

Administration Committee

Date:	Monday, 28 May 2012
	10.00

Time: 12:00 Venue: County Hall

Address: County Hall, West Bridgford, Nottingham NG2 7QP

AGENDA

1	Appointment of Chairman and Vice-Chairman Details	1-2
2	To note the Membership of the Committee Details	1-2
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8a	Details Traveline East Midlands - Systems Supplier Meeting in Munich Details	13 - 16
9	<u>Hospitality</u> Details	1-2
9a	<u>Summer Reading Challenge</u> Details	17 - 20
10	Appointments to Outside bodies Details	21 - 28



minutes

Meeting ADMINISTRATION COMMITTEE

Date Wednesday 9 May 2012 (commencing at 2.00pm)

membership

Α

Persons absent are marked with 'A'

COUNCILLORS

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

Reg Adair Chris Barnfather Joyce Bosnjak Carol Pepper June Stendall Martin Suthers OBE Jason Zadrozny

OFFICERS IN ATTENDANCE

David Ellis – Service Manager, Member Support Ruth Rimmington – Temporary Governance Officer Mike Bradford – Senior Accountant

MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting of the Committee held on 20 March 2012 having been circulated to all Members, were taken as read and were confirmed and signed by the Chair.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Joyce Bosnjak and Alan Rhodes (other).

DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS

There were no declarations of interest.

COUNTY HOSPITALITY BUDGET FINANCIAL SUMMARY

RESOLVED 2012/14

That the report be noted.

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

(a) INLOGOV Leaders Forum for the East and West Midlands.

It was reported that the conference had been postponed and was now expected to be held in September 2012.

RESOLVED 2012/15

That approval be given in principle for Councillor Suthers to attend the INLOGOV Leaders' Forum for the East and West Midlands on a date to be agreed in September 2012.

(b) National Children and Adult Services Conference 2012.

RESOLVED 2012/16

That approval be given for the Chair of the Adult Social Care and Health Committee and Chair of the Children and Young People's Committee to attend the National Children and Adult Services Conference at the Devonshire Park Centre in Eastbourne from 24th to 26th October 2012 and for the associated costs for attendance to be met from the Members Services Budget.

(c) Pension Fund Training 2012/2013.

RESOLVED 2012/17

That approval be given to:-

- (1) the attendance of Members at the three Pension Fund Conferences, specified in the Pension Fund training programme; agreed by the Pensions Investment Sub-Committee, in accordance with the Pension Fund's training policy, and to meet the requirements of the Myners Principles;
- (2) the proposed travel and accommodation arrangements for the Pension Fund's Property Inspection in October 2012 and associated costs be met from the Pension Fund's budget and
- (3) the provision of a lunch after the meeting of the Pensions Investment Sub-Committee on 7 February 2013.

HOSPITALITY

(a) Adult learners Week Celebrations.

RESOLVED 2012/18

That approval be given for the cost of light refreshments to support the Adults Learners Week celebrations on 15 and 16 May 2012 with the cost being met by the Adult Community Learning Service (Skill Funding Agency) budget.

(b) Civic Reception for Schools and Other Children's Services Settings judged to be Outstanding by OFSTED

RESOLVED 2012/19

That approval be given to the provision of hospitality for 160 guests, in the form of a reception on the evening of 2 July 2012 in the Assembly Hall to celebrate the achievements of the schools/academies, children's centres and children's residential care homes whose recent Ofsted inspection was judged to be outstanding overall.

(c) Summer Reading Challenge

The report would be presented for consideration at the next meeting of the Administration Committee on 28 May 2012.

(d) Duke of Edinburgh Award Certificates Presentations – Rushcliffe Area Thursday, 12 July 2012.

RESOLVED 2012/20

That approval be given to cover the cost of hospitality at the County Council's hosting of the Duke of Edinburgh Awards Ceremony on Thursday, 12 July 2012 at an estimated cost of £563 to be met from the County Hospitality Budget.

(e) Nottinghamshire County Council Civic Service at the Southwell Minster Sunday, 24 June 2012.

RESOLVED 2012/21

That approval be given for the Civic Service to take place on Sunday, 24th June 2012 at 3.00pm in the Southwell Minster at an estimated cost of £3, 175 to be met from the County Hospitality Budget.

