



meeting      **ADMINISTRATION COMMITTEE**

date            **18 February, 2004**

agenda item number

### **REPORT OF HEAD OF MEMBERS' SERVICES**

1.      **REQUESTS FOR URGENT APPROVAL - TRAVEL AND CONFERENCE POLICY**

2.      **Purpose of the Report**

To inform Members of urgent decisions taken under the Urgent Approval procedures.

3.      **Background**

The Committee has agreed previously the procedures shown in Appendix A for obtaining urgent decisions in relation to the Travel and Conference Policy. This report gives details of decisions taken since the last meeting.

a)      **Annual Conference of the Warwick University Local Authorities Research Consortium 26<sup>th</sup> – 27<sup>th</sup> January 2004**

Approval was given for Councillor Warner, Councillor Joyce Bosnjak and Councillor P D Prebble to attend the Annual Warwick University Local Authorities Research Conference (two decisions, one for Councillor Bosnjak and Warner, and one for Councillor Prebble).

The cost of the conference is £450 per person, to be met from this within the Leader's budget for attendance at Conferences.

b)      **Westminster Briefing – Youth Justice – London 27 January 2004**

Approval was given for Councillor P Tsimbiridis to attend the Westminster Briefing – Youth justice in London, 27 January 2004.

The cost of the Briefing is £175, to be met from the Members' Training Budget. The cost of travel (£165) and subsistence will be met from the Members' Allowances budget.

**c) Invitation for the Polish Liaison Officer to attend meetings to progress the Investors;- People Project, the Police Authority Drug – related crime project and Domestic Abuse Project**

Approval was given for the Polish Liaison Officer to attend meetings in Poznan and Warsaw. The costs of food and accommodation will be met by Poznan City. The travel cost of approximately £500 will be met from the International and Twinning Budget with any subsistence expenses coming from the same budget.

**d) The County Council's Beacon Application for Services for Older People at Westminster – Wednesday, 28 January 2004-02-09**

Approval was given for the Leader of the County Council, Director of Social Services, an Officer of the County Council, a representative of the Nottinghamshire Old People's Advisory Group and the Pensions Services Partnership Development Manager to attend the presentation of the County Council's application for services for older people. As it was necessary to work during the journey and there were health issues in relation to one of the participants, approval was given to first class travel and the use of taxis whilst in London. The cost will be met by the Social Services Department (£605 for travel, together with the usual subsistence, yet to be claimed).

**e) Joint Coalfield Communities Campaign and English Partnerships Annual Members Forum**

Approval was given for three Members of the County Council to attend the Joint Coalfield Communities Campaign and English Partnerships Annual Members Forum. In the event only two Members attended. The costs shown below, which estimated will be funded from the conferences budget within the Economic Portfolio are therefore for two representatives:-

Conference fee	£55.00 each =	£110.00
Travel	£69.81 =	£ 69.81
Subsistence	£16 x 24 x 2 =	£ 32.48

**£212.29**

**f) CPA – Capacity Building – Melton Mowbray 3 February 2004**

Approval was given for Councillor Winterton to attend the 'CPA – Capacity Building – Improving Your Council, 3 February 2002 in Melton Mowbray.

The costs involved are:-

Conference fee	free
Travel	£50.00
Subsistence	£ 8.60

**£58.60**

The fee will be met from the Members' Training Budget 2003/04, with the remaining costs coming, from the Members' Allowances Budget.

**g) Local Government Association – Annual Urban Conference – Leeds, 3 – 4 February 2004**

Approval was given for Councillor Gilfoyle and Councillor Barsley to attend the Local Government Association's – Annual Urban Conference in Leeds on 3 – 4 February 2004.

The estimated costs of the conference are £610. They will be met as appropriate from the 2003/04 budget for Members' conferences expenses, within the Leader's portfolio and the Members' Allowances budget.

**Statutory & Policy Implications**

As described in the appendix, there are agreed processes for the taking of urgent decisions under the Travel and Conferences Policy. Urgent decisions were necessary to enable participation/travel arrangements to be confirmed.

The departure from 'usual travel' for the Beacon Application (shown 2d in the report) was agreed after consideration of all the options available for the particular circumstances involved. The agreed arrangements are covered by sections 1.4 and 2.4 of the policy.

**Recommendation**

That the report be noted.

**P A MAYFIELD  
HEAD OF MEMBERS SERVICES**

## **Head of Legal Services' Comments (KK)**

## **Director of Resources' Financial Comments (MB)**

### **Background Papers**

- a) **Annual Conference of the Warwick University Local Authorities Research Consortium 26<sup>th</sup> – 27<sup>th</sup> January 2004.**

Approval forms signed by Chief Executive on 15 January and 21 January 2004.

Papers/programme for the meeting.

- b) **Westminster Briefing – Youth Justice – Westminster Tuesday, 27 January 2004**

Approval form signed by Chief Executive on 29 January 2004.

Briefing paper from Westminster briefing for the meeting.

- c) **Invitation for the Polish Liaison Officer to attend a series of meetings to progress the Investors in People Project, the Police Authority drug related crime project and Domestic Abuse project (25 – 28 January)**

Approval form signed by the Assistant Chief Executive on 23 January 2004 and by Chief Executive 27 January 2004.

Letter from President Girbeling to the Leader of the County Council dated 19 January 2004.

- d) **The County Council's Beacon Application for Services for Older People at Westminster – Wednesday, 28 January 2004.**

Approval form signed by the Chief Executive on 26 January 2004.

**e) Joint Coalfield Communities Campaign and English Partnerships  
Annual Members Forum – 29 January 2004**

Approval form signed by the Chief Executive on 15 January 2004

CCC/EP Event Flyer

**f) CPA – Capacity Building**

Approval form signed by the Chief Executive on 29 January 2004.

Letter from the East Midlands Regional LGA giving conference details.

**g) Local Government Association – Annual Urban Conference –  
Leeds 3 - 4 February 2004**

Approval form signed by the Chief Executive 15 January 2004

Letter from the LGA giving conference details.