

# Report



meeting Administration Committee

date 30 September 2009

agenda item number **7**

## **REPORT OF THE SERVICE MANAGER, GOVERNANCE AND SCRUTINY**

### **REPORTS BACK ON CONFERENCES OR OTHER APPROVED VISITS**

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

To inform members of reports received or expected back from conferences

#### **2. Background**

Representatives who are authorised to attend conferences or other visits are required to produce a report evaluating the outcomes. Those reports should be considered by this committee or other appropriate committee (e.g. relevant Select Committee, Pensions Committee etc). A schedule is attached, detailing reports received and/or expected and the further reporting arrangements made or to be made.

#### **3. Statutory and Policy Implications**

The presentation of such reports ensures compliance with the Council's Travel and Accommodation policy. The information contained within them will be useful in determining future attendance at similar events. The learning acquired from attendance will be available within the Council.

#### **4. Recommendation**

That the report be noted.

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

**Legal Services' Comments (KK 21/09/09)**

The attendance of Members at conferences and/or other visits are authorised by this Committee. It is therefore appropriate for this Committee to consider the recommendation in this report.

**Comments of the Service Director (Finance) (MB 21/09/09)**

There are no specific financial implications arising from the report.

**Background Papers Available for Public Inspection**

None