

# report



meeting	Administration Committee	
date	6 JULY 2005	agenda item number

## **REPORT OF THE HEAD OF MEMBERS' SERVICES**

### **REPORTS BACK ON CONFERENCES OR OTHER APPROVED VISITS**

Representatives who are authorised to attend conferences or other visits are required to produce a report evaluating the outcomes. It had been agreed previously that those reports should be considered by this committee and any other appropriate committee (e.g. relevant Select Committee, Pensions Committee etc). However, at the last meeting, Members indicated a preference to receive only a schedule of those reports, which should include details of the use made of them. That schedule is attached, it describes reports received and/or expected and gives details of the reporting arrangements to be made.

### **RECOMMENDED**

That the reports be noted.

### **Statutory and Policy Implications**

The presentation of the attached reports ensures compliance with the Council's Travel and Accommodation policy. The information contained within them will be useful in determining future attendance at similar events. The learning acquired from attendance will be available within the Council.

**PATRICIA HOLT-MURPHY**  
**Head of Members' Services**

### **Background Papers Available for Public Inspection**

None

**TRAVEL & ACCOMMODATION POLICY:- 1  
REPORTING BACK ON EVENTS**

<b>Date of Event</b>	<b>Title</b>	<b>Venue</b>	<b>Date of Approval</b>	<b>Date report required by</b>	<b>Date report received</b>	<b>Comments</b>
25-29 March 2005	Annual NUT Conference	Tyneside	-	-	15.6.05	Sent for information to Head of Scrutiny and placed in Local Government Library
15 June 2005	LGA & Home Office Conference	London	6.4.05	28.7.05		
14-16 June 2005	CIPFA Conference	Manchester	6.4.05	28.7.05		
21-23 June 2005	Annual Conference of the Trading Standards Institute	Brighton	7.6.05	4.8.05		
27-29 June 2005	Annual Conference of the Emergency Planning Society	Harrogate	7.6.05	10.8.05		
30 June – 1 July 2005	Pension Fund Property Visit		7.6.05	12.8.05		
2-6 September 2005	Attendance at Planning Summer School	Edinburgh	7.6.05	18.10.05		
5-6 September 2005	4 <sup>th</sup> Annual Assembly of Standards Committee	Birmingham	6.4.05	18.10.05		
8-9 September 2005	LGC Public Sector Pension Fund	Southampton	6.4.05	21.10.05		