

Administration Committee

Tuesday, 12 February 2013 at 14:00

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

AGENDA

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| 1 | Minutes of the last meeting held on 30 January 2013 | 3 - 6 |
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| 2 | Apologies for Absence | |
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| 3 | Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary) | |
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| 4 | County Hospitality Budget Financial Summary | 7 - 12 |
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| | Member's attendance at Conferences and Seminars and other County Council business / Officers' travel | |
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| 5(a) | Local Government Association Annual Conference and Exhibition, Manchester Central, 2-4 July 2013

Hospitality | 13 - 14 |
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| 6(a) | Completion Celebration and Family Fun Day to mark the launch of the new Bus Station for Mansfield | 15 - 18 |

Notes

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) 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:-

Customer Services Centre 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Ruth Rimmington (Tel. 0115 977 3825) or a colleague in Democratic Services prior to the meeting.

- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

minutes

Meeting ADMINISTRATION COMMITTEE

Date 30 January 2013 (commencing at 10.00 am)

membership

Persons absent are marked with 'A'

COUNCILLORS

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

Reg Adair
Chris Barnfather
Joyce Bosnjak
Mel Shepherd MBE

A June Stendall
 Martin Suthers OBE
 Jason Zadrozny

OFFICERS IN ATTENDANCE

Mike Bradford – Senior Accountant
Julie Brailsford – Civic Officer
Ruth Rimmington – Democratic Services Officer

MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting of the Committee held on 11 December 2012 having been circulated to all Members, were taken as read and were confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE

Apologies for absence had been received from:-

Councillor Alan Rhodes (other County Council business)
Councillor June Stendall (medical/illness)

COUNTY HOSPITALITY BUDGET FINANCIAL SUMMARY

RESOLVED 2013/001

That the report be noted.

HOSPITALITY

(a) Local Improvement Scheme (LIS) Event.

RESOLVED 2013/002

That approval be given for the Local Improvement Scheme event to be held on 7 March 2013 at the Cedric Ford Pavilion, Newark for up to 300 delegates at £32.00 a head and that the cost of the venue and refreshments be met from the 2012/13 LIS annual budget.

(b) Civic Reception for Abbey Road School and international Partner Schools to celebrate the final meeting of the Multilateral Comenius Project.

RESOLVED 2013/003

That approval be given for the Chairman to host a lunchtime reception in County Hall on Friday, 22 March 2013, to include a buffet with tea, coffee and juice for the teachers and pupils involved in the Multilateral Comenius project, at an estimated cost of £750.00 to be met from the County Hospitality budget.

(c) Civic Luncheon

RESOLVED 2013/004

That approval be given for the Chairman to host a Civic luncheon at County Hall for the Civic Heads of Nottingham and Nottinghamshire on Monday, 11 March 2013 at a cost of £500.00 to be met from the 2012/13 County Hospitality budget.

(d) County Council Business Dinner

RESOLVED 2013/005

That approval be given for the County Council to host a business dinner on 31 January 2013, to soft-launch the Nottinghamshire Growth Plan and capture business feedback, for up to 60 people including key business and civic leaders, elected members and corporate directors with the cost being met from the Economic Development budget's approved allocation for business engagement.

The meeting closed at 2.10 pm.

CHAIRMAN

12 February 2013**Agenda Item: 4****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

All

Appendix

COUNTY HOSPITALITY STATEMENT AS AT 30 JANUARY 2013

Date	Event	Approval £	Expenditure to Date £	Forecast Outturn* £
2012/13				
Annual Events				
24/06/2012	Civic Service	3,175	2,896	2,896
22/09/2012	Community Celebration	3,200	1,844	1,844
01/2013	Annual Legal Service	100	108	108
Current Events				
16/05/2012	Royal British Legion Volunteers	1,965	1,571	1,965
19/06/2012	Nottinghamshire Schools Olympic Artwork	565	435	565
12/07/2012	Duke of Edinburgh Awards - Rushcliffe	563	456	456
19/09/2012	Duke of Edinburgh Awards - Gedling	113	108	108
25/10/2012	Discovery Awards	180	140	180
07/11/2012	Nottinghamshire Outward Bound	480	524	524
Future Events				
11/03/2013	Civic Lunch	500		500
22/03/2013	Multilateral Comenius Project	750		750
		11,591	8,081	9,896
County Hospitality Budget 2012/13				40,675
Uncommitted Balance				30,779

*Expenditure Complete if shown in **bold**

2013/14

23/06/2013 Civic Service

2,850

0

2,850

**REPORT OF THE CORPORATE DIRECTOR FOR POLICY PLANNING AND
CORPORATE SERVICES****LOCAL GOVERNMENT ASSOCIATION ANNUAL CONFERENCE &
EXHIBITION MANCHESTER CENTRAL 2-4 JULY 2013****Purpose of the Report**

1. To seek approval for the attendance of two members and one officer at the Local Government Association (LGA) Annual Conference & Exhibition, Manchester Central, 2-4 July 2013.

Information and Advice

2. The LGA covers every part of England and Wales, supporting local government as the most efficient and accountable part of the public sector.

