



meeting	ADMINISTRATION COMMITTEE	
date	7 TH NOVEMBER 2007	agenda item number

REPORT OF THE JOINT ACTING HEADS OF MEMBERS' SERVICES

ATTENDANCE AT CONFERENCES

1. Purpose of the Report

- 1.1 To regularise the attendance of Councillor Henshaw at three one-day conferences held earlier in the year.

2. Information and Advice

- 2.1 Councillor Henshaw has attended:-

- The Findings of the Future – Learning from the Cultural Pathfinders held on 25th July 2007 in London
- Councils and the NHS Improving Health and Wellbeing Locally held on 31st July 2007 in London
- New Ways of Financing Regeneration held on 12th September 2007 in London.

- 2.2 Unfortunately arrangements were made for Councillor Henshaw to attend the above conferences in accordance with the 72 hour rule set out in the Members' Allowances Scheme reference Schedule 2, paragraph K. On checking our records it became apparent that this section did not apply to him and that the approval of this Committee should have been sought in advance of any attendance.

- 2.3 Costs for attendance at each conference were very similar and totalled £1,042.00 for conference fee and rail travel.

- 2.4 Councillor Henshaw is preparing written reports on his attendance in accordance with the Committee agreed Policy.

3. RECOMMENDATION

- 3.1 That the action taken in making the arrangements referred to above be endorsed.

PAUL ROBINSON CHRIS HOLMES
JOINT ACTING HEADS OF MEMBERS' SERVICES

Statutory and Policy Implications

This report has been compiled after consideration of implications in respect of finance, equal opportunities, personnel, crime and disorder and those using the service and where such implications are material they have been described in the text of the report.

Strategic Director of Resources Financial Comments (MB 12/10/07)

The cost of the conferences can be met from the 2007/08 Members Allowances budget.

Legal Services Comments (KK 15/10/07)

The Administration Committee is responsible for approving expenditure to be incurred for Member attendance at conferences and seminars including expenditure on travel, accommodation and associated costs. In cases of genuine urgency, approval can be given by the Chief Executive following consultation with the Chair, the Vice-Chair and main Minority Group spokesperson of the Administration Committee and subject to a report back to the next available meeting of the Committee. Retrospective approval for attendance is not possible therefore this report is for noting only.

Background Papers Available for Inspection

Conference leaflets.