(f) Derbyshire and Nottinghamshire Chamber of Commerce President's Breakfast meeting.

RESOLVED 2012/22

That the cost of refreshments provided at the Derbyshire and Nottinghamshire President's Breakfast meeting held on 4 May 2012 be noted.

(g) Appointment to Outside Body –River Trent Regional Flood and Coastal Committee

RESOLVED 2012/23

That approval be given to the appointment of Councillor Bruce Laughton to the River Trent Regional Flood and Coastal Committee.

The meeting closed at 2.20pm.

CHAIRMAN



28 May 2012

Agenda Item: 6

REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND CORPORATE SERVICES

TERMS OF REFERENCE

Purpose of the Report

1. To note the Committee's terms of reference.

Information and Advice

2. County Council on 29 March 2012 agreed the following terms of reference for the Administration Committee:-

ADMINISTRATION COMMITTEE - TERMS OF REFERENCE

- 3. The exercise of the powers and functions set out below are delegated by the Full Council to the Administration Committee:
 - 3.1 Approving all Councillor attendance at conferences, seminars and training events, including any expenditure incurred, and officer travel outside the UK.
 - 3.2 Approving appointments to outside bodies and determining which committee should receive regular updates from those outside bodies.
 - 3.3 Approving the level and nature of support services for County Councillors including IT.
 - 3.4 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.

Other Options Considered

4. None.

Reason/s for Recommendation/s

5. To inform the committee of its terms of reference.

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) That the report be noted.

Mick Burrows
Chief Executive

For any enquiries about this report please contact: Ruth Rimmington, Governance Officer – 0115 9773825

Constitutional Comments

7. As the report is for noting only, no constitutional comments are required.

Financial Comments (PS 2/5/12)

8. There are no financial implications arising directly from this 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.

a) Report to County Council – 29 March 2012 (published).

Electoral Division(s) and Member(s) Affected

ΑII



28 May 2012

Agenda Item: 7

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

ΑII

Appendix

COUNTY HOSPITALITY STATEMENT AS AT 11 MAY 2012

Date	Event	Approval £	Expenditure to Date £	Forecast Outturn* £
2012/13				
Annual Eve	ents			
24/06/201	12 Civic Service	3,175	0	3,175
tba	County Garden Party	3,200	0	3,200
	Annual Legal Service			
Future Eve	ents			
16/05/2012 Royal British Legion Volunteers		1,965	0	1,965
19/06/2012 Nottinghamshire Schools Olympic Artwork		565	0	565
12/07/201	12 Duke of Edinburgh Awards - Rushcliffe	563	0	563
		9,468	0	9,468
County Ho	spitality Budget 2011/12			40,675
Uncommit	ted Balance			31,207

^{*}Expenditure Complete if shown in **bold**



28 May 2012

Agenda Item: 8a

REPORT OF SERVICE DIRECTOR TRANSPORT PROPERTY AND ENVIRONMENT

TRAVELINE EAST MIDLANDS - SYSTEMS SUPPLIER MEETING IN MUNICH 2012

Purpose of the Report

1. To seek approval for the Traveline East Midlands Regional Manager to travel to Munich on 25th June 2012 for a review meeting with the Traveline systems supplier.

Information and Advice

- 2. Traveline is a partnership of bus operators and local authorities set up to provide impartial public transport information in the UK to meet the legal obligations and strategic objectives contained in the Transport Act 2000.
- 3. The organisation operates on a regional basis. David Simpson is the Regional Manager who is responsible for the management, development, operation and provision of the systems and services of Traveline in the East Midlands.
- 4. The post of Regional Manager is hosted by Nottinghamshire on behalf of the 12 local transport authorities that make up the East Midlands region and is based at Trent Bridge House in the Transport, Property and Environment Division, Transport and Travel Services.
- 5. All the local authorities in the region make an annual contribution to a central budget which covers the cost of the Regional Manager, travel costs and all systems related expenditure. Each authority contributes a share which is calculated in proportion to population size. The contribution for Nottinghamshire in this financial year is £17,000.
- 6. Nottinghamshire is the lead authority for a joint contract between Traveline East Midlands and Traveline East Anglia. The same system is also used by Traveline South East and the three regions have joint quarterly review meetings with the supplier, one of which is at the supplier's offices in Germany.

