




ADMINISTRATION COMMITTEE

Date Wednesday 5th December 2007
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. Minutes of the last meeting held on Wednesday, 7th November 2007
2. Apologies for Absence
3. Declarations of Interest by Members and Officers:- (See note 1 below)
 - (a) personal
 - (b) prejudicial
4. Statement of Accounts
5. **Travel and Accommodation, Conferences and Seminars**
 - a) NAPF Investment Conference
 - b) Urgent Approvals
6. **Hospitality**
 - a) Adult and Community Learning Service Family Learning Celebration Event.

7. **Outside Bodies**

- a) The Corporation Board of North Nottinghamshire College
 - b) East Midlands Adult Social Care and Health Councillor Network
 - c) Local Government and East Midlands Regional Migration Partnership
 - d) Nottinghamshire Valuation Tribunal Service
 - e) Queen Elizabeth's Endowed School Mansfield – Appointment to Trust.
8. Chairman's Civic Dinner – March 2008
9. Annual Legal Service – January 2008
10. Reports Back on Conferences or Other Approved Visits.

NOTES

1. (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. Any Member or Officer who declares a prejudicial interest in an item must withdraw from the meeting during discussion and voting upon it, unless a dispensation has been granted.
- (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, 5th December 2007 at 10.00am
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 or e-mail sue.kirkwood @nottscc.gov.uk).
5. 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.