

Administration Committee

Date: **Tuesday, 30 October 2012**
Time: **14:00**
Venue: **County Hall**
Address: **County Hall, West Bridgford, Nottingham NG2 7QP**

AGENDA

1	<u>Minutes of the last meeting held on 3 October 2012</u> Details	3 - 6
2	<u>Apologies for Absence</u> Details	1-2
3	<u>Declarations of Interests by Members and Officers:- (see note below)</u> (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary)	1-2
4	<u>County Hospitality Budget - Financial Summary</u> Details	7 - 12
5a	<u>Traveline East Midlands - Systems Supplier Meeting Munich 2012 feedback</u> Details	13 - 18
6a	<u>Feedback and Acknowledgements from hospitality events</u> Details	19 - 26
6b	<u>NCC Civic Service - Sunday 23 June 2013</u> Details	27 - 28
6c	<u>Annual Legal Service - January 2013</u> Details	29 - 30
7	<u>Special Invitation to Apprenticeship Event at Buckingham Palace 17 Oct 2012</u> Details	31 - 32

minutes

Meeting ADMINISTRATION COMMITTEE

Date 3 October 2012 (commencing at 10.00 am)

membership

Persons absent are marked with 'A'

COUNCILLORS

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

Reg Adair
Chris Barnfather
Steve Carroll
Mel Shepherd MBE

June Stendall
Martin Suthers OBE
A Jason Zadrozny

OFFICERS IN ATTENDANCE

Mike Bradford – Senior Accountant
Ruth Rimmington – Democratic Services Officer

MEMBERSHIP

It was reported that Councillor Steve Carroll had been appointed the Committee in place of Councillor Joyce Bosnjak for this meeting only.

MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting of the Committee held on 11 September 2012 having been circulated to all Members, were taken as read and were confirmed and signed by the Chair.

APOLOGIES FOR ABSENCE

None.

DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS

Councillor Mrs Kay Cutts and Martin Suthers OBE declared a private non-pecuniary interest in agenda item 6 (a) – County Councils Annual Network Conference as potential attendees at the event.

COUNTY HOSPITALITY BUDGET FINANCIAL SUMMARY

RESOLVED 2012/42

That the report be noted.

APPOINTMENTS TO OUTSIDE BODIES

RESOLVED 2012/43

The appointment of new nominations to the Outside Bodies as described in the report was approved.

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

- (a) **County Council's Annual Network Conference 19 & 20 November 2012**

RESOLVED 2012/44

That the attendance of Councillor Mrs Kay Cutts and Councillor Martin Suthers at the County Councils Annual Network Conference in Staffordshire on 19 & 18 November 2012 be approved.

- (b) **Independent Persons Regional Workshops**

RESOLVED 2012/45

That the attendance of the Independent Person at the Independent Persons Regional Workshop be approved together with any reasonable associated travel expenses.

HOSPITALITY

- (a) **Civic Reception for Olympic and Paralympics Participants**

RESOLVED 2012/46

That approval be given for the County Council to host a civic reception on 9 October 2012, for Nottinghamshire residents engaged in the 2012 Olympic and Paralympics Games as participants, coaches and officials.

(b) Nottinghamshire Sports Awards

RESOLVED 2012/47

That approval be given for the County Council to host the annual Nottinghamshire Sports Awards on the evening of 12 February 2013 at the East Midlands Conference Centre.

(c) Hospitality for the County Council's Annual Christmas Concert Awards

RESOLVED 2012/48

That approval be given for hospitality to be provided at the annual Christmas Concert on 13 December 2012.

COUNCILLORS' DIVISIONAL FUND – PUBLICITY PROTOCOL

RESOLVED 2012/49

The report and draft protocol were noted.

TRAVEL REQUEST FOR SOCIAL WORKER AND LOOKED AFTER CHILD

RESOLVED 2012/50

That approval be give for a social worker and a looked after child to travel to Spain on 24 October to 27 October 2012 (four nights), together with any necessary travel and accommodation arrangements being met.

The meeting closed at 10.15 am.

