be used to stimulate discussion around the subject of racism and discrimination. Young people are then encouraged to design a poster or produce a poem or other piece which is then entered in our local competition. The winning entries are later submitted to the national competition. Staff and the young people themselves have responded enthusiastically and the quality of work produced evidences the impact this programme has on the young people who participate in the programme. The awards ceremony is an opportunity to further encourage them and to recognise their achievements.
4. It is proposed that the County Council hosts a civic reception for the children and young people participating in this project, their teachers and other support staff, parents, carers and other representatives from public services and community and voluntary sector organisations and the press (approximately 200 guests in total) to acknowledge the work of the young people and award prizes to the best pieces of work originated by the children (the winning entries will be selected by a panel of judges). The prizes will be provided through the national Show Racism the Red Card charity. The format of the reception would be a welcome by a representative of the County Council, brief speeches by the Chairman of the County Council and the Chairman of the Early Years and Young People's Sub-Committee, followed by the presentation of awards, photographs and departure. This reception will take place on 17 October 2012 at County Hall.

## **Other Options Considered**

5. Consideration has been given to moving the event out of County Hall to the Nottingham Forest Football Ground. However, this option has been rejected due to the additional costs which would be incurred in hiring the venue.

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

6. The Awards event has taken place for a number of years as a civic event. Children, young people and their families value the opportunity to meet with Councillors and the Chairman and attend County Hall.

## **Statutory and Policy Implications**

7. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, 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. It is estimated that the cost of this reception, to include hot and cold drinks, would be approximately £450. The costs for this event can be met from the Children, Families and Cultural Services Achievement and Equality Team's budget.

## **RECOMMENDATION/S**

- 1) That the County Council hosts a civic reception for the Show Racism the Red Card Awards on 17 October 2012.

**Sarah Lee**

**Team Manager, Achievement and Equality Team**

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

Sarah Lee

Team Manager, Achievement and Equality Team

T: 0115 8546440

E: sarah.lee@nottscc.gov.uk

## **Constitutional Comments (CEH 13/06/12)**

9. The decision falls within the remit of the Administration Committee.

## **Financial Comments (NDR 11/06/12)**

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

## **Background Papers**

None.

**Electoral Division(s) and Member(s) Affected - All. C0019**

**Agenda Item: 6 (c)****REPORT OF THE GROUP MANAGER, CULTURAL AND ENRICHMENT  
SERVICES****EUROPEAN DRAGON BOAT RACING CHAMPIONSHIPS 23–29 JULY: CIVIC  
EVENT ON 27 JULY 2012****Purpose of the Report**

1. The purpose of this report is to seek approval for a reception for approximately 80 people, including civic representatives and representatives from countries competing in the European Dragon Boat Racing Championships, to be held on 27 July 2012 at the National Water Sports Centre.

**Information and Advice****Background**

2. The European Dragon Boat Association have selected the National Water Sports Centre (NWSC) to host their European Championships between 23 and 29 July 2012. Two other venues were competing to host the championships and the NWSC was chosen because of its central location, site infrastructure and track record of organising major events.
3. The championships have attracted entries from nine countries, including Poland, Germany, Russia, Ukraine, Hungary, Great Britain, Italy, and the Netherlands. Club Crews will also be competing in a charity event resulting in more than 1,000 people competing and staying in Nottinghamshire. The main venue for accommodation is Nottingham University.
4. It is proposed that the County Council hosts a small reception for team managers and senior delegates to welcome them to Nottinghamshire and thank them for their decision to host their championships at the NWSC. The reception (for a maximum of 60 guests) will follow the opening ceremony of the event at which County Council representatives have been asked to attend to formally open the event.

**Other Options Considered**

5. Consideration has been given to hosting the event out of County Hall. However, this option has been rejected as the participants will be competing immediately after the opening ceremony.

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

6. The hosting of the European Dragon Boat Championships is an excellent opportunity to showcase further the facilities at the NWSC. The Championships will attract significant local and regional media interest that will increase the profile of the Centre as a venue for international events.

## **Statutory and Policy Implications**

7. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, 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. It is estimated that the cost of this reception, to include sandwiches and drinks, will be approximately £500. The costs for this event can be met from the Children, Families and Cultural Services budget.

## **RECOMMENDATION/S**

- 1) That the County Council hosts a reception for the country representatives attending the European Dragon Boat Championships on 27 July 2012.

