

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

<u>Conference</u>	<u>Delegate</u>
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.