

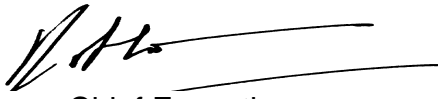


ADMINISTRATION COMMITTEE

Date Tuesday, 7th June 2005
commencing at 2.00 pm

venue County Hall, West Bridgford,
Nottingham

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. To note the appointment by the County Council at its Annual Meeting of 19 May 2005 of Councillor A Freeman as Chair and Councillor S Fielding as Vice Chair of the Administration Committee.
2. Membership of Committee
3. Apologies for Absence
4. Minutes of the last meeting held on Wednesday 6 April 2005
5. Declarations of Interest by Members and Officers:- (See note 4 below)
 - (a) personal
 - (b) prejudicial
6. Terms of Reference and Associated Issues.
7. **Travel and Accommodation Policy**
 - a) Annual Conference of the Trading Standards Institute

- b) Annual Conference of Emergency Planning
- c) Pension Fund Property Visits
- e) Urgent Approvals .

8. **Councillor Development**

- a) Planning Summer School 2005
- b) Labour Group Away Day
- c) Cabinet, Chief Officers Planning Meetings.

9. Environmental Educational Study Tour (To Follow)

10. **Hospitality**

- a) Treasurer's Report
- b) Lord Byron's Basketball Tournament
- c) 110th Anniversary of National Council of Women
- d) Education Department Performances
- e) Urgent Approvals.

11 Association of European Textile Communities (ACTE)

NOTES

1. a) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Standing Orders. Any declaration should include the factual circumstances of the declaration, ie the nature of interest and the reasons why it is made.

b) Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Members' Services prior to the meeting.
2. A meeting of the Labour Members of the Committee will be held on Wednesday 7 June 2005 at 1.30pm.
3. Members are reminded that all 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. 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 Members Services within the Chief Executive's Department at County Hall (telephone Nottingham (0115) 977 4009 or e-mail sue.kirkwood @nottsc.gov.uk).
5. Information in respect of this meeting is available in a wide range of languages and formats including Urdu, Hindi, Gujerati, Bengali and Punjabi and can also be provided in large print, Braille and audio. Please contact the number referred to above if required.