

**Administration Committee**

**Date:** **Wednesday, 03 October 2012**  
**Time:** **10:00**  
**Venue:** **County Hall**  
**Address:** **County Hall, West Bridgford, Nottingham NG2 7QP**

**AGENDA**

<b>1</b>	<b><u>m 11 Sept 2012</u></b> Details	<b>3 - 6</b>
<b>2</b>	<b><u>Apologies for Absence</u></b> Details	<b>1-2</b>
<b>3</b>	<b><u>Declarations of Interests by Members and Officers:- (see note below)</u></b> (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary)	<b>1-2</b>
<b>4</b>	<b><u>County Hospitality Budget Financial Summary</u></b> Details	<b>7 - 10</b>
<b>5</b>	<b><u>Appointments to Outside Bodies</u></b> Details	<b>11 - 12</b>
<b>6 (a)</b>	<b><u>CCN Annual Conference</u></b> Details	<b>13 - 16</b>
<b>6 (b)</b>	<b><u>Independent Persons Regional Workshops</u></b> Details	<b>17 - 20</b>
<b>7 (a)</b>	<b><u>Civic reception for olympic and paralympic participants</u></b> Details	<b>21 - 24</b>
<b>7 (b)</b>	<b><u>Nottinghamshire Sports Awards</u></b> Details	<b>25 - 28</b>
<b>7 (c)</b>	<b><u>Hospitality for the County Council's Annual Christmas Conc...</u></b> Details	<b>29 - 30</b>
<b>8</b>	<b><u>Councillors Divisional Fund - Publicity Protocol</u></b> Details	<b>31 - 36</b>
<b>9</b>	<b><u>Travel Request for Social Worker visit to Spain</u></b> Details	<b>37 - 40</b>



## minutes

Meeting     ADMINISTRATION COMMITTEE

Date        11 September 2012 (commencing at 2.00 pm)

### **membership**

Persons absent are marked with 'A'

### **COUNCILLORS**

Mrs Kay Cutts (Chairman)  
Alan Rhodes (Vice-Chairman)

Reg Adair  
Chris Barnfather  
Joyce Bosnjak  
Mel Shepherd MBE

June Stendall  
Martin Suthers OBE  
Jason Zadrozny

### **OFFICERS IN ATTENDANCE**

Mike Bradford – Senior Accountant  
Julie Brailsford – Civic Officer  
Ruth Rimmington – Temporary Governance Officer

### **MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting of the Committee held on 11 July 2012 having been circulated to all Members, were taken as read and were confirmed and signed by the Chair.

### **APOLOGIES FOR ABSENCE**

None.

### **DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS**

There were no declarations of interest.

### **COUNTY HOSPITALITY BUDGET FINANCIAL SUMMARY**

**RESOLVED 2012/34**

That the report be noted.

**MEMBERS' ATTENDANCE AT CONFERENCE AND SEMINARS AND  
OTHER COUNTY COUNCIL BUSINESS / OFFICERS' TRAVEL OUTSIDE  
OF THE UNITED KINGDOM**

- (a) Members' Visit to the Outdoor and Environmental Education Residential Centres**

**RESOLVED 2012/35**

That a visit by Members to the day and residential environmental education centres on 4 October 2012 be approved.

- (b) National Children's and Adults Conference**

**RESOLVED 2012/36**

That the second place at the National Children's and Adult Services Conference be filled by the nomination of the Majority Group.

**HOSPITALITY**

- (a) Bloodhound Project Launch Event at County Hall**

**RESOLVED 2012/37**

That hospitality be provided for a launch event for the Bloodhound Project on 30 October 2012 at County Hall.

- (b) Duke of Edinburgh's Award Certificate Presentations Gedling Area**

**RESOLVED 2012/38**

That hospitality be provided for the County Council's hosting of the Duke of Edinburgh Awards Ceremony on Wednesday, 19<sup>th</sup> September 2012.

- (c) Discovery Awards Association – Presentation of Discovery Awards**

**RESOLVED 2012/39**

That approval be given for the County Council to host the Discovery Awards Ceremony on Thursday, 25<sup>th</sup> October as set out in the report.

**(d) Lengthsman Scheme Evaluation Event for Town and Parish Councils**

**RESOLVED 2012/40**

That approval be given for hospitality to be provided as described in the report, at an event to be held on 13 November 2012 at Rufford Mill in connection with feedback on the pilot Lengthsman Scheme.

**URGENT ITEMS**

The Chair of the meeting agreed to the following item being taken as an urgent item in light of the short timescale involved.