Reason for Recommendation

7. The trip has the agreement of all the local authorities in the region and has been authorised by the Head of Passenger Transport at Leicestershire County Council who is the chair of the regional group.

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 cost of the trip, including travel, accommodation and expenses is £350 which is funded from the Traveline East Midlands budget.

RECOMMENDATIONS

That consideration be given to attendance at the Traveline review meeting in Munich in 2012.

Jas Hundal SERVICE DIRECTOR TRANSPORT, PROPERTY AND ENVIRONMENT

For any enquiries about this report please contact:
DAVID SIMPSON, REGIONAL TRAVLINE MANAGER, TRANSPORT & TRAVEL SERVICES

Constitutional Comments (SLB 30/04/2012)

10. The Council's Travel and Accommodation Policy requires all Officer travel outside the UK to be approved by Administration Committee. Paragraph 10.3 of the Delegation to Administration Committee which is set out in Part 3 of the Constitution confirms that the Committee has authority.

Financial Comments (DJK 27.04.12)

11. The financial implications are brought out in the body of this report and are funded from the Traveline East Midlands budget.

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.

None

Electoral Divisions and Members Affected

Ashfield All

Bassetlaw All

Broxtowe All

Mansfield All

Rushcliffe All



28 May 2012

Agenda Item: 9a

REPORT OF THE GROUP MANAGER, LIBRARIES, ARCHIVES & INFORMATION

SUMMER READING CHALLENGE CELEBRATION

Purpose of the Report

1. The purpose of this report is to seek approval to hold an event on 3 November 2012 at Mansfield Central Library to celebrate the achievements of children who participated in the Summer Reading Challenge and to thank and recognise the time and effort of the volunteers who have assisted in running the challenge.

Information and Advice

- 2. The Summer Reading Challenge is an immensely popular and successful reading initiative which focuses on reading for pleasure. It is co-ordinated by The Reading Agency, an independent charity working to inspire more people to read more, and is supported by children's publishers and delivered by public library services. Now in its fourteenth year it involves up to 760,000 children aged 4 to 11 years via 97% of UK local authorities.
- 3. Children are invited to read six books of their choice over the course of the summer holiday. They join at their local library and a Summer Reading Challenge pack gets them started. There are stickers and rewards to collect along the way with a certificate and medal for every child who reads six books and completes the challenge. Each year the Summer Reading Challenge has a different theme.
- 4. Last year over 8,900 Nottinghamshire children registered for the Summer Reading Challenge, with over 4,350 children completing.
- 5. In the last three years volunteers have been recruited to listen to children talk about the books they were reading on the Summer Reading Challenge. Their involvement has provided invaluable support in helping library staff to administer the challenge and expand the Library Service's capacity to spend time with children talking about their reading.
- 6. In 2011 the Library Service held two events, one at County Hall and another at Worksop Library, at which children representing their libraries had their achievements recognised. It is proposed to hold a similar celebration event this year.
- 7. The event will be held at Mansfield Central Library on Saturday 3 November, 2pm-3.30pm and will comprise giving of certificates and a performance by a storyteller.
- 8. We anticipate approximately 40 volunteers and 60 children accompanied by their parents will attend.

Other Options Considered

9. The main alternative option would be to not hold the event.

Reason for Recommendation

10. To celebrate the achievements of children who participated in the Summer Reading Challenge and to thank the volunteers who assisted in running the challenge. In addition the event will raise the profile of the County Council, in particular its work through the Library Service to encourage and support the enjoyment of reading.

Statutory and Policy Implications

11. 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

12. The estimated expenditure is as follows:

Storyteller	£200
Refreshments for approx 175 guests	£228
(tea, coffee, juice, water & biscuits)	
Celebration Cake	£100
Photographer	£190
Certificates	£132
Estimated Total	£850

13. This sum can be met from the Library Service budget.

RECOMMENDATION

That approval be given to support the Summer Reading Challenge celebration event as outlined in this report.

