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Resources Directorate

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To all Members of the Cabinet

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19th April 2016
Our ref: C/MAS

Dear Member,

Supplementary Agenda – Meeting of the Cabinet - Tuesday, 19th April, 2016

You should hopefully by now have received the agenda and documentation for the above meeting. The purpose of this letter is to advise you of an additional item for consideration at that meeting.

With the agreement of the Chair (Councillor Lucas), the following report is to be considered as urgent business at the above meeting, the reason for urgency being the need to finalise attendance arrangements at the earliest opportunity.

- **Agenda Item 7. ANY OTHER ITEMS OF PUBLIC BUSINESS WHICH THE CHAIR DECIDES TO TAKE AS A MATTER OF URGENCY BECAUSE OF THE SPECIAL CIRCUMSTANCES INVOLVED – APPROVAL TO ATTEND CONFERENCE: LOCAL GOVERNMENT ASSOCIATION ANNUAL CONFERENCE (Pages 3 - 6)**

If you have any queries, please do not hesitate to contact me.

Yours sincerely
Michelle Salmon
Governance Services Officer



Membership: Councillors R Brown (Deputy Cabinet Member), D Gannon, D Kershaw, A Khan (Deputy Chair), R Lancaster, A Lucas (Chair), E Ruane, F Abbott, K Maton, K Caan, J McNicholas (Deputy Cabinet Member), J Clifford (Deputy Cabinet Member), S Thomas (Deputy Cabinet Member) and R Auluck (Deputy Cabinet Member)

By invitation: Councillors A Andrews and J Blundell

Agenda Item 7

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	LGA Annual Conference and Exhibition		
2. Organising Body	Local Government Association		
3. Location	Bournemouth		
4. Date(s)	5-7 July 2016		
5. Councillor(s) recommended to attend	Councillor Ann Lucas (Leader of the Council) Councillor Ken Taylor (Member of the Opposition) Councillor Rupinder Singh (Member of the Labour Group) Councillor Rachel Lancaster (Cabinet Member, Public Services)		
6. Employee(s) recommended to attend	Martin Reeves (Chief Executive)		
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	£495 +	VAT
		£93	per night
	Accommodation	£1023	(Total)
	Travel		
	Total	£3,752	
8. Is participation at this event as part of a group	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.	NO		
11. Source of Funding (FIS Code)	Corporate Member's Training Budget (10150)		
12. What are the reasons for attendance and what benefits to the City Council are expected from attendance	This Conference will enable Councillors to improve the delivery of public services to the citizens of Coventry through listening to government ministers, other public servants and elected members and learning from speakers, as well as networking and participating in workshops. The discussions this year will focus on finance, housing, devolution and health & social care.		
	Completed By/Signed:		

October 2010

	Date:
13. Is this conference part of an overall project involving further visits in the future?	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: 19/04/16
16. Leader's recommendation	YES/NO Signed: Date: 19/04/16
17. Person responsible for booking conference following approval of attendance	Name: YASSIR MAHMOOD Department: RESOURCES Telephone No: 024 7683 4113

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	Cabinet Member/Cabinet
APPROVED / NOT APPROVED	Date:

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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