



meeting	ADMINISTRATION COMMITTEE	
date	30 January 2008	agenda item number

## REPORT OF THE STRATEGIC DIRECTOR FOR CHILDREN AND YOUNG PEOPLE'S SERVICES

### **The Global Dimension in Nottinghamshire Schools Study Visits Programme for Education and Vocational Training Specialists**

#### **Purpose of report**

1. To seek approval for one LA officer to travel abroad for more than four days, enabling them to participate in the Study Visits Programme for Education and Vocational Training Specialists on 3 March 2008 to 7 March 2008. The title of the visit is 'Improving foreign language teaching'.

#### **Information and advice**

2. 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.
3. This report describes a proposal which is within the Committee's decision-making powers and Members are asked to consider whether attendance at the event should be approved (including number of representatives), together with any necessary travel, accommodation or other arrangements.
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. This Study Visit takes place in Oviedo, Spain, between 3 March and 7 March 2008. The officer will be required to travel out prior to 3 March 2008 as the study visit will commence at 9.00am on the Monday morning of 3 March 2008.
6. Approval is sought for the Primary Languages Consultant from Children & Young People's Services (C&YP), to attend for the following reasons:-
  - The Study Visits programme is managed in the UK by ECOTEC and allows education specialists including education officers, inspectors and head teachers to participate in a 5 day study visit held throughout Europe on various themes.
  - Nottinghamshire LA can apply for 4 places on the Study Visits programme annually. The Officer was nominated by Nottinghamshire LA to ECOTEC to take part in a Study Visit on the theme of 'Improving foreign language teaching', which will support the work of the Primary Languages Team, in particular, early language learning.
  - The visit offers the opportunity to speak to pupils, teachers and senior managers as well as sharing knowledge and ideas with colleagues from a number of other countries. Knowledge gained from the visit will be disseminated to Nottinghamshire schools in the form of briefings, training events and support to schools looking for links with Spain and other European countries.
  - Nottinghamshire LA is running a Content and Language Integrated Learning (CLIL) Spanish pilot project in collaboration with Nottingham City LA and Nottingham Trent University. This visit will help support this project.

## Travel and Accommodation requirements

7. All costs incurred by taking part in the visit will normally be covered by the Study Visit programme and, therefore, there is no direct cost to the LA. The estimated costs associated with the Study Visit programme are as follows:-

<b>Description</b>	<b>Amount</b>	<b>To be met from</b>
Air Fare	£47	ECOTEC Grant
Accommodation in Spain	£400	ECOTEC Grant
Subsistence, Travel, Parking	£200	ECOTEC Grant

8. The LA officer will require travel to the destination which will be booked through Members Services. The most cost-effective means of travel to Oviedo will be sought to enable the officer to start at 9.00am on Monday 3 March 2008. This may include travelling on the Saturday 1 March 2008 to take advantage of economy air fares.
9. Each participant taking part in the Study Visit programme receives a fixed grant to cover the full costs of the visit, including all travel, accommodation and subsistence costs.
10. The ECOTEC grant will cover all essential costs listed in paragraph 7. The value of the grant depends on the destination of the visit and exact figures are not available at the time of the report. In 2006/07, the average grant paid out by ECOTEC was 1365 euros per person. ECOTEC cover the exact costs of travel to the destination, and provide a subsistence allowance to cover accommodation costs and other essentials costs including meals. It is expected that all essential costs to the LA officer will be covered by the ECOTEC grant. However, if accommodation and food costs are more than the total ECOTEC grant, these additional costs will be met from the C&YP International Links budget which, for 2007/08, amounts to £17,565.
11. Accommodation arrangements are made directly by the hosts organising the visit in order to receive a group discount and will, therefore, not be booked through Members Services.

### **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.

### **RECOMMENDATION**

13. That approval is given for the LA officer to participate in the Study Visit programme to Spain which will involve travel abroad for a period of more than four days.

**ANTHONY MAY**

Acting Strategic Director of Children & Young People's Services

### **Legal Services' comments (KK/18.12.2007)**

14. The Administration Committee has delegated authority to approve officer travel in excess of four days. The proposal in this report, insofar as it is in accordance with the Travel and Accommodation Policy, is within the remit of this Committee.

### **Strategic Director of Resources' financial comments (NDR)**

15. The financial implications are set out in the report.

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

Information on Transversal Study Visits

### **Electoral division(s) affected**

Nottinghamshire

M19C1980