

minutes



Meeting ADMINISTRATION COMMITTEE

Date Monday 13th July 2009 (commencing at 10.30 am)

membership

Persons absent are marked with 'A'

COUNCILLORS

Mrs Kay Cutts (Chair)
Alan Rhodes (Vice-Chair)

	Reg Adair		Carol Pepper
	Tom Appleby		Martin Suthers OBE
A	Chris Barnfather	A	Jason Zadrozny
A	Joyce Bosnjak		

OFFICERS IN ATTENDANCE

Mike Bradford – Senior Accountant
Carol Devaney – Civic Officer
David Ellis – Service Manager, Member Support
Keith Ford – Senior Governance Officer

APPOINTMENT OF CHAIR AND VICE-CHAIR

The appointments of Councillor Mrs Kay Cutts as Chair and Councillor Alan Rhodes as Vice-Chair of the Committee, as agreed at the County Council meeting on 18th June 2009, were noted.

MEMBERSHIP

The membership of the Administration Committee was noted as follows:-

Councillors R Adair, T Appleby, C Barnfather, J Bosnjak, Mrs K L Cutts, C Pepper, A Rhodes, M Suthers, J Zadrozny.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Barnfather, Bosnjak and Zadrozny.

DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS

No declarations of interests were made.

MEMBERS' ATTENDANCE AT CONFERENCES AND SEMINARS AND OTHER COUNTY COUNCIL BUSINESS

(a) ATTENDANCE AT 2009 PLANNING SUMMER SCHOOL

RESOLVED 2009/001

That approval be given for the attendance of two members of the Planning and Licensing Committee at the Planning Summer School, to be held on 4th-8th September 2009 at Exeter University.

(b) PENSIONS INVESTMENT SUB-COMMITTEE MEETING, LGC INVESTMENT SUMMIT AND PENSION FUND PROPERTY INSPECTION 2009

RESOLVED 2009/002

That in order to comply with the Pension Fund's Statement of Investment Principles and its training policy, and to meet the requirements of the Myners Principles, approval be given to:-

- a) the travel and accommodation arrangements for the Pensions Investment Sub Committee meeting in London on 3rd September 2009;
- b) the attendance of three members and one officer at the LGC Investment Summit to be held in Newport on 10th-11th September 2009;
- c) the proposed travel and accommodation arrangements for the Pension Fund Property Inspection 2009 on 23rd-24th September 2009.

(c) UNVEILING CEREMONY OF THE SHERWOOD FORESTERS WESTERN FRONT MEMORIAL

RESOLVED 2009/003

That the Chairman of the County Council and his Lady, accompanied by a chauffeur, be authorised to attend the unveiling ceremony of the Sherwood Foresters Western Front Memorial at Tyne Cot Commonwealth War Graves Commission Cemetery, near Ypres in Belgium on Saturday 24th October 2009, travelling on 23rd October 2009.

(d) MEMBERS' SURGERIES

RESOLVED 2009/004

That the Service Manager (Member Support) be authorised to meet appropriate room hire charges for members' surgeries if necessary.

(e) **NATIONAL CHILDREN AND ADULT SERVICES CONFERENCE 2009**

RESOLVED 2009/005

- 1) That approval be given for one further Member (4 in total) to attend the National Children and Adult Services Conference at the Harrogate International Centre from 21st -23rd October 2009, together with any necessary travel and accommodation arrangements;
- 2) that it be noted that approval had already been given for three Members to attend this conference via a delegated decision dated 24 March 2009 (CX /2009/00024);
- 3) that it be noted that one Officer from the Children and Young People's Department would be attending the conference, the costs of which would be met from the Children and Young People's budget for staff conferences).

HOSPITALITY

(a) **DUKE OF EDINBURGH'S AWARD CERTIFICATES PRESENTATIONS – NEWARK & SHERWOOD AREA**

RESOLVED 2009/006

That approval be given for this Presentation Ceremony, followed by refreshments, to take place on the evening of Thursday 3rd September 2009, for a maximum of 250 guests, with the estimated cost of £600 (£2.40 per head) to be met from a Hospitality Budget.

(b) **SHOW RACISM THE RED CARD CIVIC EVENT**

RESOLVED 2009/007

That the County Council host a civic reception for Show Racism the Red Card Awards, week beginning 19th October 2009.

(c) **CIVIC RECEPTION FOR OUTSTANDING SCHOOLS**

RESOLVED 2009/008

That approval be given to the provision of hospitality for 160 guests in the form of an evening reception in September 2009 (date to be finalised) to celebrate the achievements of 54 schools and to recognise the commitment of their head teachers.

APPOINTMENTS TO OUTSIDE BODIES

RESOLVED 2009/009

- 1) That discussions be held between the Conservative Group Business Manager, the Labour and Liberal Democrat Group Whips and the Leader of the Independent Group, to agree appointments to outside bodies, and the finalised list of appointments be reported to a future meeting of this Committee;
- 2) that a review of the existing list of outside bodies on which the Council is represented be undertaken, informed by relevant Members, to ensure that such representation was still required and/or appropriate, and the review outcomes be reported to a future meeting of this Committee for decision.

ADMINISTRATION COMMITTEE – URGENT APPROVALS PROCESS

RESOLVED 2009/010

That an urgent approvals process be introduced for dealing with the following matters between meetings of the Administration Committee when required:-

- expenditure on:-
 - Member attendance at conferences and seminars;
 - accommodation and associated costs to be incurred and required by Members for the purposes of conducting County Council business or in connection with attendance at conferences, seminars or training courses;
 - travel and associated costs to be incurred in connection with the matters at (a) and (b) or any other expenditure reasonably required in connection with those matters and/or for which approval was required in accordance with the Council's Travel and Accommodation Policy and Member Training Policy;
- officer travel outside the UK;
- hospitality to be offered by the County Council.

URGENT ITEMS

The Chair of the meeting agreed to the following items being taken as urgent items as, due to the timescales of the events involved, approval was required before the Committee next met on 30th September 2009.

- (a) **WORLD CANOE SLALOM CHAMPIONSHIPS, SEU DEU URGELL, SPAIN**

RESOLVED 2009/011

- 1) That approval be given for the attendance of two officers at the World Championships in Spain from 10th – 13th September 2009, together with any necessary travel and accommodation arrangements;

- 2) that it be noted that Officers were in consultation with the British Canoe Union, who may assist with trade stand, travel and accommodation arrangements.

(b) **LEADERSHIP ACADEMY GRADUATE SUMMER SCHOOL,
WARWICK CONFERENCE CENTRE**

RESOLVED 2009/012

That approval be given for Councillor Tsimbiridis to attend the Leadership Academy Graduate Summer School on 5th-6th August 2009 at Warwick Conference Centre in Coventry.

(c) **HOME OFFICE / LOCAL GOVERNMENT ASSOCIATION
(LGA) CONFERENCE – ‘JUSTICE SEEN – JUSTICE DONE’**

RESOLVED 2009/013

That approval be given for Councillor Gilfoyle to attend the ‘Justice Seen – Justice Done’ Conference in London on 21st July 2009.

(d) **MEET THE MEDIA EVENT – 10TH SEPTEMBER 2009**

RESOLVED 2009/014

That approval be given for this event to take place, at an estimated cost of £700 (£14 per head) to be met from the County Hospitality Budget.

The meeting closed at 11.07 am.

CHAIR
M_13July09