

Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/14/15
Date: 13 December 2016	
Confirmation of action taken since last meeting - Approval for Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference	
Report by: Jennifer Reid, Committee Officer	
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1. Purpose of the Report

- 1.1 To confirm the action agreed in principle since the last meeting regarding proposed Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference

2. Recommendation

- 2.1 That the action agreed in principle since the last meeting of the Committee to approve in principle Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference 2 and 4 November 2016 at an estimated cost of £900 plus VAT, be confirmed.

3. Background and proposal

- 3.1 Following the last meeting of the Committee, the attached application was received regarding proposed Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference 2 and 4 November 2016 at an estimated cost of £900 plus VAT. The full application is attached to this report.
- 3.2 At the meeting of this Committee on 16 December 2014 it was reported that the Leader of the Council had agreed with Dave Hill, Executive Director, People Commissioning, that attendance at this conference in future years would be limited to a combined total of no more than six officers and members.
- 3.3 Officer attendance at the conference was confirmed as a total equivalent to five officers at an estimated cost of £3400 as detailed below:

- Four officers: £2800 plus VAT (full conference attendance at £450 plus VAT and approx. £300 accommodation costs per officer)
- Two officers attending one day each: £600 plus VAT (combined place £450 plus VAT and approximately £75 travel costs per officer).

- 3.4 The combined estimated total cost of Member and officer attendance at the conference was £4200.
- 3.5 Given that travel would take place before today's meeting, the Chairman agreed that the application should be circulated to all Members of the Committee for agreement in principle subject to confirmation at this meeting.
- 3.6 Upon being consulted by email, all Members of the Committee expressed their approval in principle for the application.