




ADMINISTRATION COMMITTEE

Date Wednesday, 6 April 2005
commencing at 2.00 pm

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. Minutes of the last meeting held on Wednesday 16 February 2005
2. Apologies for Absence
3. Declarations of Interest by Members and Officers:- (See note 4 below)
 - (a) personal
 - (b) prejudicial
4. Statement of Accounts
5. **Travel, Accommodation, Conferences and Seminars**
 - a) LGA and Home Office Conference – Tackling Domestic Violence
 - b) Travel to Attend the Children’s Day Mini Basketball Tournament in Poznan
 - c) Staff Attendance at the UK Study Week in Reggio Emilia, Italy
 - d) CIPFA Conference
 - e) LGC Public Sector Pension Fund Investment Seminar
 - f) Fourth Annual Assembly of Standards Committee

- g) "Their Past Your Future" – Educational Study Visit to Poland
 - h) Urgent Approvals
 - i) Bus Station Study Tour – Notification of Postponement
 - j) Duke of Edinburgh Award Presentations
6. Robin Hood Airport Doncaster, Sheffield Consultative Group
 7. Internet and E Mail Policy for Councillors
 8. Being a Councillor
 9. I.T. for Members
 10. The Post Election Period

NOTES

1.
 - a) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Standing Orders. Any declaration should include the factual circumstances of the declaration, ie the nature of interest and the reasons why it is made.
 - b) Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Members' Services prior to the meeting.
2. A meeting of the Labour Members of the Committee will be held on Wednesday 6 April 2005 at 1.30pm.
3. Members are reminded that all 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. 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 Members Services within the Chief Executive's Department at County Hall (telephone Nottingham (0115) 977 4009).
6. Information in respect of this meeting is available in a wide range of languages and formats including Urdu, Hindi, Gujerati, Bengali and Punjabi and can also be provided in large print, Braille and audio. Please contact the number referred to above if required.