

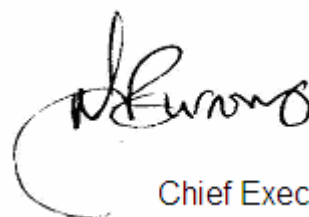


ADMINISTRATION COMMITTEE

date Monday 13th July 2009
commencing at 10.30 am

venue County Hall, West Bridgford
Nottingham

You are hereby requested to attend the above Meeting to be held at the time/place and on the date mentioned above for the purpose of transacting the business on the Agenda as under.



Chief Executive

Agenda

1. To note the appointment of Councillor Mrs K L Cutts to the Chair and Councillor A Rhodes to the Vice-Chair of Administration Committee, as agreed by County Council on 18th June 2009
2. Terms of Reference and membership of Administration Committee.
3. Apologies for Absence
4. Declarations of Interest by Members and Officers:- (See Note 2 below)
 - (a) personal
 - (b) prejudicial
5. **Members' attendance at Conference and Seminars and other County Council business**
 - (a) Attendance at 2009 Planning Summer School
 - (b) Pensions Investment Sub-Committee meeting, LGC Investment Summit and Pension Fund Property Inspection 2009
 - (c) Unveiling Ceremony of The Sherwood Foresters Western Front Memorial

- (d) Members' Surgeries
- (e) National Children and Adult Services Conference 2009

6. Hospitality

- (a) Duke of Edinburgh's Award Certificates Presentations – Newark & Sherwood Area
 - (b) Show Racism the Red Card Civic Event
 - (c) Civic reception for Outstanding Schools
7. Appointments to Outside Bodies
8. Administration Committee – Urgent Approvals Process

NOTES

- (1) 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 08449 80 80 80.
- (2) a) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Standing Orders. Those declaring must indicate whether their interest is personal or prejudicial and the reasons for the declaration. As members of the public are permitted to speak at this Committee any Member declaring a prejudicial interest will be entitled to make representations, give evidence or answer questions about the matter he/she has an interest in. However, that Member must immediately leave the room when they have finished speaking and not seek to improperly influence a decision in which they have a prejudicial interest.
- b) Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Chris Holmes or a colleague in the Chief Executive's Department prior to the meeting.
- (3) Members are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information may be recycled. Appropriate containers for this purpose are located in the respective Secretariats.
- (4) Information in respect of this meeting is available in a wide range of languages which can be provided on request and can also be provided in large print, Braille and audio. Please contact the number referred to above if required.