



Meeting ADMINISTRATION COMMITTEE

Date 30<sup>TH</sup> JUNE 2004 (10.30 am – 11.08 am)

**Membership**

Persons absent are marked with `A`

**COUNCILLORS**

A Vicki Smailes (Chair)  
Rita Sharpe (Vice-Chair)

|   |                   |   |                  |
|---|-------------------|---|------------------|
| A | Roy R J Barsley   | A | Yvonne Davidson  |
| A | Sue Bennett       | A | T A J Pettengell |
| A | M M Brandon-Bravo |   | Nellie Smedley   |
|   | Steve Carroll     |   | David Taylor     |
| A | John Carter       |   |                  |
|   | Mrs K L Cutts     |   |                  |

**ALSO IN ATTENDANCE**

Councillor Chris Preston

**CHAIR**

In the absence of Councillor Vicki Smailes, Councillor Rita Sharpe took the Chair.

**MINUTES**

**RESOLVED:-**  
**2004/064**

That the Minutes of the last meeting of the Committee held on 11 May 2004 be agreed as a correct record and be signed.

**NOTE**

In accordance with the above Resolution, the Minute Book was signed by Councillor Rita Sharpe.

## **APOLOGIES FOR ABSENCE**

Apolgies for absence were received from:-

Councillor Roy R J Barsley  
Councillor Sue Bennett\*  
Councillor M M Brandon Bravo  
Councillor John Carter  
Councillor Yvonne Davidson\*  
Councillor T A V Pettengell\*  
Councillor Vickie Smailes

\* Denotes absence on other County Council Business.

## **DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS**

There were no declarations of interest by Members or Officers.

## **COUNTY HOSPITALITY BUDGET – FINANCIAL SUMMARY**

The Director of Resources had circulated with the agenda a report which gave details of the current position in relation to the County Hospitality Budget 2004/05.

### **RESOLVED** **2004/065**

That the report be noted.

## **ATTENDANCE AT UK- RUSSIAN LOCAL ENVIROMENT CONFERENCE, SEPTEMBER 2004**

### **RESOLVED:-** **2004/066**

That approval be given for the attendance of Councillor Colin Bromfield and Mr Al Kestenbaum at the UK - Russian Local Environment Conference in Volgograd from 10 -13 September 2004 at an estimated cost of £1,590, to be met from the Twinning Budget within the Leaders Portfolio.

Arising from the above, the Committee further:-

### **RESOLVED:-** **2004/067**

1. That attendees/participants at conferences/visits approved by this Committee under the Travel and Conference Policy be required to report back to the Committee, and elsewhere within the Council as appropriate, on the outcomes and benefits arising from their attendance.

2. That the Head of Members' Services be asked to produce for consultation with the Chair, Vice-Chair and Conservative Group spokesperson, a suggested template to be used by authors of the reports referred to above.
3. That, following the consultation referred to at 2 above, the template be circulated widely within the Council and used in respect of all reports back on conferences, etc.

### **LGC PUBLIC SECTOR PENSION FUND INVESTMENT SEMINAR**

#### **RESOLVED:** **2004/068**

1. That two Members of the Labour Group and one Member of the Conservative Group be authorised to attend the Investment Seminar in Southampton on 2 and 3 September 2004.
2. That it be noted that an officer from the Resources Department is also to attend the Seminar.

### **ANNUAL LORD BYRON INTERNATIONAL BASKETBALL TOURNAMENT**

Prior to consideration of her report, the Head of Members' Services informed Committee that the maximum amount of subsistence allowance which could be claimed in respect of the visit to Messalonghi was £75 per day (£750 for 10 days). This meant that the total cost of the visit was estimated at £1,660.

#### **RESOLVED:-** **2004/069**

That the Chairman of the County Council and her escort be authorised to attend the Annual Lord Byron Tournament in Messalonghi, Greece, from 22 to 31 October 2004.

### **LOCAL GOVERNMENT ASSOCIATION ANNUAL EDUCATION CONFERENCE 2004**

#### **RESOLVED:-** **2004/070**

That the Cabinet Member for Education, one Labour Group Member, one Conservative Group Member and one officer from the Education Department be authorised to attend the LGA Annual Education Conference in Gateshead from 18 to 20 October 2004.

