

Administration Committee

Tuesday, 16 April 2013 at 14:00

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

AGENDA

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|-------|--|---------|
| 1 | Minutes of the last meeting held on 20 March 2013 | 5 - 6 |
| | | |
| 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 | 7 - 12 |
| | | |
| 5 (a) | Civic Reception for Foster Carers Sons & Daughters | 13 - 14 |
| | | |
| 6 | Notification of decision taken under urgency procedures | 15 - 16 |
| | | |
| 7 | Provision of Information and Communication Technology Support for Councillors | 17 - 20 |
| | | |
| 8 | Post Election Arrangements Support Staff | 21 - 24 |

NOTES:-

(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 0300 500 80 80

(2) 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.

(3) 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 Democratic Services prior to the meeting.

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

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.

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membership

Persons absent are marked with 'A'

COUNCILLORS

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

A	Reg Adair	Martin Suthers OBE
A	Chris Barnfather	Jason Zadrozny
	Joyce Bosnjak	
	Mel Shepherd MBE	
	June Stendall	

OFFICERS IN ATTENDANCE

Ruth Rimmington – Democratic Services Officer

MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting of the Committee held on 12 February 2013 having been circulated to all Members, were taken as read and were confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE

An apology for absence had been received from:-

Councillor Chris Barnfather
Councillor Joyce Bosnjak
Councillor Alan Rhodes

COUNTY HOSPITALITY BUDGET FINANCIAL SUMMARY

RESOLVED 2013/009

That the report be noted.

HOSPITALITY

(a) Duke of Edinburgh Awards Ceremony – Rushcliffe

RESOLVED 2013/010

That approval be given for the presentation of the Duke of Edinburgh's Award Certificates at County Hall on the evening of Monday, 29th April 2013 and refreshments in the form of tea, coffee, orange juice and biscuits at an estimated cost of £625 to be met from the County Hospitality Budget.

(b) Diamond Jubilee Celebration for the School Crossing Patrol Service

The Chairman suggested that a report outlining the work of the School Crossing Patrol and County Council policy be presented to a future meeting of the Transport and Highways Committee.

RESOLVED 2013/011

1. That approval be given for a reception to be hosted at County Hall to commemorate the 60th anniversary of the school Crossing Patrol Service on a date to be confirmed and that a light buffet lunch be provided at an estimated cost of £3000 to be met from the SCP Budget.
2. that a report be presented to the next available meeting of the Transport and Highways Committee outlining the work of the School Crossing Patrol Service and County Council Policy.

Appointment to Outside Body

RESOLVED 2013/012

1. That a member be appointed to the Board of the Lowland Derbyshire and Nottinghamshire Local Nature Partnership to represent the Council and its roll in Health and Well-being.
2. That Councillor Martin Suthers be appointed to represent the County Council.

The meeting closed at 2.15pm.

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 2012/13 and 2013/14.

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

COUNTY HOSPITALITY STATEMENT AS AT 22 MARCH 2013

Date	Event	Approval £	Expenditure to Date £	Forecast Outturn* £
2012/13				
Annual Events				
24/06/2012	Civic Service	3,175	2,980	2,980
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	1,582	1,582
19/06/2012	Nottinghamshire Schools Olympic Artwork	565	435	435
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	140
07/11/2012	Nottinghamshire Outward Bound	480	524	524
11/03/2013	Civic Lunch	500		500
22/03/2013	Multilateral Comenius Project	750		750
Future Events				
		11,591	8,176	9,427
County Hospitality Budget 2012/13				40,675
Uncommitted Balance				31,248
2013/14				
23/06/2013	Civic Service	2,850	0	2,850
29/04/2013	Duke of Edinburgh Awards - Rushcliffe	625	0	625
		3,475	0	3,475
County Hospitality Budget 2013/14				40,675
Uncommitted Balance				37,200

Agenda Item: 5 (a)**REPORT OF THE CORPORATE DIRECTOR FOR POLICY PLANNING AND
CORPORATE SERVICES****CIVIC LUNCHEON FOR THE SONS AND DAUGHTERS OF FOSTER
CARERS****Purpose of the Report**

1. To seek approval for the Chairman to host a Civic Luncheon for the son's and daughter's of foster carers in Nottinghamshire to be held at Rufford Country Park on Wednesday 23rd October 2013.

