

PROTOCOL ON MEMBERS' ATTENDANCE AT CONFERENCES

The following updated protocol for Members wanting to attend conferences is that agreed by the former Policy and Resources Committee in February 1996.

(a) If you are the Council's representative (or nominee) on Local Government Association (LGA) or London Councils Committees and want to attend relevant conferences.

When this occurs the Member is entitled to attend the conference as an approved duty without the need to seek approval. In most cases the Council's representative will be the relevant Cabinet Member (or Deputy Cabinet Member).

(b) A Member who is not the Council's nominated representative (of either political party) wishes to attend a conference which is relevant to Council business.

In this case the Party Whips' nomination must be sought and the Chief Executive has delegated authority to approve the attendance. The following criteria will be used:

1. Is the Conference relevant to Council business?
2. Is the Member on the relevant Committee or the relevant spokesperson (or opposition spokesperson) on the given subject?
3. Can the expenditure be met from the budget allocation?

Payment of fees and expenses

For attendance at conferences travelling and subsistence (up to the amounts specified in the City Council's Members' Allowances Scheme) will be paid to Members.

There is an annual budget for meeting conference fees. The budget is split proportionally between the Majority (£1600) and Minority (£600) parties.

Reporting back

Any Member who attends a conference is asked to report back on the conference, cost and attendees to the next meeting of the relevant Committee.

Conference Bookings

The Members Services Team is responsible for Conference arrangements.