

## **Administration Committee**

**Tuesday, 11 December 2012 at 12:00**

**County Hall, County Hall, West Bridgford, Nottingham NG2 7QP**

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### **AGENDA**

- |   |  |         |
|---|--|---------|
| 1 | Minutes of the last meeting held on 30 October 2012  | 5 - 8   |
| 2 | Apologies for Absence  |         |
| 3 | Declarations of Interests by Members and Officers:- (see note below)<br>(a) Disclosable Pecuniary Interests<br>(b) Private Interests (pecuniary and non-pecuniary) |         |
| 4 | County Hospitality Budget Financial Summary.   | 9 - 12  |
| 5 | Adastral Park Invite   | 13 - 16 |
| 6 | Notification of decision taken under the urgency procedures  | 17 - 18 |
| 7 | Report back from conferences or other approved visits  | 19 - 22 |

NOTES:-

(1) 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:-

Customer Services Centre 0300 500 80 80

(2) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

(3) Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Ruth Rimmington (Tel. 0115 977 3825) or a colleague in Democratic Services prior to the meeting.

(4) Members are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

**Notes**

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) 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:-

Customer Services Centre 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

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## minutes

Meeting     ADMINISTRATION COMMITTEE

Date        30 October 2012 (commencing at 2.00 pm)

### **membership**

Persons absent are marked with 'A'

### **COUNCILLORS**

Mrs Kay Cutts (Chairman)  
Alan Rhodes (Vice-Chairman)

Reg Adair  
Chris Barnfather  
Joyce Bosnjak  
Mel Shepherd MBE

June Stendall  
Martin Suthers OBE  
Jason Zadrozny

### **OFFICERS IN ATTENDANCE**

Mike Bradford – Senior Accountant  
Paul Davies – Democratic Services Officer

### **MEMBERSHIP**

It was noted that Councillor Bosnjak had been appointed the Committee in place of Councillor Carroll.

### **MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting of the Committee held on 3 October 2012 having been circulated to all Members, were taken as read and were confirmed and signed by the Chair.

### **APOLOGIES FOR ABSENCE**

None.

### **COUNTY HOSPITALITY BUDGET FINANCIAL SUMMARY**

**RESOLVED 2012/51**

That the report be noted.

**MEMBERS' ATTENDANCE AT CONFERENCE AND SEMINARS AND OTHER COUNTY COUNCIL BUSINESS / OFFICERS' TRAVEL OUTSIDE OF THE UNITED KINGDOM**

**Traveline East Midlands - Systems Supplier Meeting in Munich 2012 - feedback report**

**RESOLVED 2012/52**

That the report be noted.

**HOSPITALITY**

**(a) Feedback and Acknowledgements from Hospitality Events**

**RESOLVED 2012/53**

That the report be noted.

**(b) Nottinghamshire County Council Civic Service, Southwell Minster, 23 June 2013**

**RESOLVED 2012/54**

That approval be given for the Civic Service to take place on Sunday, 23 June 2013 at 3.00 pm at Southwell Minster at an estimated cost of £2,850, to be met from the County Hospitality Budget.

**(c) Annual Legal Service, January 2013**

**RESOLVED 2012/55**

That approval be given for the provision of hospitality in the form of tea, coffee and biscuits in the cafeteria at St Peter's Church, Nottingham for approximately 45 guests at an estimated cost of approximately £200 to be divided equally between the City and County Councils.

**SPECIAL INVITATION TO APPRENTICESHIP EVENT AT BUCKINGHAM PALACE, 17 OCTOBER 2012**

**RESOLVED 2012/56**

That the attendance of Councillor Owen at the Apprenticeships Event at Buckingham Palace on 17 October 2012 be endorsed.

The meeting closed at 2.10 pm.

**CHAIRMAN**





**11 December 2012****Agenda Item:****REPORT OF THE CORPORATE DIRECTOR – ENVIRONMENT &  
RESOURCES****COUNTY HOSPITALITY BUDGET – FINANCIAL SUMMARY****Purpose of the Report**

1. To report details of the current position in relation to the County Hospitality budget.

**Information and Advice**

2. The attached appendix is a statement of expenditure against the approved County Hospitality budget for 2012/13.

**Statutory and Policy Implications**

3. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

**RECOMMENDATION**

- 1) That the report be noted.

**Mike Bradford**  
**Accountant, Environment & Resources**

**For any enquiries about this report please contact:**

Mike Bradford Tel 0115 977 4923

## **Constitutional Comments**

4. The Administration Committee has the delegated authority to authorise hospitality to be offered by the County Council. The proposal in this report is therefore within the remit of this Committee.

