



meeting	ADMINISTRATION COMMITTEE		
date	16 February 2005	agenda item number	6f

REPORT OF THE HEAD OF MEMBERS SERVICES

REQUESTS FOR URGENT APPROVAL - HOSPITALITY

1. Purpose of the Report

To inform Members of decisions taken under the agreed procedures.

2. Background

This report gives details of decisions taken in regard to the provision of hospitality since the last meeting.

a) Pensions Investments Sub-Committee Lunch 4 February 2005

Following consultation with the Chair and Conservative Spokesperson, the Chief Executive approved the provision of hospitality in the form of a lunch following the meeting of the Pensions Investment Sub-Committee 4 February 2005. The estimated cost of the lunch for 30 people is £550 and will be met from the budget for Trustee Training and Activities within the Pensions Fund.

b) Evening Reception in County Hall to Welcome a Trade Visit from Frankfurt on Oder – 2 February 2005

Following consultation with the Chair, Conservative and Liberal Democrats Spokespersons, the Chief Executive approved the provision of hospitality for an evening reception to be provided to welcome and trade visit from Frankfurt on Oder.

The estimated cost of the reception will be £1,100 and will be met from the Marketing Initiatives Budget within the Regeneration Division Budget.

Statutory & Policy Implications

This Committee has agreed previously, that, where urgent decisions of this nature are required, they may be taken by the Chief Executive following consultation with the Chair, vice-Chair and Conservative Spokesperson. This arrangement applies to any hospitality where the Committee's approval would be required.

Recommendation

That the report be noted.

**PATRICIA HOLT-MURPHY
HEAD OF MEMBERS SERVICES**

Head of Legal Services' Comments (KK)

"The Administration Committee has the delegated authority to approve hospitality to be offered by the Council and has previously agreed that in cases of urgency, the request can be considered and determined by the Chief Executive, in consultation with the Chair, Vice-Chair and Conservative and Liberal Democrats Groups' Spokespersons on the Administration Committee. This report is for noting such urgent decisions taken since the last meeting of this Committee."

Director of Resources Financial Comments (MB)

The financial implications are outlined in the report.

Background Papers

- a) Approval Form signed by the Chief Executive 20 January 2005
Report of Director of Resources.
- b) Approval Form signed by the Chief Executive 20 January 2005.
Report of the Assistant Director Regeneration Division Culture and Community.