

# **Members' Attendance at Conferences and Seminars**

**Revision History:**

**Procedure prepared by:  
Daniel Hardy, Member Development Officer (Acting)**

**Last revised:  
April 2009**

## **Scope**

This document outlines the procedures that elected Members and officers must undertake when Members attend external conferences or seminars.

It does not cover learning and development events that are arranged in-house by Member Development or Council departments.

National annual events which are regularly attended by Members and officers have been considered by departmental representatives, and an updated 'approved list' of these conferences has been compiled and reviewed by the Directors and heads of service.

The purpose of this list is to provide a clear process for dealing with those regular events which may be anticipated and planned for. The approved list can be found at Appendix A.

The procedure as outlined below should not be used for attendance by Members at outside meetings in connection with claims for travel and subsistence by Members who are required to represent the Council in their capacity as office holders with the Council. These will be submitted for processing by the Chief Democratic Services Officer in the same manner as other such expenditure claims.

## **Procedure**

- 1.0 A Member wishing to attend a conference or seminar from the approved list will be asked to submit a request form to the Member Development Officer. The request will then be progressed as described below and, in all cases, the relevant Group Whip will be advised of whether the request has been approved or refused.
- 2.0 In relation to the approved list, the Member Development Officer, acting on behalf of the Chief Democratic Services Officer, is responsible processing requests regarding Member attendance.
- 3.0 In authorising Member attendance at conferences and seminars on the approved list, the Member Development Officer consults with the appropriate Executive Member and with the Chair of the Member Management Committee.
- 4.0 Where the requested event does not fall under a specific portfolio area, the practice is that the Member Development Officer consults with the Chair of Member Management Committee and the Leader.
- 5.0 At the beginning of each Municipal year, the Member Management Committee will be asked to consider the approved list, and where it considers appropriate, make recommendations as to Member attendance.

- 6.0 For conferences and seminars which are not on the approved list, officers will routinely explore options for running events in Leeds with a view to providing increased opportunities for attendance by a greater number of Leeds Members and, where possible, sharing expenditure with neighbouring authorities.
- 7.0 Where it is not feasible to provide a locally organised alternative, a Member will be asked to complete a request form indicating whether attendance is considered to be primarily for the purposes of assisting them to undertake their current role on the Council or whether it is being requested for the purposes of personal development (see Appendix B).

The Member Management Committee will monitor this aspect in particular, with a view to ensuring an equitable distribution of resources between Members and Groups.

Again for conferences and seminars which are not on the approved list, the Member Development Officer is authorised to process requests for attendance in consultation with the Chair of Member Management Committee and the relevant Executive Member or the Leader where appropriate.

- 8.0 In the unlikely event that a decision cannot be agreed between the two consultees, the Member Development Officer will act on the advice of the Chair of Member Management Committee.
- 9.0 In the event of a negative decision, the Chair of Member Management Committee will advise with the Whip of the rejected Member.
- 10.0 Details of which Members have attended particular conferences and seminars will be made available to all Members, for the purposes of enabling discussions and feedback with those Members who have attended.
- 11.0 These details will also indicate whether any handouts/literature have been deposited with the Member Development Office for wider access by Members. Members should routinely bring back any suitable handouts/literature if at all possible.

This literature would be supplemented by feedback from each Councillor regarding their thoughts on the course and its value to other colleagues. The Member Development Officer will send a form to Members on their return in order to solicit this feedback. Appendix C details the form which Members would be requested to fill out in such cases.

The Member Management Committee will receive reports on a quarterly basis, to include e.g. details of attendance, rejected requests, expenditure and feedback etc.

12.0 Requests from non Leeds City Council Members of the Standards Committee to attend conferences and seminars in connection with their role are not covered by the full provisions of the procedure.

However all such requests will be submitted on the same application form and will be the subject of consultation between the Executive Board Member for Central and Corporate Functions and the Assistant Chief Executive (Corporate Governance) in her role as the monitoring officer.

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<sup>11</sup> With regard to co-opted members of Scrutiny Boards, it is not envisaged that they will need training as they have been specifically selected for the experience in the relevant field. However should the need arise due to the specific and detailed nature of an enquiry, then the cost of any training will be met as part of the cost of that enquiry through the Scrutiny Unit budget..

