

Committee: Policy & Resources Committee	Date: 16 February 2017
Subject: Business Travel Scheme – Recognised Events	Public
Report of: Town Clerk	For Decision
Report Author: Chris Braithwaite, Senior Committee and Members Services Officer	

Summary

The purpose of this report is to confirm the schedule of recognised events (conferences etc.) attended by Members and Officers for inclusion within the Business Travel Scheme. This schedule lists those events which Members and Officers are permitted to attend without requiring further specific Committee approval. Travel and accommodation at these events is still required to be in accordance with the provisions of the Business Travel.

Periodic approval of this schedule by this Committee is required in accordance with Standing Order No. 42.

The schedule of events has been reviewed by the Chief Officer Summit Group. It supported the addition of the following to the schedule of recognised events:-

- LGC Investment Summit
- Wildlife Enforcers Conference (WEC) (Police/Border Force) Seminar
- Society of Heads Conference
- Annual Conference of Standards Committees
- European Cities Marketing Expert Meeting
- Association of Charitable Foundations – Annual Conference

Recommendations

The Committee is recommended to approve the schedule of recognised events that may be attended by Members and Officers set out at Appendix A for inclusion within the Business Travel Scheme.

Main Report

Background

1. Standing Order No. 42 deals with attendance at events by Members and Officers and reads as follows:-

42. Conferences

(1) Members and Officers are authorised to attend events (ie. conferences, congresses, seminars, meetings, exhibitions etc.) on behalf of the City of London Corporation in accordance with the Business Travel Scheme.

(2) The Business Travel Scheme:

(a) forms part of the Financial Regulations;

(b) defines the various categories of travel on official business;

(c) includes a schedule of recognised events attended by Members and/or Officers approved by the Policy & Resources Committee.

2. Paragraph (2)(c) introduced the concept of a schedule of recognised events, to be approved this Committee, that forms part of the Business Travel Scheme.

Business Travel Scheme

3. The Business Travel Scheme regulates business travel on behalf of the City and is one of the specific responsibilities of the Finance Committee under its terms of reference.
4. The Scheme provides a clear framework against which attendance at events involving travel can be regulated. Business trips are categorised according to the profile/significance of events and the approval process for attendance at events in each category is set out. Typically, any business travel which involves Members requires approval in advance from the relevant Spending Committee. The Scheme includes an exception to this rule for the Lord Mayor and the Chairman of Policy and Resources, given the nature of their travel.
5. The Scheme provides for a schedule of recognised events, to be approved periodically by this Committee. Subject to sufficient funds being available, further approvals are not required for attendance by Members and Officers at events included in this schedule.
6. The cost of attendance is typically met either from the relevant Department's Local Risk Budget. In the event that there is not sufficient provision within that budget, funding would need to be sought from the Finance Committee's contingency fund.

Recognised Events

7. A list of proposed recognised events for inclusion with the Business Travel Scheme is set out at Appendix 1. The last time this was approved by your Committee was in September 2014. The Schedule of recognised events has been reviewed by the Chief Officer Summit Group and the following annual events have been added to the list of approved events:-

Committee(s)	Event	Venue	No. of Attendees¹
Finance	LGC Investment Summit	UK	Two officers
Port Health & Environmental Services (Heathrow Animal Reception Centre)	Wildlife Enforcers Conference (WEC) (Police/Border Force) Seminar	UK	One Officer
Board of the Governors of the City of London Freemen's School	Society of Heads Conference	UK	Head Teacher
Standards	Annual Conference of Standards Committees	UK	Up to two Members One officer
Culture, Heritage & Libraries	European Cities Marketing Expert Meeting	Europe	One officer
City Bridge Trust	Association of Charitable Foundations – Annual Conference	UK	(in 2016) Chairman, Chief Grants Officer and several CBT officers

8. The events meet one or more of the following criteria:-
- they are regularly attended by Members
 - they are attended by Officers accompanying Members
 - they are events which are regularly attended by Officers which typically require overseas travel.
9. Once agreed, Members and Officers will be able to attend the listed events without the need for further specific approval from Committees. Travel for these events will still need to be undertaken in accordance with the Business Travel Scheme.
10. The specific Members who attend each event are typically agreed either by the relevant Spending Committee or by the Chairman and Deputy Chairman thereof.

Unscheduled Events

11. Occasionally, invitations or opportunities will arise during the year to attend events, considered by Committees or Chief Officers to merit representation by the City Corporation, but which are not included in the approved schedule.

¹ Unless already approved at Court or Committee level, the names of Members attending events will be agreed by the Chairman and Deputy Chairman of the relevant Committee.

12. The provisions of Standing Order No. 42 apply to such events and, therefore, attendance must be approved and undertaken in accordance with the Business Travel Scheme. These are set out in the table below.

