



meeting **ADMINISTRATION COMMITTEE**

date **19 JANUARY 2005**

agenda item number

REPORT OF THE DIRECTOR OF RESOURCES

NAPF INVESTMENT CONFERENCE

1. Purpose of the Report

- 1.1 To seek approval for two Members and one Officer to attend this conference which is being held at Edinburgh on 16 – 18 March 2005, and for the associated travel and accommodation costs.

2. Information and Advice

- 2.1 Under the travel and accommodation policy and other arrangements approved by the County Council on 7 October 2004, this Committee is the appropriate body for considering and approving attendance at a range of events and the travel and accommodation requirements arising therefrom.

- 2.2 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 together with the travel and accommodation arrangements.

3. Reasons for Attendance

- 3.1 The National Association of Pension Funds investment conference takes place annually at the Edinburgh International Conference Centre, and this year's event is scheduled for 16 – 18 March 2005. Attendance at this event for two Members and one Officer has been previously agreed by the Pensions Committee, when it considered its training programme for 2004/5. This conference has been attended in the past, and is recommended because it brings together investment professionals and Pension Fund Trustees who are dealing with both public and private sector pension funds, and allows interchange of ideas and experiences. This is an essential requirement for Members who are on the Pensions Committee and its Sub-Committees. The fee for this event is £1,050, per person with a reduction of up to £900 for the third attendee.

4. Travel and Accommodation Requirements

- 4.1 The County Council's representatives will require their travel to Edinburgh and accommodation for three nights. The costs associated with the event are estimated to be as follows, based on three attendees:-

	£
Conference Fee (up to)	3150
Travelling Expenses	300
Accommodation	900
Insurance	45
Travel to and from East Midlands Airport	65
Subsistence	160
Total	<u>4,620</u>

These costs will be met from the Pensions Committee budget for Trustee training and activities.

The travelling expenses shown are for air travel from Nottingham East Midlands to Edinburgh and return are Standard Class. The figures shown for accommodation are for rooms at a hotel located near to the conference centre.

5. Statutory and Policy Implications

- 5.1 The bookings to be made in connection with the conference will be in accordance with the Travel and Accommodation Policy, which indicates travel and accommodation should be the most cost effective options, taking into account the mobility and business needs of the Council's representatives and the business and networking opportunities derived from attendance. Details of all the costs incurred will be included in the public registers.

6. Recommendation

- 6.1 Approval be given for two Members and one Officer to attend the NAPF investment conference at Edinburgh on 16 – 18 March 2005.

ARTHUR DEAKIN
DIRECTOR OF RESOURCES

Legal Services Comments (JF 7.01.05)

As stated in the report the Administration Committee has the delegated authority to approve the recommendations in the report in accordance with the Travel and Accommodation policy. The Committee must consider what benefits will accrue to the Authority by attendance at this event, whether it is necessary for the number of delegates suggested to attend and whether the means of transport suggested is cost effective, and the benefits to the authority by attendance can be achieved by any other means.

Background Papers Available for Inspection

Conference papers.