

**Merseyside Fire & Rescue Authority**  
**Application for Members Attendance at a Conference / Event**

APPENDIX C  
CFO/122/10

**1 For Completion by Members:** Please complete and submit to Committee Services for formal approval, as per the Members Development Strategy

<b>Name of Applicant wishing to Attend Event &amp; Date Submitted</b>		<b>Is an Officer required to attend also?</b>		
			Yes	No
<b>Title of Event</b>		<b>No. of days requested to attend Event</b>		
<b>Nature of Event</b> (e.g. key topics being addressed)		<b>Date/s of Event</b>		
<b>Location</b>		<b>Overnight stay required</b>		
			Yes	No
<b>Nature of Travel:</b> please confirm if making own travel arrangements		<b>Cost of Event</b>		
<b>Reason for attending</b> (e.g. in support of role as ...)				

**2 For Completion by Committee Services**

<b>Date Request Received</b>	<b>Date Submitted / Considered by the Executive Leadership Board</b>	<b>Considered by the Chair in the event of an Executive Leadership Board not being Scheduled prior to deadline, for applying for the event</b>
<b>Resolution</b>		

**3 Members Feedback:** Please complete and submit to Committee Services following the event.

<b>Did the Event Meet Your Expectations: Please Comment</b>	Yes / No - Comments:
<b>How did this Event Assist You in Your Role</b>	
<b>Contribution to Achieving the Authority's Purpose 'To Make Merseyside a Safer, Stronger, Healthier Community'</b>	
<b>Would you Recommend the Authority Sending Representation in the Future. Please Comment</b>	

Merseyside Fire & Rescue Authority Members are required to complete and submit an application Form when wishing, or appointed, to attend a Conference or Event as part of their Role within the Fire Authority. (other than those Events agreed Annually at the General Meeting).  
Members are to complete the relevant sections on the form and follow the instructions, as per below.

- Section 1 Members wishing to attend a Conference or Event which they believe to be of relevance to their role and Development within the Authority, are to complete Section One of the Members Application Form. Once all boxes have been completed Members must Submit the form either via e-mail or hard copy - to Committee Services at SHQ  
[committeeservices@merseyfire.gov.uk](mailto:committeeservices@merseyfire.gov.uk)
- Section 2 Committee Services are to Date the form on the date received and the Member Liaison & Support Manager will determine which Executive Leadership Board the Application will be submitted to, for Consideration and a decision sort.  
Should there not be a scheduled meeting of the Board, within sufficient time required to make the booking, Committee Services will seek consideration and a decision from the Chair of the Authority (or Vice Chair in the Chair's Absence).  
Once a decision has been made Committee Services will advise the Applicant and the Appropriate Officer/Assistant's to make the necessary arrangements.
- Section 3 Members are to complete section three of the Form, on their return from attending the event. Once complete Members are to submit the form either via e-mail or hard copy to Committee Services, following which the information will be fed back to the Authority at the earliest opportunity, via the Members Development Group.

Contact Details  
Merseyside Fire & Rescue Service, HQ  
Committee Services  
Bridle Road  
Bootle  
L30 4YD

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