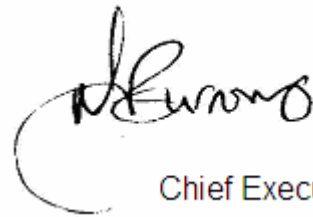


## ADMINISTRATION COMMITTEE

date Wednesday 9th December 2009  
commencing at 10.00 am

venue County Hall, West Bridgford  
Nottingham NG2 7QP

You are hereby requested to attend the above Meeting to be held at the time/place and on  
the date mentioned above for the purpose of transacting the business on the Agenda as under.



Chief Executive

## Agenda

1. Minutes of the previous meeting held on 11 November 2009
2. Apologies for absence
3. Declarations of Interest by Members and Officers:- (See Note 2 below)
  - (a) personal
  - (b) prejudicial
4. Members' attendance at Conference and Seminars and other County Council business / Officers' travel outside of the United Kingdom
  - (a) LGA Annual Conference and Exhibition – 'Changing Times, Changing Minds', Bournemouth, 6-8 July 2010
  - (b) Members' visit to the Learning Outside the Classroom centres, Derbyshire, 11 March 2010
5. Hospitality
  - (a) County Hospitality Budget – Financial Summary

- (b) Joint Civic Reception to mark the 125<sup>th</sup> Anniversary of Soldiers, Sailors, Airmen and Families Association (SSAFA) – Forces Help and 2010 Veterans' Celebrations
  - (c) County Council Lunch
6. Reports back from conferences or other approved visits
7. To note the following proposed dates of the Administration Committee Urgency Sub-Committee (meetings to take place only if necessary):-
- (a) Wednesday 6<sup>th</sup> January 2010 – 10 am
  - (b) Tuesday 23<sup>rd</sup> February 2010 – 10 am
  - (c) Monday 12<sup>th</sup> April – 10.30 am
  - (d) Tuesday 25<sup>th</sup> May 2010 – 10 am
  - (e) Wednesday 7<sup>th</sup> July 2010 – 10 am
  - (f) Wednesday 1<sup>st</sup> September 2010 – 10 am
  - (g) Monday 18<sup>th</sup> October 2010 - 11 am
  - (h) Monday 29<sup>th</sup> November 2010 – 11 am

## **NOTES**

- (1) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:  
Customer Services Centre 08449 80 80 80.
- (2) a) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Standing Orders. Those declaring must indicate whether their interest is personal or prejudicial and the reasons for the declaration. As members of the public are permitted to speak at this Committee any Member declaring a prejudicial interest will be entitled to make representations, give evidence or answer questions about the matter he/she has an interest in. However, that Member must immediately leave the room when they have finished speaking and not seek to improperly influence a decision in which they have a prejudicial interest.
- b) Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Keith Ford or a colleague in the Governance Team prior to the meeting.
- (3) Members are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information may be recycled. Appropriate containers for this purpose are located in the respective Secretariats.
- (4) Information in respect of this meeting is available in a wide range of languages which can be provided on request and can also be provided in large print, Braille and audio. Please contact the number referred to above if required.