

Meeting **ADMINISTRATION COMMITTEE**

Date 6 April 2011

agenda item number **7 (a)**

REPORT OF THE SERVICE MANAGER, MEMBER SUPPORT

NOTTINGHAMSHIRE OUTWARD BOUND – PRESENTATION OF CERTIFICATES

Purpose of the Report

1. To seek approval for hospitality at the Nottinghamshire Outward Bound Presentation of Certificates at County Hall on a Wednesday evening in November 2011 for 200 guests.

Information and Advice

2. The Secretary of the Nottinghamshire Outward Bound Association has asked if the Chairman and the Lord-Lieutenant of Nottinghamshire would present the certificates to local young people who have successfully completed their courses. It is anticipated there will be approximately 200 people at the presentation.

Financial Implications

3. The cost of providing hospitality in the form of tea/coffee/orange juice & biscuits at £2.00 per head for 200 guests would be £400.

Statutory and Policy Implications

4. This report has been compiled after consideration of implications in respect of finance, equal opportunities, personnel, crime and disorder, human rights and those using the relevant service. Where such implications are material, they have been described in the text of the report.

Recommendation

5. That the Administration Committee approve the Nottinghamshire Outward Bound Presentation being held in the Assembly Hall, County Hall on a date to be arranged in November (Wednesday evening) and for hospitality to be provided in the form of tea/coffee/orange juice & biscuits for 200 guests. The estimated cost of £400.00 to be met from the County Hospitality Budget.

David Ellis
Service Manager, Member Support

Legal Services' Comments (SLB 01/03/2011)

The Committee has authority to consider the matters set out in the report.

The Delegation to Administration Committee contained in Part III of the Council's Constitution, Responsibility for Functions, includes delegation to authorise hospitality to be offered by the County Council.

Comments of the Service Director (Finance) (MB 04/03/2011)

The financial implications are outlined in the report.

Background Papers Available for Inspection

Letter from the Secretary, Nottinghamshire Outward Bound Association

Electoral Division(s) Affected

All