



<p><b>TRAVEL AND ACCOMMODATION POLICY REPORT URGENT DECISION IN ADVANCE OF ADMINISTRATION COMMITTEE</b></p>
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**REPORT OF SERVICE HEAD DECISION MAKING, GOVERNANCE AND  
SCRUTINY**

**LGA PUBLIC TRANSPORT CONSORTIUM, STUDY VISIT, LOWESTOFT  
3 – 4 APRIL 2008**

**1. Purpose of Report**

To seek approval for

- (a) attendance of Councillor Yvonne Woodhead to replace Councillor Stella Smedley, who is unable to attend, on the L.G.A. Public Transport Consortium Study Visit to Lowestoft
- (b) the travel, accommodation necessary in connection with the event.

**2. Information and Advice**

Under the Travel and Accommodation Policy and other arrangements approved by the full Council on 7 October 2004, this Committee is the appropriate body for considering/approving attendance at a range of events and the travel and accommodation requirements arising therefrom.

This report describes a proposal which is within the Committee's decision-making powers and Members are asked to consider whether attendance at the event should be approved (inc number of representatives), together with any necessary travel, accommodation or other arrangements.

The information included within the following sections of the report should ensure compliance with normal decision-making rules. If attendance is approved, the details referred to below will be used to compile the public Register, which is available on the Council's web-site.

**3. Reasons for considering the proposal within urgency procedures**

The L.G.A. Public Transport Consortium visit take place before the next scheduled meeting of the Administration Committee.

#### **4. Reasons for attendance**

The L.G.A. Public Transport Consortium study visit will tour areas of Lowestoft and Great Yarmouth area, touring relief roads, the sea front and Lowestoft town centre and also attend a presentation on South Lowestoft Relief Scheme, the Lowestoft Sunrise project, Community Rail Partnerships and Lowestoft Transport Strategy.

#### **5. Travel and Accommodation requirements**

The County Council's representative will require overnight accommodation.

The costs associated with the event are as follows:-

<b>Description</b>	<b>Amount</b>	<b>To be met from</b>
Accommodation	£90.00	Members' Allowance Budget
Travelling expenses	£69.00	Members' Allowance Budget
Subsistence	<u>£16.25</u>	Members' Allowance Budget
Total	175.24	

The travelling expenses shown above are for standard class rail travel.

#### **6. Statutory and Policy Implications**

This report is necessary to ensure compliance with the Council's Travel and Accommodation policy and current arrangements for approving attendance at conferences, seminars and Member Training events. The needs of individual travellers will have been considered when compiling the report and, where departures from the policy are recommended, Members should consider the reasons given.

#### **7. RECOMMENDATIONS**

It is recommended that Councillor Y. Woodhead replace Councillor S. Smedley on the L.G.A. Public Transport Consortium visit on 3<sup>rd</sup> April 2008.

#### **Legal Services' Comments ()**

The Administration Committee has authority to approve expenditure incurred for Member attendance at conference and seminars, and for accommodation, travel and associated costs.

## **Strategic Director (Resources) Financial Comments ()**

The financial implications are outlined in the report