



Meeting	ADMINISTRATION COMMITTEE
Date	TUESDAY, 11 TH MAY 2004 (2.00 pm – 2.21 pm)

membership

Persons absent are marked with `A`

COUNCILLORS

Vicki Smailes (Chair)
Rita Sharpe (Vice-Chair)

	Roy R J Barsley	A	Yvonne Davidson
	Sue Bennett		T A J Pettengell
	M M Brandon-Bravo OBE		Nellie Smedley
	Steve Carroll	A	David Taylor
A	John Carter	A	Mick Warner
A	Mrs K L Cutts		

MEMBERSHIP

The Head of Members' Services reported orally on the re-appointment of the Committee at the Annual Meeting of the Council and indicated that the only membership change was the appointment of Councillor Nellie Smedley in place of Councillor Reg Strauther.

RESOLVED:- **2004/042**

That the membership of the Committee (shown above) be noted.

APPOINTMENT OF CHAIR AND VICE-CHAIR

RESOLVED: **2004/043**

That the appointment by the County Council at its Annual Meeting on Thursday, 6th May 2004 of Councillor Vicki Smailes as Chair and Councillor Rita Sharpe as Vice-Chair of the Committee be noted.

MINUTES

The Minutes of the last meeting held on Wednesday, 31st March 2004, having been circulated previously, were agreed as a correct record and were signed by the Chair.

APOLOGIES FOR ABSENCE

Apologies for absence were received from:-

Councillor J Carter*
Councillor Mrs K L Cutts*
Councillor Yvonne Davidson*
Councillor David Taylor*
Councillor Mick Warner*

* denotes on other County Council business.

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor Rita Sharpe declared a personal and prejudicial interest in item 6c on the agenda. The 80th Anniversary of the Nottinghamshire Rural Community Council.

STATEMENT OF ACCOUNTS

A report of the Head of Resources had been circulated previously.

RESOLVED:- **2004/044**

That the report on expenditure and commitments against the 2003/4 and 2004/5 County Hospitality budgets be noted.

INVITATION FOR NOTTINGHAMSHIRE COUNTY COUNCIL TO CARRY OUT FINAL HEALTH CHECK FOR POZNAN CITY'S PREPARATION FOR INVESTORS IN PEOPLE (IIP) PROJECT

RESOLVED:- **2004/045**

That two Officers be authorised to attend the Health Check for Poznan City's preparation for IIP project in Autumn 2004, with the cost of food and accommodation being met by Poznan City, and the airfare and travel to Heathrow of £650 which will be met from the International and Twinning Budget.

NOTE:

During discussion on the above item, the Head of Members' Services undertook to let Members know which officers would be participating in the visit.

**VISIT BY YOUTH PARLIAMENT DELEGATION FROM THE DEPARTMENT
du NORD, FRANCE 5TH – 7TH JUNE 2004**

RESOLVED:
2004/046

- 1) That a welcome reception for the delegation from the Youth Parliament of the Department du Nord, hosted by the Chairman of the County Council on 5th June 2004 for approximately thirty guests.
- 2) That the estimated cost of £450 be met from the County Hospitality Budget.
- 3) That the Civic Officer be asked to ensure the appropriateness of the invitation list by including a broad range of Councillors from all Parties.

**STUDY VISIT BY THE EUROPEAN FUNDS BUREAU, POZNAN CITY
COUNCIL**

RESOLVED:-
2004/047

- 1) That approval be given for the provision of hospitality for fifteen guests in the form of an evening reception hosted by the Chairman to welcome Directors and Officers from the European funds Bureau of Poznan City.
- 2) That the estimated cost of £225 be met from the County Hospitality Budget.

STAFF WORKING ABROAD

RESOLVED:-
2004/048

- 1) That two members of staff at Beeston Day Centre be authorised to take ten clients abroad to San Antonio Bay, Ibiza, Spain, on 15th October – 22nd October 2004.
- 2) That the estimated staff costs of £750 be met by Beeston Day Centre's Budget with service users' costs being financed from their own contributions.

NATIONAL TRANSPORT AWARDS – 8 JULY 2004

RESOLVED:-
2004/049

- 1) That the Leader of the County Council, the Leader of the Conservative Group the Leader of the Liberal Democrats Group and Councillor Terry Butler be authorised to attend the National Transport Awards Dinner in London 8th July 2004 and that the cost of the event (estimated to be £1610.88) be met from the Environment Budget.

- 2) That Councillor Terry Butler be authorised to attend the 7th UK Chairs of Transport Conference and that the estimated cost of £916.57 be met from the Environment budget.

NATIONAL SOCIAL SERVICES CONFERENCE 2004

RESOLVED:-

2004/050

- 1) That 2 elected Members of the Labour Group and 1 Member of the Conservative Group, the Chief Executive and one Member of the Voluntary Sector be authorised to attend the National Social Services Conference 2004.
- 2) That the total estimated cost of £916.57 per delegate for conference fees, accommodation, travelling expenses and subsistence be met from the Social Services budget 2004/05.

ATTENDANCE AT PLANNING SUMMER SCHOOL, UNIVERSITY OF READING – 3RD – 7TH SEPTEMBER 2004

RESOLVED:-

2004/0051

- 1.. That 6 Members of the Planning Committee be authorised to attend the Planning Summer School, University of Reading, 3rd – 7th September 2004.
2. That the cost be met 50/50 from the Environment Department's budget and the Members' Training budget for 2004/05.