**CIPS 2012 Awards Best Public Procurement Project**

**RESOLVED 2012/41**

That approval be given for Councillor Kevin Rostance to attend the CIPS Awards ceremony in London on Wednesday, 12 September 2012.

The meeting closed at 10.10 am.

**CHAIRMAN**



**Agenda Item: 4****REPORT OF THE CORPORATE DIRECTOR – ENVIRONMENT &  
RESOURCES****COUNTY HOSPITALITY BUDGET – FINANCIAL SUMMARY****Purpose of the Report**

1. To report details of the current position in relation to the County Hospitality budget.

**Information and Advice**

2. The attached appendix is a statement of expenditure against the approved County Hospitality budget for 2012/13.

**Statutory and Policy Implications**

3. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

**RECOMMENDATION**

- 1) That the report be noted.

**Mike Bradford**  
**Accountant, Environment & Resources**

**For any enquiries about this report please contact:**

Mike Bradford Tel 0115 977 4923

## **Constitutional Comments**

4. The Administration Committee has the delegated authority to authorise hospitality to be offered by the County Council. The proposal in this report is therefore within the remit of this Committee.

## **Background Papers**

None

## **Electoral Division(s) and Member(s) Affected**

All



## COUNTY HOSPITALITY STATEMENT AS AT 18 SEPTEMBER 2012

Date	Event	Approval £	Expenditure to Date £	Forecast Outturn* £
<b>2012/13</b>				
<b>Annual Events</b>				
24/06/2012	Civic Service	3,175	2,896	3,175
tba	County Garden Party	3,200	0	3,200
	Annual Legal Service			
<b>Current Events</b>				
16/05/2012	Royal British Legion Volunteers	1,965	250	1,965
19/06/2012	Nottinghamshire Schools Olympic Artwork	565	133	565
12/07/2012	Duke of Edinburgh Awards - Rushcliffe	563	231	563
19/09/2012	Duke of Edinburgh Awards - Gedling	113	0	113
<b>Future Events</b>				
25/10/2012	Discovery Awards	180	0	180
07/11/2012	Nottinghamshire Outward Bound	480	0	480
		<b>10,241</b>	<b>3,510</b>	<b>10,241</b>

County Hospitality Budget 2012/13

40,675

Uncommitted Balance

30,434

\*Expenditure Complete if shown in **bold**



**Agenda Item: 5**
**REPORT OF TEAM MANAGER (DEMOCRATIC SERVICES)**
**APPOINTMENTS TO OUTSIDE BODIES**
**Purpose of the Report**

1. To consider changes to appointments to outside bodies

**Information and Advice**

2. The Council makes appointments to a number of outside bodies, on a local, regional and national basis. These bodies include charities, limited companies and partnership organisations. The term of appointment varies between the various bodies.
3. Following the approval of the appointments to outside bodies list by Administration Committee on 30 September 2009, there have been changes to a small number of appointments as listed below:-

<b>Organisation</b>	<b>Previous Appointment</b>	<b>New Nomination</b>	<b>Period of office</b>
Arnold Old People's Welfare Committee	Cllr Rod Kempster	Cllr Mel Shepherd MBE	May 2013
Age Concern Chilwell	Cllr Tom Pettengell	Cllr Dr John Doddy	May 2013
Community Safety Partnership Trust	Cabinet Member for Culture & Community	Chairman of the Community Safety Committee	May 2013
Local Area Forum South Broxtowe	Cllr Tom Pettengell	Cllr Dr John Doddy	May 2013
Broxtowe Local Strategic Partnership	Cllr Tom Pettengell	Cllr Dr John Doddy	May 2013
Scape System Build Ltd Board (Alternate Director)	Cllr Tom Pettengell	Cllr Mel Shepherd MBE	May 2013

**Other Options Considered**

4. The Committee could decide to fill the vacancies or hold them in abeyance.

## **Reason/s for Recommendation/s**

5. To approve the appointment of the new nominations (who are described in paragraph 3 of this Report) to the relevant Outside Bodies.

## **Statutory and Policy Implications**

6. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION/S**

- 1) The Committee consider whether to nominate another member to the Outside bodies listed in this report

**Chris Holmes**  
**Team Manager (Democratic Services)**

**For any enquiries about this report please contact:**  
Sarah Ashton telephone 0115 977 3962

## **Constitutional Comments (SG 04/09/2012)**

The Committee is the appropriate body to decide on the matters set out in this Report. The Committee has the responsibility, under the terms of reference, for approving appointments to outside bodies and determining which committee should receive regular updates from those outside bodies (Paragraph 55(b) to Part 4(A) of the Constitution).

## **Financial Comments (MB 04/09/12)**

There are no specific financial implications arising from the report.

