

minutes



Meeting	ADMINISTRATION COMMITTEE
Date	Wednesday 2 nd November 2005 (10.30 am – 11.15 am)

Membership

Persons absent are marked with `A`

COUNCILLORS

Andy Freeman (Chair)
Sybil Fielding (Vice Chair)

Peter Barnes
Chris Baron
Martin Brandon-Bravo OBE
Mrs K L Cutts
Stan Heptinstall MBE

Thomas A J Pettengell
Sheila Place
Mick Storey
David Taylor
Chris Winterton

MINUTES

With the consent of the Chair, Councillor David Taylor referred to the Committee's resolution about attendance at the 'Meeting Challenges in Children's Services' conference on 14th December 2005, where it had been agreed that two members of the Labour Group and one Conservative Group Member should attend. It appeared that, due to an administrative error, arising from conflicting information, bookings had been made for three Labour Group Members.

RESOLVED:- 2005/126

1. That the Minutes of the last meeting of the Committee held on 21st September 2005 be agreed as a correct record.
2. That it be noted that three Members of the Labour Group have been asked to attend the above conference and that their attendance be approved under the Travel and Accommodation Policy.
3. That Members' Services be asked to ensure that future conference bookings comply strictly with the terms of the Committee's decisions, with any necessary variations being subject to prior approval by the Committee; through existing arrangements for urgent approvals or within the scheme of Delegation included in the Council's Constitution.

Note

Arising from the above Resolution, the Minute Book was signed by Councillor Andy Freeman.

APOLOGIES FOR ABSENCE

There were no apologies for absence.

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor Chris Baron declared a personal interest in agenda item 7c (Literacy Volunteers) on the grounds that he is a champion of the Literacy Volunteers.

Councillor Sybil Fielding declared a personal interest in agenda item 7a (Scouting Awards Presentation Evening) on the grounds that she is a member of the Scouting Movement.

COUNTY HOSPITALITY BUDGET – FINANCIAL SUMMARY

During consideration of the report, Committee was informed of progress in the work of the Working Group on the Civic Partnership Dinners, where a report was expected early in 2006.

RESOLVED:- 2005/127

That the report be noted.

CABINET/CORPORATE MANAGEMENT BOARD (CMB) AWAY DAYS

RESOLVED:- 2005/128

- (1) That approval be given for Cabinet and Corporate Management Board to hold further away days in the County for the 2005/09 administration.
- (2) That it be noted that the principle of holding of Away Day/training/information events attended by Members of a single political party had been supported previously by the Committee and that it is the intention of the Conservative Group to hold such events on matters relating to County Council business and services.

LOCAL STRATEGIC PARTNERSHIPS

RESOLVED:- 2005/129

That the following nominations be made to the Seven Local Strategic Partnerships:-

Ashfield	Councillor David Kirkham
Bassetlaw	Councillor Mick Storey
Broxtowe	Councillor Tom Pettengell
Gedling	Councillor John Stocks
Mansfield	Councillor John Carter
Newark & Sherwood	Councillor Keith Girling
Rushcliffe	Councillor Mrs K L Cutts.

LGA ANNUAL LOCAL GOVERNMENT FINANCE CONFERENCE

RESOLVED:- 2005/130

- (1) That three Members (being one Member from the Labour Group, one Member from the Conservative Group and one Member from the Liberal Democrat Group) and one officer be authorised to attend the LGA Annual Local Government Finance Conference in London on 9th December 2005.
- (2) That, if either or both of the minority groups are unable to field a nominee for the conference, the place(s) be taken by a nominee(s) from the Labour Group.
- (3) That, in accordance with usual practice, a written evaluation of the event be produced for consideration as appropriate within the Council.

MEMBERS' VISIT TO SCHOOLS PROVIDING EXTENDED SERVICES

During consideration of this item Members were concerned to ensure that the proposed date was convenient for schools. There was also discussion about the possibility of arranging a further 'Take Your Councillor to School' Day.

RESOLVED:- 2005/131

- (1) That approval be given for the visit, open to all County Councillors, to schools on 27th February 2006.
- (2) That a report be presented to a future meeting outlining proposals for a Nottinghamshire 'Take Your Councillor to School' Day.

