

# report



**TRAVEL AND ACCOMMODATION POLICY  
REQUEST FOR URGENT APPROVALS – TRAVEL, ACCOMMODATION,  
CONFERENCES AND SEMINARS**

ADMINISTRATION COMMITTEE - WEDNESDAY, 1<sup>ST</sup> FEBRUARY 2006

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

### **REQUESTS FOR URGENT APPROVALS – TRAVEL, ACCOMMODATION, CONFERENCES AND SEMINARS**

#### **1. Purpose of Report**

To inform Members of decisions taken under the agreed procedures.

#### **2. Information and Advice**

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

In cases of urgency, the Chief Executive can take decisions following consultation with the Chair, Vice-Chair and Leader of the main minority group spokesperson. This report describes decisions taken by the Chief Executive within those arrangements since the last meeting of the Administration Committee. In each case, it was necessary to operate the urgency procedures so that appropriate bookings could be made.

##### **a) LGA/Annual Capital Finance Conference**

Approval was given for Councillor Jackson to attend the above on Monday, 11 December 2005.

The total cost to the Council for Conference fees and standard fare rail travel is £349, and will be met from the Members' Training Budget.

Reason for urgency was that the Conference was arranged before the next scheduled Administration Committee.

b) National Association of Pension Funds (NAPF) Conference

Approval was given for 2 Members and 1 Officer to attend the NAPF Investment Conference in Edinburgh on 15 – 17 March 2006.

The total cost to the Council for accommodation, conference fee and standard fare rail travel is £3,940, and will be met from the Pension Fund's Budget for trustee training expenses.

Reason for urgency was that the Award Ceremony was arranged before the next scheduled Administration Committee.

c) Bus Station Study Tour

Approval was given for 23 Nottinghamshire County Councillors (5 from the LTP2 Working Group), up to 12 District and Borough Councillors, and up to 12 officers to attend the Bus Station Study Tour on 10<sup>th</sup> January 2006.

The estimated cost for the Study Tour is estimated at up to £1000 to include transport and all meals. The cost will be met from the Members' Conference Fund.

Reason for urgency was the date of the event was confirmed outside scheduled meetings of the Administration Committee.

d) NGLN Event Delivering A New Agenda for Local Government

Approval was given for 1 Member of the County Council to attend the NGLN. Delivering a new Agenda for Local Government in London on 18<sup>th</sup> January 2006.

The total cost to the County Council will be £620.00 which will be met from Members' Allowances.

Reason for urgency was the date of the event was confirmed outside scheduled meetings of the Administration Committee.

e) Local Government Association Conference "Delivering Sustainable Communities"

Approval was given for 2 Members of the Labour Group and 1 Member of the Conservative Group and 1 of their officers to attend the above in Birmingham 13 – 15 February 2006.

The estimated cost to the Council will be £2,964.52 for conference fees, accommodation and standard rail fare be met from the Members' Conference Budget.

Reason for urgency was the date of the event was confirmed outside scheduled meetings of the Administration Committee.

- f) National Association of Councillors Tackling Anti-Social Behaviour and Improving Community Safety Conference 13 – 15 January 2006 in York

Approval was given for 3 Members to attend the above conference in York, 13 – 15 January 2006.

The total cost to the Council will be £1,560 and will be met from the Members' Services Budget.

Reason for urgency was the date of the event was confirmed outside scheduled meetings of the Administration Committee.

- g) Annual Conference of the Warwick University Local Authorities Research Consortium and Health Service Partnership

Approval was given for Councillor P. D. Prebble to attend the above conference.

The total cost to the County Council will be £588.00 which will be met from the Members' Conference Budget.

Reason for urgency was the date of the event was confirmed outside scheduled meetings of the Administration Committee.

- h) Trading Standards and LACORS, Year Ahead Leadership Conference 2006

Approval was given for 3 Members of the County Council and 2 Officers to attend the Conference.

The total cost for the Members to attend is £1002 and will be met from the Trading Standards Budget and Members' Allowances Budget.

Reason for urgency was the date of the event was confirmed outside scheduled meetings of the Administration Committee.

- i) Local Government Pension Scheme Hot Topic Seminars Leeds/London 18/19 January 2006

Approval was given for two Members of the Pension Investment Sub-Committee and one Member of the Pensions Administration Sub-Committee to attend the Local Government Pension Scheme Hot Topic Seminars in Leeds/London on 18/19 January 2006.