CHAIRMAN

**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

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COUNTY HOSPITALITY STATEMENT AS AT 12 OCTOBER 2012

Appendix

Date	Event	Approval £	Expenditure to Date £	Forecast Outturn* £
2012/13				
Annual Events				
24/06/2012	Civic Service	3,175	2,896	3,175
tba	County Garden Party	3,200	0	3,200
	Annual Legal Service			
Current Events				
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	231	563
19/09/2012	Duke of Edinburgh Awards - Gedling	113	0	113
25/10/2012	Discovery Awards	180	0	180
Future Events				
07/11/2012	Nottinghamshire Outward Bound	480	0	480
		10,241	3,710	10,241
County Hospitality Budget 2012/13				40,675
Uncommitted Balance				30,434

*Expenditure Complete if shown in bold



11th September 2012

Agenda Item: 5 (a)

REPORT OF SERVICE DIRECTOR TRANSPORT PROPERTY AND ENVIRONMENT

TRAVELINE EAST MIDLANDS - SYSTEMS SUPPLIER MEETING IN MUNICH 2012

Purpose of the Report

1. To feedback actions noted and benefits resulting from the Traveline Regional Manager's visit to Munich for a review meeting with the systems supplier (MDV) on 25th June – 27th June 2012.

Information and Advice

2. The meeting was hosted by MDV and the agenda had been agreed by all parties before the meeting. A summary of the discussions and decisions can be found in Appendix 1.

Benefits of attendance

3. Significant progress was made on the many items of interest to the overall development of Traveline services in the UK. Many of the items discussed required input from other members of MDV staff with specific points needing either technical input or access to managers responsible for deploying staff time.

MDV were able to demonstrate new products using technology that was only available at their office and the meeting had access to MDV's internal development systems to review ongoing work with the relevant staff.

Conclusion

4. The request by the Administration Committee to review the benefits of holding meetings in Munich prompted the attendees to consider smarter working arrangements in the future. Options discussed were to hold four one-day liaison meetings in London or Birmingham each year with MDV joining by Skype or videoconference, alternatively, all regions to contribute towards the costs of sending just one or two representatives to Munich for technical sessions with MDV.

However traveline is evolving and greater collaboration between regions is required to get the best value from suppliers and reduce costs to local authorities. To enable that to

happen it is always going to be necessary to have some degree of personal interaction in a location that can best facilitate the meeting. The benefits of this latest meeting in Munich are immediate and will help the County Council and traveline East Midlands deliver good quality passenger information services in years to come.

Reason for Recommendation

5. This report is for noting only.

Statutory and Policy Implications

6. 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.

Financial Implications

7. None

RECOMMENDATIONS

- 1) This report is for noting only.

Mark Hudson
Group Manager, Transport & Travel Services

For any enquiries about this report please contact:
David Simpson, Traveline Regional Manager, Transport & Travel Services

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 Divisions and Members Affected

All

Systems Supplier Meeting Discussions

1. DRT
Gisela Weinherer joined the meeting to review the development of journey planning for demand responsive transport (DRT) services. She gave a demonstration of the work done to date on MDV's internal development servers. An important omission was identified in that service notes were not displayed in the journey plan. The original specification was reviewed with the MDV development team and MDV agreed to release the test system to the regions by 6/7/12.

2. Service Brand names
Discussed development costs to be shared between interested regions and agreed to 2.5 days work by MDV for changes to the presentation of brand names in timetable listings. MDV checked with developer schedules and agreed to deliver by 15/8/12/.

3. Least Interchange
MDV developer responsible for this aspect of the system – Oliver Pollesch joined the meeting. OP explained that a problem had occurred for least interchange options within the journey planning algorithm and demonstrated a solution which changed the calculated look-ahead period to 24hrs from departure time instead of 3hrs and showed how this affected the results. Meeting agreed this was preferable. In discussion the meeting identified an error for repeating journeys which appeared to be related to the least interchange problem. OP was able to explain why this was not the case and agreed to investigate.

4. Incident Control System messages on composite timetables
The meeting discussed and agreed a new development schedule and MDV were able to confirm that testing could commence by 16/7/12.

5. RNIB
Traveline are concerned to improve accessibility within the system (with a particular focus on visual impairments) and have requested MDV review the presentation of pdf timetables being read by screen readers.
MDV investigated the requirement and identified another German customer who has an interest in this work. The meeting had a demonstration of a prototype pdf with voice over and decided that a real user needed to be consulted. EM region took an action to identify such a person.

