



meeting	Administration Committee	
date	26th April 2006	agenda item number

## **REPORT OF THE HEAD OF MEMBERS' SERVICES**

### **ATCM PARTNERSHIP DEVELOPMENT DAY: SETTING UP SUCCESSFUL TOWN AND CITY MANAGEMENT INITIATIVES THURSDAY, 11<sup>TH</sup> MAY 2006 BOOTS PLC NOTTINGHAM**

#### **1. Purpose of Report**

To seek approval for

- (a) attendance at/participation at the ATCM Partnership Development Day.
- (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, the Administration 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 but which cannot be considered at a scheduled meeting of the Committee. The Chief Executive has the power to take a decision in urgent cases, subject to consultation with the Chair and Vice-Chair of the Administration Committee and the Leader of the main Minority Group.

You are asked to consider whether attendance at the event should be approved (including 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. Details of the decision

will also be included with the papers for the next convenient meeting of the Administration Committee.

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

The date of the event was confirmed on Wednesday, 19<sup>th</sup> April 2006 outside scheduled meetings of the Administration Committee.

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

The Conservative Group has requested that one of their Members attend.

From this event delegates will be able to:-

- assess if a Town Centre Management Initiative is a suitable solution
- establish why different stakeholders are important and who needs to be involved
- gather ideas on how to secure strong working links between businesses, service providers, the public and voluntary sectors, and the community at large
- understand how to create a shared vision of the town's identity, function, market niche and image.

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

The County Council's representative(s) will require (hotel accommodation, rail/air travel etc).

The costs associated with each person's attendance at the event are as follows:-

<b>Description</b>	<b>Amount</b>	<b>To be met from</b>
Conference or event fee	£200.00	Members' Allowances Budget
Travelling expenses	£ 27.00	Members' Allowances Budget
Subsistence	£ 8.60	Members' Allowances Budget

The total cost to the Council would therefore be £235.60

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

The figures shown for accommodation are in respect of rooms at a hotel located within a reasonable distance from the event.

### **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, consideration should be given to the reasons given.

## **7. RECOMMENDATIONS**

That approval be given for one Member to attend the ATCM Partnership Development Day: Setting Up Successful Town and City Management Initiatives on Thursday 11<sup>th</sup> May 2006 at Boots PLC Nottingham.

**P A HOLT-MURPHY  
HEAD OF MEMBERS' SERVICES**

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

The Administration Committee is responsible for approving expenditure to be incurred for Member attendance at conferences and seminars including expenditure on travel, accommodation and associated costs. The proposal in this report, insofar as it is in accordance with the Council's Travel and Accommodation Policy, is within the remit of this Committee."

### **Director of Resources Financial Comments (MB)**

The financial implications are outlined in the report.

### **Background Papers Available for Public Inspection**

A telephone call from Councillor Keith Girling.  
Approved by Councillor D Taylor.

### **Electoral Division(s) Affected**