## **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

## **Electoral Division(s) and Member(s) Affected**

All divisions in Ashfield, Bassetlaw, Mansfield, and Newark and Sherwood districts

**REPORT OF THE TEAM MANAGER, DEMOCRATIC SERVICES****COUNTY COUNCILS NETWORK ANNUAL CONFERENCE 19<sup>TH</sup> & 20<sup>TH</sup>  
NOVEMBER 2012****Purpose of the Report**

1. To consider the attendance of Councillor Mrs K Cutts and Councillor M Suthers OBE DL and the Chief Executive at the County Councils Network Annual Conference being held in Staffordshire on 19<sup>th</sup> and 20<sup>th</sup> November 2012.

**Information and Advice**

2. The County Councils Network (CCN) is a cross party special interest group of the Local Government Association. which speaks, develops policy and shares best practice for the County family of local authorities, whether unitary or upper tier. It is a cross party organisation whose views carry particular weight for a large proportion of the country outside the big conurbations: CCN's 36 member councils, with over 2,500 Councillors, serve 23 million people or 47% of the population over 44 thousand square miles or 85% of England.
3. The annual conference is a key event in the CCN calendar and aims to be informative, challenging, topical and enjoyable. The conference brings together members and officers over a two day period providing a unique opportunity to reflect on the challenges facing local government, to share experience and find solutions to common issues.
4. The Conference this year will focus on a range of key issues for member authorities, and will also feature a number of workshops to enable delegates to share learning from the experience of member authorities. There will also be an excellent line up of plenary speakers including a number of Government Ministers.
5. The conference fees are set out below:-

Delegate fee including accommodation and meals	£324.00
Travel by private motor vehicle	£ 60.00

It is intended to travel together in one car.

The cost of 2 Members attendance is estimated at £708 which can be met from the Members' conference expenses.

The total cost for member and officer attendance at the Annual Conference is £1032 based on the fees set out above. The cost for officer attendance will be met from the budget for staff conference fees within the Policy, Planning and Corporate Services department.

### **Other Options Considered**

- 6 The Committee could decide not to approve attendance at the CCN Conference.

### **Reason/s for Recommendation/s**

- 7 To enable the Council to be represented appropriately at the County Councils Network Annual Conference.

### **Statutory and Policy Implications**

- 8 This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **RECOMMENDATION**

1. That approval be given for Councillor Mrs K Cutts and Councillor M Suthers OBE DL to attend the County Councils Network Annual Conference on 19<sup>th</sup> & 20<sup>th</sup> November 2012.

**Chris Holmes**  
**Team Manager Democratic Services**

**For any enquiries about this report please contact:**  
**Karen Townrow 0115 9773035**

### **Constitutional Comments (SLB 13/09/2012)**

9. Administration Committee is the appropriate body to consider the content of this report; it is responsible for approving all Councillor attendance at conferences, seminars and training events, including any expenditure incurred.

### **Financial Comments (MB 07/09/12)**

10. The cost can be met from the 2012/13 budget for Members conference expenses.

### **Background Papers**

11. Conference booklet

**Electoral Division(s) and Member(s) Affected**  
All





**REPORT OF THE MONITORING OFFICER****INDEPENDENT PERSONS REGIONAL WORKSHOPS****Purpose of the Report**

1. To consider the attendance of one Independent Person at the Independent Persons Regional Workshop

**Information and Advice**

2. The Localism Act 2011 introduces new arrangements for investigating complaints concerning allegations about members' conduct. As part of the new arrangements Full Council approved the appointment of three Independent Persons at its September meeting.
3. The Council is required to consult the Independent Person before it takes a decision about a complaint against a member who is alleged to have breached the Councillor Code of Conduct. The Independent Person may also be consulted by the member who is subject to investigation.
4. An independent training provider is running a number of Independent Persons Regional Workshops which are designed to provide Independent Persons with an introduction to their new role and the opportunity to discuss how the role might develop. These workshops are seen as a valuable opportunity in which to provide the Independent Person with an initial insight into what is expected of them in this new role.
5. It is proposed that one of the Independent Persons appointed by the Council attends the event. An officer from Legal Services will also be attending. The event will cost £95 plus VAT per delegate. The workshop will be held in Lincoln on 18 October 2012.

**Other Options Considered**

6. The Committee could decide not to invite the Independent Person to attend but this would mean forgoing many of the advantages of attending the workshop.
7. The Committee could invite all Independent Persons to attend the workshop however this would be an additional cost to the Council and it is expected that the other Independent Persons will receive a briefing in order to update them about the relevant issues discussed at the workshop.

