



**REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND  
CORPORATE SERVICES**

**TERMS OF REFERENCE**

**Purpose of the Report**

1. To note the Committee's terms of reference.

**Information and Advice**

2. County Council on 29 March 2012 agreed the following terms of reference for the Administration Committee:-

**ADMINISTRATION COMMITTEE – TERMS OF REFERENCE**

3. The exercise of the powers and functions set out below are delegated by the Full Council to the Administration Committee:

3.1 Approving all Councillor attendance at conferences, seminars and training events, including any expenditure incurred, and officer travel outside the UK.

3.2 Approving appointments to outside bodies and determining which committee should receive regular updates from those outside bodies.

3.3 Approving the level and nature of support services for County Councillors including IT.

3.4 Authorising hospitality to be offered by the County Council except where the cost is to be covered by the Chairman of the County Council's individual budget.

**Other Options Considered**

4. None.

**Reason/s for Recommendation/s**

5. To inform the committee of its terms of reference.

**Statutory and Policy Implications**

6. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION/S**

1) That the report be noted.

**Mick Burrows**  
**Chief Executive**

**For any enquiries about this report please contact: Ruth Rimmington, Governance Officer – 0115 9773825**

### **Constitutional Comments**

7. As the report is for noting only, no constitutional comments are required.

### **Financial Comments (PS 2/5/12)**

8. There are no financial implications arising directly from this report.

### **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

a) Report to County Council – 29 March 2012 (published).

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

All