

Committee(s): Policy and Resources Committee – For decision	Dated: 22 February 2024
Subject: Business Travel Scheme – Schedule of Recognised Events	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	5, 7, 9, 10
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Town Clerk	For Decision
Report author: Chris Rumbles, Town Clerk’s Department	

Summary

The purpose of this report is to seek approval of a 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 for attending these events is still required to be in accordance with the provisions of the Business Travel Scheme.

Periodic approval of the Schedule of Recognised Events is required by Policy and Resources Committee, in accordance with Standing Order No. 42: –

The Schedule of Recognised Events has been reviewed by Chief Officers and the addition of the following events is proposed:-

- Expo Real (Munich)
- Conferences of the Parties (COP) (Worldwide)
- World Economic Forum’s Annual Meeting (Davos)
- Opportunity London Investment Trip (Europe)
- MIPIM Asia (Hong Kong)
- Opportunity London Investment Trip (New York/Boston)

Recommendation(s)

Members are asked to:

- Approve the Schedule of Recognised events that may be attended by Members and Officers as set out at Appendix 1 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 (i.e. on behalf of the City of London Corporation in accordance with the Business Travel Scheme and Financial Regulations).

The Business Travel Scheme confirms that Policy and Resources Committee or the Town Clerk shall approve travel for:

- A schedule of recognised events (attended by City of London Corporation delegates)
- Duty travels for some roles (predominantly requiring travel) within the organisation.

Members and Officers will be able to attend the listed events or duty travel without a need for further specific committee approvals, subject to attendance being in accordance with the City of London Corporate Travel Policy.

Current Position

Business Travel Scheme

2. The Business Travel Scheme regulates business travel on behalf of the City Corporation and is one of the specific responsibilities of the Finance Committee under its terms of reference.
3. 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 clearly 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 Chairman of Policy and Resources Committee, given the specific nature of their travel.
4. 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.
5. The cost of attendance for these events is typically met from the relevant Departmental Local Risk Budget; in the event that there is not sufficient provision with Local Risk Budgets, funding would need to be sought through the relevant Committee approval.

Recognised Events

6. A list of proposed events for inclusion within the Business Travel Scheme is set out in Appendix 1. The scheduled of recognised events has been reviewed by Chief Officers and the following annual events have been added to the list of approved events:

Committee(s)	Event	Venue	No. of Attendees¹
Policy and Resources Committee / Planning and Transportation Committee	Expo Real (annual)	Munich	Chairman of Policy and Resources Committee / Chairman of Planning and Transportation Committee and 5 officers
Policy and Resources Committee	Conferences of the Parties (COP)	Worldwide	Chairman of Policy, Lord Mayor and 3 officers
Policy and Resources Committee	World Economic Forum's annual meeting (Davos)	Davos	Chairman of Policy, Lord Mayor and 3 officers
Policy and Resources Committee / Planning and Transportation Committee	Opportunity London Investment Trip	Europe (Paris and/or Milan and Amsterdam)	Chairman of Policy and Resources Committee / Chairman of Planning and Transportation Committee and 2 officers
Policy and Resources Committee / Planning and Transportation Committee	MIPIM Asia (Hong Kong)	Hong Kong	Chairman of Policy and Resources Committee / Chairman of Planning and Transportation Committee and 4 officers
Policy and Resources Committee / Planning and Transportation Committee	Opportunity London Investment Trip	New York / Boston	Chairman of Policy and Resources Committee / Chairman of Planning and Transportation Committee and 2 officers

7. Recognised 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.
8. Once agreed, Members and Officers will be able to attend listed events without the need for further specific approval from Committees. Travel for these events will still need to be in accordance with the Business Travel Scheme.
9. The specific Members who attend each event are typically agreed by either the relevant Spending Committee or by the Chairman and Deputy Chairman thereof.

Corporate & Strategic Implications

Strategic implications – City Corporation attendance at events aligns to the City Corporation's priorities across a range of areas.

Financial implications – Funding for attendance at events is to be met from within Local Risk Budgets; in the event that there is not sufficient provision with Local Risk Budgets, funding would need to be sought through the relevant Committee approval.

Resource implications – As shown under each event.

Legal implications – None identified

Risk implications – None identified

Equalities implications – None identified

Climate implications – Travel has a significant environmental and economic impact, therefore before any official travel, a number of key areas should be considered looking at alternative methods of meetings, maximising value from a trip through arranging multiple tasks on a visit, number of people travelling and if the meeting could be arranged in such a way to minimise the travel requirements for participants.

Travellers should consider the environmental impacts of their chosen mode of travel, considering more economically friendly modes of travel where possible.

Security implications – The City of London Corporation has adopted a strategic approach to managing business travel. This ensures that all business travel is procured within agreed procurement procedures for all its travel services across a range of areas, including the safety and security of its travellers.

Conclusion

10. Standing Order No. 42 focusses on the Business Travel Scheme as the means of regulation for 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 has been reviewed and updated by Chief Officers and Members are requested to approve the Schedule of Recognised Events.

Appendices

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.

- Appendix 1 – Schedule of Recognised Events

Chris Rumbles, Town Clerk's Department

T: 020 7332 1405

E: Christopher.rumbles@cityoflondon.gov.uk