

# Protocol on Members Attendance at Conferences

1. The Council will not meet the cost of conference attendance, including any related travelling and subsistence expenses, unless attendance at that conference has been authorised. A number of conferences have been approved by the Executive, as set out in paragraph 6 below. All other conferences will require specific authorisation as set out in this protocol.
2. All arrangements for attendance at conferences should be made through the Chief Executive's Office.
3. Travelling and subsistence allowances will be paid in accordance with the Members Allowances Scheme. In general, the Council will not meet the cost of accommodation associated with attending a conference held within the County although arrangements will be flexible dependent on the associated transport costs compared with accommodation costs.
4. If any Member obtains information on a conference they would wish to attend, they should contact the Chief Executive's Office, to discuss the possible attendance. In the event of there being several expressions of interest, attendance will normally be restricted to a maximum of five Members (three Members from the controlling group and two from other groups).
5. Attendance at party political and political conferences is specifically excluded from this protocol. All expenses associated with attendance at these events will be met by the relevant group, or the individual concerned.
6. The following conferences have been approved by the Executive for the attendance detailed below. Further authorisation from the Chief Executive's Office is not required. In all cases, however, they will need to be informed of arrangements made. All references to Executive and Scrutiny Members should be taken to mean those Members with the relevant portfolio.
  - ◆ Local Government Association Annual Conference and the CCN Annual Conference – representatives appointed at the annual meeting of the Council, unless they are unable to attend, in which case they may appoint an alternative Member to attend in their place.
  - ◆ Pension Fund conferences.
7. In the case of conferences associated with training events, Members will be entitled to claim expenses if that conference attendance is approved by the Chief Executive Officer. In the first instance, the request should be passed to the Chief Executive's Office.
8. It is open, at any time, to an individual Member to attend a conference on their own initiative provided they meet all travel, subsistence and attendance costs including registration fees.
9. Attendance by Officers at Conferences will be a matter for the relevant Directorate both in arrangement and funding terms.