



Coventry City Council

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Public report

## **REPORT BACK ON CONFERENCE/SEMINAR**

**REPORT TO:** Scrutiny Co-ordination Committee

3<sup>rd</sup> November 2010

**REPORT OF:** Lord Mayors Office

**TITLE:** Visit to China 2008

**DATE:** 18<sup>th</sup> – 25<sup>th</sup> October, 2008

**VENUE:** Jinan, Shandong Province, China

### **1 Recommendation**

The Scrutiny Board is recommended to note the report on, and the positive outcomes of the then Lord Mayor's civic visit to Jinan, China from 18<sup>th</sup> October to 25<sup>th</sup> October 2008. Because of the importance of marking the 25<sup>th</sup> anniversary twinning link with Jinan the Lord Mayor and the Acting Chief Executive were accompanied by the then Leader. It was agreed in 2002 in a Memorandum of Understanding that Coventry and Jinan would pay biennial visits to each other and the visit is part of this understanding.

A delay occurred for a period of some months relating to agreeing the split of costs between the City Council and The Chamber who were also involved with both incoming and outgoing visits with Jinan. Focus was given to agreeing the costs to be funded by the Lord Mayor's Hospitality Budget in order that the Third Quarter Hospitality Budget Report could be accurately reported to the Cabinet Member. This was achieved and accordingly the report was approved on 18<sup>th</sup> March 2009. Unfortunately, by this time there was a genuine oversight that the final report back process to Scrucro had been overlooked in order to report the overall cost to the City Council of the visit including the Leader, Lord Mayor and Acting Chief Executive.

The Constitution under 5.6.19 Approval of Foreign Travel by Employees states that, for reports back to Scrutiny "Any such report must be made within two months of attendance ". The conference approval form also includes a date for the specific intended Scrutiny Board date of report back to be filled in – however this is usually blank at time of approval. A copy of the current conference approval form is attached as Appendix 1, for reference.

It is recommended that, in addition the following text is added to the conference approval form, to ensure future reports are submitted in a timely manner:

*Reports to Scrutiny should be made within two months of attendance, in accordance with the Constitution paras 5.6.6 and 5.6.19. The lead employee (usually an employee attending) will be responsible for identifying the relevant Scrutiny meeting to which the report back will be made, and ensuring that the date of this meeting is included on the form at the time of approval.*

## 2 Background

The delegation from Coventry was invited to Jinan by the Foreign Affairs Office of Jinan Municipal Government to underline the Council's support to the ongoing business relations between Jinan and Coventry.

The China Trade Liaison Office (CTLO) within Coventry and Warwickshire Chamber of Commerce organises regular Trade Missions to and from China and works very closely with the Jinan Municipal Government. In recognition of the great importance that Chinese culture attaches to official government representation, the Chamber of Commerce strongly recommended that Coventry City Council accepted the invitation to send a delegation and accompany The Chamber's Trade Mission to Jinan, in order to raise the profile of the Chamber's work and to show Coventry City Council's ongoing commitment to the cooperation in this area.

The council received extensive support and advice from the CLTO who helped to coordinate the delegation. Lord Mayor and Lady Mayoress, the then Leader and then Acting Chief Executive, were received in Jinan at the same time as a number of delegates from the Coventry & Warwickshire Chamber of Commerce and also Coventry University.

## 3 Cost of attending

The total cost for the Leader, Lord Mayor and Acting Chief Executive visiting Jinan are as follows:

Air Travel	7,582.80
Visas	583.50
Internal Flights and Accommodation	1,374.00
Translation Fees	400.00
Travel Insurance	118.80
Currency (includes internal charge)	381.60
Civic Gifts for Jinan delegation of 10 people of A2 city portraits	733.00
	<hr/> <b>£11,173.70</b> <hr/>

All the above costs have been met by City Development Directorate and Lord Mayor's Hospitality Budget. Accommodation, hospitality and transport whilst staying in Jinan were covered by Jinan City Administration.

## 4 Benefits

2008 marked the 25<sup>th</sup> anniversary of the twinning links with Jinan, China. As mentioned above, Coventry City Council agreed in 2002 to visit Jinan every two years and this visit allowed the Leader to visit Jinan and promote the twinning links between the two cities.

The visit also underlined continued support from the Council to Jinan. This was confirmed by the Lord Mayor and the Mayor of Jinan both signing a Memorandum of Understanding to mark the 25<sup>th</sup> Anniversary giving continued commitment to official exchanges, business and

trade, education exchanges, communication and exchanges in other areas e.g. culture, science and technology.

The visit also reinforced Coventry's commitment to the relationship between the Coventry and Warwickshire Chamber of Commerce's China Trade Liaison Office (CTLO) and Jinan Municipal Government who travelled alongside the City Council's delegation.

As part of the anniversary, the City Council subsequently received two inward delegations from Jinan later in the year to reciprocate business and civic exchanges.

List of background papers

Proper Officer: Bev Messinger, Director of Customer and Workforce Services

Author: Jane Barlow, Civic Business Manager, Customer and Workforce Services Directorate

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(Any enquiries should be directed to the above)

Other contributors: N/A

Papers open to public inspection

**Description of paper:**

None

**Location:**

**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>			
<b>2. Organising Body</b>			
<b>3. Location</b>			
<b>4. Date(s)</b>			
<b>5. Councillor(s) recommended to attend</b>			
<b>6. Employee(s) recommended to attend</b>			
<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		
	Accommodation		
	Travel		
	Total		
<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>	Number		
<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 will be paid for by a Member or officer. If "YES" please state number.</b>			
<b>11. Source of Funding (FIS Code)</b>			
<b>12. What are the reasons for attendance and what benefits to the City Council are expected from attendance</b>	Completed By/Signed: Date:		
<b>13. Is this conference part of an overall project involving further visits in the future?</b>	YES/NO		
<b>14. Recommendation of Cabinet Member/ Cabinet/Chair of any other City Council Committee</b>	YES/NO		
<b>(a) Are you satisfied that there is a genuine reason for attendance and genuine benefit for the Council?</b>	YES/NO		

<p><b>(b) Will Councillor attendance affect the decision-making processes of the Council?</b></p> <p><b>(c) Is attendance recommended?</b></p>	<p>YES/NO</p> <p>YES/NO</p> <p>Signed: Date:</p>
<p><b>15. Cabinet Member's recommendation</b></p>	<p>YES/NO</p> <p>Signed: Date:</p>
<p><b>16. Leader's recommendation</b></p>	<p>YES/NO</p> <p>Signed: Date:</p>
<p><b>17. Person responsible for booking conference following approval of attendance</b></p>	<p>Name:</p> <p>Department:</p> <p>Telephone No:</p>

**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*

<p><b>Decision</b></p> <p><b>APPROVED / NOT APPROVED</b></p>	<p><i>Cabinet Member/Cabinet</i></p> <p><i>Date:</i></p>
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<p><b>Notification to:</b></p> <p><b>(a) Officer responsible for booking conference</b></p> <p><b>(b) Councillor attending</b></p> <p><b>(c) Member of Management Board</b></p> <p><b>(d) Members' Services</b></p> <p><b>(e) Committee Officer</b></p>	<p><u>YES/NO</u></p> <p><u>DATE</u></p>
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<p><b>Date report back obtained</b></p>	
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<p><b>Date of meeting of Scrutiny to receive report back</b></p>	
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