

## Administration Committee

**Wednesday, 20 March 2013 at 10:00**

County Hall, County Hall, West Bridgford, Nottingham NG2 7QP

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### AGENDA

- |       |  |         |
|-------|--|---------|
| 1     | Minutes of the last meeting held on 12 February 2013   | 5 - 6   |
| 2     | Apologies for Absence  |         |
| 3     | Declarations of Interests by Members and Officers:- (see note below)<br>(a) Disclosable Pecuniary Interests<br>(b) Private Interests (pecuniary and non-pecuniary) |         |
| 4     | County Hospitality Budget financial summary  | 7 - 12  |
| 5 (a) | Duke of Edinburgh Awards Ceremony Rushcliffe 29April 2013  | 13 - 14 |
| 5 (b) | Diamond Jubilee Celebration for School Crossing patrol service   | 15 - 18 |
| 6     | Appointment to Outside Body  | 19 - 22 |

NOTES:-

(1) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

(2) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

(3) Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Ruth Rimmington (Tel. 0115 977 3825) or a colleague in Democratic Services prior to the meeting.

(4) Members are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

## **Notes**

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

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# Nottinghamshire County Council

## minutes

Meeting ADMINISTRATION COMMITTEE

Date 12 February 2013 (commencing at 2:00pm)

### membership

Persons absent are marked with 'A'

### COUNCILLORS

Mrs Kay Cutts (Chairman)  
Alan Rhodes (Vice-Chairman)

Reg Adair  
Chris Barnfather  
Joyce Bosnjak  
Mel Shepherd MBE

June Stendall  
Martin Suthers OBE  
Jason Zadrozny

### OFFICERS IN ATTENDANCE

Mike Bradford – Senior Accountant  
Ruth Rimmington – Democratic Services Officer

### MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting of the Committee held on 30 January 2013 having been circulated to all Members, were taken as read and were confirmed and signed by the Chairman.

### APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Jason Zadrozny reason

### COUNTY HOSPITALITY BUDGET FINANCIAL SUMMARY

### RESOLVED 2013/006

That the report be noted.

## **HOSPITALITY**

- (a) Local Government Association Annual Conference & Exhibition Manchester Central 2-4 July 2013**

**RESOLVED 2013/007**

That approval be given for two members and one officer to attend the Local Government Association Annual Conference and Exhibition at an estimated cost of £775.00 per person.

- (b) Completion Ceremony and Family Fun Day to mark the launch of the new Bus Station for Mansfield**

**RESOLVED 2013/008**

That approval be given for the completion ceremony and family day in March 2013 at the new Mansfield Bus Station at a cost of £5,000 to be met from the Major Projects and Improvements budget.

The meeting closed at 2.07pm.

**CHAIRMAN**

**REPORT OF THE CORPORATE DIRECTOR – ENVIRONMENT &  
RESOURCES**

**COUNTY HOSPITALITY BUDGET – FINANCIAL SUMMARY**

**Purpose of the Report**

1. To report details of the current position in relation to the County Hospitality budget.

**Information and Advice**

2. The attached appendix is a statement of expenditure against the approved County Hospitality budget for 2012/13.

**Statutory and Policy Implications**

3. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

**RECOMMENDATION**

- 1) That the report be noted.

**Mike Bradford**  
**Accountant, Environment & Resources**

**For any enquiries about this report please contact:**

Mike Bradford Tel 0115 977 4923

## **Constitutional Comments**

4. The Administration Committee has the delegated authority to authorise hospitality to be offered by the County Council. The proposal in this report is therefore within the remit of this Committee.

## **Background Papers**

None

## **Electoral Division(s) and Member(s) Affected**

All



## Appendix

## COUNTY HOSPITALITY STATEMENT AS AT 01 MARCH 2013

Date	Event	Approval £	Expenditure to Date £	Forecast Outturn* £
<b>2012/13</b>				
<b>Annual Events</b>				
24/06/2012	Civic Service	3,175	2,980	<b>2,980</b>
22/09/2012	Community Celebration	3,200	1,844	<b>1,844</b>
01/2013	Annual Legal Service	100	108	<b>108</b>
<b>Current Events</b>				
16/05/2012	Royal British Legion Volunteers	1,965	1,582	<b>1,582</b>
19/06/2012	Nottinghamshire Schools Olympic Artwork	565	435	<b>435</b>
12/07/2012	Duke of Edinburgh Awards - Rushcliffe	563	456	<b>456</b>
19/09/2012	Duke of Edinburgh Awards - Gedling	113	108	<b>108</b>
25/10/2012	Discovery Awards	180	140	<b>140</b>
07/11/2012	Nottinghamshire Outward Bound	480	524	<b>524</b>
11/03/2013	Civic Lunch	500		500
<b>Future Events</b>				
22/03/2013	Multilateral Comenius Project	750		750
		<b>11,591</b>	<b>8,176</b>	<b>9,427</b>
<b>County Hospitality Budget 2012/13</b>				<b>40,675</b>
<b>Uncommitted Balance</b>				<b>31,248</b>

