



meeting	ADMINISTRATION COMMITTEE	
date	8 September 2004	agenda item number

REPORT OF THE HEAD OF MEMBERS SERVICES

REQUESTS FOR URGENT APPROVAL – TRAVEL AND CONFERENCE POLICY

1. Purpose of the Report

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

2. Background Information

2.1 The Committee has agreed previously the procedures shown in appendix A for obtaining urgent decisions in relation to the Travel and Conference Policy. This report gives details of decisions taken since the last meeting.

a) Duty leave – Youth Expedition – Austria 6 – 15 August 2004.

Approval was given for 4 officers of the County Council to participate in the expedition, and accompany a group of young people to Austria.

The costs associated with this event are to be met through contributions from the participants and fundraising by the group. This includes all travel, accommodation and subsistence.

b) Visit to Kharkiv to take part in Tripartite Discussions with Kharkiv City Council and Poznan City Council: 19 – 25 August 2004.

Approval was given for meeting two thirds of the costs of the visit by an officer of the County Council to Kharkiv to take forward tripartite discussions with Kharkiv and Poznan about a future TACIS project.

c) PFI Waste Contract Procurement – Visit to Reference Plants – Northern France – 31 August 2004 – 2 September 2004.

Approval was given for Councillors Terry Butler, John Carter, Mrs K L Cutts and 5 Officers of the County Council to visit Northern France.

The total cost of the visit is £3744.00, to be met from the Waste Management Consultancy Budget within the Environment Department (Transportation).

- d) APSE Annual Seminar 2004 – Plymouth 7 – 10 September 2004.

Approval was given for 3 Members and 3 Officers to attend the APSE Annual Seminar 2004

The total cost of the Conference is £5044, to include travelling, accommodation and subsistence, to be met from the Environment Portfolio, Highways, Property Services and Building Direct.

- e) Health Development Agency Conference 2004 – 23 - 24 September 2004.

Approval was given for 3 Members of the County Council to attend the Health Development Agency Conference 2004 in London.

The cost of the Conference including dinners is £1663. The cost can be met from the 2004/05 Members' Conference Expenses within the Leaders Portfolio.

- f) LGA Annual Conference (Rural) 14 – 15 September 2004.

Approval was given for 1 Member of the County Council to attend the LGA Annual Rural Conference on 14 – 15 September 2004, in Bath.

The estimated cost of the Conference is £518.24, to be met from the 2004/05 Budget for Members Conference Expenses within the Leaders Portfolio.

- g) Professional Pensions Fund Award 2004 – 13 September 2004

Approval was given for Councillor Carter and 1 Officer of the County Council to attend the Professional Pensions Award event in London on 13 September 2004.

The costs associated with this event are £440.00 and can be met from the Pension Fund budget for Trustee Training and Activities.

3. Statutory and Policy Implications

- 3.1 As described in the Appendix, there are agreed processes for the taking of urgent decisions under the Travel and Conference Policy. Recent decisions were necessary to enable participation/travel arrangements to be confirmed.

Recommendation

That the report be noted.

Patricia Mayfield
Head of Members Services

Legal Services' Comments (KK)

The Administration Committee has the delegated authority to approve the attendance of Members at Conferences and Seminars and for travel abroad and for officer travel outside Europe of in excess of 4 days in accordance with the Council's Travel and Conference Policy. In accordance with agreed Urgent Approval procedures, this report details the urgent decisions taken in accordance with the Council's Travel and Conference Policy and is for noting only.

Director of Resources Financial Comments (R/MB)

The financial implications are outlined in the report.

Background Papers

- a) Duty Leave – Youth Expedition – Austria 6 – 15 August 2004. Approval Form signed by the Chief Executive 14 July 2004.
- b) Visit to Kharkiv to take part in Tripartite Discussions with Kharkiv City Council and Poznan City Council 19 - 25 August 2004
- Approval Form signed by the Chief Executive 6 August 2004.
Letter from the President of Poznan dated 18 June 2004 and received on 7 July 2004.
Letter dated 7 May 2004.
- c) PFI Waste Contract Procurement – Visit to Reference Plants – Northern France 30 August 2004 – 2 September 2004.
Approval Form signed by the Chief Executive 4 August 2004.
- d) APSE Annual Seminar 2004 – Plymouth 7 – 10 September 2004.

Approval Form signed by the Chief Executive 10 August 2004. Conference leaflet.

- e) Health Development Conference 2004 23 – 24 September 2004. Approval Form signed by the Chief Executive 4 August 2004. Letter from the Health Development Agency with conference details and leaflet.
- f) LGA – Annual Conference (Rural) 14 – 15 September 2004. Approval Form signed by the Chief Executive 11 August 2004.
LGA – Annual Rural Conference booking form.
- g) Professional Pensions Fund Award 2004.

Approval form signed by the Chief Executive on 11 August 2004.