



Meeting **ADMINISTRATION COMMITTEE**

Date **13 July 2009**

agenda item number **2**

REPORT OF THE SERVICE MANAGER, GOVERNANCE AND SCRUTINY

TERMS OF REFERENCE AND MEMBERSHIP

Purpose of the Report

1. To note the Terms of Reference and membership of the Administration Committee.

Information and Advice

2. At the County Council meeting of 18th June 2009, the Administration Committee was re-established with the following Terms of Reference:-
 1. The exercise of the powers and functions contained in this section are delegated by the County Council to the Administration Committee and are expressly excluded from the delegation of the authority to the Cabinet.
 2. Approval for:
 - (a) expenditure to be incurred for Member attendance at conference and seminars;
 - (b) expenditure on accommodation and associated costs to be incurred and required by Members for the purposes of conducting County Council business or in connection with attendance at conferences, seminars or training courses;
 - (c) expenditure on travel and associated costs to be incurred in connection with the matters at (a) and (b) or any other expenditure reasonably required in connection with those matters and/or for which approval is required in accordance with the Council's Travel and Accommodation Policy and Member Training Policy.
 3. Approval of officer travel outside the UK.
 4. Appointments to outside bodies, relating to functions of Council.

5. Determining the level and nature of support services for Members of the County Council.
6. Authorising hospitality to be offered by the County Council.
7. Advising on electoral issues including revision of boundaries of and within the Council's administrative area.

The delegation to officers to take these decisions is to be revoked and the Monitoring Officer will be authorised to make the necessary changes to the Constitution.

The membership will comprise 9 members – Leader and Deputy Leader of the Council, Business Manager and one Deputy Business Manager of the Majority Group, the Cabinet Member for Finance and Property, Leaders of all three Opposition Groups and the Deputy Leader of the main Opposition Group.

3. The membership of the Committee is:-

Councillor Mrs K L Cutts (Leader of the Council)
Councillor M Suthers (Deputy Leader of the Council)
Councillor C Pepper (Business Manager – Conservatives)
Councillor C Barnfather (Deputy Business Manager – Conservatives)
Councillor R Adair (Cabinet Member for Finance and Property)
Councillor A Rhodes (Leader – Labour)
Councillor J Zadrozny (Leader – Liberal Democrats)
Councillor T Appleby (Leader – Independents)
Councillor J Bosnjak (Deputy Leader – Labour)

Statutory and Policy Implications

4. This report has been compiled after consideration of implications in respect of finance, equal opportunities, personnel, crime and disorder and those using the service and where such implications are material they have been described in the text of the report.

RECOMMENDATION

5. That the Terms of Reference and membership of the Committee be noted.

Chris Holmes
Service Manager, Governance and Scrutiny

Director of Resources' Financial Comments (MB 02/07/09)

There are no specific financial implications arising from the report.

Legal Services Comments (GR 02/07/09)

The Administration Committee is able to receive reports for noting.

Background Papers Available for Inspection

None

Electoral Divisions Affected

All.