**Reason/s for Recommendation/s**

8. To ensure that the Independent Person has the opportunity to receive practical training and has the chance to discuss the role with other delegates attending the workshop.

## **Statutory and Policy Implications**

9. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION/S**

- 1) To approve the attendance of the Independent Person at the Independent Persons Regional Workshop together with any reasonable travel expenses associated with the Independent Person's attendance at the event.

**Jayne Francis-Ward**  
**Monitoring Officer**

**For any enquiries about this report please contact:**

Simon Gill (ext 73620)

### **Constitutional Comments (SLB 24/09/2012)**

10. Administration Committee is the appropriate body to consider the content of this report.

### **Financial Comments (MB 21/09/12)**

11. The cost can be met from the 2012/13 budget for Members Services.

## **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

The County Council report of 20 September 2012 is published on the Council's website:

<http://www.nottinghamshire.gov.uk/DMS/Document.ashx?czJKcaeAi5tUFL1DTL2UE4zNRBcoShgo=AHDmMw7v8tIDc1BoZj3nJNFYbZr6MnnSnO2WtRNbBRVkw1jQTTNjpQ%3d%3d&mCTIbCubSFfXsDGW9IXnlg%3d%3d=hFfIUdN3100%3d&kCx1AnS9%2fpWZQ40DXFvdEw%3d%3d=hFfIUdN3100%3d&uJovDxwdjMPoYv%2bAJvYtyA%3d%3d=ctNJFf55vVA%3d&FgPIIEJYlotS%2bYGoBi5olA%3d%3d=NHdURQburHA%3d&d9Qjj0ag1Pd993jsyOJqFvmyB7X0CSQK=ctNJFf55vVA%3d&WGewmoAfeNR9xqBux0r1Q8Za60lavYmz=ctNJFf55vVA%3d&WGewmoAfeNQ16B2MHuCPMRKZMwaG1PaO=ctNJFf55vVA%3d>

Details of the event on the provider's website:

<http://www.hoeyainscough.co.uk/LincolnFlyer.pdf>

**Electoral Division(s) and Member(s) Affected**

All



**REPORT OF THE GROUP MANAGER, CULTURAL AND ENRICHMENT  
SERVICES****CIVIC RECEPTION FOR OLYMPIC AND PARALYMPIC PARTICIPANTS****Purpose of the Report**

1. To seek approval to host a civic reception on 9 October 2012 for Nottinghamshire residents who were engaged in the 2012 Olympic and Paralympic games as participants, coaches and officials.

**Information and Advice**

2. The images witnessed at both the Olympic and Paralympic games have been truly inspirational and Nottinghamshire has been well represented by athletes, coaches and games officials.
3. Nottinghamshire has a well established track record for producing athletes capable of competing on the world stage. 25 people from the County have represented Great Britain at the 2012 Olympic and Paralympic games with medals won in Swimming, Gymnastics Athletics, Canoe Slalom and Equestrian events.
4. The County has also been well represented in coaching and officiating at the games, including two County Council employees who have been officiating at the Paralympics.
5. To celebrate the efforts of those taking part in the 2012 Olympic and Paralympic games, it is proposed that a civic reception is held on 9 October 2012. Around 150 guests will be invited to Nottinghamshire County Cricket Club, the venue for the event, to celebrate the achievements.

**Other Options Considered**

6. A number of other venues were considered to host the event, including County Hall. It is felt however that the iconic status of the Nottinghamshire County Cricket Club and the offer of sharing the costs for the event were defining factors.

**Reason/s for Recommendation/s**

7. The County Council is a significant investor in sport in Nottinghamshire and has supporting Olympians and Paralympians with grant aid from the "Shining Stars" scheme. It is appropriate that the Council takes the opportunity to congratulate Nottinghamshire residents on their outstanding achievements at the 2012 Olympic and Paralympic Games.

## **Statutory and Policy Implications**

8. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Financial Implications**

9. The estimated cost of the event is £3,000 and Nottinghamshire County Cricket Club has kindly offered to share this cost with the Council. Included in the costs are venue hire, audio visual support and catering. The cost to the Council therefore is £1,500.
10. The funding for the event is included in the Cultural and Enrichment services budget for 2012/13.

## **RECOMMENDATION/S**

- 1) That the County Council hosts a civic reception on 9 October 2012 for Nottinghamshire residents who were engaged in the 2012 Olympic and Paralympic games as participants, coaches and officials.