PENSION FUND INVITATION – LONDON – 17TH MAY 2004

RESOLVED:-

2004/052

- 1) That approval be given for the attendance of Councillor J Carter at a lunchtime Seminar provided by Citigroup Asset Management on 17th May 2004 in London.
- 2) That it be noted the estimated travelling costs of £160 will be met from the Pension Fund Trustee Training and Activities Budget.

ACTE ASSOCIATION OF EUROPEAN TEXTILE COMMUNITIES, EXECUTIVE MEETING 14TH MAY 2004, ROUBAIX, FRANCE

RESOLVED:-

2004/053

- 1) That approval be given for Councillor Winterton and one officer to attend the ACTE, Executive meeting in Roubaix, 14th May 2004 with the costs being met from the Economic Development budget.

TRAVEL AND CONFERENCE POLICY

URGENT DECISIONS

RESOLVED:- **2004/054**

That the report on approvals given under emergency provisions in respect of the following events/travel be noted:-

- a) Best Value Service Review – Glasgow Friday, 23rd April 2004.
- b) PFI Waste Contract – Procurement – Visits to Reference Plants
8th -11th May 2004.
- c) East Midlands Public Health Conference, 14th May 2004 – Leicester.

PRE-DINNER RECEPTION FOR DELEGATES TO THE NOTTINGHAM EARLY YEARS CONFERENCE 8TH JULY 2004

RESOLVED:- **2004/055**

- 1) That approval be given for the provision of a pre-dinner reception at the Nottingham Early years Conference on 8th July 2004, and that Councillor M Storey be authorised to attend the Conference to welcome delegates on behalf of the County Council.
- 2) That the cost of the reception (estimated £400) be met from the County Hospitality Budget.

HOSPITALITY FOR EDUCATION DEPARTMENT PERFORMANCES

RESOLVED:- **2004/056**

- 1) That the provision of refreshments for the Arts Support Service Events on 8th July, 14th December 2004 and 10th March 2005 be approved.
- 2) That the cost of these events (approximately £1200) be met from the Education Arts Support Service Performance Budget.

80TH ANNIVERSARY OF THE NOTTINGHAMSHIRE RURAL COMMUNITY COUNCIL

RESOLVED:- **2004/057**

- 1) That approval be given to the provision of hospitality in the form of a buffet reception for approximately 175 guests on Tuesday, 19th October 2004, in recognition of the 80th Anniversary of the Nottinghamshire Rural Community Council.

- 2) That the estimated cost of £2,785 be met from the County Hospitality Budget.

BUSINESS PLANNING REVIEW BOARD – HOSPITALITY BUDGET 2004/05

RESOLVED:- **2004/058**

That approval be given to expenditure of £600 for hospitality for the Business Planning Review Board Meetings in 2004/05, to be met from the County Hospitality Budget.

HOSPITALITY REPORT ON URGENT APPROVAL

RESOLVED:- **2004/059**

That the report on an approval given under emergency provision in respect of the following hospitality be noted:-

Northern Ireland Local Government Association/Northern Ireland Joint Council Study Visit to Nottinghamshire 27th April 2004.

KIRKBY-IN-ASHFIELD NEIGHBOURHOOD MANAGEMENT BOARD

Members had before them a report of the Assistant Director for Regeneration, Learning, Skills and Employment seeking approval to the nomination of a County Councillor to the Board of the Stags Community Trust.

RESOLVED:- **2004/060**

1. That approval be given for two County Councillors to be nominated to represent the County Council on the Kirkby-in-Ashfield Neighbourhood Management Board.
2. That it be noted that it is the Committee's view that the Council's nominees should be the local Members for the Kirkby-in-Ashfield area.

SGCS BUSINESS PARK

Members had before them a report of the Director of Culture and Community seeking approval for nominations for appointment to the Board of the SGCS Business Park Ltd.

RESOLVED:- **2004/061**

- 1) That one Member of the County Council and one officer of the County Council be nominated as Directors on the Board of the SGCS Business Park Ltd.
- 2) That the officer nominee be Nigel Hamshere, Assistant Director, Regeneration, Learning, Skills and Employment.

- 3) That the nomination of a Councillor be dealt with in accordance with usual arrangements.

URGENT ITEMS

In accordance with Section 100(B) (4) of the Local Government Act 1972 the Chair had approved the late submission of reports in relation to the following items, on the grounds described in each case.

DESTINATION FOR THE COUNTY COUNCIL CHRISTMAS MARKET

RESOLVED:-

2004/062

A decision on the final venue for the market needs to be taken during May 2004, so that detailed discussions can be held with possible stall holders.

That it be noted that it is intended to change the venue for the County Council's Christmas Market.

INVITATION FOR NOTTINGHAMSHIRE COUNTY COUNCIL TO PARTICIPATE IN AN EDUCATION CONFERENCE 'SYSTEM FOR ASSESSING THE QUALITY OF TEACHING AT PUBLIC SCHOOLS (i.e. local authority - maintained schools) 16th – 19th JUNE 2004

In order for the visit to take place in June (as detailed in the report) approval is required now in order that appropriate arrangements can be made.

RESOLVED:-

2004/063

- 1) That approval be given for the Cabinet Member for Education and two Officers to be represented at this Education Conference.
- 2) That it be noted that the cost of food and accommodation will be met by Poznan City.
- 3) The cost of airfare and travel to Heathrow (£800) be met from the Education Twinning Budget.

CHAIR

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