

Part Five, Section 6

Attendance at Conferences

6.0 Attendance at Conferences

- 6.1 Subject to budget provision being available, approval of attendance at conferences or meetings is delegated to the Service Manager Legal and Democratic Services (or in his/her absence the Chief Executive or Chief Finance Officer) in consultation with the relevant Cabinet Lead(s); relevant travelling and subsistence also being payable
- 6.2 Selection of members should be on the basis that:
- (a) Normally no more than two Members (preferably from more than one political party) attend – normally one from the Cabinet and one from the Scrutiny Boards;
 - (b) Selection for conferences and meetings will take account of the expertise relating to the subject and member responsibility within the Council; and
 - (c) Members attending will report back through the Members' Newsletter.
- 6.3 The conference fee will be booked directly by Council officers following approval of attendance by the Council.
- 6.4 Travelling and subsistence allowances shall be paid in accordance with Section 5 above