**Steve Bradley**  
**Group Manager, Cultural and Enrichment Services**

**For any enquiries about this report please contact:**

Steve Bradley  
Group Manager, Cultural and Enrichment Services  
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E: [steve.bradley@nottscc.gov.uk](mailto:steve.bradley@nottscc.gov.uk)

### **Constitutional Comments (SG 17/09/12)**

11. The Committee has responsibility for authorising hospitality to be offered by the County Council except where the cost is to be covered by the Chairman of the County Council's individual budget (paragraph 55(d) of the Terms of Reference). The Committee is the appropriate body to decide on the issues set out in this report.

### **Financial Comments (NDR 10/09/12)**

12. The financial implications are set out in paragraphs 9 and 10 of the report.

## **Background Papers**

None

## **Electoral Division(s) and Member(s) Affected**

All.

C0075





**REPORT OF THE GROUP MANAGER, CULTURAL AND ENRICHMENT  
SERVICES****NOTTINGHAMSHIRE SPORTS AWARDS****Purpose of the Report**

1. To seek approval for the County Council to host the annual Nottinghamshire Sports Awards on 12 February 2013.

**Information and Advice**

2. The Sports Awards are a way in which the County Council supports and celebrates the achievements of local people. Whilst celebrating success the event also recognises the invaluable contribution of the voluntary sports sector to life in Nottinghamshire. The event, to be held at the East Midlands Conference Centre on the evening of 12 February 2013 will be the 21<sup>st</sup> of its kind organised by the Council and will focus on Nottinghamshire sporting achievements between October 2011 and October 2012.
3. Alongside other sporting achievements the event will provide a fitting opportunity to celebrate the fine achievements of our Olympic and Paralympic athletes, coaches and officials who have performed magnificently in the London 2012 games. The event will also be an opportunity to recognise the many volunteers and coaches that support thousands of people who are actively engaged in sport across Nottinghamshire.
4. The Sports Awards also link to smaller events organised by district and borough councils. Their winners, alongside other nominations made via the Council's website, will help make up the long list which will be judged to a short-list of five in each category. Finalists and winners will be announced live on the evening. Where appropriate the County winners are passed to the BBC East Midlands for inclusion in their Sports Awards with two categories going forward for national recognition. The County Council event is therefore a key link in the recognition of those who contribute to sport in the County.
5. The categories for the Awards reflect the work of individuals and teams towards the success of community sport and the diverse categories recognise as many key roles in local sport as possible. There is also a new award this year which aims to recognise the best sporting project. The Awards include:
  - Junior Team
  - Young Coach
  - Junior Sportsperson
  - Young Volunteer
  - Junior Disabled Sportsperson
  - Team of the Year
  - Coach of the Year – Performance

- Coach of the Year – Community
  - Sportsperson
  - Volunteer of the Year
  - Disabled Sportsperson
  - Roll of Honour
  - Club of the Year
  - Sporting School of the Year
  - Project of the Year
6. A review of the event is undertaken each year to suggest changes to programming and to establish the most appropriate venue for the event. In the past two years the event has been hosted at The Becket School and has been attended by around 300 people. It is felt however that this year's event should be moved to a venue that can cater for around 500 people to accommodate the increased demand for tickets that is prevalent during an Olympic / Paralympic year. Officers have secured the purpose built facilities at the East Midlands Conference Centre to ensure that demand will be met.
7. The Awards evening will take the form of the presentation of 15 Awards segmented with video presentations that highlight the Nottinghamshire sporting year. Guests will be provided with light refreshments on the evening and a souvenir programme. The event is traditionally supported by sports men and women from the professional club network who contribute to the evening by presenting Awards.

### **Other Options Considered**

8. Consideration was given to hosting the event for a third year at The Becket School but it was felt that this venue would not be suitable for a sports review that includes Olympic and Paralympic achievements.

### **Reason/s for Recommendation/s**

9. The awards are attended by 500 guests from across sporting and public life and offer an opportunity for the County Council to publicly show its support to those who contribute to sport in the County. It also clearly identifies in the minds of the public the connection between our investment and sporting achievement at grassroots and elite level.

### **Statutory and Policy Implications**

10. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Financial Implications**

11. The cost of the event includes hire of the conference centre, production of videos and audio visual support on the evening, light refreshments for guests, trophies, programmes and the services of a professional compere. It is estimated the cost of the event will be £16,000. £15,000 is allocated in the Cultural Services sports budget for 2012/2013 and £1,000 of sponsorship has already been secured.

## **RECOMMENDATION/S**

- 1) That the County Council hosts the annual Nottinghamshire Sports Awards on the evening of 12 February 2013 at the East Midlands Conference Centre.