### Approved List of Seminars and Conferences to be attended by Members

<b>Department</b>	<b>Conference</b>	<b>Executive Member Consultee</b>
<b>Adult Social Care</b>	LGA National Children and Adult Services Conference	Adult Social Care
<b>Central &amp; Corporate</b>	LGA Annual Conference	Central & Corporate
	Standards Board Annual Asembly	
	National Association of Councillors Annual Conference	Central & Corporate
	Eurocities AGM	Central & Corporate
	Core Cities Annual Conference	Central & Corporate
	LGA Annual Local Government Finance Conference	Central & Corporate
	SIGOMA Annual Conference	Central & Corporate
	IDeA e-champions Conference	Central & Corporate
	LGA Emergency Planning Events	Central & Corporate
<b>Children's Services</b>	National Childminding Association Annual Conference	Children's Services
	LGA National Children and Adult Services Conference	Children's Services
<b>City Development</b>	LGA Transportation Conference	City Development
	National Association of British Market Authorities and Conference of the Executive Councils of the Association	City Development
	Annual Cities Conference	City Development
	RTPI National Planning Conference	City Development
<b>Education</b>	Council of Local Education Authorities	Education
	North of England Education	Education
	LGA Education National Conference	Education
	LGA Education Regional Meetings	Education
<b>Environment &amp; Neighbourhood</b>	LGA Housing Conference	Environment & Neighbourhoods
	Chartered Institute of Housing Annual Conference	Environment & Neighbourhoods
	LGA Safer Communities Annual Conference	Environment & Neighbourhoods
<b>Environmental Services</b>	Association of Public Sector Excellence Conference	Environmental Services
	National Society for Clean Air and Environmental Protection	Environmental Services
<b>Leisure</b>	LGA Annual Conference: Culture and Tourism	Leisure

**MEMBER ATTENDANCE AT SEMINARS AND CONFERENCES**  
**APPROVAL FORM**

**NAME**

**TITLE OF EVENT**

**DATE**

**VENUE**

**COST**

**Please attach any relevant information and booking forms**

**APPROVED LIST  
DETAILS**

**Is the event on the Approved List of Conferences?\***

Yes  No  \*the approved list can be found overleaf.

If No, please enter information in support of your application below, attach it to this form.

**Is the event primarily for your personal development?**

Yes  No

**Please return this form to the Members Development Officer, 1<sup>st</sup> Floor West, Civic Hall**

**FOR OFFICE USE ONLY**

MEMBER:	DATE:	NOTES:
MEMBER:	DATE:	NOTES:

**GROUP WHIP ADVISED?**  **DATE:** ..... **FEEDBACK REQUIRED?** YES  NO

**AUTHORISED SIGNATORY**

**CHIEF DEMOCRATIC SERVICES OFFICER:** ..... **DATE:** .....

**OFFICE USE:**

DETAILS ENTERED ON SAP:	DATE:
<input style="width: 50px; height: 20px;" type="text"/>	
BOOKINGS MADE:	DATE:
<input style="width: 50px; height: 20px;" type="text"/>	

**External Event Review Form**

We would welcome your views on the event you have just attended. This information may be shared with other Members and officers in order to monitor the standard of external learning events and to share learning. We find this information valuable and appreciate your thoughts.

<b>Name:</b>	<b>Event Title:</b>
<b>Event Provider:</b>	<b>Event Date:</b>

Please tick the appropriate box below.

<b>Facilities</b> (1 = poor, 2 = fair, 3 = good, 4 = excellent)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
◆ Any requested additional requirements met				
◆ Room comfort				
<b>Trainer</b> (1 = poor, 2 = fair, 3 = good, 4 = excellent)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
◆ Delivery style				
◆ Subject knowledge				
◆ Handling of exercises & questions				
◆ Encouraging participation				
◆ Preparation, planning & organisation				
<b>Content</b> (1 = poor, 2 = fair, 3 = good, 4 = excellent)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
◆ Logical structure				
◆ Training methods used				
◆ Quality of manuals, booklets & handouts				
◆ Relevance of activities, exercises and tasks to work				
◆ Pitched at right level				
◆ Amount of time allocated				
<b>Learning</b> (1 = not at all, 2 = some, 3 = mostly, 4 = all)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
◆ The event objectives/aims were met				
◆ My own personal learning objectives were met				
◆ I am clear how to put my learning into practice on the job				
◆ The learning was new to me				
<b>Overall</b> (1 = poor, 2 = fair, 3 = good, 4 = excellent)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
◆ My overall opinion				

Thank you, please continue over the page.

**1. Which parts of the event will be most useful to you in your role?**

**2. Which parts of the event were not relevant to your role?**

**3. What were the key learning points?**

**4. Would you recommend this event to other Members?**

**5. Any other comments about the event?**

Thank you for taking the time to complete this form.  
Please return it, with any additional items to:

**Kay Small  
Member Development Officer  
Members Services  
1<sup>st</sup> Floor West  
Civic Hall**