

**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 U.K.)

1. <b>Title of Conference</b>	Centre for Public Scrutiny Annual Conference 2017	
2. <b>Organising Body</b>	Centre for Public Scrutiny	
3. <b>Location</b>	Holiday Inn, Bloomsbury, London	
4. <b>Date(s)</b>	6 <sup>th</sup> December 2017	
5. <b>Councillor(s) recommended to attend</b>	Cllr Richard Brown, Cllr Joe Clifford	
6. <b>Employee(s) recommended to attend</b>	Vicky Castree, Gennie Holmes	
7. <b>Cost per person, including travel, etc.</b> (Note: If total cost is less than £100, formal Cabinet/Cabinet Member approval is not required)	Delegate Fee	Price of 1 place = £202.80 inc. VAT. 3 for 4 offer means actual cost per delegate £152.10 inc VAT
	Accommodation	NA
	Travel	£46.40 per person
	Other (specify)	
	Total	£198.50 per person
8. <b>Is participation at this event as part of a group?</b>	NO	
9. <b>If so, how many people IN TOTAL will be attending the event as part of that group?</b>	Number:	
10. <b>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</b>	NO Number:	
11. <b>Sources of Funding (Budget Code)</b>	R10981	
12. <b>What are the reasons for attendance and what benefits to the City Council are expected from attendance?</b>	To gain insight at a national level on issues of importance for Scrutiny and to bring ideas and best practice back to Coventry.  Completed by: Gennie Holmes Date: 20/9/17	
13. <b>Is this conference part of an overall</b>	NO	

<b>project involving further visits in the future?</b>	
<b>14. Recommendation of Cabinet Member / Cabinet / Chair of any other City Council Committee</b>	YES
(a) <b>Are you satisfied that there is a genuine reason for the attendance and genuine benefit for the Council?</b>	YES
(b) <b>Will Councillor attendance affect the decision-making processes of the Council?</b>	NO
(c) <b>Is attendance recommended?</b>	YES Signed: Date:
<b>15. Cabinet Member's Recommendation</b>	YES Signed: Date:
<b>16. Leader's Recommendation</b>	YES Signed: Date:
<b>17. Person Responsible for booking conference following approval of attendance</b>	Name: Gennie Holmes Department: Governance and Scrutiny Telephone No: 831172

**THIS FORM SHOULD NOW BE RETURNED TO THE DEPUTY CHIEF EXECUTIVE (PLACE)  
(ROOM CH 59)**

FOR RESOURCES DIRECTORATE'S USE ONLY

Decision APPROVED / NOT APPROVED	Cabinet Member / Cabinet Date:
Notification to: (a) Officer responsible for booking conference (b) Councillor attending (c) Member of Management Board (d) Members' Services (e) Governance Services Officer	YES / NO Date
Date report back obtained	
Date of meeting of Scrutiny to receive report back	