Peter Gaw

Group Manager, Libraries, Archives and Information

For any enquiries about this report please contact:

Carol Newman, Team Manager, Library Service Development

T: 0115 982 9040

E: carol.newman@nottscc.gov.uk

Constitutional Comments (LM 04/04/12)

14. The Administration Committee had delegated authority within the Scheme of Delegation to approve hospitality offered by the County Council. The Administration Committee may therefore approve the recommendations in the report.

Financial Comments (NDR 03/04/12)
15. The financial implications are set out in paragraph 12 of the report.

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All.

M19C3016



28 May 2012

Agenda Item: 10

REPORT OF THE CORPORATE DIRECTOR, POLICY, PLANNING AND CORPORATE SERVICES

OUTSIDE BODIES

Purpose of the Report

 To decide the reporting arrangements for outside bodies under the new committee arrangements, and to bring the appointments to outside bodies into line with the new committee arrangements.

Information and Advice

- 2. Administration Committee's terms of reference include "Approving appointments to outside bodies and determining which committee should receive regular updates from those outside bodies".
- 3. The new committee arrangements, and the emphasis on transparency and accountability, give the opportunity for committees to monitor the County Council's involvement in outside bodies.
- 4. Appendix A lists the outside bodies which it is recommended should report to committee on a regular basis, and indicates the committee to which those reports should be made. Committees should determine the frequency of those reports and include them in the committee's work programme.
- 5. Appendix B lists less significant outside bodies on which the County Council is represented. It is recommended that a report on the County Council's involvement on these organisations be published on the website each year.
- 6. The list of appointments to outside bodies requires amendment to reflect the change in governance arrangements. It is proposed that where the appointee was a Portfolio Holder, the list be amended to show that the appointee now be the Chairman of the relevant committee.

Other Options Considered

7. None

Reason for Recommendations

8. To promote transparency and accountability, and to comply with the committee's terms of reference.

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.

RECOMMENDATIONS

- 1) That periodic reports on the outside bodies listed in Appendix A be submitted to the committees as indicated, and that each committee determine the frequency of the reports for inclusion in their work programme.
- 2) That a report on the County Council's involvement on the outside bodies listed in Appendix B be published on the website each year.
- 3) That in the list of outside body appointments, where the appointee was a Portfolio Holder, the appointee now be the Chairman of the relevant committee.

Jayne Francis-Ward Corporate Director, Policy, Planning and Corporate Services

For any enquiries about this report please contact:

Paul Davies, 0115 977 3299

Financial Comments (MB 15/05/12)

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

Constitutional Comments (SG 15/05/2012)

11. The Committee is the appropriate body to decide the issues set out in 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.

None

Electoral Division(s) and Member(s) Affected

ΑII

Outside Bodies - Reports to Committees

Appendix A

Periodic reports will be expected from these outside bodies to the committees named.

Outside Body	Reporting to which Committee	Frequency of reports
		•
Arts Partnership Nottinghamshire	Culture	
Community Safety Partnerships Trust	Community Safety	
Cotgrave Futures Trust	Econ Dev	
County Councils Network	Policy	
Cresswell Heritage Trust	Econ Dev & Culture	
Crime & Disorder Reduction	Community Safety	
Partnerships	, ,	
D2N2 Local Enterprise Partnership	Policy	
East Midlands Airport Independent	Environment & Sustainability	
Consultative Committee	,	
East Midlands Councils (incl. East	Policy	
Midlands Improvement & Efficiency	,	
Board)		
East Midlands Leaders' Board	Policy	
Experience Nottinghamshire	Culture	
Futures (Nottingham and	Children & Young People	
Nottinghamshire Futures)		
Greenwood Community Forest	Culture	
Partnership		
Joint Executive Group - North Notts &	Econ Dev	
North Derbyshire ERDF Priority Axis		
2 Group		
LGA General Assembly	Policy	
LGA Rural Commission	Policy	
LGA Urban Commission	Policy	
Local Government Flood Forum	Environment & Sustainability	
Nottingham Development Enterprise	Culture	
Nottingham Playhouse Board	Culture	
Nottingham Playhouse Trust	Culture	
Nottinghamshire City and County	Culture	
Employment and Skills Board		
Nottinghamshire Fire Authority	Community Safety	
Robin Hood Airport Doncaster	Environment & Sustainability	
Sheffield Consultative Committee		
SACRE	Children & Young People	
Severn Trent Regional Flood and	Environment & Sustainability	
Coastal Committee		
Waste Partnering Agreement Board	Environment & Sustainability	
(Joint Waste Management		
Committee)		
Waste Recycling Environmental	Environment & Sustainability	
Issues Advisory Panel		

