

report



meeting **ADMINISTRATION COMMITTEE**

date 26 April 2006

agenda item number

RESOURCES DEPARTMENT ANNUAL PROPERTY TOUR FOR MEMBERS AND INVITED OFFICERS: ARRANGEMENTS FOR LUNCH:

PURPOSE OF REPORT

To seek approval for the provision of a lunch during the Resources Department annual property tour on Thursday 25 May 2006.

BACKGROUND

For several years now, the Resources Department Corporate Property Division has organised an annual property tour of specific County Council properties for Members and invited officers.

The purpose of the visits is to enable Members and officers to see some of the current corporate property issues and to discuss various aspects of property asset management and the need for a corporate approach to property acquisitions and disposals.

As in previous years, the 2006 tour will start at County Hall at 9am and there will be visits by coach to a number of sites, including the new Gotham and Mapperley Plains Primary Schools and the new Bramley Centre at Southwell, with a return to County Hall at about 5pm.

A tour brochure will be prepared giving details of each site to be visited and project managers have been invited to give technical information at some of the sites.

LUNCH

Because the tour takes a full day and there are a number of visits to sites across the County, as in previous years there is the need to provide a lunch and the estimated cost of this is £13 per person.

Based on previous years, it is anticipated that between 25 and 30 Members and officers will be on the tour, but a detailed list of the actual attendees will be provided for Members Services.

The Members lunch allowance is £6.17 and it is proposed that this will be put towards the cost of the lunch rather than claimed individually. The Resources Department Corporate Property Division hospitality budget will finance the additional cost.

STATUTORY AND POLICY IMPLICATIONS

This report has been compiled after consideration of implications in respect of finance, equal opportunities, personnel, crime and disorder, human rights and those using the relevant service. Where such implications are material, they have been described in the text of the report.

RECOMMENDATION

That approval is given to finance a lunch for Members attending the Resources Department annual property tour on Thursday 25 May 2006.

Arthur Deakin
Director of Resources

LEGAL COMMENTS (LM 15-3-06)

The Administration Committee has the delegated authority to approve hospitality to be offered by the County Council. The proposal in this report is therefore within the remit of this Committee.

BACKGROUND PAPERS

None.