



meeting	ADMINISTRATION COMMITTEE	
date	WEDNESDAY, 1 ST FEBRUARY 2006	agenda item number

REPORT OF THE HEAD OF MEMBERS' SERVICES

REQUESTS FOR URGENT APPROVAL - HOSPITALITY

1. Purpose of the Report

- 1.1 To inform Members of decisions taken under the agreed procedures. The Administration Committee is the appropriate body for considering/approving hospitality at a range of events. If the requirement 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.

2. Information and Advice

- 2.1 This report gives details of decisions taken in regard to the provision of hospitality since the last meeting.

2.2 Nottinghamshire Buildings at Risk Website Launch – 22nd February 2006

Lunch and refreshments for 100 people at the launch of Nottinghamshire Buildings at Risk Website, which took place at County Hall.

The estimated cost of the event is £940 was to be met from the County Conservation Group Budget with the Environment portfolio.

2.3 Property Reference Group Lunch – 8th November 2005

Lunch for 19 people of the Property Reference Group and the supporting officers, when they visited the site of the proposed Ashfield Area Office/Notts Connect project.

The estimated cost of the lunch (£200), is to be met from the Ashfield Area of the/Notts Connect capital project budget.

2.4 Holocaust Remembrance Day – 27th January 2006

Light refreshments for 100 guests, at the Holocaust Remembrance Day Event - 27th January 2006 at County Hall.

The estimated cost is £225, which will be met from the County Hospitality Budget.

2.5 Lunch for the Pensions Investment Sub-Committee at County Hall on 3rd February 2006.

The estimated cost is £500, which will be met from the Pension's Budget for Trustee Training and Activities.

3. Statutory and Policy Implications

This Committee has agreed previously, that, where urgent decisions of this nature are required, they may be taken by the Chief Executive following consultation with the Chair, Vice-Chair and Conservative Group Spokesperson. This arrangement applies to any hospitality where the Committee's approval would be required.

4. Recommendation

That the report be noted.

Patricia Holt-Murphy
Head of Members' Services

Legal Services Comments (KK)

This report is for noting only.

Director of Resources Financial Comments (MB)

The financial implications are outlined in the report.

Background Papers Available for Inspection

Nottinghamshire Buildings at Risk Website Launch.

Approval form signed by the Chief Executive date 1st December 2005
Report from Director of Environment. Nottinghamshire Buildings at Risk Website Launch.

Property Reference Group Lunch

Approval form signed by the Chief Executive dated 1st November 2005
Report of the Head of Members' Services. Property Reference Group Lunch.

Holocaust Remembrance Day

Approval form signed by the Chief Executive dated 23rd December 2005
Report of the Head of Members' Services. Holocaust Remembrance Day.

Pensions Investment Sub Committee Lunch

Approval form signed by the Chief Executive dated 12th January 2006.
Report of the Director of Resources – Pensions Investment Sub Committee
Lunch.