



meeting	ADMINISTRATION COMMITTEE	
date	30 TH JANUARY 2008	agenda item number

REPORT OF THE JOINT ACTING HEADS OF MEMBERS' SERVICES

REQUESTS FOR URGENT APPROVALS – TRAVEL, ACCOMMODATION, CONFERENCES AND SEMINARS

Purpose of Report

1. To inform Members of decisions taken under the agreed procedures.

Information and Advice

2. The Travel and Accommodation policy and previous decisions of the Committee enable urgent decisions to be taken in relation for travel, accommodation, conferences and seminars. This report gives details of decisions taken since the last meeting.
3. In cases of urgency, the Chief Executive can take decisions following consultation with the Chair, Vice-Chair and Leader of the main minority group spokesperson. This report describes decisions taken by the Chief Executive within those arrangements since the last meeting of the Administration Committee. In each case, it was necessary to operate the urgency procedures so that appropriate bookings could be made.

a) COUNCILLOR ROLES IN PLANNING

Approval was given for three Members to attend the Councillor Roles in Planning at Amber Valley Borough Council on 15 January 2008.

The estimated cost of the event is £135 per Member and will be met from the Members Training budget.

Reason for urgency is that the event information was received on 20th December 2007 and the closing date for bookings is 8th January 2008 which is in advance of the next Administration Committee.

In the event the Council was not represented as the event was cancelled.

b) BUSINESS CRIME REDUCTION INITIATIVE - TURIN

Approval was given for Councillor Glynn Gilfoyle to visit Turin to secure partners for a European Union funding bid for the Nottinghamshire Business Crime Reduction Initiative.

The estimated cost of the visit is £700 and will be met from the Members' Allowances budget.

Reasons for urgency are that the Nottinghamshire Business Crime Reduction Initiative is supported by the County Council and is looking to secure significant levels of EU funding over the coming months. Towards this end a number of meetings with key partners have been arranged and some have already taken place in Brussels at the East Midlands European Office. At the last meeting there on 11th December 2007, a set of meetings with Italian partners in the Chamber of Commerce and UNICRI was proposed to take place between 9th – 11th December 2008. These meetings are intended to secure the participation of Italian partners and UNICRI in the bid, which will be formalised between January and March 2008.

c) MIGRATION MATTERS PLANNING FOR POPULATION CHANGE

Approval was given for one Member of the County Council to attend the Migration Matters Planning for Population Change in London on 30th January 2008.

The estimated cost of the event is £355.00 and can be met from the Members' Allowances Budget.

Reason for urgency is the conference takes place before the next scheduled meeting of the Administration Committee.

d) TRADING STANDARDS AND LACORS YEAR AHEAD SEMINAR 2008

Approval was given for up to three Members of the County Council to attend the Trading Standards and LACORS Year Ahead Seminar in Stratford upon Avon on 7th-8th February 2008.

The estimated cost of the event is £1095 and can be met from the Members Allowances budget.

Reason for urgency is to ensure places at the Seminar.

Statutory and Policy Implications

4. There are agreed processes for the taking of urgent decisions under the Travel and Accommodation Policy. Recent decisions were necessary to enable participation/travel arrangements to be confirmed.

RECOMMENDATIONS

5. That the report be noted.

PAUL ROBINSON CHRIS HOLMES
JOINT ACTING HEADS OF MEMBERS' SERVICES

Legal Services' Comments (SLB 04.01.08)

This report is for noting only. Paragraph 27.3 of the Council's Travel and Accommodation Policy stipulates that a report is made to the next available meeting of the Committee each time the urgency power is used.

Strategic Director (Resources) Financial Comments (MB 03/01/08)

The financial implications are outlined in the report.

Background Papers Available for Public Inspection

a) **Councillor Roles in Planning**

Report of the Joint Acting Head of Members' Services.
Approval form signed by the Chief Executive dated 21st December 2007.

b) **Business Crime Reduction Initiative - Turin**

Report of the Strategic Director, Communities.
Approval Form signed by the Chief Executive dated 21st December 2007.

c). Migration Matters Planning for Population Change – London

Report of the Joint Acting Heads of Members' Services.
Approval Form signed by the Chief Executive dated 7 January 2008.

d). Trading Standards and LACORS Year Ahead Seminar 2008-01-11

Report of the Service Director Community Safety, Regeneration and
Protection
Approval Form signed by the Chief Executive dated 10.1.08