



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	Kiel Week and International City Forum 2019
2. Organising Body	Kiel City Council
3. Location	Kiel, Germany
4. Date(s)	21 st – 24 th June 2019
5. Councillor(s) recommended to attend	The Lord Mayor (Elect), Councillor Mrs Linda Bigham will be attending, but Authority for Attendance is not required as within the European Union.
6. Employee(s) recommended to attend	Mr Andrew Walster, Director of Streetscene & Regulatory Services, Place Directorate Authority for Attendance is required to accompany the Lord Mayor.
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) £250 per person (as at 29 th March) 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 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: 3
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.	1 x Lord Mayor's Consort to be funded by the Lord Mayor (Elect) personally

11. Source of Funding (FIS Code) 10660	Lord Mayor's Hospitality Budget for Lord Mayor and 1 Officer.
12. What are the reasons for attendance and what benefits to the City Council are expected from attendance	<p>Coventry, being a twin city of Kiel since 1947, has received its annual invitation for the Lord Mayor to attend the Opening of Kieler Woche (Kiel Week) and the International City Forum. Andrew Walster will be accompanying for participation in the International City Forum – this year's topic is 'Life in the Urban City'.</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>Other events include the city being represented at the Official Opening Ceremony of Kieler Woche alongside Kiel's other twin and sister cities.</p> <p>Completed By/Signed: Jane Barlow Date: 10.4.19</p>
13. Is this conference part of an overall project involving further visits in the future?	YES
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?	YES/NO YES/NO
(b) Will Councillor attendance affect the decision-making processes of the Council? (c) Is attendance recommended?	YES/NO YES/NO Signed: Date:
15. Cabinet Member's recommendation	YES/NO Signed:  Date: 10/04/19
16. Leader's recommendation	YES/NO Signed:  Date: 10/14/2019

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
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Decision APPROVED / NOT APPROVED	Cabinet Member/Cabinet Date:
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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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