

## PROTOCOL FOR ELECTED MEMBER ATTENDANCE AT EXTERNAL COURSES AND CONFERENCES

### Application for external course or conference

- Any Member wishing to attend an external conference or course must complete an application form and return it to the Business Support Team in Democratic Services. The application must detail the reasons for attending the course or conference and how it will help them in their role as an elected member.
- All applications for external courses or conferences must be agreed by the Assistant Chief Executive in consultation with the Chairman of the Member Development Steering Group.
- The course/conference must have been identified within a Member's Annual Personal Development Plan or as a learning and development need for the position they hold at the county council.
- The event must be of reasonable cost according to the budget set aside for training and development for members and should be clearly linked to the county council's corporate objectives.
- The event must be offered by an accredited training body, such as the Local Government Association or Local Government Improvement and Development and, as a general point of principle, must not be organised by any political group. Any exceptions to this principle will be agreed on a case-by-case basis at the discretion of the Assistant Chief Executive in consultation with the Chairman of the Member Development Steering Group.
- A maximum of two places should be offered on any course unless specifically authorised by the Assistant Chief Executive following consultation with the Chairman of the Member Development Steering Group. If any external event attracts more than two applications for attendance, places are likely to be prioritised in order of relevance to the role of the applicant, date of submitting the application and the number of previous courses attended.
- Members are required to provide a short briefing on the event to other members on their committee or political group to cascade the learning.
- Following the event, members must complete a feedback form and return it to Legal and Democratic Services.

### Travel to external course of conference

- Members may claim travel expenses for journeys undertaken in relation to any of the approved duties. Mileage allowances are paid in cases where a private vehicle is used. Where other forms of transport are used, reimbursement is related to the actual cost incurred, subject to any conditions. Where practical and economical, Members should use public transport or consider car sharing when travelling on business for the council. Members should, where possible, use a means of transport that is of the lowest cost to the council.
- For further information on entitlement to Travelling and Subsistence Allowances, please refer to the current Members' Allowances Scheme.

**Legal and Democratic Services  
Member Training & Development Application Form**



Name:	
Event Title:	
Date:	
Venue:	
Cost:	

Have you been to this event before?	YES/NO <i>please delete as appropriate</i>
This event is relevant to my role as a Member and my personal development in the following way(s):	
Attending this event will contribute to the achievement of the county council's corporate objectives as follows:	

<p>I undertake to attend this event.          I understand that if I am unable to attend I must inform the Business Support Team, Legal and Democratic Services, Room 122.          I undertake to provide feedback to Legal and Democratic Services about the event within 14 days of the end of the event.</p> <p>Signed.....</p> <p>Date.....</p>
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**Please return this form to the Business Support Team, Legal and Democratic Services, Room 122, County Hall.**