Information and Advice

2. The Sons and Daughters week is a national campaign publicised by the Fostering Network. Nottinghamshire County Council would like to celebrate this by holding an awards ceremony at Rufford Country Park. The event will include activities for the young people aged 8 to 18, lunch followed by a presentation of a book token gift and certificate.

Financial Implications

3. The cost of the reception and a book token at £10.00 each for approximately 160 young people will be approximately £4,500.00.

Reason for Recommendation

4. To acknowledge the sacrifice that children of foster families make.

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 Reception at Rufford Country Park for the sons and daughters of foster carers from Nottinghamshire.

Jayne Francis Ward

Corporate Director for Policy Planning & Corporate Services

For any enquiries about this report please contact:

Julie Brailsford - Civic Officer 0115 977 4140

Constitutional Comments (SHB 11/03/2013)

6. Committee have power to decide the Recommendation.

Financial Comments

7. The cost can met from the 2013/14 budget for County Hospitality.

Background Papers

E-mail request from the Children, Families and Cultural Services department.

Electoral Division(s) and Member(s) Affected

All

REPORT OF THE CORPORATE DIRECTOR FOR POLICY PLANNING AND CORPORATE SERVICES

16 April 2013

Agenda Item: 6

REPORT OF THE CORPORATE DIRECTOR FOR POLICY PLANNING AND CORPORATE SERVICES

NOTIFICATION OF DECISION TAKEN UNDER URGENCY PROCEDURES

Purpose of the Report

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

Background

2. Administration Committee agreed an urgency procedure in 2009 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.

The introduction of the new committee system brought about revisions to the Council's constitution and as such a revision of its procedures for taking urgent decisions. The Chief Executive's approval was sought in accordance with paragraph 9 Part C of the constitution (the procedure for taking urgent decisions).

As part of the procedure, I am required to report to this Committee the details set out below of a recent decision taken since the last meeting:-

Date of approval Decision taken

11/03/2013	Approval for a Social Worker from Children's Services to travel to Ireland to undertake an assessment of a child's placement with a family member, in order to meet the Court's timescale.
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Reasons for Urgency

3. On 1st March 2013, the Court made an Interim Residence Order and an Order allowing a child to be removed from the UK and for Nottinghamshire County Council to continue to monitor the case.
4. The County Council is currently working with a family in Nottinghamshire where a child is subject to an Interim Residence Order. In order to proceed with this case, an assessment is required of the child in placement with a

family member in Ireland. Two visits are required to ensure that the child is settled and that the placement continues to meet the child's needs. If this assessment is not positive, the only outcome for this child is adoption.

5. The timescale for travelling pre-dated the next available meeting of the Administration Committee which was on 20 March 2013 and in order to comply with the Court's deadline it was necessary for the Social Worker to make travel arrangements to travel to and from Ireland on 2 occasions with each visit being completed in one day.

RECOMMENDATION

1. That the report be noted.

Jayne Francis-Ward
Corporate Director for Policy Planning and Corporate Services.

For any enquiries about the report please contact:-
Ruth Rimmington - Democratic Services Officer 0115 9773825

Financial Comments

6. The cost will be met from the budget for Children's Services.

Constitutional Comments

7. Because this report is for noting only no Constitutional Comments are required.

Electoral Division(s) and Members(s) Affected

None

Background papers available for inspection

Completed urgent approval form and accompanying report.

