



Meeting ADMINISTRATION COMMITTEE

Date THURSDAY, 20 NOVEMBER 2003 (12.00 noon – 12.49 pm)

membership

Persons absent are marked with 'A'

COUNCILLORS

Vicki Smailes (Chair)
Rita Sharpe (Vice-Chair)

	Roy R J Barsley	A	Yvonne Davidson
A	Sue Bennett		T A J Pettengell
	M M Brandon-Bravo OBE	A	Reg Strauther
A	Steve Carroll		David Taylor
	John Carter	A	Mick Warner
	Mrs K L Cutts		

MINUTES

The Minutes of the last meeting held on Wednesday, 15th October 2003, having been circulated previously, were agreed as a correct record and signed by the Chair.

APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillor Sue Bennett (on other County Council business), Councillor S Carroll, Councillor Y Davidson, Reg Strauther and Councillor M Warner.

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor Vicki Smailes declared a personal interest in item 8 on the agenda (Renewing Democratic Participation).

STATEMENT OF ACCOUNTS

A report of the Head of Resources had been circulated previously.

RESOLVED:- 2003/083

That the report be noted.

ENVIRONMENTAL EDUCATION LIAISON MEETINGS IN DERBYSHIRE

RESOLVED:- **2003/084**

That approval be given to the provision of hospitality for the Environmental Education Liaison meeting in Derbyshire on 11 December 2003 with the cost being met from the Education Department's budget for hospitality.

INVITATION FOR NOTTINGHAMSHIRE COUNTY COUNCIL TO BE REPRESENTED AT THE POZNAN CITY "BETHLEHEM" EVENT 17 DECEMBER 2003

RESOLVED: **2003/085**

1. That approval be given for three County Councillors and the Polish Liaison Officer to attend the "Bethlehem" Christmas festival in Poznan City and to progress discussions on a range of policing/social welfare issues.
2. That the Polish Liaison Officer be asked to ensure that the minority Groups on the County Council have regular opportunities to be able to participate in visits associated with Poznan

TWENTY-FIFTH ANNIVERSARY OF THE NOTTINGHAMSHIRE RETIRED HEAD TEACHERS' SOCIETY

RESOLVED:- **2003/086**

That in view of the nature of this request for a reception, it be referred to the Cabinet member for Education and Director of Education for consideration.

DEMOCRATIC PARTICIPATION

The Head of Members' Services had circulated a report which gave brief details of an LGIU campaign designed to increase participation in local democracy.

During a full and frank discussion, Members were in general agreement regarding the scheme, and to accept it in principle * however some improvements are necessary, and it was felt by Members that it would be worthwhile to get advice from the Local Government Association for clear guidelines.

It was also requested by Members Head of Members' Services be consulted and a seminar be arranged with the theme being Democratic Participation.

RESOLVED:-
2003/087

- 1) That Democratic Participation be referred to in the report be noted, and be recommended that advice is sought from LGA for clear guidelines.
- 2) That the Head of Members' Services arrange a seminar for all Members with the theme being Democratic Participation.

MEMBERS INFORMATION LEAFLETS

Members had before them a report indicating the cost of providing leaflets for use by Councillor in their respective electoral divisions.

Members expressed their views and it was

RESOLVED:-
2003/088

- (1) That the "leaflet provision for each Councillor be A5 full colour leaflets at a cost of £24,885
- (2) That the Head of Members' be asked to report back on previous arrangements made for circulation of the leaflets.

ACTE ASSOCIATION OF EUROPEAN TEXTILE COMMUNITIES AND LATCF
(Leading Action for Clothing, Textiles, and Footwear.

RESOLVED:-
2003/089

- 1) That Councillor Winterton be authorised to attend four steering group meetings, including the AGM and limited working group meetings which work schedules may require from time to time..
- 2) That Councillor C P Winterton and one accompanying officer be authorised to attend the General Assembly/Executive ACTE meetings.

WARWICK MPA

During debate it was agreed that the Head of Members Services bring to the next Administration Committee meeting a report outlining details of the arrangements made for Members' Training opportunities and development, including information in respect of approvals processes, budgets and costs.

RESOLVED:-
2003/090

- 1a) That Councillor Mick Warner and Councillor Joyce Bosnjak be authorised to participate in the Warwick MPA linked to modules in the USA, with the provisional costs of £5001.00 per person being met from the Members Learning and Development Budget.
- 2 That knowledge gained as a consequence of the study placements be produced in a format that can be used for the wider learning and development of councillor and officers in the organisation.
- 3 That the Head of Members' Services bring to the next meeting a report outlining details of Members' Training opportunities and development.

REQUESTS FOR URGENT APPROVAL

RESOLVED:-
2003/091

That the report on approvals given under emergency provisions in respect of the following events/travel be noted:-

- a) Invitation from the President of Poznan, in Poland from 13 – 19 November 2003.
- b) Invitation from Posnan City for participation in conference "New Technologies in Education" to be held on 7 November 2003.
- c) LGA Annual Tourism Conference 17 – 19 November 2003 in Manchester

URGENT ITEM

In accordance with Section 100b(4) of the Local Government Act 1972 the Chair indicated that she had approved the late submission of the following request for approval to attend the Local Government Information Unit Conference "What works in tackling Worklessness", London 27th November 2003, on the grounds that the date of the conference is before the next meeting.

RESOLVED:-
2003/092

That one Member of the County Council be authorised to attend the LGIU conference "What works in Tackling Worklessness" in London on 27 November 2003.

CHAIR

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