



Council Offices, Almada Street  
Hamilton, ML3 0AA

Monday, 03 June 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, 11 June 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.

<b>Members are reminded to bring their fully charged tablets to the meeting</b>
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Yours sincerely

**Lindsay Freeland**  
**Chief Executive**

### **Members**

Peter Craig (Chair), Maureen Chalmers (Depute Chair), Gerry Convery, Fiona Dryburgh, Mark McGeever

## BUSINESS

### 1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 3 - 4  
Minutes of the meeting of the Conference Allocation Committee of 26 March 2019 submitted for approval as a correct record. (Copy attached)

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#### Item(s) for Decision

- 3 **Elected Member Representation at Conferences, etc** 5 - 8  
Report dated 3 June 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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#### Item(s) for Noting

- 4 **Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c)** 9 - 10  
Report dated 3 June 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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#### Urgent Business

- 5 **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](mailto:sandra.abbott@southlanarkshire.gov.uk)

## CONFERENCE ALLOCATION COMMITTEE

2

Minutes of meeting held in Committee Room 4, Council Offices, Almada Street, Hamilton on 26 March 2019

**Chair:**

Councillor Peter Craig

**Councillors Present:**

Councillor Walter Brogan, Councillor Maureen Chalmers (Depute), Councillor Fiona Dryburgh, Councillor Mark McGeever

**Councillor's Apology:**

Councillor Sheena Wardhaugh

**Attending:**

**Finance and Corporate Resources**

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

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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>
McGeever	Item of Urgent Business – Representation at the “Scottish National Standardised Assessment – to Test or Not to Test?” conference	Personal

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### 2 Minutes of Previous Meeting

The minutes of the meeting of the Conference Allocation Committee held on 26 February 2019 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 18 March 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:-

<b>Seminar or Conference</b>	<b>Date and Venue</b>	<b>Representation</b>
(a) Scottish Throughcare and Aftercare Forum (STAF): A Day with Dr Karen Treisman	8 May 2019 Glasgow	Councillor Callaghan
(b) Holyrood Events: “Kirsty in Adversity” - Getting it Right for Every Child (GIRFEC)”	9 May 2019 Edinburgh	Councillors Loudon and Nailon

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#### **4 Item of Urgent Business – Representation at the “Scottish National Standardised Assessment – to Test or Not to Test?” Conference**

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Representation at the “Scottish National Standardised Assessment – to Test or Not to Test?” conference to take place in Edinburgh on 23 April 2019 had been considered at the meeting of this Committee on 26 February 2019. The Committee decided that the Council be represented at the conference by Councillor Hamilton. However, in light 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 given consideration.

**The Committee decided:** that the Council’s representation be extended to include Councillor McGeever at the “Scottish National Standardised Assessment – to Test or Not to Test?” conference to take place in Edinburgh on 23 April 2019.

*[Reference: Minutes of 26 February 2019 (Paragraph 3)]*

*Councillor McGeever, having declared an interest in the above item, withdrew from the meeting during its consideration*

# Report

3

Report to:	<b>Conference Allocation Committee</b>
Date of Meeting:	<b>11 June 2019</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Elected Member Representation at Conferences, etc</b>
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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 £9,000, amount committed to date is £2,691, leaving a remaining balance of £6,309.

## 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)**

3 June 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:-

Lynne Wyllie, Administration Assistant

Ext: 5361 (Tel: 01698 455361

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

**South Lanarkshire Council**  
**CONFERENCE ALLOCATION COMMITTEE – 03/06/2019**  
**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.	12/06/2019	12/06/2019	Early Learning and Childcare Expansion - Delivering the Workforce	Holyrood Events	Edinburgh
2.	28/06/2019	30/06/2019	Regeneration of Towns and Villages	National Association of Councillors	Southport



# Report

**4**

Report to: **Conference Allocation Committee**  
 Date of Meeting: **11 June 2019**  
 Report by: **Executive Director (Finance and Corporate Resources)**

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

## **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 a conference

## **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 attendance of Councillor Lowe at the Association for Public Service Excellence (APSE) "Fleet, Waste and Ground Seminar 2019", be noted

## **3. Background**

3.1. At its meeting on 26 February 2019, the Committee had considered representation at the Association for Public Service Excellence (APSE) "Fleet, Waste and Ground Seminar 2019" to take place in Aviemore from 14 to 17 May 2019 and had agreed that the Council be represented by Councillor Craig. A further nomination had recently been received for Councillor Lowe to also attend this conference. Confirmation of Councillor Lowe's attendance at the Seminar required to be finalised and the booking made in advance of the date of this meeting.

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 Lowe at the Association for Public Service Excellence (APSE) "Fleet, Waste and Ground Seminar 2019" conference take place in Aviemore from 14 to 17 May 2019.

## **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.

## **6. Other Implications**

- 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)**

3 June 2019

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

- ◆ Accountable, Effective and Efficient

### **Previous References**

- ◆ Minutes of 26 February 2019 (Paragraph 3)

### **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:-

Sandra Abbott, Administration Assistant

Ext: 5393 (Tel: 01698 455393)

E-mail: [sandra.abbott@southlanarkshire.gov.uk](mailto:sandra.abbott@southlanarkshire.gov.uk)