ENVIRONMENTAL EDUCATION LIAISON MEETINGS IN DERBYSHIRE

RESOLVED:- 2005/132

That approval be given to the provision of hospitality for the Environmental Education Liaison meeting in Derbyshire to be held in December 2005.

LGA/NATIONAL COMMUNITY SAFETY NETWORK CONFERENCE PREVENTING ANTI-SOCIAL BEHAVIOUR – LONDON 21ST NOVEMBER 2005

RESOLVED:- 2005/133

- (1) That two Members (one Member of the Labour Group and one Member of the Conservative Group) and one officer be authorised to attend the LGA/National Community Safety Network Conference in London on 21st November 2005.
- (2) That in accordance with usual practice a written evaluation of the event be produced for consideration as appropriate within the Council.

PRESENTATION OF AWARDS EVENING – NOTTINGHAMSHIRE COUNTY SCOUT COUNCIL

RESOLVED:- 2005/134

- (1) That approval be given for the provision of light refreshments on Thursday, 2nd February 2005, for approximately 170 people.
- (2) That the estimated cost of £289 be met from the County Hospitality Budget.

REACH OUT AWARDS – GALA PRESENTATION EVENING

RESOLVED:- 2005/135

- (1) That approval be given to sponsorship in the form of a buffet and audio-visual support for 110 guests at the Reach Out Awards Gala Presentation Evening on 11th May 2006.
- (2) That the estimated cost of £2935.50 be met from the County Hospitality Budget.

LITERACY VOLUNTEERS – 16TH FEBRUARY 2006

In accordance with the declaration he had made earlier, Councillor Baron left the meeting during consideration and voting on this item.

RESOLVED:- 2005/136

- (1) That approval be given for an Evening Reception on 16th February 2006 for 261 people in recognition of the dedication and commitment shown by Literacy Volunteers.
- (2) That the estimated cost of £4,190 be met from the County Hospitality Budget.

NOTE

Councillor Baron returned to the meeting.

REPORTS BACK ON CONFERENCES/OTHER APPROVED VISITS AND EXPENDITURE AGAINST THE CONFERENCES BUDGET

RESOLVED:- 2005/137

- (1) That the report be noted.
- (2) That future reports distinguish between representational attendance, where a written report is required, and training or development events, where the evaluation will take place elsewhere.

INFORMATION TECHNOLOGY FOR COUNCILLORS

Councillor Chris Baron presented the Head of Members' Services' report. During the debate which took place Members were concerned to ensure that the IT facilities provided for Councillors should be appropriate for their needs and roles and that there should be uniformity of provision. The possibility of Councillors having access to County Council IT facilities from their own computers was also discussed with the Head of IT offering to discuss this further with any Councillor who wishes to proceed in this way. It was moved by Councillor Baron, seconded by Councillor Mrs K L Cutts and:-

RESOLVED:- 2005/138

- (1) That the outcome of the evaluation of Members' IT be noted and the Head of Members' Services and Head of IT be asked to continue to work together to progress and address any outstanding issues raised by Members.
- (2) That the arrangements for the provision of IT for Councillors be as shown in Appendix A to these Minutes.
- (3) That a pilot/trial of 'personal' web-sites, hosted by the County Council be introduced and that two Members of each of the Labour and Conservative Groups and one Liberal Democrat Member be asked to participate.

CHRISTMAS APPEAL

Further to the report which she had circulated previously, the Head of Members' Services commented on the Christmas Appeal, explaining that the arrangements for its administration were to be undertaken within Members' Services in the Chief Executive's Department. The Appeal, which had been discussed with the Chairman of the County Council, the Leader of the Council and the Chief Executive, was designed to support children and young people, by contributing to the provision of appropriate presents at Christmas for those who would not otherwise receive them. It was very much hoped that contributors to the Appeal would feel able to donate cash, which would be used to purchase toys/gifts and gift vouchers.

