



Protocol for Members Attending Conferences/Courses

1. External Course/conference material will often be sent direct to Members from a variety of sources.

Should a Member express an interest to attend, and the course or event is felt to be relevant to the Member's job role, for example Cabinet Member, shadow Cabinet Member Committee Chair/Vice Chair, the Head of Democratic and Elections in consultation with the Chair of the Democracy and Standards Committee will be asked to confirm they are supportive of the Member attending such events. If so, Democratic Services will book the Member onto the event and a purchase order will be raised with the organisation. Criteria for assessing Member requests for training is detailed below:

Training Priorities

Priority 1- Training specifically identified as necessary to be provided by the Committee.

Priority 2 - Training relevant to the specific functions of the Councillor and to support their ability to carry out those functions. For example: Cabinet/Scrutiny function

Priority 3 Training relevant to a particular issue in the ward of the Councillor, for example planning relating to a specific type of development happening in the Councillor's ward.

4 Training which is of personal interest to the Councillor

- 2 Members are asked complete an Expression of Interest Form (Appendix A) to obtain agreement of the Head of Democratic and Elections in consultation with the Chair of the Democracy and Standards Committee. Democratic Services will confirm whether budget is available to the Chair of the Democracy and Standards Committee. Once confirmation of attendance is obtained, Democratic Services will make the necessary booking arrangements on behalf of the Member. Democratic Services will arrange for the event host to send the joining instructions direct to the Member.
- 3 It would be useful for the Member to circulate notes of the event to Democratic Services so that they can be stored on the Members' area of ILearn on the Intranet for all Members to have access to.



Councillor request for attendance at an external seminar/conference/event

<p>Councillor's name:</p>	
<p>Course Title:</p>	
<p>Organisation to deliver seminar/conference/event and the location.</p>	
<p>Date:</p>	
<p>Description:</p>	<p>Please attach any information you have from the organisation hosting the training to this form.</p>
<p>Which areas of responsibility does this seminar/conference/event relate to?</p> <p>Training Priorities</p> <p>Priority 1- Training specifically identified as necessary to be provided by the Committee.</p> <p>Priority 2 - Training relevant to the specific functions of the Councillor and to support their ability to carry out those functions. For example: Cabinet/Scrutiny function</p>	<p>Please refer to the priority criteria and indicate which priority you feel this training is applicable to and why:</p>

<p>Priority 3 Training relevant to a particular issue in the ward of the Councillor, for example planning relating to a specific type of development happening in the Councillor's ward.</p> <p>4 Training which is of personal interest to the Councillor</p>			
<p>Describe how this seminar will help you in your role as a West Northants Councillor?</p>	<p>Please provide a short business case how this course will assist your role as a West Northants Councillor</p>		
<p>Describe how you plan to share the information with other Councillors</p>			
<p>Cost</p>	<p>Course</p>	<p>Travel and subsistence</p>	<p>Accommodation</p>
<p>Budget code to be charged under</p>	<p>Councillor Development Budget <input type="checkbox"/></p> <p>Other _____</p>		
<p>Signed by the Head of Democratic and Elections in consultation with the Chair of Democracy and Standards Committee</p>	<p>Agreed <input type="checkbox"/> _____</p> <p>Not agreed <input type="checkbox"/> Reasons _____</p> <p>_____</p> <p>Signature 1 _____ Date _____</p> <p>Head of Democratic and Elections _____</p>		

Please email the completed form to Democratic Services who will liaise with the Chair of Democracy and Standards Committee regarding this request.

Please state clearly your business case for attending this external seminar/conference/event.