



meeting	ADMINISTRATION COMMITTEE	
date	WEDNESDAY, 15 TH MARCH 2006	agenda item number

REPORT OF THE HEAD OF MEMBERS' SERVICES

REQUESTS FOR URGENT APPROVAL - HOSPITALITY

1. Purpose of the Report

- 1.1 To inform Members of decisions taken under the agreed procedures. The Administration Committee is the appropriate body for considering/approving hospitality at a range of events. If the requirement cannot be considered at a scheduled meeting of the Committee, the Chief Executive has the power to take a decision in urgent cases, subject to consultation with the Chair and Vice-Chair of the Administration Committee and the Leader of the main minority group.

2. Information and Advice

- 2.1 This report gives details of decisions taken in regard to the provision of hospitality since the last meeting.

Clasp Consortium and Scape LTD

Lunch for 20 – 25 guests at the Management Committee of the CLASP Consortium and Scape LTD Board of Directors' meeting on 3rd March 2006.

The estimated cost of the lunch is £400 and will be met by the Environment Department.

3. Statutory and Policy Implications

This Committee has agreed previously, that, where urgent decisions of this nature are required, they may be taken by the Chief Executive following consultation with the Chair, Vice-Chair and Conservative Group Spokesperson. This arrangement applies to any hospitality where the Committee's approval would be required.

4. Recommendation

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 Inspection

Report of the Director of Environment
Approval Form signed by the Chief Executive dated 22.2.06