



Council Offices, Almada Street  
Hamilton, ML3 0AA

Monday, 08 November 2021

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, 16 November 2021  
**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 5 October 2021 submitted for approval as a correct record. (Copy attached)

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#### Item(s) for Decision

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- 3 Elected Member Representation at Conferences, etc** 5 - 8  
Report dated 8 November 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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#### Item(s) for Noting

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- 4 Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c)** 9 - 10  
Report dated 1 November 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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#### Urgent Business

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- 5 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

# CONFERENCE ALLOCATION COMMITTEE

2

Minutes of meeting held via Microsoft Teams on 5 October 2021

**Chair:**

Councillor Peter Craig

**Councillors Present:**

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

**Councillor's Apology:**

Councillor Jim Wardhaugh

**Attending:**

**Finance and Corporate Resources**

L Wyllie, Administration Assistant

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## 1 Declaration of Interests

No interests were declared.

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Conference Allocation Committee held on 7 September 2021 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 21 September 2021 by the Executive Director (Finance and Corporate Resources) was submitted providing details of conferences/seminars which the Council had been invited to attend.

This webinar was previously considered by this Committee on 10 August 2021 and it was agreed that Councillor Thomson would attend, however, a further expression of interest had now been received from Councillor Corbett.

**The Committee decided:** that, in addition to Councillor Thomson, the Council be represented by Councillor Corbett at the "Tackling Domestic Abuse and Violence" conference organised by the Institute of Government and Public Policy (IGPP) to take place online on 4 November 2021.

*[Reference: Minutes of 10 August 2021 (Paragraph 3)]*

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## 4 Urgent Business

There were no items of urgent business.



# Report

3

Report to: **Conference Allocation Committee**  
 Date of Meeting: **16 November 2021**  
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Elected Member Representation at Conferences, etc**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide details on conferences, etc which the Council has been invited to attend to allow elected member representation to be determined

## 2. Recommendation(s)

2.1. The Committee is asked to:-

- (1) consider the invitations received for the conferences, etc listed in the appendix to this report and decide on which elected members should attend particular conferences, etc if it is considered appropriate for the Council to be represented.

## 3. Background

3.1. Invitations have been received in respect of the conferences, etc contained in the list attached to this report. In accordance with procedures for dealing with conferences, etc details of the conferences, etc have been issued to the Leaders of the Political Groups. Their comments are available to assist the Conference Allocation Committee with its consideration of particular invitations.

## 4. Employee Implications

4.1. There are no employee implications.

## 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, actual spend to date is £1,042 and amount committed to date is £135, leaving a remaining balance of £7,823.

## 6. Climate Change, Sustainability and Environmental Implications

6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

## **7. Other Implications**

- 7.1 Attendance at conferences contributes to individual members' 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.
- 7.2 There are no other implications in terms of risk or sustainability associated with the content of this report.

## **8 Equalities Impact Assessment and Consultation Arrangements**

- 8.1 There is no requirement to carry out an impact assessment in terms of the proposals contained within this report.
- 8.2 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)**

8 November 2021

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

- ◆ Accountable, Effective, Efficient and Transparent

### **Previous References**

- ◆ None

### **List of Background Papers**

- ◆ Invitations received in respect of individual conferences, etc

### **Contact for Further Information**

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

Lynne Wyllie/Gillian Cochran, Administration Assistant

Ext: 5361/5375 (Tel: 01698 455361/5375)

E-mail: [lynne.wyllie@southlanarkshire.gov.uk](mailto:lynne.wyllie@southlanarkshire.gov.uk) / [gillian.cochran@southlanarkshire.gov.uk](mailto:gillian.cochran@southlanarkshire.gov.uk)

**South Lanarkshire Council**  
**CONFERENCE ALLOCATION COMMITTEE – 16/11/2021**  
**List of Conferences, Seminars, etc**

<b>No</b>	<b>Start Date</b>	<b>End Date</b>	<b>Conference Title</b>	<b>Organiser(s)</b>	<b>Venue(s)</b>
1.	26/11/2021	28/11/2021	Environment/Climate Emergency	National Association of Councillors (NAC)	Lytham St Annes





# Report

4

Report to:	<b>Conference Allocation Committee</b>
Date of Meeting:	<b>16 November 2021</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 participation of Councillor Chalmers in a webinar entitled “Community Wealth Building Summit 2021” organised by the Centre for Local Economic Strategies (CLES) between 15 to 19 November 2021, be noted.

## 3. Background

3.1. This webinar was previously considered at the Conference Allocation Committee on 7 September 2021 and it was agreed that Councillor Ross would attend. A further expression of interest has now been received from Councillor Chalmers and it is proposed that she also attends the webinar. The cost for the webinar is approximately £50 and was required to be booked in advance of the next meeting 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, has approved the participation of Councillor Chalmers in the following webinar:-

- ♦ “Community Wealth Building Summit 2021” organised by the Centre for Local Economic Strategies (CLES) between 15 to 19 November 2021

## 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, actual spend to date is £1,042 and amount committed to date is £135, leaving a remaining balance of £7,823.
- 6. Climate Change, Sustainability and Environmental Implications**
- 6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.
- 7. Other Implications**
- 7.1. 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.
- 8. Equality Impact Assessment and Consultation Arrangements**
- 8.1. There is no requirement to carry out an impact assessment in terms of the proposals contained within this report.
- 8.2. 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)**

1 November 2021

**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)