

report



meeting ADMINISTRATION COMMITTEE

date 8 September 2004

agenda item number

REPORT OF THE HEAD OF MEMBERS SERVICES

HOSPITALITY – REPORT ON URGENT APPROVAL

1. Purpose of the Report

- 1.2 To inform Members of decisions taken under the Urgent Approval procedures.

2. Information and Advice

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

3. Duke of Edinburgh Award Certificate Presentation – 22.10.2004

- 3.1 Following consultation with the Chair, Vice Chair, Conservative and Liberal Democrats spokespersons, the Chief Executive approved the provision of hospitality for light refreshments to be provided for the Duke of Edinburgh presentations.

- 3.2 The total cost is estimated at £400, and will be met from the County's Hospitality Budget.

4. Statutory and Policy Implications

- 4.1 The 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 and Liberal Democrat spokespersons. This arrangement applies to any hospitality where the Committee's approval would be required.

Recommendation

That the report be noted.

Patricia Mayfield
Head of Members Services

Legal Services' Comments (KK)

The Administration Committee has the delegated authority to authorise hospitality to be offered by the County Council. In accordance with agreed Urgent Approval procedures, this report details the urgent decisions taken without reference to the Committee and is for noting only.

Director of Resources Financial Comments (R/MB)

The financial implications are outlined in the report.

Background Papers

Approval form signed by the Chief Executive 14 July 2004