**Steve Bradley**  
**Group Manager, Cultural and Enrichment Services**

**For any enquiries about this report please contact:**

Steve Bradley  
Group Manager, Cultural and Enrichment Services  
T: 0115 977 4206  
E: [steve.bradley@nottscc.gov.uk](mailto:steve.bradley@nottscc.gov.uk)

## **Constitutional Comments (SG 17/09/12)**

12. The Committee has responsibility for authorising hospitality to be offered by the County Council except where the cost is to be covered by the Chairman of the County Council's individual budget (paragraph 55(d) of the Terms of Reference). The Committee is the appropriate body to decide on the issues set out in this report.

## **Financial Comments (NDR 10/09/12)**

13. The financial implications are set out in paragraph 11 of the report.

## **Background Papers**

None.

## **Electoral Division(s) and Member(s) Affected**

All.

C0074



**REPORT OF THE GROUP MANAGER, CULTURAL AND ENRICHMENT  
SERVICES****HOSPITALITY FOR THE COUNTY COUNCIL'S ANNUAL CHRISTMAS  
CONCERT****Purpose of the Report**

1. The purpose of the report is to request approval for the provision of hospitality for elected Members and guests at the annual Christmas Concert arranged by Nottinghamshire County Council's Arts and Sports for Children and Young People's team.

**Information and Advice**

2. The Christmas Concert will take place at the Royal Concert Hall, Nottingham, on the evening of Thursday 13 December 2012. Refreshments for all civic guests will be provided during the interval.
3. This year's concert, 'The Magic of Christmas', will feature over 200 young people from Notts Performing Arts (NPA) and the Schools' Choir. The following Notts Performing Arts ensembles will perform: the Advanced Music Ensemble; Concert Band; Red Hot Band; County Choir and the Choir from the Arnold NPA Saturday Centre. The Schools' Choir will include students from: Quarrydale School, Sutton-in-Ashfield; Toot Hill School, Bingham, and Hucknall National C of E Primary School.

**Other Options Considered**

4. No refreshments are provided for elected Members and their guests.

**Reason/s for Recommendation/s**

5. The County Council needs to extend appropriate hospitality to its guests in line with other civic events.

**Statutory and Policy Implications**

6. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

7. The cost of refreshments for elected Members and their guests will be approximately £200 which will be met from the Arts and Sports for Children and Young People's team budget.

## **RECOMMENDATION/S**

- 1) That the provision of hospitality at the annual Christmas Concert on 13 December 2012 be approved.

**Steve Bradley**  
**Group Manager, Cultural and Enrichment Services**

**For any enquiries about this report please contact:**

Steve Bradley  
Group Manager, Cultural and Enrichment Services  
T: 0115 9774206  
E: [steve.bradley@nottsc.gov.uk](mailto:steve.bradley@nottsc.gov.uk)

## **Constitutional Comments (SLB 10/09/12)**

8. Administration Committee is the appropriate body to consider the content of this report. The Committee is responsible for authorising hospitality offered by the County Council.

## **Financial Comments (NDR 10/09/12)**

9. The financial implications are set out in paragraph 7 of the report.

## **Background Papers**

None.

## **Electoral Division(s) and Member(s) Affected**

All.

C0077

**REPORT OF TEAM MANAGER (DEMOCRATIC SERVICES)****COUNCILLORS DIVISIONAL FUND – PUBLICITY PROTOCOL****Purpose of the Report**

1. To consider adopting a protocol around publicity for grants made from the Councillors Divisional Fund (CDF).

**Information and Advice**

2. The CDF is a successful initiative. It enables members to propose small grants to benefit their electoral divisions. Grants are made to a wide range of organisations and individuals to support work in the fields of children and young people, adult care, culture, community safety, and the physical environment. The administration of the scheme is light touch. Consequently a relatively small budget has significant community benefit.
3. The guidance on the scheme includes an expectation that the Council will receive appropriate recognition for its contribution. The Council publicises CDF grants through County News while individual members use their web pages. It is expected that the organisation will acknowledge the Council's funding in a proportionate manner.
4. Because of the close involvement of local members in CDF there is a risk of confusion between funding from the County Council at the member's recommendation and personal support for a project. Accordingly the draft attached protocol has been produced and is attached at appendix A to the report. For Members' Information a copy of the Policy and Guidance for CDF is attached which has recently been revised to take account of the changes to the members' declarations of interest and the change to a committee system attached at appendix B to the report.

**Other Options Considered**

5. None

**Reason/s for Recommendation/s**

6. To ensure that the Council receives recognition for CDF funding.

## **Statutory and Policy Implications**

7. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION/S**

- 1) That the CDF publicity protocol as set in appendix A to the report be noted.

