



meeting ADMINISTRATION COMMITTEE

date 31ST March 2004 agenda item number

REPORT OF THE HEAD OF MEMBERS' SERVICES

1. HOSPITALITY – REPORT ON URGENT APPROVAL

2. Purpose of Report

To inform Members of decisions taken under the Urgent Approval procedures.

3. Background

This report gives details of decisions taken in regard to the provision of hospitality since the last meeting.

Local Government Association – Transport Special Interest Group 1 – 2 April 2004.

Following consultation with the Chair, Vice-Chair, Conservative and Liberal Democrat spokespersons, the Chief Executive approved the provision of hospitality in the form of a dinner for 40 LGA delegates, Senior Members, and Officers attending a study visit in Nottinghamshire on 1 – 2 April 2004.

The cost of the dinner, estimated at £1,300, to be funded from the Public Transport Revenue Budget.

Statutory & Policy Implications

The Committee has agreed previously that, where urgent decisions of this nature are required, they may be taken by the Chief Executive following consultation with the Chair, Vice-Chair and Conservative and Liberal Democrat spokespersons. This arrangement applies to any hospitality where the Committee's approval would be required.

Recommendations

That the report be noted.

HEAD OF MEMBERS SERVICES

Executive Head of Democratic and Legal Services (KK)

The Administration Committee is ordinarily responsible for approving hospitality to be provided by the County Council however urgent approval of hospitality may be given by the Chief Executive in certain circumstances. This report is for noting such an urgent approval of hospitality.

Director of Resources, Financial Comments (NS 17.3.04)

The financial implications are indicated in the report.

Background Papers for Public Inspection

Approval form signed by the Chief Executive.

Electoral Division

All.