6. Mobile app for Android and iPhone
Gunther Gruber gave a presentation of a new app developed by MDV for android and iphone smart phones. The app is designed for journey planning and next departures based on the regional datasets. Features included are saved favourites in journeys and stops, display disruption messages (from ICS), user generated disruption/delay messages (very useful during bad weather disruption), voice over available on the iphone (to assist users with visual impairments). Total licence cost for both platforms with any brand customisation is £16k.

7. Cookies
There is a legal requirement to notify users that cookies are used by the website. EM has requested a statement be included in the current terms & conditions. SE agreed to use the same text. MDV were able to implement this during the meeting.
8. Multi stop timetable
Gisela Weiherer is the MDV person responsible for MSTT development. SE region raised a problem which was affecting the production of timetables that cross local authority boundaries. GW was able to discuss this with the developer concerned and offered a solution to the meeting which was agreed. An update on the MSTT suppression development (EM requirement) was given and reviewed with all parties. GW checked with the developers and confirmed the test system would be available by 2/7/12.
9. Call centre server
SW region have agreed to allow all other regions to use their server for the call centre systems. SW region will pay MDV to migrate the existing systems to the new server. FW confirmed that all work was in hand. When complete this will release the EM TfL152 server (to be used as a backup & for use by TICC) and the SE region Claranet server. The new server will have a common interface for all regions and a single charge log. SW region will test the response time and charge logging on the new server before going live on 7/7/12.
10. SE/EA merger
EA regional website will be changed so that it becomes identical to current SE region website.
11. Review of ATCO CIF layout rules
The meeting considered a paper presented by MDV to redefine the rules for processing data supplied by local authorities on ATCO CIF. After discussion it was agreed that the dates specified in the QE (include/exclude) record will ignore the days of operation specified in the QS record. In this way a Sat only service can be included to run on other days (eg Good Friday). An entry in the 37th char which denotes school holidays and creates an automatic note will not duplicate an existing QN record. It was confirmed that the holiday table takes precedence over ATCO CIF data. The default entry is for a previous timetable. MDV confirmed that they will by the addition of a special char (+) change the selected timetable to be in the future as long as it is not a 'special day'.
12. Pdf maps
Originally due to be released with DIVA 4.1.7 but memory constraints on the map server prevented this from happening. MDV working to fix this and will provide an update by 13/7/12.
13. Timetable versions
This topic has been discussed before and with more regions submitting DIVA4 data (where future timetables are shown separately) it was discussed again for those regions only using ATCO CIF. Once again the difficulty of presenting composite

timetables with multiple future versions was seen to be a major obstacle. It was agreed that the regions should consider this outside the meeting with MDV.

14. EM/EA contract to include SE region
Hans Mentz (MD) and Nahid Hosseini (Financial Accountant) joined the meeting. In principle all parties are agreed that the SE region will join the EMEA contract when theirs expires in Mar 2013. Under the current contract Notts CC pay MDV who then pay SE region for some support services. NH requested that once SE region joins the contract that Notts CC makes any payments directly to SE.
15. Outstanding fault reports (SAP tickets)
MDV offered for Florian Weiss and Gisela Weinherer to travel to London and spend 1 day reviewing and resolving SAP tickets with regional representatives. The offer was welcomed and it was agreed to hold a conference call between all parties in advance of a face-to-face meeting.
16. Improving search results
The meeting considered the possibilities for reducing the amount of valid responses to address and timetable searches in each region. Both EM and SW regions expressed concern that the lists were now very long and could result in user dissatisfaction. Various ideas were discussed. For timetable searches it would be possible to limit the responses to each regions data but this would exclude rail and coach and some cross boundary services. No further suggestions were offered – MDV agreed to investigate what was possible and the regions agreed to further discussion to determine exactly what was required.
17. Identifying school and college services
Originally raised by SW region but not deemed to be high priority – no discussion.
18. User selection of slow/avg/fast interchange times
FW noted that the interchange time defaults to zero and it is the buffer time that can be adjusted. No further discussion.
19. Journey planner to retain selected locations for return journeys
FW will forward a proposal and quote for this development.
20. Tighter map zoom levels for stops at bus stations
FW stated that this work can be done as a stand alone development which would incur a charge of 2 days development time and 3 days for map processing and configuration. However if the traveline regions purchased a licence to use the smart phone app demonstrated earlier then MDV would be able to include this development as a feature of the app and there would only be a minimal charge to traveline. The regions agreed to review this offer outside the meeting.

