
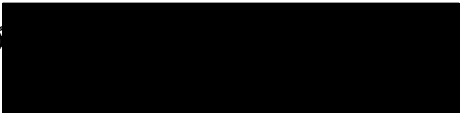



**CONFERENCES/SEMINARS**  
**AUTHORITY FOR ATTENDANCE**

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>   | Business meeting with Spanish company related to developments in Coventry |      |
| <b>2. Organising Body</b>   | Coventry City Council   |      |
| <b>3. Location</b>  | Madrid, Spain   |      |
| <b>4. Date(s)</b>   | Weds 18/12/19 to Thurs 19/12/19   |      |
| <b>5. Councillor(s) recommended to attend</b>   | N/A   |      |
| <b>6. Employee(s) recommended to attend</b>   | Martin Yardley – Deputy Chief Exec, Place to attend a - PLACE             |      |
| <b>7. Cost per person, including travel, etc</b><br>(Note: If total cost is less than £100, formal Cabinet/Cabinet Member approval is not required)   | Accommodation   | £110 |
|   | Travel  | £130 |
|   | <b>Total per person(A)</b>  | £240 |
|   | Visit support costs   |      |
|   | Subsistence   | £50  |
|   | Insurance   |      |
|   | Visa  |      |
|   | <b>Sub-total expense (B)</b>  |      |
|   | <b>Total cost(A+B)</b>  | £290 |
| <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 group</b>   | n/a   |      |
| <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>  | 10523   |      |

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|---|---|
| <p><b>12. What are the reasons for attendance and what benefits to the City Council are expected from attendance</b></p>  | <p>Travel authorisation is required for the Deputy Chief Executive to attend a business meeting with a significant Spanish based company.</p> <p>Discussions at the meeting will relate to a significant potential development in the City and are required to maximise the opportunity for a successful investment in to Coventry.</p> <p>Completed By/Signed: </p> <p>Date: 27/11/19</p> |
| <p><b>13. Is this conference part of an overall project involving further visits in the future?</b></p>   |   |
| <p><b>14. Recommendation of Cabinet Member/ Cabinet/Chair of any other City Council Committee</b></p> <p>(a) Are you satisfied that there is a genuine reason for attendance and genuine benefit for the Council?</p> | <p>YES/NO <del>NO</del></p> <p>YES/NO <del>NO</del></p>   |
| <p>(b) Will Councillor attendance affect the decision-making processes of the Council?</p> <p>(c) Is attendance recommended?</p>  | <p>YES/NO N/A</p> <p>YES/NO</p> <p>Signed:</p> <p>Date:</p>   |
| <p><b>15. Cabinet Member's recommendation</b></p>   | <p>YES/NO <del>NO</del></p> <p>Signed: </p> <p>Date: 29.11.19</p>   |
| <p><b>16. Leader's recommendation</b></p>   | <p>YES/NO <del>NO</del></p> <p>Signed: </p> <p>Date: 29.11.19</p>   |
| <p><b>17. Person responsible for booking conference following approval of attendance</b></p>  | <p>Name:</p> <p>Department:</p> <p>Telephone No:</p>  |

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