

## **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 Member Services Manager. If an application is turned down, the Director for Law and Governance and Chairman of the Member Development Steering Group will be consulted. A list of external training applications will be presented to the Member Development Steering Group on a quarterly basis for transparency.
- The course/conference must have been identified within a Member's 1-1 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 and should not be organised by any political group.
- A maximum of two places should be offered on any course unless specifically authorised by the Member Services Manager, 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 will be asked to cascade any learning or training materials to other Members where possible. Following the event, members must complete a feedback form and return it to Democratic Services.

### **Travel to external course of conference**

- Members may claim travel expenses for journeys undertaken in relation to any of the approved duties. 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.

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



Name:	
Event Title:	
Date:	
Venue:	
Cost:	
Hotel Required	

Have you been to this event before?	YES/NO <i>please delete as appropriate</i>
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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 objectives as follows:

I undertake to attend this event.  
 I understand that if I am unable to attend, I must inform the Business Support Team, Democratic Services.  
 I undertake to provide feedback to Democratic Services about the event within 14 days of the end of the event.

Signed..... Date.....

**Please return this form to Anna Miller, Member Services Manager**  
**Democratic Services, Woodhatch Place, Reigate**

PLEASE NOTE: Terms and conditions of registration on FREE events usually incurs a cancellation charge or Full payment if there is non-attendance at the event or cancellation is after the deadline date.