



meeting **ADMINISTRATION COMMITTEE**

date **11th MAY 2004**

agenda item number

REPORT OF HEAD OF MEMBERS' SERVICES

TRAVEL AND CONFERENCE POLICY – REPORT ON URGENT DECISIONS

1. Purpose of the Report

Members of decisions taken under the Urgent Approval procedures.

2. Information and Advice

The Committee has agreed previously the procedures shown in Appendix A for obtaining Urgent decisions in relation to the Travel and Conference Policy. This report gives details of decisions taken since the last meeting.

a) Best Value Service Review – Glasgow Friday, 23 April 2004

Approval was given for Councillor E Lodziak to attend the Best Value Service Review meeting in Glasgow on Friday, 23 April 2004.

The travel cost of £52.00 will be met from the Adults Commissioning budget for 2004/05.

b) PFI Waste Contract – Procurement – Visits to Reference Plants – 8 – 11 May 2004

Approval was given for Councillors, T Butler, J Carter and Mrs K L Cutts to visit waste treatment plants in the UK and overseas associated with the procurement of a long term PFI Waste Contract for Nottinghamshire.

The costs associated with the visit to Spain, Paris, 10 – 11 May 2004 is £521.55.

2.8 The costs associated with the visit to Basingstoke and Paris will

be £850.00 the date is for this visit is to be finalised.

c) **East Midlands Public Health Conference, 14 May 2004 - Leicester**

Approval was given for 2 Labour and Conservative, 1 Liberal Democrat Councillor to attend the East Midlands Public Health Conference at the Midlands Conference Centre, Leicester City Football Club, 14 May 2004.

The cost of the Conference is free, travel and subsistence at an estimated £118.00 can be met from the budget for Members' Conference Expenses within the Chief Executive's Department.

3. **Statutory & Policy Implications**

As described in the Appendix, there are agreed processes for the taking of urgent decisions under the Travel and Conferences Policy. Urgent decisions were necessary to enable participation /travel arrangements to be arranged.

4. **Recommendation**

That the report be noted.

**PA MAYFIELD
HEAD OF MEMBERS SERVICES**

Legal Services' Comments (KK)

The Administration Committee has the delegated authority to approve the attendance of Members at conferences and seminars and has previously approved procedures for obtaining urgent decisions in relation to the Travel and Conference Policy. This report identifies such urgent decisions and is for noting only.

Director of Resources' Financial Comments (R/MB)

The financial implications are included in the report.

Background Papers Available for Public Inspection

- a) **Best Value Service Review – Glasgow, Friday, 23 April 2004.**

Summary report on the Promotion of Independence for Young Disabled Adults.

- b) **East Midlands Public Health Conference – 14 May 2004 – Leicester**

Conference details.

- c) **PFI – Waste Contract – Procurement – Visits to Reference Plants**

Approval Form signed by Chief Executive.