REPORT OF THE TEAM MANAGER (DEMOCRATIC SERVICES)

FEEDBACK AND ACKNOWLEDGEMENTS FROM HOSPITALITY EVENTS

1. Purpose of Report

To feedback from hospitality events approved by the Administration Committee.

2. Background

Any events which involve the provision of hospitality by the County Council, either from the County Hospitality budget or departmental budgets, require approval by the Administration Committee.

The following feedback / acknowledgements have been received since the meeting of Administration Committee on 3 October 2012:-

a) Annual Community Celebration Event on 22 September 2012

The Chairman of the County Council has received thank you letters from attendees of the Annual Community Celebration Event held in County Hall on Saturday, 22 September 2012. The general consensus was that a very enjoyable and informative Celebration event was had (attached as an appendix to this report).

3. Statutory and Policy Implications

Members have requested feedback from such events to inform their future decision-making. This feedback also records any acknowledgements received from attendees at events.

4. Recommendation

That the report be noted.

CHRIS HOLMES
TEAM MANAGER (DEMOCRATIC SERVICES)

For any enquiries about this report please contact:-

Ruth Rimmington
Democratic Services Officer
T: 0115 9773825
E: ruth.rimmington@nottscc.gov.uk

Legal Services' Comments

This report is for noting only.

Comments of the Service Director (Finance)

There are no specific financial implications arising from the report.

Background Papers Available for Public Inspection

- a) Related correspondence and acknowledgements.
- b) Ongoing record of hospitality events approved by Administration Committee.

Electoral Division(s) Affected

All

23rd September 2012

Dear Councillor Pepper,

Angela and I would like to thank you for your kind welcome, and a most interesting and enjoyable Celebration on Saturday.

Although we have been to County Hall several times, we had never experienced a guided tour of the really important places, and found it most impressive. We met and talked to several members of your staff in the exhibition room, and appreciate the fascinating work that they do to preserve and enhance our wonderful county. Our thanks to them all as well.

We wish you and the Council continued success in these very difficult times.

Yours sincerely

Angela & Peter Berry.

Mrs Christine Fergusson M.B.E ?
Mr Robin Clarke
Haver

The Chairman of Nottinghamshire
County Council
Councillor Carol Pepper.

for a most enjoyable

Annual Community Celebration event
at County Hall, West Bridgford
on Saturday, 22nd September.

We both found the event to be
most enjoyable and informative.

REPORT OF TEAM MANAGER DEMOCRATIC SERVICES

NOTTINGHAMSHIRE COUNTY COUNCIL CIVIC SERVICE AT SOUTHWELL MINSTER – SUNDAY 23RD JUNE 2013

Purpose of the Report

1. This report seeks approval for the County Council Civic Service to take place at Southwell Minster on Sunday 23rd June 2013 at 3.00pm.

Information and Advice

2. Each year the County Council holds its Civic Service at Southwell Minster. Representatives from the Clergy, Parish/Town Councils, Magistrates, Lord Lieutenant, High Sheriff, County Coroner, Civic Heads, Members of Nottinghamshire County Council, District/Borough Councils, Chief Executives within Nottinghamshire and parents/guardians of the young performers are invited to attend.

The Service lasts for approximately 1 hour and typically 350 guests are invited.

They are traditionally entertained by the Nottinghamshire Young People's Concert Band who plays prior to and during the Service.

After the 2012 Civic Service buck's fizz or a soft drink and cake were served to guests. The hospitality provided is at the discretion of the Chairman and it is expected that similar hospitality will be provided after the 2013 Civic Service.

3. The estimated cost of holding the Civic Service in 2013 to the County Council would be

Item	Cost	Proposed Budget
Hire of Great Hall for rehearsals	£450.00	Co Hospitality
Orders of Service (350) printing costs	£200.00	Co Hospitality
Hire of Southwell Minster, organist & staffing	£300.00	Co Hospitality
Refreshments following Civic Service for approximately 350 guests	£700.00	Co Hospitality
Purchase of large rectangular commemorative cake	£200.00	Co Hospitality
Refreshments for performers whilst rehearsing	£300.00	Co Hospitality
Transporting instruments	£300.00	Co Hospitality
Photographer	£400.00	Co Hospitality

TOTAL	£2,850.00	
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Other Options Considered

4. The Committee could decide not to approve this recommendation.

Reasons for Recommendation

5. This is an annual Service of Dedication for the Chairman of Nottinghamshire County Council.

Statutory and Policy Implications

6. 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 consideration be given for the Civic Service to take place on Sunday 23rd June 2013 at 3.00 p.m. in Southwell Minster at an estimated cost of £2,850.00 to be met from the County Hospitality Budget.