## **Background Papers**

None

## **Electoral Division(s) and Member(s) Affected**

All

COUNTY HOSPITALITY STATEMENT AS AT 09 NOVEMBER 2012		Appendix		
Date	Event	Approval £	Expenditure to Date £	Forecast Outturn* £
<b>2012/13</b>				
<b>Annual Events</b>				
24/06/2012	Civic Service	3,175	2,896	3,175
22/09/2012	Community Celebration	3,200	1,844	3,200
01/2013	Annual Legal Service	100	0	100
<b>Current Events</b>				
16/05/2012	Royal British Legion Volunteers	1,965	250	1,965
19/06/2012	Nottinghamshire Schools Olympic Artwork	565	333	565
12/07/2012	Duke of Edinburgh Awards - Rushcliffe	563	456	563
19/09/2012	Duke of Edinburgh Awards - Gedling	113	108	113
25/10/2012	Discovery Awards	180	0	180
07/11/2012	Nottinghamshire Outward Bound	480	0	480
<b>Future Events</b>				
		<b>10,341</b>	<b>5,887</b>	<b>10,341</b>
<b>County Hospitality Budget 2012/13</b>				<b>40,675</b>
<b>Uncommitted Balance</b>				<b>30,334</b>
*Expenditure Complete if shown in <b>bold</b>				
<b>2013/14</b>				
23/06/2013	Civic Service	3	2,850	2,850



**REPORT OF CORPORATE DIRECTOR AND MONITORING OFFICER  
POLICY PLANNING AND CORPORATE SERVICES****INVITE TO VISIT ADASTRAL PARK****Purpose of the Report**

1. To seek approval to send a delegation to visit BT's global innovation and development centre at Adastral Park, Ipswich, Suffolk on 19<sup>th</sup> February 2013.

**Information and Advice**

2. As the County Council enters the procurement phase of its co-investment rural broadband programme, it is recommended that a small group of elected members and officers see for themselves the latest developments in connectivity and experience the transformational properties that a fibre infrastructure can yield.
3. Paul Bimson, BT's Regional Partnership Director, has invited the Council to send a delegation to visit BT's global innovation and development centre at Adastral Park, Ipswich, Suffolk. Adastral Park is also the home of Innovation Martlesham – a joint initiative by BT, Local Authorities and the Haven Gateway Partnership that has brought an established high-tech cluster of ICT companies to the Park. It would therefore also be an opportunity to see this project first hand.
4. Adastral Park was launched in 1999, and is recognised as one of the leading centres of technical innovation in the communication world, specialising in pioneering work in optical technologies and digital switching, through to work in advanced software techniques and protocols. It is one of the biggest centres for jobs and commercial activity in the East of England and is now home to more than 20 other companies, supporting around 4,000 jobs and bringing more than £800 million into the local economy each year.
5. Such engagement with BT will not be in breach of any procurement rules and regulations. Broadband Delivery UK (BDUK – who are administering the Government's broadband allocation) are actively encouraging Local Authorities to engage with the suppliers on the Framework (currently BT and Fujitsu) by building into the pre-procurement phase a period of 'supplier engagement'.

6. It is suggested that the Nottinghamshire delegation consists of: the Leader of the County Council, the Chairman of the Economic Development Committee, one member of the Labour Group and one member of the Liberal Democrat Group, the officer Project Sponsor, and Project Manager namely Jayne Francis-Ward and Nicola McCoy Brown and up to two members of the Project Delivery Board.
7. The suggested agenda for the day would involve the delegation experiencing, at first hand, BT's latest innovations and a tour of the 4 acre site (to include a tour of the government and local community showcase as well as a tour of the home and retail supply chain).
8. The only costs would be transport costs and it is suggested that attendees travel together by mini bus.

### **Other Options Considered**

9. The Committee could decide not to agree to a delegation visiting Adastral Park.

### **Reason/s for Recommendation/s**

10. To ensure that the Nottinghamshire delegation experiences, at first hand, the latest technological innovations in the communications sector.

### **Statutory and Policy Implications**

11. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION/S**

- 1) That approval is given for Leader of the County Council, the Chairman of the Economic Development Committee, one member of the Labour Group and member of the Liberal Democrat Group, to attend Adastral Park on 19 February 2013.
- 2) That a mini bus be hired to transport all attendees to and from Adastral Park.
- 3) That the Project Delivery Board be asked to nominate two members of the Project Delivery Board to attend.

