



meeting ADMINISTRATION COMMITTEE

date 1 DECEMBER 2004

agenda item number

REPORT OF THE HEAD OF MEMBERS' SERVICES

REQUESTS FOR URGENT APPROVAL – TRAVEL, ACCOMMODATION, CONFERENCES AND SEMINARS

1. Purpose of the Report

1.1 To inform Members of decisions taken under the agreed procedures.

2. Background Information

2.1 The Travel and Accommodation policy and previous decisions of the Committee enable urgent decisions in relation to be taken to travel, accommodation, conferences and seminars. This report gives details of decisions taken since the last meeting.

a) Meeting Local Government Pension Scheme with Ministers and local MPs. Thursday 16 November 2004 – London.

Approval was given for two Members and one Officer to attend a meeting with Government Ministers and Local MPs to be held at the House of Commons on 16 November 2004.

b) The International and European Dimension in Nottinghamshire Schools

Approval was given for Officers travelling abroad for more than four days on programmes as detailed in the attached schedule (Appendix A) during the 2004/05 financial year.

c) Attendance at Alliance for Regional Aid Steering Group Ministerial Meeting, Monday 15 November 2004.

Approval was given for Councillor Winterton and one Officer to attend an Alliance for Regional Aid Steering Group meeting with Douglas Alexander MP, 15 November 2004.

d) **LGA Annual Local Government Finance Conference London – 2 December 2004**

Approval was given for two Members and one Officer to attend the LGA Annual Local Government Finance Conference, London – 2 December 2004.

3. **Statutory and Policy Implications**

As described in the Appendix, 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.

4. **Recommendation**

That the report be noted.

**Patricia Holt-Murphy
Head Of Members' Services**

Legal Services Comments (KK)

To Follow.

Director of Resources Financial Comments (MB)

The financial implications are outlined the reports prepared to support the urgent approval forms signed by the Chief Executive and listed below.

Background Papers Available for Inspection

a) **Meeting on Local Government Pension scheme with Ministers and Local MPs – Tuesday 16 November 2004.**

Approval Form signed by the Chief Executive dated 18.11.04
Report of the Chief Executive.

b) **The International and European Dimension in Nottinghamshire Schools**

Approval From signed by the Chief Executive dated 15.10.04.
Report of the Director of Education and the Director of Culture and Community.

c) Attendance at Alliance for Regional and Steering Group, Ministerial Meeting, Monday 15 November 2004, London.

Approval Form signed by the Chief Executive dated 10.11.04
Report of the Director of Culture and Community

d) LGA – Local Government Finance Conference, 2 December 2004.

Approval Form signed by the Chief Executive dated 18.11.04
Report of the Director of Resources.