

report



meeting **ADMINISTRATION COMMITTEE**

date **11th MAY 2004**

agenda item number

REPORT OF HEAD OF MEMBERS' SERVICES

HOSPITALITY – REPORT ON URGENT APPROVAL

1. Purpose of the Report

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

2. Information and Advice

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

3. Northern Ireland Local Government Association/Northern Ireland Joint Council Study Visit to Nottinghamshire 27 April 2004.

Following consultation with the Chair, Vice Chair, Conservative and Liberal Democrats spokespersons, the Chief Executive approved the provision of hospitality, for tea/coffee and lunch to be provided for the visiting party, which is expected to consist of 4 elected Members, and 3 officers from Northern Ireland and 1 officer from the Local Government Information Unit and participating Members/officers from Nottinghamshire.

The total cost is estimated to be no more than £391.80 and will be met from the County's Hospitality budget.

3. Statutory & Policy Implications

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.

4. Recommendation

That the report be noted.

**PA 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. This Committee has previously agreed Urgent Approval procedures for authorising hospitality and this report is for noting such decisions.

Director of Resources' Financial Comments (R/MB)

The financial implications are included in the report.

Background Papers Available for Public Inspection

Approval Form signed by Chief Executive.