The total cost to the Council for travel would be £80 and would be met from the Pension Fund Trustee Training Budget.

The reason for urgency was that the date of the event was confirmed outside the schedule of meetings of the Administration Committee.

j) Annual Conference of the Warwick University Local Authorities Research Consortium and Health Service Partnership

Approval was given for Councillor J. Bosnjak to attend the above conference on 23-24 January 2006.

The total cost to the County Council will be £588.00 which will be met from the Members' Conference Budget.

Reason for urgency was the date of the event was confirmed outside scheduled meetings of the Administration Committee.

k) Attendance at a Northern Way Conference – Wakefield 18<sup>th</sup> January 2006

Approval was given for Councillor Chris Winterton to attend a Coalfield Communities Campaign Transport for Coalfield Regeneration Conference in Wakefield on 18<sup>th</sup> January 2006.

The total cost for Councillor Winterton to attend this Conference will be £150.60 and will be met from the Members' Allowances Budget.

Reason for urgency was the invitation was not received by the County Council until 4<sup>th</sup> January 2006 as the Administration Committee is not scheduled until 1<sup>st</sup> February, there is a need to consider the proposal via the urgency procedure.

l) The Global Dimension in Nottinghamshire Schools Teachers International Professional Development (TIPD)

Approval was given for a Local Authority Officer to lead the TIPD group visit to Bordeaux in France, 18<sup>th</sup>-25<sup>th</sup> February 2006.

The total cost for the visit will be £650 and will be met from the Global Dimension Budget (Education).

Reasons for urgency the visit is due to take place between 18<sup>th</sup>-25<sup>th</sup> February 2006. The next planned meeting of the Administration Committee would not give sufficient time for Members to consider and approve the report.

### **3. Statutory and Policy Implications**

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. RECOMMENDATIONS**

That the report be noted.

**P A HOLT-MURPHY  
HEAD OF MEMBERS' SERVICES**

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

This report is for noting only

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

The financial implications are outlined in the report.

#### **Background Papers Available for Public Inspection**

a) **LGA/Annual Capital Finance Conference**

Report of the Head of Members' Services  
Approval Form signed by the Chief Executive 7 November 2005  
Conference Leaflet.

b) **National Association of Pension Funds**

Report of the Director of Resources  
Approval Form signed by the Chief Executive 28 November 2005  
Conference Leaflet.

c) **Report of the Director of Environment**  
Approval Form signed by the Chief Executive 1 December 2005  
Conference Leaflet.

d) **NGLN Event Delivering A New Agenda for Local Government**

Report of the Head of members' Services  
Approval Form signed by the Chief Executive 28 November 2005  
Conference Leaflet.

- e) Local Government Association Conference – Delivering Sustainable Communities
- Report of the Assistant Director, Regeneration  
Approval Form signed by Chief Executive 1 December 2005  
Conference publicity.
- f) National Association of Councillors Tackling Anti-Social Behaviour and Improving Community Safety Conference
- Report of the Head of Members' Services  
Approval Form signed by the Chief Executive 9 December 2005  
Conference leaflet.
- g) Annual Conference of the Warwick University Local Authorities Research Consortium and Health Service Partnership
- Report of the Head of Members' Services  
Approval form signed by the Chief Executive 19 December 2005.
- h) Trading Standards and LACORS, Year Ahead Leadership Conference 2006
- Report of the Assistant Director (Community Protection)  
Approval form signed by the Chief Executive dated 19 December 2005.
- i) Local Government Pension Scheme Hot Topic Seminars Leeds/London 18/19 January 2006
- Report of the Director of Resources  
Approval form signed by the Chief Executive dated 23<sup>rd</sup> December 2005.
- j) Annual Conference of the Warwick University Local Authorities Research Consortium and Health Service Partnership
- Report of the Head of Members' Services  
Approval form signed by the Chief Executive 12<sup>th</sup> January 2005.
- k) Attendance at a Northern Way Conference
- Report of the Assistant Director of Regeneration  
Approval form signed by the Chief Executive 12<sup>th</sup> January 2006.
- l) Development The Global Dimension in Nottinghamshire Schools Teachers International Professional Development (TIPD)
- Report of the Director Of Education  
Approval form signed by the Chief Executive 16<sup>th</sup> January 2006.