



meeting **ADMINISTRATION COMMITTEE**

date 26 April 2006

agenda item number

REPORT OF THE HEAD OF MEMBERS' SERVICES

NLGN CLEANER, SAFER NEIGHBOURHOODS 2006 THURSDAY 25TH MAY 2006 BARBICAN CONFERENCE CENTRE LONDON

1. Purpose of the Report

1.1 To seek approval for

- a) attendance at the NLGN Cleaner, Safer Neighbourhoods Conference
- b) the travel, accommodation necessary in connection with the event

2. Information and Advice

2.1 This Annual NLGN Cleaner, Safer Neighbourhoods conference gives key stakeholders the opportunity to learn more about the delivery of cleaner, safer, greener public spaces. Specifically the conference will

- Hear from the Minister and government departments about how the liveability agenda is being taken forward in the context of new cross-departmental initiatives
- Discuss what needs to be done to engage communities and young people in their local environment.
- Look at ways of raising awareness to promote positive behaviour
- Hear about the latest research on environmental services.

3. Reasons for attendance

3.1 The Labour Group have requested that one of their Members attend to learn what is needed to deliver cleaner, safer, greener Neighbourhoods and to hear about the latest research on environmental services.

4. **Travel and Accommodation Requirements**

- 4.1 The County Council's representative will require hotel accommodation and rail travel.

Description	Amount	To be met from
Conference fee	345.00	Members' Conferences Budget
Travelling Expenses	110.00	Members' Conferences Budget
Accommodation	115.00	Members' Conferences Budget
Subsistence	16.24	Members' Conferences Budget
Total	586.24	

- 4.2 The travelling expenses shown are for standard class rail travel.
- 4.2.2 The figures shown for accommodation are in respect of rooms at a hotel located within a reasonable distance from the event.

5 **Statutory and Policy Implications**

This report is necessary to ensure compliance with the Council's Travel and Accommodation Policy and current arrangements for approving attendances at conferences, seminars and Member Training events. The needs of individual travellers will have been considered when compiling the report and, where departures from the policy are recommended, Members should consider the reasons given.

6 **Recommendations**

- 6.1 It is recommended that approval should be given for one Member to attend the NLGN Cleaner, Safer Neighbourhoods Conference in London on 25th May 2006.
- 6.2 That in accordance with usual practice, any representative authorised to attend the conference be required to produce a written report evaluating their attendance for consideration as appropriate with the Council.

P A HOLT-MURPHY
HEAD OF MEMBERS' SERVICES

Legal Services Comments

The Administration Committee is responsible for approving expenditure to be incurred for Member attendance at conferences and seminars including expenditure on travel, accommodation and associated costs. The proposal in this report, insofar as it is in accordance with the Council's Travel and Accommodation Policy, is within the remit of this Committee.

Director of Resources Financial Comments (MB)

The financial implications are outlined in the report.

Background Papers Available for Inspection

Conference leaflet.

Electoral Divisions Affected