



meeting **ADMINISTRATION COMMITTEE**

date **30 September 2009**

agenda item number **5(a)**

Report of the Service Manager, Governance and Scrutiny

Chairing Scrutiny – Institute of Local Government Studies, Birmingham University 26 October 2009

Purpose of Report

1. To seek approval for Councillor Liz Yates, Vice-Chair of the Education Standing Committee, to attend a Chairing Scrutiny training event at the Institute of Local Government Studies, University of Birmingham on 26 October 2009.

Information and Advice

2. Under the Travel and Accommodation Policy and other arrangements approved by full council on 18 June 2009, Administration Committee is the appropriate body for approving attendance and the travel arrangements.
3. 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. It has been compiled after consideration of implications in respect of finance, equal opportunities, personnel, Crime and Disorder, Human Rights and those using relevant services. No specific issues arise out of the proposals in this report.
4. The cost of attending the event is £350.00 and the cost of a return rail ticket is £21.00. The total cost will be £371.00. This will be met by the Members Services budget for training.
5. The reason for attending the event is for Councillor Yates to learn skills and techniques for chairing scrutiny committees.

Recommendation

6. That:

- i. approval be given for Councillor Yates to attend the Institute of Local Government training event at Birmingham University on 26 October together with necessary travel arrangements
- ii. it be noted that an officer will be attending from the Chief Executive's Department (costs to be paid for from the Chief Executive's departmental budget).

Chris Holmes
Service Manager, Governance and Scrutiny

Legal Services Comments (SLB 01/09/09)

On 18th June 2009 the County Council granted authority for Administration Committee to grant approval for expenditure to be incurred for Member attendance at conference and seminars, including expenditure on travel. Administration Committee has authority to consider the matters set out in this report.

Comments of the Service Director (Finance) (MB 01/09/09)

The financial implications are outlined in the report.

Background Papers available for Inspection

Conference details