

report



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| meeting | Administration Committee | |
| date | 2 November 2005 | agenda item number |

REPORT OF THE HEAD 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) Professional Pensions Awards

Approval was given for Councillor J Carter to attend the above on Monday 19 September 2005.

The total cost to the Council for accommodation and standard fare rail travel is £350, and will be met from the budget for Pensions Fund Trustee Training and Activities.

Reasons for urgency was that the Award Ceremony was arranged before the next scheduled Administration Committee.

b) LGA Conference – Health Scrutiny and Patient and Public Involvement - London

Approval was given for one Member of the County Council to attend the above conference in London on 19 September 2005.

The total cost of £436.72 to the Council for conference fees, travelling, accommodation and subsistence to be met from the Members' Allowances Budget.

Reasons for urgency was the date of the event was confirmed outside scheduled meetings of the Administration Committee

c) North of England Education Conference 2006

Approval was given for the Cabinet Member for Education, two Members of the Labour Group, one member of the Conservative Group, one Liberal Democrat Member and one Officer to attend the above conference in Gateshead from 4 – 6 January 2006.

The cost of £810 per person to be met from the Members Conference budget.

Reasons for urgency were that is bookings are made before 1 November 2005 there is a discount of £40 per delegate.

d) LGC Finance Awards and LAPFF Annual Conference

Approval was given for Councillor Carter and one Officer to attend the LGC Finance Awards in London on 7 November 2005.

The estimated cost of the above is £400 to be met from the Pension Fund's budget for Trustee Training.

Reasons for urgency were that bookings have to be made to ensure places at the Conference.

Approval was given for two Members of the County Council to attend the LAPFF Annual Conference in Bournemouth.

The estimated cost of two places is £1100, which can be met from the Pension Fund's budget for Trustee Training.

Reasons for urgency for two additional Members to attend the Conference.

e) Nuclear Free Local Authorities Annual General Meeting and Annual Police Briefing

Approval was given for Councillor J Bosnjak and two Members of the County Council to attend the above in Manchester on 3 - 4 November 2005.

The total estimated cost to the Council of up to £205 per delegate, to be met from the Emergency Planning Budget and Members' Allowances budget.

Reasons for urgency was that it was not possible to take a report to a scheduled meeting of the Committee because arrangements need to be made before the next scheduled meeting of the Committee.

Statutory and Policy Implications

3. 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

4. That the report be noted.

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

Legal Services' Comments (KK)

This report is for noting only.

Director of Resources' Financial Comments (MB)

The financial implications are outlined in the report.

Background Papers Available for Public Inspection

- a) Professional Pensions Awards
Report of the Director of Resources
Approval Form signed by the Chief Executive 9 September 05.
- b) LGA Conference – Health Scrutiny and Patient and Public Involvement
Report of the Head of Members' Services
Approval Form signed by the Chief Executive 13 September 05.
Conference Leaflet.
- c) North of England Education Conference 2006
Report of the Director of Education
Approval Form signed by the Chief Executive 22 September 2005
Information from the North of England Conference.
- d) LGC Finance Awards and LAPFF Annual Conference
Report of the Director of Resources
Approval Form signed by the Chief Executive dated
Conference Papers.
- e) Nuclear Free Local Authorities Annual General Meeting and Annual Police Briefing
Report of the Assistant Director (Community Protection)
Approval Form signed by the Chief Executive.

Electoral Division(s) Affected