

report



meeting	Administration Committee	
date	26 th April 2006	agenda item number

REPORT OF THE HEAD 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) County Council's Network Strategically Local Working with Communities

Approval was given for one Member to attend the County Council's Network Strategically Local Working with Communities in London on 12th April 2006.

The total estimated cost to the Council will be £242.24 to be met from Members' Services Budget.

Reasons for urgency were that it was not possible to take a report to a scheduled meeting of the Committee because arrangements need to be made before the last scheduled meeting of the Committee.

b) Health Select Committee and Social Services Select Committee Member Seminar

Approval was given to hold a Member Seminar at County Hall on 21 March 2006.

The total estimated cost to the Council will be £500 to be shared between the Scrutiny and Members Training Budget.

Reasons for urgency were that it was not possible to take a report to a scheduled meeting of the Committee because arrangements need to be made before the last scheduled meeting of the Committee.

Statutory and Policy Implications

3. 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

4. That the report be noted.

**PATRICIA HOLT-MURPHY
HEAD OF MEMBERS' SERVICES**

Legal Services' Comments (KK)

This report is for noting only

Director of Resources' Financial Comments (MB)

The financial implications are outlined in the report.

Background Papers Available for Public Inspection

- a) County Council's Network Strategically Local Working with Communities

Report of the Head of Members' Services

Approval Form signed by the Chief Executive 30 March 2006.

b) Health Select Committee and Social Services Select Committee
Member Seminar

Report of Head of Scrutiny

Approval Form signed by the Chief Executive 17 March 2006.