**Jayne Francis-Ward**

**Corporate Director and Monitoring Officer, Policy Planning and Corporate Services**

**For any enquiries about this report please contact:**  
Nicola M<sup>c</sup>Coy-Brown Tel: 0115 977 2580

**Constitutional Comments [SHB.15.11.12]**

12. Committee have powers to decide the Recommendation.

**Financial Comments (DJK 15.11.2012)**

13. The contents of this report are duly noted; the cost of hiring the mini-bus will be contained within existing revenue budgets in PPCS.

**Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

**Electoral Division(s) and Member(s) Affected**

None.





**REPORT OF THE TEAM MANAGER (DEMOCRATIC SERVICES)**

**NOTIFICATION OF DECISION TAKEN UNDER URGENCY PROCEDURES**

**Purpose of the Report**

1. To inform Members of a decision taken under urgency procedures since the last meeting of the Administration Committee.

**Background**

2. Administration Committee agreed an urgency procedure in 2009 to enable approval by the Chief Executive, following the majority agreement of the Chair and Vice-Chair of the Committee and the Deputy Leader of the Council.

The introduction of the new committee system this year brought about revisions to the Council's constitution and as such a revision of its procedures for taking urgent decisions. The Chief Executive's approval was sought in accordance with paragraph 9 Part C of the constitution (the procedure for taking urgent decisions).

As part of the procedure, I am required to report to this Committee the details set out below of a recent decision taken since the last meeting:-

**Date of approval   Decision taken**

6 November 2012   Approval for the Team Manager from Ashfield Children and Young People's Services to travel to Ireland in order to carry out an assessment to meet the Court's timescale of completion of 30<sup>th</sup> November 2012.

**Reasons for Urgency**

3. The County Council is currently working with a family in Nottinghamshire where the child is subject to an Interim Care Order. In order to proceed with this case, an assessment is required of a close relative in Ireland. If this assessment is not positive, the only outcome for this child is adoption. Prior to that decision being made, all family members need to have been considered before the Agency Decision Maker would even consider this.

On 2<sup>nd</sup> November the Court agreed that this assessment was required with a timescale of completion by the 30<sup>th</sup> Nov 2012.

The timescale for travelling pre-dated the next available meeting of the Administration Committee which was on 21 November 2012. In order to comply with the Court's deadline of 30 November the planned travel arrangements were Tuesday 20<sup>th</sup> November 2012 to 23 November 2012.

## **RECOMMENDATION**

1. That the report be noted.

**Chris Holmes**  
**Team Manager (Democratic Services)**

**For any enquiries about the report please contact:-**  
Ruth Rimington, Democratic Services Officer 0115 9773825

### **Financial Comments (MB 27/11/12)**

4. The cost will be met from the budget for Children's Services.

### **Constitutional Comments (SLB 28/11/2012)**

5. Administration Committee is the appropriate body to note this report. Policy Committee receives periodic reports summarising use of the procedure for taking urgent decisions.

### **Electoral Division(s) and Members(s) Affected**

None

### **Background papers available for inspection**

Completed urgent approval form and accompanying report.



**11<sup>th</sup> December 2012**

**Agenda Item: 7**

## **REPORT BACK ON A CONFERENCE OR OTHER APPROVED VISIT**

### **COUNTY COUNCILS NETWORK ANNUAL CONFERENCE 19<sup>TH</sup> & 20<sup>TH</sup> NOVEMBER 2012**

#### **Purpose of Report**

To report back on the outcomes of a visit or event approved under the travel and accommodation policy.

#### **Background**

The County Councils Network Annual Conference was held in Staffordshire on 19<sup>th</sup> and 20<sup>th</sup> November 2012.

The County Council's representatives were Councillor Mrs K Cutts, Councillor M Suthers OBE DL and the Chief Executive.

The County Council's travel, accommodation, conference and member development policies provide for written reports to be produced which describe the business of the event and an evaluation written by the council's representatives of its success, with particular reference to the business of the council or the achievement of learning objectives.

This report has been prepared by the Chief Executive and is supported by the papers issued from the conference, which are available on the CNN website for further information.

#### **Representative's Report**

##### **3.1 Purpose/aim of the event or visit**

The County Councils Network (CCN) is a cross party special interest group of the Local Government Association which speaks, develops policy and shares best practice for the County family of local authorities, whether unitary or upper tier. It is a cross party organisation whose views carry particular weight for a large proportion of the country outside the big conurbations: CCN's 36 member councils, with over 2,500 Councillors, serve 23 million people or 47% of the population over 44 thousand square miles or 85% of England.

