



meeting ADMINISTRATION COMMITTEE

date 31ST March 2004 agenda item number **5(K)**

REPORT OF MEMBERS' SERVICES

1. TRAVEL AND CONFERENCE POLICY HOSPITALITY – REPORT ON URGENT DECISIONS

2. Purpose of Report

To inform Members of decisions taken under the Urgent Approval procedures.

3. Background

The Committee has agreed previously the procedures shown in Appendix A for obtaining urgent decisions in relation to the Travel and Conference Policy. This report gives details of decisions taken since the last meeting.

(a) Invitation for 3 people to attend a Fair of Education in Poznan 19th-23rd February 2004.

Approval was given for two Head Teachers and the Polish Liaison Officer to attend this major conference in Poznan. The theme was Education in the region, Europe and the world. The costs of food and accommodation were to be met by Poznan City. The travel costs of approximately £1,200 will be met from the Education Policy Initiatives budget.

(b) Cabinet Member attendance at meeting with European Commission – 22 March 2004.

Approval was given for Councillor Colin Bromfield Cabinet Member for Culture to attend a meeting with the Head of Directorate A within Europe Aid, one of the Directorates General of the European Commission with responsibility for the TACIS programme of technical assistance.

The costs of travel are not expected to exceed £700 to be met from the Culture and Community Portfolio's International and Twinning Budget for 2003/04.

(c) Delivering Local Services: “What makes a good Public – Private Partnership” – London – 18th March 2004

Approval was given for Councillor Kate Allsop to attend the Westminster Briefing held in London on 18th March 2004.

The cost of the conference is £195.00, to be met from the Members’ Training Budget. The cost of travel (£165) and subsistence will be met from the Members’ Allowances Budget.

d) SOCPO Conference 2004 – 10th-12th March 2004

Approval was given for Councillor Alan Davison to attend the SOCPO Conference in Brighton. This approval was required because places had been booked in accordance with the Committee’s decision at its last meeting, that the Councillor representation should be from the Personnel Committee. Councillor Davison attended as there was no other Labour Member available to attend and it would not have been possible to recover all of the costs associated with a vacant place. Details of the costs were reported at the last meeting and they were to be met from the 2003/04 budget for County Personnel Services within the Staffing and Best Value Portfolio.

(e) CLES Annual Conference – 24th March 2004 – Liverpool

Approval was given for two Members of the Labour Group and one member of the Conservative Group to attend the CLES (Centre for Local Economic Strategies) Annual Conference on 24th March 2004 in Liverpool.

The cost was estimated to be £2,081, of which £1406.00 was the conference fees will be met from the Economic Development Budget.

(f) The Impact of the Children’s Green Paper on Local Authorities – Wednesday 31st March 2004 – London.

Approval was given for Councillor J Anthony, Councillor C Preston and one Member of the Conservative Group to attend the Impact of the Children’s Green Paper on Local Authorities.

The costs associated with the event, and which are to be met from the Social Services portfolio, were

Conference Fee	£928.00
Travel	£294.00
Accommodation	£230.00
Subsistence	£ 17.00

Travel to the event was by 1st Class Rail, which is permitted under the Members’ Allowances Scheme.

- (g) **Invitation from the President of Poznan for a team from Nottinghamshire to deliver a Drug Awareness Training even in Poznan: 27 March – 1 April 2004.**

Approval was given for Councillor J Clarke, two officers of the County Council and one police officer to deliver a training event on drug awareness in Poznan.

The costs of food and accommodation will be met by Poznan City. The travel costs of approximately £1,200 will be met from the International and Twinning budget.

- (h) **EINET Seminar – 24 – 27 March 2004 – Brugge, Belgium**

Approval as given for two Members of the Labour Group and one Member of the Conservative Group to attend the EINET Seminar in Brugge, Belgium, 24 – 27 March 2004.

The cost of attendance is estimated to be £2610.00 to be met from the Members' Services budgets (allowances, conferences, training).

Note: Only two places were taken up.

Statutory & Policy Implications

As described in the appendix, there are agreed processes for the taking of urgent decisions under the Travel and Conferences Policy. Urgent decisions were necessary to enable participation/travel arrangements to be confirmed.

Recommendations

That the report be noted.

Director of Resources Financial Comments

To Follow

Executive Head of Democratic and Legal Services Comments

To Follow

**P A MAYFIELD
HEAD OF MEMBERS SERVICES**

Background Papers

- a) **Invitation for 3 People to attend a Fair Education with the title Education in the Region, Europe, World, Poznan 19-23 February 2004.**

Letter from President Grobelny to the Leader of the County Council dated 6 January 2004.

- b) **Cabinet Member attendance at meeting with European Commission – 22 March 2004.**

Approval Form signed by the Chief Executive 27 February 2004.

- c) **Delivering Local Services: “What makes a good Public Private Partnership” – London – 18th March 2004.**

Westminster Briefing Programme of Events

- d) **SOCPO Conference 2004 – 10-12 March 2004-03-15**

Approval Form signed by the Chief Executive 9 March 2004.

- e) **CLES Annual Conference – 24 March 2004 – London**

Conference Leaflet.

- f) **The Impact of the Children’s Green Paper on Local Authorities Wednesday 31 March 2004 – London.**

- g) **Invitation from the President of Poznan for a team from Nottinghamshire to deliver on Drug Awareness training event in Poznan 27 March – 1 April 2004.**

Letter from President of Poznan to Leader dated 5 February 2004.

- h) **EINET 24TH – 27TH MARCH 2004 – Brugge, Belgium**

Approval form signed by the Chief Executive dated 22 March 2004.