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### **Protocol for Members Attending Conferences/Courses**

1. Material promoting courses/conferences for Members will be received either directly to the office or to an individual Member. Material received in the office will be sent to the relevant Members in accordance with interest areas notified to them and generally by using their discretion. Information is also sent to the Groups via their nominated Member Development Commission Member. Where possible, information will be sent to Members via email. Members might find it helpful to consult the appropriate Head of Service 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, contact Julia Brown in Member Services to obtain the agreement of the Leader of the Council.
3. The Member Services Officer (Julia Brown) will confirm there is provision in the Members' budget.
4. Once confirmation of attendance is obtained, the nominated Member Services Officer 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 nominated Member Services Officer will make the necessary arrangements and confirm of attendance.
5. If required, a travel requisition giving details of dates, times, etc. should be passed to Admin, who will book the seats. Admin will negotiate the best possible deal and book seats as appropriate.  
Members holding Senior Citizen railcards should indicate this. This information will be transferred to the travel requisition form.
6. If overnight accommodation is required it should be booked in advance. The Member should settle the account and reclaim the costs after attendance.
7. The Member Services Officer (Julia Brown) 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 nominated Member Services Officer 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 on the course/conference if appropriate to do so 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:**

Julia Brown, Member Services Officer 01695 585065  
[Julia.Brown@westlancs.gov.uk](mailto:Julia.Brown@westlancs.gov.uk)  
(Lead Officer–Member Development)

#### Member Development Group Representatives:

(TBC)  
Labour  
Conservative  
Our West Lancashire

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