

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	City of Kiel's Official Ceremony to mark the 70 th anniversary of Friendship Links with Coventry
2. Organising Body	Kiel City Council
3. Location	Kiel, Germany
4. Date(s)	8 th – 11 th September 2017
5. Councillor(s) recommended to attend	The Lord Mayor, Councillor Tony Skipper will be attending, but Authority for Attendance is not required as within the European Union. Councillor Abdul Salam Khan, Deputy Leader of the Council
6. Employee(s) recommended to attend	Principal Private Secretary to the Lord Mayoralty
7. Cost per person, including travel, etc (Note: If total cost is less than £100.00, formal Cabinet/Cabinet Member approval is not required).	Flights only (inc. baggage and seat reservations) Cost £216.03 per person [as at 25/07/17] The City of Kiel covers the cost of accommodation, meals and internal transfers for the group. There is no charge for travel insurance for the Group £200 subsistence for the group for incidental expenditure.
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	Number: 5 The Bishop of Coventry has been invited by St Nikolai Church The Dean of Coventry to form part of the civic party Both self-funding

<p>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.</p>	<p>No</p>
<p>11. Source of Funding (FIS Code) 11225</p>	<p>Lord Mayor's Hospitality Budget will fund the travel for Lord Mayor, Deputy Leader and 1 Officer</p>
<p>12. What are the reasons for attendance and what benefits to the City Council are expected from attendance</p>	<p>Coventry, has had a friendship link with the city of Kiel since 1947 – 70th anniversary. The formal twinning partnership agreement was signed on 10th September 1967 – 50th anniversary.</p> <p>Announced some months ago, the City of Kiel are celebrating this long partnership by holding an official Special Meeting of Kiel City Council on Saturday 9th September 2017 to which the Lord Mayor is invited to address the Council.</p> <p>On Sunday 10th September there will be a special gathering of the Cross of Nails Community at St Nikolai Church as Kiel were the first recipients of a Cross of Nails in 1947 – similarly 70th anniversary.</p> <p>The visit will help to maintain the close relationship with the city administration of Kiel which continues to be very active.</p> <p>It is anticipated that a delegation from Kiel will have a return visit to the Coventry in November at the time of Remembrance Sunday</p> <p>Completed By/Signed: Jane Barlow Date: 25.07.17</p>
<p>13. Is this conference part of an overall project involving further visits in the future?</p>	<p>YES</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	YES/NO Signed: Date:
16. Leader's recommendation	YES/NO <i>Yes</i> Signed: <i>Jane Barlow</i> Date: <i>25/7/17</i>
17. Person responsible for booking conference following approval of attendance	Name: Jane Barlow, Principal Private Secretary to the Lord Mayoralty Place Directorate Telephone No: (024) 7683 3047

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	
---------------------------	--

Date of meeting of Scrutiny to receive report back	
--	--