



Council Offices, Almada Street  
Hamilton, ML3 0AA

Monday, 26 October 2020

Dear Councillor

## **Conference Allocation Committee**

The Members listed below are requested to attend a meeting of the above Committee to be held as follows:-

**Date:** Tuesday, 03 November 2020  
**Time:** 09:30  
**Venue:** By Microsoft Teams,

The business to be considered at the meeting is listed overleaf.

Yours sincerely

**Cleland Sneddon**  
**Chief Executive**

### **Members**

Peter Craig (Chair), Maureen Chalmers (Depute Chair), Gerry Convery, Maureen Devlin, Kenny McCreary, Jim Wardhaugh

## BUSINESS

### 1 Declaration of Interests

### 2 Minutes of Previous Meeting

3 - 4

Minutes of the meeting of the Conference Allocation Committee of 22 September 2020 submitted for approval as a correct record. (Copy attached)

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### Item(s) for Noting

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### 3 Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c) 5 - 6

Report dated 26 October 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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### Urgent Business

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### 4 Urgent Business

Any other items of business which the Chair decides are urgent.

### ***For further information, please contact:-***

Clerk Name: Lynne Wyllie/Gillian Cochran

Clerk Telephone: 01698 455361/455375

Clerk Email: [lynne.wyllie@southlanarkshire.gov.uk](mailto:lynne.wyllie@southlanarkshire.gov.uk)

## CONFERENCE ALLOCATION COMMITTEE

2

Minutes of meeting held via Microsoft Teams and in the Corporate Dining Room, Council Offices, Almada Street, Hamilton on 22 September 2020

**Chair:**

Councillor Peter Craig

**Councillors Present:**

Councillor Maureen Chalmers (Depute), Councillor Maureen Devlin, Councillor Kenny McCreary

**Councillors' Apologies:**

Councillor Gerry Convery, Councillor Jim Wardhaugh

**Attending:**

**Finance and Corporate Resources**

L Cunningham, Members' Services Manager; L Wyllie, Administration Assistant

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### 1 Declaration of Interests

The following interest was declared:-

<b>Councillor(s)</b>	<b>Item(s)</b>	<b>Nature of Interest(s)</b>
Chalmers	Elected Member Representation at Conferences etc:- <ul style="list-style-type: none"><li>◆ Chartered Institute of Public Finance and Accountancy (CIPFA): "Understanding the Impact of COVID-19 on your Council"</li><li>◆ Centre for Local Economic Strategies: "Community Wealth Building Summit"</li></ul>	Personal interest

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### 2 Minutes of Previous Meeting

The minutes of the meeting of the Conference Allocation Committee held on 11 February 2020 were submitted for approval as a correct record.

**The Committee decided:** that the minutes be approved as a correct record.

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### 3 Elected Member Representation at Conferences, etc

A report dated 14 September 2020 by the Executive Director (Finance and Corporate Resources) was submitted providing details of conferences/seminars which the Council had been invited to attend.

**The Committee decided:**

(1) that the Council be represented at the following conferences/seminars:-

<b>Seminar or Conference</b>	<b>Date and Venue</b>	<b>Representation</b>
(a) Scotland Policy Conference: "Next Steps for Adult Social Care in Scotland – Quality, Support and Developing Effective Models of Care"	7 October 2020 Online	Councillor Donnelly

- |     |   |                           |                               |
|-----|---|---------------------------|-------------------------------|
| (b) | Chartered Institute of Public Finance and Accountancy (CIPFA): "Understanding the Impact of COVID-19 on your Council" | 9 October 2020<br>Online  | Councillor Chalmers           |
| (c) | Centre for Local Economic Strategies (CLES): Community Wealth Building Summit   | 5 November 2020<br>Online | Councillors Chalmers and Ross |

*Councillor Chalmers, having declared an interest conferences (b) and (c) above, withdrew from the meeting during consideration of this item of business*

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#### **4 Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c)**

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A report dated 11 May 2020 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 36(c) because of the timescales involved, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve member attendance at a conference.

**The Committee decided:**

that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve online training for Councillor Callaghan entitled "Beyond Coronavirus: A New Type of Culture for a New Type of Authority – The Role of Organisational Development" organised by the Local Government Information Unit (LGU) which took place on various dates, namely 25 June 2020, 2 July 2020 and 9 July 2020, be noted.

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#### **4 Urgent Business**

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There were no items of urgent business.

# Report

**3**

Report to:	<b>Conference Allocation Committee</b>
Date of Meeting:	<b>3 November 2020</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c)</b>
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## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ♦ advise on action taken, in terms of Standing Order No 36(c), in view of the timescales involved, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve member attendance at conferences, etc

## **2. Recommendation(s)**

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve the webinar for Councillor Chalmers on “Local and Community Resilience 2020: Creating Self-Sufficient, Crisis-Proof Communities” organised by Impact Engagement to take place on 27 October 2020, be noted.

## **3. Background**

3.1. An invitation had been received in respect of this webinar and is required to be booked in advance of this Committee to allow the necessary arrangements to be made and in terms of Standing Order No 36(c), the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, had approved the attendance of Councillor Chalmers as follows:-

- ♦ Councillor Chalmers on “Local and Community Resilience 2020: Creating Self-Sufficient, Crisis-Proof Communities” organised by Impact Engagement to take place on 27 October 2020

## **4. Employee Implications**

4.1. None.

## **5. Financial Implications**

5.1. Delegate fees associated with members’ attendance at conferences can be met from within the existing budget.

5.2. The annual budget for attendance at Conferences and associated travel, subsistence and accommodation is £9,000, amount committed to date is £245, leaving a remaining balance of £8,755.

## **6. Other Implications (Including Environmental and Risk Issues)**

- 6.1. Attendance at conferences contributes to individual member's learning and development profiles. In terms of good governance, it is important that elected members have the opportunity to attend events which keep them briefed on current developments and reinforce the knowledge and skills required to enable them to fulfil their role.
- 6.2 There are no other implications in terms of risk or sustainability associated with the content of this report.

## **7. Equality Impact Assessment and Consultation Arrangements**

- 7.1. There is no requirement to carry out an impact assessment in terms of the proposals contained within this report.
- 7.2. Other than consultation with the appropriate elected members in terms of the process established for dealing with invitations received to attend conferences and seminars, no formal consultation was required.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

26 October 2020

### **Link(s) to Council Values/Ambitions/Objectives**

- ◆ Accountable, Effective and Efficient

### **Previous References**

- ◆ None

### **List of Background Papers**

- ◆ Invitations received in respect of individual conferences, seminars, etc

### **Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

Lynne Wyllie, Administration Assistant

Ext: 5361 (Tel: 01698 455361)

E-mail: [lynne.wyllie@southlanarshire.gov.uk](mailto:lynne.wyllie@southlanarshire.gov.uk)