

minutes



Meeting ADMINISTRATION COMMITTEE

Date Wednesday 28 April 2010 (commencing at 2.00 pm)

membership

Persons absent are marked with 'A'

COUNCILLORS

Mrs Kay Cutts (Chair)
Alan Rhodes (Vice-Chair)

Reg Adair
Chris Barnfather
Joyce Bosnjak
Carol Pepper

June Stendall
Martin Suthers OBE
A Jason Zadrozny

OFFICERS IN ATTENDANCE

David Ellis – Service Manager, Member Support
Keith Ford – Senior Governance Officer

MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting of the Committee held on 28 April 2010, having been circulated to all Members, were taken as read and were confirmed and signed by the Chair.

APOLOGIES FOR ABSENCE

No apologies for absence were received.

DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS

None.

MEMBERS' ATTENDANCE AT CONFERENCES AND SEMINARS AND OTHER COUNTY COUNCIL BUSINESS / OFFICERS' TRAVEL OUTSIDE OF THE UNITED KINGDOM

- (a) NATIONAL CHILDREN AND ADULT SERVICES CONFERENCE 2010 – 'SHAPING THE PRESENT – BUILDING THE FUTURE – 3-5 NOVEMBER 2010, MANCHESTER CENTRAL

RESOLVED 2010/017

That approval be given for four Members (two from the largest party and one from each of the next largest groups) to attend the National Children and Adult Services Conference at the Manchester Central, Petersfield, Manchester from 3-5 November 2010, together with any necessary travel and accommodation arrangements.

HOSPITALITY

(a) COUNTY HOSPITALITY BUDGET – FINANCIAL SUMMARY

RESOLVED 2010/018

That the report be noted.

(b) DISCOVERY AWARD ASSOCIATION – PRESENTATION OF DISCOVERY AWARDS – COUNTY HALL – 27 OCTOBER 2010

RESOLVED 2010/019

That approval be given for hospitality in the form of tea/coffee and biscuits to be provided at the presentation of certificates for The Discovery Award Association, with the cost of £235.00 to be met from the County Hospitality Budget.

(c) NOTTINGHAMSHIRE OUTWARD BOUND – PRESENTATION OF CERTIFICATES – COUNTY HALL – NOVEMBER 2010

RESOLVED 2010/020

That approval be given for hospitality in the form of tea/coffee/orange juice and biscuits to be provided for 200 guests at the Nottinghamshire Outward Bound presentation event to be held at County Hall on a date in November, with the estimated cost of £470.00 to be met from the County Hospitality Budget.

(d) COMMON PURPOSE

RESOLVED 2010/021

That approval be given to hosting a meeting of Common Purpose on 5 July 2010 at County Hall.

(e) BUFFET RECEPTION TO MARK THE PRESENTATION OF THE ELIZABETH CROSS AND MEMORIAL SCROLL TO THE NEXT OF KIN OF TWO FALLEN SOLDIERS

RESOLVED 2010/022

- 1) That approval be given to the provision of a Buffet Lunch Reception for the Elizabeth Cross presentation event on 2 July 2010, with the estimated cost of £257.40 to be met from the County Hospitality Budget.

- 2) That support in principle be given to holding any future Elizabeth Cross presentation events at County Hall, with brief reports to be submitted to Administration Committee to approve costs from the County Hospitality budget as required.

(f) LOCAL IMPROVEMENT SCHEME – NEWARK – 15 JUNE 2010

RESOLVED 2010/023

That approval be given to the provision of hospitality for the Local Improvement Scheme event to be held at The Cedric Ford Pavilion, Newark on 15 June 2010, with the total event costs of £3,400 to be met from the overall LIS budget.

(g) FEEDBACK AND ACKNOWLEDGEMENTS FROM HOSPITALITY EVENTS

RESOLVED 2010/024

That the report be noted.

REPORTS BACK FROM CONFERENCES OR OTHER APPROVED VISITS

RESOLVED 2010/025

That the report be noted.

MEMBER DEVELOPMENT

RESOLVED 2010/026

- 1) That the Member Development Programmes delivered in 2008/09 and 2009/10 be noted.
- 2) That the approach to councillor development set out in the report be adopted.
- 3) That a Member Reference Group be established, consisting of the Deputy Leader, the Conservative Group Business Manager and a representative of each of the other three political groups.

RETROSPECTIVE PAYMENT OF SPECIAL RESPONSIBILITY ALLOWANCE (SRA)

RESOLVED 2010/027

- 1) that it be recommended that no payment be made to former Councillor EL;
- 2) that the Members Allowance Scheme be revised to remove the scope for retrospective payments of SRAs

URGENT ITEM

The Chair agreed to the following item being taken as an urgent item as, due to the timescale of the event, approval was required before the next meeting of the Urgency Sub-Committee on 25 May 2010.

SUSTAINABLE PROCUREMENT CONFERENCE – CENTRAL LONDON – 21 MAY 2010

Following debate and a vote the report's recommendation that approval be given for Councillor S Creamer to attend the Sustainable Procurement conference in London on 21 May 2010 was not agreed.

The meeting closed at 2.43 pm.

CHAIRMAN

M_28 Apr10