



Meeting ADMINISTRATION COMMITTEE

Date 8TH SEPTEMBER 2004 (10.30 am – 10.50 am)

Membership

Persons absent are marked with `A`

COUNCILLORS

Vicki Smailes (Chair)
Rita Sharpe (Vice-Chair)

A	Roy R J Barsley		Yvonne Davidson
	Sue Bennett	A	T A J Pettengell
	M M Brandon-Bravo		Nellie Smedley
	Steve Carroll	A	David Taylor
A	John Carter		Mick Warner
	Mrs K L Cutts		

ALSO IN ATTENDANCE

Councillor Sheila Place.

MINUTES

RESOLVED:-
2004/080

That the Minutes of the last meeting of the Committee held on 30 June 2004 be agreed as a correct record and be signed.

NOTE

In accordance with the above Resolution, the Minute Book was signed by the Chair.

APOLOGIES FOR ABSENCE

Apologies for absence were received from:-

Councillor Roy R J Barsley
Councillor John Carter
Councillor T A J Pettengell (on other County Council business)
Councillor David Taylor

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest by Members or Officers.

COUNTY HOSPITALITY BUDGET – FINANCIAL SUMMARY

The Director of Resources had circulated with the agenda a report which gave details of the current position in relation to the County Hospitality Budget.

RESOLVED **2004/081**

That the report on the cancellation of this conference be noted.

ATTENDANCE AT UK- RUSSIA LOCAL GOVERNMENT CONFERENCE, SEPTEMBER 2004

RESOLVED:- **2004/082**

That the report on the cancellation of this conference be noted.

DEVELOPING MORE SCHOOL LINKS BETWEEN NOTTINGHAMSHIRE SCHOOLS AND POZNAN/WRZESNIA SCHOOLS

Arising from debate, it was noted that, at a future meeting, Cabinet was to consider a draft International Policy. Members indicated that they would reiterate their comments at that time.

RESOLVED: **2004/083**

Arising from debate, it was noted, that at a future meeting, Cabinet was to consider a draft International Policy. Members indicated that they wanted to reiterate their comments at that time.

1. That approval be given for the attendance of 6 school teachers and Malcolm Matthews, Polish Liaison Officer to undertake a study visit to schools in Poznan/Wrzesnia.
2.
 - a) That the estimated cost of £1655 be met from the Education Development Initiatives Budget.
 - b) That it be noted all food and accommodation costs for school staff will be met by the host schools.

PROGRAMME OF ACTIVITIES BETWEEN POZNAN AND NOTTINGHAMSHIRE COUNTY COUNCIL DURING AUTUMN 2004

RESOLVED:-
2004/084

- 1) That approval be given for the County Council to be represented at the following events by the persons shown.
 - a) Drugs Awareness – Working Together Project 9 – 14 October – Poznan

Malcolm Matthews, Polish Liaison Officer, 1 Education Officer of the County Council, Chief Inspector from Nottinghamshire Police Authority and Councillor John Clarke.
 - b) Disabled People Conference 6 – 10 November 2004

Malcolm Matthews the Polish Liaison Officer, and two specialist Officers, (Paul Roberts Education Department, and Eric Wodke Social Services Department).
 - c) Bethlehem Christmas Festival and School Co-operation 16 – 20 December 2004 – Poznan

Malcolm Matthews, Polish Liaison Officer three Members of Nottinghamshire County Council and 7 pupils and 1 teacher/supervisor from a Nottinghamshire School.
2.
 - a) That costs failing to be met by the Council and as set below be met from the International and Twinning Budget and the Education :-

Drugs Awareness at a cost of £1245
Disabled Peoples Conference at a cost of £945
Bethlehem Christmas Festival at a cost of £2615.
 - b) That it be noted that food and accommodation for all persons involved from Nottinghamshire will be met by the City of Poznan under long standing co-operation under the Twinning Charter.

NOTE

In accordance with the provisions of Standing Order 7.3 Councillor Mrs K L Cutts and Councillor Martin Brandon-Bravo requested that their votes against Resolution 2004/083 above be recorded.

**COUNTY COUNCILS NETWORK (CCN) ANNUAL CONFERENCE 15 – 16
NOVEMBER 2004, DUNSTON HALL, NORWICH**

**RESOLVED:-
2004/085**

1. That 4 Members be authorised to attend the Annual County Councils Conference at Dunston Hall, Near Norwich on 15 – 16 November 2004.
2. That the estimated cost of £2205.96 to be met from the 2004/05 Budget for Members Conference Expenses.

**24TH ANNUAL PUBLIC LIBRARY AUTHORITIES CONFERENCE 12 -15
OCTOBER 2004 – NEWCASTLE-UPON-TYNE**

**RESOLVED:-
2004/086**

That approval be given for 2 Members of the Labour Group (including the Cabinet Member for Culture) 1 Member of the Conservative Group, and one officer of the County Council to attend the 24th Annual Public Library Authorities Conference, 12 – 15 October 2004 in Newcastle upon Tyne.

CLASP ANNUAL GENERAL MEETING – YORK 4 – 5 NOVEMBER 2004

**RESOLVED:-
2004/087**

1. That two Members of the Labour Group and, one Member of the Conservative Group be authorised to attend the CLASP Annual General Meeting in York on 4 – 5 November 2004.
2. That it be noted that two officers are also to attend the AGM, approval having been given by the Director of Environment.
3. That the costs associated with attendance be met from the Property Services budget within the Environment Portfolio.