The annual conference is a key event in the CCN calendar and brings together members and officers over a two day period providing a unique opportunity to reflect on the challenges facing local government, to share experience and find solutions to common issues.

The Conference focused on a range of key issues for member authorities, and featured a number of workshops to enable delegates to share learning from the experience of member authorities. There were also a number of plenary speakers including Government Ministers.

### **3.2 Achievement of objectives**

The conference enabled delegates to collectively consider developing agenda's which present both significant challenges and opportunities for local government and counties in particular. These challenges include the impending transfer of Public Health responsibilities, changes to planning, developing a new relationship with schools, troubled families, welfare reform, police and crime commissioners and a new system of funding for local government, whilst continuing to deliver essential public services against a background of continuing financial restraint.

The conference gave leading members, officers and partner organisations the chance to reflect on some of the key challenges and opportunities facing councils and to share the innovative approaches and solutions already being implemented by counties across the country.

Much of this innovation and good practice was showcased in workshops at the Conference, where CCN member councils from across the country shared learning about a range of important issues – community budgets, integrating and transforming care, addressing troubled families, workforce reforms, working in partnership and driving growth. A major focus of the conference was how the type of growth that our localities need could be delivered, while continuing to protect the quality of the local environment and the importance of County Councils having a critical role in creating the right conditions for local economic growth.

Speakers included the Chairman of the LGA - Sir Merrick Cockell; Michael Chater OBE - Chairman of NACL who spoke on the subject of 'What Next for Localism'; Professor Tony Travers of the London School of Economics, Andrew Cozens CBE, who considered the Social Care Funding Challenge, Richard Hawkes, the Chief Executive of the charity *Scope* and Ben Page of Ipsos Mori who, provided an in depth insight into public perceptions.

Jonathan Flowers, Director of Veredus and Market Director of Capita addressed the conference on the biggest issues facing Local Government today - and perhaps more importantly - the the issues that the sector will face in the future.

The conference also received speeches from the Rt. Hon. Eric Pickles MP, Secretary of State for Communities and Local Government, Brandon Lewis MP and the Rt. Hon. Don Foster MP - both of whom are Parliamentary Under-Secretaries of State at the Department for Communities and Local Government

Cllr Martin Suthers, Deputy Leader and Chair of the Health and Wellbeing Board, and David Pearson, Deputy Chief Executive and Corporate Director of Adult Social Care, Health and Public Protection, Nottinghamshire County Council facilitated a workshop entitled *Health and Social Care Act: a source of tension or an opportunity for innovation?* The workshop considered the changes arising from the Health & Social Care Act and how the financial pressures on health & local government create both an environment of risk but also a platform for integration & dynamic innovation. The workshop explored the opportunities and challenges of Health and Wellbeing Boards and the importance of creating integrated commissioning aligned to Personalisation and the Social Care White Paper. The presentation also addressed working with health and local government commissioners and providers to create innovation and financial sustainability. The workshop also provided some practical examples of integrated commissioning & partnership working.

The first Conference session was a presentation from the Host Authority - Staffordshire County Council '*Getting ahead of the fire. The Story of a successful but bumpy road along the path to a whole system approach to care*', followed by the 'story so far' of the Community Budget pilots as told by Essex County Council and Cheshire West and Chester Council.

Other conference workshops included Transforming Care (Derbyshire C.C.), Thriving Families (Oxfordshire C.C.), Safer Hertfordshire (Hertfordshire C.C.) as well as Workforce Reforms (Buckinghamshire C.C.)

The conference saw the launch of two major CCN publications - the first 'Planning for Prosperous and Sustainable Rural Communities' showcases good practice from across the CCN 'family' members. The second was 'Counties: Driving Economic Growth' which looks at the opportunities for driving economic growth outside London and the big cities; highlighting examples of the work that is already being undertaken by CCN Member Councils.

Attendance at the conference proved to be beneficial as the whole agenda was focused around the key issues and challenges currently facing the County Council. Members were able to hear first hand, the future direction of central government policy, what this would mean in practice for delivering public services and the different models and approaches which could be adopted. As such, the objectives of attending the conference were achieved.

### **Statutory and Policy Implications**

This report has been produced to ensure compliance with the Council's Travel and Accommodation policy and current arrangements for approving attendance at conferences, seminars and Member Training events.

### **Background Papers Available for Public Inspection - List**

### **Electoral Division(s) Affected - List**

