



meeting **ADMINISTRATION COMMITTEE**

date 26 April 2006

agenda item number

REPORT OF THE HEAD OF MEMBERS' SERVICES

FIFTH ANNUAL ASSEMBLY OF STANDARDS COMMITTEES 16 – 17 OCTOBER 2006 ICC BIRMINGHAM – BRIDGING THE GAP TOWARDS EFFECTIVE LOCAL REGULATION

1. Purpose of the Report

- 1.1 To seek approval for
 - a) attendance at the Fifth Annual Assembly of Standards Committees
 - b) the travel, accommodation necessary in connection with the event

2. Information and Advice

- 2.1 Under the Travel and Accommodation Policy and other arrangements approved by the full Council on 7th 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:
- 2.2 This report describes a proposal which is within the Committees decision making powers and Members are asked to consider whether attendance at the event should be approved, together with any necessary travel, accommodation or other arrangements.
- 2.3 The information included within the following section 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.

3. **Reasons for attendance**

3.1 The Fifth Annual Assembly of Standards Committees is being held in Birmingham 16 – 17 October 2006.

3.2 Approval is sought for 5 Members and 1 Officer to attend for the following reasons:

This year's conference will build on the foundations laid by last year's conference. The fifth Annual Assembly of Standards Committees will encourage delegates to assess where their authority is now, in terms of delivering on the criteria that the ethical framework their communities and others within the local government family expect of them and provide ideas and best practice for driving change and improvement.

4. **Travel and Accommodation Requirements**

4.1 The costs associated with the event per person are as follows:

Description	Amount	To be met from
Conference fee	415.00	Members' Training Budget
Accommodation	115.00	Members' Training Budget
Subsistence	7.64	Members' Training Budget
Travelling Expenses	30.00	Members' Training Budget
Total	567.64	

4.2 The travelling expenses shown are for standard class rail travel.

4.2.2 The figures shown for accommodation are in respect of rooms at a hotel located within a reasonable distance from the event.

5 **Statutory and Policy Implications**

This report is necessary to ensure compliance with the Council's Travel and Accommodation Policy and current arrangements for approving attendances 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.

6 **Recommendations**

6.1 That Committee determine attendance at the Fifth Annual Assembly of Standards Committees.

6.2 That in accordance with usual practice, any representative authorised to attend the conference be required to produce a written report evaluating their attendance for consideration as appropriate with the Council.

**P A HOLT-MURPHY
HEAD OF MEMBERS' SERVICES**

Legal Comments (KK)

The Administration Committee is responsible for approving expenditure to be incurred for Member attendance at conferences and seminars including expenditure on travel, accommodation and associated costs. The proposal in this report, insofar as it is in accordance with the Council's Travel and Accommodation Policy and relates to Members, is within the remit of this Committee.

Director of Resources Financial Comments (MB)

The financial implications are outlined in the report.

Background Papers Available for Inspection

Conference leaflet.

Electoral Divisions Affected

All.