

**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)

<b>1. Title of Conference</b>	Attendance at the European City of Sport Awarding Ceremony and Network Event
<b>2. Organising Body</b>	European Capitals and Cities of Sport Federation
<b>3. Location</b>	European Parliament, Brussels
<b>4. Date(s)</b>	3 <sup>rd</sup> -5 <sup>th</sup> December
<b>5. Councillor(s) recommended to attend</b>	Cabinet Member for Public Health & Sport, Cllr. Kamran Caan  Cllr. Rois Ali  Lord Mayor John Blundell
<b>6. Employee(s) &amp; others recommended to attend</b>	David Nuttall + David Moorcroft.
<b>7. Cost per person, including travel, etc</b> (Note: If total cost is less than £100, formal Cabinet/Cabinet Member approval is not required)	PER PERSON (at time of form completion):  <b>Eurostar:</b> Around £170 pp return standard fare from Coventry. Ticket should also be valid for a train in Brussels to hotel. This is more cost effective, green and travel efficient compared to the equivalent airplane options.  <b>Accommodation:</b> £220 for 2 nights per person B&B accommodation close to metro line to European Parliament.  <b>Lunch, dinner and other misc.: £60</b>  <b>Total: £450 per person</b>
<b>8. Is participation at this event as part of a group</b>	No
<b>9. If so, how many people IN TOTAL will be attending the event as part of that</b>	

<b>group</b>	
<b>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.</b>	N/A
<b>11. Source of Funding (Cost Code)</b>	10096
<b>12. What are the reasons for attendance and what benefits to the City Council are expected from attendance</b>	<ul style="list-style-type: none"> <li>- Awarding ceremony for Coventry's year as 2019 City of Sport alongside the other European Cities.</li> <li>- Networking opportunity with the other European Cities of Sport allowing Coventry to build links and share experience and knowledge.</li> <li>- Enhances Coventry's international reputation and contributes towards the goal of making Coventry more globally connected while benefiting local residents.</li> </ul>
<b>13. Is this conference part of an overall project involving further visits in the future?</b>	NO
<b>14. Recommendation of Cabinet Member/ Cabinet/Chair of any other City Council Committee</b>	YES/NO
<b>(a) Are you satisfied that there is a genuine reason for attendance and genuine benefit for the Council?</b>	YES/NO
<b>(b) Will Councillor attendance affect the decision-making processes of the Council?</b>	YES/NO
<b>(c) Is attendance recommended?</b>	YES/NO
	Signed: Date:
<b>15. Cabinet Member's recommendation</b>	YES/NO
	Signed: Date:
<b>16. Leader's recommendation</b>	YES/NO

	Signed: Date:
<b>17. Person responsible for booking conference following approval of attendance</b>	Name: Jonathan Hunt & Nathan Jones  Department: Sports, Culture, Destination and Business Relationships  Telephone No: 07932013587

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

*FOR RESOURCES DIRECTORATE'S USE ONLY*

<b>Decision</b>  <b>APPROVED / NOT APPROVED</b>	<i>Cabinet Member/Cabinet</i>  Date:
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<b>Notification to:</b>	<u>YES/NO</u>	<u>DATE</u>
<b>(a) Officer responsible for booking conference</b>		
<b>(b) Councillor attending</b>		
<b>(c) Member of Management Board</b>		
<b>(d) Members' Services</b>		
<b>(e) Committee Officer</b>		

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