

report



meeting	ADMINISTRATION COMMITTEE	
date	7 th NOVEMBER 2007	agenda item number

REPORT OF THE JOINT ACTING HEADS OF MEMBERS' SERVICES

REQUESTS FOR URGENT APPROVALS – TRAVEL, ACCOMMODATION, CONFERENCES AND SEMINARS

Purpose of Report

1. To inform Members of decisions taken under the agreed procedures.

Information and Advice

2. The Travel and Accommodation policy and previous decisions of the Committee enable urgent decisions to be taken in relation for travel, accommodation, conferences and seminars. This report gives details of decisions taken since the last meeting.
3. In cases of urgency, the Chief Executive can take decisions following consultation with the Chair, Vice-Chair and Leader of the main minority group spokesperson. This report describes decisions taken by the Chief Executive within those arrangements since the last meeting of the Administration Committee. In each case, it was necessary to operate the urgency procedures so that appropriate bookings could be made.

a) LAPFF Annual Conference Bournemouth

Approval was given for one Member and one Officer to attend the LAPFF Annual Conference, Bournemouth on 28th – 30th November 2007 at Administration Committee on 25th July 2007, however accommodation costs were omitted

The estimated cost of the hotel accommodation for two nights is £500 to be met from the Pension Fund's budget for Trustee Training and Activities

Reason for urgency is that the hotel accommodation is on a first come, first served basis to ensure that the two delegates can be

accommodated, therefore it is essential to book the rooms as soon as possible.

b) Annual Children's Services Conference – A Positive Childhood for All Children

Approval was given for one Member and one other of the County Council to attend the Annual Children's Services Conference – A Positive Childhood for All Children, to be held in London on 28th November 2007.

The estimated cost of the conference is £347.24 and will be met from the Members' Allowances budget.

Reason for urgency is to ensure a place at the Conference

c) The Global Dimension for Children and Young People in Nottinghamshire – Environment Education Link with "Swietokrzyskie Centrum Doskonalenia Nauczyciele" Teacher Training Centre for the Swietokrzyskie Region of Poland, Kielce.

Approval was given for two Local Authority Officer to travel to Kielce to participate in the event of Crosssing Boundaries in Environmental and Sustainability Education, which will involve travel abroad for a period of more than 4 days.

The estimated costs for this visit is £278 to be met from the International Links Budget Children and Young People.

Reason for urgency is that the next planned meeting of the Administration Committee would not give sufficient time for the necessary travel arrangements.

Statutory and Policy Implications

4. There are agreed processes for the taking of urgent decisions under the Travel and Accommodation Policy. Recent decisions were necessary to enable participation/travel arrangements to be confirmed.

RECOMMENDATIONS

5. That the report be noted.

PAUL ROBINSON **CHRIS HOLMES**
JOINT ACTING HEADS OF MEMBERS' SERVICES

Legal Services' Comments (KK 18/10/07)

This report is for noting only

Strategic Director (Resources) Financial Comments (MB 19/10/07)

The financial implications are outlined in the report.

Background Papers Available for Public Inspection

a) LAPFF Annual Conference - Bournemouth

Report of the Joint Acting Head of Members' Services 11th October 2007

Approval form signed by the Chief Executive dated 11th October 2007

b) Annual Children's Services Conference: A Positive Childhood for All Children

Report of the Joint Acting Heads of Members' Services

Approval form signed by the Chief Executive dated 11th October 2007.

c) The Global Dimension for Children and Young People in Nottinghamshire – Environment Education Link with “Swietokrzyskie Centrum Doskonalenia Nauczyciele” Teacher Training Centre for the Swietokrzyskie Region of Poland, Kielce.

Report of the Strategic Director for Children and Young People's Services.

Approval form signed by the Chief Executive dated 19 October 2007.