

report



meeting Administration Committee

date

agenda item number

REPORT OF THE HEAD OF MEMBERS' SERVICES

REPORT BACK ON A CONFERENCE OR OTHER APPROVED VISIT

1. Purpose of Report

To present a draft format/template for participants to report back on their attendance at an event.

2. Background

It has been agreed previously that representatives appointed by the County Council to attend conferences, seminars, visits, training and similar events should report back to the authority evaluating their attendance.

It seems appropriate for those reports to be based on a standard layout and, following a decision of this Committee, I have prepared the attached draft.

Members will see that it is intended that participants in external events will be required to provide information about their attendance, which will be reported to this Committee and then located within the Local Government Library for use within the Council.

3. Recommendation

That the arrangements for reporting-back be approved.

Statutory and Policy Implications

This report describes a possible process for meeting the requirements of previous decisions relating to reporting back on attendance at external events.

Legal Services Comments

To Follow

report



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REPORT OF THE HEAD OF MEMBERS' SERVICES

REPORTS BACK ON CONFERENCES OR OTHER APPROVED VISITS

Representatives who are authorised to attend conferences or other visits are required to produce a report evaluating the outcomes. It has been agreed previously that those reports should be considered by this committee and any other appropriate committee (eg relevant Select Committee, Pensions Committee etc).

Attached to this report are a number of reports prepared in accordance with the above and which are presented for the information of the committee.

RECOMMENDED

That the reports be noted.

Statutory and Policy Implications

The presentation of the attached reports ensures compliance with the Council's Travel and Accommodation policy. The information contained within them will be useful in determining future attendance at similar events. The learning acquired from attendance will be available within the Council.

PATRICIA HOLT-MURPHY
Head of Members' Services

Background Papers Available for Public Inspection

None

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REPORT BACK ON A CONFERENCE OR OTHER APPROVED VISIT

INSERT HERE THE EVENT ATTENDED

Purpose of Report

To report back on the outcomes of a visit or event approved under the travel and accommodation policy.

Background

The **insert the name of the event** was held on xx/xx/xx.

The County Council's representatives were **list**

The County Council's travel, accommodation, conference and member development policies provide for written reports to be produced which describe the business of the event and an evaluation written by the council's representatives of its success, with particular reference to the business of the council or the achievement of learning objectives.

This report has been prepared by **insert author's name**. It is supported by a copy of any papers circulated during the event, which have been forwarded to the Local Government Library for use in informing further learning within the council.

Representative's Report

3.1 Purpose/aim of the event or visit

Insert here the objectives. This could be along the lines of

This visit was arranged to further the work which the County Council is supporting with developing communities in xxxxxxxxxxxx **or** This conference was designed to share the up to date position in regard to xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

3.2 Achievement of objectives

Describe here how the event or visited achieved the council's objectives in approving your attendance. Refer to examples, eg The Hon Jo Bloggs, Minister for ? was able to describe latest government thinking on..... or, perhaps, During the visit, we were able to hold in-depth discussions with who on what

Include outcomes and the benefits or otherwise for the council, the community and yourself

Statutory and Policy Implications

This report has been produced to ensure compliance with the Council's Travel and Accommodation policy and current arrangements for approving attendance at conferences, seminars and Member Training events.

It is also possible to include here a comment on the implications of the travel and accommodation policy on the arrangements made for you to attend. Egg, whether the hotel was appropriate, were there any travel difficulties. Comments in this section would then inform any future development of the policy.

Background Papers Available for Public Inspection

List

Electoral Division(s) Affected

List