This Year's programme will consist of a mix of cross-party political addresses and other significant plenary sessions by key players throughout the local government community, taking in private and voluntary perspectives. There will also be an opportunity to take part in a variety of workshop and fringe sessions.

Other Options Considered

3. No other options considered

Reasons for Recommendation

4. To ensure the County Council's attendance at this years annual conference.

Statutory and Policy Implications

5. 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

That approval be given for the attendance of two members and one officer at the LGA Annual Conference and Exhibition. The estimated cost per person for attending the conference is £775.00.

Jayne Francis-Ward

Corporate Director, Policy, Planning and Corporate Services

For any enquiries about this report please contact:

Karen Townrow 0115 977 3035

Constitutional Comments (SG 29/01/2013)

6. The Committee is the appropriate body to decide the issues set out in this Report. The Committee has responsibility for approving all Councillor attendance at conferences under its Terms of Reference.

Financial Comments (MB 4/2/13)

7. The costs for the members' attendance will be met from the 2013/14 budget for Members' conference expenses.

Background Paper

Bulletin from the LGA

Electoral Division(s) and Member(s) Affected

All

REPORT OF THE SERVICE DIRECTOR, TRANSPORT, PROPERTY AND ENVIRONMENT

COMPLETION CEREMONY AND FAMILY FUN DAY TO MARK THE LAUNCH OF THE NEW BUS STATION FOR MANSFIELD

Purpose of the Report

1. To seek approval for arrangements for a 'Completion Ceremony' and separate 'Family Fun day' to be held at the new Mansfield Bus Station located at Quaker Way, Mansfield. The date of the Completion Ceremony is 11th March 2013 with the Family Fun day to take place on 30th March 2013 with the bus station becoming fully operational on Sunday 31st March 2013.

Information and Advice

2. The bus station has been funded via contributions from Department for Transport (DfT), NCC and Mansfield District Council (MDC). Upon completion the bus station will be owned and operated by NCC (MDC will contribute 50% of running costs).
3. The purpose of the event, which is to be attended by The Right Honourable Patrick McLaughlin MP, Secretary of State for Transport, is to celebrate the completion of the new NCC owned bus station building whilst the family fun day will give the public a chance to view the new facility before it becomes fully operational.
4. In addition to Members of Parliament, The Chairman, Leader, Chairman of Transport and Highways Committee and local councillors, a number of NCC staff who have made an important contribution to the successful completion of the project will also be invited. Additionally a number of local people will be invited to attend including representatives of the Business Improvement District organisation, Town Centre Partnership and local schools. It is also intended to invite a number of representatives from key contractors involved in the scheme development.

Elected representatives to be invited are:

- Cllr Carol Pepper (Chairman)
- Cllr Kay Cutts (Leader)
- Cllr Richard Jackson (Chairman of Transport and Highways Committee)
- Cllr Reg Adair (Chairman of Finance and Property Committee)

- Mark Spencer MP
- Patrick Mercer OBE
- Sir Alan Meale MP
- Cllr Victor Bobo (Mansfield West)
- Cllr Joyce Bosnjak (Mansfield North)
- Cllr Bob Cross (Mansfield East)
- Cllr Stephen Garner (Mansfield South)
- Cllr June Stendall (Mansfield West)
- Cllr Parry Tsimbiridis (Mansfield North)
- Cllr Chris Winterton (Mansfield South)
- Cllr Martin Wright (Mansfield East)

Appropriate officers will also be invited.

5. The Completion Ceremony will take place from 10am for around one hour; refreshments will be served along with tea, coffee and biscuits. Catering will be provided by NCC's Catering Service. In addition to speeches there will be live music, refreshments will also be provided at the family fun day along with live music and family friendly activities.
6. A £5,000 budget has been set aside to cover the cost of arranging both events. This is from the Major Projects and Improvements budget.

Other Options Considered

7. An option does exist not to mark the completion of this much anticipated and significant project in Mansfield Town Centre, given the local interest in the bus station it is considered appropriate to mark the occasion with the events described. In addition to promoting the efforts of the local authorities in securing the project the events will also help to publicise the new facility, encourage more people to use the new facility and help people find out where buses will arrive and depart from.

Statutory and Policy Implications

8. This report has been compiled having given due regard to the Public Sector Equality Duty and 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) It is RECOMMENDED that approval be given for the completion ceremony and family day during March 2013 at the new bus station at a cost of £5,000 funded from the Major Projects and Improvements budget.

Jas Hundal
Service Director, Transport, Property and Environment

For any enquiries about this report please contact: Neil Hodgson, Team Manager
Major Projects and Improvements

Constitutional Comments

9. The Committee is the appropriate body to consider the matters set out in this report. The Delegation to Administration Committee contained in Part III of the Council's Constitution, Responsibility for Functions, includes the power to authorise hospitality to be offered by the County Council.

Financial Comments (TMR 24.01.13)

10. The financial implications are set out in paragraph 6 of the report.

Background Papers

None

Electoral Division(s) and Member(s) Affected

All Mansfield Wards

