

meeting **ADMINISTRATION COMMITTEE**

date **13th September 2011**

agenda item

REPORT OF THE TEAM MANAGER, MEMBERS AND CIVIC SERVICES

COUNTY COUNCILS NETWORK ANNUAL CONFERENCE SOPWELL HOUSE HOTEL, HERTFORDSHIRE, 21ST 22ND NOVEMBER 2011

Purpose of Report

- 1.1 To consider the attendance of 2 Members and 2 officers at the County Councils Network Annual Conference on 21st – 22nd November 2011, at the Sopwell House Hotel, Hertfordshire.

2. Information and Advice

- 2.1 The County Councils Network (CCN) is a cross-party special interest group of the Local Government Association, which speaks, develops policy and shares best practice for the county group of local authorities whether unitary or upper tier.
- 2.2 The annual conference is a key event in the CCN calendar and aims to be informative, challenging, topical and enjoyable. The conference will focus on a range of key issues for member authorities and will also feature a range of workshops to enable delegates to share learning from the experience of member authorities.
- 2.3 The Leader of Nottinghamshire County Council, Councillor Mrs Kay Cutts and the Improvement Director Greg Michael will be delivering a workshop on Setting up to Succeed on Transformation. The Chief Executive of Nottinghamshire County Council will also be attending.
- 2.4 The conference fees are set out below:-

First delegate place	310
Second delegate place	270
Third (and subsequent delegate places) per authority	230

Accommodation on the Monday evening is £110 per delegate.

The cost of 2 Members attendance is estimated at £890 which can be met from Members' Allowance budget.

Conference Fee	580
Travel by private motor vehicle	90
Accommodation	220
Total	£890

The total estimated cost for member and officer attendance at the Annual Conference is £1570 based on the delegate fees set out above. The cost for officer attendance will be met from the budget for staff conference fees within the Policy, Planning and Corporate Services department.

3. Statutory and Policy Implications

- 3.1 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.

4. Recommendation

- 4.1 That approval be given for attendance of 2 members at the County Councils Network Annual Conference, at Sopwell House Hotel, Hertfordshire, and 21st-22nd November 2011.

David Ellis
Team Manager, Members and Civic Services

Legal Services' Comments

The Committee is the appropriate body to consider the matters set out in the report. The Delegation to Administration Committee contained in Part III of the Council's Constitution, Responsibility for Functions, includes approval for expenditure to be incurred for Members' attendance at conference and seminars together with expenditure on travel and associated costs. (SG 06/09/2011)

Comments of the Service Director Finance (MB 26/08/11)

The financial implications are set out in paragraph 2.4 of the report. (MB 06/09/11)

Background Papers available for inspection

Conference Leaflet

Electoral Divisions Affected

All.