




## **ADMINISTRATION COMMITTEE**

date Wednesday, 18<sup>th</sup> February 2004 venue County Hall, West Bridgford,  
commencing at Nottingham

You are hereby requested to attend the above Meeting to be held at the time/place and on the date mentioned above for the purpose of transacting the business on the Agenda as under.



Chief Executive

## **agenda**

1. Minutes of the last meeting held on Wednesday, 7<sup>th</sup> January 2004.
2. Apologies for Absence.
3. Declarations of Interest by Members and Officers:- (See note 3 below)
  - (a) personal
  - (b) prejudicial
4. Statement of Accounts.
5. Alliance for Regional Aid (AJRA) Lobby of Brussels.
6. Discovery Award Association – Presentation of Discovery Awards.
7. CONFERENCES/SEMINARS/FORUMS
  - a) SOCPO Conference.

- b) Delivery Planning – LGA/National Planning Forum Annual Conference.
  - c) Westminster Briefing – Social Exclusion.
  - d) 3<sup>rd</sup> Annual Assembly of Standards Committee.
  - e) 6<sup>th</sup> Irish and UK Local Authorities Standing Conference.
  - f) LGA Annual Conference and Exhibition – Bournemouth.
  - g) NASUWT – Annual Conference - Llandudno
- 8. Recognition of Employee contributions – Environment Department.
  - 9. Proposed Buffet Reception – Rochin Visit 24 April 2004
  - 10. URGENT APPROVALS.

### **NOTES**

- 1. Members and Officers requiring advice or clarification on whether to make a declaration of interest are invited to contact Members' Services prior to the commencement of the meeting.
- 2. Members are reminded that all papers, with the exception of those which contain exempt or confidential information may be recycled. Appropriate containers for this purpose are located in the respective Secretariats.
- 3. Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact Members Services within the Chief Executive's Department at County Hall (telephone Nottingham (0115) 977 4009).