\*Expenditure Complete if shown in **bold**

**2013/14**

23/06/2013 Civic Service

2,850

0

2,850





20 March 2013

Agenda Item: 5 (a)

**REPORT OF THE CORPORATE DIRECTOR FOR POLICY PLANNING AND  
CORPORATE SERVICES**

**DUKE OF EDINBURGH AWARD CERTIFICATES PRESENTATIONS  
RUSHCLIFFE AREA MONDAY 29<sup>TH</sup> APRIL 2013**

**Purpose of the Report**

1. To consider arrangements for the presentation of Duke of Edinburgh Award Certificates at County Hall on Monday 29<sup>th</sup> April 2013 for the Rushcliffe Area.

**Information and Advice**

2. The County Council has hosted award ceremonies at which young people were presented with Gold, Silver and Bronze Certificates for the Duke of Edinburgh Award. The event has been held two or three times a year for approximately 100 young people accompanied by their parents/guardians.

The Chairman of the County Council has received a request to host this event in County Hall. There would be 100 recipients plus parents/guardians at the Presentation Ceremony, and refreshments have been requested in the form of tea/coffee and biscuits plus orange juice.

On 30<sup>th</sup> January 2008, Administration Committee approved the provision of light refreshments in the form of tea, coffee sandwiches and orange juice for guests attending the Duke of Edinburgh Award Ceremonies. The organisers do not require sandwiches at these events because guests have eaten beforehand.

**Other Options Considered**

3. The Committee could decide not to host the Duke of Edinburgh Award Ceremony.

**Reasons for Recommendation**

4. That approval be given for the Presentation Ceremony followed by refreshments to take place on the evening of Monday 29<sup>th</sup> April 2013, for a maximum of 250 guests with an estimated cost of £625.00 (£2.50 per head), being met from the County Hospitality Budget.

## **Statutory and Policy Implications**

5. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION**

That consideration be given to the County Council hosting the Duke of Edinburgh Awards Ceremony on Monday 29<sup>th</sup> April 2013 for the Rushcliffe Area.

**Jayne Francis-Ward**  
**Corporate Director, Policy, Planning and Corporate Services**

**For any enquiries about this report please contact:**  
Karen Townrow - 0115 977 3035

### **Constitutional Comments (SG 12/02/2013)**

6. The Committee is the appropriate body to decide the issues set out in this report. The Committee has responsibility for authorising hospitality to be offered by the County Council under the Terms of Reference (paragraph 59(d.)) set out in the Constitution.

### **Financial Comments (MB 4/2/13)**

7. The financial implications are set in paragraph 4 of the report.

### **Background Papers available for Inspection**

Letter dated 15 January 2013 from the event organiser.

### **Electoral Division(s) and Member(s) Affected**

All



**Agenda Item: 5 (b)**

**REPORT OF SERVICE DIRECTOR - HIGHWAYS**

**DIAMOND JUBILEE CELEBRATION FOR THE SCHOOL CROSSING  
PATROL SERVICE**

**Purpose of the Report**

To gain approval from the Administration Committee for the organisation of an event to celebrate the 60<sup>th</sup> anniversary of the School Crossing Patrol (SCP) service.

**Information and Advice**

- 1 Legislation for the School Crossing Patrol (SCP) Service was launched in March 1953 and a service has been operating in Nottinghamshire since that time, firstly by the Police, then for the last forty one years by Nottinghamshire County Council.
- 2 Road Safety Great Britain (RSGB) are planning a national press release and providing a specially designed certificate for SCPs across the country. The date of the press launch is still to be determined but it is likely to be late May or June.
- 3 On a regional level, it has also been decided to issue each Patrol with a commemorative badge. Locally the opportunity will be used to enhance the image of the service by ensuring local media coverage, which will increase our recruitment opportunities.
- 4 At a local level it is hoped to pay tribute to our patrols by hosting a reception at County Hall to which the Chairman will be invited, including a light buffet lunch, costing no more than £1,500. We would use the event to present the badges and certificates and update our golden jubilee picture by patrols forming a '60' outside County Hall.
- 5 To enable patrols from the outlying areas the opportunity to attend it is planned to provide bus transport to collect and return patrols to the area in which they live, approximate costs £1,200.
- 6 It is hoped to make this a high profile event, attracting some of the longest serving and oldest ex-patrols to share their memories of the service over the last sixty years.

