



meeting	ADMINISTRATION COMMITTEE	
date	WEDNESDAY, 30 JANUARY 2008	agenda item number

REPORT OF THE JOINT ACTING HEADS 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.

Pension Investment Sub-Committee Lunch

Hospitality in the form of the provision of a lunch after the meeting of the Pensions Investment Sub Committee on the 1st February 2008.

The estimated cost of the hospitality is £500 and will be met from the Pension Fund's Budget for Trustee Training and Activities...

Hospitality for a Visit from St John The Baptist School, Colwick

To approve the provision of a buffet reception on the occasion of the visit of representatives of the above school on Friday 11 January 2008.

The estimated cost of the hospitality for approximately 20 people is £120.00 and can be met from the County Hospitality Budget.

Reception to mark handover of the new Talbot Suite at Rufford Mill

Hospitality in the form of a buffet reception at the New Talbot Suite at Rufford Mill.

The estimated cost of the buffet reception is £580 to be met from the County Hospitality Budget.

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.

PAUL ROBINSON CHRIS HOLMES
JOINT ACTING HEADS OF MEMBERS' SERVICES

Legal Services Comments (KK)

This report is for noting only.

Strategic Director (Resources) Financial Comments (MB 14/01/08)

The financial implications are outlined in the report.

Background Papers Available for Inspection

Pension Investment Sub-Committee Lunch

Report of the Strategic Director of Resources
Approval Form signed by the Chief Executive 7.1.08

Hospitality for a Visit from St John The Baptist School, Colwick.

Report of the Joint Acting Heads of Members' Services
Approval Form signed by the Chief Executive dated 7 January 2008

Reception to mark handover of the new Talbot Suite at Rufford Mill

Report of the Joint Acting Heads of Members' Services
Approval form signed by the Chief Executive dated 3 January 2008.

Electoral Divisions Affected

All