



meeting ADMINISTRATION COMMITTEE

date 6 APRIL 2005

agenda item number

REPORT OF THE HEAD OF MEMBERS' SERVICES

REQUESTS FOR URGENT APPROVALS – TRAVEL, ACCOMMODATION, CONFERENCES AND SEMINARS

1. Purpose of the Report

To inform Members of decisions taken under the agreed procedures.

2. Background Information

The Travel and Accommodation policy and previous decisions of the Committee enable urgent decisions in relation to be taken to travel, accommodation, conferences and seminars. This report gives details of decisions taken since the last meeting.

THE INTERNATIONAL DIMENSION IN NOTTINGHAMSHIRE SCHOOLS

2. a) Approval was given for one Education Department Officer to lead the TIPD Group visit to Ontario, Canada from 26 March to 2 April. The cost to Nottinghamshire County Council for this visit will be £300 (approximately) for a return minibus from Nottingham to the UK airport for the whole group, and is to be met from the International Dimension Budget (Education).

TRAVEL TO ATTEND AN EVENT AT THE EAST MIDLANDS EUROPEAN OFFICE IN BRUSSELS 21 – 22 MARCH 2005

2. b) Approval was given for the Leader and the Manager of the regional and international team to attend the regional event at the EMEO offices in Brussels on 21 – 22 March 2005.

The total estimated cost to the County Council will be £880. This will be met from the regional and international budget within the Leader's Portfolio.

3. Statutory and Policy Implications

- 3.1 There are agreed processes for the taking of urgent decisions under the Travel and Accommodation Policy. Recent decisions were necessary to enable participation/travel arrangements to be confirmed.

4. Recommendation

That the report be noted.

**PATRICIAL HOLT- MURPHY
HEAD OF MEMBERS SERVICES**

Legal Services Comments (KK)

This report is for noting only.

Director of Resources Financial Comments (MB)

The financial implications are included in the report.

Background Papers Available for Inspection

a) **The International Dimension in Nottinghamshire Schools**

Approval Form signed by the Chief Executive 4/3/05.

b) **Travel to attend an event at the East Midlands European Office in Brussels 21-22 March 2005**

Approval Form signed by the Chief Executive 4.3.05.