



Meeting ADMINISTRATION COMMITTEE

Date Wednesday, 6th April 2005 (2.00 pm – 2.26 pm)

Membership

Persons absent are marked with `A`

COUNCILLORS

Rita Sharpe (Chair)

	Sue Bennett	T A J Pettengell
	M M Brandon-Bravo MBE	Sheila Place
	Steve Carroll	Nellie Smedley
	John Carter	David Taylor
	Mrs K L Cutts	Mick Warner
A	Yvonne Davidson	Vacancy

MINUTES

RESOLVED **2005/042**

That the Minutes of the last meeting held on 16th February 2005 be agreed as a true and correct record.

Note

Arising from the above Resolution, the Minute Book was signed by the Chair.

MEMBERSHIP OF THE COMMITTEE

The Head of Members' Services reported orally that, following full Council, Councillors Vicki Smailes and Roy R J Barsley had been removed from the membership of the Committee and that Councillor Sheila Place had been appointed to one of the vacancies created.

It was also noted that Councillor Rita Sharpe had been appointed Chair of the Administration Committee.

RESOLVED:-
2005/043

That the changes to membership of the Committee be noted.

APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Yvonne Davidson.

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor Mick Warner declared a personal and prejudicial interest in agenda item 5h – Urgent Approvals.

COUNTY HOSPITALITY BUDGET – FINANCIAL SUMMARY

RESOLVED
2005/044

That the report be noted.

LGA AND HOME OFFICE CONFERENCE – LOCAL GOVERNMENT ROLE IN TACKLING DOMESTIC VIOLENCE 15TH JUNE 2005

RESOLVED
2005/045

- (1) That the Council be represented at the LGA and Home Office Conference (Local Government Role in Tackling Domestic Violence) to be held on 15th June 2005 by three Members of the County Council.
- (2) That in view of the elections on 5th May, the representatives be two Members of the then majority party and one of the main minority party
- (3) That in accordance with usual practice, any representative authorised to attend the conference be required to produce a written report evaluating their attendance for consideration as appropriate within the Council.

TRAVEL TO ATTEND THE CHILDRENS' DAY MINI-BASKETBALL TOURNAMENT IN POZNAN

RESOLVED:-
2005/046

That approval be given to the attendance of six supervisors and coaches, who are all County Council employees, at the Poznan mini-basketball tournament between 25th and 31st May 2005.

STAFF ATTENDANCE AT THE UK STUDY WEEK IN REGGIO EMILIA, ITALY

RESOLVED:- **2005/047**

- (1) That approval be given to both the attendance and the associated costs for two officers at the study week at Reggio Emilia in Italy from 2nd – 6th May 2005
- (2) That the travel and accommodation to be booked through “Sightlines Initiative”, the organization which is arranging the Study Week.

CIPFA CONFERENCE

RESOLVED:- **2005/048**

- (1) That three Members and one Officer be authorised to attend the CIPFA Conference on the 14th – 16th June 2005 be approved.
- (2) That in view of the elections on 5th May, the representatives be two Members of the then majority party and one of the main minority party

LGC PUBLIC SECTOR PENSION FUND INVESTMENTS SEMINAR

RESOLVED:- **2005/049**

- (1) That the attendance of three Members and one Officer at the LGC Public Sector Pension Fund Investments Seminar to be held on 8th and 9th September 2005 in Southampton be approved.
- (2) That in view of the elections on 5th May, the representatives be two Members of the then majority party and one of the main minority party

FOURTH ANNUAL ASSEMBLY OF STANDARDS COMMITTEES BIRMINGHAM 5 – 6 SEPTEMBER 2005

The Head of Members’ Services informed Members that it was possible that overnight accommodation might be required for 3 people. On that basis it was:-

RESOLVED:- **2005/050**

- (1) That three representatives be authorized to attend the Fourth Annual Assembly of Standards Committees to be held in Birmingham on 5th and 6th September 2005.

- (2) That the nomination of representatives be dealt with after the County Council Elections
- (3) That in accordance with the usual practice the representatives be required to produce a written report evaluating their attendance for consideration as appropriate within the Council.

“THEIR PAST/YOUR FUTURE” EDUCATIONAL STUDY VISIT TO POLAND

RESOLVED:- **2005/051**

That approval be given for the Head of Communications, the Arts Support Service Manager of Workshops and Performance and the County Performance Tutor, to attend an educational study visit to Warsaw, Auschwitz and Krakow, from 27th May to 1st June 2005.

REQUEST FOR URGENT APPROVALS – TRAVEL, ACCOMMODATION, CONFERENCES AND SEMINARS

In accordance with his declaration at the commencement of the meeting Councillor Mick Warner left the room during consideration and voting on this report.

RESOLVED:- **2005/052**

That the report be noted.

Councillor M Warner returned to the meeting.

BUS STATION STUDY TOUR – NOTIFICATION OF POSTPONEMENT

RESOLVED:- **2005/053**

- (1) That it be noted that the Study Tour proposed for 3 and 4 March was postponed and that a further report will be brought to this Committee should it be re-arranged.
- (2) That the Head of Members’ Services continue to pursue the possibility of obtaining funding towards the cost from partner authorities.

DUKE OF EDINBURGH AWARD CERTIFICATE PRESENTATIONS

RESOLVED:- **2005/054**

- (1) That light refreshments be approved at the Duke of Edinburgh Award Certificate presentation on 15th September 2005
- (2) That the maximum expenditure to be met from the Council’s Hospitality Budget for the event be £400.

ROBIN HOOD AIRPORT DONCASTER SHEFFIELD CONSULTATIVE COMMITTEE

On a motion by Councillor Mick Warner, duly seconded, it was:-

RESOLVED:- **2005/055**

- (1) That the appointment of a County Councillor to the Robin Hood Airport Doncaster Sheffield Consultative Committee be made by the new administration following the elections in May 2005.
- (2) That any travel necessary in connection with the meetings of the airport consultative Committee be approved and
- (3) That the he Nottingham East Midlands Airport Consultative Committee be requested to clarify
 - (a) current position with regard to its membership and,
 - (b) to consider the appointment of a representative from Nottinghamshire County Council

INTERNET AND E-MAIL POLICY FOR COUNCILLORS

RESOLVED:- **2005/056**

That the draft E-Mail and Internet Policy for Councillors be approved forwarded to the Standards Committee for consideration and thereafter be presented to full Council for approval.

BEING A COUNCILLOR

RESOLVED **2005/057**

That, subject to 'people who elect them' being changed to read 'electorate' and to greater prominence being given with the document to Councillors' decision-making responsibilities, 'Being A Councillor' be approved for use within the Council and externally.

INFORMATION TECHNOLOGY FOR COUNCILLORS

RESOLVED:- **2005/058**

That the arrangements described in the report for the provision of technology and telephony for Councillors be agreed.

THE POST ELECTION PERIOD

The Head of Members' Services informed Members that the training event being run by the emergency planning team which will include the police, fire and ambulance services should be inserted on the appendix to the report (Induction Timetable) on 9th June 2005, together with the dates of the Liberal Democrat meeting on Friday, 6th May and Conservative Group meeting on Wednesday, 11th May 2005.

RESOLVED:- **2005/059**

- (1) That the proposals outlined in the report be approved
- (2) That lunch be provided in connection with the Financial Framework session on Monday, 16th May 2005.

ACKNOWLEDGEMENT

As this was the last meeting before the 2005 Elections, the Chair thanked Members for their support and the officers for their contribution to the smooth running of the Administration Committee

CHAIR

M_6April05.doc