




ADMINISTRATION COMMITTEE

Date Wednesday 23rd April 2008
commencing at 10.30 am

venue County Hall, West Bridgford,
Nottingham

You are hereby requested to attend the above Meeting to be held at the time/place and on the date mentioned above for the purpose of transacting the business on the Agenda as under.



Chief Executive

Agenda

1. Minutes of the last meeting held on Wednesday, 12th March 2008.
2. Apologies for Absence.
3. Declarations of Interest by Members and Officers:- (See note 1 below)
 - (a) personal
 - (b) prejudicial
4. Statement of Accounts.
5. **Travel and Accommodation, Conferences and Seminars**
 - a) Attendance at 2008 Planning Summer School.
 - b) Seventh Annual Assembly of Standards Committees – 13th – 14th October 2008.
 - c) Adult Learners' Week Celebration.
 - d) Annual Conference of the Emergency Planning Society 2008.

- e) Attendance at Conferences.
- f) Annual Conference of the Trading Standards Institute.
- g) Pensions Investment Conference, Trustee Training and Pensions Investment Sub-Committee Meeting.
- h) Member Involvement in a Liaison Group for the Daneshill Landfill Site.
- i) Requests for Urgent Approvals.

6. Hospitality

- a) Building Better Communities (BBC) – Celebration Event.
- b) Civic Reception – The 2008 Alliance AGM.
- c) Discovery Award Association – Presentation of Discovery Awards – 30 October 2008.
- d) Commemoration Service and Reception-Battle of the Somme.
- e) The Global Dimension for Children and Young People in Nottinghamshire – Monitoring and evaluation of two week Primary Teachers’ Project in Nancy, France.
- f) Building Better Communities (BBC) Community Gift Competition - Prize Giving.

7. Reports Back on Conferences or Other Approved Visits.

8. Acknowledgements.

NOTES

1. (a) 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.
- (b) Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Members’ Services prior to the meeting.
2. A meeting of the Labour Members of the Committee will be held on Wednesday, 23rd April 2008 at 10.00am.
3. Members are reminded that all papers, with the exception of those which contain exempt or confidential information may be recycled.

Appropriate containers for this purpose are located in the respective Secretariats.

4. 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 Decision Making, Governance and Scrutiny within the Chief Executive's Department at County Hall (telephone Nottingham (0115) 977 3825 or e-mail ruth.rimington@nottsc.gov.uk or barabara.cooper@nottsc.gov.uk)
5. Information in respect of this meeting is available in a wide range of languages which can be provided on request and can also be provided in large print, Braille and audio. Please contact the number referred to above.

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