The Committee was delighted to learn that the Council would be working on the Appeal in partnership with BBC Radio Nottingham and the Broad Marsh Centre, Nottingham, had offered its support.

RESOLVED:- 2005/139

- (1) That approval be given for the provision of refreshments for approximately 2000 motor-cyclists on Saturday, 3rd December 2005 at County Hall.
- (2) That the estimated cost of the hospitality (£1,300) be met from the County Hospitality budget for 2005/06.

- (3) That it be noted that the Head of Members' Services intends to report early in 2006 on the outcomes of the 2005 Appeal so that Members can consider arrangements for future years.

URGENT ITEMS

In accordance with Section 100B(4) of the Local Government Act 1972 the Chair had approved the late submission of reports in relation to the following items,

SCRUTINY AWAY DAY

It was necessary for this report to be considered, so that arrangements could be made to hold the event, if approved, on the preferred date of 5th December 2005.

The Committee was concerned to ensure the widest possible representation at the proposed Awayday, which was designed to contribute to the improvement of the council's scrutiny processes. Arising from the debate which took place, it was moved by Councillor Mick Storey, seconded by Councillor Mrs K L Cutts and

RESOLVED:- 2005/140

That approval be given to the holding of an event, probably on 5th December 2005, for the Chairs and Vice-Chairs of Select Committees and with the costs being met from the Scrutiny Team's budget.

REQUESTS FOR URGENT APPROVALS – TRAVEL, ACCOMMODATION CONFERENCES AND SEMINARS

Although this item was referred to in the agenda, it had not been possible to circulate the report earlier, due to a need to check and further amend where necessary some of the information which had been included.

During consideration of the report, Members discussed the role of the Nuclear Free Local Authorities and noted that during consultations, Councillor Mrs K L Cutts had not supported the appointment of representatives to the AGM and annual Policy Briefing on 4th November 2005.

RESOLVED:- 2005/141

That the report be noted.

CHAIR

I.T. FOR COUNCILLORS – AGREED ARRANGEMENTS

Facility	Agreed Provision
Computers	<p>Each councillor to be offered either a desktop PC or Laptop PC, with a minimum specification of 512mb of RAM and access to the Council's standard suite of packages for e-mail, internet and intranet, diary/calendar, word processing, spreadsheets, presentations and databases.</p> <p>For councillors who also occupy a position of responsibility (e.g. Leaders, cabinet members), the computer to have a higher memory and processor specification, owing to the volume of data likely to be stored or accessed.</p>
Home connection	<p>Under the Members' Allowances Scheme, councillors who choose the laptop option to be able to reclaim the cost of installation and call/rental charges of an additional telephone line or broadband connection provided only for the purpose of using County Council IT facilities.</p> <p>Subject to any security considerations and with the agreement of the Head of IT, councillors may request that they be able to access the Council's IT network using their own computers.</p>
Wireless connections	<p>To be available as required and within County Council IT policies in councillors' workspaces at County Hall and other County buildings.</p> <p>Subject to any security implications, wireless connection also to be available in councillors' homes.</p>
Hand held technology	<p>Cabinet members, leaders and deputy leaders of political groups to be able to have hand-held equipment (currently Compaq Ipaq, but may be subject to change within wider County Council IT policies), with GPRS connections.</p> <p>Other councillors may have hand-held equipment (currently Compaq Ipaq, but may be subject to change within wider County Council IT policies) on presentation of an appropriate business case to be considered and agreed by the Head of Members' Services following consultation with the relevant group's Whip or Business Manager.</p>
E-mail addresses	<p>All Councillors to have a County Council e-mail address, which is published on the Council's web-site. Councillors who do not access their e-mails regularly or at all to have them forwarded to a generic address (usually their political group) so they can be dealt with.</p>
Telephony	<p>Councillors are not able to reclaim the costs of their home telephones (provision for increased use of a home telephone is included with Basic Allowance)</p> <p>Cabinet Members, Group Leaders and committee chairs may borrow a mobile phone. A small number of phones to be available through the Groups which other Councillors may borrow. In all cases, the Councillor to be required to meet the full cost (including VAT) of none-business calls.</p>