

Report to Scrutiny Co-ordination Committee

8th December, 2010

Subject
Outstanding Reports Back on Conference Attendance/ Foreign Visits

1 Purpose of the Note

- 1.1 To present remaining outstanding reports back from Conference Attendance/Foreign Visits and to provide Members with an update on arrangements that have been put in place to avoid late reports in future.

2 Recommendations

- 2.1 The Committee is requested to:

- a) note the reports attached.
- b) endorse the action taken to avoid the submission of late reports back on conference attendance and foreign visits in future.

3 Information/Background

- 3.1 Part 5.6 of the Constitution (which sets out the Protocol for Approval for Foreign Travel and Conference Attendance for Councillors and Employees and the arrangements for reporting back to Scrutiny on attendance) includes a requirement to report back to the relevant Scrutiny Board within two months of attendance.
- 3.2 Following internal checks and a Freedom of Information request in October 2010, it came to light that a small number of reports back from conference attendance and foreign visits were outstanding. The Scrutiny Co-ordination Committee received three of these at its meeting on the 3rd November, 2010 and the remainder are attached for consideration at this meeting.
- 3.3 At the meeting, the Committee decided that a more robust process should be put in place to ensure that reports are received promptly in the future and that further specific information on costs and benefits should be included in those reports (minute 39/10 refers).

- 3.4 Since that meeting, Management Board and other Officers have been informed that, as decided by this Committee, reports back must include not only the actual costs of the foreign visit/conference attendance, but also the costs originally approved by the Cabinet. In addition, it must include not only information on the benefits of the visit/conference, but also an assessment of whether those benefits matched those originally envisaged. Officers have also been reminded of the timescale by which reports must be submitted to this Committee. The conference approval form has also been amended to ensure future reports back are schedule in at the time of approval and this is attached for information in Appendix 1.
- 3.5 It is also now proposed that the Chair of this Committee be informed on a regular basis if any reports are not submitted within the deadline, to monitor progress and ensure that there is no further delay.

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CONFERENCES/SEMINARS AUTHORITY FOR ATTENDANCE
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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)

1. Title of Conference			
2. Organising Body			
3. Location			
4. Date(s)			
5. Councillor(s) recommended to attend			
6. Employee(s) recommended to attend			
7. Cost per person, including travel, etc (Note: If total cost is less than £100, formal Cabinet/Cabinet Member approval is not required)	Delegate Fee		
	Accommodation		
	Travel		
	Total		
8. Is participation at this event as part of a group	YES/NO		
9. If so, how many people IN TOTAL will be attending the event as part of that group	Number		
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.			
11. Source of Funding (FIS Code)			
12. What are the reasons for attendance and what benefits to the City Council are expected from attendance	Completed By/Signed: Date:		
13. Is this conference part of an overall project involving further visits in the future?	YES/NO		
14. Recommendation of Cabinet Member/ Cabinet/Chair of any other City Council Committee	YES/NO		
(a) Are you satisfied that there is a genuine reason for attendance and genuine benefit for the Council?	YES/NO		

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

3.6

3.7 THIS FORM SHOULD NOW BE RETURNED TO THE DIRECTOR OF CUSTOMER AND WORKFORCE SERVICES (Room CH 59)

3.8

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

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

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

Date report back obtained	
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Date of meeting of Scrutiny to receive report back	
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