**Chris Holmes**  
**Team Manager (Democratic Services)**  
**For any enquiries about this report please contact:**  
**Chris Holmes tel 0115 977 3714**

## **Constitutional Comments (SB 24/09/12)**

8. This report is for noting only.

## **Financial Comments (MB 18/09/12)**

9. There are no specific financial implications arising from the report.

## **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

## **Electoral Division(s) and Member(s) Affected**

All



## **Councillors Divisional Fund – Publicity Protocol**

1. CDF funding is intended to have a direct benefit to the community. It is important that this is transparent and that the contribution made by the County Council is recognised appropriately.
2. Much of the funding provided through the CDF goes to temporary or short-lived schemes. However, some of it funds or contributes to permanent works. In either case, it is not intended to give permanent recognition to individual members through CDF
3. Recognition may come through
  - a) Grants being reported on Members' individual web pages
  - b) Reports in County News
  - c) Press Releases on particular schemes at the time funding is approved

In any press releases and publicity members generate they are expected to make it clear that the funding is provided by the County Council and to avoid any implication that it is personal funding from them.

4. In addition to this, the recipients of grants are expected to acknowledge the County Council's financial support. This acknowledgement should be appropriate and proportionate, for instance:
  - a) For capital schemes a suitable notice should be displayed
  - b) For other schemes acknowledgment could include a note in relevant publications, annual reports, letters or a mention at a particular event.

Members are expected to discuss appropriate publicity with the recipients of the payment.

5. Any notice on a capital scheme should along with the Council's logo simply read either
  - a) "Funded by Nottinghamshire County Council", or
  - b) "Supported by Nottinghamshire County Council"

Individual councillors should not be identified on the notice.

Where a number of partners are involved in a scheme and single plaque is planned advice on the wording should be sought from the Service Director, Communications.

6. In the year of a County Council election, no commitments, payments or related publicity may be undertaken from the date of publication of the Notice of Election until after polling day

Policy and Guidance

September 2012

**7. Background**

- a) The Councillors' Divisional Fund (CDF) is a specific budget to enable each Member to put forward proposals for expenditure in their electoral division.
- b) There will be an annual allowance of £10,000 for each Member to spend within their division. The scheme allows Members to carry forward to the following financial year an amount up to 10% of the annual allowance.
- c) In exceptional circumstances and with the consultation of the Finance and Property Chairman, Members may be allowed to carry forward a larger amount.
- d) Applications will be processed through Democratic Services. The Members and Civic Support team will be available to give advice on the operation of the scheme and specific proposals. A record will be kept of expenditure in each electoral division.

**8. The Scheme**

- a) The scheme is intended to provide a direct benefit to organisations, groups, or individuals active in your division. Experience shows that most of the payments are by way of small grants for specific purposes although there is scope for donations in kind.
- b) Proposals should be for one-off items of expenditure and not for anything which would create an on-going financial commitment, such as administrative support.
- c) Funding under the CDF is not available for:
  - i) direct employment of staff; either by a Parish Council, Town Council or voluntary group
  - ii) general charity donations where there is no specific and identifiable benefit to particular divisions
- d) The County Council must have legal powers to incur the type of expenditure proposed and the request should not be contrary to County Council policy. Where there is doubt, Democratic Services can advise. Where there may be some concern about the appropriateness of the expenditure, the Finance & Property Chairman will be consulted. In view of this, no firm commitment for expenditure should be made until a proposal has been approved.
- e) Proposals for environmental schemes should be discussed with the Corporate Director, Environment and Resources, to determine the feasibility and cost.
- f) Two or more Members may agree on a joint proposal for the whole or part of their CDF budgets.

## **9. Declarations of Interest**

- a) The Council's Code of Conduct and usual rules on declarations of interest apply to the CDF as to other aspects of the Council's operation. Specifically, this means that members should not place themselves in a position where their honesty and integrity may be questioned, and should exercise their responsibility for the stewardship of the Council's resources properly.
- b) If a Member has a private interest in a proposal (as defined in the Code) they must declare it on the application form. Members should not put forward a proposal in which they could be considered to have a disclosable pecuniary interest.

## **10. Administrative Procedures**

- a) Proposals for expenditure must be made on the pro-forma provided and returned to Democratic Services.
- b) Payments will be made by cheque or BACS transfer. Orders for works will be placed using the Council's normal procurement arrangements.
- c) If the grant is for £5,000 or more for a voluntary group the latest accounts should be requested and included with the application, if these are available.
- d) Where a proposal is for a project that requires funding from more than one source, the grant will not be paid until all the funding is in place but an indication of support can be made.
- e) If the project for which the grant has been given does not go ahead the organisation must either arrange for a refund of the payment or agree with the member an alternative proposal.

