

report



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| meeting | Administration Committee | |
| date | 14 th June 2006 | agenda item number |

REPORT OF THE HEAD OF MEMBERS' SERVICES

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

Purpose of Report

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

Information and Advice

2. The Travel and Accommodation policy and previous decisions of the Committee enable urgent decisions to be taken in relation for travel, accommodation, conferences and seminars. This report gives details of decisions taken since the last meeting.
3. 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) Travel to Attend the 50th Anniversary of the Poznan Uprising

Approval was given for one Member and one Officer to attend the 50th Anniversary of the Poznan Uprising in Poznan, Poland on 27th – 29th June 2006.

The total estimated cost to the Council will be £480, accommodation, meals and the cost of travel in Poland are provided free of charge by Poznan City Council. Other costs will be met from the International and Partnerships Budget.

Reason for urgency is that the date of travel is less than two weeks after the Administration meets on 14th June 2006. This planned meeting would not give

sufficient time for travel arrangements to be made for air-travel on 27th June and to give sufficient notice to allow the host, Poznan City Council, to book accommodation and internal travel given that 100,000 visitors are expected to be present in the city.

b) LGIU – Good Practice Seminar – Influential Scrutiny

Approval was given for four Members to attend the LGIU Good Practice Seminar: Influential Scrutiny on 13th June 2006 in London.

The costs to the Council will be £225 per person for conference fees and travel. The costs are to be met from the Members' Allowances Budget and Members' Training Budget.

Reason for urgency is the date of the event is prior to the next scheduled meeting of the Administration Committee.

Statutory and Policy Implications

3. 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.

RECOMMENDATIONS

4. That the report be noted.

**PATRICIA HOLT-MURPHY
HEAD OF MEMBERS' SERVICES**

Legal Services' Comments (KK)

This report is in accordance with the agreed procedure for dealing with urgent approvals and 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) Travel to Attend the 50th Anniversary of the Poznan Uprising 27th – 29th June 2006

Report of the Head of Members' Services
Approval Form signed by the Chief Executive 30 March 2006.

- b) LGIU – Good Practice Seminar: Influential Scrutiny 13th June 2006

Report of the Head of Members' Services
Approval form signed by the Chief Executive on 23rd May 2006.