

report



meeting	Administration Committee	
date	21 September 2005	agenda item number

REPORT OF THE HEAD OF MEMBERS' SERVICES

CCN CONFERENCE 21ST & 22ND NOVEMBER 2005 PRESTON MARRIOTT HOTEL LANCASHIRE

Purpose of Report

1. To seek approval for:
 - a) attendance at the CCN Conference to be held in Preston, Lancashire
 - b) the travel and 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 7th October 2004, this Committee is the appropriate body for considering/approving attendance at a range of events and the travel and accommodation arising therefrom.
 - 2.1 This report describes a proposal which is within the Committees decision making powers and Members are asked to consider whether attendance at the event should be approved for four Members to attend, together with any necessary travel accommodation or other arrangements.

Reasons for Attendance

- 2.3 The CCN Conference takes place 21st and 22nd November 2005 at the Preston Marriott Hotel in Lancashire.
- 2.4 Approval is sought for four Members to attend for the following reasons:-

- 2.5 The County Council's Network (CCN) is the largest Special Interest Group within the Local Government Association with all 37 English, Shire Counties in membership. The County Council's Network exists to promote the voice of counties within the LGA and the values and interests of the English Counties through speaker sessions with questions and debate in workshops, delegates are offered the opportunity to consider some of the key issues currently facing County Council.

Travel and Accommodation Requirements

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

The costs associated with the event are as follows:

Description	Amount	To be met from
Conference fee	1200.00	Members' Allowances budget
Travelling Expenses	180.00	Members' Allowances budget
Accommodation	920.00	Members' Allowances budget
Subsistence	<u>130.00</u>	Members' Allowances budget
Total	<u>2430.00</u>	

- 3.1 The travelling expenses shown above are for standard class rail travel.
- 3.2 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

4. This report is necessary to ensure compliance with the Council's Travel and Accommodation Policy and current arrangements for approving attendance at conferences, 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 reason given.

RECOMMENDATIONS

5. It is recommended that approval be given for four Members (being 3 Members Labour Group and one Member of the Conservative Group) to attend the CCN Annual Conference.

PATRICIA 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 financial implications are outlined in the report.

Background Papers Available for Inspection

Conference leaflet.

Electoral Division(s) Affected

All.