

Report



Meeting **ADMINISTRATION COMMITTEE**

Date **30th June 2004**

agenda item number

REPORT OF THE HEAD OF MEMBERS SERVICES

REQUESTS FOR URGENT APPROVAL – TRAVEL AND CONFERENCE POLICY

1. Purpose of the Report

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

2. Background Information

The Committee has agreed previously the procedures shown in appendix A for obtaining urgent decisions in relation to the Travel and Conference Policy. This report gives details of decisions taken since the last meeting.

a) Musical Arts Development Exchange in Russia 18 – 23 May 2004

Approval was given for 3 officers of the County Council to attend the final section of a peer Musical Arts Development Exchange in Russia.

The estimated cost of £330 for appropriate travel and subsistence, plus accident etc insurance costs was to be met from the Youth Division Budget within the Culture Portfolio.

b) Youth Sport Partner exchange Conference, Hanover, 1 – 4 July 2004.

Approval was given for Councillor Bromfield, Cabinet Member with Portfolio for Culture to attend the forthcoming Youth Sport Partner exchange Conference in Hanover, Germany, 1 – 4 July 2004.

The estimated cost of travel is £240, to be met from the Sports Division Budget within the Culture Portfolio.

At the time of approval, the estimated cost was £240. Since that time the costs have increased and therefore a second urgent approval form was signed by the Chief Executive (on 9 June 2004) approving the increase of travel costs to £418.00.

c) PFI Waste Contract Procurement – Visit to Reference Plant – Germany 30 June – 1 July 2004

Approval was given for Councillors Terry Butler, John Carter and Mrs K L Cutts to attend reference plant visits in Western Germany on 30 June and 1 July 2004.

The total cost of the visits is £618, to be met from the Waste Management Consultancy budget within the Environment Department (Transportation).

d) Coalfield Communities Campaign (CCC) Matters

On 28 May 2003 the Administration Committee approved attendance by Councillor Winterton and one officer at Coalfield Communities Campaign (CCC) Matters. The flight was due to leave Birmingham at 7.30am on 24 June 2004, which meant check in by 5.30am. Following a request from Councillor Winterton, approval was given for an overnight stay in Birmingham to avoid overnight travel. The additional cost involved was £335.00 to be met from the Special Initiations budget within the Economic Development Portfolio.

e) Westminster Briefing – London – 24 June 2003 CEHR – Equality and Diversity after the White Paper

Approval was given for Councillor Yvonne Woodhead to attend the Westminster Briefing – CEHR – Equality and diversity after the White Paper – London – 24 June 2004. The cost of the Briefing is £195 to be met from the Members' Training Budget. The cost of travel and subsistence (£163.28) will be met from the Members' Allowances budget.

f) Third Annual Conference of the East Midlands Rural Affairs Forum – East Midlands – 1 July 2004

Approval was given for Councillor Joyce Bosnjak to attend the Third Annual Conference – East Midlands Rural Affairs Forum, Melton Mowbray – 1 July 2004.

There are no conference fees. The cost of travel and subsistence (£54.26) will be met from the Members Allowances budget.

**g) Working Together for Sustainable Rural Communities –
Melton Mowbray – 19 May 2004**

Approval was given for Councillor Joyce Bosnjak to attend the Working Together for Sustainable Rural Communities Conference on 19 May 2004.

The cost of the conference is £75.00, and travelling expenses is £20.20 which will be met from the budgetary provision for Scrutiny.

**h) The Centre for Public Scrutiny – 2nd Annual Conference –
London 23 June 2004.**

Approval was given for Councillor D Pulk to attend the Centre for Public Scrutiny – 2nd Annual Conference in London on 23 June 2004.

The cost of the conference is £141.00 which will be met from the Members; Training Budget. Travelling expenses of £172.00 will be met from Members' Allowances.

Subsequently Councillor Pulk was unable to attend. Exceptionally, the Conference organisers agreed to reimbursement of the conference fee. There was therefore no cost to the Council.

Statutory and Policy Implications

As described in the Appendix, there are agreed processes for the taking of urgent decisions under the Travel and Conference Policy. Urgent decisions were necessary to enable participation/travel arrangements to be confirmed.

Recommendation

That the report be noted.

**Patricia Mayfield
Head of Members Services Committee**

Legal Services Comments

The Administration Committee has previously agreed urgent approval procedures to allow for urgent decisions to be taken in relation to the Travel and Conference Policy. This report is for noting these urgent decisions only.

Director of Resources Financial Comments (R/MB)

The financial implications are included in the report.

Background Papers

- a) Musical Arts Development Exchange in Russia –
18 – 23 May 2004
Approval Form signed by the Chief Executive 14 May 2004
- b) Youth Sport Partner Exchange Conference, Hanover, 1 – 4 July
2004
Approval Form signed by the Chief Executive 2 June 2004.
- c) PFI Waste Contract Procurement – Visit to Reference Plant 30
June – 1 July 2004.
Approval Form signed by the Chief Executive 20 May 2004.
- d) Coalfield Communities Campaign (CCC) Matters
Approval Form signed by the Chief Executive 7 June 2004.
Memo 24 May from Tom Rawsterne.
- e) Westminster Briefing – CEHR – 24 June 2004. Equality and
Diversity after the White Paper.

Approval Form signed by the Chief Executive 4 June 2004.
Briefing Paper from Westminster Briefing for the Meeting.
- f) Third Annual Conference – East Midlands – 1 July 2004
Approval Form signed by the Chief Executive 4 June 2004
- g) Working together for Sustainable Rural Communities –
Melton Mowbray – 19 May 2004.
Approval Form signed by the Chief Executive 13 May 2004.
- h) The Centre for Public Scrutiny – 2nd Annual Conference- London
23 June 2004.
Approval form signed by the Assistant Chief Executive.
Conference Leaflet.

