

CONFERENCE, SEMINAR AND OTHER EVENT ATTENDANCE:

OFFICER APPLICATION FORM



PART 1 – TO BE COMPLETED FOR ALL EVENTS

REFERENCE NO:			
APPROVAL IS SOUGHT ON BEHALF OF:			
Chief Executive Corporate Director(s)			
Director(s), Assistant Director(s), Chief Officer(s)			
Any Other Officers (overseas visits only)			
DETAILS OF THE EVENT (please attach a copy of the event programme or itinerary to this form):			
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:							
Total no. of officers:		Cost per person:					
Cost per night per person:							
Sub Total	£	Sub Total	£	Sub Total	£	Sub Total	£
					TOTAL =	£	

Budget / Financial Code:		Total Estimated Cost:	£
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Approval to be signed by the Appropriate Budget Holder

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

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)
Does the content of the event relate directly to your responsibilities? <i>If YES, please provide details below:</i>		YES / NO
Have you been invited to actively participate at the event? (e.g. guest speaker, presenting a paper or chairing a session) <i>If YES, please provide details below:</i>		YES / NO
What benefits will the Council gain from your attendance at this event?		
Does the content of the event relate directly to your Personal Performance and Development Review objectives?		YES / NO
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

PART 4 – APPROVAL OF APPLICATION

(see related guidance 1.CM.011 for details of relevant approval by senior managers)

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.			
I confirm that I approve / do not approve* the application and attendance.			
<i>(*Please delete as appropriate)</i>			
If not approved, please provide reasons:			
Name:		Position:	
Signed:		Date:	

N.B.

Following advance approval/refusal of attendance by the Chief Executive, Corporate Directors, Directors, Assistant Directors and Chief Officers at an event, or by any Officer at an international event/visit, a copy of this approval form must be forwarded to the Democratic Services Manager for inclusion in the published register.

Directors and Chief Officers are responsible for maintaining a record of all other approved attendance at conferences, seminars and other events by all other Officers within their service area.