**REPORT OF THE CORPORATE DIRECTOR, POLICY, PLANNING &
CORPORATE SERVICES****PROVISION OF INFORMATION AND COMMUNICATION TECHNOLOGY
(ICT) SUPPORT FOR NOTTINGHAMSHIRE COUNTY COUNCILLORS****Purpose of the Report**

1. To seek approval for an updated approach to ICT provision for Councillors, to be implemented following the County Council elections in May 2013.

Information and AdviceBackground

2. Currently, Councillors are given access to a desktop Personal Computer (PC) at County Hall to assist them in undertaking their role. This access includes some 'hot desking'. Following the election, such access will continue to be provided.
3. Councillors are also able to currently choose from a range of County Council provided ICT equipment and services to enable remote working.
4. Some Councillors already have ICT equipment, which they have purchased themselves for their own personal use or which is provided by other local authorities or organisations for which they work. It is understood that Councillors are keen to reduce the amount of ICT equipment which they have and to use the same piece of equipment to undertake their different roles.
5. In recognition of this, it is proposed that Councillors should be allocated a single amount at the start of their term in office in order to assist them in purchasing, maintaining, supporting and using ICT equipment and unsupported software (including mobile phones) in order to fulfil their role as a County Councillor. The proposed maximum allocation is up to £2000 per Councillor (equating to £500 per municipal year). This overall approach is being taken by an increasing number of other councils and the proposed payment is of a similar level. This allocation would cover a term of office.
6. This payment could be used by Councillors to cover:-
 - the purchase, support and maintenance of ICT equipment and software (including mobile phones);
 - call charges and line rental costs;
 - appropriate security and anti-virus software;
 - broadband provision and data charges (including BT 'Home Working' provision);

- consumables such as printer paper and ink cartridges;
- the costs of secure remote access to the County Council's network - for example to access County Council e-mail accounts or folders stored on the Council's network.
- The type of access required and the costs arising from this will differ depending on the type of equipment being used (for example, 'Get Connected' and 'Good for Enterprise' remote access software).

Any costs in excess of the maximum allocation during a Councillor's four year term will need to be personally funded by that Councillor.

7. After the May election, every Councillor (new and returning) will be offered a session with ICT officers to discuss their needs and agree a suitable ICT package. If a Councillor is considering purchasing new equipment then advice will be offered about compatibility, security and remote access issues. Councillors will also be able to seek such advice on their existing equipment. An ICT guide, 'Information and Communication Technology for Councillors – An Essential Guide', is also being developed to assist Councillors in their ongoing use of ICT).

Other Options Considered

8. To continue the existing practice of providing all equipment and services for Councillors. However, this approach is not recommended as it is potentially more expensive and would continue the problem of Councillors having to use a proliferation of equipment, for example, in their working life; personal life; and when undertaking other roles (including as Members of other Councils).

Reason for Recommendation

9. It is understood that Councillors would welcome the opportunity to reduce the number of different pieces of ICT equipment which they have to use to undertake their different roles. The proposed approach is also likely to be a more cost-effective approach than continuing to provide equipment.

Statutory and Policy Implications

10. 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.
11. To ensure that the County Council is not exposed to risks, Councillors' use of ICT equipment must be in accordance with relevant or applicable laws and terms and conditions and must be in accordance with other relevant Nottinghamshire County Council policies including IT Security General Policy, ICT Security Policy, E-mail and Internet Policy, Councillors' E-mail and Internet Code of Practice, Removable Media Usage Policy, High Level Information Security Policy, Social Media Policy, Data Protection Act 1998. Further details are included in the Essential Guide.

RECOMMENDATIONS

That the proposed revised approach to ICT provision, whereby Councillors will receive a maximum allocation of £2000 per four year term of office to cover all costs relating to ICT equipment and services, be approved.

