

meeting **ADMINISTRATION COMMITTEE – URGENCY SUB-COMMITTEE**

date 25 May 2010

agenda item number

4

REPORT OF THE SERVICE MANAGER, GOVERNANCE AND SCRUTINY

URGENT APPROVAL SINCE THE PREVIOUS ADMINISTRATION COMMITTEE URGENCY SUB-COMMITTEE MEETING

1. Purpose of Report

To inform Members of a decision taken under the agreed urgency procedures since the last meeting of the Committee.

2. Background

At its meeting on 13th July 2009, Administration Committee agreed an urgency procedure to enable approval by the Chief Executive, following the majority agreement of the Chair and Vice-Chair of the Committee and the Deputy Leader of the Council.

To enable as many as possible of these urgent decisions to be taken in an open and transparent manner, an Urgency Sub Committee was established on 21 October 2009. Due to the proposed event taking place prior to the 25 May 2010 meeting of the Urgency Sub-Committee, the following decision has been taken using the urgency procedure:-

	<u>Date of approval</u>	<u>Decision taken</u>
1	10/5/10	Approval of hospitality at an approximate total cost of £375 for the 'Back to Winter' Conference at County Hall on 18 May 2010. This conference for elected Members and partner agency representatives has been arranged to consider the lessons from the severe winter weather in January 2010.

3. Statutory and Policy Implications

There are agreed processes for the taking of urgent decisions under the Travel and Accommodation Policy. This recent decision was necessary to enable hospitality arrangements for this event to be confirmed ahead of it taking place.

4. Recommendation

That the report be noted.

**CHRIS HOLMES
SERVICE MANAGER
GOVERNANCE AND SCRUTINY**

Legal Services' Comments (SLB 12/05/2010)

This report is for noting only. The procedure for taking urgent decisions that is contained in Part 2 of the Council's Constitution requires that decisions taken using this procedure are reported to Administration Committee.

Comments of the Service Director (Finance) (MB 14/05/10)

The financial implications are outlined in the report.

Background Papers Available for Public Inspection

Completed urgent approval form and accompanying report.

Electoral Divisions Affected

All