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Place Directorate

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To all Members of the Cabinet

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2nd October 2019
Our ref: C/LMK

Please contact Lara Knight
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Dear Member,

Supplementary Agenda – Meeting of the Cabinet - Tuesday, 8th October, 2019

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 Duggins), the following is to be considered as urgent business at the above meeting, the reason for urgency being for approval to be sought at the earliest opportunity, as the next scheduled meeting would be after the date of the conference.

11a Authority for Attendance at Conference (Pages 3 - 6)

To authorise the attendance of the Lord Mayor (Councillor L Bigham) and the Deputy Leader of the Council (Councillor AS Khan) at the 'International People's Diplomacy Forum - Dialogue on the Volga: Peace and Mutual Understanding in the 21st Century' to be held in Volgograd, Russia from 28th October to 2nd November 2019.

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

Yours sincerely

Lara Knight
Governance Services Officer



Membership:

Cabinet Members:

Councillors K Caan, G Duggins (Chair), P Hetherington, A S Khan (Deputy Chair),
T Khan, K Maton, J Mutton, M Mutton, J O'Boyle and P Seaman

Non-voting Deputy Cabinet Members:

Councillors P Akhtar, R Ali, B Gittins, G Lloyd and D Welsh

By invitation:

Councillors A Andrews and G Ridley (non-voting Opposition representatives)

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	Attendance at 'International People's Diplomacy Forum entitled 'Dialogue on the Volga: Peace and Mutual Understanding in the 21 st Century'
2. Organising Body	City of Volgograd
3. Location	Volgograd, Russia
4. Date(s)	28 th October – 2 nd November 2019
5. Councillor(s) recommended to attend	Lord Mayor, Councillor Linda Bigham Deputy Leader, Councillor Abdul S Khan
6. Employee(s) recommended to attend	Lord Mayor's Support Officer
7. Cost per person, including travel, etc (Note: If total cost is less than £100, formal Cabinet/Cabinet Member approval is not required)	<p>Costs - as at time of completing form £462pp – Return economy Airfare £110pp for Single-entry VISA</p> <p>+£1,354 for 2 nts accomm in Moscow +£250 approx Currency for incidentals</p> <p>**Airport transfers yet to be determined</p> <p>The City of Volgograd will provide accommodation, meals, and transport.</p>
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	No
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.	The Lord Mayor's Consort will also be travelling – being funded personally.
11. Source of Funding (FIS Code)	Lord Mayor's Hospitality Budget – 10042

<p>12. What are the reasons for attendance and what benefits to the City Council are expected from attendance</p>	<p>The city has been invited by the City of Volgograd to attend an International People's Diplomacy Forum as part of the United Nations World Cities Day (31st October).</p> <p>The Lord Mayor and Councillor Khan will contribute to two round table discussions from a choice of 8 on a variety of peace related topics (yet to be determined)</p> <p>To continue the long standing links between the two cities on the 75th anniversary of the twinning link, being recognised by the United Nations as the founder members of the international twinning movement.</p> <p>A business meeting with the British Embassy in Moscow to share plans on how Coventry intends to honour the City of Volgograd in November 2019, including the unveiling of the new Volgograd Memorial in Coventry to mark the 75th anniversary.</p>
<p>13. Is this conference part of an overall project involving further visits in the future?</p>	<p>NO</p>
<p>14. Recommendation of Cabinet Member/ Cabinet/Chair of any other City Council Committee</p> <p>(a) Are you satisfied that there is a genuine reason for attendance and genuine benefit for the Council?</p>	<p>YES/NO</p> <p>YES/NO</p>
<p>(b) Will Councillor attendance affect the decision-making processes of the Council?</p> <p>(c) Is attendance recommended?</p>	<p>YES/NO</p> <p>YES/NO</p> <p>Signed: _____ Date: _____</p>
<p>15. Cabinet Member's recommendation</p>	<p>YES/NO</p> <p>Signed: _____ Date: _____</p>
<p>16. Leader's recommendation</p>	<p>YES/NO <i>no</i></p> <p>Signed: <i>John Lygon</i> Date: <i>30/9/19</i></p>
<p>17. Person responsible for booking conference following approval of attendance</p>	<p>Name: Member Services Manager</p> <p>Place Directorate</p> <p>Telephone No: 024 7697 1619</p>

Decision APPROVED / NOT APPROVED	Cabinet Member/Cabinet Date:
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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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