



Protocol for Members Attending Conferences/Courses

1. Course/conference Material will arrive to Members from a variety of sources. Details of courses running internally can be obtained from the Training Course Directory and Appendix for Members located on the web-site. Material received in the Office will be sent to the relevant Portfolio Holder, by the Group Leaders' P.A. who will also send out material to relevant Members in accordance with interest areas notified to them and generally by using their discretion. A copy of the information will also be sent to the Groups via the nominated Member Development Commission Member (Councillors Greenall (Conservative) and Councillor J A Roberts (Labour). Where possible, information will be sent to Members via email. Members might find it helpful to consult the appropriate Divisional Manager for advice on the standard/value for money of the course/conference in question.
2. If a Member wishes to attend a course/conference he/she should, complete An Expression of Interest Form (Appendix A) obtainable from the Group Leaders' PA to obtain the agreement of the Leader of the Council.
3. The Leaders' PA will confirm there is provision in the Members' budget or other appropriate Divisional budget and notify the Council Secretary & Solicitor and any appropriate Divisional Manager of the details for their information.
4. Once confirmation of attendance is obtained, the Leaders' PA will make the necessary booking arrangements on behalf of the Member and charge the costs to the appropriate budget code. If payment has to be made in advance the Leaders' PA should requisition a cheque and fax confirmation of attendance to secure the place. The booking form and cheque should be forwarded later.
5. If necessary, a travel requisition giving details of dates, times, class of travel etc. should be passed to Admin, who will book the seats.
The Administration office will negotiate the best possible deal and book seats as appropriate. (see also separate guidance note 'Travel for Members').
Members holding Senior Citizen railcards should indicate this at the appropriate section on the Expression of Interest Form. This information will be transferred to the travel requisition form.
6. If overnight accommodation is required it should be booked in advance. (If booked early enough, some hotels will send invoice for payment afterwards.)
Otherwise the Member will settle the account and reclaim the costs after attendance.
7. The Leaders' PA will send out all relevant details for the seminar/conference to the Member attending.

8. One week in advance of the course/conference (or seminar) the Leaders' PA will check with the Member attending that they have all the arrangement details (course, travel and accommodation (if applicable)).
9. On return to the office the Member concerned will circulate notes of the meeting to relevant Members and Officers.

In-House Training

1. From time to time training events are organised by particular service areas. Details of these events will be circulated, usually via email, by the relevant area organising the training.

Useful contact numbers

- Jan Gardner, Leaders' PA 01695 585009
Jan.gardner@westlancs.gov.uk
- Cathryn Jackson, Principal Overview & Scrutiny Officer (Link Officer – Member Development) 01695 585016
- Julia Brown, Member Services Officer 01695 585024
- Gary Martin – Member Services Manager (Lead Officer - Member Development) – 01695 585065 (Gary.Martin@westlancs.gov.uk)

EXPRESSION OF INTEREST FORM
(to attend an external conference/course/seminar)

SECTION 1

Name:

Telephone No.:Email:

SECTION 2

Title of Event:

Date of Event:

Course/Conference/Seminar (*delete as appropriate*)

SECTION 3

Do you require a travel booking to be made? Yes/No (*delete as appropriate*)

If yes, please give details:

Date:Time:

Class of travel:

(Please note Admin. will negotiate the best possible deal and book seats as appropriate)

Do you hold a Senior Citizen railcard Yes/No (*delete as appropriate*)

Do you require accommodation: Yes/No (*delete as appropriate*)

If yes, please give details:

From:To:

SECTION 4

Where did you first hear/read about this event?

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SECTION 5

Signature:Date:

SECTION 6

Authorisation:

SignatureDate:

Leader of the Council