

### SCHEDULE 3

#### APPROVED CONFERENCES

<u>Conference</u>	<u>Delegate</u>
Centre for Governance and Scrutiny Annual Conference	Chair of the Overview & Scrutiny Commission
CIPFA	Leader or relevant Executive Member
Institute of Licensing Conference	Licensing & Safety Committee Chair
LGA Annual Conference	Leader, Leader of the Opposition and one other majority group councillor
LGA / ADASS – the National Children's and Adult Services Conference	Executive Members for Adult and Children's Services
LGA Annual Culture & Tourism 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 Assistant Director: 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 Executive Director: Delivery. 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.