Chris Holmes
Team Manager Democratic Services

For any enquiries about this report please contact :
Julie Brailsford 0115 9774140

Constitutional Comments (SB 12/10/12)

The administration Committee is the appropriate body to consider the content of this report. It is responsible for approving hospitality to be offered by the County Council.

Financial Comments (MB 15/10/12)

The cost will be taken into consideration when preparing the County Hospitality budget for 2013/14.

Background Papers - None

Electoral Division(s) and Member(s) Affected - All

REPORT OF THE TEAM MANAGER (DEMOCRATIC SERVICES)**ANNUAL LEGAL SERVICE – JANUARY 2013 (DATE TO BE CONFIRMED)****Purpose of the Report**

1. To seek approval for the cost of hospitality associated with the annual Legal Service & Reception.

Information and Advice

2. The Annual Legal Service marks the administration of Justice in the City.
3. In September 2003 the Administration committee agreed that the cost of hospitality after the Service should be shared between the City and the County, since then the hospitality has been reduced from a lunch to tea, coffee and biscuits.
4. The service in 2013 will be held at St Peter's church as St Mary's is under repair. Due to the change of venue the hospitality has had to be reduced from 80 people to 45.

Other Options Considered

5. No other options considered

Reasons for Recommendation

6. To ensure the County Council's continuing support for the Annual Legal Service

Statutory and Policy Implications

7. 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

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 £200.00 to be divided equally between the County and City Councils.

Chris Holmes

Team Manager Democratic Services

For any enquiries about this report please contact:
Julie Brailsford 0115 9774140

Constitutional Comments (SB 12/10/12)

8. The Administration Committee is the appropriate body to consider the content of this report.
It is responsible for approving hospitality to be offered by the County Council.

Financial Comments (MB 15/10/12)

9. The cost can be met from the budget for County Hospitality.

Background Paper

E-mail request from Richard Bullock DL

Electoral Division(s) and Member(s) Affected

All

REPORT OF THE TEAM MANAGER, DEMOCRATIC SERVICES**SPECIAL INVITATION TO APPRENTICESHIP EVENT AT BUCKINGHAM
PALACE 17TH OCTOBER 2012****Purpose of the Report**

1. To note the attendance of Councillor Philip Owen at the Apprenticeship Event at Buckingham Palace on Wednesday 17th October 2012.

Information and Advice

2. The Government believes that all individuals who successfully complete their Advanced or Higher Level Apprenticeship deserve to be recognised and celebrated with the same level of prestige as those completing a University degree.
3. HRH The Duke of York is also an important supporter of recognition for young people and hosted a reception to launch the Apprenticeship Graduation Ceremonies Pilot at Buckingham Palace on Wednesday 17th October 2012 from 6.00pm – 8.00pm.
4. A Special Invitation was received from the National Apprenticeship Service.
5. Councillor Owen as Chairman of the Children and Young People's Committee attended along with the Corporate Director for Children Families and Cultural Services and travelled together on train to the event. The associated travel cost of £62.00 to attend the event was met from the Children Families and Cultural Services budget for the Corporate Director. The cost of travel for Councillor Owen to attend the Apprenticeship event was £55.00 which was met from the budget for Member's travelling expenses.

Reason/s for Recommendation/s

- 6 For the committee to be aware of the authority's representation at the Apprenticeship Event at Buckingham Palace.

Statutory and Policy Implications

- 7 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 attendance at the Apprenticeships Event at Buckingham Palace be endorsed.

Chris Holmes
Team Manager Democratic Services

For any enquiries about this report please contact:
Karen Townrow 0115 9773035

Constitutional Comments (NAB 17.10.12)

9. The Administration Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (MB 17/10/12)

10. The cost can be met from the budget for Member's travelling expenses.

Background Papers

11. Invitation from the National Apprenticeship Service.

Electoral Division(s) and Member(s) Affected

All