

## AGENDA

1. Minutes
  - (a) Minutes of the last meeting of the Administration Committee held on 13 September 2011 – for confirmation.
  - (b) Draft minutes of the last meeting of the Urgency Sub Committee held on 4 October 2011– for information.
2. Apologies for absence.
3. Declarations of Interest by Members and Officers:- (see note 2 below)
  - (a) Personal
  - (b) Prejudicial
4. County Hospitality Budget - Financial Summary.
5. Notification of decisions taken under urgency procedures.
6. Members' attendance at Conference and Seminars and other County Council business / Officers' travel outside of the United Kingdom

Approval of a site visit to Dublin to evaluate a potential software solution.
7. Hospitality

Hospitality for the County Council's Annual Christmas Concert.

  - (1) 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:-

Customer Services Centre 08449 80 80 80
  - (2) 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.

Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Ruth Rimmington (Tel. 0115 977 3825) or a colleague in the Governance Team prior to the meeting.

- (3) Members are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

Ref: A\_1 Nov 2011