

report



meeting Administration Committee

date

agenda item number

## **REPORT OF THE ASSISTANT DIRECTOR, REGENERATION**

### **CULTURAL INDUSTRIAL VALUE IN CHANGE (CIVIC) JOINT PROJECT BETWEEN MANSFIELD AND JOKKMOKK, SWEDEN**

#### **Purpose of Report**

1. To seek approval for three Local Authority (LA) Officers to travel abroad for more than four days, enabling them to participate in the Project CIVIC International Steering Group Meetings held in Jokkmokk, Sweden.

#### **Reason for Urgency**

2. The date of travel falls on the day before the Administration Committee is due to meet. The visit is due to take place between 13 and 17 June 2006. The next planned meeting of the Administration Committee would not give sufficient time for Members to consider and approve the report. Therefore an urgent report has been submitted.

#### **Information and Advice**

3. Under the Travel and Accommodation Policy and other arrangements approved by the full Council on 7 October 2004, this Committee is the appropriate body for considering/approving attendance at a range of events and the travel and accommodation requirements arising therefrom.
4. The information included within the following sections of the report should ensure compliance with normal decision-making rules. If attendance is approved, the details referred to below will be used to compile the public Register, which is available on the Council's website.

## Reasons for attendance

5. As part of the project bid, agreement was given for International Steering Group meetings scheduled to take place approximately once every six months.
6. Approval is sought for up to three officers to attend for the following reasons:-
  - Nottinghamshire County Council is a joint partner in the ESF funded CIVIC project which received approval from the EU in Brussels to commence on 1 November 2004. The overall aim of the project is explore ways in which decline in local population can be halted through community initiatives and projects.
  - Within the project bid, significant funding was identified to allow for travel between partner organisations for attendance at meetings, seminars, reports to the EU in Brussels, as well as the opportunity for local residents to take part in exchanges.
7. The report is seeking approval for up to three NCC Officers to attend from Nottinghamshire County Council. The Officers seeking approval are:

Name	Role at Nottinghamshire County Council	Role in the CIVIC project
Jess Knight	N/A	Project Co-ordinator (Paid by the project)
Peter Clarke	CET North Manager	Manager of Project CIVIC
Richard Browne	14-19 & Lifelong Learning Manager	Budget Manager for Project CIVIC

## Travel and Accommodation requirements

8. The County Council's representatives will require an overnight stay in Stockholm which will allow for an early flight departure on to Lulea in northern Sweden.

The costs associated with the event are as follows:-

Description	Amount	To be met from
Flights	£250 per person (estimate)*	CIVIC Project budget
Accommodation	£80 Per night per Person (estimate)	CIVIC Project budget

It is estimated that the total cost of this visit will not exceed £2000.

9. The travelling expenses shown above are for the cheapest flights (average) based on previous trips.
10. The County Council's representatives will be staying at the cheapest hotel in Stockholm and Jokkmokk which will be reserved by our partners in Sweden to ensure that we get the best rates. Previous costs of staying at the hotel in Jokkmokk have been approximately £80 per person per night including continental breakfast and light lunch.
11. Representatives attending the visit will only claim necessary subsistence costs which are not covered by the arrangements made centrally. This will include food which is not provided by the airline or whilst travelling from the airport. All necessary subsistence claims will be paid for by the project.

### **Statutory and Policy Implications**

12. 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. The needs of individual travellers will have been considered when compiling the report and, where departures from the policy are recommended, Members should consider the reasons given.

### **Financial Implications**

13. The costs shown above are an estimate based on previous costs and current airline prices. All costs associated with attending these conferences including travel, accommodation, insurance and subsistence will be met from the CIVIC project budget. The only costs to Nottinghamshire County Council will be officer time.

### **Recommendations**

14. That approval is given for up to three officer representatives of Nottinghamshire County Council to attend the International Steering Group Meetings.

Nigel Hamshere,  
Assistant Director, Regeneration

### **Legal Services' Comments**

By virtue of para 3.2 of the Council's Travel and Accommodation Policy, officers' travel up to 4 days/3 nights in Europe may be approved by the relevant Chief or other Officer in accordance with departmental procedures.

Para 4.1 requires that bookings for travel and accommodation be made by Members Services. (JA 29.07.05)

**Head of Resources' Financial Comments (CC/PB)**

The financial implications are outlined in the report.

**Background Papers Available for Public Inspection**

Report to Cabinet on 12/1/05 detailing the CIVIC project.  
CIVIC project – ESF bid

**Electoral Division(s) Affected**

Nottinghamshire