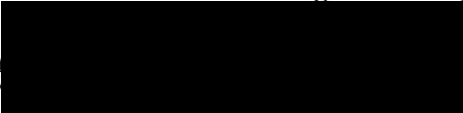


CONFERENCES/SEMINARS
AUTHORITY FOR ATTENDANCE

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	Visit to China as invited by UKTI
2. Organising Body	CW Growth Hub
3. Location	Shanghai and Beijing
4. Date(s)	24/9/16 – 1/10/16
5. Councillor(s) recommended to attend	None
6. Employee(s) recommended to attend	Martin Yardley
7. Cost per person, including travel, etc (Note: If total cost is less than £100, formal Cabinet/Cabinet Member approval is not required)	No cost to CCC Split cost between CW Growth Hub and CW LEP
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	Two
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 (Cost Code)	N/A
12. What are the reasons for attendance and what benefits to the City Council are expected from attendance	To build on existing contracts and to seek opportunities for potential future contracts and to tangible benefits for Coventry.
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 (a) Are you satisfied that there is a genuine reason for attendance and genuine benefit for the Council?	

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(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: Jody Glover Department: Place Directorate Telephone No: 1200

**THIS FORM SHOULD NOW BE RETURNED TO
THE DIRECTOR OF RESOURCES (Room CH 59)**

FOR RESOURCES DIRECTORATE'S USE ONLY

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

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

<i>Date report back obtained</i>	
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<i>Date of meeting of Scrutiny to receive report back</i>	
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