Jayne Francis-Ward
Corporate Director
Policy, Planning & Corporate Services

For any enquiries about this report please contact:

Chris Holmes
Team Manager, Democratic Services
Tel: 0115 9773714

Constitutional Comments (SG 01/03/2013)

The Committee is the appropriate body to decide the issues set out in this Report. Under its Terms of Reference the Committee has responsibility for approving the level and nature of support services for County Councillors including IT.

Financial Comments (RWK 01/03/2013)

The costs arising from the proposals for ICT provision for members detailed in the report will be met from existing 2013/14 revenue budget allocations for Members Allowances and Democratic Services.

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All

Agenda Item: 8
**REPORT OF THE CORPORATE DIRECTOR PLANNING, POLICY AND
CORPORATE SERVICES**
POST ELECTION ARRANGEMENTS – SUPPORT STAFF
Purpose of the Report

1. To seek approval of the proposed allocation of support staff to political groups following the County Council elections in May 2013.

Information and Advice

2. The County Council's political groups require different levels of administrative and research support depending on the number of County Councillors in each group and their responsibilities. The current level of support will need to be reviewed after the County Council elections this May to ensure each group receives the appropriate level of support.
3. The current staffing arrangements are as follows: -

Group	Number of elected Councillors	Support Staff
Conservative	35	1 senior researcher 1 personal assistant
Labour	16	1 researcher 1 personal assistant
Liberal Democrat	9	1 researcher/member support assistant
Independents	7	1 researcher/member support assistant

4. It is proposed to allocate support staff in accordance with the following principles following the election ('FTE' means Full Time Employee): -

Number of elected Councillors in Group	Support Staff	Pay Grade
0-4	None	Up to 5 hours a week research support
5-10	½ FTE researcher/member support assistant	4
11-15	1 FTE researcher/member support	4

	assistant	
16-25	<ul style="list-style-type: none"> • 1 FTE researcher • 1 FTE personal assistant 	<ul style="list-style-type: none"> • A • 4
26 +	<ul style="list-style-type: none"> • 1 FTE senior researcher • 1 FTE personal assistant • 1 researcher if required 	<ul style="list-style-type: none"> • C • 5 • A or 4

5. It is considered that ½ FTE is an appropriate level of support for groups with membership of between 5 and 10 in light of the need to reduce costs wherever possible. If further support is required on a long term basis this decision can be reviewed. If support is required on an exceptional basis then this will be provided from Democratic Services.
6. Although no specific support staff will be allocated to groups with 4 or less Councillors, Democratic Services will offer the necessary level of administrative support.
7. If the above proposals are confirmed the posts will be filled in accordance with the Council's HR policies and procedures.

Other Options Considered

8. Support staff could be allocated in accordance with the status of the group, for example majority group, main opposition group and so on. The proposal is considered a more equitable approach as each group will be allocated staff according to the number of elected councillors that require support. Administration Committee could decide to reduce or increase the overall level of support staff in the structure.

Reason/s for Recommendation/s

9. To ensure County Councillors are offered the appropriate level of officer support to carry out their role.

Statutory and Policy Implications

10. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, 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 following the County Council election in May 2013 support staff be allocated to the political groups in accordance with the principles set out in paragraph 4 of the report.

Jayne Francis-Ward
Corporate Director Policy Planning and Corporate Services and Monitoring
Officer

For any enquiries about this report please contact:

Sue Bearman, Senior Solicitor
01159773378
susan.bearman@nottscc.gov.uk

Constitutional Comments (SG 05/04/2013)

11. The Committee is the appropriate body to decide the issues set out in this Report. Under its Terms of Reference the Committee has responsibility for approving the level and nature of support services for County Councillors.

Financial Comments (MB 08/04/13)

12. The cost of support staff for political groups can be met from the budget for Democratic Services.

Background Papers and Published Documents

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.

Pay and grading scales for Nottinghamshire County Council staff are published on its website - <http://www.nottinghamshire.gov.uk/living/jobs/salaryscales/>

Electoral Division(s) and Member(s) Affected

All

