



meeting	ADMINISTRATION COMMITTEE	
date	23 <sup>RD</sup> APRIL 2008	agenda item number

## **REPORT OF SERVICE MANAGER DECISION MAKING GOVERNANCE AND SCRUTINY**

### **SEVENTH ANNUAL ASSEMBLY OF STANDARDS COMMITTEES 13<sup>TH</sup> TO 14<sup>TH</sup> OCTOBER 2008**

#### **1. Purpose of the Report**

- 1.1 To seek approval for
  - a) attendance at the Seventh Annual Assembly of Standards Committees
  - b) the travel and accommodation necessary in connection with the event.

#### **2. Information and Advice**

- 2.1 Under the Travel and Accommodation Policy and other arrangements approved by the full Council on 7<sup>th</sup> October 2004, this Committee is the appropriate body for considering/approving attendance at a range of events and the travel and accommodation requirements arising therefrom:
- 2.2 This report describes a proposal which is within the Committee's decision making powers and Members are asked to consider whether attendance at the event should be approved, together with any necessary travel, accommodation or other arrangements
- 2.3 The information included within the following section of the report should ensure compliance with normal decision making rules. If attendance is approved, the details referred to below will be used to compile the Public Register, which is available on the Council's website.

#### **3. Reasons for Attendance**

- 3.1 The Annual Assembly of Standards Committees is the leading conference on all issues concerned with the Local Government Code

of Conduct and improving ethical standards.

- 3.2 This year's Annual Assembly will give essential information and support needed to make local assessment work in the Authority.
- 3.3 A wide range of sessions aim to meet the needs of all delegates, from new independent chairs to members of parish standards committees, to experienced monitoring officers.
- 3.4 As in previous years it is proposed that the conference be attended by the Monitoring Officer, three Members and three Independent Members.

#### **4. Travel and Accommodation Requirements**

- 4.1 If approval is granted the County Council's representatives will require accommodation and rail travel.
- 4.2 The costs associated with the event for each representative are

<b>Description</b>	<b>Amount</b>	<b>To be met from</b>
Conference fee	430.00	Members Conference Budget
Travel	30.00	Members Conference Budget
Accommodation	230.00	Members Conference Budget
Subsistence	25.00	Members Conference Budget
Total	715.00	

The costs for the Monitoring Officer will be met from the Law and Democracy Budget.

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

#### **5. RECOMMENDATIONS**

That approval be given for the Monitoring Officer, three Members and three Independent Members to attend the Seventh Annual Assembly of Standards Committees in Birmingham on 13<sup>th</sup> to 14<sup>th</sup> October 2008.

**CHRIS HOLMES**  
**SERVICE MANAGER DECISION MAKING,**  
**GOVERNANCE AND SCRUTINY**

## **Statutory and Policy Implications**

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.

## **Director of Resources Financial Comments (MB 28/03/08)**

The financial implications are outlined in the report.

## **Legal Services Comments (SLB 26/03/2008)**

The Administration Committee has authority to approve expenditure incurred for Member attendance at conference and seminars, and for accommodation, travel and associated costs.