

CONFERENCE, SEMINAR AND OTHER EVENT ATTENDANCE:

MEMBER APPLICATION FORM



PART 1 – TO BE COMPLETED FOR ALL EVENTS

REFERENCE NO.:			
APPROVAL IS SOUGHT ON BEHALF OF:			
Member(s):			
DETAILS OF THE EVENT (please attach a copy of the event programme or itinerary to this form):			
Type of Event (Please circle)	Conference	Seminar	Visit Meeting Other Event
Title:			
Venue:		Date(s):	

BUDGET APPROVAL FOR COSTS TO BE MET IN ADVANCE BY THE COUNCIL:

Is there a cost to the Council? <i>If NO, please provide details below of which organisation will cover any costs relating to attendance at the event:</i>						YES / NO	
ACCOMMODATION		TRAVEL		DELEGATE FEES		OTHER COSTS (e.g. foreign travel insurance)	
Hotel details:		Mode of travel:		Cost per person:			
No. of nights:							
No. of people:		Cost per person:					
Cost per night per person:							
Sub Total	£	Sub Total	£	Sub Total	£	Sub Total	£
TOTAL =						£	

Please tick the relevant budget for this application:

Cabinet Member Conference Budget	<input type="checkbox"/>	Non-Cabinet Member Conference Budget	<input type="checkbox"/>
Civic Budget	<input type="checkbox"/>	Scrutiny Budget	<input type="checkbox"/>
Service Area Budget / Other (please provide details)			
Budget Available	YES / NO	Total Estimated Cost:	£

Approval to be signed by Appropriate Budget Holder

Is sufficient budget available to cover all costs to be incurred by the Member(s)?	YES / NO
Is attendance at this conference, seminar or other event appropriate?	YES / NO
Signed:	Position:
	Date:

Please note that final approval of this application is provided in Part 4 of this form

PART 2 – ASSESSMENT CRITERIA FOR ALL EVENTS

ALL REQUESTS FOR ATTENDANCE MUST BE ACCOMPANIED BY THE FOLLOWING INFORMATION SCHEDULE:

Proposals for all events will not be considered unless they meet the Council’s criteria for approval. Your application to attend an event will not be assessed unless this checklist has been completed and signed.

CRITERIA		(delete as appropriate)	
Is the event of a political nature or supported by a political party?		YES / NO	
Does the content of the event relate directly to Cabinet, Civic or Committee Representation? <i>If YES, please provide details below:</i>		YES / NO	
Have you been invited to actively participate at the event? (e.g. making a speech, presenting a paper or chairing a session) <i>If YES, please provide details below:</i>		YES / NO	
What benefits will the Council and/or you as a Councillor gain from your attendance at this event?			
SIGNED:		DATE:	

Please note that approval to attend an event does not guarantee your attendance or that your requested travel arrangements will be available.

Please ensure that your application to attend is submitted well in advance of the event.

PART 3 – ADDITIONAL ASSESSMENT CRITERIA FOR ALL INTERNATIONAL EVENTS / VISITS ONLY

CRITERIA		(delete as appropriate)
1.	Does attendance at the event contribute towards an approved Corporate Plan priority or a specific initiative previously approved by the Council?	YES / NO
2.	Does the event relate to the Council's International Policy?	YES / NO
3.	Does attendance at the event relate to an invitation from an existing twin city or international network/project partner city? <i>If YES, please provide details below:</i>	YES / NO
4.	Is this a new initiative which will benefit the Council? <i>If YES, please provide details below:</i>	YES / NO
5.	What is the purpose of attendance? <i>(please provide details or attach a copy of the event programme/itinerary to this form)</i>	
6.	What are the anticipated benefits for the Council?	
7.	Have you received a personal invitation to attend this event?	YES / NO
	<i>If YES, is declining the invitation likely to cause offence?</i>	YES / NO
8.	Does the invitation specifically include partners or other guests?	YES / NO
	<i>If YES, will additional expense be incurred by the Council as a result?</i>	YES / NO
9.	Is Officer support required? <i>If YES, please provide details of officer attendance/support below:</i>	YES / NO

PART 4 – APPROVAL OF APPLICATION

Approval to be signed by the County Clerk and Monitoring Officer

I have considered this application, the supporting information provided and the attached event programme/itinerary and believe that attendance **would be / would not be*** beneficial to the Council or Councillor(s).

I confirm that I **approve / do not approve*** the application and attendance.

*(*Please delete as appropriate)*

If not approved, please provide reasons:

Name:		Position:	
Signed:			Date:

(Officers from Democratic Services will inform the relevant Member(s) of the approval / refusal of their application)