

ELECTED MEMBERS' CONFERENCE ATTENDANCE POLICY	16th February 2016
CORPORATE POLICY AND RESOURCES COMMITTEE	

Linkage to Council Strategy (2015-19)	
Strategic Theme	Leader and Champion
Outcome	Provide Civic Leadership
Lead Officer	Director of Performance
Cost: (If applicable)	

For Decision

1. Proposed Elected Members' Conference Attendance Policy

- 1.1 The proposed policy will provide a framework for the attendance of Elected Members at conferences and related events, including costs and expenditure reimbursement requirements.
- 1.2 There will be occasions when attendance at conferences, which is relevant and appropriate to Council business, will be beneficial to Elected Members.
- 1.3 Appendix 1 contains a copy of the draft Elected Members' Conference Attendance Policy for your consideration.

2. Financial Implications

- 2.1 The cost of any fees for Member attendance at conferences/seminars will be met from the budget set by Council. The budget for 2016/17 is £8,000.
- 2.2 Attendance at conferences/seminars approved under the policy is an 'approved duty' for the purpose of the Members' Allowances Scheme, so any travel and subsistence costs relating to such attendances are met from provision in that budget.

3. Recommendation

It is recommended that the draft Elected Members' Conference Attendance Policy, as set out in Appendix 1, is approved.



**Causeway
Coast & Glens
Borough Council**

**DRAFT
ELECTED MEMBERS'
CONFERENCE
ATTENDANCE POLICY**

Policy Number	CCG/22/16/DS
Version Number	1
Author	Democratic Services Manager
Date of Screening of Policy	
EQIA Recommended?	YES/NO
Date Adopted by Council	
Date Policy Revised	

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1. INTRODUCTION

The Causeway Coast and Glens Borough Council (the Council) recognizes that attendance at relevant and appropriate conferences/seminars by Elected Members is part of an Elected Member's role. Members are often called upon to input into policy development and consultations and other external engagement. This policy has been developed to facilitate the administration of Elected Members' attendance at conferences/seminars.

2. POLICY STATEMENT

The Council wishes to provide a service to its Elected Members who are travelling for or on behalf of the Council, ensure accountability of public money and administer travel and conference attendance arrangements in a cost effective manner.

The Council will consider the value of attendance at conferences based on the relevance to Council business before approving attendance.

The policy will provide information on the necessary approvals required for the attendance of Elected Members at conferences/seminars and related events, including expenditure reimbursement for official duties.

3. SCOPE

This policy applies to Elected Members and provides information on the necessary approvals required for the attendance of Elected Members at conferences/seminars and related events, including expenditure reimbursement for official duties.

4. ACCOUNTABILITY AND RESPONSIBILITIES

4.1 Elected Members

Members are required to consider and determine representation at conferences/seminars as reported to Council and as part of the annual budget setting process allocate a budget and if considered necessary allocate a maximum amount to each Member.

Elected Members may attend conferences/seminars as a Council representative or for professional development, if authorized by Council. A Council resolution approving attendance at a conference will include the number and/or names of the Elected Members approved for attendance.

4.2 Council Officers

Council officers will be responsible for assessing the value of attendance at a conference and if there is merit in attendance, preparing a schedule giving the details of conferences, including costs and submitting for Council's consideration. Assessment of conference merit will comply with section 38 of the 1972 Local Government Act.

All arrangements for attendance and travel will be made by Democratic Services.

Democratic Services will maintain a record of conference attendance and expenses, producing reports for Committee/Council and LG Auditor, as required.

5. PROCEDURE

- 5.1** Democratic Services will prepare a report for consideration by Council at its monthly meeting detailing information received relating to conferences/seminars. Attached as Appendix A.
- 5.2** Member attendance at all conferences and seminars will be brought to Council for consideration irrespective of whether or not a charge is levied. Other expenses, inclusive of mileage, subsistence and other associated costs may arise from the attendance therefore requiring the approval of Council to attend.
- 5.3** In considering Member attendance and representation at conferences and seminars Council will be asked to nominate the number of those Members to attend.
- 5.4** The annual conference budget will be agreed annually and all Members may be set the same ceiling of expenditure. These costs will be inclusive of the whole cost associated with participation and attendance.
- 5.5** Following Council agreement on attendance and representation, any air travel, accommodation and other transport arrangements will be made by Democratic Services to take advantage of most cost effective fares, availability and proximity to business appointments. Where it is necessary for a Member to use a more expensive means of travel (due, for example, to disability or medical condition) this will be permitted.
- 5.6** As with Members' claims for mileage expenses in relation to the execution of their duties as a Councillor it is the Member's responsibility to ensure that any vehicle used for travel to and from approved conferences has in place adequate insurance cover which includes use for business purposes.

5.7 The Council will cover expenses for:

- Travel to and from place of residence on a mileage basis in accordance with approved rates, the cost of a taxi or other transport to and from conference venues, hotels or other approved places and domestic and international travel. Members must obtain receipts for taxi fares or other forms of travel.
- Accommodation costs for Elected Members for the duration of the conference. Accommodation will be booked and paid for through Democratic Services. In the event that an Elected Member wishes to extend their visit for personal reasons not associated with approved Council business any extended stay is to be at the cost of the Elected Member.
- An allowance for breakfast, lunch, dinner is available to Elected Members attending conferences. Allowances are in accordance with Department guidelines. Meals will not be reimbursed where they are provided as part of the conference programme.
- Claims being made for any expenditure arising from conference attendance should be submitted with monthly Travel and Subsistence claims. Receipts must be provided for all expenditure claimed.

6. EVALUATION AND REVIEW OF THE POLICY

The content and operation of this policy will be subject to annual review.

7. SECTION 75 EQUALITY AND GOOD RELATIONS

Causeway Coast and Glens Borough Council is fully committed to meeting its obligations in relation to Equality and Good Relations under Section 75 of the Northern Ireland Act. In this regard this policy will be screened using Section 75 guidelines and will be subject to an Equality Impact Assessment if found necessary as a result of the screening process.

8. CONTACT DETAILS

Any issues or queries relating to this policy should be addressed to:

Democratic Services Manager



ELECTED MEMBERS' CONFERENCE ATTENDANCE	DATE
COUNCIL MEETING	

Linkage to Council Strategy (2015-19)	
Strategic Theme	Leader and Champion
Outcome	Provide civic leadership
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1. Purpose of report

To seek approval for Member attendance at the conferences listed.

2. Background

The details on conferences have been received for consideration in regard to representation/attendance from Council.

3. Approval for attendance and costs

The following are listed for consideration:

- List of conferences with costs (details attached as appendices to report)

4. Recommendation

Approval for attendance and representation at the conferences listed.

5. List of documents attached