



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 18 February 2019

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, 26 February 2019

Time: 09:30

Venue: Committee Room 4, Council Offices, Almada Street, Hamilton, ML3 0AA

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

Members are reminded to bring their fully charged tablets to the meeting

Yours sincerely

Lindsay Freeland
Chief Executive

Members

Peter Craig (Chair), Maureen Chalmers (Depute Chair), Walter Brogan, Fiona Dryburgh, Mark McGeever, Sheena Wardhaugh

BUSINESS

1 Declaration of Interests

2 Minutes of Previous Meeting

3 - 4

Minutes of the meeting of the Conference Allocation Committee of 29 January 2019 submitted for approval as a correct record. (Copy attached)

Item(s) for Decision

3 Elected Member Representation at Conferences, etc

5 - 8

Report dated 18 February 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Urgent Business

4 Urgent Business

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

For further information, please contact:-

Clerk Name: Sandra Abbott

Clerk Telephone: 01698 455393

Clerk Email: sandra.abbott@southlanarkshire.gov.uk

CONFERENCE ALLOCATION COMMITTEE

2

Minutes of meeting held in Committee Room 4, Council Offices, Almada Street, Hamilton on 29 January 2019

Chair:

Councillor Peter Craig

Councillors Present:

Councillor Maureen Chalmers, Councillor Fiona Dryburgh, Councillor Mark McGeever

Councillors' Apologies:

Councillor Walter Brogan, Councillor Sheena Wardhaugh

Attending:

Finance and Corporate Resources

S Abbott, Administration Assistant; L Cunningham, Members' Services Manager

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Conference Allocation Committee held on 4 December 2018 were submitted for approval as a correct record.

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

3 Elected Member Representation at Conferences, etc

A report dated 21 January 2019 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:-

Seminar or Conference	Date and Venue	Representation
(a) Association for Public Service Excellence (APSE): "Building and Maintaining the Council Housing of the Future" – Scotland Building and Housing Seminar 2019	7 and 8 February 2019 Dunblane, Perthshire	Councillors Burns and Wilson
(b) Armed Forces Mental Health First Aid: "Mental Health First Aid Starts With You"	7 and 8 March 2019 Glasgow	Councillor Horsham
(c) Holyrood Events: "Participatory Budgeting"	19 March 2019 Edinburgh	Councillors Donnelly and Holford

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

A report dated 21 January 2019 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 2 conferences.

Representation at the “Understanding Scotland’s New Planning Act – What do you need to know about the new planning system?” conference had been considered at the meeting of the Committee on 4 December 2018. However, in view of a further nomination to attend the conference, the Chair, in terms of Standing Order No 17, had decided that further representation at the conference be approved.

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 member attendance at the following 2 conferences, be noted:-

- ♦ Councillor Scott at the “Understanding Scotland’s New Planning Act – What do you need to know about the new planning system?” conference organised by MacKay Hannah to be held in Edinburgh on 5 February 2019
- ♦ Councillor Falconer at the “Recycling Local Authorities cutting out use of Single Use Plastics” conference organised by the National Association of Councillors held in Leeds from 11 to 13 January 2019

[Reference: Minutes of 4 December 2018 (Paragraph 3)]

5 Item of Urgent Business – Elected Member Representation at Conferences – Late Notice of Additional Conference

In view of the requirement to deal with this matter and to allow arrangements for elected member representation to be made in advance of the date of the conference, the Chair decided, in terms of Standing Order No 4, that consideration be given to member representation as a matter of urgency at the “Municipalisation of Energy, a Councillor’s Perspective” conference organised by the National Association of Councillors to be held in York from 22 to 24 February 2019.

The Committee decided: that the Council be represented by Councillor Falconer at the “Municipalisation of Energy, a Councillor’s Perspective” conference organised by the National Association of Councillors to be held in York from 22 to 24 February 2019.

Report

Report to:	Conference Allocation Committee
Date of Meeting:	26 February 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Elected Member Representation at Conferences, etc
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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. The annual budget for attendance at Conferences and associated travel, subsistence and accommodation is £16,000, amount committed to date is £7,770 leaving a remaining of £8,230.

6. Other Implications

6.1. Attendance at conferences, etc 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.

6.2. There are no other implications in terms of risk or sustainability associated with the content of this report.

7. Equalities 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)

18 February 2019

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:-

Sandra Abbott, Administration Assistant

Ext: 5393 (Tel: 01698 455393)

E-mail: Sandra.abbott@southlanarkshire.gov.uk

South Lanarkshire Council
CONFERENCE ALLOCATION COMMITTEE – 26/02/2019
List of Conferences, Seminars, etc

No	Start Date	End Date	Conference Title	Organiser(s)	Venue(s)
1.	21/03/2019	21/03/2019	Gathering for Local Authority Representatives	Church of Scotland	Edinburgh
2.	23/04/2019	23/04/2019	Scottish National Standardised Assessments – To Test or Not To Test?	Holyrood Events	Edinburgh
3.	14/05/2019	17/05/2019	Fleet, Waste and Grounds Maintenance	Association for Public Service Excellence (APSE)	Aviemore
4.	22/05/2019	22/05/2019	Supporting Pupil Mental Wellbeing - Edinburgh	Modern Government	Edinburgh

