



meeting	ADMINISTRATION COMMITTEE	
date	20 October 2004	agenda item number

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

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

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

1.2 To inform Members of decisions taken under the agreed procedures.

#### **2. Background Information**

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

a) Nuclear Free Local Authority AGM and Annual Policy Briefing 14 – 15 October 2004 in Hull.

Approval was given for one Councillor and one Officer to attend the Nuclear Free Local Authority AGM and Annual Policy Briefing 14 – 15 October 2004 in Hull. The estimated cost of the Conference is £458.00 to be met from the Community Services Budget.

b) LGA – Annual Economic Regeneration Conference 2004. Bristol 26 – 28 October 2004.

Approval was given for three Councillors and one Officer to attend the LGA Annual Conference 2004 in Bristol on 26 – 28 October 2004.

The cost of the Conference is £2472.96 to be met from the Members and Officers Travel and Conferences within the Regeneration Portfolio.

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

- 3.1 As described in the Appendix, there are agreed processes for the taking of urgent decisions under the Travel and Conference Policy. Recent decisions were necessary to enable participation/travel arrangements to be confirmed.

#### **Recommendation**

That the report be noted.

**Patricia Mayfield**  
**Head of Members Services**

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

To Follow

#### **Director of Resources Financial Comments (R/MB)**

To Follow

#### **Background Papers**

- a) Nuclear Free Local Authority AGM and Annual Policy Briefing, 14 – 15 October 2004 in Hull.

Approval form signed by the Chief Executive on 22 September 2004.

- b) LGA Annual Economic Regeneration Conference 2004. Bristol 26 – 28 October 2004.

Approval form signed by the Chief Executive 30 September 2004.