



Resources Directorate

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24th November 2015

Our ref: C/LMK

Dear Member,

Supplementary Agenda – Meeting of the Cabinet - Thursday, 26th November, 2015

With the agreement of the Chair, the following item of urgent business has been added to the agenda for the meeting of Cabinet on 26th November 2015, the reasons for urgency being the need for the travel and accommodation arrangements to be confirmed at the earliest opportunity.

21a Authority for Attendance at Conference / Seminar (Pages 3 - 6)

To approve the attendance of John Kyffin Hughes (IMPRESS Project Manager) and Kevin Palmer (Energy Manager) to attend the IMPRESS Project Meeting to be held on 2nd and 3rd December 2015 in Naples, Italy.

If you have any queries, please do not hesitate to contact me on the telephone number shown above.

Yours sincerely

Lara Knight
Governance Services Co-ordinator



INVESTOR IN PEOPLE

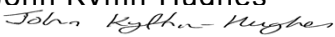
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CONFERENCES/SEMINARS

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)

1. Title of Conference	IMPRESS Project Meeting		
2. Organising Body	IES LTD		
3. Location	First project meeting in Naples Italy. Others project meetings to follow (approximately 8) some of which will be outside UK. The project runs until December 2018.		
4. Date(s)	Naples project meeting 2 nd / 3 rd December		
5. Councillor(s) recommended to attend	None		
6. Employee(s) recommended to attend	John Kyffin-Hughes Kevin Palmer		
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	0	
	Accommodation	£370	
	Travel	£430	
	Total	£800	
	Attendance at the meeting will be at no cost to the Council. The IMPRESS project is 100% European grant funded.		
8. Is participation at this event as part of a group	YES		
9. If so, how many people IN TOTAL will be attending the event as part of that group	Number	26	
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.	No		
11. Source of Funding (FIS Code)	10214		
12. What are the reasons for attendance and what benefits to the City Council are expected from attendance	IMPRESS project participants are required to attend project meetings. Two Council officers are recommended to attend this meeting. The IMPRESS Project Manager (John Kyffin-Hughes) and the Energy Manager (Kevin Palmer). The Energy Manager will be providing technical support. This is a particularly crucial meeting as we will be evaluating which building in Coventry will be best suited to		

	<p>benefit from the external wall cladding.</p> <p>The Council is 100% funded for the work it carries out on the IMPRESS project. Direct financial benefit to the Council is £176k. In addition the Council will also benefit as the cost of cladding materials and installation will also be met by the Project.</p> <p>The building to be clad will be one of the following schools: Little Heath Primary, Pearl Hyde Primary or Cannon Park Primary. These buildings are of CLASP construction.</p> <p>The objective of the project is to develop an improved and cheaper cladding material and installation process for hard to treat walls which would benefit from improved insulation. CLASP constructed buildings are very common and insulating CLASP walls is prohibitively expensive. Coventry has 20 schools of CLASP construction.</p> <p>This project has the potential to make a significant impact across Europe in improving the insulation properties of difficult to treat buildings. Coventry City Council has a vital part to play in making this happen.</p> <p>The final year of the project will be focusing on dissemination across Europe of the projects findings. Case studies and site visits are expected to be part of the dissemination process.</p> <p>Completed By/Signed:</p> <p>John Kvffin-Hughes  Date: 18/11/2015</p>
13. Is this conference part of an overall project involving further visits in the future?	YES
14. Recommendation of Cabinet Member/ Cabinet/Chair of any other City Council Committee	YES
(a) Are you satisfied that there is a genuine reason for attendance and genuine benefit for the Council?	YES

(b) Will Councillor attendance affect the decision-making processes of the Council?	NO
(c) Is attendance recommended?	YES Signed: Cllr K Maton Date: 18-11-15
15. Cabinet Member's recommendation	YES Signed: Cllr K Maton Date: 18-11-15
16. Leader's recommendation	YES/NO Signed: Date:
17. Person responsible for booking conference following approval of attendance	Name: John Kyffin-Hughes Department: Sustainability & Low Carbon Telephone No: 1910

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

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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