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Council

17<sup>th</sup> January 2012

**Name of Cabinet Member:**  
Councillor Linda Bigham

**Director Approving Submission of the report:**  
Director of City Services and Development

**Ward(s) affected:**  
Not Applicable

**Title:**  
**Authority for Attendance at Conference**

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**Is this a key decision?**  
No

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**Executive Summary:**

This report seeks Council's approval to the attendance by a number of Coventry City Council officers at the MIPIM Conference 2012.

**Recommendation:**

The Council is asked to consider the matters set out in the call-in referred to at paragraph 1.3 of the report and to determine whether the officers referred to at paragraph 1.2 should attend the MIPIM 2012 Conference.

**List of Appendices included**

Attendance at Conference Form - MIPIM 2012 Conference (Appendix 1)

**Other useful background papers:**

Scrutiny call in form

**Has it or will it be considered by Scrutiny?**

No. The decision of the Council will negate the requirement for the call-in to be determined by the Scrutiny Coordination Committee.

**Has it, or will it be considered by any other Council Committee, Advisory Panel or other body?**

Cabinet Member (City Development)

**Will this report go to Council?**

Yes – 17<sup>th</sup> January 2012

## **Report title: Authority for Attendance at MIPIM Conference 2012**

### **1. Context (or background)**

- 1.1 At the meeting of the Cabinet Member (City Development) held on 5<sup>th</sup> January 2012, the Cabinet Member considered an Attendance at Conference Form which sought approval for delegates to attend the Marche International Des Professionals De L'Immobilier – MIPIM 2012 Conference to be held in France between 6<sup>th</sup> to 9<sup>th</sup> March 2012.
- 1.2 After due consideration of the report and the matters raised at the meeting, the Cabinet Member gave approval to attend the conference for Martin Reeves, Chief Executive, Martin Yardley, Director of City Services and Development, David Cockcroft, Assistant Director (City Centre and Development Services) and Deirdre Fitzhugh, Inward Investment and Destination Marketing Team Manager.
- 1.3 The decision was called-in by Councillors Blundell, Mrs Dixon and Mrs Noonan on 11th January 2012: *'To understand the rationale as to the number of Council paid attendees at the conference and to further enquire as to the nature of the sponsorship as verbally disclosed at the Cabinet meeting and whether or not this is intended to mitigate any costs incurred.'*
- 1.4 This item has been referred to the Council as a late urgent item to be considered at this meeting. This is because if the Council wishes to secure attendance and representation at the conference, the necessary booking and associated arrangements will need to be made before the usual call in arrangements through the Scrutiny Co-ordination Committee can be carried out.

### **2. Options considered and recommended proposal**

- 2.1 The Council can decide whether or not to grant approval for the named officers to attend the conference. It is recommended that approval is given for the reasons set out in the Attendance at Conference Form which is attached to the report.

### **3. Results of consultation undertaken**

Not applicable

### **4. Timetable for implementing this decision**

- 4.1 If the Council approves attendance at the conference, the necessary booking arrangements will be made straight away.

### **5. Comments from Director of Finance and Legal Services**

#### **5.1 Financial implications**

The cost of attendance can be contained within existing budgets should appropriate sponsorship not be identified to assist with these costs.

#### **5.2 Legal implications**

None.

## 6. Other implications

None.

### Report author(s):

**Name and job title:** Martin Yardley Director of City Services and Development

**Directorate:** City Services and Development Directorate

**Tel and email contact:** 02476 831200 martin.yardley@coventry.gov.uk

Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Legal: John Scarborough	Corporate Governance & Litigation Manager	Finance & Legal	13/1/12	13/1/12
<b>Names of approvers:</b> (officers and members)				
Legal: Christine Forde	Assistant Director (Legal Services)	Finance & Legal	13/1/12	16/1/12
Director: Martin Yardley	Director of City Services and Development	City Services and Development	13/1/12	13/1/12
Members: Councillor Linda Bigham	Cabinet Member (City Development)			16/1/12

This report is published on the Council's website:

[www.coventry.gov.uk/meetings](http://www.coventry.gov.uk/meetings)

**CONFERENCES/SEMINARS**  
**AUTHORITY FOR ATTENDANCE**

THIS FORM TO BE USED FOR COUNCILLORS (FOR ATTENDANCE BOTH IN AND OUTSIDE THE U.K.) AND FOR EMPLOYEES (OUTSIDE THE U.K. ONLY OR, IF ACCOMPANYING A COUNCILLOR, INSIDE THE UK)

