

**SCHEDULE 4**  
**APPROVED CONFERENCES**

| <u>Conference</u>   | <u>Delegate</u>  |
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| Centre for Public Scrutiny Annual Conference                            | Chair of the Overview & Scrutiny Commission  |
| Chartered Institute of Housing South East Region Conference             | Relevant Executive Member  |
| CIPFA   | Leader or relevant Executive Member  |
| Institute of Licensing Conference                                       | Licensing & Safety Committee Chair   |
| LACORS Environmental Health and Trading Standards Year Ahead Conference | Relevant Executive Member  |
| LGA Annual Conference   | Leader, Leader of the Opposition and one other majority group Member   |
| LGA / ADASS – the National Children’s and Adult Services Conference     | Executive Members for Adult and Children’s Services and Education and Chairmen of Adult Social Care and Children, Young People and Learning Overview and Scrutiny Panels |
| LGA Annual Culture, Tourism and Sport Conference                        | Relevant Executive Member  |
| LGA Group Improvement and Innovation Conference and Exhibition          | Relevant Executive Member  |
| Regional Health & Safety Partnership Conference                         | Relevant Executive Member  |
| SOCITM annual IT conference   | Relevant Executive Member  |

**Guidelines for Attendance at Non-Approved Conferences**

1. Applications to attend a conference not on the approved list should be made to the Head of Democratic and Registration Services.
2. Members should complete a standard proforma which will require the following information:
  - Conference details (i.e. topic, venue, date(s), cost)
  - Reasons for wishing to attend
  - Likely benefits to the authority
  - Whether an officer would be attending
3. Democratic and Registration Services staff will check whether there is sufficient budget provision available before passing the proforma to be countersigned by the Leader of the Council and the Director of Corporate Services. In the case of a request from the Leader of the Council, the proforma will be passed to the Chief Executive to be counter-signed.
4. Where there is no identifiable source of funding the application may still be approved in exceptional circumstances, in particular if the Council would be disadvantaged if a Councillor did not attend.