	Party Including		
	Members	Officers of Grade I and Above	Solely Officers of Grade H and below
Category 1 (Overseas travel involving Government representatives, or senior business, financial or cultural leaders)	Spending Committee	Spending Committee	N/A (Travel of this level would necessarily involve Members of Chief Officers)
Category 2 (all other travel)	Spending Committee	Town Clerk*	Chief Officer

*Approval for the Town Clerk's travel should be considered by the Chamberlain.

Conclusion

13. Standing Order No. 42 focuses directly on the Business Travel Scheme as the means of regulating attendance at events. The inclusion of a schedule of recognised events, periodically approved by this Committee, ensures that the Scheme provides an appropriate level of control in relation to this issue. It is appropriate that this is reviewed on a regular basis. This has been reviewed by the Summit Group, and Members are requested to consider and approve the schedule of recognised events.

Appendices

Appendix 1 – Schedule of Recognised Events

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SCHEDULE OF RECOGNISED EVENTS

Committee(s)	Event	Venue	No. of Attendees²
Policy & Resources	Local Government Association Conference	UK	One or two Members One officer
Policy & Resources / Planning & Transportation	MIPIM (Marché International des Professionels de L'Immobilier)	France	Four Members Eight officers
Finance	Chartered Institute of Public Finance & Accountancy Conference	UK	One or two Members Up to two officers
Finance	LGC Investment Summit	UK	Two officers
Finance	National Association of Pension Funds Conference	UK	One officer
Port Health & Environmental Services	The Chartered Trading Standards Institute Conference (Annual)	UK	two Members plus up to four Officers; Officers - 3 from the Trading Standards Team plus 1 from the Animal Health Team
Port Health & Environmental Services	Chartered Institution of Wastes Management Conference	UK	One Member Two officers
Port Health & Environmental Services	Local Authority Recycling Advisory Committee Conference	UK	Two officers
Port Health & Environmental Services (Heathrow Animal Reception Centre)	International Air Transport Association (IATA) Live Animals Board (twice a year)	International	One Officer (fully funded by IATA)

² Unless already approved at Court or Committee level, the names of Members attending events will be agreed by the Chairman and Deputy Chairman of the relevant Committee.

Committee(s)	Event	Venue	No. of Attendees²
Port Health & Environmental Services (Heathrow Animal Reception Centre)	International Pet Air Transport Association (IPATA) Conference (Annual)	International	Two Officers
Port Health & Environmental Services (Heathrow Animal Reception Centre)	Animal Transport Association (ATA) Conference (Annual)	International	One Officer
Port Health & Environmental Services (Heathrow Animal Reception Centre)	Wildlife Enforcers Conference (WEC) (Police/Border Force) Seminar (Annual)	UK	One Officer
Port Health & Environmental Services (Open Spaces)	Institute of Cemetery & Crematorium Management Conference	UK	One officer
Police	Joint Conference of Association of Chief Police Officers & Association of Police & Crime Commissioners (Summit)	UK	Two Members Two officers
Police	Association of Police & Crime Commissioners (APPC) Annual General Meeting	UK	Two Members One officer
Markets	World Union of Wholesale Markets (two meetings per year)	Varies but usually outside the UK	One Member One officer
Board of the Governors of the City of London Freeman's School	Society of Heads Conference	UK	Head Teacher
Boards of Governors of the City Schools	Association of Governing Bodies of Independent Schools – AGM	UK	Up to three Members (one from each Board)

Committee(s)	Event	Venue	No. of Attendees²
Boards of Governors of the City Schools	Association of Governing Bodies of Independent Schools - Conferences/seminars through the year	UK	Board Members as appropriate (depends on subject matter)
Community & Children's Services	Chartered Institute of Housing Conference	UK	Two Members Two Officers
Community & Children's Services	National Children & Adult Services Conference	UK	Two Members Two Officers
Community & Children's Services	Public Health England Conference	UK	Two Members One Officer
Standards	Annual Conference of Standards Committees	UK	Up to two Members One officer
Culture, Heritage & Libraries	International Council on Archives Conference (once a year)	Varies but usually outside the UK	Up to two officers
Culture, Heritage & Libraries	Archives & Records Association UK & Ireland Conference (once a year)	UK or Ireland	Up to two officers
Culture, Heritage & Libraries	International Council of Archives Section on Local Municipal and Territorial Archives Conference/Meeting (once a year)	Europe	One officer
Culture, Heritage & Libraries	International Conservation Conference (once every four years)	Varies but usually outside the UK	Up to two officers
Culture, Heritage & Libraries	European Cities Marketing Expert Meeting (once a year)	Europe	One officer
City Bridge Trust	Association of Charitable Foundations – Annual Conference	UK	(in 2016) Chairman, Chief Grants Officer and several CBT officers