
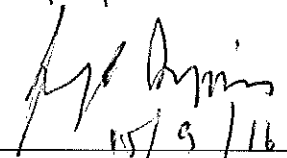


CONFERENCES/SEMINARS
AUTHORITY FOR ATTENDANCE

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	National Children & Adult Conference		
2. Organising Body	ADASS/ADCS/Local Government		
3. Location	Manchester		
4. Date(s)	2 – 4 November 2016		
5. Councillor(s) recommended to attend	Cllrs Ruane (2 days), Abbott (all), Seaman (all), Maton(2 days), Lapsa (all)		
6. Employee(s) recommended to attend	Gail Quinton (1 day), John Gregg (all), Kirston Nelson (2 days)		
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 (full)	450.00	
	Accommodation (full)	170.00	
	Travel	140.00	
	Total	760.00	
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			
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)	11887 and 10150		
12. What are the reasons for attendance and what benefits to the City Council are expected from attendance	<p>The conference is aimed at elected members and senior officers for children's and adult's services. It provides an overview of current and potential future policy and practice with opportunities for members to network with colleagues from other LAs. This enables members to be updated on key issues and aware of best practice from elsewhere when undertaking their cabinet member roles.</p> <p>Completed By/Signed: Gail Quinton Date: 12th September 2016</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>

(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	<input checked="" type="radio"/> YES/NO Signed:  Date: 19/9/16
16. Leader's recommendation	<input checked="" type="radio"/> YES/NO Signed:  Date: 15/9/16
17. Person responsible for booking conference following approval of attendance	Name: Kuldip Manota Department: People Directorate Telephone No: 3405

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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