

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	CIPFA Annual Conference		
2. Organising Body	CIPFA		
3. Location	Manchester Central Covention Centre		
4. Date(s)	12-14 th July 2016		
5. Councillor(s) recommended to attend	Cllr Blundell to attend		
6. Employee(s) recommended to attend	Chris West, Barry Hastie		
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	£654	
	Accommodation	£185	
	Travel	£160	
	Total	£999	
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	3		
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)	11716		
12. What are the reasons for attendance and what benefits to the City Council are expected from attendance	<p>The conference explores issues facing the sector, its organisations and employees to help attendees develop the crucial information and skills needed to lead their organisations.</p> <p>Completed By/Signed: Chris West</p> <p>Date: 17/5/2016</p>		
13. Is this conference part of an overall project involving further visits in the future?	NO		
14. Recommendation of Cabinet Member/	YES/NO		

Cabinet/Chair of any other City Council Committee	
(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 <i>Yes</i> Signed: <i>[Signature]</i> Date: <i>2/6/16</i>
17. Person responsible for booking conference following approval of attendance	Name: Hema Patel Department: Resources Telephone No: 02476833700

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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