7. Members will be encouraged to make June a 'Get to know your patrol' month, by arranging to meet patrols within their wards, on site during their duty time.
8. Funding for this event, plus the badges, will be found from the SCP budget, unless sponsorship can be obtained.

### **Other Options Considered**

9. For Road Safety staff to present the badges and certificates at approximately 11 smaller area meetings for SCPs.

### **Reason/s for Recommendation/s**

10. For Members to show their continued support for a much appreciated public service, provided by committed frontline workers.

### **Statutory and Policy Implications**

11. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Implications for Service Users**

12. If the event is held during the May half-term holiday, then there will be no impact on service users. However if the event needs to be held during term-time, some SCPs may need to take leave from other lunch-time jobs.

### **Financial Implications**

13. Total costs for the event are anticipated to be around £3,000 for a maximum of 150 people, which will be found from the SCP budget.

### **Equality Implications**

14. Bus transport to be provided for those patrols who would have difficulty travelling to County Hall.

### **RECOMMENDATION/S**

15. It is recommended that this committee gives its full support to this event, in recognition of the dedication from these frontline workers who work in all weather and road conditions to keep children safe on schools journeys.



**Andrew Warrington**

**Service Director – Highways**

**For any enquiries about this report please contact:**

Pam Shaw – County Road Safety Manager

**Constitutional Comments (LMcC 22/02/2013)**

16. The Administration Committee has delegated authority within the Constitution to approve the recommendations in the report.

**Financial Comments (TMR 25/02/2013)**

17. The financial implications are set out in the report.

**Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

**Electoral Division(s) and Member(s) Affected**

All



**20 March 2013**

**Agenda Item: 6**

**REPORT OF THE CORPORATE DIRECTOR POLICY PLANNING AND  
CORPORATE SERVICES**

**APPOINTMENT TO OUTSIDE BODY**

**Purpose of the Report**

1. To consider nomination of a member to represent the County Council on the Board of the Lowland Derbyshire and Nottinghamshire Local Nature Partnership.

**Information and Advice**

2. Through the Natural Environment White Paper, the Government made a commitment to support the creation of Local Nature Partnerships which will work at a strategic scale, demonstrating local leadership, raising awareness about the vital services and benefits that a healthy natural environment brings, and contributing to the green economy. Government intends that these partnerships will work alongside Local Enterprise Partnerships and Health and Wellbeing Boards and actively engage with other sectors and organisations not traditionally associated with the conservation and enhancement of the natural environment. 48 Local Nature Partnerships have now been established across the country.
3. The Lowland Derbyshire and Nottinghamshire Local Nature Partnership (LDN LNP) was formally recognised by the Secretary of State for the Environment, Food and Rural Affairs on 28<sup>th</sup> September 2012. It brings together a wide range of partners from organisations across the business, community, education, environment, health and land management sectors. Development work, funded by the Department for the Environment, Food and Rural Affairs, has been undertaken to set out the Vision and Objectives for the LDN LNP.
4. A Board consisting of senior representatives from each of the sectors has now been established under the chairmanship of Mr Tony Walker, Deputy Managing Director of Toyota UK. The Secretariat for the LNP is currently being provided by Nottinghamshire County Council's Conservation Team.
5. The Board has requested nomination of a Councillor to represent the County Council.
6. At the moment the Board meets every other month meetings are currently hosted by Toyota.

## **Other Options Considered**

7. The Council could decline to nominate a representative. Reason/s for Recommendation/s
8. To strengthen both partnership working and the strategic link between the County Council's duties for both the natural environment and health and wellbeing.

## **Statutory and Policy Implications**

9. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION/S**

- 1) That consideration be given to the appointment of a Member to the Board of the Lowland Derbyshire and Nottinghamshire Local Nature Partnership to represent the County Council and its role in Health and Well-being.

**Jayne Francis-Ward**

**Corporate Director, Policy, Planning and Corporate Services**

**For any enquiries about this report please contact:**

**Heather Stokes, Team Manager Conservation (0115 9696508)**

### **Constitutional Comments (SG 28/02/2013)**

10. The Committee is the appropriate body to decide the issues set out in this Report. The Committee under its Terms of Reference has responsibility for approving appointments to outside bodies and determining which committee should receive regular updates from those outside bodies.

### **Financial Comments (MB 06/03/2013)**

11. There are no specific financial implications arising from the report.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

**Electoral Division(s) and Member(s) Affected**

All.