No urgent approval needed.

**REQUESTS FOR URGENT APPROVAL – TRAVEL AND CONFERENCE
POLICY**

During consideration of the report, Members again raised concerns about the number of occasions upon which the urgency procedures had been used.

The Head of Members' Services informed Members of the Committee that the template of a report sent to all Chief Officers outlining guidelines for Urgent Approvals would be revised to require details of the reasons for urgency.

RESOLVED:-
2004/088

That the report on the following items be noted:-

Duty Leave, Youth Expedition – Austria 6 - 15 August 2004
Visit to Kharkiv to take part in Tripartite Discussion 19 - 25 August 2004
PFI Waste Contract Procurement, Northern France 31 August – 2 September 2004
APSE Annual Seminar 2004, Plymouth 7 - 10 September 2004
Health Development Agency Conference 2004, 23 - 24 September 2004
LGA Rural Annual Conference, 14 - 15 September 2004
Professional Pensions Fund Award 2004, 13 September 2004.

DUKE OF EDINBURGH AWARD CERTIFICATE PRESENTATIONS

RESOLVED:-
2004/089

1. That light refreshments be provided up to three times a year at which Silver Certificates for the Duke of Edinburgh Award will be presented.
2. That the cost estimated of £400 for each event be met from the County Hospitality Budget.

PRESENTATION OF AWARDS EVENING – NOTTINGHAMSHIRE COUNTY SCOUT COUNCIL

RESOLVED:-
2004/090

1. That approval be given to the provision of hospitality in the form of tea/coffee/soft drinks for approximately 170 guests at a date to be agreed in October or November 2004.
2. That the costs of this event estimated at £280.50 be met from the County Hospitality Budget.

PARENT PARTNERSHIP SERVICE – 10 YEAR CELEBRATIONS

Members had before them a report of the Head of Members' Services concerning a request for a reception to recognise the ten year celebration of Parent Partnership across the City and County of Nottinghamshire.

During consideration of the report Members raised the possibility of Nottingham City Council the hospitality being jointly hosted/funded with it was:-

RESOLVED:-
2004/091

1. That approval be given to a lunchtime buffet reception for approximately 200 on Saturday 12 March 2004.
2. That the Head of Members' Services approach Nottingham City Council

to ascertain whether it would be prepared to host/fund this event jointly with the County Council.

FAMILY FIRST – 40 YEARS OF SERVICE DELIVERY ACROSS THE CITY AND COUNTY OF NOTTINGHAMSHIRE

RESOLVED:-
2004/092

1. That a buffet reception be provided in January or February 2005 for 200 guests at an estimated cost of £3250.
2. That the Head of Members' Services approach Nottingham City Council to ascertain whether it would be prepared to host/fund this event jointly with the County Council.

RECEPTION TO CELEBRATE CANTAMUS – “WORLD CHOIR CHAMPIONS”

RESOLVED:-
2004/093

1. That approval be given to the provision of hospitality in the form of a buffet reception for approximately 100 guests in recognition of Cantamus receiving “World Choir Champions” status in October 2004
2. That the estimated cost of £1814 be met from the County Hospitality Budget.

HOSPITALITY FOR DRUG SCRUTINY SEMINARS

RESOLVED:-
2004/094

1. That approval be given to the provision of hospitality for a * 4 Drug Issues Seminar in the form of a buffet lunch.
2. That the estimated cost of £3000 be met from the Community Safety Budget within the Deputy Leader's Portfolio.

NOTE

Arising from the report presented in connection with the above item, it was

RESOLVED-
2004/095

That the Chief Officers be asked to ensure that proposed events have been considered and approved by the Administration Committee before invitations are issued.

ANNE FRANK EXHIBITION 4 OCTOBER 2004 – 8 NOVEMBER 2004

RESOLVED:- **2004/096**

1. That approval be given to the provision of refreshments for 200 guests at the launch of the exhibition on 4 October 2004 and a buffet reception on 8 November for 140 guests at County Hall.
2. That the estimated cost of £3,300 for these events be met from the County Hospitality budget.

HOSPITALITY REPORT ON URGENT APPROVAL

RESOLVED:- **2004/097**

That the report on an approval given under emergency provisions in respect of the Duke of Edinburgh Award Certificate Presentation 22 October 2004 be noted.

THE WISDOM OF VOICES – REPORT ON THE IAPZ CONFERENCE IN MADISON, USA – 5 MAY 2004

RESOLVED:- **2004/098**

That the report back on the above conference be noted.

CIVIC GIFTS

RESOLVED:- **2004/099**

1. That Members of the Administration Comments view and comment upon a range of gift samples,
2. That, thereafter, the Head of Members' Services be authorised to commission a new range of civic gifts in consultation with the Chair/Vice-Chair and Minority Group Spokespersons of the Administration Committee.

APPOINTMENTS TO THE ALLIANCE SUB-REGIONAL STRATEGIC PARTNERSHIP

Members had before them a report of the Director of Culture and Community seeking approval to the nomination of a county Councillor to the Board of the Alliance SSP and that County Councillor be nominated to the Alliance SSPs Strategic Issue Groups.

RESOLVED:-
2004/100

That it be noted Councillor Chris Winterton be nominated as the County Council's representative.

CHAIR

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