



Meeting

ADMINISTRATION COMMITTEE – 1st FEBRUARY 2006
PLANNING AND LICENSING COMMITTEE – 31st JANUARY 2006

Date

agenda item number

REPORT OF THE HEAD OF MEMBERS' SERVICES

THE PLANNING CONVENTION 29 – 30 JUNE 2006 - LONDON

Purpose of the Report

1. To seek approval for
 - a) attendance at the Planning Convention
 - b) the travel, accommodation necessary in connection with the event.

Information and Advice

2. Under the Travel and Accommodation Policy and other arrangements approved by the full Council on 7 October 2005, this Committee is the appropriate body for considering/approving attendance at a range of events and the travel and accommodation requirements arising there from.
 - 2.1 This report describes a proposal which is within the Committee's decision making powers and Members are asked to consider whether attendance at the event should be approved for three Members, together with any necessary travel, accommodation or other arrangements.
 - 2.2 The information included within the following sections of the report should ensure compliance with normal decision making rules. If attendance is approved the details referred to below will be used to compile the public Register which is available on the Council's website.

Reasons for attendance

3. The Planning Convention takes place in London on 29 – 30 June 2006. Approval is sought for three Members to attend for the following reasons.

- 3.1 The 2006 Planning Convention organised by the Royal Town Planning Institute will bring together over 500 practitioners, politicians, consultants, developers, designers and community activists to explore over two intensive days in London, how spatial planning can play its key role in delivering today's environmental economic and community agendas.

Travel and Accommodation requirements

4. The County Council's representatives will require hotel accommodation and rail travel.

- 4.1 The costs associated with the event are as follows:-

| Description | Amount | To be met from |
|---------------------|---------------|--------------------------|
| Conference fee | 660.00 | Members' Services Budget |
| Travelling expenses | 318.00 | Members' Services Budget |
| Accommodation | 345.00 | Members' Services Budget |
| Subsistence | 61.00 | Members' Services Budget |

- 4.2 The travelling expenses shown are for standard class rail travel.

- 4.3 The figures shown for accommodation are in respect of rooms at a hotel located within a reasonable distance from the event.

Statutory and Policy Implications

5. This report is necessary to ensure compliance with the Council's Travel and Accommodation Policy and current arrangements for approving attendance at conference, seminars and Member Training events. The needs of individual travellers will have been considered when compiling the report and, where departures from the policy are recommended, Members should consider the reasons given.

RECOMMENDATIONS

6. It is recommended that approval should be given for three Members to attend the Planning Convention.

P A HOLT-MURPHY
HEAD OF MEMBERS' SERVICES

Legal Services Comments (KK)

The Administration Committee is responsible for approving expenditure to be incurred for Member attendance at conferences and seminars including expenditure on travel, accommodation and associated costs. The proposal in this report, insofar as it is in accordance with the Council's Travel and Accommodation Policy, is within the remit of this Committee.

Director of Resources' Financial Comments (MB)

The cost of the conference will have to be met from the 2006/07 budget for Members Conference expenses within the Leaders portfolio.

Background Papers Available for Inspection

Conference details..

Electoral Divisions Affected

All

00r_Planning Convention
Administration/Planning & Licensing Committees