## **11. Publicity**

- a) CDF funding is intended to have a direct benefit to the community. It is important that this is transparent and that the contribution made by the Council is recognised appropriately.
- b) Recognition may come through
  - i) Grants being reported on Members' individual web pages
  - ii) Reports in County News
  - iii) Press Releases on particular schemes
- c) In addition to this the recipient of the grant will be expected to acknowledge the County Council's funding. This acknowledgement should be appropriate and proportionate, for instance:
  - i) For capital schemes a suitable notice should be displayed

- ii) For other schemes acknowledgment could include a note in relevant publications, annual reports, letters or a mention at a particular event.
- d) Members are expected to discuss publicity with the recipients of the payment. Advice is available from the Service Director, Communications.

**12. Review**

- a) The scheme will be kept under review and the Corporate Director, Policy, Planning & Corporate Services may issue further guidance as necessary.

**13. Pre-election periods.**

- a) In the year of a County Council election, no commitments, payments or related publicity may be undertaken from the date of publication of the Notice of Election until after polling day.

**REPORT OF SERVICE MANAGER, CHILDREN AND YOUNG PEOPLE'S  
SERVICES****TRAVEL REQUEST FOR SOCIAL WORKER AND LOOKED AFTER CHILD****Purpose of report**

1. The purpose of this report is to seek approval for a social worker, to accompany a Looked After Child, to Malaga, Spain, to visit their Paternal Grandmother for contact. The child has been a Child Looked After by Nottinghamshire County Council since 21<sup>st</sup> November 2007.
2. The child is too young to travel alone without an escort.

**Information and advice****Background**

3. Under the Travel and Accommodation Policy and other arrangements approved by Full Council on 18 June 2009, the Administration Committee is the appropriate body for approving staff travel.

**Reason for travel**

4. Approval is sought for a social worker and child to visit Malaga, Spain for the following reasons:
5. The child is subject to a Care Order and is placed with Local Authority foster carers. The Local Authority has a duty to promote contact with suitable extended family members, in order to meet the child's identity needs and ensure they are provided with sufficient information about their birth family history. The child has expressed a wish to have contact with their paternal grandmother who currently resides in Malaga, Spain.
6. The child has previously been accompanied to visit their grandmother in Spain, to consider whether it would be possible for the grandmother to provide long term care. The child took the decision to live in England and maintain contact with their birth family, but wanted regular contact with the grandmother. It was agreed that the child should have regular contact with the grandmother; however, due to a number of reasons, this has not occurred. The child has not had direct contact with the grandmother for approximately 5 years.

7. The Independent Reviewing Officer at the Looked After Child Review (19<sup>th</sup> July 2012) recommended that contact between the child and paternal grandmother was supported as being in the child's best interests, and should take place as soon as possible.
8. The Local Authority have examined a number of options, including the grandmother being financially supported in coming to England for contact, however the costs would be significantly higher than for an allocated worker and the child to go to Spain. The Local Authority have also considered sending the child via British Airways escort service, however, again the cost implications are significantly increased, and there would be a number of logistical problems as the child would need to fly from a London based airport.
9. The request is for the costs of return flights for both the child, and the accompanying social worker, and accommodation, including meals, for the social worker only, for four nights. The child will reside with the grandmother during the trip. A breakdown is detailed in Section 11.

### **Statutory and policy implications**

10. In accordance with the Children's Act 1989 the Local Authority has a duty to promote the child's identity needs via regular contact with his extended birth family. The Local Authority has a duty to promote the cultural and identity needs of children in their care.

### **11. Financial implications – Travel and accommodation requirements**

<b>Description</b>	<b>Approximate Amount</b>	<b>Total</b>
Return travel to Spain and transfer arrangements whilst there.	£ 397.28	
Full Board Accommodation	£ 125.99	
<b>Total</b>	<b>£523.27</b>	

Please note the above accommodation costs are for the social worker only. The flight costs for both the social worker and the child are detailed. Therefore the cost to Children and Young People's Services will ultimately be **£523.27**.

### **RECOMMENDATION**

That:

- (1) Approval is given for a social worker and a looked after child to travel to Spain, on 24<sup>th</sup> October until 27<sup>th</sup> October, for four nights, together with the necessary travel and accommodation arrangements.

**Amanda Collinson**  
**Service Manager**

## **Mansfield Children and Young People's Services**

### **Financial Services Comments (MB 25/09/2012)**

The financial implications are set out in paragraph 11 of the report.

### **Constitutional Comments (SLB 25/09/2012)**

Administration Committee is the appropriate body to consider the content of the report; it is responsible for approving officer travel outside the UK.

### **Electoral Division(s) and Members(s) Affected**

None

### **Background papers available for inspection**

None

