

COMMITTEE REF:

ADMC/11/07



COMMITTEE : ADMINISTRATION

DATE : WEDNESDAY 7TH NOVEMBER 2007

TIME : 6.00 P.M.

PLACE : COMMITTEE ROOM 2, TOWN HALL, LUTON

COUNCILLORS : STEWART (CHAIR) PEDERSEN
ASHRAF (VICE-CHAIR) SIMMONS
CHAPMAN SINGH
R. DAVIES


QUORUM : 3 MEMBERS

INFORMATION FOR THE PUBLIC


PURPOSE: This Committee deals with all matters relating to elections and referendums, civic and ceremonial activities, Bye-laws, the Local Government Pension Scheme, any change in the name of the Borough or the Council, conferring the Freedom of the Borough and the appointment of representatives to outside organisations relating to the Committee's work.


This meeting is open to the public and you are welcome to attend.

For further information, or to see the papers, please contact us at the Town Hall:

 **IN PERSON**, 9am to 5pm, Monday to Friday, or

 **CALL** Democratic and Member Services on 01582 546038

An induction loop  facility is available for meetings held in Committee Room 3.

Arrangements can be made for access to meetings for  disabled people.

If you would like us to arrange this for you, please call us on 546038

AGENDA

<i>Agenda Item</i>	<i>Subject</i>	<i>Page No.</i>
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES	
	1. 12 th September 2007	2.1/1-2.1/4
3.	EMERGENCY EVACUATION PROCEDURE	
	The Chair to advise of the nearest available exit route in the event of an emergency.	
4.	SECTION 106, LOCAL GOVERNMENT FINANCE ACT 1972	
	Those item(s) on the Agenda affected by Section 106 of the Local Government and Finance Act 1992 will be identified at the meeting. Any Members so affected is reminded that (s)he should disclose the fact and refrain from voting on those item(s).	
5.	DISCLOSURES OF INTERESTS	
	Members are reminded that they must disclose both the existence and the nature of any personal interest that they have in any matter to be considered at this meeting.	
	A Member with a personal interest in any matter to be considered at this meeting will also have a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest. A Member who has a prejudicial interest must withdraw from the meeting room unless (s)he has obtained a dispensation from the Council's Standards Committee.	
6.	URGENT BUSINESS	
	The Chair to report on any business which is considered to be urgent and which should be discussed at the meeting in accordance with Section 100B(4)(b) of the Local Government Act 1972 and to determine when, during the meeting, any such business should be discussed.	

<i>Agenda Item</i>	<i>Subject</i>	<i>Page No.</i>
7.	REFERENCES FROM SCRUTINY COMMITTEES, EQUALITIES FORUMS, ETC.	
	REPORT	
8.	Additional Community Centre Posts (Report of the Head of Leisure & Community)	8/1-8/6
9.	New Post in Building Schools for the Future Team (Report of the Director of Children & Learning)	9/1-9/16
10.	Community Cohesion Officer - Establishment Of Permanent Post (Report of Inclusion and Cohesion Manager)	10/1-10/3
11.	Nursery Nurse Conditions of Service (Report of Director of Children & Learning)	11/1-11/9
12.	Communications Review - Creation Of New Posts (Report of Chief Executive and Director of Resources)	12/1-12/6
13.	Activating the Recruitment and Retention Allowance for the 'Lean' Roles within the Transformation Team (Report of Head of Customer and Access and Business Transformation)	13/1-13/15
14.	LOCAL GOVERNMENT ACT 1972, PART VA To consider whether to pass a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting during consideration of any item(s) listed below as it is likely that if members of the public were present during that item there would be disclosure to them of exempt information falling within the relevant Paragraph(s) of Part 1 of Schedule 12A to the Local Government Act 1972 set out against each item would be disclosed to them.	
		<i>Para No.</i> <i>Page No.</i>
15.	Deletion of Posts - Children And Learning (Report of the Director of Children & Learning)	1 & 2 15/1-15/16