



Meeting **ADMINISTRATION COMMITTEE**

Date **18 FEBRUARY 2004**

agenda item number

REPORT OF THE DIRECTOR OF ENVIRONMENT

RECOGNITION OF EMPLOYEE CONTRIBUTIONS AND ACHIEVEMENTS WITHIN ENVIRONMENT DEPARTMENT

Purpose of the report

1. To seek approval to hold a buffet reception, with speaker, in the Assembly Hall on the evening of **Thursday, 1 April 2004**, to recognise the achievements and contributions of staff in the Property Services Division of the Environment Department.

Background

2. The County Council is committed to the principles of Investors in People and acknowledges the importance of “people believing their contribution to the organisation is recognised” and valued.
3. Previously the Environment Department’s annual Catering Award Ceremonies were organised by both Clarendon and Rothervale Colleges to celebrate the achievement of its catering employees in NVQ and Food Hygiene examinations. However, last year for the first time the scope of this event was widened to the whole of the Property Services Division, and a very successful Awards Evening was held at County Hall on Thursday, 6 March 2004.
4. It is recognised that a single event for the whole of Environment Department would be impractical however, such an event for the Property Services Division is feasible and would help to unify a common culture and purpose for the Division.
5. The Cabinet Member for Resources has been consulted on the proposal and it has his full support.

Financial Implications

6. The reception is anticipated to cost a maximum of £3,000 and will need to be contained within the existing budget for the Environment Portfolio.

Statutory & Policy Implications

7. This report has been compiled after consideration of implications in respect of finance, equal opportunities, personnel, Crime and Disorder and those using the service. Where such implications are material, they have been described in the text of the report.

RECOMMENDATION

8. That approval be given to hold a buffet reception on the evening of Thursday, 1 April 2004, to recognise the achievements of staff in the Property Services Division of the Environment Department.

PETER WEBSTER
DIRECTOR OF ENVIRONMENT
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Head of Legal Services' Comments

There are no legal implications. [SMB 02.02.04]

Director of Resources Comments

The financial implications are as stated in paragraph 6 above [KP 02.02.04]

Background Papers Available for Inspection

None.