<b>1. Title of Conference</b>	Marche International Des Professionals De L'Immobilier – MIPIM 2012	
<b>2. Organising Body</b>	Reed Midem Organisation	
<b>3. Location</b>	France	
<b>4. Date(s)</b>	6 <sup>th</sup> – 9 <sup>th</sup> March 2012	
<b>5. Councillor(s) recommended to attend</b>	Nil.	
<b>6. Employee(s) recommended to attend</b>	Martin Reeves – Chief Executive Martin Yardley – Director City Services and Development David Cockroft – Assistant Director City Centre and Development Services Déirdre Fitzhugh – Inward Investment and Destination Marketing Team Manager	
<b>7. Cost per person, including travel, etc</b> (Note: If total cost is less than £100, formal Cabinet/Cabinet Member approval is not required)	Delegate Fee	£500.00
	Accommodation	£394.00
	Travel	£262.00
	<b>Total</b>	<b>£1,156.00</b>
	£1156.00 per person (inc travel, accommodation, registration and subsistence)  Please note these are approximate costings and will vary in accordance with exchange rate and timing of flight/accommodation bookings.	
<b>8. Is participation at this event as part of a group</b>	YES/NO	
<b>9. If so, how many people IN TOTAL will be attending the event as part of that group</b>	Coventry will be working in partnership with a number of key private developers for the duration of MIPIM. The group would total approximately 20 persons.	
<b>10. Is there anyone travelling with the Member, officer or group in relation to whom any of the costs of travel, accommodation or any other expense</b>	NO	

will be paid for by a Member or officer. If "YES" please state number.	
11. Source of Funding (FIS Code)	Inward Investment Team – PK 27002
12. What are the reasons for attendance and what benefits to the City Council are expected from attendance	<p>To profile Coventry as a destination for relocation. Our presence at the show gives a strong indication that Coventry is in the marketplace for doing business and is actively seeking new property investment in the City.</p> <p>The primary objective of Coventry's involvement is to attract and encourage investment into Coventry as part of an overall strategy to create and sustain jobs in the region. Participating and exhibiting at MIPIM allows Coventry the unique opportunity of profiling its projects, achievements and development opportunities to major decision makers and intermediaries in the UK and international property markets.</p> <p>Completed By/Signed: Date:</p>
13. Is this conference part of an overall project involving further visits in the future?	<p>YES/NO</p> <p>The City has had representation at MIPIM for the last 18 years and would look to continue to do so in future years.</p>
14. Recommendation of Cabinet Member/ Cabinet/Chair of any other City Council Committee	<p>YES/NO <del>NO</del> RBG am</p>
(a) Are you satisfied that there is a genuine reason for attendance and genuine benefit for the Council?	<p>YES/NO <del>NO</del> 15/12/11</p>
(b) Will Councillor attendance affect the decision-making processes of the Council?	<p>YES/NO</p>
(c) Is attendance recommended?	<p>YES/NO</p> <p>Signed: Date:</p>
15. Cabinet Member's recommendation	<p>YES/NO <del>NO</del></p> <p>Signed: RBG am Date: 15/12/11</p>
16. Leader's recommendation	<p>YES/NO <del>NO</del></p> <p>Signed: J.R. Mutton Date: 15/12/11</p>

<b>17. Person responsible for booking conference following approval of attendance</b>	Name: Déirdre Fitzhugh Department: City Centre and Development Services Telephone No: 024 7683 1228
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**THIS FORM SHOULD NOW BE RETURNED TO THE DIRECTOR OF CUSTOMER AND WORKFORCE SERVICES (Room CH 59)**

*FOR CUSTOMER AND WORKFORCE SERVICES DIRECTORATE'S USE ONLY*

<b>Decision</b>	<i>Cabinet Member/Cabinet</i>
<b>APPROVED / NOT APPROVED</b>	<i>Date:</i>

<b>Notification to:</b>	<u>YES/NO</u>	<u>DATE</u>
<b>(a) Officer responsible for booking conference</b>		
<b>(b) Councillor attending</b>		
<b>(c) Member of Management Board</b>		
<b>(d) Members' Services</b>		
<b>(e) Committee Officer</b>		

<b>Date report back obtained</b>	
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<b>Date of meeting of Scrutiny to receive report back</b>	
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