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Conference Mapping

Purpose of report

For information.

Summary

This report sets out the procedures used by LG Group officers in prioritising invitations to Members to speak and / or attend conferences.

A grid of major LG and external conferences / events taking place between September 2010 and July 2011 - related to areas of flooding, housing, planning, climate change and waste - is attached at **Appendix A**.

Recommendations

Members are asked to note the arrangements.

Action

Officers to take forward conference programme in light of members' comments.

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Background

1. LGA officers receive a number of invitations for members and officers to speak at conferences and to attend stakeholder events. These can involve extensive preparatory work e.g. producing presentations and briefing papers, often at short notice.
2. To help us to anticipate and prioritise which invitations we accept and allow maximum time for preparation, a mapping and tracking system of LG and external conferences / events has been devised. This system will map invitations and track the process through from the acceptance/decline of invitations to producing briefing and speaking notes.

The issue(s)

3. The Grid will enable officers to be prepared for each event and to ensure the relevant briefing is provided in good time. A decision can also be made on the importance of the invitation e.g. should an attendee/speaker be provided at all and if so does it warrant a members attention or that of an LGA officer.
4. Officers would like to ensure that the briefing and speaking notes we provide to Members are as useful as possible. Members are invited to inform officers of any suggestions in terms of expectations for briefings.
5. Members will have the opportunity to feedback on engagements at each subsequent meeting of the Board.

Tracking System

6. The process below illustrates the mapping and tracking system:
 - Invitation is received and passed to Member Support Officer (MSO) for logging;
 - Invitation is considered in consultation with colleagues and members;
 - MSO accepts / declines invitation;
 - If accepted, MSO will commission a briefing from officer or adviser;
 - Officer/adviser will provide a briefing to attendee and handle any changes/ updates;
 - Members will provide feedback on the event to officers for action if necessary;
 - Members will have the opportunity to feedback to the Board.



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Appendix A

Date of Event	Organisation	Title of Event	Invitation Received	Decision
14 Sept 2010	Policy Connect	SRF roundtable with Bob Neill MP	✓	Cllr A Gravells attending with Martin Wheatley / Clive Harris
16 Sept 2010	Home Builders Federation (HBF)	Annual Planning Conference	✓	Cllr M Haines attending as speaker
17 Sept 2010	Chartered Institute of Housing	Chief Officers Conference		
23 Sept 2010	LG Group	Carbon Reduction Commitment Conference	Via LG Group Events Team	Cllr G Porter attending as speaker
23 Sep 2010	Chartered Institute of Housing	Carbon Reduction Commitment - issues, strategies and resources for the public sector		
05 Oct 2010	Chartered Institute of Housing	The Future of Affordable Housing		
12 Oct 2010	LG Group	Local Government Group climate change annual conference	Via LG Group Events Team	Cllr A Cooper (sub) attending as speaker

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15 Oct 2010	RTPI planning convention	CLIMATE CHANGE - Delivering Essential Waste, Energy & Flood Management Infrastructures		
26 Oct 2010	Public Service Events conference	Renewable Energy in the Public Sector: working towards a zero carbon future	✓	Cllr Porter attending as speaker
4-5 Nov 2010	RTPI planning convention	Planning for climate change conference		
9-10 Nov 2010	Business Council for Sustainable Energy	Climate Finance 2010		
9 - 11 Nov 2010	Chartered Institute of Housing	CIH Eastern Annual Conference – The Sky's the Limit		
11 Nov 2010	GovToday	Sustainable Communities Conference	Invitation to Chair / address sent directly to Cllr Porter by Organiser	Cllr G Porter - unable to attend, Cllr Loakes / Cllr Haines able to attend. Fatima to notify organiser
11 Nov 2010	ADEPT	Adept Conference	✓	Cllr Clyde Loakes attending as Speaker
24 Nov 2010	Environment Agency	EA Annual Conference - Speaker and request to be on Adaptation Panel	✓	Awaiting Response from Cllr Porter

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14-16 June 2011	Futuresource	Europe's sustainability event		
21-23 June 2011	Chartered Institute of Housing	Annual Conference		
28 – 30 June 2011	LG Group	LG Group Annual Conference and Exhibition 2011: Localism Works		