**Steve Bradley**  
**Group Manager, Cultural and Enrichment Services**

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

Steve Bradley  
Group Manager, Cultural and Enrichment Services  
T: 0115 9772715  
E: [steve.bradley@nottsc.gov.uk](mailto:steve.bradley@nottsc.gov.uk)

## **Constitutional Comments (SG 02/07/12)**

9. The Committee is responsible for authorising hospitality to be offered by the County Council (paragraph 55(d) of Part 4(A)(Terms of Reference) of the Constitution). The Committee is the appropriate body to decide the matter set out in this report.

## **Financial Comments (NDR 02/07/12)**

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

## **Background Papers**

None.

**Electoral Division(s) and Member(s) Affected All. C0042**

**Agenda Item: 6 (b)****REPORT OF THE TEAM MANAGER, MEMBER SUPPORT****NOTTINGHAMSHIRE OUTWARD BOUND – PRESENTATION OF  
CERTIFICATES****Purpose of the Report**

1. To seek approval for hospitality at the Nottinghamshire Outward Bound Presentation of Certificates at County Hall on a Wednesday 7 November 2012.

**Information and Advice**

2. The Secretary of the Nottinghamshire Outward Bound Association has asked if the Chairman and the Lord-Lieutenant of Nottinghamshire would present the certificates to local young people who have successfully completed their course.

It is anticipated there will be approximately 200 people at the presentation. The cost of providing hospitality in the form of tea/coffee/orange juice & biscuits at £2.40 per head would total £480.

**Other Options Considered**

3. None.

**Reason/s for Recommendation/s**

4. To recognise the success of Outward Bound participants.

**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**

That the Administration Committee consider providing hospitality for the Nottinghamshire Outward Bound Presentation being held in the Assembly Hall, County Hall on 7 November 2012 (Wednesday evening)

**David Ellis**  
**Team Manager, Member Support**

**For any enquiries about this report please contact:**  
**Sarah Ashton 0115 9773962**

### **Constitutional Comments (SLB 11/06/2012)**

6. Administration Committee is the appropriate body to consider the content of this report. It is responsible for authorising hospitality to be offered by the County Council.

### **Financial Comments (MB 12/06/2012)**

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

### **Background Papers**

Letter from the Secretary, Nottinghamshire Outward Bound Association.

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

All

**Agenda Item: 7****REPORT OF TEAM MANAGER (MEMBERS AND CIVIC SERVICES)****OUTSIDE BODIES – SHERWOOD FOREST HOSPITAL TRUST****Purpose of the Report**

1. To consider the Council's representation on the Sherwood Forest Hospitals Trust

**Information and Advice**

2. The Council has one place on the Council of Governors for the trust. Following the review of representation on outside bodies in April 2011 the Administration Committee decided that the Council should be represented by the Deputy Cabinet member for Adult Social Care and Health (Councillor Stuart Wallace).
3. The new committee arrangements include establishing a Health Scrutiny Committee with responsibility for scrutinising health matters in Ashfield, Bassetlaw, Mansfield, and Newark and Sherwood. Councillor Wallace has been appointed to that committee.
4. Councillor Wallace has been advised that there is a conflict of interest between the role of being a full member of the Governing Body of the Trust and the body which as part of its remit may be called on to exercise oversight of the Trust. Accordingly, he has resigned from the Trust and the Committee needs to consider whether to replace him.
5. The Council of Governors meets five times a year. Governors represent the public and partner organisations, advise the Trust Board, and hold it to account.

**Other Options Considered**

6. The Committee could decide to fill the vacancy or hold it in abeyance.

**Reason/s for Recommendation/s**

7. To enable the Committee to take a view.

**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) The Committee consider whether to nominate another member onto the Sherwood Forest Hospitals Trust

**David Ellis**  
**Team Manager (Members and Civic Service)**  
**For any enquiries about this report please contact:**

David Ellis tel 0115 977 2899

## **Constitutional Comments ([initials and date xx/xx/xx])**

9.

## **Financial Comments (MB 03/07/12)**

10. 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.

- Resignation letter from Councillor Wallace dated 22<sup>nd</sup> June 2012

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

All divisions in Ashfield, Bassetlaw, Mansfield, and Newark and Sherwood districts