### **ATTENDANCE AT LGPS TRUSTEES CONFERENCE**

#### **RESOLVED:-** **2004/071**

1. That one Labour Group Member and one Conservative Group Member be authorised to attend the LGPS Trustee Conference at York on 13/14 October 2004.

2. That the cost be met from the Pension Fund's Trustee Training and Activities Budget.

### **BUILDING BETTER COMMUNITIES (BBC) LAUNCH EVENT**

#### **RESOLVED:-** **2004/072**

That approval be given to the provision of hospitality on 15 July 2004 at the BBC Launch event, subject to the cost being met from the Building Better Communities Budget.

### **NEW APPEALS ORGANISATION**

#### **RESOLVED:-** **2004/073**

1. That a morning reception be provided on a date to be arranged in July 2004, at which the proceeds of a sponsored swim will be presented.
2. That the cost, estimated at £362, be met from the County Hospitality Budget.

### **ACTE: ASSOCIATION OF EUROPEAN TEXTILE COMMUNITIES**

#### **RESOLVED:-** **2004/074**

1. That approval be given for the County Council to host an ACTE Executive meeting in October 2004, with the cost being met from the International Clothing Centre budget within the Economic Development portfolio.
2. That Councillor Winterton be authorised to attend the ACTE General Assembly to be held in Sabadell, Spain on a date to be arranged in October 2004.
3. That attendance at meetings of ACTE which require approval under the Travel and Conference policy be the subject of reports to this Committee (or under agreed Urgency procedures when necessary) on each occasion, so that precise details of costs etc can be considered.

### **ACKNOWLEDGEMENTS**

#### **RESOLVED:-** **2004/075**

That the report be noted.

## **EDUCATION HOSPITALITY BUDGET – FINANCIAL SUMMARY FOR 2003/4**

### **RESOLVED:-** **2004/076**

1. That the report be noted.
2. That Portfolio holders and Chief Officers be reminded of the need to report annually to this Committee on expenditure on hospitality which has been met from other than the County Hospitality Budget.

### **REQUESTS FOR URGENT APPROVAL – TRAVEL AND CONFERENCE POLICY**

During consideration of the report, the Committee raised concerns about the number of occasions upon which the agreed urgency procedures had been used. It was felt that, in respect of some of the items contained in the report; it was likely that there should have been sufficient time available for reports to be present to the Administration Committee in accordance with normal arrangements. In the circumstances, it was:-

### **RESOLVED:-** **2004/077**

That officers and Members be reminded of the need to build into event/travel planning schedules the need to report to the Administration Committee for early approvals under the Travel and Conference Policy.

### **TRAVEL AND CONFERENCES, CONTINUED**

Members then went on to consider issues arising from individual items contained in the report. During debate, the following points emerged:

- Information was shared about the circumstances in which additional overnight stays may be authorised in connection with conferences and the like.
- Members reflected on the use of first class rail travel to conferences and other visits where the starting time and location some distance from travel arrival points would mean early travel. In these circumstances; it could be more appropriate to travel first class as the fare included car parking, breakfast, refreshments during the return journey and, in the case of London, Underground travel. This would avoid the need for the Council's representatives to make additional claims for breakfast and tea/supper allowances, or for onward travel. If the convenience of having a pre-booked seat was factored in, there may be little difference in cost.
- Members were aware of the various fares available for rail travel to London, but commented that they were not available during peak times. The County Council's representatives usually needed to travel on trains where such fares were not applicable.

- It was noted that it was the Council's practice to use Standard Class fares for all non-peak rail travel and that Members' Services pre-purchased supplies of Standard Class tickets to London, which can be used on any train, resulting in financial savings for the authority.
- Members noted also that the majority of the Council's representatives attending early meetings in London were likely to use the period of rail travel to prepare for their meeting or, in the case of the return journey, to write reports on outcomes etc.

The Committee was aware that the Standards Committee's consideration of the Travel and Conference Policy was ongoing and it was:-

**RESOLVED:-**  
**2004/078**

That the above comments be brought to the attention of the Standards Committee.

**ADDITIONAL ITEM**

The Vice-Chair had agreed the submission of the following additional item on the grounds that a decision was needed to enable participation in a forthcoming visit.

**DUTY LEAVE**

**RESOLVED:-**  
**2004/079**

That Roy Tomlinson be authorised to participate in Youth Exchange in Portugal from 8-15 August 2004.

**CHAIR**

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