Outside Bodies - Annual Report on Website

Appendix B

A report on the County Council's involvement on these organisations be published on the website each year:-

Age Concern Arnold Old People's Welfare Committee

Age Concern Chilwell

Age Concern Eastwood & District

Age Concern Mansfield

Bassetlaw Play Forum

Brunts Charity

Brunts Educational Foundation

Campaign to Protect Rural England (CPRE)

Chesterfield Canal Partnership

CLASP Management Committee

Disabilities Living Centre

East Midlands Adult Social Care & Health Councillor Network

East Midlands European Office (EMEO) Stakeholder Group

East Midlands Museum Service

Faith Clerkson Trust

Family Care

Focus on Young People in Bassetlaw

Grantham Canal Partnership

Greater Nottingham Partnership Ltd

Greater Nottingham Transport Partnership

Groundwork Cresswell, Ashfield & Mansfield

Groundwork Greater Nottingham

Hucknall Partnership Group

Keyworth Platt Lane Playing Fields Committee

King Edward VI Grammar School Trust

Lamb's Charity

Liaison Committee Besthorpe Quarry

Liaison Committee for Bestwood 2 Quarry

Liaison Committee for Dorket Head

Liaison Committee for Girton Quarry

Liaison Committee Hoveringham

Liaison Committee Langford Lowfields

Liaison Committee Langton Colliery

Liaison Committee Staple Landfill

Liaison Committee Staythorpe Power Station

Liaison Committee for On-Farm Green Composting Facility at Stragglethorpe

Liaison Committee Vale Road Quarry

Lilley & Stone Charity Trust

Local Area Forum Arnold

Local Area Forum Netherfield

Local Area Forum South Broxtowe

Local Area Forum West Bridgford

Local Authorities Energy Partnership (LAEP)

Local Government Information Unit (LGIU)

LSP: Ashfield Partnership

LSP: Bassetlaw Local Strategic Partnership

LSP: Broxtowe Local Strategic Partnership

LSP: Gedling Local Strategic Partnership

LSP: Mansfield Area Strategic Partnership

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LSP: Newark & Sherwood Local Strategic Partnership

Magnus Education Foundation

The Magnus Learning Trust

Making It Industrial Heritage Trust

Manor Park Residents Association Limited

Mansfield & District Area Committee for the Welfare of Physically Disabled People

Mansfield i-Centre

Mansfield Town Centre Partnership

Mansfield Woodhouse Community Development Group

Manton Community Alliance

NET Partnership Board

Newark Business Innovation Centre Management Board (Newark Beacon)

Newark & Sherwood Energy Agency Management Board

Norwell Educational Foundation

Nottingham High School

Nottingham Roosevelt Scholarship

Nottinghamshire Building Preservation Trust

Nottinghamshire Clubs for Young People

Nottinghamshire Economic Development Partnership

Nottinghamshire Federation of Young Farmers Clubs

Nottinghamshire Learning Centre Management Board

Nottinghamshire Local Access Forum

Nottinghamshire Police Authority

Rural Community Action Nottinghamshire (RCAN)

Nottinghamshire Training Network

Nottinghamshire Unemployed Workers Ceage Management Cttee

PATROL – Jt.Comm. Parking & Traffic Regs. Outside London

Queen Elizabeth's Endowed School Trust

Queen Elizabeth's Endowed Trust Foundation Governors

Reads Exhibition Foundation (educational charity)

Robin Hood Theatre Management Committee

Samworth Church Academy

Scape System Build Ltd Board

Severn Trent Regional Flood and Coastal Committee

Sheffield City Region Transport Joint Issues Board (JIB)

Sherwood Forest Hospitals NHS Foundation Trust

Sherwood Forest Trust

Sherwood Growth Zone Partnership

Sutton Centre Academy Governing Body

The Crossing SEC Ltd

The Turbine Business Innovation Centre

University of Nottingham (1) Court

Vision West Notts (Previously West Nottinghamshire College)