

## Appendix

### CONFERENCES

#### Criteria

In assessing whether it is appropriate for a member to attend a conference, the following criteria should be taken into account. Any conference must satisfy the first point:

1. is the conference on a subject or issue that is *directly relevant* to the MPA's roles and responsibilities?
2. will the conference help keep those attending up to date with current developments, best practice etc?
3. is the conference specifically relevant to the role of a particular MPA committee or the lead responsibility of a particular member? This will help determine which member(s) will gain maximum benefit from a conference.
4. will attendance and participation at the conference help promote the MPA to a *relevant* audience?
5. are there other conferences etc on the same subject which would be more relevant?
6. is there any experience/feedback from previous conferences of the organisation running it and, if so, is this positive?

#### Approval process

1. if the total cost of the conference (per delegate), including travel and accommodation expenses (but excluding members' allowances) is less than [**£500**] the Clerk (or the Treasurer in her absence) is authorised to make a decision under delegated authority. Where more than one member wishes to attend, this threshold is a total cost of [**£1,500**].
2. Where the total cost of attendance per delegate exceeds [**£500**] a report will be made to the Co-ordination & Urgency Committee or the full Authority for decision.