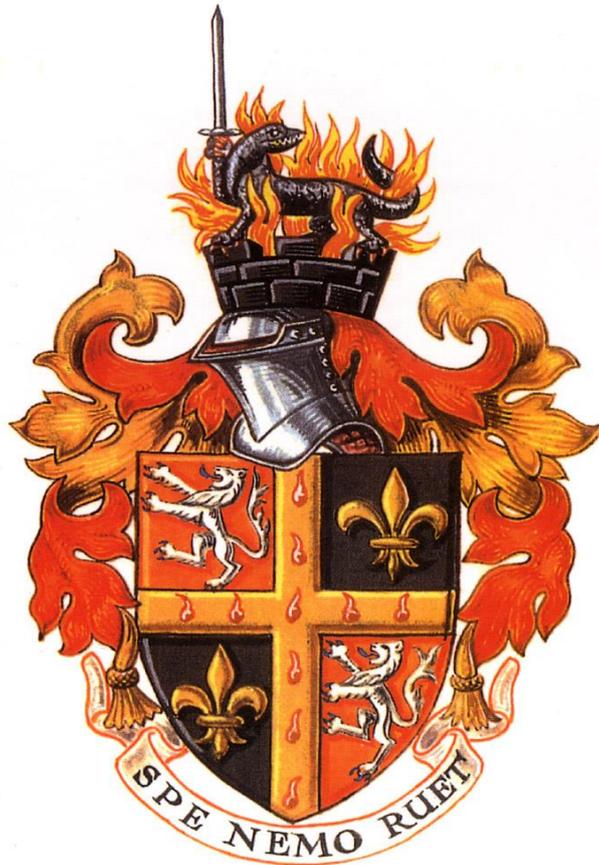


# SPENNYMOOR TOWN COUNCIL



## CONFERENCE ATTENDANCE POLICY

<b>Author of Policy:</b>	Town Clerk
<b>Date Effective From:</b>	24 November 2020
<b>Policy Review: When &amp; By Whom</b>	21 October 2020 – Constitution Working Group
<b>Next Review:</b>	September 2022
<b>Version Control:</b>	V3

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website [www.spennymoor-tc.gov.uk](http://www.spennymoor-tc.gov.uk) and copies of this document will be available for inspection on deposit in the Council Offices, Town Hall, Spennymoor. Costs are as per the model publication scheme.

# CONFERENCES ALLOCATION

1. Due to the high number of conference notifications sent to the Council, the Town Clerk will review notifications and submit details of relevant conferences to Council in the date order they are received.
2. If the Council agrees to Member attendance at a conference, then Members will be invited to complete the 'Notice of Interest' form attached, demonstrating what benefit attendance at the conference would be to the Town Council and/or the Member. Where multiple requests are received for the same event, these will be ranked using the information supplied on the 'Notice of Interest' form. This exercise will be completed by the Town Clerk, in conjunction with the Mayor.
3. A Member attending a conference will be expected to provide a written or verbal update to Council outlining the contents of the conference. Members will also be required to provide copies of all papers from conferences to the Town Clerk for distribution to all Members.
4. Conference attendance will also be published on the Town Council website and Facebook page to demonstrate openness and transparency.
5. Normally, only one Member will be allocated to attend a conference on behalf of the Council. However, if there is a special offer, or another valid reason why more than one Member should attend a conference, the Council will decide on numbers.
6. If a Member can secure funding for a conference through other means, i.e. Durham County Council or an employer, then this should be the first choice as opposed to using Town Council funding.
7. Travel expenses will be paid on the basis of the cheapest train fare available in order to secure value for money. However, the Town Clerk will have delegated authority to consider requests on an individual basis to amend travel and expense arrangements e.g. for medical reasons. It will be the role of the Finance and Administration staff to book tickets on behalf of Members. If taxis are required, receipts must be produced before payment of expenses is authorised by the Town Clerk.
8. If a conference is local and lasts for more than one day, there is an expectation that the Member will travel home on an evening as opposed to staying over, (within 70 miles of a Member's home address/or a Member can reasonably be home via public transport by 9pm). However, the Town Clerk will retain discretion to waive this requirement where special circumstances arise e.g. medical reasons.
9. Where a conference requires an overnight stay, it will be the role of the Finance and Administration staff to book accommodation.

10. Where a Member has been allocated a conference, they must advise the Town Clerk immediately if they subsequently are not able to attend. In this instance the Town Clerk will review the list of requests (if any) and contact the next person on the list or try to obtain refunds of any monies spent.

# CONFERENCE ATTENDANCE NOTIFICATION OF INTEREST

**Name:**

**Date:**

**Conference Name/Date:**

**Reasons for attendance:**